

**2007-2010 Department Action Plan**

**Department/Unit: Career Academy & Concurrent Enrollment Responsibility: Dave Bunting/Lynn Fraker/Mindy Thornton**

<b>Target Year</b>	<b>Action</b> (Circle One)	<b>Department Improvement Indicator</b> (Write your improvement indicators; identify KFI KPI numbers, i.e. 1.1, 2.1; list key processes for 2007-2008 only)	<b>Measurement Instrument or Data Source</b> (Insert Name of Instrument/Source)	<b>Standard of Comparison</b> (Check One)	<b>Frequency of Progress Monitoring</b> (Circle One)
2007-2008	<b>Establish</b> Produce Conduct Implement Baseline Increase Decrease Maintain Benchmark Cohort	Instructional resources to support Career academies. (3.1) by completing the following actions: 1. Plan/schedule teacher train-the-trainer workshops for 2008; Submit workshops to GWAEA for graduate credit consideration; Identify software and textbook needs for 08-09 career academy courses, use GIV center funds to cost share with K-12 partners for acquisition 2. Support K-12 partners to establish and utilize articulation agreements, pathway planners	Training fliers and registration matrix, articulation agreement matrix,	<input type="checkbox"/> Internal <input type="checkbox"/> KCC Standard <input type="checkbox"/> External <input type="checkbox"/> Standard <input checked="" type="checkbox"/> No standard identified	Weekly Monthly Quarterly Semi-Annually <b>Annually</b> Other _____
2007-2008	Establish Produce Conduct Implement Baseline Increase Decrease Maintain <b>Benchmark</b> Cohort	Student performance in On-site or academy high school sections vs regular college sections of courses courses: Comp I to Comp I.  Conduct study to compare student success in Kirkood programs with and without benefit of related career academy experience to bridge transition from high school to college	Grade distribution report  Query of Colleague student academic records	<input type="checkbox"/> Internal <input checked="" type="checkbox"/> KCC Standard <input type="checkbox"/> External <input type="checkbox"/> Standard <input type="checkbox"/> No standard identified	Weekly Monthly Quarterly <b>Semi-Annually</b> Annually Other _____
2007-2008	<b>Establish</b> Produce Conduct Implement Baseline Increase Decrease Maintain Benchmark Cohort Maintain Benchmark Trend	Communication plan for high school Career Edge Academy students (2.1) incorporating workplace lean principles related to: recruitment, initial advising and matriculation: enrollment management processes for Academy programs.  Communication plan targeted toward increased awareness of Career Edge Academy programs to K12 Partners (3.1) in seven county service area: events to include: counselor breakfast, high school on-site recruitment/orientations sessions, counselor and customer service conversations.  Targeted Communication Letter to Career Edge seniors as an anticipated conversion tool to Kirkwood FTE the following year. (2.0)	Conversion of pre-commitment of shared programs to fall/spring academy enrollment Increased awareness of our K12 partners of policies and procedures, as well as opportunities Conversion rate of our dual credit seniors into FTE the following year	<input type="checkbox"/> Internal <input checked="" type="checkbox"/> KCC Standard <input type="checkbox"/> External <input type="checkbox"/> Standard <input type="checkbox"/> No standard identified	Weekly Monthly <b>Quarterly</b> Semi-Annually Annually Other _____