

**2007-2008 Department Action Plan (Due: September 30, 2007)**

**Planning Sheet – FORM B**

**Department/Unit** Admissions **Responsibility:**

<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	Establish Produce Conduct <u>Implement</u> Baseline Increase Decrease Maintain Benchmark Cohort	Expand Movin' and Shakin' to a week of fun activities for all students to show a Kirkwood welcome <ul style="list-style-type: none"> <li>◆ Increase entertainment to four nights of events for students to choose from.</li> <li>◆ Change Movin' and Shakin' to a carnival theme, to allow students involvement in games, activities and friendship.</li> </ul>	Assessment of the pilot program will be based on student's and staff comments about the week.	<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 <u>Annually</u> Other _____
2007-2008	Establish Produce Conduct <u>Implement</u> Baseline Increase Decrease Maintain Benchmark Cohort	Establish a Family/Parents Day to build positive relationships with parents and students. <ul style="list-style-type: none"> <li>◆ Invite students' family members to a Fall Saturday for friendship, food and campus tours.</li> </ul>	Pilot event will be judged by the day's event and Kirkwood staff.	<input checked="" type="checkbox"/> Internal <input type="checkbox"/> KCC Standard <input type="checkbox"/> External <input type="checkbox"/> Standard <input type="checkbox"/> No standard identified	Weekly Monthly Quarterly Semi-Annually <u>Annually</u> Other _____
2007-2008	Establish Produce Conduct Implement Baseline Increase Decrease <u>Maintain</u> Benchmark Cohort Maintain Benchmark Trend	Evaluate our TGIF program to assure we have a quality first experience to Kirkwood for prospective students and parents. <ul style="list-style-type: none"> <li>◆ Have all students and parents evaluate the program after their visit.</li> </ul>	Measurement made by questionnaires to parents and students.	<input checked="" type="checkbox"/> Internal <input type="checkbox"/> KCC Standard <input type="checkbox"/> External <input type="checkbox"/> Standard <input type="checkbox"/> No standard identified	<u>Weekly</u> Monthly Quarterly Semi-Annually Annually Other _____

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2007-2008	Establish Produce Conduct <u>Implement</u> Baseline Increase Decrease Maintain Benchmark Cohort	Host Cedar Rapids metro high school counselors for informational session on Kirkwood programs <ul style="list-style-type: none"> <li>◆ Working with the instructional branch, develop a program that will highlight applied science programs at Kirkwood.</li> <li>◆ Host them at the Class Act for lunch, which will showcase our Culinary Arts program.</li> </ul>	By counselor evaluations	<input checked="" type="checkbox"/> Internal KCC Standard <input type="checkbox"/> External Standard <input type="checkbox"/> No standard identified	Weekly Monthly Quarterly Semi-Annually <u>Annually</u> Other _____
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