

Program Action Plan Template

Program: Accounting		Date: 01/19/2021	Submitted By: Kathy Hewitt (Program Lead)
Action Item 1	Recruit and retain part-time faculty member qualified to teach accounting courses (Goal 1 & 4 from Program Review Documents)		
Proposed Action	Deans & I are continually looking at the faculty pool through Neo.gov for potential candidates → then dean & Program Lead agree on worthiness to pursue → then dean & Program Lead conduct a Zoom meeting with candidate to confirm match with the program → then dean makes recommendation to hire → then Program Lead requests a course to be assigned to the new adjunct		
Responsible Party	Deans and Program Lead		
Success Criteria	Would like to see two qualified part-time faculty members recruited and retained		
Resources	Access to Neo.gov, Deans scheduling meetings, and Program Lead available time		
Timeline	By Spring 2021		
Action Item 2	Update PLOs – they need to be more measurable and relevant to market and industry needs		
Proposed Action	The Program Learning Outcomes to be updated with measurable and relevant outcomes		
Responsible Party	Assessment Coordinator & Program Lead		
Success Criteria	The whole Program Learning Outcomes are reviewed and re-written as deemed necessary by Assessment Coordinator and Program Lead		
Resources	Program Lead available time		
Timeline	By Spring 2021 (by March 2021 for 2021-22 catalog changes deadline)		
Action Item 3	Transition plan for Program Lead Retirement		
Proposed Action	Program Lead to be looking for a potential replacement person who has been through the program at KCC (or some other CC) and now wants to lead the program forward into the future [this would be ideal for understanding of our student population and the needs of the accounting majors in Oregon (transfer students) and Klamath County (Degree to work)]		
Responsible Party	Deans and Program Lead		
Success Criteria	Person found and doing some teaching while current Program Lead is still working full-time		
Resources	Program Lead available time and Spring 2021 Term Course for this potential person		
Timeline	By Summer 2021		

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Signatures:

_____ Department or Program Lead	_____ Date
_____ Dean of Instruction (when applicable)	_____ Date
_____ Dean of CTE (when applicable)	_____ Date
_____ Vice President or President	_____ Date

After this document has been signed, please return to the Vice President of Academic Affairs.