



Pine Technical and Community College (PTCC) is dedicated to providing an inclusive learning and working environment through equitable opportunities for all students, staff, and faculty. The college appreciates diversity and is committed to supporting and honoring the dignity of each person by creating a campus climate where each individual is welcomed, supported, and respected. All internal stakeholders are welcome to submit proposals for process improvement to be reviewed with members of the administrative team for feedback and feasibility as it aligns with PTCC’s mission and vision.

1) What problems am I trying to solve?	

2) Stakeholders	
Who are three key stakeholders I plan to include in solving this problem?	A.
	B.
	C.

3) Assessment and Data-Informed Change	
What assessment/ data do I need to tackle the problem?	

4) Leveraging Opportunities & Overcoming Barriers	
a) What is one opportunity within my institution to gain buy-in?	
b) What is one barrier and a way to overcome it?	



5) Determining Impact	
a) How will I determine success/impact?	
b) What is one step I can do in the next 30 days to work towards generating buy-in to tackle this problem?	

6) In what way will this process improvement/proposal have a positive impact on access and opportunity for underrepresented populations?

7) How have you considered the potential adverse impacts of this process improvement/proposal on equity (considering things like accessibility, affordability, safety, culture, gender identity, etc.)?

8) Are there any remaining concerns regarding this process improvement/proposal's impact on equity and inclusion (e.g. accessibility, affordability, safety, culture, gender identity, etc.) that you would like to discuss further? If so, who are you planning on reaching out to?

Thank you for your time with this new process improvement proposal. Please submit the completed form to your immediate supervisor for review.