

INITIATIVE & PRIORITY WORK SHEET

Goal Responsible (GR) Person:

Overall Responsible (OR) Person: Mark Vest, VP for Learning and Student Services

YEAR 1: GOALS		RESOURCES				
Description of Assigned Goals	Needed College Resources	Operational Budget Requirements	Capital Budget Requirements	Challenges or Barriers	Can Complete In 1 Year? (if no, move to year	List any unexpected barriers encountered during implementation:
Develop course schedule based on student and community needs	Institutional Effectiveness staff time; Insitutional Effectiveness data and data analysis; faculty, deans, and support staff time, faculty input on scheduling.	None	None	Needed support position vacant, demands on distance education systems, student survey response rate, meeting competing faculty, community, and student needs	Yes, but will need refinement in succeeding years	
YEAR 2: GOALS	RESOURCES					Why were these goals NOT included in year 1?
Refine course schedule based on analysis of enrollment patterns and surveys	Same as noted above	None	None	Potentially same as noted above		Refinement of process developed in year one
YEAR 3: GOALS	RESOURCES					Why were these goals NOT included in year 1 or 2?

Approval Signatures and Date
GR:
GR Supervisor:
OR:

Goals suggested to be deleted or placed on the "Opportunity Board." (Add brief rationale - leave blank if none)

OPERATIONAL PLAN

This form is ONLY completed for year 1 goals. List goals in order of importance, 1 being top priority.

Department Name: Multi Department Process

Fiscal Year of Execution: **2016-17**

GOAL #	SUPPORTS STRATEGIC PLAN #	GOAL DESCRIPTION	# OF STEPS TO COMPLETE GOAL	DEADLINE FOR GOAL COMPLETION	ASSIGNED TO	RESOURCES NEEDED	MEASUREMENT OF COMPLETION
1		Develop 2 year schedule based on student and community needs		Fall semester 2016	VP for Learning and Student Services	Staff and faculty time; data from IE; student survey responses	Implementation of 2 year schedule
	GOAL JUSTIFICATION						

DETAIL OF ACTION STEPS		
GOAL # 1	DESCRIPTION OF STEPS	Time Estimage
Step 1	Develop Draft 2 year distance education system schedule	1-Jan-16
Step 2	Receive faculty input on 2 year scheduling needs	1-Jan-16
Step 3	Departmental review of 2 year program rollouts posted on advising checksheets	1-Feb-16
Step 4	Student survey on scheduling needs	1-Feb-16
Step 5	Dean/VLPSS development of 2 year schedule	1-Mar-16
Step 6	Advertising of 2 year schedule (Marketing, Campus/Center Office, and Advising assistance)	1-Apr-16
Step 7		
Step 8		
Step 9		

SPASC APPROVAL?	APPROVAL DATE:
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