

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

Planning Sheet – FORM B

Department/Unit: Distance Learning

Responsibility: Dean, Department Coordinators

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 <u>Increase</u> Decrease Maintain Benchmark Cohort	communication with other department of the college. Sharing of policies, advances and goals. Establish Distance Learning point of contact for each department (3.1). Gather distance learning support needs from other departments.	Contact/Project Spreadsheet Spreadsheet of departments, dates of visits, action items/outcomes. Quantity of flyers distributed	<input checked="" type="checkbox"/> Internal KCC Standard <input type="checkbox"/> External Standard <input type="checkbox"/> No standard identified	<u>Weekly</u> Monthly Quarterly Semi-Annually Annually Other _____
2008-2009	<u>Establish</u> Produce Conduct Implement Baseline Increase Decrease Maintain Benchmark Cohort	communication with partners of the college. High Schools, ICN sites, business partners, education partners, higher education partners (3.6). Sharing of policies, advances and goals. Establish Distance Learning point of contact for each organization. Gather distance learning support needs from each organization.	Contact/Project Spreadsheet	<input checked="" type="checkbox"/> Internal KCC Standard <input type="checkbox"/> External Standard <input type="checkbox"/> No standard identified	<u>Weekly</u> Monthly Quarterly Semi-Annually Annually Other _____
2009-2010	Establish Produce Conduct Implement Baseline Increase Decrease <u>Maintain</u> Benchmark Cohort Maintain Benchmark Trend	communication with internal/external partners, contacts, Distance Learning staff and faculty (3.1). Point of contact to serve in an advisory role capacity (3.6).	Contact/Project Spreadsheet	<input checked="" type="checkbox"/> Internal KCC Standard <input type="checkbox"/> External Standard <input type="checkbox"/> No standard identified	<u>Weekly</u> Monthly Quarterly Semi-Annually Annually Other _____