

2007-2010 Department Action Plan (Due: September 30, 2007)

Planning Sheet – FORM B

Department/Unit: Business & IT **Responsibility:** Shelley Milks

Target Year	Action (Circle One)	Department Improvement Indicator (Write your improvement indicators; identify KFI KPI numbers, i.e. 1.1, 2.1; list key processes for 2007-2008 only)	Measurement Instrument or Data Source (Insert Name of Instrument/Source)	Standard of Comparison (Check One)	Frequency of Progress Monitoring (Circle One)
2007-2008	Establish Produce Conduct Implement Baseline Increase Decrease Maintain Benchmark Cohort	Student retention, (2.4) determine the percentage of students who do not return to KCC in Spring 2008, track the number of course withdrawals. Identify the majors where students are leaving.	Enrollment Data – Course retention rates	<input 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 Annually Other__ <u>By semester</u>
2008-2009	Establish Produce Conduct Implement Baseline Increase Decrease Maintain Benchmark Cohort	After areas are identified, develop a process to improve retention by individual course and by major. 2.4 Continue to monitor withdrawal rates.	Enrollment Data – Course retention rates	<input 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 Annually Other__ <u>By semester</u>
2009-2010	Establish Produce Conduct Implement Baseline Increase Decrease Maintain Benchmark Cohort Maintain Benchmark Trend	Review retention rates and address any issues. 2.4	Enrollment Data – Course retention rates	<input 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 Annually Other__ <u>By semester</u>

07-08 Department/Unit Professional Development Plan

Topic	Knowledge/Skills/Understandings Sought	Training and Development Method/	Scheduled Dates/Times

Planning Sheet (An Example)

Department/Unit _____ Responsibility: **(Names who will monitor progress, complete quarterly reports, etc.)**

Target Year	Action (Circle One)	Department Improvement Indicator (Write your improvement indicators; identify KFI KPI numbers, i.e. 1.1, 2.1; list key processes for 2007-2008 only)	Measurement Instrument or Data Source (Insert Name of Instrument/Source)	Standard of Comparison (Check One)	Frequency of Progress Monitoring (Circle One)
2007-2008	Establish Produce Conduct Implement Baseline Increase Decrease Maintain Benchmark Cohort	alumni database, profiling process model, alumni council, (3.5) by completing the following plan-do-study-adjust actions: 1. 2. 3. 4.	Alumni Website and Tracking Tool	<input type="checkbox"/> Internal KCC Standard <input type="checkbox"/> External Standard <input checked="" type="checkbox"/> No standard identified	Weekly Monthly Quarterly Semi-Annually Annually Other _____
2008-2009	Establish Produce Conduct Implement Baseline Increase Decrease Maintain Benchmark Cohort	alumni involvement rate with KCC from ___ to ___ per ___ the following targeted activities (3.5):	Alumni Website and Tracking Tool	<input type="checkbox"/> Internal KCC Standard <input type="checkbox"/> External Standard <input checked="" type="checkbox"/> No standard identified	Weekly Monthly Quarterly Semi-Annually Annually Other _____
2009-2010	Establish Produce Conduct Implement Baseline Increase Decrease Maintain Benchmark Cohort	alumni involvement rate with KCC (3.5) through: frequency of annual alumni contact from ___ to ___ per year per ___ targeted segments (3.5)	Alumni Website and Tracking Tool	<input type="checkbox"/> Internal KCC Standard <input type="checkbox"/> External Standard <input checked="" type="checkbox"/> No standard identified	Weekly Monthly Quarterly Semi-Annually Annually Other _____