Klamath Community College

Program: Communications	Date: 6/27/2019	Submitted By: Jeanne LaHaie and Ronda Wery

Action Item 1	Improve tracking and accountability for professional development
Proposed Action	Establish a baseline for full time and for adjuncts, and create a tracking system to ensure everyone is meeting minimums.
Responsible Party	Ronda Wery
Success Criteria	All communications faculty, including adjuncts, will attend appropriate and reglar professional development, and an efficient system for tracking it will be in place.
Resources	Resources for attending professional development are already available through the faculty senate, and we will just need time to develop a tracking tool.
Timeline	The tracking tool should be relatively easy to develop, and training faculty can happen during fall in-service. We will need to have a meeting to establish acceptable minimum standards, and it will be up to a year before we can assess whether all faculty have met them.

Action Item 2	Succession planning and sustainability
Proposed Action	Establish clear timelines for retirements, and plan effective hiring and on-boarding for new faculty to ensure success.
Responsible Party	Ronda Wery/Jo Cochran
Success Criteria	A solid timeline for retiring faculty will be in place and new hires will be integrated successfully.
Resources	A mentor has already been requested for the newest hire, and we are currently including him on all communications about the department. As we see what he needs, we will be able to develop formal plans to ensure success of future hires.
Timeline	Our newest hire will be a test case for effective on-boarding, so by the end of the first year we will have a solid review of the process.

Action Item 3	Establish a technical writing program
Proposed Action	Working with OIT, we will establish a technical writing program that will work as a terminal degree or a seamless transfer to OIT.
Responsible Party	Ronda Wery/Jeremy Huston
Success Criteria	Students will find employment through this new program or transfer to OIT's program with no loss of credit.

Resources	We will need to ensure OIT's degree is established before developing our own. At that time we will need additional articulation agreements, and assistance to develop the program and walk it through committees.
Timeline	Once OIT's program is in place, we can finish this work within a year.

Signatures:

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Department or Program Lead   Date

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Dean of Instruction (when applicable)   Date

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Dean of CTE (when applicable)   Date

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Vice President or President   Date