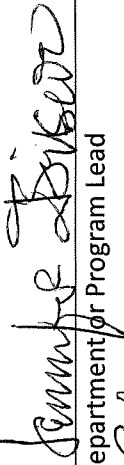


Program Action Plan Template

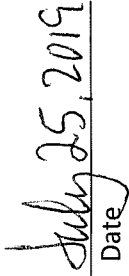
Program: HIM		Date: 7/25/19	Submitted By: Jennifer Briscoe
Action Item 1	Student Enrollment		
Proposed Action	Seek additional connections to southern Oregon high schools through dual credit, college now, and online high school. Infrastructure and connections will be built through dual credit coordinator, information and recruitment materials will be supplied by marketing department.		
Responsible Party	Director of marketing, dual credit coordinator, lead of HIM		
Success Criteria	Two additional classes will be offered synchronously to area high schools, advertised program of study connection with current high schools, and additional students signed up for College Now and dual credit opportunities.		
Resources	Marketing materials, College Now binders supplied to southern Oregon high school students.		
Timeline	First round of materials and classes will be offered and handed out September 2019; second round will go out February 2020.		
Action Item 2	Recruit and hire qualified instructors		
Proposed Action	Lead for HIM will make announcements in her advisory group and send out announcements to industry partners.		
Responsible Party	HIM lead		
Success Criteria	Securing a bench of qualified adjuncts to assist with instructing HIM technical core.		
Resources	Klamath Community College Human Resource department.		
Timeline	January 2020		
Action Item 3	CAHIIM accreditation		
Proposed Action	Secure CAHIIM accreditation		
Responsible Party	Dean for CTE, HIM lead, KCC Director of Grants		
Success Criteria	Staffing framework is in place, CAHIIM has awarded accreditation, and KCC is on CAHIIM website.		
Resources	Additional funding through KCC grant office; clear enrollment projections to justify additional staffing.		
Timeline	June 6, 2020		

Program Action Plan Template

Signatures:



Department or Program Lead

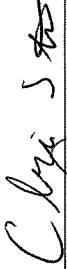


Date



Dean of Instruction (when applicable)

Date



Dean of CTE (when applicable)

Date



Vice President or President

Date