

<b>Timestamp</b>	7/25/2013 9:51:44
<b>Username</b>	mfofi@austincc.edu
<b>Unit Name</b>	Centers
<b>What improvements have been planned implemented</b>	Provide a focused and accessible resource to enhance the standardization of operating procedures of all center administrative operations across the district. (i.e. Center Operations website with access to a procedures manual.)
<b>How did you decide that these improvements would benefit your unit or what weakness is the unit trying to improve</b>	ACC Centers are staffed with hourly (part-time) personnel with little direct interaction with ACC Administrative Services. Hourly staffing is flexible and transient which requires a consistent form of communication and training to inform center staff of current Center Operations processes and procedures.
<b>Description of what measures are going to be used to determine if the improvements were successful</b>	Administer a survey/evaluation to center staff to determine their knowledge of current processes and procedures. Send periodic surveys to center staff to evaluate the completed/In-progress webpage
<b>baseline data used to determine improvements were needed</b>	An initial survey of current hourly and staffing table personnel at each Center to determine their knowledge of processes and procedures
<b>target goal data that shows your improvements have achieved your goals</b>	Completion of a Center Operations webpage with specific content related to current operational processes and procedures.
<b>current data where you are currently in reaching your target</b>	<ol style="list-style-type: none"> <li>1. Survey distributed to center staff and data collected.</li> <li>2. Collecting and composing appropriate operational processes and procedures for a Center Operations Procedure Manual.</li> <li>3. Google site (webpage) in design phase.</li> </ol>
<b>Narrative</b>	Currently designing the Google Site for Center Staff access only. Collecting and drafting processes and procedures relative to day-to-day operations at centers. Continue to update existing ACC domain Centers websites with up-to-date information for students and community.
<b>Unit Review Leader</b>	Linda Morrison

<b>Timestamp</b>	3/21/2013 9:15:26
<b>Username</b>	mfofi@austincc.edu
<b>Unit Name</b>	Centers
<b>What improvements have been planned implemented</b>	Provide a focused and accessible resource to enhance the standardization of operating procedures of all center administrative operations across the district. (i.e. Center Operations website with access to a procedures manual.)
<b>How did you decide that these improvements would benefit your unit or what weakness is the unit trying to improve</b>	ACC Centers are staffed with hourly (part-time) personnel with little direct interaction with ACC Administrative Services. Hourly staffing is flexible and transient which requires a consistent form of communication and training to inform center staff of current Center Operations processes and procedures.
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<b>Unit Review Leader</b>	Linda Morrison
<b>Link to merged Doc</b>	
<b>Merge Status</b>	Centers SSR MiniPlan Update 2013.pdf
<b>Document Merge Status</b>	PDF successfully created,PDF attached in email to dohanlon@austincc.edu,fanny.caranikas@austincc.eduWed May 01 2013 10:58:04 GMT-0500 (CDT)