

Lean Process Outcomes: Faculty Release Documentation

Faculty release (including sabbaticals) is not consistently entered into Banner. As a result, trends of increasing or decreasing use of release time can not be determined nor can the impact of release time on the percent of instruction delivered by full-time faculty be easily understood.

On October 4-5, 2007, a group of faculty, staff and administrators participated in a Lean process to review how release time is requested, approved and documented.

The outcome of this work included

- the mapping (flow chart) of the PCC Faculty Release Process,
- an understanding that Banner does have the capability to track release time,
- that after defining common codes and staff training, release time could be entered into Banner, and
- Banner reports could then be created detailing release time trends, etc.