

**2007-2008 Department Action Plan
Planning Sheet – FORM B**

Department/Unit: Recreation & Housing Services Responsibility: Josh Troutman

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	Partner with ASAC to assess binge-drinking and other high-risk student behaviors (2.4, 3.6)	CORE Survey to be administered October '07 and April '08	___ Internal KCC Standard ___x External Standard ___ No standard identified	Weekly Monthly Quarterly Semi-Annually Annually Other _____
2007-2008	Establish Produce Conduct Implement Baseline Increase Decrease Maintain Benchmark Cohort	Partner with ASAC to provide targeted intervention program for students identified as high risk for problem drinking and/or substance abuse as identified by a minimum of two alcohol violations at near-campus properties (2.4, 3.6)	Fall '07 to Spring '08 and Fall '07 to Fall '08 retention of students that attend PRI class/program with ASAC	___x Internal KCC Standard ___ External Standard ___ No standard identified	Weekly Monthly Quarterly Semi-Annually Annually Other _____
2007-2008	Establish Produce Conduct Implement Baseline Increase Decrease Maintain Benchmark Cohort	Written guidelines regarding marketing and promotion of near-campus apartment complexes (3.6)	Measurement will be the production of the document	___ Internal KCC Standard ___ External Standard ___x 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
Supervision	First Aid/CPR training for all Rec Center adult and student staff	Medic/First Aid training via CE	08/07; additional times set as needed per new staff