

Continuous Improvement Cycle Best Practice Checklist

The following are essential best practices for growing CCC's next generation of *planning, assessment and improvement* to meet our mission. For each program and service area of the college, use this checklist as a *lens through which to evaluate the progress and strength* of your continuous improvement cycle.

- Mission connected** – Clearly identify how your program or service is connected to CCC's mission and core themes - <http://www.clackamas.edu/Mission/>
- Intentional** – Have clear, current and viable instructional/service outcomes and measures. These outcomes demonstrate CCC is:
 - ❖ meeting needs of the community, students, and/or CCC faculty/staff;
 - ❖ supporting fiscal sustainability and good stewardship of resources.
- Communicate** to others the input you have received from your advisory groups and others.
- Know** – What information do you need to tell how you are doing? Create strong systems to gather this information. Commit to implementing and using these systems.
- Reflect** – Use this information to reflect on the effectiveness of your program/service. Commit to making this *use* of information an essential and routine part of your practice.
- Plan** – Where are you now? Where do you want to be? How will you get there? What about our internal or external environment will help or challenge progress?

Characteristics of a strong continuous improvement cycle – intentional, transparent, communicative, informed, integrated, responsive, mission connected, community connected.

Integral - How will you make this a part of the culture of what you do?

Plan purposefully, prepare thoughtfully, proceed positively, pursue persistently. William Ward

Transparent - How will you keep the direction and progress in front of yourself and others?

Responsive - How will you keep continuous improvement present and vibrant amidst the demands of any given day, week, month, term or year?

If you are planning for a year sow rice; if you are planning for a decade plant trees; if you are planning for a lifetime educate people. Chinese Proverb