

“Process at Work” introductory e-mail sent by Dr. Judy Marwick
(October 2006)

As many of you know, we are planning and inservice day at KCC on Tuesday, October 24th. The morning will provide an opportunity for faculty to work on assessment of student learning at the course or program level. We will begin with a brief presentation by the assessment committee and the remainder of the time will be spent on previously defined departmental assessment initiatives.

Beginning at noon, we will have limited college operations to provide an opportunity for all college staff to participate in the activities. We will start with lunch for all and follow with an information session in the college auditorium. Dr. Weber will share KCC’s long-term strategic initiatives and then the focus will turn to process improvement as a foundation for continuous improvement, one of KCC’s current AQIP projects.

We are titling this afternoon *Process at Work* and it will include an opportunity for us all to map out the details of a KCC process. Understanding these details is the first step in improving any process. I’d like to ask you to help the planning team by recommending one or more processes (activities, tasks, jobs, projects) that you encounter in your work that staff could define during this afternoon. Please email your process ideas to Marcia Papineau before Friday, October 6 for consideration by the planning team.

Background reading information will be sent out prior to the 24th to update the college community about AQIP initiatives. Providing this information ahead of the inservice day will allow time that day to focus on accomplishing the goals surrounding process improvement.

I hope that the day will be fun as well as productive. We come together as a college community once each year for an inservice day to share information and ideas that set the stage for continuous improvement and a collaborative college culture. Your participation is important and I look forward to working with you on the 24th.