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Username	mlee@austincc.edu
Unit Name	Campus Manager
What improvements have been planned implemented	We developed a professional development modular specifically for the RGC Campus Administration Office Staff (day, evening, weekend) in collaboration with the ACC Professional Development Office.
How did you decide that these improvements would benefit your unit or what weakness is the unit trying to improve	Communication is the key to working together as a team; therefore the decision was based on the need to establish a "team" mentality with all of the Campus Administrative Office Staff.
Description of what measures are going to be used to determine if the improvements were successful	Measures used to determine the successfulness was the productivity of the staff increased; the staff's demonstration of improvements in their communication among themselves; the staff now taking ownership and holding each other accountable and they are now working as a team.
baseline data used to determine improvements were needed	As a supervisor, you are aware of your staff's strength and areas of improvement and areas of improvement are noted on staff's annual PEP.
target goal data that shows your improvements have achieved your goals	All campus/office projects are completed by a team instead of an individual person which increases productivity and efficiency. All assignments are completed in a more timely fashion and if someone is out, the work continues.
current data where you are currently in reaching your target	The intended target has been reached but we will continue to improve processes as the College grows and make changes or additions to new processes/guidelines which all Campus Administrative office staff must be able to implement.
Narrative	<p>The process was very simple; I identified the needs of improvements for the Campus Administrative Office Team and collaborated with the Professional Development Office to develop a modular just for us to address deficiencies and ways to improve.</p> <p>Improvements were noticeable immediately; the overall office morale improved; they became more comfortable & confident in their abilities working as a team and now they hold each other accountable.</p>
Unit Review Leader	Marilyn E. Lee Taylor