

2007-2008 Department Action Plan (Due: September 30, 2007)
Planning Sheet – FORM B

Department/Unit: Enrollment Team: OFF CAMPUS CENTERS Team members: Harleen, Kristy, Nancy, Mindy

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	An improved communication plan for credit students. (1.3, 1.5, 2.1, 2.2, 2.3, 2.4, 3.1, 4.6, 5.1, 5.3, 5.4) <ul style="list-style-type: none"> Present communications to students from all centers. New communication plans for the off campus centers that create a consistent flow of relevant information to new and returning students 	Identify through Lean processes	<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 _____
2007-2008	Establish Produce Conduct Implement Baseline Increase Decrease Maintain Benchmark Cohort	A report portfolio that targets data relevant to increasing enrollment and management of off campus centers (2.1, 2.2, 2.3, 2.4, 4.5, 4.6, 5.1,) <ul style="list-style-type: none"> College data presently available Existing reports relevant to off campus Applicable college enrollment goals connected to off campus mission One report that includes data for one targeted area of enrollment increase 	10 th Day Report, ATAW report, other existing reports and new reports developed through the report initiative.	<input checked="" type="checkbox"/> Internal KCC Standard <input type="checkbox"/> External Standard <input type="checkbox"/> No standard identified	Weekly Monthly Quarterly Semi-Annually Annually Other _____
2007-2008	Establish Produce Conduct Implement Baseline Increase Decrease Maintain Benchmark Cohort	Fourth classroom prospect in off campus centers (1.1, 1.2, 1.3, 1.4, 1.5, 2.1, 2.2, 2.3, 2.4, 3.1, 3.2, 3.3, 3.6, 4.3, 4.4, 4.5, 4.6, 5.1, 5.2, 5.3, 5.4) <ul style="list-style-type: none"> Classroom business plan Adequate funds and college commitment College programming availability Partnership availability 	IT business plan, college budget and commitment, college programming availability and additional partnership availability	<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 _____

07-08 Department/Unit Professional Development Plan

Topic	Knowledge/Skills/Understandings Sought	Training and Development Method/	Scheduled Dates/Times
Communication	<ul style="list-style-type: none"> • LEAN Processes of management • Possible communication management tool 	<ul style="list-style-type: none"> • Review LEAN processes • Possible purchase and training of tool 	<ul style="list-style-type: none"> • Ongoing • TBA
Data	<ul style="list-style-type: none"> • Present college data and reports • Creation of report 	<ul style="list-style-type: none"> • Workshop with IT • Meeting with IT 	<ul style="list-style-type: none"> • TBA • TBA
Fourth Classroom	<ul style="list-style-type: none"> • Creating a business plan • Identifying college funds and commitment • College programming availability • Present college partnership and possible new commitments 	<ul style="list-style-type: none"> • Meet with IT • Meet with higher administration • Meet with continuing education and Dean Distance Learning • Meet with higher administration 	<ul style="list-style-type: none"> • TBA • TBA • TBA • TBA