

Program Action Plan Template

Program: Science		Date: 7/10/2020	Submitted By: Jeanne LaHaie
Action Item 1	Improve tracking of professional development and tie it to specific instructional needs.		
Proposed Action	Establish a plan for professional development based on student feedback and pass rates for each course and instructor. Work with the faculty senate to facilitate faculty training. Create a tracking mechanism for this work in SharePoint.		
Responsible Party	Jeanne LaHaie		
Success Criteria	Each faculty member will create a training plan based on assessment and student feedback.		
Resources	Resources for attending professional development are all currently available, and faculty will just need time to create a plan and a tracking tool.		
Timeline	Faculty will develop a plan in the fall and put it into action during the upcoming year. Plans will be reviewed annually.		
Action Item 2	Improve assessment data and close the loop.		
Proposed Action	Due to the fact that the Science lead is not a faculty member, each full-time instructor will need to develop a plan to use assessment data to improve student outcomes by revising courses and linking specific assignments to outcomes. The assessment process is already established, so faculty just need to use it more intentionally.		
Responsible Party	Jeanne LaHaie		
Success Criteria	Science will have a robust cycle of assessment, outcomes, improvement.		
Resources	The science faculty will need one on one attention from the assessment coordinator.		
Timeline	This will begin fall 2020, but it is an ongoing process of improvement.		
Action Item 3	Improve strategic planning.		
Proposed Action	Create a strategic plan that works for the entire group and hold each faculty member accountable for his or her part.		
Responsible Party	Jeanne LaHaie		
Success Criteria	Creation of a strategic plan that sets clear goals and criteria for success and that works for the entire department.		
Resources	The dean of instruction will work with the group and with individuals to ensure this is accomplished.		
Timeline	The strategic plan cycle is due to start early in the fall, so the plan will be made, and progress on it will be measured throughout the entire next cycle.		

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Signatures:

Deanna Medtha 7-10-20

Department or Program Lead

Date

Maureen McKee 7-10-20

Dean of Instruction (when applicable)

Date

N/A

Dean of CTE (when applicable)

Date

[Signature]

Date

Vice President or President

Date

7-14-2020