

# DMACC Continuous Improvement Commission

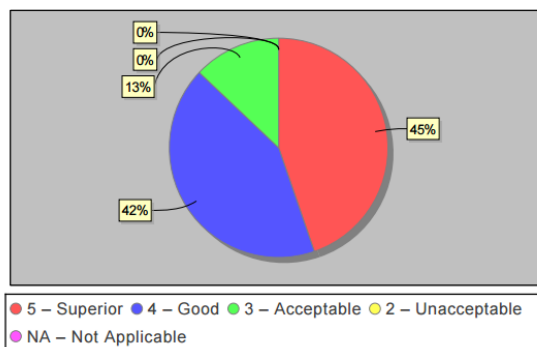
The **Continuous Improvement Commission (CIC)** would like to provide DMACC employees with an update on current process improvement activities. Since September 2016, the commission has received and reviewed 20 continuous improvement projects from across the district.

These projects help DMACC students, staff and stakeholders to receive better service, improve information sharing, and reduce time, cost and rework. The goal is to improve every aspect of what we do here at DMACC! Current projects include:

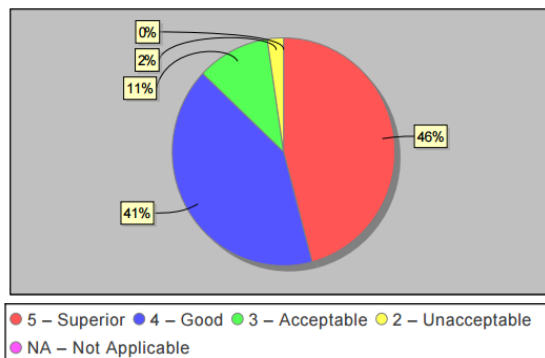
1. **High School Equivalency Diploma (HSED)** - Ahmed Agyeman & Hollie Coon
2. **Marketing Customer Survey**—Todd Jones
3. **Entry Cut Scores for Credit Programs**—Megan Patton & Jenny Foster
4. **206E Headcount Visit Process**—Kim Didier & Ben Voaklander
5. **1098-T—Gathering Taxpayer Identification Number Info**—Joe Seuntjens
6. **Assessment**—Chelli Gentry
7. **DMACC Foundation Scholarship Program**—Tara Connolly
8. **DMACC Vehicle Chargeback Improvement**—Ned Miller & Barb Meeker
9. **Electronic Hiring Process**— Jim Casey
10. **Enhanced Academic Advising**—Wade Robinson
11. **Faculty Liaison**—Mark Steffen
12. **Federal Work Study**—Ean Freels
13. **High School Degree Tracker**—Michael Lentsch & Randy Gabriel
14. **Improving Efficiency of Inter-campus Department Meetings**— Tony Paustian & Andrew Neuendorf
15. **Information Security Policy**—Joe Lane & Shon Miles
16. **Inquiry Tracking**—Joel Lundstrom
17. **Iowa Law and Sanitation Online Class**—Jill Whitson & Curt Buhr
18. **Learning Outcomes Alignment**—Laura Douglas & Beth Baker-Brodersen
19. **Professional Growth of DMACC Faculty**—Jim Casey & Anna Conway
20. **Returning to Learning Information Sessions**—Robert Nalean & Jean Ostrander

Last Fall (2016), the Continuing Education Department set out to create an online class for our Iowa Law Cosmetology self-study course. Cosmetologists must take this two-hour continuing education class bi-annually as required by the Iowa Board of Cosmetology. The new online course rolled out in December 2016. Thus far, 100 individuals have registered for the course, 90 students have passed, 1 student did not pass and 9 students have yet to take the final exam. Additional comments included: "It was very painless to take the course online. Thank you for making it available." "This was a very effective way to get our IA Law hours. I would like to see more courses offered this way. Even on bookkeeping or business type course geared to Cosmetology." "Like this option to obtain hours."

Value Was the information presented practical, useful and applicable?



Organization Was the material presented in a clear and understandable manner?



With this template, Continuing Education has created other online courses for Funeral Director Relicensure and are looking at creating a License Renewal for the Auto Dealers course.



**Picture:** Assessment group working on creating a user-friendly assessment website that includes assessment activity calendars, templates and information.

Please visit our [website](#) to see the current list of projects, commission members, commission minutes, and upcoming meeting dates. The commission would like to thank those who have submitted improvement proposals and also challenge both departments and individuals to identify more improvement opportunities for 2018. The commission and its members are available to assist anyone with development and submission of continuous improvement ideas. If you have an idea and are unsure what to do, where to start or next steps, please contact a CIC member. We will happily meet with you and provide assistance to move your idea forward.