Program Action Plan Template

Program: Business Administration	Date: 6/5/2023	Submitted By: Linda Williamson, Program Lead

Action Item 1	
Proposed Action	Enhance relationship with high school business program faculty related to coordination on advising and professional development opportunities.
Proposed Action	Initiate additional conversations with high school business faculty by coordinating with KCC Dual Credit and Beth Stiller in their roles of promoting early program advising for high school students; work closely with Chris Stickles on CTE opportunities for professional development and coordinate with high school faculty from lead high schools.
Responsible Party	Linda Williamson
Success Criteria	Process in place for early program advising at a minimum of Henley, Mazama, Eagle Ridge, Lost River, and Bonanza high schools; participation in a minimum of one professional development opportunity with high school faculty.
Resources	Assistance from KCC Dual Credit and with Beth Stiller; availability of professional development opportunities that are relevant and appropriate.
Timeline	Will be ongoing, but expected initial completion will be Spring 2024.

Action Item 2	
Proposed Action	Track and monitor transfer data on KCC Business Administration program graduates and use data within advising function and for potential program updates.
Proposed Action	Coordinate with KCC IR on most efficient method of accessing and reviewing this data and establish a process for determining if program changes need to be considered.
Responsible Party	Linda Williamson
Success Criteria	Process in place with data available and reviewed on a minimum of an annual basis.
Resources	Assistance from KCC IR.
Timeline	Will be ongoing, but process expected to be in place by Spring 2024 and reviewed on an annual basis.

Action Item 3	
Proposed Action	Creation of enhanced program-related materials to be available through LRC "Libguide" with special focus on needs of DE students.
Proposed Action	Work with KCC Librarian to research and develop student-friendly resources that are suitable for inclusion in business program courses.
Responsible Party	Linda Williamson
Success Criteria	Completion of Business Administration program LibGuide and other resources as appropriate based on research.

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| Resources | Assistance from KCC Librarian (coordination already in place). |
| Timeline | LibGuide created by Fall 2023 and reviewed on an annual basis. |

Signatures:

Linda B Wilkinson   6/7/23
Department or Program Lead   Date

Chris Stachler   6/7/23
Dean (when applicable)   Date

[signature]   6-07-23
Vice President or President   Date

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