

Best Practice Process

Question: Who should use the *Best Practice Process* form and for what purpose?

Answer: RLC employees use this form to document external *best practice* benchmarking. Benchmarking includes researching exemplary practices of external institutions, discussing internal application of these practices with RLC faculty and staff, and planning for the budget implications of instituting the practices.

Step 1 : Complete #'s 1 - 7 and submit this document electronically to Gloria Washington in the Department of Institutional Research and Effectiveness for RLC Thunder Team's review and approval and posting on the Intranet.

Step 2: After approval, you will receive this document to complete #'s 8 - 11.

Step 3: After you complete #'s 8 – 11, please resubmit electronically to Gloria Washington.

PLEASE NOTE: *Input information in the grey highlighted areas. Boxes will expand as you type.*

1. Briefly describe the best practice: Student spent more time in class - 12 hours per week for the first level of development reading.

2. How was this best practice identified (select all that apply)?

- a. participation in a local, state, or national conference
- b. participation in the National Community College Benchmark Process (NCCBP)
- c. networking opportunity
- d. professional reading
- e. participation in consortia
- f. environmental scanning

3. What is the rationale for benchmarking this best practice (select all that apply)?

- a. low performance to KPI target at RLC
- b. NCCBP comparison relative standing
- c. environmental scanning
- d. other: specify

4. Identify the institution(s) to be benchmarked: Washtenaw Community College

5. Will site visits be necessary? Yes **No**

6. If yes, estimate the cost of the site visit?

7. Estimate the timeline for completion of the research:

(STOP at this point and submit to Gloria Washington ... see STEP 1 above)

8. Identify the groups with whom you have discussed incorporation of the best practice: Joe Cortina

9. What is your final recommendation (choose one)?

- a. Adopt the best practice at Richland College.
- b. Adopt the best practice with revisions.
- c. Delay adoption while further research is conducted (estimated date:)
- d. Do not adopt this best practice.

10. Briefly explain your decision: District does not offer reading courses with this amount of contact hours.

11. SPP Goal: (select all that apply).

- Goal #1: Identify and Meet Community Educational Needs
- Goal #2: Enable All Students to Succeed
- Goal #3: Enable All Employees to Succeed
- Goal #4: Improve Efficiency and Effectiveness of College Programs and Operations

Date: 050706

Process Owner: Donna Walker