

Program Action Plan Template

Program: Workforce, Community & Contract Education		Date: 7/09/2024	Submitted By: Maria Perez
Action Item 1	Student Registrations & Enrollment		
Proposed Action	During budget ask for additional funds for more staffing. Identify other areas of the college that can help with mass registration and student program registration.		
Responsible Party	Associate Dean		
Success Criteria	Funds for additional staffing or use other departments at the college for registrations.		
Resources	Academic Affairs, Student Affairs, CE/WF		
Timeline	Ongoing		
Action Item 2	Aging Equipment & Limited Space		
Proposed Action	Ask for funds to purchase CDL trucks and contact Facilities for storage space.		
Responsible Party	Associate Dean		
Success Criteria	Purchasing a new truck that is up to industry standard and finding storage space for WF/CE supplies.		
Resources	Automotive & Diesel Program, Academic Affairs, Facilities		
Timeline	Fall 2024		
Action Item 3	Driver's Education Waitlist & Staffing		
Proposed Action	Find adequate staffing to certify as Driver's Ed Instructors.		
Responsible Party	Associate Dean		
Success Criteria	Reduction in waitlist and adding two instructors to our Driver's Ed Team.		
Resources	Academic Affairs		
Timeline	SP 2025		

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Signatures:

<u>Maria Perez</u>	<u>7/10/2024</u>
Department or Program Lead	Date
<u>Chris Smith</u>	<u>7/10/24</u>
Dean (when applicable)	Date
<u>[Signature]</u>	<u>7-15-2024</u>
Vice President or President	Date

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