

OPERATIONAL PLAN

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

Department Name

Fiscal Year of Execution:

GOAL #	SUPPORTS STRATEGIC PLAN #	GOAL DESCRIPTION	# OF STEPS TO COMPLETE GOAL	DEADLINE FOR GOAL COMPLETION	ASSIGNED TO	RESOURCES NEEDED	MEASUREMENT OF COMPLETION
1		Establish Guided Pathways model	10	06/30/19	Rickey Jackson	Initially Time & Effort	Bring recommendation to SPASC and IC for adoption before April 2019.
	GOAL JUSTIFICATION						
Every rural community college that has adapted some variance of Guided Pathways has seen a double digit increase in fall-fall retention and completion.							

DETAIL OF ACTION STEPS

GOAL # 1	DESCRIPTION OF STEPS	Time Estimage
Step 1	Seek program data, undeclared and declared, also completion data and demographic by campus & center	Two weeks
Step 2	Establish a steering committee of faculty, student services, business office, and admin.	16-Nov
Step 3	Analyze data: Questions to begin. Are our programs designed to guide and prepare students to enter further education	30-Nov
Step 4	Examin intake system, from advising, financial aid, payment, to registration	14-Dec
Step 5	Engage faculty and staff in scrutinizing current practices and planning large-scale reform	25-Jan-19
Step 6	Create program maps for all programs and fields	15-Feb-19
	Bring findings to SPASC & IC for recommendation to continue	22-Mar-19
Step 7	Plan redesign of intake system—including integration of supports	29-Mar-19
Step 8	Plan upgrade of student information system to support progress monitoring and enable early alerts	5-Apr-19
Step 9	Plan reorganization of advising to support timely program entry and completion	4-May-19
Step 10	Design training for advising and faculty	28-Jun-19

SPASC APPROVAL?	APPROVAL DATE:
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