


# Program Action Plan Template

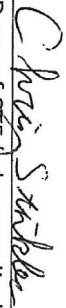
<b>Program: Welding</b>		<b>Date: 10/10/20</b>	<b>Submitted By: Matthew Walter.</b>
<b>Action Item 1</b>	Recruit qualified adjunct instructor.		
<b>Proposed Action</b>	Recruit within the community, reach out to individuals that had shown interest prior to Covid outbreak.		
<b>Responsible Party</b>	Welding Lead, KCC HR department		
<b>Success Criteria</b>	Secure one or more adjuncts to assist with instructing Welding students.		
<b>Resources</b>	KCC Human Resource Department.		
<b>Timeline</b>	Hire adjunct/assistant for Winter term 2021		
<b>Action Item 2</b>	Student enrollment		
<b>Proposed Action</b>	Reinforce connections with local High Schools through dual credit courses and possibly expanding the number of dual credit courses at qualified high schools, re-establish afternoon welding classes for high school students, assist high school students in taking regular scheduled KCC classes. Re-establish the evening community education welding classes (gateway for some students to take advanced classes), with possibly giving some college credit to students that need more flexible hours.		
<b>Responsible Party</b>	Dual credit coordinator, Marketing, Community education department, Welding lead.		
<b>Success Criteria</b>	Addition of high school afternoon class. More high school students in advance welding classes, Community interest in an evening welding program with possible connection to day classes as well.		
<b>Resources</b>	Marketing material for promoting day and evening classes, KCC representatives to attend and promote welding (other CTE programs?) at career day events at local schools.		
<b>Timeline</b>	Spring term 2021. At this time due to Covid-19 a realistic timeline is probable not possible		
<b>Action Item 3</b>	Job recruitment, internships, apprenticeships or possible surplus materials.		
<b>Proposed Action</b>	Reach out to five local companies big and small that are related to the metal trades. Establish a rapport with them to see how KCC could help them with possible employees for their business or possible internships. Inquire if companies have possible materials they can donate to CTE programs		
<b>Responsible Party</b>	Career center, Marketing department, Weld department lead (Klamath Chamber of Commerce?)		
<b>Success Criteria</b>	Establish ties with 3 or more local companies.		
<b>Resources</b>	List of possible companies, personnel to make initial contacts.		

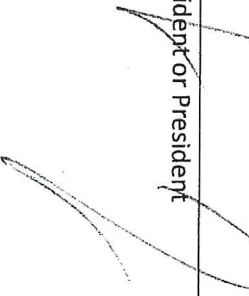
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Timeline	Winter /Spring 2021
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Signatures:

 11/13/20  
 Department or Program Lead Date

Dean of Instruction (when applicable) Date  
 10/22/20  
 Dean of CTE (when applicable) Date

Vice President or President Date  
 12-23-2020  
 Vice President or President Date