

2007 Goal Update

July 2008

Goal: Integrate Five-year Vision/Annual Goals with Lean Process

The Lean Team continues to meet regularly to identify process improvements. This year, our communications request and approval process has been scrutinized using a Lean Swim Lane diagram, and we have targeted two areas for improvement. We continue to use a Lean Action Register to document process improvements.

Goal: Develop Enrollment Team Checklist, New and Current Student Department Letters and Postcards

Copy was developed with input from multiple sources, and is stored in Colleague for use/adaptation by departments. In addition, the checklist is found on the Web and woven into our voice of print materials.

Goal: Kirkwood.edu Phase II

A process is in place to keep all credit curriculum sheets updated with the Web site. We have experimented with recording and uploading Trustee Kirkwood Reports. A Facebook account has been used to invite prospective students to upcoming events.

Develop Cluster Brochures

Design and writing are in process and the final list with priorities is completed.