

Timestamp	3/21/2013 9:15:26
Username	mfofi@austincc.edu
Unit Name	Centers
What improvements have been planned implemented	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.)
How did you decide that these improvements would benefit your unit or what weakness is the unit trying to improve	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.
Description of what measures are going to be used to determine if the improvements were successful	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.
baseline data used to determine improvements were needed	An initial survey of current hourly and staffing table personnel at each Center to determine their knowledge of processes and procedures
target goal data that shows your improvements have achieved your goals	Completion of a Center Operations webpage with specific content related to current operational processes and procedures.
current data where you are currently in reaching your target	<ol style="list-style-type: none"> 1. Survey distributed to center staff and data collected. 2. Collecting and composing appropriate operational processes and procedures for a Center Operations Procedure Manual. 3. Google site (webpage) in design phase.
Narrative	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.
Unit Review Leader	Linda Morrison
Link to merged Doc	
Merge Status	Centers SSR MiniPlan Update 2013.pdf
Document Merge Status	PDF successfully created,PDF attached in email to dohanlon@austincc.edu,fanny.caranikas@austincc.eduWed May 01 2013 10:58:04 GMT-0500 (CDT)