

# Program Action Plan Template

Program: EMT		Date:June 5, 2019	Submitted By:Kasey Himes
Action Item 1	Control costs		
Proposed Action	Audit cost structure for EMT offerings, this includes CE courses and credit.		
Responsible Party	Dean of CTE and lead for EMT		
Success Criteria	In Excel form that has clear revenue coming in and expenses going out for course materials and adjunct/lab assistant costs.		
Resources	Business office to supply revenue sheet for each EMT course. Dean of CTE and lead of EMT to review expenses.		
Timeline	June 15, 2019		
Action Item 2	Hire additional qualified instructors		
Proposed Action	Lead for EMT to make announcements and industry partner meetings.		
Responsible Party	Lead for EMT		
Success Criteria	Securing a bench of three qualified adjunct instructors who can assist with multiple EMT offerings.		
Resources	Klamath community college’s human resource Department		
Timeline	September 30, 2019		
Action Item 3	Establish clear ratios of numbers of students and instructors per course		
Proposed Action	Review each lab course which has established statewide guidelines for ratio of instructor to students and establish break even point of revenue minus costs.		
Responsible Party	Dean for CTE and lead for EMT		
Success Criteria	In Excel sheet will be established that show breakeven point based on number of students into each EMT course with lab.		
Resources	Business office to supply revenue sheets		
Timeline	October 14, 2019.		

## Program Action Plan Template

Signatures:

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