

Program Action Plan Template

Program: Career Services Center		Date: 12/2/2022	Submitted By: Michelle Horne
Action Item 1	Sustainability		
Proposed Action	Identify current sustainability model (courses taught, man hour reimbursement for advisory committees, workshops, and community ed courses, other grants)		
Responsible Party	Career Counselor		
Success Criteria	Sustainability beyond the grant		
Resources	Academic Affairs, Advisory Committees, Grants Department		
Timeline	December 2025?		
Action Item 2	Strategic Goals		
Proposed Action	Identify 4 strategic goals that align with KCC Strategic Plan		
Responsible Party	Career Services Center Staff		
Success Criteria	Having a formal strategic plan		
Resources	Career Services Personnel		
Timeline	March 2023		
Action Item 3	Ensure adequate personnel		
Proposed Action	Assess the needs of the CSC staff		
Responsible Party	Career Services Center Staff		
Success Criteria	PT Admin Professional to FT Admin professional & evaluate other positions in the CSC as needed		
Resources	CSC Personnel		
Timeline	July 2023		

Program Action Plan Template

Signatures:



Department or Program Lead

5-31-23

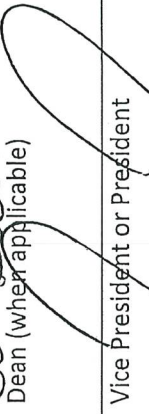
Date



Dean (when applicable)

5/31/23

Date



Vice President or President

5-31-2023

Date

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