

Project Name: Faculty Release Time**Author: Chris Chairsell, Laura Massey, Jeff Triplett, Mike Arnold**

Implement Faculty Release Time process resulting from 2-day Lean session (Oct. 4-5, 2007). This project will implement a district-wide process for requesting, processing, and archiving non-instructional workload assignments for faculty, librarians, and counselors. This is the first phase of a two phase effort to implement the best process for our faculty and staff.

Phase I, fully defined in this document, will implement a non-automated process utilizing existing technologies (Word documents, email, and Banner). This will allow evaluation of the defined process and easily refine steps as needed.

Phase II, not included in this document, will implement a more automated version of the process utilizing a web-based computer application that will be developed during that phase. A future phase II scope document will be presented to this group after an evaluation of the phase I implementation has been completed. No date has been selected for beginning the phase II project (estimated 2009 timeframe).

Project Definition

To help define the project, answer the following questions.

WHO requested the work?

Christine Chairsell, VP/Academics & Student Affairs

With backing from Lean session attendees:

Larry Clausen, Dean Allied Health & Science

Kate Dins, Dean Business, Technology & Publishing

Scott Huff, Dean of Instruction Cascade

John Saito, Dean Health, ECE, PE

Cheryl Scott, Dean Business & Humanities

Jeff Triplett, Dean Math & Industrial Tech

Steve Ward, Dean of Instruction Rock Creek

MaryLou Webb, Dean Management & Supervisory Development

Mike Arnold, Technology Solutions Services

Angela Berdahl, Instructor English Composition

Lisa Bledsoe, Manager Human Resources

Rob Burns, Instructor Developmental Reading & Writing

Rusty DeBord, IAA Social Science, Business & Real Estate

Janet Di Grazia, IAA Liberal Arts & Math

Jan Floren, Technology Solutions Services

Kirk Garrison, Instructor Building Trades

Frank Goulard, Instructor Math

Spencer Hinkle, Instructor Building Construction Tech

Julie Kinney, Manager Human Resources

Nellie Long, Executive Assistant Academic & Student Affairs

Laura Massey, Director Institutional Effectiveness

Bonnie Starkey, Manager Customized & Workplace Training

Niki Steele, IAA Science & Technology

WHAT is the main objective or problem to be solved?

- To make a common Faculty Release Time process available to faculty, librarians, and counselors.
- To provide a consistent set of procedures for approving division, campus, and district-wide Faculty Release Time requests, and communicating with the requestors.
- To utilize existing Banner functionality to record approved Faculty Release Time assignments and simplify retrieval of this information on a timely basis.

WHEN must the project be completed?

Two significant milestones have been identified for this project:

- 1- Early part of winter term 200801 (Jan-Feb) has been targeted to input previously approved Faculty Release Time data (from summer term 200703 forward) into the Banner system.
- 2- End of winter term 200801 (Mar-Apr) has been targeted to implement new process to staff and incorporate the new Faculty Release Time process into PCC operations.

WHERE will the customers access the systems? (I.e. campus, computer, web, internal, external)

Anywhere MyPCC access is available. The Faculty Release Time request form will be available from a link within MyPCC.

WHY is the project necessary?

Currently PCC is not consistently processing or documenting Faculty Release Time requests. With staff Faculty Release Time assignments being authorized at multiple levels (Department, Campus, and District levels), it is difficult to identify and monitor the current status at a college level.

Project Description

Briefly, describe the project.

- Document the new Faculty Release Time process and provide guidelines/examples for proper processing
- Develop a communication plan and deliver training on the new process to stakeholders, faculty and staff
- Modify current Banner Faculty Release Time codes and functionality to support Faculty Release Time processing and reporting

Statement of Work

List the main tasks that must be completed.

- Identify and communicate Faculty Release Time process to Stakeholders. This includes creating a simplified version of the process flow chart, identifying the effected stakeholders, publishing two sets of announcements, and presenting process to the Cabinet.
- Identify and present training to impacted staff. This includes documenting needed data, establishing guidelines for entering data into Banner, presenting abbreviated training to selected staff to enter current data into Banner (short-term), and presenting training to Instructional assistants for entering data into Banner from Faculty Release Time request form (longer-term).
- Review/setup Banner to support Faculty Release Time process. This includes reviewing and modifying current 'non-instructional assignment type' codes, and developing the required Faculty Release Time related reports.

- Develop the Faculty Release Time request form used by staff to submit for approval. This includes identifying the required fields and developing instructions (e.g. help files/pages) to properly submit a request.

Feasibility Factors

What questions must be answered in order to determine the feasibility of this project? (I.e. costs, resources, technical issues, outcome of other projects.)

This project, as described, will use existing resources and technology and does not incur additional costs. The only factor affecting feasibility is assignment of the appropriate resources.

Detail Section

Definition of Project Phases

What are the phases in which this project should be done? Use outline styles when appropriate.

I Phase 1

- Create announcement materials and present to Cabinet, EAC and others as identified by Office of Academics and Student Affairs
- Create documentation and training materials for presentation to identified staff
- Create standardized Faculty Release Time request form
- Modify Banner Release Time codes and relevant reports

Benefits

Briefly summarize the benefits. Include the number and types of beneficiaries. Include short and long term benefits. Explain what relationship this project has to the College's goals.

- Benefits faculty, librarians, and counselors by providing a documented and common process for submitting and processing Faculty Release Time requests
- Benefits Faculty Release Time 'approvers' (Deans & VP Student Affairs) by providing common communication guidelines for processing requests
- Benefits the college by providing accurate and timely Faculty Release Time information as a component of understanding full/part-time faculty ratios. The full/part-time faculty ratio is a priority discussion topic among the Budget Planning Advisory Committee led by the District President this year and is receiving attention at the state level.

Financial Impact

Estimate all institutional costs - one time and ongoing. Also estimate any expected savings. Provide as many details as you can. Do not include ITS personnel costs.

There are no additional costs associated with this project.

Personnel Resources

Estimate required resources from your department, the rest of ITS, and from the end users. (Change the heading "Dept Hours" to your department name and add/remove rows as necessary)

Phase	Step	TSS Hours	Other TSS Hours	Total TSS Hours	User Hours	Total Hours
Phase 1	Create announcement materials and present to Cabinet and EAC				20	20
	Create documentation and training materials for presentation to identified staff		40	40	20	60
	Create standardized Faculty Release Time request form	10	10	20	10	30
	Modify Banner Release Type codes and relevant reports	60	20	80	20	100
Grand Total		70	70	140	70	210

Technology Assessment

List any new and existing technology that will be used to support this project. Identify the maturity of any new technology. Assess the amount of technical risk associated with the project.

All technology associated with this project is currently being used and is considered stable and without risk:

- Microsoft Word software will be used to create the standardized request form and associated documentation
- Microsoft Front Page (or similar existing) software will be used to create training and documentation materials
- MyPCC/Outlook email software will be used to submit requests to approvers and communicate between individuals during processing

Relationship to Other Projects

What relationship does this project have to other current and future projects, if any?

This project has no interdependencies with other active projects. The level of success of this project will determine if/when the anticipated phase II project will be initiated.

Management Issues

Explain any management, control, and/or security issues that should be addressed when this project is complete.

PCC is required to respond to internal and external questions related to faculty full-time/part-time ratios. The effort to manually request and accumulate related Faculty Release information is time consuming and impacts our ability to timely respond to those questions.

Legal or Regulatory Impact

Are there any regulatory or legal reasons why this project should be implemented? If so, identify the mandated deadlines, if any.

This project is not required for regulatory or legal reasons.

Ongoing Workload Impact

What is the ongoing impact to the workload of PCC staff if this project is implemented? Include impact to technology support staff and impact to other staff due to changes in business processes.

It is believed that most of the effort related to approving and processing Faculty Release requests is currently being performed, however, informally. The only anticipated additional workload will be for Instructional Assistants to input Faculty Release data into Banner. It is estimated that PCC has approximately 100-200 active Release Time requests over a period of 1 year.

Impact of Not Doing

Explain the impact on the institution of not doing this project.

If this project is not implemented, PCC will continue to repetitively expend effort on gathering information related to Faculty Release assignments. This is viewed as an inefficient use of resources when Banner currently has the functionality to record this data for immediate retrieval.