

Program Action Plan Template

Program: Klamath Center for Education and Training (K-CET)		Date: 3/31/22	Submitted By: Erin Szymoniak, K-CET Director
Action Item 1	Plan and budget for additional online GED instruction to successfully accommodate growth of online enrollments. Currently approaching capacity, ranging from 38-47 enrollments.		
Proposed Action	• Present as long-term goal in the 2022-23 budget presentation. • Propose addition of adjunct to cover up to 20 additional instructional hours per week.		
Responsible Party	K-CET Director		
Success Criteria	An online enrollment range of 50-73 online GED enrollments will support the addition of the position. (Currently at 35 hours per week of online instruction = 47 enrollments. Adding 20 instructional hours per week would increase capacity to up to 73 enrollments.		
Resources	Salary costs		
Timeline	Program year 2023-24 request		
Action Item 2	Focus on transition support for KCET students. Work with other departments to provide transition support to students who complete a GED and enter postsecondary education or workforce training. (Bridge Program)		
Proposed Action	• Planning meeting with K-CET team. (Determine student needs as they prepare to transition, plan for how to fulfill needs. Determine timeline for key steps and bringing other departments into the mix.) • Regular meetings with the Vice President of External Programs: review planning, keep informed, approvals. • Capitalize on and improve partnerships already in place		
Responsible Party	K-CET, Career Services Center, CTL, Workforce, Academic Affairs, Student Affairs		
Success Criteria	• Increased number of students transitioning from K-CET to post-secondary education or workforce training at KCC. (goal of 51% for 2022-2023) • Increase success rate – credential completion (degree, certificate, industry certification, micro-credentials) Need benchmarks according to Institutional Research.		
Resources	• Time – salary and benefits of staff from various departments • Possible costs of implementing services • Institutional Research – create reports		
Timeline	Currently working with Career Services and the Center for Teaching and Learning on new and improved projects, meet with additional partners throughout the 2022-2023 school year.		

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Action Item 3	Marketing: Increase social media posts to a minimum of three posts per month. Update outreach materials by fall term 2022. (English and Spanish)
Proposed Action	- Meet with Marketing to develop a social media marketing plan and design new outreach materials. - Determine costs. - Ongoing – social media advertising.
Responsible Party	K-CET Director, Assist Director, Receptionist, Marketing
Success Criteria	- Use Facebook metrics to measure engagement and build followers. - Goal – 300 followers by end of program year 2022-23. (Currently at 152) - Expand other social media tools currently not in use – i.e. Instagram, Tik Tok (dependent upon recommendations from Marketing)
Resources	Time: cost of salaries and benefits of K-CET employees and Marketing employees. Updated materials, unknown – point of discussion during the initial meeting.
Timeline	- September 1 - Updated outreach materials ready for use to promote fall term. - Goal – 300 or more Facebook followers by end of program year 2022-23. - Launch at least one other social media advertising tool.

Signatures:

Kim Symoniak
Department or Program Lead

3/31/22
Date

Dean of Instruction (when applicable)

Date

Dean of CTE (when applicable)

Date

Vice President or President

Date

3/31/2022