

Program Action Plan Template

Program: Laboratory Technician		Date: 03/18/24	Submitted By: Eleazar Gutierrez
Action Item 1			
Proposed Action	Increase marketing/visibility of the Program – Student recruitment.		
Responsible Party	Eleazar Gutierrez/Jordan Jones		
Success Criteria	Increase student population in the program. A 100% increase of previous performance.		
Resources	Marketing Department – Design informative flyers and mail them in the college catalog. Advertise on social media and local radio		
Timeline	If marketing efforts are started today, it will take at least a year for them to manifest. Student Increases should be expected Spring 2025.		
Action Item 2			
Proposed Action	Have student success representatives for the college and Trio direct students interested in the Program to the Program lead for advising.		
Responsible Party	Eleazar Gutierrez/Student Success Representatives/Trio advisor		
Success Criteria	Student do not lose time, money, and effort in taking courses that are not part of the Program.		
Resources	Student Success Representatives/Trio advisor		
Timeline	This needs to happen as soon as possible. Student's academic plans will be reviewed to determine success.		
Action Item 3			
Proposed Action	Begin Program curriculum changes substituting CGS 100 and CAS 133/L with the CHE 241 -243, Organic Chemistry series.		
Responsible Party	Eleazar Gutierrez		
Success Criteria	Initial changes passed through Curriculum Committee in Spring 24.		
Resources	Assistance from Annette Jones would be greatly appreciated.		
Timeline	Spring 24 and Spring 25.		

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Signatures:

Charran H. Gutierrez 7/11/24
Department or Program Lead Date

[Signature] 7-11-2024
Dean (when applicable) Date

[Signature]
Vice President or President

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