


Program Action Plan Template



Program:		Date:	Submitted By:
Action Item 1	I will conduct recruitment of my unduplicated head count students.		
Proposed Action	I will have all CAS 133 Instructors discuss benefits of the Business Technology program as well as hand each student a recruitment flyer		
Responsible Party	Lead of Business Technology, Adjunct Instructors of CAS 133, Marketing Manager		
Success Criteria	Increase enrolment in declared major of Business Technology		
Resources	Marketing Manager produce a recruitment flyer for Business Technology.		
Timeline	Flyer produced and delivered to Lead of Business Technology by January 7, 2019. By January 18, 2019, all students in CAS 133 will receive the flyer and a small presentation surrounding the Business Technology degree.		
Action Item 2	Redesign Business Technology Administrative Office Professional career pathway certificate.		
Proposed Action	The certificate will have three courses being offered in the fall and two courses offered in the winter. Any student completing this course sequence will petition to graduate and receive completer status for this pathway.		
Responsible Party	Lead of Business Technology and Dean for Career Technology Education		
Success Criteria	Increase number of students completing pathway certificate capturing first-time full-time students.		
Resources	Advisor tools.		
Timeline	Approval of pathway certificate by April 1, 2019		
Action Item 3	Improve student access to program courses by lowering the cost of course materials to under \$120 per course.		
Proposed Action	Evaluating effectiveness and increasing use of Open Educational Resources in appropriate courses		
Responsible Party	Lead of Business Technology		
Success Criteria	Reduce financial barriers preventing students from successfully completing a degree.		
Resources	Publishers, LRC Staff, Statewide Consortium		
Timeline	2018- 2019 and 2019-2020 academic years		

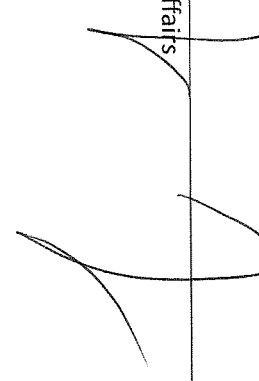
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Signatures:

Program Lead  12/8/18
Date

Dean of Instruction _____ Date _____

 12/10/18
Dean of CTE (when applicable) _____ Date

 12-07-2018
VP of Academic Affairs _____ Date