

PLANNING UNIT: Vice President of Academic Affairs and Learning Support						
Area of Focus	Timeframe	Champion	Metric	Evaluation	Follow-up Plan	
COMMUNICATION						
Goal 1 and Action Steps Improve communication with division. 1. Meet once per semester with each division. 2. Mentor new acting division chairs.	1-May	Adair	Minutes of division meetings.	4		
PLANNING UNIT: Vice President of Academic Affairs and Learning Support						
Area of Focus	Timeframe	Champion	Metric	Evaluation	Follow-up Plan	
ENROLLMENT						
Goal 1 and Action Steps Increase enrollment. 1. Work with Academic Council to offer courses at alternative times. 2. Develop two additional certificate programs.	1-May	Adair	Comparison of schedule. Copy of certificate program.	4.5		
PLANNING UNIT: Vice President of Academic Affairs and Learning Support						
Area of Focus	Timeframe	Champion	Metric	Evaluation	Follow-up Plan	
PROGRAM ENHANCEMENT						
Goal 1 and Action Steps Create an evaluation system. 1. Develop program review process.	1-May	Adair	Copy of process.	4		

PLANNING UNIT: Vice President of Academic Affairs and Learning Support						
	Area of Focus	Timeframe	Champion	Metric		Follow-up Plan
Goal 1 and Action Steps	COMPETITIVENESS					
	Improve articulation. 1. Meet with personnel from FSU and UWF. 2. Meet with public school administrators in Bay, Gulf, and Franklin counties.	1-May	Adair	Notes from discussions.	4	

PLANNING UNIT:	BUSINESS/CULINARY DIVISION					
	Area of Focus	Timeframe	Champion	Metric	Evaluation	Follow-up Plan
	COMMUNICATION					
Goal 1 and Action Steps	Clarify Division's role on campus. 1. Create signage to point out location of faculty offices. 2. Recommend that the "Business Office" be renamed as "Cashier." 3. Send students to other offices only after verifying proper person is there. 4. Greet students in lobby area. 5. Fully utilize new student e-mail addresses. 6. Purchase welcome banners for building and La Friandise. 7. Purchase a recruiting backboard.	by 5/31/08 by 11/1/07 by 10/1/07 Immediately Immediately by 5/31/08 by 11/1/07 by 5/31/08	Stewart Stewart/Williams Stewart Entire Division Entire Division Entire Division Stewart/Williams Stewart		1 5 5 5 3 1 1	Yet to be ordered Suggested change Work in process Work in process Still needed
Goal 2 and Action Steps	Provide Culinary support of Mesa Verde commissioning 1. Provide Mesa Verde VIP brunch 2. EOC lunch at North Bay Center	by 12/15/07 12/15/07 4/17/2008	Culinary Division Culinary Division Culinary Division		5 5	
PLANNING UNIT:	BUSINESS/CULINARY DIVISION					
	Area of Focus	Timeframe	Champion	Metric	Evaluation	Follow-up Plan
	ENROLLMENT					
Goal 1 and Action Steps	Increase awareness of Division programs within the district. 1. Participate in college recruiting efforts. 2. Check accuracy of all program checklists & brochures. 3. Distribute Culinary DVD to prospective students. 4. Update Division web site. 5. Host Media Day at La Friandise 6. Hold two IB Fun Day's per year	by 5/31/08 by 5/31/08 by 5/31/08 by 3/1/08 10/24/07 by 11/4/07	Entire Division Entire Division Program Mgrs. Redd Williams Stewart Stewart		5 5 5 2 5 5	Work in process
Goal 2 and Action Steps	Develop & offer life skills workshops through community partnerships. 1. Identify potential presenters. 2. Establish seminar dates. 3. Conduct seminars.	by 5/1/08 by 2/1/08 by 3/1/08 by 4/1/08	Entire Division Entire Division Entire Division Entire Division		2	Work in process

PLANNING UNIT: BUSINESS/CULINARY DIVISION						
	Area of Focus	Timeframe	Champion	Metric		Follow-up Plan
Goal 1 and Action Steps	PROGRAM ENHANCEMENT Evaluate viability of AA, AS, AAS, & Certificate programs & develop new programs as needed.	by 5/31/08	All Division Members			
	1. Survey local job market.	by 5/31/08			3	Work in process
	2. Respond to needs identified by survey.	by 5/31/08			1	
	3. Explore offering entire Pre-Business degree via distance education & other non-traditional scheduling.	by 5/31/08			2	Added ACG2071
	4. Create new culinary certificate program in ice carving	by 8/08	Redd		2	B. Redd in training in CA
	5. Take over Legal Assisting/Paralegal Program	8/20/07	Barker/Stewart		5	Transfer back to Public Safety
	6. Explore feasibility of wine service at La Friandise	by 1/08	Stewart		5	
	7. Increase lab fees in certain culinary courses in order to provide the students with health insurance	10/7/07	Stewart		5	
Goal 2 and Action Steps	Hire instructors with credentials to meet current needs for three projected vacancies	by 08/08	Stewart			
	1. Hired instructor with a Masters in Computer Science	8/20/07	Stewart		5	
	2. Hired accounting faculty CPA	Spring 08	Stewart		5	
	3. Hired culinary chef instructor	Spring 08	Stewart		5	
PLANNING UNIT: BUSINESS/CULINARY DIVISION						
	Area of Focus	Timeframe	Champion	Metric		Follow-up Plan
Goal 1 and Action Steps	COMPETITIVENESS Articulate with primary transfer universities.	by 5/31/07	Appropriate Faculty			
	1. Host FSU-PC/GCCC faculty working luncheon to ensure compatibility and transferability of programs.	by 10/4/07			5	
	2. Visit UWF to articulate with business & computer science faculty.	by 5/31/07			5	

Goal 2 and Action Steps	Increase exposure of culinary program through competition with other schools 1. Train and enter culinary team to compete in the FL Restaurant & Lodging Show 2. Organize and conduct 2nd annual Emerald Coast Chef's Challenge with St. Joe Corp.	by 4/20/08	Stewart			
		9/6/07	Redd/Stewart		0	No competition
		by 4/20/08	Ashman/Stewart			
			Redd		0	St. Joe Corp. cancelled

PLANNING UNIT:	HEALTH SCIENCES DIVISION					
	Area of Focus	Timeframe	Champion	Metric	Evaluation	Follow-up Plan
	ENROLLMENT					
Goal 1	Expand enrollment in all Health Sciences Programs		Coordinators	Increase overall total numbers of HS students		
and Action Steps	1. Research community HS training needs	Spring 2008			5	1) Feedback from all Advisory boards, clinical sites/community agencies, employers, listening to students requests for training. 2) HS recruiter/marketer attended recruitment at Bay, Arnold, Mosley, Rutherford, Bozeman, Wewahitchka, Port St. Joe, Apalachicola, Carrabelle, and various private schools, Mall visits, etc. 3) HS Departments participating in " Kids summer college camp", and "Introduction to Health Sciences" course.
	2. Determine programs to offer with justifiable/stable enrollment	Spring 2008			5	Ongoing process for division with input from community employers and clinical facilities.
	3. Explore short term certificate programs	Spring 2008			4	This in a continuous process for Health Science; receiving feedback from community agencies about training needs thru discussions and advisory boards
	4. Work with E-learning to develop alternative delivery and scheduling				5	Online courses developed in RNFA, dual enrollment class, EMT refresher course, redesign of multiple dental classes, nursing central and pharmacology, etc. Nursing Assistant program created alternate E-Learning format. Ongoing plans for division.

	5. Create "A day in the life of...." (high school visits) to promote interest				5	1) Development of dual enrollment class "Introduction to Health Sciences" that provides hybrid approach with selection of three "hand-on" segments on-campus programs within HS division. 2) Health Sciences Departments such as Nursing, Surgical Technology, EMS, PTA, Dental, etc are participating in "Kids Summer College Camp" with focus on 5th thru 7th grades with introduction and lab segments providing hands-on components to encourage involvement and interest in future college attendance.
Goal 2	Develop RNFA Advanced Technical Certificate program	Spring 2008	L. McNaron	pilot initiated with 6-8 students		
and	1. Submit Syllabus and DOE course to AC for Approval	Aug-07		Syllabus submitted	5	Syllabus submitted to Academic Council for approval; sent to DOE for course number/approval.
Action	2. Advertise for Staff to teach program; Prepare Job description.	Sep-07		Advertisement	5	Advertised for RN to teach program; job description developed.
Steps	3. Prepare Didactic/lab/clinical and Angel for Delivery of Program.	Sept. - Dec. 2007		Lesson plans developed	5	Lesson plans and lab/clinical components developed and prepared for instructor; loaded into Angel Course Management System. Second summer class currently in development
ST	4. Submit plan to CCI for approval of program.	Oct-07		Plan submitted	5	Plan submitted for approval and awaiting responses
	5. Submit Kaizen Innovation grant for Equipment			Kaizen submitted	5	Kaizen grant submitted but returned for resubmission; using current budget and Perkins funds to meet course objectives.
	6. Advertise program to offer Open Entry/Open Exit in Spring.	Oct.- Dec. 2007		program advertised	5	Brochure developed and circulated for feedback and approval; advertised to all local hospitals and agencies; currently seven students enrolled.
	7. Coordinator enroll MSN to qualify as faculty for administration of program	Jan. 2007-2009		Coordinator enrolls in MSN	5	Coordinator received approval to enroll into Masters in Nursing program.

Goal 3 and Action Steps ST	Increase dual enrollment offering for Health Sciences programs	Jan-08	L. McNaron	Offer dual enrollment class		
	1. Design curriculum for a 3 cr hrs includes Intro to HS and med term.	Oct-07		Class serves as a prerequisite	5	Dual enrollment class approved; Class offered summer 08; Nursing provided 3 hours of content on Introduction to HS and medical terminology
	2. Obtain approval from Dual enrollment, AC, and DOE.	Nov-07		Approval for course	5	Course approved and put in system for enrollment
	3. Advertise and market class to all high schools.	Dec-07		Advertisement/marketing	5	Advertised to local High Schools and school counselors; class offered summer 08; marketing in progress.
	4. Offer first class as a pilot project. Evaluate and improve.	Jan-08		Class scheduled in system	5	First class scheduled summer 2008 start date; class will be monitored and evaluated for feedback at conclusion of class during fall 08
Goal 4	Create Advanced option/radiology graduates/receive ARRT Certification		D. VanDerSchaaf	75% or greater of the		
and Action Steps RAD	1. Research E-learning options with open/entry open/exit	By 1/2008		students who complete	5	Research conducted on open entry open exit programs; researched E-Learning options; discussed at FRED meeting with other program directors
	2. Apply for Kaizen grant and state grant for equipment needs	By 3/2008		the program will receive	5	Kaizen grant applied for to purchase equipment-pending
	3. Hire curriculum developers for E-learning delivery	By 8/2008		ARRT certification.	1	No progress; remains a goal for Radiology program.
	4. Create handbook, forms, application, etc	By 8/2008			1	On hold for next developmental phase
	5. Market nationally & internationally through the web	By 12/2008			1	On hold for next developmental phase
	6. Apply for grant to employ 2 part time instructors	By 12/2008			1	On hold for next developmental phase. Researching grants to fund instructors and curriculum developers
	7. Monitor success of program with certification/licensure results				1	On hold for next developmental phase
Goal 5	Offer an E-learning hybrid EMT class at GFC		Scott Williams	Students enroll in class		
and Action Steps	1. Schedule a spring EMT class at GFC.	Fall 2007			5	Class planned for fall or spring 08-09
		Fall 2007			5	Storage space for equipment has been dedicated at GFC campus
	2. Coordinate class space and storage w/GFC Coordinator	Spring 2008			5	\$10,000. of equipment dedicated to the EMT class scheduled at GFC.
	3. Purchase equipment to support program thru grant/explore options					

Goal 6	Expand enrollment in Respiratory Therapy Program	Spring 2008	Brad Killion	enroll 14-16 new students		
and	1. Partner with Pensacola Junior College in Succeed Florida Grant	Fall 2007			5	Contract with PJC in place; 16 students enrolled spring 08 Continuous development of E-Learning DE courses; students on target to graduate 2009 Succeed Florida grant \$480,071. received in partnership with PJC Asst. Coordinator for PJC campus and adjuncts employed for program.
Action	2. Design/develop respiratory courses into DE format	Fall 2007			4	
Steps	3. Purchase equipment to support program thru grant/explore options	Spring 2008			5	
RESP	4. Identify extended campus faculty and medical director	Spring 2008			5	
Goal 7	Offer an Advanced Imaging Certificate in Vascular Sonography		D. VanDerSchaaf	6 - 12 students		
and	1. Apply for Kaizen Innovation grant funding for course development (\$2500.00)	By 10/2007		Vascular Sonography	3	Kaizen grant applied for course development-pending Vascular equipment purchased. Vascular curriculum researched. Funding approval required for 08 Equipment submitted to Perkins list for 08-09 Need to hire course developer by 8/2008. Future needs recruitment of adjunct faculty to teach courses. Pending progress on next years goals 08-09
Action	2. Apply for Perkins funding- vascular equipment	By 10/2007		Imaging Certificate	4	
Steps	3. Research sonography vascular curriculum.	By 10/2007			5	
SONO	4. Employ course developer for three courses = 9 credit hours.	By 1/2008			1	
	5. Obtain medical equipment for use (Approximately \$35,000)	By 5/2008			5	
	6. Hire adjunct faculty certified in vascular sonography.	By 8/2008			1	
	7. Offer advance imaging certificate in Vascular Sonography - Fall 2008	End 8/2008			1	
Goal 8	Offer an Advanced Imaging Certificate in Echo Sonography		D. VanDerSchaaf	6 - 12 students		
and	1. Apply for Kaizen Innovation grant funding for course development \$2500.00	By 10/2007		Advanced Imaging	2	Kaizen grant applied for -pending approval Researched equipment needs. Echo curriculum researched. Researching need for additional equipment. Recruitment efforts in local community for echo sonography adjunct faculty. Future plans to hire course developer and adjunct instructor certified in Echo. Remains in plans
Action	2. Apply for Perkins funding of equipment	By 10/2007		Certificate in Echo	3	
Steps	3. Research sonography echocardiography curriculum.	By 10/2007		Sonography	3	
SONO	4. Employ course developer for three courses = 9 credit hours.	By 1/2008			1	
	5. Hire part time faculty instructor certified in echo sonography.	By 8/2008			1	
	6. Offer advance imaging certificate in Echo Sonography - Fall 2008	End 8/2008			1	

PLANNING UNIT: HEALTH SCIENCES DIVISION						
	Area of Focus	Timeframe	Champion	Metric	Evaluation	Follow-up Plan
	Communication					
Goal 1	Add a full time faculty to release ST Coordinator to improve web classes	May-08	L. McNaron			
and	1. Seek approval to hire full time faculty member	Oct-07		Teaching load decreased by 10-12 hours	1	Remains a goal
Action	2. Decrease Coordinator's teaching hours by 10-12 hours per week.	Nov-07			3	No success in accomplishing full time faculty member; hours transferred to adjunct faculty to reduce Coordinators teaching time
Steps	3. Delegate appropriate course content or courses.	Nov-07		Schedule reflects 6-8 of development	3	Designated course/lab material transferred to adjunct faculty along with lab hours
ST	4. Develop work schedule, prioritize projects, and begin projects.	Nov-07			2	Coordinator continues to use personal hours to develop projects
Goal 2	Develop a professional PTA student club	Fall 2007-club developed	K. Walsingham			
and	1. Follow SAB guidelines to establish PTA student club			Roster PTA Club members	5	Club established with officers and memberships lists
Action	2. Elect student officers /choose SAB representative				5	SAB representative selected and participates in college meetings
Steps	3. Participate in community service activities during National PT month to help promote awareness of the profession.			Development of activities and events	5	1) Students participated in National PT month with various activities-hosted district mtg for FAPTA ; joined by Pensacola Junior college PTA students 2) Students participated in campus activities such as Relay for Life, Buddy Walk, Heart Walk, March of Dimes,etc
	4. Participate in campus wide activities with other clubs to promote PT awareness.			Member participation in community service Meeting schedule/activities.	5	Students have been active on campus in a variety of settings
	5. Hold monthly meetings the first Monday of every month.				5	Students conduct monthly meetings first Monday of each month.
	6. Start fundraising activities to attend a FAPTA conference in 2008	May 2008 - club activities completed		Attendance/member participation in SAB	5	Participates in various fundraising activities such as booths during SAB events and bake sales

Goal 3	Inform Health Sciences adjunct faculty members		Darby Brown	Copies of monthly emails		
and	1. Create database of all adjunct email addresses				4	Data base of HS adjuncts initiated; not all adjuncts responded with email addresses; will continue to build data base.
Action	2. Email notices and minutes each month and as necessary	Spring 2008			5	Data base used to send monthly notices of division activities and minutes of the division meetings.
Steps						
PLANNING UNIT: HEALTH SCIENCES DIVISION						
	Area of Focus	Timeframe	Champion	Metric	Evaluation	Follow-up Plan
	PROGRAM ENHANCEMENT					
Goal 1	Employ one new full time secretary for division	Jan-08	Suggs			
and	1. Reassign work detail to divide load from current secretaries	Jan-08		Full time faculty employed	1	Full-time secretary not approved but remains in plans
Action	2. Develop new job descriptions for two or more positions	Jan-08		Survey Coordinators	5	New JAQ have been developed and forwarded to Human Resources
Steps	3. Assess efficiency of new position against former work production	1-Mar		Reduce secretarial work by	1	Unable to accomplish due to lack of approval to hire additional secretary for programs.
HS						
Goal 2	Maintain Quality of Instruction during building renovation	Jan-08	Coordinators of each program			
and	1. Coordinators will monitor instructional phases of programs			Monitor issues of instruction; goal of less than two a month	5	Instructional phases continue to be managed at a high level of competency
Action	2. Report/monthly meetings as to status physical plant				5	Monthly Coordinators and Division meetings address any problems or difficulties of physical plant.
Steps	3. Respond to student needs and input from all concerned				5	Division meetings and Coordinator meetings reflect acceptable level of operation of all labs and classroom activities; work orders effective in response to identified needs.
HS					5	All student concerns have been addressed; evacuation of portables resolved; keys to Wellness issued to faculty; Weather Alert radios installed in each portable, etc

Goal 3	Create state of the art Nursing Simulation Lab		Bottkol /	Equipment Inventory		
and	1. Continue to write grants focusing on equipment to furnish lab	Fall 2007	nursing faculty		5	Participated in grant with grant writer for 08-09
Action	2. Continue to visit other programs with simulated labs	Summer 2008			5	Will continue to network and visit other programs to assess simulation lab efficiency and use; three nursing personnel visited PJC simulation lab summer 07; Nursing Coordinator visited FSU simulation lab fall 07
Steps	3. Build equipment base to furnish renovated building in 2009	Fall 2009			4	Nursing received Succeed Florida grant in 07 for equipment; supplemented with Perkins funds and Kaizen grants; Faculty received funds to purchase Jarvis Assessment Videos. Awaiting approval for Alaris IV pump spring 08.
RN	4. Design integrated uses of nursing lab with EMS & Respiratory Therapy				4	Coordinators of Nursing, Respiratory, and EMS working collaboratively during summer 08 for training on Laerdal high fidelity simulation manikin. Two simulation manikins will be shared by the three programs.
	5. Write clinical case scenarios for training				4	Ruder/Kirksey developed 6 low fidelity simulation scenarios for the prenatal simulation lab. Plans are to develop more simulations for labor and delivery
	6. Purchase simulation manikins, software, equipment, cameras, etc	Fall 2008-2009			5	Two high fidelity Laerdal simulation manikins purchased in 07-08 academic year
	7. Design and schedule lab component, fee structure, place in schedule	Fall 2009			4	Nursing scheduled simulations into the curriculum for OB training during 07-08 academic year. Will continue to increase lab simulation across the curriculum during 08-09.

Goal 4	Develop plan to improve Dental Hygiene National Board Scores	Fall 2007	Guilford	Evaluate each graduating class		
and Action Steps DH	1. Create assessment team to review last five years scores	Fall 2007			5	Created a QA team and made faculty assignments to their specific teaching areas. Discussed and reviewed NB scores for the past 5 years. Will continue process with new program coordinator when she arrives in August.
	2. Assign QA team members topic areas	Spring 2008		National Board scores to be within 5% of national averages	3	Met with DH faculty and assigned areas of curriculum for review and comparison as they relate to 5 year NB scores. Will continue this process with new program coordinator when she arrives in August.
	3. Research other programs scores and reports	Spring 2008			4	In process of reviewing all 18 dental hygiene schools in the state of Florida. Assigned areas of curriculum to faculty that teach in those areas. 2008 Board scores improved to within 3% of the national average.
	4. Attend National Board Score professional seminars	Summer 2008			1	Will continue to plan for attendance when available and funds are refreshed in 2008-09
	5. Design curriculum review and assignment of NB topic areas	Fall 2008			2	Curriculum review/redesign presented to Coordinator fall 08. Will continue process with new program coordinator when she arrives in August.
Goal 5	Purchase equipment to support RNFA program	May-08	L. McNaron			
and Action Steps ST	1. Determine list of equipment: AAA trainer, 2OR tables, etc	Sep-07		Purchase equipment / supplies; monitor new enrollment. Evaluation of equipment usage per student survey and testing	5	Perkins funds used for AAA trainer, Operating Room tables, ESU; resubmit Kaizen requests fall 08
	2. Seek funding sources including Kaizen innovation grants/Perkins.	Oct-07			5	Initial request denied; will resubmit fall 08
	3. Obtain quotes, purchase equipment and supplies.	Oct - Nov 2007			5	Quotes received; orders prepared
	4. Create lesson plans, utilize and evaluate effectiveness.	Dec - May 2008			4	Grant participation. Simulator on hold until funds are available; evaluation scheduled fall 2008-09 school year. Will continue to build comprehensive simulation lab equipment inventory and create scenarios.

Goal 6	Utilize state-of-the-art health care technology in the RN nursing lab.	By 8/20/2007	Christine Bottkol	Monitor skill level		
and Action Steps RN	1. Institute simulation scenarios in Maternal / Infant Nursing for prenatal care	End 5/10/2008	Martha Ruder	Compare competencies, NCLEX-RN scores within 10% of state or national average.	5	Low fidelity prenatal simulations implemented fall 2007 and spring 2008
	2. Institute simulation scenarios in Child Nursing for infant/child care	End 5/10/2008	Michele Kern	NCLEX-RN scores	2	Pediatric simulations scenarios are being planned; NCLEX-RN scores are within 10% of national average
	3. Institute simulation scenarios in Nursing Care of the Adult II	End 5/10/2008	Donna Fowler		3	Adult II simulation scenarios are started and in trial stage; will run scenarios fall 08. NCLEX-RN scores are within 10% of national board scores.
	4. Apply for Perkins Money for purchase of pregnancy simulators	End 5/10/2008	Christine Bottkol		5	Purchased Noelle manikin with laptop computer and software to run simulations; high fidelity simulations implemented fall 08. NCLEX-RN scores within 10% of national average scores
Goal 7	Utilize state-of-the-art health care technology in Practical Nurse lab	By 9/01/2007	Christine Bottkol	Monitor skill level		
and Action Steps LPN	1. Apply for Succeed Florida Grant to purchase equipment			Compare competencies	5	Succeed grant applied for; not funded; will continue efforts on future grants; participating in 08-09 grant with college grant writer.
	2. Apply for Perkins Money for purchase of nursing mannequins	By 5/01/2008	Christine Bottkol	NCLEX-PN scores	5	Perkins funding provided Nursing birthing manikin, pregnancy empathy bellies, and Noelle birthing simulator
	3. Purchase Laerdal Simulation Mannequin at \$37,000	By 5/01/2008	Christine Bottkol	within 10% of state	5	Academic Council funds purchased a \$37,000 Laerdal manikin.
	4. Institute simulation scenarios in Maternal / Infant Nursing	End 5/01/2009	Candi Fox	or national average,	5	Noell low fidelity simulation manikin donated from GCCC RN program to the GFC PN program spring 08.
	5. Institute simulation scenarios in Child Nursing for infant/child care	End 5/01/2009	Candi Fox	whichever is lower.	5	Pediatric simulation scenarios scheduled for school year 08-09. NCLEX-RN scores are within 10% of the national average
	6. Purchase Laerdal Simulation Manikin for PN Scenarios at \$37,000	End 5/01/2010	Christine Bottkol	Conduct employer surveys.	1	no funding 08- will request 09 thru AC funds

Goal 8 and Action Steps	Design Website for Medical Imaging Institute 1. Create Medical Imaging Institute 2. Employ/seek assistance from Webmaster	By 1/2008 By 2/2008	D. VanDerSchaaf D. VanDerSchaaf	Students are able to utilize the Medical Imaging Institute on the web	4 5	Met with web designer to discuss program web needs and design. Website redesigned. Increased use of search engines designed to link to programs Survey students and visitors to site Need to critique site; place surveys for feedback, and update based on feedback. Estimated completion date of August 2008.
	3. Design the website 4. Increase use of search engines for better marketing	By 3/2008 By 3/2008	Web Master D. VanDerSchaaf		5 4	
	5. Open Medical Imaging Institute redesign for students	End 8/2008	D. VanDerSchaaf	Survey students and visitors to site	4	
Goal 9 and Action Steps PTA	Develop online CE course for PTA clinical instructors 1. Develop the curriculum and submit for approval	Feb 2008 - April 2008 - select CI's participate	Holly Gunning	Review the course work and assessments from the sample group.	0	No progress- This goal has been abandoned based upon DE format. After meeting and discussing with local clinicians and the advisory committee, PTA will design and offer this course in a group format on campus. On hold until new design/ course curriculum developed and approved On hold until curriculum and course is developed and approved
	2. Advertise to select clinical sites	Evaluate course - April 2008			1	
	3. Conduct pilot test with small group of CI's for testing the course	Summer 2008 - will make changes to offer to all CI's in 08-09			1	
Goal 10 and Action Steps	Utilize state-of-the art equipment / technology in the dental clinic 1. Apply for Perkins funding for necessary equipment	Fall 2007	Guilford		5	\$28,412 + monies were received from Perkins and BCHD grant monies for various equipment, including the ultrasonic units (10). New Equipment has been submitted for Perkins funding for 08-09 Additional equipment has been submitted for Perkins funding for 08-09; was able to purchase 10 Ultrasonic units spring 08
	2. Purchase manikins and ultrasonic units/install in clinic facilities				3	

Goal 11	Provide Dental Clinic w/computerized Office Management system	Spring 2008				
and	1. Apply for Kaizen Innovation grant to purchase system	Fall 2007	Womble / Guilford	Maintain clinical records utilized in patient care	1	Kaizen grant not requested; Funds insufficient to purchase system with estimate of \$15,000. Cost of system has tripled from first attempt to purchase; will continue to be a goal
Action						
Steps	2. Select software system and arrange training sessions	Spring 2008			1	Will continue to seek solution to purchase software system with capacity to support clinical needs and patient management systems
Goal 12	Provide full complement of Dental adjunct and full time Faculty		Dental staff/Suggs			
and	1. Revise job description for current positions	5/1/2007	Suggs		5	JAQ's completed by Division Chair and submitted to Human Resources
Action	2. Post one new full time faculty position for dental program	5/1/2007			1	Continues to be long-term goal, dependent upon enrollment and revenues
Steps	3. Recruit and hire additional adjunct clinical faculty	5/1/2007			5	Adequate adjuncts have been recruited and new Coordinator employed
DH						
Goal 13	Seek accreditation: Committee in Accreditation of Allied Health Program		D. VanDerSchaaf	Receive Accreditation		
and	1. Seek Kaizen Innovation Grant to fund accreditation application fees. (\$2000.00)	By 9/2007		for Diagnostic Medical	1	Kaizen grant?
Action	2. Research CAAHEP accreditation requirement.	By 9/2007		Sonography	5	Data researched for CAAHEP accreditation,
Steps	3. Create Master Plan of Education for Diagnostic Medical Sonography	By 4/2008			3	Master Plan of Education in process
SONO	4. Create forms, documents, surveys, assessment plans for self study	By 4/2008			3	Ongoing process-anticipate entire process to take 3-4 years.
	5. Order office supplies for self study submission (\$500.00)	By 4/2008			3	office supplies ordered for construction of written plans, forms, etc. Working on program data collection for compliance of self study report.
	6. Write self study report/reduce Coordinators teaching load by 3 hrs.	By 6/2008			3	Course assignments given to two adjunct faculty
	7. Submit application for accreditation.	End 6/2008			3	Accreditation remains a future goal

Goal 14	Re-structure MRI program to improve enrollment	By 1/2008	D. VanDerSchaaf	6 - 12 students enrolled		
and	1. Seek Kaizen grant for restructure and redevelopment \$2500.	By 1/2008		Advanced Imaging	5	Grant approved for one course redesign. 4 Students are enrolled at this time.
Action	2. Hire course developer certified in MRI	By 2/2008		Certificate for Magnetic	1	Currently seeking funding for MRI certified instructor
Steps	3. Reduce MRI hours from 18 to 9, revise syllabi; seek AC approval	By 3/2008		Resonance Imaging	0	Researching open entry/open exit delivery. Credit hours to remain at 18 total.
MRI	4. Market MRI program in new e-learning format (open entry/exit)	By 3/2008			2	Possibly start this delivery in Fall 2008.
	5. Employ adjunct instructor certified in MRI	End 8/2008			5	Adjunct employed for summer 08 class. In 2008-2009 continue to apply for funding of course redesign and MRI instructor.
Goal 15	Evaluate and restructure the DEAL/Dental Assisting Program					
and	1. Assess overall curriculum for course effectiveness	Fall 2007	Laurie Womble	Survey students and employers	2	Limited progress in conducting curriculum review- will continue to remain a goal until all courses have been redesigned
Action	2. Research other DA program curriculums that articulate to hygiene	Spring 2008			2	Limited progress in contacting and researching other DA programs due to time constraints and teaching load of FT faculty; continues to be a goal to enhance recruitment and retention of students.
Steps	3. Redesign DA Curriculum to consider alternate scheduling			Survey students	3	Some progress is occurring with course redesign; a written course management plan is needed to coordinate total curriculum
DA	4. Make indicated course changes	Summer 2008			2	Two courses approved for redesign by E-Learning; DES 1000 and DES 1100 has been revised to reflect textbook/syllabus outline.
	5. Monitor effectiveness of new curriculum and sequence	2009		Survey students and employers	2	Ongoing process-anticipate entire process to take 3-4 years.

PLANNING UNIT:	HEALTH SCIENCES DIVISION					
	Area of Focus	Timeframe	Champion	Metric	Evaluation	Follow-up Plan
	COMPETITIVENESS					
Goal 1	Explore options of new program creation and delivery	Fall 2007	Coordinators			
and Action Steps	1. Work with E-learning in all avenues of instruction	Fall 2007		List of new/redesigned courses	5	Several departments have designed and refined E-Learning courses such as Nursing Pharmacology, Certified Nurses Asst. courses (2) developed as hybrid courses, EMT Refresher E-Learning course, dental redesigned assisting courses, etc Continuous process for division.
	2. Create a satellite Respiratory Care extended campus format	Jan-08		Contract with PJC	5	Program began with 16 enrolled students spring 2008; Succeed Florida grant purchased equipment and employed clinical Coordinator and adjunct faculty; provided scholarships to students, and provided for course development in alternate venues.
	3. Create distance ed hybrid EMT program	8-Jan		Syllabi/ Angel listing	5	EMT Refresher Course developed and placed in system for ongoing class summer 2008
	4. Promote the CNA DE program @ GFC			Marketing efforts	5	Two hybrid courses in Nurses Assistant program developed; class yet to make-will continue to market.
	5. Remodel the DEAL program/courses offering			Written plan of sequencing	3	Course sequencing being revised; written redesign plan being developed.
	6. Train all faculty to teach hybrid classes				4	Training courses offered thru E-Learning with good participation by the majority of Health Sciences faculty. Continues to be a division goal.

HEALTH SCIENCES DIVISION						
PLANNING UNIT:	Area of Focus	Timeframe	Champion	Metric	Evaluation	Follow-up Plan
	Why Not?					
Goal 1 and Action Steps	Explore/Design /develop a campus Medical Wellness facility		Carol Hill, Suggs,			
	1. Establish a task force to explore options	fall 2007	Bottkol	Task force membership list	5	Task force with two nursing faculty members are assigned by College President.
	2. Research other college wellness facilities	Fall 2007			5	Research conducted to determine other institutions with Wellness facilities
	3. Determine validity of a developmental phase	Spring 2008			5	Committee determined thru research and surveys validity of proceeding with project
	4. Enlist community support and volunteers	Summer 2008		Community surveys	2	Community support will be surveyed during 08-09 year
	5. Research potential grants and support agencies	Summer 2008		Community surveys	2	Research conducted for grant opportunities. Community support will be researched 08-09
	6. Determine how Wellness clinic benefits HS programs/athletics			Student surveys	5	Surveys have indicated high interest on behalf of employees and students; FSU students surveyed along with GCCC students; determination made that students would benefit and the site would serve as a clinical site for students assignments.
Goal 2 and Action Steps	Explore / Develop a Campus Day Care Center		Bottkol			
	1. Establish a task force to explore options			Task force membership list	5	Same Task Force for Wellness facility tasked to explore child care facility
	2. Research other Child Care facilities	Spring 2008		Documentation of research	5	Research conducted on other institutions offering child care center
	3. Determine validity of a developmental phase				5	Validity of child care facility determined by task force. Recommendation made to continue process and project.
	4. Enlist community support and volunteers			Community surveys and List of volunteers and adjuncts	2	Community support will be researched 08-09
	5. Research potential grants and support agencies			Documentation of research	2	Research conducted for grant opportunities in 08-09
	6. Determine how Day Operations will benefit HS programs: nursing clinical site				5	Determination made as to benefits to students of GCCC and FSU; facility would serve as a clinical site for GCCC student assignments

PLANNING UNIT: LANGUAGE & LITERATURE						
PLANNING UNIT:	Area of Focus	Timeframe	Champion	Metric	Evaluation	Follow-up Plan
Goal 1 and Action Steps	Spanish Advertising to the community events taking place at GCCC during National Hispanic Heritage month. Spanish club will put out flyers advertising film festival	10/15/2007 by 9/25/07	P. Bledsoe and Spanish club	Monthly comparison of task accomplishments to projected timeframe.	5	Promotion of National Hispanic Heritage month will be an ongoing activity.
	Professors Bledsoe and Dunlap will advertise La Friandise's Hispanic lunch in classes. Posting on college sign announcing NHH.	by 10/07/07 by 10/15/07				
	Spanish club will put out flyers advertising Cinco de mayo	by 4/25/07				
	Spanish club will announce to ESOL volunteers events taking place for NHH	by 7/13/07				
Goal 2 and Action Steps	Spanish Promoting Spanish program in local high schools Speak to dual enrolled students in SPN 1121 at Mosley, Arnold, and Deane Bozeman high schools.	by 4/15/07	Dunlap and Bledsoe	Monthly comparison of task accomplishments to projected time frame	3	No dual-enrolled students enrolled in SPN 2200 spring 2008. The goal will not be carried forward; B.A. seeking students need only 8-10 hours of foreign language (1120, 1121).
Goal 3 and Action Steps	Spanish Promote GCCC in the local Hispanic community. Place ad for GCCC in local Hispanic newspaper, <i>La Voz del Latino</i> Distribute GCCC informational materials such as catalogues and class schedules to Hispanic owned businesses.	by 12/07 by 12/07	Dunlap, Bledsoe and Spanish club	Monthly comparison of task accomplishments to projected time frame	5	Promotion materials about the Spanish program at GCCC will be distributed yearly as an ongoing activity.
Goal 4 and Action Steps	College Prep English Collect Developmental English resources for faculty use Establish an electronic drop site as a collection point Design site for use and begin importation of resources Complete importation of resources, first round Faculty begin using resources Conduct usage studies and receive responses from faculty users Redesign and improve for next academic cycle Report progress with division, Dev. Studies, Academic Council	by 3/01/08 by 11/01/07 by 1/15/08 by 3/01/08 by 3/01/08 by 5/31/08 by 6/30/08 11/01/07-6/30/08	Wallace and Franklin	Satisfaction reports from faculty each semester about the availability and ease of access of Developmental English resources	4	An electronic resource site has been established. Nine instructors were informed of the site; no records of usage or access exist at this time; a use study will follow in 2008-2009; more material will be added to the site.

PLANNING UNIT:	LANGUAGE & LITERATURE					
	Area of Focus	Timeframe	Champion	Metric	Evaluation	Follow-up Plan
	ENROLLMENT					
Goal 1 and Action Steps	College Prep Reading Close analysis of why students withdraw in reading classes 1. Develop questionnaires for students who withdraw and data collection charts 2. Assign neutral parties to interview students who withdraw 3. Distribute forms and instructions to all instructors 4. Collect & report at weeks 4 & 8 - compile interim report & suggestions 5. End of semester report compiling results on withdrawals including suggestions 6. Repeat steps 2-4 in spring semester 7. Final report with recommendations to improve retention	GOAL 8/24/2007 8/24/2007 8/24/2007 9/18,10/16, 12/15/2007 2/4/08, 3/3/08 5/12/08	Erben and Blue	Spread sheet and anecdotal comments giving reasons for student withdrawals	4	Monitoring of reasons for student withdrawals will continue; a contrasting study will focus on why students with similar problems remain in classes.
Goal 2 and Action Steps	College Prep English Analysis of reasons for withdrawal from ENC 0002 and ENC 0021 Design exit interview forms for withdrawing students Distribute form to instructors and third party interviewers Meet with Dev. English committee to collect information Pilot data collection for fall semester 2007 Collect final data for spring 2008 and discuss in committee/division Review process, discuss implications, propose any changes	by 5/31/08 by 10/15/07 by 10/31/07 monthly 11/07-5/08 by 12/07/07 by 5/01/08 by 8/15/08	Wallace	completion of forms in significant percentages (80% of withdrawals) and compilation of data for analysis	4	Monitoring will continue; a 25% sample will be done.
Goal 3 and Action Steps	College Composition Collect and review data regarding possible reasons for W/F in ENC 1101 1. Distribute W/F instructor log and student exit interview forms for ENC 1101 instructors 2. Meet with instructors to assess W/F rates every 4-6 weeks 3. Collect final data and conduct final discussion among instructors 4. Meet with instructors to review data, discuss implications, and propose changes	by 1/31/08 by 9/1/07 by 12/21/07 by 2/28/08	Rhines and Barnett	Regular comparison of task accomplishments to projected time frame and final proposals completed by 2/28/08	5	The goal will not be taken forward; results obtained will direct planning: better advising about workload involved in course, expectations of course will be established early by the professor, increased guidance/support will be offered week 6 through 10 by professor.
Goal 4 and Action Steps	Spanish Offer Spanish tutoring workshops for chapter exams and final exams	5 times per semester	Spanish Club	Comparison of task accomplishments to projected time frame.	3	Workshops were poorly attended; tutorials by Spanish Club students and professors will be carried forward.

Goal 5 and Action Steps	Spanish Emphasize the importance of class attendance. Messages in all class syllabi Verbal or written weekly reminders of importance of attendance	accomplished weekly	Bledsoe, Dunlap, Vasallo	Self-check	4	The goal will not be carried forward.
PLANNING UNIT:	LANGUAGE & LITERATURE					
	Area of Focus	Timeframe	Champion	Metric	Evaluation	Follow-up Plan
	PROGRAM ENHANCEMENT					
Goal 1 Action Steps	Journalism Because MMC 2100, Writing for Mass Communication is required for several of the digital technology programs as well as the transfer A.A. degrees, the course will be offered at the 5:30 p.m.-8:30 p.m. slot one evening per week. 2. Additionally, the course will be offered each summer during Summer B (preferable so that high school classes/graduations will be concluded). This course will be included in the Spring, 2008, schedule.	inclusion in spring and summer 2008	Woodham	Enrollment data will reflect additional offerings of course	4	An evening section of MMC 2100 was not offered spring 2008; the day section had an enrollment of 27; a day section will be offered summer 2008 (tentative enrollment at this date is 8). The goal will not be carried forward.
Goal 2 and Action Steps	Spanish Offer SPN 1001, follow up Spanish conversation class to SPN 1000 Approval of class by division, Academic Council, Department of Education	fall 08	Bledsoe	Class in spring 08 or fall 08 schedule	5	The course was approved at all levels and will be placed in the spring 2009 schedule.
Goal 3 and Action Steps	Spanish Change the minimum grade requirement for SPN 1120 and SPN 1121 to a C Approval of class by division, Academic Council, Department of Education	fall 08	Dunlap	Requirement in place for general catalogue 2008-2009	5	The proposal was approved at all levels and placed in the catalog for fall 2008.
Goal 4 and Action Steps	Spanish Offer SPN 1120 for 10 weeks in the summer @3x per week for 2 hours per day Contact current adjuncts to determine whether course will be able to be staffed Place SPN 1120, 10 week frame in summer schedule	by 10/30/07 by 11/01/07	Bledsoe and Dunlap	Course present in summer 2008 schedule	1	Staffing for a ten week session would be done through adjuncts; adjuncts from the county school system are not available. The objective will not be carried forward.

Goal 5 and Action Steps	College Prep English		Wallace and Franklin	Satisfaction reports from faculty each semester about the availability and ease of access of Developmental English resources	4	The site has been developed and used by some faculty. Use study will be carried forward.
	Collect Developmental English resources for faculty use	by 3/01/08				
	Establish an electronic drop site as a collection point	by 11/01/07				
	Design site for use and begin importation of resources	by 1/15/08				
	Complete importation of resources, first round	by 3/01/08				
	Faculty begin using resources	by 3/01/08				
	Conduct usage studies and receive responses from faculty users	by 5/31/08				
Redesign and improve for next academic cycle	by 6/30/08					
Report progress with division, Dev. Studies, Academic Council	11/01/07-6/30/08					

PLANNING UNIT:	LANGUAGE & LITERATURE					
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	Area of Focus	Timeframe	Champion	Metric	Evaluation	Follow-up Plan
	COMPETITIVENESS					
Goal 1 and Action Steps	English Composition and Humanities		Wells	All steps completed	5	Eight week sessions for ENC 1102(enrollment 26) and AML 2020 (enrollment 26) were offered spring 2008. The goal will be carried forward.
	Offer English Composition/Humanities III sequence as consecutive eight week courses during Spring 2008 semester					
	Advertise the 8 week sequence in Fall 2007 in ENC 1101 and ENC 1102 classes	by 11/01/07				
	List the sequence in the Spring 2008 schedule of classes	by 11/26/07				
	Alert all advisers to the sequence	by 11/26/07				
	Teach ENC 1102 during the first 8 weeks of Spring 2008 semester	01/20/08-03/04/08				
	Teach AML 2020 during second 8 weeks of Spring 2008 semester	03/06/08-05/06/08				
Goal 2 and Action Steps	Spanish	2007-2008	Bledsoe, Dunlap, Buttermore	Monthly comparison of task accomplishments to projected time frame	3	No ad was run; an adjunct was identified through the Bay County schools; the adjunct staffed Spanish classes, fall and spring 2007-2008, one section in summer A and two sections in summer B 2008.
	Identify and recruit future adjunct instructors for Spanish section.	by 2/07 and monthly				
	Run advertisement on GCCC Employment page	by 2/07 and monthly				
	Run advertisement in local paper					
	Send position announcement to FSU Spanish department in Tallahassee					
Goal 3 and Action Steps	Spanish		Bledsoe, Dunlap, and Spanish Club	Meal at La Friandise	5	Collaboration with the culinary program for a Hispanic meal during the National Hispanic Heritage Month will be carried forward.
	Collaborate with culinary program to offer a Spanish/Latino meal during National Hispanic Heritage month					
	Coordinate date and time with Billy Redd	completed				
	Offer opportunity to Spanish students	by 9/15/07				
	Collect reservations and money.	by 9/25/07				
Offer vacant seats to GCCC and community	by 9/26/07					

Goal 4 and Action Steps	Speech Offer a Distance Education, Web/Web Camera Course Course will be created in collaboration with Dunnivant in e-learning Course will appear in the spring 2008 schedule	 by 12/14/07 by 11/26/07	Jones and Dunnivant	Presence of course in the spring 2008 schedule	5	The course was created and placed in fall 2007, spring and summer 2008 schedules. The goal will be carried forward.
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MATHEMATICS						
PLANNING UNIT:	Area of Focus	Timeframe	Champion	Metric	Evaluation	Follow-up Plan
Goal 1 and Action Steps	COMMUNICATION Articulate internally and externally with the college community. Communicate with Students using the following tools: <ol style="list-style-type: none"> 1. Angel 2. Math Website 3. In Class Announcements 4. Class DVD/Videos 5. Office Hours 	Communication with students is an ongoing process Mid term and end of the semester will be milestones for the faculty to meet and discuss progress on these actions	Gerry Wilson	Annual comparison of task accomplishments to projected timeframe	4	We have completed all of the actions steps this year except for "Communicate with the community." We will continue to place this in our plan for 2008-2009.
	Communicate with Adjuncts <ol style="list-style-type: none"> 1. Yearly Adjunct Orientation Meeting 2. Training sessions (as needed) 3. Maintain Mailboxes 4. Course Managers 5. Division SAA 6. Division Meeting Minutes 	Communication with adjuncts is an ongoing process Mid term and end of the semester will be milestones for the faculty to meet and discuss progress on these actions				
	Communicate with colleges and universities <ol style="list-style-type: none"> 1. Attend Conferences 2. Articulation meetings 3. Support college night 4. Open dialogue between Gulf Coast faculty and faculty at other colleges/universities 	Communication with colleges, universities, high schools and middle schools is an ongoing process				
	Communicate with high schools <ol style="list-style-type: none"> 1. Dual Enrollment Meeting 4. Open dialogue between Gulf Coast faculty and high school faculty 3. Host high schools on GCCC campus 4. Student presentations 5. Wired Grant 6. Discuss an interest in women's mathematics with local high schools (Sonia) 7. Articulation with high school math instructors 	The end of the semester will be a milestone for the faculty to meet and discuss progress on these actions				
	Communicate with middle schools					
	Communicate with other on campus departments/divisions	Communication with campus departments/divisions is an ongoing process Mid term and end of the semester will be milestones for the faculty to meet and discuss progress on these actions				
	Communicate with the community	Communication with the community is an ongoing process Mid term and end of the semester will be milestones for the faculty to meet and discuss progress on these actions				

PLANNING UNIT:	MATHEMATICS					
	Area of Focus	Timeframe	Champion	Metric	Evaluation	Follow-up Plan
Goal 2 and Action Steps	Program Enhancement					
	Revitalize Curriculum New Courses 1. Continue to offer new courses as needed to meet program requirements	New course design is an ongoing process. Mid-term and end of the semester will be milestones for the faculty to meet and discuss progress on these actions.	Gerry Wilson	Annual comparison of task accomplishments to projected timeframe	4	We have completed all of the actions steps except for the assessment of courses. We need to work more on our assessment of courses. This will be in our 2008-2009 plan.
	Current Course Review and Modification 1. Use assessment results to modify/update current courses	Course review is an ongoing process. Mid-term and end of the semester will be milestones for the faculty to meet and discuss progress on these actions.				
Innovative Way to Offer Courses 1. Continue to investigate E-Learning 2. Continue to investigate alternative course delivery systems 3. Offer more flexible course scheduling	New course design is an ongoing process. Mid-term and end of the semester will be milestones for the faculty to meet and discuss progress on these actions.					

PLANNING UNIT:		MATHEMATICS					
Goal 3 and Action Steps	Area of Focus	Timeframe	Champion	Metric	Evaluation	Follow-up Plan	
		Enrollment					
<p>Increase our local and global enrollment</p> <p>Increase the number and variety of distance education, hybrid and live-interactive courses</p> <ol style="list-style-type: none"> 1. Wired Grant 2. MAC1105 to be offered at North Bay 3. Continue to offer math for nursing students 4. STA2122 developed in cooperation with FSU Psychology Department <p>Provide information to the recruiter(s)</p> <p>Increase communication with recruiter(s)</p> <p>Continue to offer new courses as needed to meet program requirements</p> <p>Work with Roy Smith and Chris Thomes to broadcast information on new courses</p>		<p>Enrollment enhancement is an ongoing process. Mid-term and end of the semester will be milestones for the faculty to meet and discuss progress on these actions.</p> <p>Recruitment is an ongoing process. Mid-term and end of the semester will be milestones for the faculty to meet and discuss progress on these actions.</p> <p>New course design is an ongoing process. Mid-term and end of the semester will be milestones for the faculty to meet and discuss progress on these actions.</p>	Gerry Wilson	Annual comparison of task accomplishments to projected timeframe	4	<p>We have completed all the actions steps except for the work with the recruiter. We will look more closely at ways to work with the recruiter for our 2008-2009 plan.</p>	

PLANNING UNIT:		MATHEMATICS				
Area of Focus		Timeframe	Champion	Metric	Evaluation	Follow-up Plan
Goal 4 and Action Steps	Competitiveness Ensure that the division remains globally competitive within the academic	These action steps are part of an ongoing process. Mid-term and end of the semester will be milestones for the faculty to meet and discuss progress on these actions.	Gerry Wilson	Annual comparison of task accomplishments to projected timeframe	4	We have completed all of the action steps except for the one referring to the continuing education courses. We were available, but no courses were requested. We will work on this for 2008-2009.
	Continue to attend articulation meetings					
	Be available to teach continuing education courses					
	Increase the number, variety and quality of courses 1. Mini-semester courses 2. Live interactive courses 3. Distance education courses 4. Blended learning courses					
	Hire New Faculty as Needed (\$45,000)					
	Update Technology as Needed (\$5,000)					
	Work with Roy Smith and Chris Thomes to broadcast information on new courses					
	Become more visible to the community					

NATURAL SCIENCES DIVISION						
PLANNING UNIT:		Timeframe	Champion	Metric	Evaluation	Follow-up Plan
Goal 1 and Action Steps	<p>COMMUNICATION</p> <p>Develop and apply a consistent method to deliver Laboratory Safety Training to Laboratory Faculty and Adjuncts on a new hire and annual basis to comply with State and Federal Regulations.</p> <ol style="list-style-type: none"> Annual review of Biological Safety Manual by Biology Lab Manager. Update post Biological Safety Manual in Intranet upon review completion. Develop check list for training to ensure all faculty are equally trained. Coordinate with Division Secretary to obtain names of new faculty and adjuncts. Set appointment for new faculty training to occur with first week of employment. Set appointments annually each September for update training for all returning faculty. Maintain records of training. 	8/31/2007	Penni Beitzel	<ol style="list-style-type: none"> Dates of completion for review and posting of Biological Safety Manual Date of completion of training checklist for all Faculty and Adjuncts 	5	Continue annual safety training for new adjuncts and faculty as well as update returning adjuncts and faculty.
		9/7/2007				
Goal 2 and Action Steps	<p>Be able to leave a withdrawn student in Angel but have their access limited. The student can still view the material but not quizzes or tests that are given on Angel.</p> <ol style="list-style-type: none"> Have the Natural Sciences division try various methods of limiting students access to quizzes and tests using present Angel course management methods. Inquire from Computer Services or other Divisions to see if this is possible. Request that the parent company of Angel build in this feature 	9/10/2007	Jamie Webb	A method is found to limit a students access without removing the student's name.	5	Investigate the problem of, once a student's access has been disabled, would this show up in the gradebook and attendance feature in Angel. Currently this does not occur. It should be a feature that could be added to future version of Angel
Goal 3 and Action Steps	<p>Have a standardized division response to the following that involve students in the classroom:</p> <p>Tardiness, Leaving early, using electronic devices.</p> <p>Make a questionnaire for the division members.</p> <p>Have questionnaires answered and returned.</p> <p>Discuss issues not agreed upon to see if consensus can be reached.</p>	9/17/2007 9/21/2007	Dennis Poole	Keeping to the time frame.	5	No follow up needed. After division discussion, it was decided by vote that the classroom conduct policy covers everything. The legality of having three tardies counting as an absence was questioned.
Goal 4 and Action Steps	<p>Establish a central location for electronic division documents</p> <ol style="list-style-type: none"> Establish a folder on the "V" drive accessible by the division as read only. Ask faculty to look at the folder to review the spring schedule. Require faculty to look in the folder for spring schedule. 	9/21/2007 10/19/2007	Beverly Sapp	The "V" drive folder will contain division documents accessible by the division as read only. The division secretary being the only one that can save into the folder.	5	Continue to provide electronic documents in "V" drive and encourage faculty to check the folder during the year as needed.

Goal 5 and Action Steps	Develop and apply a consistent policy throughout the division on assigning either a grade of W or F to those students who remain in class after the mid-point in the semester and subsequently are withdrawn from the course by the instructor. 1. Devise options and study their impact on student retention Possible options include: -Keeping the current policy with the instructor grade option. -Keeping the current policy without the instructor grade option. -Requiring the division chair to approve all grades of W for failing students. -Giving all students who withdraw a grade of W. -Do not allow a grade of W after mid-term. Essentially all withdrawn students receive a grade of F.	11/21/2007	Niils Akerlind	1. Monthly minutes of meetings to devise and study options. 2. New division policy	0	Faculty could not agree
	2. Select procedure by end of fall semester. 3. Implement selected policy for the spring 2008 semester if no approvals are necessary. 4. If catalog changes are required, begin coordination process in spring 2008 semester.	12/14/2007				

PLANNING UNIT:	NATURAL SCIENCES
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	ENROLLMENT	Timeframe	Champion	Metric	Evaluation	Follow-up Plan
Goal 1 and Action Steps	Buy and distribute Rubik's cubes custom printed with Gulf Coast and Natural Sciences logos/symbols. 1. Find location for producing and selling simple 8-square Rubik's Cubes. 2. Give information to Chris Thomes to seek funding.	8/20/2007	Cliff Harris	Have the Rubik's cubes to hand out on Nov 2 (During Sizzling Science)	0	Deemed too expensive. No follow up
		9/17/2007				
Goal 2 and Action Steps	A Science Fair called Sizzling Science will be conducted on the green between the science class rooms and the Language and Literature building. This will be put on by GCCC faculty along with High School and some Middle School faculty. Write a grant to cover cost of demonstration equipment that can be given to school teachers as rewards for the number of their students that participate. (<i>Written and submitted</i>)		John Mix	1. A date set for the Sizzling Science event. 2. A list of participants completed. 3. Event forms and Work orders completed. 4. Event takes place.	5	Already in the planning stages for Fall '08
		Meet with High School and Middle school faculty to set a date for the event. (<i>Done</i>) The list of participating people completed.				

PLANNING UNIT: NATURAL SCIENCES						
		Timeframe	Champion	Metric	Evaluation	Follow-up Plan
Goal 1 and Action Steps	PROGRAM ENHANCEMENT					
	Find out what neighboring schools are doing for health science courses and can we do it better..	12/14/2007	Rosemary Davenport	Keep a log of the visit.	2	Time constraint, try again in 08-09 year
	1. Schedule a visit to OW to inquire about their A&P labs in particular and honors science programs in general. 2. Complete a visit to OW and talk with the A&P instructors.	5/5/2008				
Goal 2 and Action Steps	Reorganize NS-A-0098 to allow for better and more versatile use and possibly include live organisms.		Linda Fitzhugh Melissa Moore	Participants agree to location of equipment usage of equipment,	reorganization gets a 5, purchase of equipment and furniture gets a 0	Lab was reorganized and faculty will continually be asked for feedback regarding lab set-ups. Currently purchasing new items is too expensive- as funds become available, plans will be reconsidered.
	1. Have everyone that uses NS-A0098 meet to decide on how to reorganize the lab for maximum use of space.	9/15/2007		Salt water tanks have live specimens for students to view.		
	2. Have the lab reorganized.	10/15/2007				
	3. Agree on what additional equipment can be included in this lab.	12/14/2007				
	4. Have plan on how to purchase new equipment. 5. Have three salt water aquariums physically in place for BSC2011L labs.	12/14/2007				
PLANNING UNIT: NATURAL SCIENCES						
		Timeframe	Champion	Metric	Evaluation	Follow-up Plan
Goal 1 and Action Steps	COMPETITIVENESS					
	Have pictures on the hallway of the office area of NS-A. Meet with committee to make initial decision.		Vicky Ellis	Division minutes state the number and sizes of pictures.	0	No funds available, Plan will be revisited
	1. Decide what type of pictures, how many, and the size of the pictures that would improve the looks of the office area in NS-A building.	8/31/2007		The division minutes state the cost of pictures.		
	2. Determine how the pictures will be acquired.	9/28/2007				
	3. Have some pictures up. 4. All pictures up	12/14/2007 5/5/2008		Some pictures up.		
Goal 2 and Action Steps	Reorganize NS-A-0098 to allow for better and more versatile use and possibly include live organisms.		Linda Fitzhugh Melissa Moore	Participants agree to location of equipment usage of equipment,	This is the same as Goal 2 under Program Enhancement	
	1. Have everyone that uses NS-A0098 meet to decide on how to reorganize the lab for maximum use of space.	9/15/2007		Salt water tanks have live specimens for students to view.		
	2. Have the lab reorganized.	10/15/2007				
	3. Agree on what additional equipment can be included in this lab.	12/14/2007				
	4. Have plan on how to purchase new equipment. 5. Have three salt water aquariums physically in place for BSC2011L labs.	12/14/2007				
Goal 3 and Action Steps	Market our courses using the reasons that student use for taking courses at GCCC.		Fledia Ellis	Reason given by students is one that can be used to market the course.	0	Abandoned due to lack of locating this type of student.(only two were identified) This will be revisited by the "data mining" project, hopefully
	1. Any time a member of the division finds that there is a student outside our district taking a course, ask the student why they are taking that particular course.	12/14/2007				
	2. Analyze reasons students give.	1/7/2008				
	3. Finalize marketing plan.	1/1/2008				

PLANNING UNIT: DIVISION OF PUBLIC SAFETY						
	Area of Focus	Timeframe	Champion	Metric	Evaluation	Follow-up Plan
	COMMUNICATION					
Goal 1 and Action Steps	Broaden our strategies to increase awareness/understanding - Visit served Law Enforcement, Corrections, and Fire Service agencies on a regular basis - Prepare and widely disseminate updated program brochures. - Advertise using all available media - Enhance internal communications with GCCC employees to inform them of our offerings - Participate in open house and recruiting events	Monthly Fall, 2007 Prior to each Class On going As Available	NBC Staff	Regular review and evaluation by program coordinators	5	Continue
Goal 2 and Action Steps	Create program web page - Use GCCC Web Coordinator as a major resource	January, 2008	Mike Dwyer	Regular review of project and coordination with GCCC Web Coordinator	5	GCCC Webmaster is redesigning Public Safety Safety Web Page
Goal 3 and Action Steps	Attend all Criminal Justice Standards and Training Commission Meetings	Quarterly	Gloria Crawford	Meetings attended.	5	Continue
Goal 4 and Action Steps	Establish contact with area high schools to give exposure to programs	Spring 2008	Robert Keeton	Reports on Progress	5	Continue
PLANNING UNIT: DIVISION OF PUBLIC SAFETY						
	Area of Focus	Timeframe	Champion	Metric	Evaluation	Follow-up Plan
	ENROLLMENT					
Goal 1 and Action Steps	Begin four Correctional Officer Basic Standards Courses (NBC) - Maintain close working relations with area Wardens and Human Resource Departments - Present Public Safety offerings, at transition briefings, to all personnel separating from the Air Force assigned to Tyndall Air Force Base	Monthly Monthly	Lorne Brooks	Quarterly Evaluation	5 5	COBS Classes Started Regular coordination continues Monthly briefings on-going
						NOTE*Due to consumer needs, uncertainty of facilities future & opening a competitive Department of Corrections Academy, number of classes projected for 08/09 is 3
Goal 1.1 and Action Steps	Begin three Correctional Officer Basic Standard Courses (GFC) - Work with Department of Corrections to schedule classes - Work with local Wardens located in Gulf Franklin Area	Monthly Monthly	Sharon Burdeshaw	Quarterly Evaluation	5 5	Continue Continue Continue

Goal 2 and Action Steps	Add three on-line Fire Science Courses	Spring, 2008	Ray Jackson	Monthly Progress	3	Progress on new on-line classes 50% complete, continuing approval process All on-line courses updated to ANGEL
	- Obtain approval from Florida State Fire College - Work with E-learning			Reports	5	
Goal 3 and Action Steps	Add two students to each Law Enforcement Academy Class	Spring, 2008	John Ammons	Review at the start of each class	4	Continue working towards goal, 1 student added per class Due to curriculum change by FDLE, moved to Fall 09 See Goal 3 under Program Enhancement
	- Add Capstone Class and Ethics Class to increase FTE	Fall, 2008	Greg May		3	
	- Comparative Compliance Course started	Fall, 2008				
Goal 4 Action Steps	Increase Criminology/Criminal Justice Enrollment by 2%	Spring, 2008	Robert Keeton	Review student	2	Limited progress due to change in venue, will continue to meet original goal Added 2 high schools
	- Add one or more on-line courses in Criminology and Criminal Justice - Obtain approval to increase dual enrollment	Spring, 2008			5	
Goal 5 and Action Steps	Recruit 12 or more students for each CSI class	January, 2008	Steve Brumm	Review at every Division Meeting	5	Continue

PLANNING UNIT: DIVISION OF PUBLIC SAFETY

	Area of Focus	Timeframe	Champion	Metric	EVALUATION	Follow-up Plan
	PROGRAM ENHANCEMENT					
Goal 1 and Action Steps	Upgrade programs through modern equipment acquisition		Ray Jackson	Monitor the progress of funding sources	2	Limited progress due to budget Completed projected in Perkins 5-yr plan
	- Acquire new fire truck	Fall, 2008			5	
	- Acquire temperature & lightning monitors - Acquire state of the art firearms and driving simulators	Fall, 2009 Fall, 2009	Grey May	Equipment inventory	3	
Goal 2 and Action Steps	Update all programs to Florida Department of Law Enforcement and State Fire College Standards	May, 2008	John Ammons Lorne Brooks Sharon Burdeshaw Ray Jackson Grey May	Review status quarterly	5	Completed
Goal 3 and Action Steps	Start "Comparative Compliance" course allowing out of state, lapsed Florida, and Federal Law Enforcement/ Corrections officers to obtain Florida Certification	May, 2008	John Ammons Greg May	Review status quarterly	0	Unable to coordinate at this time
Goal 4 and Action Steps	Recruit one or more Defensive Tactics instructors with daytime availability	January, 2008	Lorne Brooks	Review status quarterly	5	Continue
Goal 5 and Action Steps	Negotiate an agreement with International Association for Identification to conduct an on site review course and certification examination for crime scene technician. NOTE: IAI is certifying body for Crime Scene Technicians	May, 2008	Steve Brumm	Review status quarterly	2	Postponed due to budget restraints

PLANNING UNIT: DIVISION OF PUBLIC SAFETY						
	Area of Focus	Timeframe	Champion	Metric	EVALUATION	Follow-up Plan
	COMPETITIVENESS					
Goal 1 and Action Steps	Evaluate other comparable schools in the Panhandle and in Florida to ensure that GCCC DPS offerings are comparable to, or exceed those of other schools.	Spring, 2008	All NBC Staff	Review findings monthly	5	Continue
Goal 2 and Action Steps	Due to budget cuts, support professional development that enhances primary duties and updates certification levels. - Attend conferences, workshops, and in-service training	Spring, 2008	Staff	Spring, 2008	5	Continue if budget will allow
Goal 3 and Action Steps	Recruit adjunct instructors who are leaders in their fields.	Spring, 2008	Gloria Crawford Ray Jackson Robert Keeton Lorne Brooks John Ammons Steve Brumm	Review at monthly division meetings	5	Continue
Goal 4 and Action Steps	Offer Law Enforcement Certification classes at the Gulf Franklin Center and Tyndall Air Force Base	Spring, 2008	John Ammons Sharon Burdeshaw Peggy Martin	Classes Offered	2	Limited progress due to non-availability of students

PLANNING UNIT: SOCIAL SCIENCES						
	Area of Focus	Timeframe	Champion	Metric	Evaluation	Follow-up Plan
	COMMUNICATION					
Goal 1 and Action Steps	<p>Articulate college direction and priorities to adjuncts and dual enrolled</p> <ol style="list-style-type: none"> 1. Surveyed other divisions at GCCC 2. Build a database and email distribution list for adjuncts and dual enrolled instructors and keep it current. 3. Share information with adjuncts and dual enrolled instructors: deadlines, benefits, new procedures, division minutes, contracts, and problems with the course or a student. 4. Yearly adjunct orientation meeting. 5. Create a climate of inclusion for adjuncts and dual enrolled instructors. 	<p>8/31/2007 9/28/2007</p> <p>Weekly</p> <p>8/10/2007 12/7/2007</p>	B Thomasson	<ul style="list-style-type: none"> • Conduct an informal survey of other division to see if they have better ideas on how to communicate with adjuncts and dual enrolled instructors. • Continue to inform our adjuncts and dual enrolled instructors. 	5	Will continue to survey adjuncts annually to be sure they are getting the information and if there is additional information they need.
Goal 2 and Action Steps	<p>Task is to create posters for display in the bulletin boards of the Social Sciences building, to inform students of the job possibilities for someone with a degree in one of the Social Sciences.</p> <ol style="list-style-type: none"> 1. Collecting information about careers in each of the 13 areas covered in our division. 2. Creating full-color posters using text and pictures. 3. Print and laminate the posters. 4. Display each poster for a week in each location, rotating as necessary. 	<p>10/15/2007</p> <p>11/1/2007 12/1/2007</p>	Dr. Fosbender	Report to division each month on progress.	5	Posters have been created and are being rotated on division bulletin boards. We have asked Sherri Davis to incorporate the posters into the division web page to get more publicity for the division programs.
PLANNING UNIT: SOCIAL SCIENCES						
	Area of Focus	Timeframe	Champion	Metric	Evaluation	Follow-up Plan
	PROGRAM ENHANCEMENT					
Goal 1 and Action Steps	<p>Improve opportunities for student learning through increased implementation of distance education and hybrid classes, as well as training and support of faculty to increase effectiveness of such technology.</p> <ol style="list-style-type: none"> 1. Survey current full-time faculty to determine how many offer distance education and hybrid courses 2. Develop a strategic plan and timeline for all full-time faculty to be teaching a minimum of one distance education course 3. Determine if any full-time faculty have specific questions or concerns regarding distance education courses and facilitate resolution with the information technology department 4. Schedule a visit from an information technology staff member at a division meeting to discuss issues specific to distance education in the social sciences division 5. Share problems or concerns regarding hybrid and distance education courses at regularly scheduled division meetings 6. When hiring new faculty, distance education experience will be an important consideration. 	<p>9/1/2007</p> <p>10/15/2007</p> <p>12/15/2007 and a second visit As necessary.</p>	E. Trentanelli	<ul style="list-style-type: none"> • Semester comparison of number of distance education and hybrid courses being offered by faculty in social science division, with specific attention to remaining faculty scheduled to teach distance education courses for the first time in the next academic year. • Every semester conduct informal surveys of faculty as to their comfort level with and questions regarding implementation of technology 	3	Training has been offered twice during the semester. Three faculty members have not yet taught web based courses. Two are scheduled to teach them in Spring 2009. Both new faculty hires are proficient in distance education courses and are currently teaching web based courses.

<p>Goal 2 and Action Steps</p>	<p>Provide additional opportunities for student involvement and education in the social science programs through an increase in the membership and number of campus organizations being offered</p> <ol style="list-style-type: none"> 1. Assess how many and what types of organizations are currently being offered by the social sciences division 2. Communicate with current club sponsors as to the necessary steps for creating and promoting a new organization 3. Survey faculty to determine what additional organizations for which they see a need 4. Assist interested faculty in coordinating with the Student Activities Board to set-up their organization(s) 5. Promote new and current organizations through advertisement in classes and throughout campus 6. Share progress and accomplishments of organizations in regularly scheduled division meetings 	<p>10/15/2007 11/15/2007 12/15/2007 5/1/2007 9/1/2007</p>	<p>Dr. Brennan</p>	<ul style="list-style-type: none"> • Semester comparison of number of organizations being offered by the social sciences division • Semester comparison of memberships of current and new organizations 	<p>3</p>	<p>Mr. Keene has assumed these responsibilities. The division is considering two (possibly a third) club to be sponsored by the division in the future. Mr. Keene has researched the required actions and is assisting in the development of these new clubs.</p>
<p>Goal 3 and Action Steps</p>	<p>The division will develop an assessment plan for four courses in the division.</p> <ol style="list-style-type: none"> 1. Four courses will be identified for inclusion in the assessment plan. 2. Each course will have an assessment plan developed. 	<p>10/1/2007 1st. 11/15/2007 2nd. 2/1/2007 3rd. 3/1/2008 4th. 4/15/2008</p>	<p>E. Trentanelli</p>	<ul style="list-style-type: none"> • Identification of the courses will be the first measurement indicator. • Weekly meetings to establish the first assessment plan will be held to until the completion of the first course assessment plan. • Semi monthly meetings will be held to measure progress toward the remaining three assessment plans. • On April 15, 2008 the success of establishing the four assessment plans will be made. 	<p>4</p>	<p>The courses have been identified (PSY2012, POS2041, EUH1001, EDF1005). Three of the courses have completed the assessment plan. The fourth area (Education) is scheduled for a program review in 2009-2010 so the assessment plan for that area must be completed in the fall and an assessment completed by spring of 2008.</p>

SOCIAL SCIENCES						
PLANNING UNIT:						
	Area of Focus	Timeframe	Champion	Metric	Evaluation	Follow-up Plan
Goal 1 and Action Steps	ENROLLMENT					
	Determine the discipline(s) needed to replace Mr. Merritt and hire a replacement to fulfill the student needs.		Dr. Ciccarelli	<ul style="list-style-type: none"> • Written report with data and recommendation will satisfy the data collection and recommendation • Creating a team approved by the President will satisfy the team creation • Collecting applications, reviewing applications and making formal recommendation of individual to fill the position will satisfy the decision 	5	Completed. Mr. Gattis was hired and is currently teaching a full schedule of classes.
	1. Examine enrollments for the previous two years and the current semester for EUH1000/1001 and POS2041	8/31/2007				
	2. Examine the number of full time and adjunct faculty teaching courses in those terms	9/7/2007				
	3. Determine the discipline that is needed to meet the student needs in those areas	10/1/2007				
	4. Advertise to fill the position.	10/31/2007				
5. Create team to review applications, conduct interviews and recommend individual to fill the position	11/15/2007					
6. Hire a replacement for Mr. Merritt						

PLANNING UNIT:	TECHNOLOGY					
	Area of Focus	Timeframe	Champion	Metric	Evaluation	Follow-up Plan
	COMMUNICATION					
Goal 1 and Action Steps	Develop High School Technology Ambassador program a. Submit Kaizen Grant form for money to fund Tech Ambassador program b. Develop business plan for program including cost benefit analysis c. Develop project plan for HS ambassador program d. Implement HS Tech ambassador program	Oct 15th Oct. 31st Nov 30th Spring 2008	J. Vandervest	Approved Grant Money, Approved Business Plan, Approved project plan, HS Tech Ambassador workshop	1	Need additional staff to work on this project
Goal 2 and Action Steps	Develop a CD for H.S seniors interested in a career with computers a. Submit Kaizen Grant form to fund for CDs b. Outline for CD contents c. Develop project plan for CD development d. Implement CD development e. CD Completion	Oct 15th Oct 31st Nov 30th Dec 1st Feb 1st	D. Eavey	Approved Grant Money, Outline for CD contents, Project plan, Finished CD	5	
Goal 3 and Action Steps	Develop new brochures for Technology and each program area a. Submit Kaizen Grant form to fund professional design brochures b. Outline for Technology and Individual program contents c. Develop project plan for brochure development d. Implement brochure development e. Brochure Completion	Oct 15th Oct 31st Nov 30th Dec 1st Feb 1st	W. Payne	Approved Grant Money, Outline for brochure contents, Project plan, Finished Brochure	5	
Goal 4 and Action Steps	Develop Technology workshops for HS students and parents A. Outline for Technology workshop content c. Develop project plan for Tech workshop development d. Implement Tech workshop e. Hold workshop	Oct 31st Nov 15th Dec 1st Feb 1st	D. Eavey	Technology workshop content, project plan, Technology workshop	4	Working with Jay to develop Tech Days at the high school for next fall
Goal 5 and Action Steps	Visit All High Schools by Spring 2008 a. Attend pre-scheduled recruiting sessions with GCCC	Spring 2008	W. Payne	Document each visit to share with department	4	We attended a few events and a few high schools -- room for improvements exist - next year
Goal 6 and Action Steps	Increase COOP awareness and contacts a. Establish contact roster for Electrical Apprenticeship Program. b. Establish Cooperative Education focal points at Tyndall AFB and NSA-PC. c. Identify 5 companies for COOP opportunities for the CIM degree d. Identify 5 companies for COOP opportunities for the CET degree e. Identify 5 companies for COOP opportunities for the Digital Media degree	Dec 31st May 31st Oct 31st Nov 31st Dec 31st	D. Storck	Name, phone number and e-mail address on file.	2	Will continue with this goal next year.
Goal 7 and Action Steps	Kiosks for High Schools a. Update kiosk b. Submit Kaizen Grant form to fund 4 more kiosks c. Place one in each High School	Nov 1st Jan 1st	D. Duhon	Kiosks in all 6 HS in Bay County	0.25	The kiosk company went out of business - it's an expensive venture, we focused on the CDs and provided these to the high school counselors

TECHNOLOGY						
PLANNING UNIT:	Area of Focus	Timeframe	Champion	Metric	Evaluation	Follow-up Plan
	ENROLLMENT					
	<i>* see Communications goals as most overlap enrollment</i>					
Goal 1 and Action Steps	Identify Delivery Methods best suitable for course a. All program managers will review program to determine best methods to deliver material for all courses	Spring 2008	W. Payne		3	Updated digital media and network services courses to include either hybrid or distance classes. We will continue to review the classes and update as appropriate.
Goal 2 and Action Steps	Market transfer opportunities to F.S.U. Panama City	Spring 2008	J. Vandervest		1	
TECHNOLOGY						
PLANNING UNIT:	Area of Focus	Timeframe	Champion	Metric	Evaluation	Follow-up Plan
	PROGRAM ENHANCEMENT					
Goal 1 and Action Steps	Update CET program a. Update advisory board b. Work with advisory board to upgrade/rebrand CET program c. Work with Computer Science division to determine cross over classes d. Contact students to determine goals e. Update program f. Market updated program	Oct 15th Nov 1st Oct 15th Nov 1st Dec 1st Dec 31st	W. Payne	Updated advisory roster, advisory meeting minutes, meeting minutes with Comp Sci, log of students goals, updated program, marketing campaign	4	Proposing new degree to AC. We should have this in place by summer. Once in place we'll begin marketing the new degree.
Goal 2 and Action Steps	Evaluate Network Security Certificate a. Update advisory board b. Work with advisory board to determine course for certificate c. Update program and catalog d. Market New Certificate	Oct 15th Nov 1st Nov 1st Dec 1st	W. Payne	Updated advisory roster, advisory meeting minutes, New Certificate program, marketing campaign	4	New certificate is being proposed to AC. We should have this in place by summer. Once in place we'll begin marketing the new degree.
Goal 3 and Action Steps	Student acceptance and retention a. Work with Success Center to determine what services are available to Electrical Apprenticeship students	May 31st	D. Storck	Electrical Apprenticeship students permitted to use Success Center services	1	
Goal 4 and Action Steps	Upgrade CIM Curriculum a. Work with advisory board to determine viability of current classes b. Upgrade classes as appropriate	Spring 2008	D. Eavey	Updated program/catalog	4	We continue to work with the advisory board on updating the curriculum. This is a never ending process and will never be complete
Goal 5 and Action Steps	Review Drafting and Design curriculum a. Meet with advisory group b. Update curriculum where applicable	Spring 2008	J. Vandervest	Advisory Meeting Minutes, updated curriculum if applicable	3	We are working towards upgrading the programming. We need a full-time instructor responsible for this program to take it to the next level
Goal 6 and Action Steps	Review Digital Media curriculum a. Meet with advisory group b. Update curriculum where applicable	Spring 2008	W. Payne	Advisory Meeting Minutes, updated curriculum if applicable	4	We continue to work with the advisory board on updating the curriculum. This is a never ending process and will never be complete

PLANNING UNIT: TECHNOLOGY						
	Area of Focus	Timeframe	Champion	Metric	Evaluation	Follow-up Plan
	COMPETITIVENESS					
Goal 1 and Action Steps	Identify best practices for Florida CC Technology Divisions a. Visit PJC b. Visit OWC c. Determine other CCs to visit	Oct 31st Nov 30th Jan 30th	W. Payne	Site Visit logs - what was learned and ideas for division improvement	4	Visited PJC, FCCJ, UWF, and attended FCC Engineering Forums - this should be an on going activity
Goal 2 and Action Steps	Investigate CET Articulation with UCF a. Contact UCF for initial discussions b. Determine viability of articulation	Oct 31st Nov 30th	W. Payne	Articulation agreement or outline of what needs to be updated for articulation or why it's not possible	0	CET degree will be sunset
Goal 3 and Action Steps	Investigate CET Articulation with UWF a. Contact UWF for initial discussions b. Determine viability of articulation	Oct 31st Nov 30th	W. Payne	Articulation agreement or outline of what needs to be updated for articulation or why it's not possible	0	CET degree will be sunset
Goal 4 and Action Steps	Investigate CET Articulation with FSU a. Contact FSU for initial discussions b. Determine viability of articulation	Oct 31st Nov 30th	W. Payne	Articulation agreement or outline of what needs to be updated for articulation or why it's not possible	0	CET degree will be sunset
Goal 5 and Action Steps	Industry Network Certifications a. Identify potential industry certifications b. Determine need/value of certifications c. Upgrade curriculum as necessary d. Market Courses/Certifications	Nov 15th Dec 31st Jan 30th Spring 2007	W. Payne	Listing of courses to lead to certification, updated curriculum, PR materials	4	All courses in the proposed Network Services Degree lead to an industry certification exam. Next year need to work on Oracle, CIW and ADDA certification classes
Goal 6 and Action Steps	Investigate CIM Articulation with UCF a. Contact UCF for initial discussions b. Determine viability of articulation	Oct 31st Nov 30th	D. Eavey	Articulation agreement or outline of what needs to be updated for articulation or why it's not possible	2	Informal in process, Formal articulation will be investigated for next year.
Goal 7 and Action Steps	Investigate CIM Articulation with UWF a. Contact UWF for initial discussions b. Determine viability of articulation	Oct 31st Nov 30th	D. Eavey	Articulation agreement or outline of what needs to be updated for articulation or why it's not possible	2	
Goal 8 and Action Steps	Investigate CIM Articulation with FSU a. Contact FSU for initial discussions b. Determine viability of articulation	Oct 31st Nov 30th	D. Eavey	Articulation agreement or outline of what needs to be updated for articulation or why it's not possible	2	
Goal 9 and Action Steps	Investigate Architecture articulation with University of South Florida a. Contact So Florida for initial discussions b. Determine viability of articulation	Oct 31st Nov 30th	J. Vandervest	Articulation agreement or outline of what needs to be updated for articulation or why it's not possible	2	
Goal 10 and Action Steps	Investigate Building construction articulation with University of South Florida a. Contact So Florida for initial discussions b. Determine viability of articulation	Oct 31st Nov 30th	J. Vandervest	Articulation agreement or outline of what needs to be updated for articulation or why it's not possible	2	

Goal 11 and Action Steps	Establish Prometric Testing Center a. Apply for center b. Outfit Facility c. Complete administrative testing process d. Open Center	August 15th Sept 30th Oct 15th Oct 31st	W. Payne	Open Testing Center	5	
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PLANNING UNIT:	TECHNOLOGY
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	Area of Focus	Timeframe	Champion	Metric	Evaluation	Follow-up Plan
	Infrastructure					
Goal 1 and Action Steps	Technology Division Chair Permanent Replacement a. Determine advertising strategy b. Begin advertising c. Identify candidate	Dec 1st Jan 1st May 30th	W. Payne		0	Division merged with Business, new chair is no longer needed
Goal 2 and Action Steps	Migrate technology building's network to campus backbone a. Meeting with IT to determine approach b. Develop Project Plan c. Implement Project Plan	Oct 31st Nov 15th TBD	D. Duhon		4	Should be completed by the end of summer
Goal 3 and Action Steps	Update all Technology lab computers to current campus standard a. Determine costs for upgrading labs b. Determine funds available c. Develop Project Plan d. Implement Project Plan	Oct 15th Nov 15th Dec 1st TBD	D. Duhon		4	One lab is schedule for upgrade during the summer - 3 labs need upgrading to campus standard, we'll schedule one for next year.
Goal 4 and Action Steps	Evaluate need for Civil Engineering Faculty or Assistant Coordinator a. Analyze civil engineering enrollment b. Forecast future enrollment c. Proposed new faculty member, adjuncts, coordinator d. If new faculty/coordinator is approved begin search	Dec 1st Dec 31st Jan 15th TBD	W. Payne		3	Need a Full-Time Drafting Instructor
Goal 5 and Action Steps	Evaluate need for Digital Media Faculty a. Analyze digital media enrollment b. Forecast future enrollment c. Proposed new faculty member or continue with adjuncts d. If new faculty member is approved begin search	Dec 1st Dec 31st Jan 15th TBD	W. Payne		3	Need a Full-Time Digital Media Faculty
Goal 6 and Action Steps	Evaluate need for Technology Coordinator a. Determine job description/duties b. Prepare cost/benefit analysis c. Proposed new coordinator d. If new coordinator is approved begin search	Dec 1st Dec 31st Jan 15th TBD	W. Payne		5	

PLANNING UNIT: VISUAL AND PERFORMING ARTS						
	Area of Focus	Timeframe	Champion	Metric	Evaluation	Follow-up Plan
Goal 1 and Action Steps	COMMUNICATION					
	Develop more connections and better communication with the GCCC community, area schools, the community and industry. 1. Develop new mail and email lists 2. Provide surveys at events and at schools 3. Connect with dual enrolled students 4. Observe dual enrolled classes 5. Join community associations and target diverse groups 6. Provide gallery space for local artists 7. Invite professionals here to hold lectures. 8. Optimize communication with Media and Community Relations 9. Offer performances for local and civic groups 10. Continue to develop crisis management	by Dec. , 2007 by January 2008 by Spring 2008 07-08 academic yr 07-08 academic yr in progress already in progress already in progress already in progress already in progress already in progress already	Carmen Gomez	Establish baselines derived from contacts with targets and from action taken. Updates of task accomplishments at division meetings, with progress toward broad dissemination of Strategic Plan by 5/31/08	4	Continue to update mailing lists and survey instruments. Increase visits to dual enrolled classes. All goals to be continued on an on-going basis. We need to work more closely with crisis management groups on campus on disaster preparedness and safety.
PLANNING UNIT: VISUAL AND PERFORMING ARTS						
	Area of Focus	Timeframe	Champion	Metric	Evaluation	Follow-up Plan
Goal 1 and Action Steps	ENROLLMENT					
	Increase enrollment 1. Work with PR office and with webmaster to redesign webpage 2. Work with college recruiter and enhance school visits with workshops or performances 3. Visit area high schools, hand out literature, discuss GCCC programs 4. Locate more funds for scholarships 5. Hire full time faculty/staff - one art and one music, plus theatre TD. 6. Evaluate programs and establish flexible schedules, reorganize division, revitalize existing programs and create new programs 7. Design a questionnaire with focus on students needs to use when visiting with high school students 8. Continue involvement with high schools, including dual enrollment courses and co-sponsored music and theatre performances and visual art activities	by Dec. 07 by Dec. 07 in progress already by March 08 by June 2008 by Fall 08 by Fall 08 in progress already	Judy Harrison	Enrollment statistics; number of students in clubs; web update; questionnaire completion; number of high school visits, dual enrolled classes, co-sponsored events, flexible schedule classes. Update at division meetings toward dissemination of Strategic Plan goal of 5/31/08	4	Develop and implement a plan to hold events at the Gulf Franklin Center and at Apalachicola High School. Continue to request full time faculty. Locate more scholarship funds. All action steps to be continued.

Goal 2 and Action Steps	Retain enrolled students 1. Help students succeed by making them aware of Success Center 2. Provide more in-depth advising 3. Encourage students to become more involved by joining clubs, performing groups, theatre productions 4. Add a music student club to join the art and theatre clubs	in progress already in progress already in progress already by Jan. 08			4	Continue to identify student who need to attend the Success Center. Initiate a Music Technology Club which will begin a GCCC student record label. Seek to get more GCCC students from outside the division to become involved in the arts. Continue to seek faculty engagement from outside the division on this.
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PLANNING UNIT:	VISUAL AND PERFORMING ARTS
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	Area of Focus	Timeframe	Champion	Metric	Evaluation	Follow-up Plan
Goal 1 and Action Steps	PROGRAM ENHANCEMENT Develop and provide program enhancement activities relevant to Visual Art, Music and Theatre Programs and community needs 1. Develop new online courses 2. Train all VPA faculty in Angel and offer training to adjuncts 3. Evaluate current programs and recommend changes 4. Develop new programs 5. Offer courses in alternative frameworks 6. Establish e-learning initiatives 7. Recruit new faculty/staff 8. Renovate interior and outdoor spaces and obtain equipment appropriate for programs (See equipment, faculty/staff and renovations needs document)	by Summer 08 by Summer 08 by Summer 08 Ready to offer Fall 08 in progress and ongoing by Summer 08 by Spring 08 by Summer 08	Tammy Marinuzzi	Evaluate number of new online courses, number of faculty attending Angel training, number of new programs offered, number of courses in alternative frameworks, number of e-learning involvements, number of new faculty/staff, renovations, equipment, etc. Updates at division meetings with progress toward broad dissemination of strategic plan by 5/31/08	4	Work on program evaluation. Begin the new Music Production Technology program. Renovate interior and exterior spaces and obtain equipment for each program. All action steps will continue for the next school year.

PLANNING UNIT: VISUAL AND PERFORMING ARTS						
	Area of Focus	Timeframe	Champion	Metric	Evaluation	Follow-up Plan
Goal 1 and Action Steps	COMPETITIVENESS					
	<p>Assure that programs offer the broadest and most vigorous course catalogue within the framework of State of Florida mandates for community colleges and assure faculty and staff leadership in their respective fields</p> <ol style="list-style-type: none"> 1. Develop aggressive strategies to enhance enrollment 2. Comprehensively track exit strategies in higher education 3. Evaluate annual data to measure progress 4. Encourage faculty/staff positioning as workshop leaders and as leaders at external gatherings in the field 5. Hire full time faculty and staff in program areas in order to achieve goals in all focus areas, to offer diversity in courses, to strengthen all disciplines and to better mentor our students 6. Recruit new faculty with consideration of leadership potential as well as academic competence 	<p>by January 08</p> <p>by May 08</p> <p>by May 08</p> <p>by Fall 08</p> <p>in place for Fall</p> <p>in place for Fall 08</p>	Rusty Garner	Measure annual enrollment, annual recruiting activity, new course and program offerings, faculty/staff development. Updates at division meetings with progress toward broad dissemination of Strategic Plan by 5/31/08	4	Significant progress has been achieved in all action steps except in hiring more full time faculty. All action steps will be continued for next year.

OFF-CAMPUS SITES AND COMMUNITY DEVELOPMENT						
PLANNING UNIT:	Area of Focus	Timeframe	Champion	Metric	Evaluation	Follow-up Plan
	COMMUNICATION					
Goal 1 and Action Steps	Developmental Studies Engage in community outreach to make Passport/GED Program more accessible 1. Make contacts with community organizations, businesses, institutions 2. Schedule off-campus GED training sessions 3. Have organizations, businesses, institutions complete "needs" survey 4. Report results and findings to division	by 5/9/2008 by 12/7/07 and 4/6/08 by 12/7/07 and 4/6/08 by 12/7/07 by 5/4/08	L. Wallace L. Watson	Number of contacts and number of successful off-campus sessions scheduled	5	Continue initiatives for 2008-09
Goal 1 and Action Steps	Dual Enrollment Work with school districts, home school education programs, and private schools to increase awareness of accelerated mechanisms especially among under-served and underrepresented populations. 1. Analyze college readiness trends unique to each school district; 2. Communicate eligibility requirements for dual enrollment starting in the 9th grade and encourage students to take the most rigorous courses; 3. Design strategies to help reduce the incidence of postsecondary remediation in math, reading, and writing; 4. Explore the feasibility of offering a summer bridge program tutorial program; 5. Assist with the development of career transition plans (selection of majors/courses); 6. Develop joint professional development opportunities to strengthen curriculum and improve teaching strategies	November 1, 2007 August 20-December 14, 2007 July 1-December 14, 2007 November 15, 2007 August 20-December 14, 2007 ongoing		Number of innovative approaches designed to reach under-served populations; number of students to participate in activities designed to improve academic performance.	5	Continue initiatives for 2008-09
Goal 1 and Action Steps	EPI Enhance awareness of the EPI program throughout the college/community 1) Complete event forms for all evening or Saturday EPI sponsored events 2) Explore possibility of purchasing an outdoor sign for EPI 3) Ask for assistance from PLT in articulating with school districts 4) Set up professional development articulation meetings with school district personnel 5) Set up masters degree articulation meetings with university personnel 6) Explore EPI personnel joining service clubs/business organizations 7) Hold EPI "open house" sessions monthly and invite college depts.	Fall 2007 Fall 2007 Fall 2007 Fall 2007 Fall 2007 Fall 2007 Fall 2007	Susan Butler	Event forms, Purchase Orders, Articulation meeting minutes, New student surveys	5	Continue to pursue articulation meeting with 4 year universities.
Goal 1 and Action Steps	Gulf/Franklin Center Increase the visibility of the Gulf/Franklin Center 1. Explore purchasing a marquee 2. Explore marketing options 3. Research prices 4. Place on 2008-09 Budget	Fall 2007 Fall 2007 Fall 2007 Fall 2007	Galloway, Flax-Hyman, Holdnak	Marquee on site by October 2008	2	Reevaluate: lack of funding
Goal 1 and Action Steps	Military Education/TAFB Expand use of electronic communication methods to disseminate Military 1. Train staff on current resources available (i.e. angel, student e-mail) 2. Create angel chat room for TAFB students 3. Collaborate with new web designer to update and improve military education website.	Step 1 - 11/12/07 Step 2 - 02/29/08 Step 3 - 01/28/08	Peggy Martin, Dir. Military Education Computer Services Web Designer	Staff trained in Angel and student e-mail systems. New military education web page in place and updating procedures established by 04/30/08.	5	Continue to update

Goal 2 and Action Steps	Developmental Studies Engage more families in Passport/GED Program 1. Advertise and locate eligible families 2. Provide family-rich services and information to integrate entire family 3. Report results and findings to division	by 5/9/2008 by 12/7/07 and 4/6/08 by 4/6/08 by 5/4/08	L. Wallace L. Watson	Number of families enrolled in program	4	Continue to work closely with community contacts
Goal 2 and Action Steps	EPI Enhance EPI personnel's understanding of college policies, processes, and procedures 1) Solicit professional development from college personnel in policy, procedures 2) Hold EPI "open house" sessions monthly and invite college depts.	Fall 2007 Fall 2007	Susan Butler	Professional Development Satisfaction Surveys, Procedural Manual, Ideas from open house captured in dept. meeting minutes	5	Take advantage of in house professional development on processes, procedures as they become available.
Goal 2 and Action Steps	Gulf/Franklin Center/North Bay Center Collaborate with marketing and recruitment to develop informational strategies and material targeting Gulf/Franklin and North Bay programs. (develop CD). 1. Explore various types of marketing strategies 2. Increase visibility at community meeting/events 3. Actively engage advisory committee 4. Create more partnerships and 2+2 programs	Completion date by April 2008 Fall 2007 ongoing Fall 2007 ongoing	Galloway, Flax-Hyman, Chris Thomes, J. Robinette Crawford	Printed materials & Documentations (CD, Flyers, Brochures, News Articles	5	Continue efforts
Goal 2 and Action Steps	Military Education/TAFB Conduct bi-annual Tyndall Air Force Base student survey 1. Create survey instrument in coordination with Institutional research. 2. Distribute survey to all TAFB students. 3. Correlate data gathered from survey and evaluate results. 4. Identify potential areas for improvement for consideration in next year's 5. Student report published with recommendations for improvements	Step 1 - 11/30/07 Step 2 - 01/13/08 Step 3 - 03/10/07 Step 4 - 05/30/08 Step 5 - 06/16/08	Peggy Martin, Dir. Military Education Institutional Research	Survey report published with recommendations for improvements.	5	Incorporate survey results into planning
Goal 3 and Action Steps	Developmental Studies Collect survey data on faculty/staff and student satisfaction with the TRIO/Student Support Services program 1. Design surveys and focus group guidelines seeking feedback from Student Support Services advisory board and department 2. Distribute surveys at division and department meetings 3. Randomly sample previous and current SSS students 4. Set up focus group dates for students 5. Report and collect data from surveys and focus groups 6. Analyze Data for Strategic Planning and Program Improvement	by 12/17/2007 by 10/1/2007 by 12/7/2007 by 11/1/07 by 11/30/07 by 2/29/08 by 5/9/08	A. Riggle K. Kizziah	Reported survey responses using Excel and focus group info using Word	5	Incorporate survey results into planning

PLANNING UNIT: OFF-CAMPUS SITES AND COMMUNITY DEVELOPMENT

	Area of Focus	Timeframe	Champion	Metric	Evaluation	Follow-up Plan
	ENROLLMENT					
Goal 1 and Action Steps	Developmental Studies Increase Student Success Center usage in English and mathematics 1. Increase awareness of faculty, students, and staff. 2. Increase visibility of advertising in classrooms. 3. Examine fee for Success Center usage.	by 05/08/07 by 01/15/08 by 11/26/08 by 05/08/07	L. Keeton, M. Benton, C. Dykins, B. Prather, A. Ringer, Stylianou B.	Number of students utilizing the Success Center by 10%	4	Work more closely with academic divisions

<p>Goal 1 and Action Steps</p>	<p>Dual Enrollment Increase the number of dual enrollment courses/programs offered in Gulf and Franklin Counties as well as Bozeman High School (Bay County). 1. Work jointly with each school district to identify courses/programs consistent with high school curricula and college-level programs; 2. Review state articulation guidelines, course approval process, and faculty credentials; 3. Explore alternative delivery options such as two-way interactive and blended courses; 4. Explore grant opportunities to develop new programs and innovative</p>	<p>July 1-October 1, 2007 July 1-October 1, 2007 July 1-October 1, 2007 ongoing</p>	<p>Cheryl Flax-Hyman</p>	<p>Number of courses offered in Gulf and Franklin Counties as compared to the number of courses offered in 2006-2007. Measured at the end of the 2007-08 academic year.</p>	<p>4</p>	<p>The additional classes for Bozeman HS will be added in the Fall 2008</p>
<p>Goal 1 and Action Steps</p>	<p>EPI Recruit 150 new students into the EPI program in 2007-2008 academic year 1) Meet with directors of off-campus sites to strategize recruitment 2) Ask for assistance from PLT in articulating with Tyndall and Navy Base 3) Work with PR to create ad campaign targeting retiring military; explore new ad venues 4) Identify organizations with possible student pools, get a link to our website 5) Offer a "fully distance ed" option in addition to "hybrid" option 6) Conduct community forum sessions in outlying districts 7) Work with Advisory Council to market program</p>	<p>Fall 07 Fall 07 Create in Fall 07; launch in Spring 08 Fall 07 Record Fall 07 & Spring 08 Fall 07 Fall 07</p>	<p>Susan Butler Patricia Schenck</p>	<p>Collect recruitment data at end of each mini-semester (Oct & Dec 07; Feb and April 08); Survey new students for impact of ads</p>	<p>4</p>	<p>Pursue internet advertising to increase state-wide, distance ed enrollment</p>
<p>Goal 1 and Action Steps</p>	<p>ESOL Increase the number of ESOL students served by 10% 1. Offer additional evening classes 2. Offer additional classes at remote sites 3. Establish more worksite classes after work hours alleviating transportation barriers. 4. Aggressively market program through radio spots, television interviews, speaking engagements to civic organizations, and the distribution of flyers. 5. Work closely with WKGC to expand Hispanic programming.</p>	<p>1. September 1-June 30, 2008 2. September 1-June 30, 2008 3. ongoing 4. November 1, 2007</p>	<p>Gloria Samples C. Flax-Hyman</p>	<p>Number of ESOL students will increase by 10% (440 students)</p>	<p>5</p>	<p>Continue efforts</p>
<p>Goal 1 and Action Steps</p>	<p>Gulf/Franklin Center Enhance/increase enrollment by focusing on certificate programs in areas needed to address student needs. (i.e. Banking, Office management, EMT) 1. Identify demand areas utilizing community forums and advisory committee 2. Work closely w/ Chambers of Commerce and Workforce Board to identify future growth areas 3. Conduct environmental scanning sessions w/business community</p>	<p>May 1, 2008 Fall 2007 ongoing January 1, 2008</p>	<p>Galloway, Flax-Hyman, Dept. Chairs</p>	<p>Course Schedules</p>	<p>3</p>	<p>Re-evaluate program offerings in light of strategic plan</p>
<p>Goal 1 and Action Steps</p>	<p>Military Education/TAFB Design and offer week-end medical billing/coding certificate program targeted 1. Develop curriculum and obtain approval for program. 2. Secure instructional staff for courses. 3. Promote and offer first classes in spring 2008 term.</p>	<p>Step 1 - 11/15/07 Step 2 - 11/30/07 Step 3 - 12/10/07</p>	<p>Peggy Martin, Dir. Military Education Academic Divisions Media and Community Relations Weekend College</p>	<p>New program in place and courses offered for spring 2008.</p>	<p>2</p>	<p>Need to review community assessment results.</p>

Goal 1 and Action Steps	Early Childhood Education Increase Student Enrollment in Early Childhood Education Programs 1. Improve efficiency of credential and degree program 2. Contact all service area child care facilities and organizations 3. Institute mid-semester progress contact via class visit, phone, e-mail 4. Closely monitor all advising/counseling contact with students in prog. 5. Build tuition payment programs with child care businesses	by 5/9/2008 by 11/30/07 by 3/9/08 by 3/9/08 by 5/9/08 by 5/9/08	L. Wallace	Increase number of A.A.S. degree and F.C.C.P.C. Credential students by 15%	4	Continue to work closely with early childhood agencies
Goal 2 and Action Steps	EPI Maintain retention rate of 88% in 2007-2008 academic year 1) Conduct exit interviews with program drop-outs/stop-outs 2) Work with Admissions and bookstore and e-Learning to streamline services 3) Provide multiple opportunities for one-on-one student advising	Fall 07 Fall 07 Fall 07	Susan Butler Patricia Schenck	Collect exit interview data at end of each min-semester (Oct & Dec 07; Feb and April 09), Survey continuing students for impact of retention strategies	5	Continue to conduct exit interviews and multiple opportunities for 1-on-1 advising.
Goal 2 and Action Steps	Gulf/Franklin Center/North Bay Center Develop more opportunities to engage students in campus life 1. Plan and execute one student activity per semester 2. Work closely w/Student Development to develop on-campus activities for off-campus students	Fall 2007 Fall 2007	Jan-08 Galloway, Childers, Crawford	Documentation - Schedule of activities, Advertisement flyer	5	Continue efforts

PLANNING UNIT:	OFF-CAMPUS SITES AND COMMUNITY DEVELOPMENT
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	Area of Focus	Timeframe	Champion	Metric	Evaluation	Follow-up Plan
	PROGRAM ENHANCEMENT					
Goal 1 and Action Steps	Dual Enrollment Increase the number of dual enrollment courses/programs offered in the career education areas (AAS, AS, and certificate programs) 1. Work jointly with each school district to identify courses/programs consistent with high school curricula and college-level programs; 2. Review state articulation guidelines and course approval process governing vocational programs; 3. Explore alternative delivery options to reach small clusters of interested students in remote sites; 4. Explore grant opportunities to develop new programs and innovative teaching methodologies; 5. Provide academic advising specific to majors in high-demand/high-wage vocational areas; 6. Analyze career trends and industry growth projections.	July 1-October 1, 2007 July 1-October 1, 2007 July 1-October 1, 2007 ongoing Fall 2007 July 31, 2007	Cheryl Flax-Hyman	Number of courses offered in the career/vocational areas as compared to the number of courses offered in 2006-2007. Measured at the end of each term.	3	Increased in Franklin County, continue to expand in Bay & Gulf counties
Goal 1 and Action Steps	Early Childhood Education Increase variety of course formats and offerings in Early Childhood Education 1. Expand Distance Ed. Offerings and Web/Hybrid Offerings 2. Coordinate calendar dates for F2F meetings in D.E. courses 3. Survey students for satisfaction with new offerings 4. Analyze information and adjust for Summer and Fall Semesters	by 5/9/08 by 11/1/07 by 11/1/07 by 5/9/08 by 5/9/08	L. Wallace	Increase the number of D.E. course offerings and number of web/hybrid courses	5	Refine on-line courses

<p>Goal 1 and Action Steps</p>	<p>EPI Insure continued program approval by FL-Dept. of Ed</p> <ol style="list-style-type: none"> 1) Attend state-level EPI meetings for updates 2) Institute two-tier application process 	<p>Fall 07; Spring 08 Fall 07</p>	<p>Susan Butler</p>	<p>Agenda and minutes of state-level meetings, CSRS program documentations (EPI-XX and EPI-APPS)</p>	<p>5</p>	<p>Continue to send representatives to state EPI meetings. Send representative to train as peer reviewer for EPI programs.</p>
<p>Goal 1 and Action Steps</p>	<p>ESOL Develop a series of workshops, offered in partnership with local service entities, to promote emotional and physical health of ESOL students and their families.</p> <ol style="list-style-type: none"> 1. Bring in guest speakers from community entities such as law enforcement, health department, Workforce Center, and non-profit agencies to educate students about resources available to them and of citizen rights and responsibilities. 2. Create specific workshops on domestic violence, finances, personal safety, nutrition, family health, and health screenings. 3. Foster a partnership with the Workstop One Stop to heighten awareness of employment opportunities in the community. 4. Offer family literacy campus events and celebrations. 	<ol style="list-style-type: none"> 1. November 1-June 30, 2008 2. January 1-June 30, 2008 3. November 1-June 30, 2008 ongoing 	<p>Gloria Samples</p>	<p>Number of workshops developed and offered and number of ESOL students to participate.</p>	<p>5</p>	<p>Continue efforts</p>
<p>Goal 1 and Action Steps</p>	<p>Gulf/Franklin Center Encourage Gulf/Franklin students to become college ready by providing a program that will guarantee a completion of the Core AA requirements (36) credit hrs.</p> <ol style="list-style-type: none"> 1. Develop Cluster Program 2. Develop marketing strategies 3. Develop scholarship opportunities 	<p>Fall 2008</p> <ol style="list-style-type: none"> 1. December 2007 2. January 2008 3. December 2007 	<p>Galloway, Flax-Hyman, J. Robinette, Chris Thomes, Margie Mazur</p>	<p>Documentation and printed materials 1. news articles, brochures, ads-written verbal</p>	<p>5</p>	<p>Start classes Fall 2008</p>
<p>Goal 1 and Action Steps</p>	<p>Military Education/TAFB Extend evening office hours and provide staff coverage during director's out of</p> <ol style="list-style-type: none"> 1. Create additional new part-time clerical position (hours 1-10pm) 2. Complete appropriate paperwork to create new position and obtain approval. 3. Advertise and hire selected candidate. 	<p>Step 1 -10/15/2007 Step 2 - 11/30/2007 Step 3 - 12/10/07</p>	<p>Peggy Martin Human Resources</p>	<p>New hire in place.</p>	<p>0</p>	<p>Re-evaluate: lack of funding</p>
<p>Goal 2 and Action Steps</p>	<p>EPI Implement precise data collection methods</p> <ol style="list-style-type: none"> 1) Work with Network Services to develop Access database of EPI student data 2) Train EPI personnel to use Access database 3) Work with Institutional Advancement to collect appropriate data 4) Document teaching competencies for each student electronically 	<p>Fall 07 Spring 08 Fall 07; Spring 08 Fall 07; Spring 08</p>	<p>Susan Butler Patricia Schenck</p>	<p>Queries and reports containing data; Electronic artifacts</p>	<p>5</p>	<p>Continue to refine Access database.</p>
<p>Goal 2 and Action Steps</p>	<p>Military Education/TAFB Extend evening office hours and provide staff coverage during Director's out of office commitments and responsibilities.</p> <ol style="list-style-type: none"> 1. Create additional new part-time clerical position (hours 1-10pm) 2. Complete appropriate paperwork to create new position and obtain approval. 3. Advertise and hire selected candidate. 	<p>Step 1 -10/15/2007 Step 2 - 11/30/2007 Step 3 - 12/10/07</p>	<p>Peggy Martin Human Resources</p>	<p>New hire in place.</p>	<p>0</p>	<p>Re-evaluate: lack of funding</p>

Goal 3 and Action Steps	EPI Continually evaluate program 1) Work with Advisory Council to evaluate program 2) Use evaluation report to make needed program adjustments 3) Provide special workshops to students in areas identified as weak in program eval	Fall 07; Spring 08 Spring 08 Summer 08	Susan Butler Patricia Schenck	Minutes of Advisory Council meetings, Evaluation report, Surveys of Satisfaction from workshops, Contracts with workshop consultants	5	Recruit new Bay District member for the Advisory Council.																																			
PLANNING UNIT: OFF-CAMPUS SITES AND COMMUNITY DEVELOPMENT																																									
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:10%;"></th> <th style="width:30%;">Area of Focus</th> <th style="width:10%;">Timeframe</th> <th style="width:10%;">Champion</th> <th style="width:10%;">Metric</th> <th style="width:10%;">Evaluation</th> <th style="width:10%;">Follow-up Plan</th> </tr> </thead> <tbody> <tr> <td></td> <td colspan="6" style="text-align:center;">COMPETITIVENESS</td> </tr> <tr> <td data-bbox="96 505 216 1000"> Goal 1 and Action Steps </td> <td data-bbox="216 505 898 1000"> Dual Enrollment Ensure appropriate levels of student achievement and equivalent quality of programs regardless of method of instruction or location of program. (Demonstrate that Dual Enrollment courses taught on the high school sites meet the same level of rigor as courses taught on-campus.) 1. 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Ensure that all new dual enrollment instructors understand college procedures/deadlines for the submission of grades and be apprised of college-wide grading expectations and guidelines prior to teaching.	 30-Jun-08 1-Sep-07 ongoing 25-Sep-07 ongoing	Cheryl Flax-Hyman	Annual performance rates; annual participation rates by gender/ethnicity; grade distributions; comparison of grade distribution for "regular" community college student and dual-enrolled students; student success rate (grade) in subsequent coursework; dual enrollment faculty participation in division meetings.	5	Continue to analyze data	Goal 1 and Action Steps	EPI Enhance competitiveness of program by offering highly accessible services to students 1) Provide multiple opportunities for one-on-one interactions with students 2) Institute email and web-based advising utilizing web-sharing software 3) Recruit an additional full time faculty member 4) Re-launch "EPI Central" website within Angel 5) Offer a "fully distance ed" option in addition to "hybrid" option 6) Explore waiver of out-of-state tuition with FL Dept. of Ed	Fall 07 Summer 08 Spring 08 Spring 08 Record Fall 07 & Spg 08; Launch Summer 08 Spring 08	Susan Butler Patricia Schenck	Minutes of meetings with Network Services; Job description of new faculty; Agenda and minutes of state-level meetings, Surveys of Satisfaction for advising	5	Tape one additional class for full distance option.	Goal 1 and Action Steps	Gulf/Franklin Center/North Bay Center Collaboration with high schools to address needs for courses online, and/or on-site.	April 2008 continuing	Galloway, Flax-Hyman Crawford	Written Documentation- Course schedule, Enrollment for courses	5	Continue to develop schedule
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Goal 1 and Action Steps	Military Education/TAFB Increase GCCC presence on Naval Support Activities 1. Director to visit Naval Support Activities at established dates and times. 2. Director to coordinate visits with both civilian and military sections. 3. Director to notify Naval Support Activity public relations office of scheduled visits for publication by that office. 4. Director will provide College catalogs, schedules, admissions and academic counseling, etc to both civilian and military contacts at Naval Support Activity.	Step 1 -11/15/2007 Step 2 -11/15/2007 Step 3 -2 weeks prior to each visit. Step 4 - Deliver materials prior to each registration period.	Peggy Martin NSA Public Affairs office Media and Community Relations	Monthly advertised visits made and coordinated with civilian and military education officers.	3	Continue to collaborate
Goal 1 and Action Steps	Weekend College Create a Weekend College that meets the needs of a underserved population of students 1. Completely overhaul the structure of Weekend College blending traditional face-to-face instruction with e-learning 2. Offer courses on non-consecutive weekends 3. Design program and develop courses for the spring 2008 semester. 4. Ensure that student services are convenient for Weekend College students 5. Develop a unique marketing approach 6. Advertise extensively	1. September 1-October 31, 2008 2. Fall 2008 3. Spring 2008 and Summer 2008 4. February 1, 2008 5. March 2008 6. March - August 2008	Cheryl Flax-Hyman	The number of classes delivered through Weekend College will increase (Fall 2008).	5	Continue to add/develop new classes
Goal 2 and Action Steps	EPI Enhance competitiveness by offering individualized & differentiated services to students 1) Form articulations with universities for graduate credit 2) Institute mentor orientations to enhance student contact 3) Credential the EPI field supervisor as Clinical Ed trainer 4) Apply for SUCCEED, FL grant 5) Explore federal financial aid options for students	Spring 08 Fall 07 Fall 07 Fall 07 Fall 07	Susan Butler	Minutes of articulation meetings; Agenda of orientations; Certificate for EPI field supervisor; Grant application; Minutes of meetings with GCCC financial aid personnel	5	Continue mentor orientations, see new grant funding
Goal 2 and Action Steps	Military Education/TAFB Director to participate in professional organization meeting and conferences to keep abreast latest trends and ideas for educating the military. 1. Director to join appropriate (i.e. ACME) military education related professional organizations. 2. Director to attend seminars and/or conferences related to military education.	Step 1 -10/15/2007 Step 2 - Will depend on conference schedules.	Peggy Martin	Director's membership and participation in professional organizations.	4	Joined ACME *conference attendance for 2008-09 based on funding priorities
PLANNING UNIT:	OFF-CAMPUS SITES AND COMMUNITY DEVELOPMENT					
Goal 1 and Action Steps	Gulf/Franklin Center Address security needs 1. Research options involving personnel 2. Request funding	Timeframe Fall 2008	Champion Galloway, Holdnak	Metric Security plan updated	Evaluation 4	Follow-up Plan Continue to look for ways to improve

LIBRARY						
PLANNING UNIT:	LIBRARY					
	Area of Focus	Timeframe	Champion	Metric	Evaluation	Follow-up Plan
	COMMUNICATION					
Goal 1 and Action Steps	Ensure that students and faculty are aware of resources accessible from off campus 1. Publish a library newsletter highlighting these resources 2. Redesign the e-resources web page 3. Add the e-resources to the library subject guides	by 9/25/07 by 1/10/08 by 6/20/08	Sue Hatfield Matt Burrell Wendy Dover	All activities monitored for progress on a monthly basis.	4	The e-resources page was completely redesigned and these resources we added to subject guides. The library news paper concept was replaced with a brochure which will be complete in the next month and distributed beginning fall 2008.
Goal 2 and Action Steps	Increase e-communication between faculty and students 1. Acquire ten additional computers 2. Install computer wiring to appropriate locations	by 2/20/2008 by 2/20/2008	Sue Hatfield	Monitor the acquisition and wire installation according to the proposed calendar.	5	This summer we will be rearranging the furniture in the small computer lab to better accommodate the students.
PLANNING UNIT:	LIBRARY					
	Area of Focus	Timeframe	Champion	Metric	Evaluation	Follow-up Plan
	ENROLLMENT					
Goal 1 and Action Steps	Reduce withdrawal rate in Gordon rule classes 1. Create a committee to determine anticipated outcomes. 2. Incorporate those outcomes into information literacy program (SAIL) 3. Identify unnecessary modules and eliminate them	9/10/2007 10/30/2007 10/30/2007	Mike Grantham	Midterm the faculty will evaluate the changes and all changes will be completed on time.	5	Will do a follow-up meeting with the committee this coming semester and determine any further action needed.

LIBRARY						
PLANNING UNIT:	LIBRARY					
	Area of Focus	Timeframe	Champion	Metric	Evaluation	Follow-up Plan
	PROGRAM ENHANCEMENT					
Goal 1 and Action Steps	Improve the library instruction program 1. Acquire 12-16 new computers 2. Install appropriate workstation 3. Replace data projector 4. Acquire a document camera and writing surface.	8/30/2007 8/30/2007 3/20/2008 3/20/2008	Sue Hatfield	Quarterly assessment of purchasing progress.	5	We will continue to monitor the productivity of this program and work with faculty to enhance the services.
PLANNING UNIT:	LIBRARY					
	Area of Focus	Timeframe	Champion	Metric	Evaluation	Follow-up Plan
	COMPETITIVENESS					
Goal 1 and Action Steps	Create a small gourmet coffee shop in the library 1. Consult with SGA on hours of operation 2. Locate vendor to supply the service 3. Clean out L220 and move media services 4. Remodel room L101 5. Design and install coffee Cafe	9/15/2007 1/30/2008 12/1/2007 5/3/2008 7/30/2008	Sue Hatfield	Completion of each step within time frame allowed	1	We could not locate a vendor. This coming year we will investigate new alternatives to provide evening and weekend access to coffee and hot drinks.
Goal 2 and Action Steps	Provide students with access to a color printer 1. Determine the specifications and cost 2. Create policies and procedures 3. Write purchase order 4. Receive printer and install	10/1/2007 11/1/2007 11/1/2007 12/1/2007	Sue Hatfield	Monitor project at each step to insure progress.	5	Use of the printer is relatively low. Next year we will be investigating competitors pricing and cost recovery needs.

PLANNING UNIT:	E-LEARNING DEPARTMENT					
	Area of Focus	Timeframe	Champion	Metric	Evaluation	Follow-up Plan
	COMMUNICATION					
Goal 1 and Action Steps	Update Communications between E-Learning and Academic Depts. 1. Visit with each academic division during their scheduled meetings 2. Work with faculty chairs to address unique division concerns 3. Work with individual faculty on e-learning projects 4. Present E-Learning Update to Academic Council 5. Present E-Learning Update to Board	6/30/2008 ongoing ongoing 9/19/2007 9/13/2007	S. Dunnivant	Checklist to visit all academic divisions at least once. List of meetings attended and presented.	5	
Goal 2 and Action Steps	Assist Academic Divisions to Improve Exam Return Time in DL courses 1. Work with Mathematics, Remote Campuses, Information Services, to explore technological and procedural solutions to decrease amount of time for exam feedback in ITV courses 2. Model procedural and technological solutions 3. Reach consensus with group and select solution	8/15/2007 9/15/2007 11/30/2007	S. Dunnivant and B. Cline	Report from impacted faculty and centers on time required to receive feedback for assessment compared to previous	5	
Goal 3 and Action Steps	Work with other community colleges to explore new E-Learning partnerships 1. Visit with Okaloosa-Walton and PJC DL Directors 2. Attend Webinar for Rio Salado Community College 3. Attend Florida Distance Learning Consortium meetings 4. Visit Rio Salado College in Arizona	10/25/2007 9/18/2007 quarterly 3/1/2008	S. Dunnivant	Report to leadership personnel on potential partnerships revealed through efforts	4	Did not visit Rio Salado, but sat through a very informative 3 hour Webinar
Goal 4 and Action Steps	Improve Communication with E-Learning Students taking DL courses 1. Evolve current Web site to communication portal 2. Assist Information Services in Adding Online Student Training 3. Include training for faculty and adjuncts focusing on improving level of engagement in E-Learning courses	6/30/2008 ongoing 6/30/2008	S. Dunnivant and C. Coggshell	Survey sample of E-Learning students to determine level of engagement and communication with E-Learning staff	4	Need to add more communication layers to E-Campus Web site, online faculty training added but Information Services has not yet added student training video-clips
Goal 5 and Action Steps	Improve Communication Resources for E-Faculty/Adjuncts 1. Create specific pre-login portal for faculty and adjuncts teaching DL 2. Post effective practices for DL teaching and E-Learning integration 3. Work with Faculty Council to provide online orientation for those new to teaching online and hybrid courses	6/30/2008 4/1/2008 6/30/2008	S. Dunnivant	Presence of pre-login portal and archive of posted effective practices submitted by faculty and adjuncts. Presence of online orientation course.	2	Pre-login portal abandoned on advice from CIO, working with faculty on posting effective practice, need pedagogical online orientation....will reintroduce this goal for next year

PLANNING UNIT:	E-LEARNING DEPARTMENT					
	Area of Focus	Timeframe	Champion	Metric	Evaluation	Follow-up Plan
	ENROLLMENT					
Goal 1 and Action Steps	Increase enrollment in distance education and hybrid courses 1. Research current demographics of DL Enrolled students 2. Assist academic divisions in the construction of new online courses 3. Assist academic divisions in the construction of new hybrid courses 4. Target Summer enrollment through marketing campaign	9/14/2007 ongoing ongoing 1/30/2008	S. Dunnivant	Report on demographics, number of new online and hybrid courses, effectiveness of summer marketing campaign as compared to LY enrollment	4	Summer marketing campaign abandoned given limited number of course offerings (as offerings increase through course development initiatives, marketing will be strategically engaged)
Goal 2 and Action Steps	Improve retention of current students enrolled in DL courses 1. Explore quality assurance (QA) programs based on research 2. Work with Faculty Council to select QA program for DL courses 3. Pilot QA program with selected course(s) 4. Create timeline for systemic implementation of QA across all DL courses for 2008-2009	9/1/2007 11/1/2007 3/1/2008 6/30/2008	S. Dunnivant	Selection of QA methodology in place, pilot evaluation of course, timeline construction for implementation	4	Timeline for systemic implementation of quality assurance will be developed 08-09 academic year
Goal 3 and Action Steps	Explore potential for international student engagement through E-learning 1. Work with college personnel to identify geographic regions of interest 2. Investigate prior and existing relationships for bases 3. Identify programs of interest to target populations 4. Encourage cross-enrollment where needed and appropriate	9/15/2007 11/1/2007 3/1/2008 6/30/2008	S. Dunnivant and A. Garman	Identification of geographic regions, listing of prior relationships, listing of programs of interest, and enrollment of international students into actual courses and programs	2	Only general discussions have occurred with faculty. This will be a listed goal for next year, with increased involvement with student organizations as potential catalyst
Goal 4 and Action Steps	Promote diversity in online student population 1. Obtain current enrollment demographic 2. Work with college personnel to identify issues 3. Work with Marketing to target male enrollment 4. Work with Marketing to develop other targets as needed	9/1/2007 11/1/2007 2/1/2008 2/1/2008	S. Dunnivant and C. Thomes	Report on demographics, identification of issues, number of males and other targets enrolled, after marketing campaign as compared to LY enrollment	2	Baseline data collected. Will re-introduce this as goal for next year, engaging college academic leadership and marketing resources
Goal 5 and Action Steps	Support Military Personnel and Local Bases through E-Learning 1. Visit Navy and Air bases to increase awareness 2. Meet with military leadership to identify educational needs 3. Work with TAFB Center personnel to clarify issues and needs 4. Construct timeline for pilot online program based on needs	9/1/2007 10/19/2007 ongoing 6/30/2008	S. Dunnivant and P. Martin	Dates of base visits, minutes from meetings, identification of needs, draft of plan for pilot online degree program specifically targeting military personnel	5	Resulted in targeting development of industrial Management Technology program....development begins summer 2008

PLANNING UNIT:	E-LEARNING DEPARTMENT					
	Area of Focus	Timeframe	Champion	Metric	Evaluation	Follow-up Plan
Goal 1 and Action Steps	PROGRAM ENHANCEMENT Increase number of instructional staff choosing to deliver online and hybrid courses 1. Explore research-based models supporting faculty training for the design and delivery of e-learning courses and programs 2. Work with Faculty Council to select research-based model supporting faculty training 3. Revisit compensation and incentives for course design 4. Revisit load caps for distance delivered courses	10/1/2007 1/1/2008 10/1/2007 10/1/2007	S. Dunnivant	Listing of models explored, selection of faculty training solutions, proposals for policy changes to compensation and incentive for course design and course caps	3	Established compensation matrix for course development, identified Quality Matters model for course development. Will expand initiative next year to formally begin training for faculty.
Goal 2 and Action Steps	Prepare for Accreditation Implications Related to E-Learning 1. Query faculty and administrators for need to offer full online programs 2. Identify target program(s) requested for online delivery 3. Research SACS requirements for offering full online programs 4. Initiate Action Team for E-Campus Accreditation	10/15/2008 12/1/2007 9/1/2007 10/1/2007	S. Dunnivant	Conduction of needs assessment, identification of target program, documentation of SACS requirements, minutes from Action Team activities	5	E-Learning Advisory group formed, and substantive change submitted to SACS to offer full degree programs online
Goal 3 and Action Steps	Improve effectiveness of current E-Learning Distance Courses 1. Explore current models for evaluating online and hybrid courses 2. Work with Faculty Council to select appropriate evaluation model 3. Select-construct-adapt evaluation model 4. Set timeline for implementation of evaluation model 5. Train select faculty for peer evaluation of E-Courses 6. Implement pilot project to evaluate random selection of E-courses 7. Explore emerging technologies as instructional solutions	ongoing 10/1/2007 11/1/2007 6/30/2008 2/1/2008 3/1/2008 ongoing	S. Dunnivant	Selection of QA methodology in place, pilot evaluation of course, timeline construction for implementation	4	Selected Quality Matters, 12 faculty attended, rubric adapted by faculty....only item missing is to train faculty for peer evaluation of courses. We will plan to implement peer evaluation next year.
Goal 4 and Action Steps	Increase level of support to faculty for E-Learning design and integration 1. Hire Instructional Designer for recruiting, retention, and instructional design project assistance across all E-Learning projects 2. Hire E-Solutions Manager to enable E-learning portal and align technical solutions with instructional program needs and objectives lead cost-benefit analysis for all E-learning projects and develop performance metrics	7/1/2008 7/1/2008	S. Dunnivant	Hiring of Instructional Designer and E-Solutions Manager	0	Abandoned due to funding cuts. Outsourcing services is planned in supplementary budget for allocated Foundation dollars.
Goal 5 and Action Steps	Support implementation of E-Learning Professional Development Activities 1. Work with Professional Development Committee to identify needed areas of training related to E-Learning 2. Propose listing of workshops for spring 2008 3. Offer workshops and training programs targeted	9/1/2007 11/1/2007 2/1/2007	S. Dunnivant and D. Mikołajczyk	Listing of proposed workshop sessions and proposed training series.	2	Training opportunities continue on automated and informal basis. Created Angel training videos for faculty, as well as conducted one-on-one training sessions. Will reintroduce goal next year.

PLANNING UNIT:	E-LEARNING DEPARTMENT					
	Area of Focus	Timeframe	Champion	Metric	Evaluation	Follow-up Plan
Goal 1 and Action Steps	COMPETITIVENESS Increase awareness of E-learning competition 1. Work with GCCC's Institutional Advancement office to determine actual penetration of virtual campuses into our market 2. Explore marketing and curricular models employed by our E-Learning competitors	10/1/2007 1/1/2008	S.Dunnivant	Statistics on actual enrollments in our service region wherever possible. Descriptions of marketing strategies of identified market penetrators wherever possible.	4	Acquired detailed statistics from Institutional Advancement and presented to Academic Council. Explored several major e-learning institutions. Will add goal of determining market penetration to next year.
Goal 2 and Action Steps	Explore effective models for E-Learning outside Education 1. Subscribe to mailing list for comprehensive E-Learning 2. Attend international conference on E-Learning	ongoing 10/15/2007	S.Dunnivant	Sharing of information from listserv to E-Advisory group, report to E-Advisory group on information obtained from E-Learn Conference Ontario	5	Attended E-Learn in Quebec City, CA. Submitted proposal to attend 2008 in Las Vegas. Subscribe to several e-mailing lists for E-Learning updates.
Goal 3 and Action Steps	Increase competitiveness within region to protect enrollment 1. Explore programs offered by sister institutions in state and region 2. Seek grants supporting the expansion of access to courses/programs 3. Initiate marketing campaign to focus on E-Learning opportunities	ongoing ongoing 4/1/2008	S.Dunnivant	Report to E-Learning Advisory Group on regional competitiveness, submission of grants for program enhancement and expansion, presence of marketing for summer and beyond.	4	Working closely with Okaloosa Walton and Pensacola Junior College to merge online programs (3 visits this year). Drafted several concept papers for grants. Marketing delayed as offered sections are full...will market as programs increase.
Goal 4 and Action Steps	Prepare for Potential Recruitment of E-Faculty Outside Service Area 1. Begin archiving queries arriving through Human Resources 2. Provide training for related issues to administrative leadership 3. Listing of issues and concerns related to E-Faculty 4. Drafting of policy and procedure for procuring E-Faculty	8/1/2007 11/15/2007 12/1/2007 6/30/2008	S.Dunnivant	Archive of E-Faculty applications, conduction of training from licensed archived Webinar, list of concerns, drafting of policy recommendations	4	Need to continue communicating with leadership on this topic. Will draft proposed policy for inclusion of virtual faculty 2008-2009 academic year.
Goal 5 and Action Steps	Focus on maintaining academic rigor across E-projects and programs 1. Work directly with Faculty in all divisions to maintain academic rigor in all E-Learning projects 2. Work directly through Faculty Council to address systemic issues associated with academic rigor and program quality 3. Ensure that QA process and division level policies are followed to maintain rigor	ongoing ongoing ongoing	S.Dunnivant and PLT	Presence of QA process and adherence to process, regular communications with faculty and Faculty Council, longitudinal performance indicators	5	In process with 7 pilot courses. Will expand to more courses next year.

PLANNING UNIT: Administration and Finance - Business Affairs						
	Area of Focus	Timeframe	Champion	Metric	Evaluation	Follow-Up Plan
Goal 1 and Action Steps	COMMUNICATION					
	Implement a cell phone emergency/nonemergency notification system. 1. Investigate available providers of desired service 2. Assemble team of students and staff to evaluate options 3. Select preferred provider and complete contract process for services 4. Team to develop enrollment process for students and staff 5. Advertise, educate and enroll students and staff	by 1/15/08 by 10/31/07 by 11/7/07 by 11/30/07 by 12/13/07 by 1/15/08	John Mercer	1. Comparison of completed steps to timeframe. 2. Significant enrollment of students and staff by 1/15/08.	5	The emergency notification system e2campus has been selected and implemented at the college. Enrollment remains low and staff will work with several college departments to continue and expand enrollments.

PLANNING UNIT: Administration and Finance - Financial Aid						
	Area of Focus	Timeframe	Champion	Metric	Evaluation	Follow-Up Plan
Goal 1 and Action Steps	COMMUNICATION					
	Provide information to students on various topics (withdrawing, academic progress, applying, debt management, etc.) so they can make informed decisions. 1. Hold a series of one-hour workshops throughout the year on various topics. 2. Mail a Frequently Asked Questions pamphlet with all award letters to students. This pamphlet will explain many of the things students need to know about Financial aid in order to make informed decisions.	A workshop will be held in each of the following months (Oct., Nov., Feb., Mar., Apr) Pamphlets are already being sent out and will continue throughout the year.	Chris Westlake	Count the number of workshops that were held and the number of students in attendance. Use evaluations completed by students after each workshop to determine if the information presented met their needs and make appropriate adjustments to presentations.	4	Few workshops were held although not as many as planned due to staff turnover and low student attendance. Workshops are being planned beginning in fall 2008.

PLANNING UNIT: Administration and Finance - Human Resources						
	Area of Focus	Timeframe	Champion	Metric	Evaluation	Follow-Up Plan
Goal 1 and Action Steps	COMMUNICATION					
	Develop better communication college wide through standardized processes. 1. Create written processes and post on GCCCNet A. Background Checks/Application/Hiring B. Advertising Positions C. Hiring D. Reclassification F. Performance Evaluation	3/31/2008 11/15/2007 11/30/2007 11/30/2007 12/15/2007 3/31/2008	Mosell Washington Mosell Washington Mosell Washington Mosell Washington Mosell Washington Mosell Washington	Monthly comparison of task completions to projected timeframe. Complete task in specified timeframe. Complete task in specified timeframe. Complete task in specified timeframe. Complete task in specified timeframe. Complete task in specified timeframe.	5	New Performance Evaluation currently being developed for the GCCC INTRANET.

PLANNING UNIT: Administration and Finance - Facilities Management						
	Area of Focus	Timeframe	Champion	Metric	Evaluation	Follow-Up Plan
Goal 1 and Action Steps	COMMUNICATION					
	Improve interdepartmental communications.					
	1. Establish and conduct a regular schedule for custodial services personnel meetings.	11/1/2007	Dan Doherty	Complete task in specified timeframe.	4	Efforts are being made to improve work schedules to allow department meetings for all facilities management personnel.
	2. Establish and conduct a regular schedule for grounds personnel meetings.	11/1/2007	Ronney Watson	Complete task in specified timeframe.		
	3. Establish and conduct a regular schedule for maintenance/central plant personnel meetings.	11/1/2007	Butch Whitehead	Complete task in specified timeframe.		
	4. Establish and conduct a regular schedule of departmental meetings for all facilities management personnel.	11/30/2007	Campus Superintendent	Complete task in specified timeframe.		
5. Conduct bi-monthly meetings between facilities management personnel and the Vice President of Administration and Finance.	11/30/2007	John Holdnak	Complete task in specified timeframe.			
Goal 2 and Action Steps	Improve college-wide communications and feedback.					
	1. Develop and implement a custodial checklist for all facilities.	11/30/2007	Dan Doherty	Survey facilities managers for satisfaction.	4	Software is on order to improve work order process. Will continue to meet with individual facility managers and be available to attend group meetings such as Academic Council, etc. as invited. Will attempt to schedule at least monthly meetings with facilities, either as a whole or by areas during transitional period and then determine a timetable for future meetings based on need.
	2. Develop and implement a work order scheduling/response/feedback system	12/15/2007	Campus Superintendent	Survey facilities managers and other college personnel for satisfaction.		
	3. Develop and implement a quarterly meeting with facilities management supervisors and facility managers to discuss relevant issues and customer satisfaction.	1/31/2008	Campus Superintendent	Survey facilities managers for satisfaction.		

PLANNING UNIT: Administration and Finance - Vice President						
	Area of Focus	Timeframe	Champion	Metric	Evaluation	Follow-Up Plan
Goal 1 and Action Steps	COMMUNICATION					
	Improve college-wide planning capabilities.					
	1. Develop and implement (with consultant) a college-wide facilities master planning process.	11/30/2007	John Holdnak	Complete task in specified timeframe.	5	
	2. College input from the community, college staff, and DBOT in completing the facilities master planning process.	3/31/2008	John Holdnak	Complete task in specified timeframe.		
3. Publish the college facilities master plan, implement an annual review process, utilize in facilities planning.	5/31/2008 and ongoing	John Holdnak	Complete task in specified timeframe.			

PLANNING UNIT: Administration and Finance - Business Affairs						
	Area of Focus	Timeframe	Champion	Metric	Evaluation	Follow-Up Plan
	COMPETITIVENESS					
Goal 1 and Action Steps	Installation of a point-of-sale system in the bookstore and food service. 1. Identify vendor and order software and hardware 2. Provide appropriate training for staff and begin installation 3. Test inventory module in bookstore and full system in food service 4. Test on limited basis full system in bookstore 5. Sales scanning, inventory, web purchases implemented 6. Student payment card system implemented	Completed 9/20/07 by 11/30/07 by 12/15/07 by 12/15/07 by 2/29/08 by 3/31/08	Leslie Hapner, Adrienne Parker, & Stu Hearn	1. Comparison of completed steps to timeframe. 2. Appropriate wait times for students and inventory levels for summer 2008 term.	5	Will continue implementation of student payment card system following decision regarding outsourcing of bookstore or retaining it as a college-operated auxiliary service.
Goal 2 and Action Steps	Implementation of Procurement Card Program for Employee Purchases. 1. Evaluate available procurement card providers 2. Select provider and complete contract process for services 3. Establish internal policies and procedures for use of cards 4. Conduct training of employees relating to p-card use and reporting 5. Full implementation of p-card program completed	by 10/31/07 by 10/31/07 by 11/30/07 by 12/15/07 by 1/31/08	Joe Mills & Tonia Lawson	1. Comparison of completed steps to timeframe. 2. Successful reconciliation & payment of 1st month billing cycle.	4	Pilot program to begin 7/1/08 with limited number of participants to be expanded once any issues encountered during training and early implementation corrected.

PLANNING UNIT: Administration and Finance - Business Affairs-Financial Aid						
	Area of Focus	Timeframe	Champion	Metric	Evaluation	Follow-Up Plan
	COMPETITIVENESS					
Goal 1 and Action Steps	Keep financial aid staff informed about changes in federal and state financial aid regulations so they can better assist our students. Financial aid has many rules and regulations that change frequently, so keeping up to date is important. 1. Utilize web-based and in-house training opportunities. 2. Send staff members to financial aid conferences and workshops throughout the year.	Web-based training opportunities will be utilized when they are available. In-house training will occur when needed. These will be attended when they are available.	Chris Westlake	Track the number of training/professional development activities staff members attend. Verify that financial aid applications are being processed correctly each semester and if errors are found, provide appropriate re-training.	5	Ongoing as funds permit.

PLANNING UNIT: Administration and Finance - Human Resources						
	Area of Focus	Timeframe	Champion	Metric	Evaluation	Follow-Up Plan
Goal 1 and Action Steps	COMPETITIVENESS					
	Recruit a qualified diverse pool of applicants for faculty and staff positions.	6/30/2008	All HR staff	Comparison of task completions to projected timeframe and the number of qualified applicants for each advertised position - on going.	5	
	1. Develop more creative advertising for positions	6/30/2008	Christina Kight	Comparison of task completions to projected timeframe and the number of qualified applicants for each advertised position - on going.		
	2. Conduct a Compensation and Classification review	5/15/2008	Mosell Washington, Angela Smitherman	Completion of review in specified timeframe.		
	3. Recommend an improved employee benefits package	5/15/2008	Mosell Washington, Shirley Taylor	Monitor improvements in benefits package - on going.		
4. Implement an electronic (online) employment application process.	5/15/2008	Christina Kight, Mosell Washington	Critique and implement process in specified timeframe.			

PLANNING UNIT: Administration and Finance - Vice President						
	Area of Focus	Timeframe	Champion	Metric	Evaluation	Follow-Up Plan
Goal 1 and Action Steps	COMPETITIVENESS					
	Improve the college's competitive edge.				5	
	1. Write a legislative proposal, with Dr. Kerley, to include the GCCC district in statutory language allowing border districts to charge in-state tuition only to students living in border counties in Alabama.	11/30/2007	John Holdnak	Complete task in specified timeframe.		
	2. Complete an analysis of the cost effective of privatizing or concessioning out various administration and finance support functions.	4/15/2008	John Holdnak	Complete task in specified timeframe.		
3. Work with the campus superintendent to reorganize the facilities management department to improve responsiveness and efficiency.	5/1/2008	John Holdnak	Complete task in specified timeframe.			

Administration and Finance - Human Resources						
PLANNING UNIT:						
	Area of Focus	Timeframe	Champion	Metric	Evaluation	Follow-Up Plan
Goal 1 and Action Steps	ENROLLMENT					
	Create a better customer service environment to aid enrollment	4/30/2008	Mosell Washington, Angela Smitherman	Monthly and quarterly comparison of task completions to projected timeframe.	2	New employee orientation is now being done monthly with emphasis on student retention. Employee training somewhat on hold pending determination of which department may be responsible for specific training opportunities.
	1. Revamp employee orientation emphasizing that every employee is an ambassador to assist in retention of students.	1/31/2008	Mosell Washington, Angela Smitherman	Complete task in appointed timeframe.		
2. Conduct customer service training quarterly (Connections and Advanced Connections, etc...)	12/31/2008	Mosell Washington, Angela Smitherman	Monthly and quarterly comparison of task completions to projected timeframe.			

Administration and Finance - Human Resources						
PLANNING UNIT:						
	Area of Focus	Timeframe	Champion	Metric	Evaluation	Follow-Up Plan
Goal 1 and Action Steps	EMPLOYEE RECOGNITION					
	Build a culture of recognition for employees to promote employee engagement and loyalty.	6/30/2008	Angela Smitherman	Complete task in specified timeframe.	2	Vendors have been surveyed and this goal is on hold due to budget constraints.
	1. Survey vendors of employee recognition systems.	11/30/2007	Angela Smitherman	Complete task in specified timeframe.		
	2. Select an employee recognition system vendor.	1/31/2008	Angela Smitherman	Complete task in specified timeframe.		
	3. Recommend an employee recognition system.	2/29/2008	Angela Smitherman	Complete task in specified timeframe.		
	4. Develop/implement the employee recognition system structure.	3/31/2008	Angela Smitherman	Complete task in specified timeframe.		
	5. Communicate and promote the employee recognition system/program college-wide.	4/30/2008	Angela Smitherman	Complete task in specified timeframe.		
6. Conduct employee recognition/reward training for supervisors and employees.	6/30/2008	Angela Smitherman	Complete task in specified timeframe.			

INSTITUTIONAL ADVANCEMENT						
PLANNING UNIT:						
	Area of Focus	Timeframe	Champion	Metric	Evaluation	Follow-up Plan
	COMMUNICATION					
Goal 1 and Action Steps	Develop a 3-year integrated marketing plan that uses new strategies, ideas and approaches for a college-wide consistent message. 1. Work with marketing consultant to develop marketing plan through marketing audits, focus groups and survey data. 2. Working with the Communication Action Team, determine key target audiences and selectively market to them since they are the priority. 3. Explore guerrilla marketing approach to include Internet marketing and direct mail for a more personalized marketing message.	Hire consultant: done. Begin work in Oct. 2007. Marketing Plan completed by Jan. 1, 2008.	Chris Thomes	Progress will be measured as deliverables from the marketing consultant. Surveys will be distributed to current students to determine effectiveness of new marketing efforts.	5	The plan is completed and will be followed for the next few years (2011).
Goal 2 and Action Steps	Redesign the college website and utilize it with the overall marketing strategy. 1. Use focus groups, surveys, usability tests, and the marketing plan/style and graphics guide to redesign the look and navigation of the site. 2. Create templates with formal standards for consistent, unified look and navigation across the entire college site rather than fragmented pieces. 3. Continue to tweak site once new one goes live and treat it as a "living document" rather than a "finished" document.	New site live by Feb. 1, 2008. Homepage graphics and navigation finished by Dec. 1, 2007.	Chris Thomes	Progress will be measured by student participating in usability tests at several points through the development process.	5	The website went live April 1 after a month of internal testing. It, too, will require constant work to keep up-to-date and fresh and is included in the marketing plan.
Goal 3 and Action Steps	Increase Public Relations component of marketing. 1. Utilize WKGC and GCTV to push college mission and human interest stories to the public. 2. Create weekly press releases for increased media coverage to other media sources, such as FACC, FACU, Community College Times, etc.	Television talk show by Nov. 30. "Gulf Coast Weekly" on WKGC by Nov. 30.	Chris Thomes	Progress will be measured by comparing media coverage from this year to last year and will begin keeping detailed records of TV & radio coverage.	3	Press releases are now being forwarded to media on a weekly basis and WKGC is focusing more on community and college events. Gulf Coast Weekly is being developed. The GCTV talk show is currently in production and will air
Goal 4 and Action Steps	Design and implement a course entitled "Scholarship 101" to help individuals understand how the scholarship process works 1. Gather source materials for presentation 2. Design a presentation format using MS PowerPoint 3. Review content 4. Activate and use presentation	by 1/01/08 11/01/07 12/01/07 12/01/07 1/01/08	Dunkin McLane	Monthly usage and workshop attendance	5	Review and update information each year or as needed to keep the users informed.
Goal 5 and Action Steps	Design and implement a scholarship application tutorial for the Foundation's web site 1. Gather source materials 2. Organize materials into an educational format 3. Design presentation format with help of college webmaster 4. Review content and test application 5. Activate for website usage	2/01/08 11/01/07 12/01/07 1/01/08 1/15/08 2/01/08	Dunkin McLane	Monthly review of "visits" to measure usage of website	1	Project may be completed if the Foundation can purchase a scholarship software management package currently for sale on the market

PLANNING UNIT: INSTITUTIONAL ADVANCEMENT						
	Area of Focus	Timeframe	Champion	Metric	Evaluation	Follow-up Plan
Goal 6 and Action Steps	COMMUNICATION					
	Articulate college direction and priorities via effective strategic planning 1. Research strategic planning models at other institutions 2. Implement systematic process with 5-yr cycle and 1-yr process 3. Establish Strategic Planning Steering Committee with work teams 4. Develop and publish a strategic planning timeline 5. Invite internal/external groups to participate in planning activities 6. Meet with depts/divisions to assist in developing annual unit plans 7. Provide periodic strategic planning progress reports to college groups	by 5/31/08 by 10/1/07 10/1/07-5/31/08 by 10/5/07 by 10/1/07 10/12/07-3/1/08 8/07 - 10/07 10/07 - 5/08	Wanda Luckie	Monthly comparison of task accomplishment to projected timeframe. Minutes of Strategic Planning Steering Committee meetings recording progress. Broad dissemination of Strategic Plan by 5/31/08.	5	Implementation of the Strategic Plan will include identifying college priority goals annually, creating annual unit plans, establishing individual employee performance goals annually, all linked to the Strategic Plan.
Goal 7 and Action Steps	Improve knowledge of student needs, preferences, concerns	by 6/30/08 by 4/30/08 by 6/30/08	Dee Nielsen	Comparison of satisfaction levels of pre- and post-surveys administered. Completion of development of surveys for implementation in fall 2008.	1	At this time Goal 7 is in the brainstorming stage and will be further developed in the near future.
	1. Develop and administer pre- and post-experience satisfaction surveys 2. Share survey results with college community					
Goal 8 and Action Steps	Improve the college's ability to recognize students at risk	by 6/30/08 by 12/31/07 by 1/10/08 by 6/30/08	Dee Nielsen	Identification of characteristics or behaviors associated with at-risk students	1	This initiative is tied to Goal 7. At this time Goal 7 is in the brainstorming stage and will be further developed in the near future.
	1. Initiate a project to develop a profile of students who are at risk 2. Identify population and track 3. Collect, analyze, and disseminate findings					
PLANNING UNIT: INSTITUTIONAL ADVANCEMENT						
	Area of Focus	Timeframe	Champion	Metric	Evaluation	Follow-up Plan
Goal 1 and Action Steps	ENROLLMENT					
	Develop a 3-year integrated marketing plan that uses new strategies, ideas and approaches for a college-wide consistent message. 1. Work with marketing consultant to develop marketing plan through marketing audits, focus groups and survey data. 2. Working with the Communication Action Team, determine key target audiences and selectively market to them since they are the priority. 3. Explore guerrilla marketing approach to include Internet marketing and direct mail for a more personalized marketing message.	Hire consultant: done. Begin work in Oct. 2007. Marketing Plan completed by Jan. 1, 2008.	Chris Thomes	Progress will be measured as deliverables from the marketing consultant. Surveys will be distributed to current students to determine effectiveness of new marketing efforts.	5	The plan is completed and will be followed for the next few years (2011).
Goal 2 and Action Steps	Provide data support for recruitment, retention, and graduation	by 6/30/08 by 5/31/08 by 6/30/08 by 1/31/08	Dee Nielsen	Comparison of available data on FTIC cohorts by semester. Dissemination of data report to faculty/staff.	1	This initiative is tied to Goal 7. At this time Goal 7 is in the brainstorming stage and will be further developed in the near future.
	1. Report on academic preparation of FTIC students 2. Increase availability of retention and graduation rate data 3. Work with a team to develop survey instruments					

Goal 3 and Action Steps	Give scholarship recipients access to funds prior to open enrollment 1. Review current and proposed procedures with Business Affairs staff 2. Create timelines for the new disbursement procedure 3. Publish policy and procedure changes on Foundation website 4. Review scholarship applications and select recipients (Scholarship Committee) 5. Send award letter to recipients 6. Communicate award amounts for collaborative process with college 7. Make funds available to recipients and print checks	08/25/08 12/31/07 02/28/08 03/31/08 04/30/08 05/15/08 06/01/08 08/25/08	Dunkin McLane	Monthly review of students who use scholarship funding prior to start of classes. Monitoring of scholarships printed after drop add period.	2	We are already seeing a decrease in processing time due to the Foundation's online application process. The future of this project depends on the review and recommendations of the 2008-09 GCCC Scholarship Committee.
PLANNING UNIT:	INSTITUTIONAL ADVANCEMENT					
	Area of Focus PROGRAM ENHANCEMENT	Timeframe	Champion	Metric	Evaluation	Follow-up Plan
Goal 1 and Action Steps	Provide statistical analysis to facilitate assessment of programs 1. Develop reports that provide demographic information on individual programs and disseminate to divisions/departments and administration 2. Participate in 2007-08 HERI Faculty Survey 3. Analyze and publish results from the HERI Faculty Survey	by 6/30/08 by 6/30/08 by 2/29/08 by 6/30/08	Dee Nielsen	Comparison of previously administered surveys. Report based on analysis of HERI survey disseminated.	2	Working with the Program Review Committee to develop documentation on individual programs to identify demographic information. HERI survey administered to faculty, results to be published by Sep 08.
Goal 2 and Action Steps	Establish an Alumni Association 1. Create and fill a position within the Foundation with one of the primary job focused to establish and be the staff liaison for the alumni association 2. From the Membership and Development Committee of the Foundation, create an ad hoc Alumni Association Committee to act as the catalyst to recruit members and help to establish the Alumni Association and to create an Alumni Association Board 3. Begin a marketing and advertising campaign that will promote the Alumni Association 4. Begin a communication plan to the Alumni membership 5. Host an Alumni Association event	11/30/07 3/30/08 8/30/08 4/30/08	New Coordinator/ Margie Mazur	Will have 100 members of the GCCC Alumni Association by 6/30/08	3.5	Marketing/Communication Plans: June 2008 - Brochure mailing to approximately 10,000 students and former students and website will be up and functioning. Will build membership over summer 2008 and host an alumni kickoff reception in fall 2008.
Goal 3 and Action Steps	Establish a planned giving program 1. Create a Planned Giving Committee to establish policies and procedures 2. Begin a marketing/informational campaign for planned giving program	12/08/07 2/28/08 3/15/08	Margie Mazur	Will have conducted two workshops or seminars that promote GCCC Foundation's planned giving program and provide a source of overall financial estate planning for the community and estate planners	3	A Planned Giving Committee has been established, and they presented to the board a policy draft to the Board. The Foundation Board requested for more research regarding gift levels and tabled the policy.
Goal 4 and Action Steps	Develop and /implement a plan for enhanced data analysis services 1. Research models used at other colleges with effective IR programs 2. Identify priorities of model programs 3. Visit other colleges to observe effective research operations 4. Send IR coordinator to a major training conference/workshop	by 6/30/08 by 12/31/07 by 12/31/07 by 3/31/08 during spring 2008	Wanda Luckie	Administrative satisfaction with data analysis provided. IR priorities adjusted based on institutional needs.	4	IA & Special Projects has been redefined with increased emphasis on IR function. A new executive director of IE and research analyst will be employed early in 2008-09.

Goal 5 and Action Steps	Enhance college's ability to secure external funding	by 6/30/08	Wanda Luckie	Resource Development Office open and operating. Goals set and published. Plan developed and proposal(s) written/submitted.	5	A resource development/grants process has been established and effectiveness will be measured at year-end 2008-09.
	1. Establish a full-time Resource Development Office	by 11/15/07				
	2. Set external funding goals for 2007-08	by 12/31/07				
	3. Develop and implement a plan to achieve funding goals	by 6/30/08				

PLANNING UNIT: INSTITUTIONAL ADVANCEMENT

	Area of Focus	Timeframe	Champion	Metric	Evaluation	Follow-up Plan
	PROGRAM ENHANCEMENT					
Goal 6 and Action Steps	Enhance effectiveness of Institutional Advancement & Special Projects	by 6/30/08	Wanda Luckie	Executive director will demonstrate acceptable supervisory and computer skills. Institutional Advancement staff will be working as a team.	4	New executive director will have opportunities to enhance IE processes, procedures, and staff.
	1. Participate in appropriate supervisor/management training	by 6/30/08				
	2. Participate in appropriate computer skills training	by 12/31/07				
	3. Implement team building practices in Institutional Advancement & Special Projects	by 6/30/08				
Goal 7 and Action Steps	Increase Foundation annual giving and membership	12/31/08	Margie Mazur	Comparison of annual giving and membership in 2007-08 to annual giving and membership in prior year	2	The Foundation's Membership and Development Committee's purpose is to work on the membership and giving levels. The committee decided to put there efforts for the spring and summer to the Alumni and to work on membership in the late summer and fall. The membership for 2007 was at 1705
	1. Host social gatherings and events by membership category to engage members to	3/31/08				
	2. Develop ongoing print and online advertising	3/31/08				
	3. Prepare annual direct mail appeal and advertising campaign to non-members	3/1/08				
	4. Move 2% of individual donors to the next giving level	12/31/08				
	5. Increase membership by 2% for next three years	12/31/08				

PLANNING UNIT: INSTITUTIONAL ADVANCEMENT

	Area of Focus	Timeframe	Champion	Metric	Evaluation	Follow-up Plan
	COMPETITIVENESS					
Goal 1 and Action Steps	Redesign the website to compete with other institutions of higher learning. 1. Conduct focus groups with traditional students, non-traditional students and high school students to gain insight into what features and benefits they need from a college website. 2. Develop a clean, modern, professional and easy to use website for students and outside stakeholders, not college employees.	New site live by Feb. 1, 2008. Homepage graphics and navigation finished by Dec. 1, 2007.	Chris Thomes	Progress will be measured by student participating in usability tests at several points through the development process.	5	The website went live April 1 after a month of internal testing. It, too, will require constant work to keep up-to-date and fresh and is included in the marketing plan.
Goal 2 and Action Steps	Deliver research services & management information in a timely manner	by 6/30/08	Dee Nielsen	Dissemination of reports, fact books, fact sheets, etc., to faculty and staff	2.5	Fact sheets are produced for each Fall Conference. State reports are placed on a shared folder at the end of each submission period. Grade distribution is completed at the end of each semester and shared with division chairs.
	1. Make statistical information available via intranet in a timely manner	by 5/31/08				
	2. Publish retention studies, fact books & survey analysis on the web	by 6/30/08				
	3. Develop a GCCC fact sheet that is available in multiple formats	by 6/30/08				
	4. Develop reports that will facilitate better planning and use of resources	by 5/31/08				

Goal 3 and Action Steps	Create a "Scholarship Opportunities" webpage on Foundation website	03/15/08	Dunkin McLane	Quarterly review of number of documents viewed	5	Follow-up plans include updating the information.
	1. Create a table of all scholarship opportunities available to applicants	01/30/08				
	2. Establish selection criteria	02/28/08				
	3. Work with webmaster to design/implement the webpage	02/28/08				
	4. Take page online	03/15/08				
PLANNING UNIT:	INSTITUTIONAL ADVANCEMENT					
	Area of Focus	Timeframe	Champion	Metric	Evaluation	Follow-up Plan
	OTHER					
Goal 1 and Action Steps	Create a program to move Foundation to paperless filing system	12/31/08	Dunkin McLane	Quarterly review of number of documents scanned for disk storage	3	We have changed our copier and added a scanning feature. We are now in the process of scanning current documents and will begin scanning old documents during the summer. The full transition will begin on July 1, 2008, the beginning of the fiscal year.
	1. Research and gather information of paperless filing	1/1/08				
	2. Design and review a program for paperless filing	3/31/08				
	3. Review hardware and software options	6/30/08				
	4. Select hardware and software options	9/30/08				
	5. Install hardware and software	12/31/08				
	6. Implement paperless program	1/15/09				

PLANNING UNIT:	ECONOMIC DEVELOPMENT					
	Area of Focus	Timeframe	Champion	Metric	Evaluation	Follow-up Plan
Goal 1 and Action Steps	<p style="text-align: center;">COMMUNICATION</p> <p>Communicate a strong message and vision so that Bay, Gulf, and Franklin Counties grow, thrive, and prosper.</p> <p>1. Create a marketing tool that lists and describes GCCC services and activities that promote economic development.</p>	10/07 - 1/31/08	Jeff Stevenson Carrie Baker Debbie Mikolajczyk Bob Walz	Completion of Notebook	3	Continue to assess the decentralized approach taken.
Goal 2 and Action Steps	<p>Increase marketing efforts to generate increased enrollments</p> <p>1. Work with Chris Thomes' department to create a Continuing Education brochure that reflects semester course offerings for all program areas.</p> <p>2. Work with webmaster to create a user friendly website that meets GCCC standards.</p>	<p>Design phase: 09/07 - 11/07</p> <p>Publication date: 12/07 - 01/08</p> <p>Improved website "rollout": 04/08</p>	Rebekkah Heaton Debbie Mikolajczyk	Artifacts such as brochures and website presence	5 5	We will continue to market using our brochure that features upcoming classes and identifies courses we can customize to meet employers needs. We are currently working on scheduling of classes for our fall brochure due to go to print mid to late June. Rebekkah and Sherrie are designated our contact person for
Goal 3 and Action Steps	<p>Promote the services and facilities of the GCCC Workforce Center to students,</p> <p>1. Provide job placement services on GCCC campus.</p> <p>2. Provide overviews of the WFC for departments and divisions on campus.</p> <p>3. Provide flyer and news updates in Gulf & Franklin counties.</p> <p>4. Visit local businesses and industries and provide WFC information.</p> <p>5. Update the WFC Website.</p> <p>6. Develop and participate in job fairs, in Bay, Gulf, and Franklin counties.</p>	09/07 - 06/08	<p>Robin Merritt, Carrie Baker</p> <p>Robin Merritt, Carrie Baker</p> <p>Wilson Hair, Carrie Baker</p> <p>Meghan Byrem, Carrie Baker</p> <p>Sandi Mead, Carrie Baker</p> <p>Wilson Hair, Danella. Wood Megan Byrem Kelley Long, Carrie Baker</p>	<p>Increased usage of Workforce Center services by businesses and the community as reflected in monthly traffic reports through June 2008.</p>	3 4 5 5 5	<p>Meet with Dr. Kerley on June 18th.</p> <p>All will be completed in the fall.</p> <p>Continue & Expand with help of Chris Thomes.</p> <p>Continue & expand with new business, especially Pier Park.</p> <p>Continue working with Sherri Davis.</p> <p>Continue to develop on monthly basis.</p>
Goal 4 and Action Steps	<p>Increase marketing efforts to community for BCSBI/SBDC/VBOC.</p> <p>1. Work with webmaster to obtain presence BCSBI/SBDC/VBOC on GCCC website.</p>	04/30/07	Bob Walz	Artifact such as website.		

PLANNING UNIT: ECONOMIC DEVELOPMENT						
	Area of Focus	Timeframe	Champion	Metric	Evaluation	Follow-up Plan
Goal 1 and Action Steps	ENROLLMENT					
	Increase the number of businesses served and enhance non-credit enrollment in workforce development courses. 1. Visit employers to facilitate growth. 2. Develop and expand career pathways in occupational areas for Workforce Student 3. Develop and enhance programs that facilitate and promote entrepreneurship. 4. Increase contacts through various COC/EDA meetings.	2007-2008	Jeff Stevenson Lori Luppino Sherrie Lock Megan Byrum Sandy Mead Bob Walz Debbie Mikolajczyk Carrie Baker	Site Visits 20 Visits/Contacts per month with local employers.	5	Continue to fully engage the community in every way.
Goal 2 and Action Steps	Increase enrollments through programs targeting new customer bases. 1. Acquire authorization and offer SHRM (Society of Human Resource Managers) certification program	Authorization NLT 09/ 07 Course offering NLT 12/07	Lori Luppino Debbie Mikolajczyk	Course files and enrollment numbers	5	Will continue to offer SHRM certification prep course once or twice per year, as dictated by industry needs.
Goal 3 and Action Steps	Increase enrollments of seniors through new programming 1. Offer at least 1 fee-based daytime computer classes per semester to target population 2. Establish and coordinate a subcommittee of the Encore Executive Committee to implement new programming outside the Encore Program	Class offerings: 12/07 - 06/08 Committee formed: 11/07 - 12/07	Jim Barr Debbie Mikolajczyk	Course files and enrollment numbers Meeting minutes and at least two course offerings	5 5	Will continue to offer courses under the Encore Plus program throughout the year utilizing the CBCCE's brochure and additional advertising during Encore programming spring and fall.

Goal 4 and Action Steps	Increase the number of professionals available for employment in high-wage, high-skill areas.	6/30/2008	Carrie Baker	Complete monthly comparison to ensure completion of tasks.	5	Awaiting response from Workforce Board for next year.
	1. Acquire funding for training through the contract with the Workforce Development Board.	07-07 - 06/08	Sandy Mead		5	Surpassed goals, continue.
	2. Recruit and enroll students into Workforce sponsored programs in high-wage, high-skill occupations.	09/07 - 06/08	Susan Whittington Stephanie Driskill, Faye Hardee, Arifa Garman, Sandy Mead		5	Documentation was strong. Continue to strengthen.
	3. Provide career management and counseling to Workforce students enrolled in sponsored programs.	09/07 - 06/08	Stephanie Driskill, Faye Hardee, Arifa Garman, Sandy Mead		5	Awaiting responses from Workforce Board for next year.
	4. Fund tuition, books, and supplies for Workforce students as funds are available through the contract.	09/07 - 06/08	Stephanie Driskill, Faye Hardee, Arifa Garman, Sandy Mead		5	Continue to adjust system as state adjusts their system.
	5. Enter data in the Employ Florida Marketplace system and update as needed.	09/07 - 06/08	Stephanie Driskill, Faye Hardee, Arifa Garman, Sandy Mead Ann Guyton		5	Continue to perform as funds as funds are available. Maintain services that are top in the state of Florida.
	6. Meet performance measures of the contract to include the number of enrollments and placements.	09/07 - 06/08	Stephanie Driskill, Faye Hardee, Arifa Garman, Sandy Mead		5	
7. Provide follow-up services for one-year following the student's placement in employment.	09/07 - 06/08	Stephanie Driskill, Faye Hardee, Arifa Garman, Sandy Mead	5			

PLANNING UNIT:	ECONOMIC DEVELOPMENT
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	Area of Focus	Timeframe	Champion	Metric	Evaluation	Follow-up Plan
	PROGRAM ENHANCEMENT					
Goal 1 and Action Steps	Improve the college's ability to quickly and efficiently meet the needs of business and industry with specialized and flexible training and program offerings in current and future job growth/high demand areas. 1. Take part in all local economic development groups.	2007-2008	Jeff Stevenson	Attend 80 % of EDA and EDC meetings.	5	The EDA meetings have been a priority and will continue to be a priority.

Goal 2 and Action Steps	Meet customer needs for flexibility by offering courses via E-Learning on-line/distance ed 1. Work with Steve Dunnivant and Health Sciences personnel to develop Reusable Learning Objects (modules) to be used for Continuing Education courses for Health Professionals, as well as certificate programs	09/07 - 12/07 Course offerings available: Mar 08	Sherrie Lock	Develop and offer at least two workshops using new RLO's.	5	Will continue to work with Steve Dunnivant and Health Sciences to complete courses. Working with other FL Community Colleges to develop a sound online course and registration system.
Goal 3 and Action Steps	Increase number of clients served. 1. Develop additional workshops on a more varied number of subjects in order to promote enrollment.	09/07 - 06/08	Bob Walz Tony Zacchio	Two new offerings per semester.	5	Will continue to strive to increase enrollment.
Goal 4 and Action Steps	Introduce community education programming 1. Develop and provide at least 1 summer academy program for district youth 2. Offer at least 2 fee-based community education classes	11/07 - 06/08	Debbie Mikolajczyk	Course files, advertisements, and registrations	5	Will Continue with efforts to have a successful Kid's College. And offer community enrichment classes and market through our brochures.

PLANNING UNIT:	ECONOMIC DEVELOPMENT
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	Area of Focus	Timeframe	Champion	Metric	Evaluation	Follow-up Plan
Goal 1 and Action Steps	COMPETITIVENESS Become the local economic development community leader in workforce solutions for Bay, Gulf, & Franklin Counties.	2007-2008	Jeff Stevenson	Conduct five economic development workshops/activities throughout the district.	5	Continue to conduct economic development activities and meetings in a proactive leadership mentality.
Goal 2 and Action Steps	Develop and enhance programs that facilitate and promote entrepreneurship. 1. Promote counseling services from Small Business Development, and Veterans Business Outreach Center counseling services.	2007-2008	Bob Walz Tony Zacchio	Five percent increase in clients counseled.	5	It looks like we have a ten percent increase in clients served.
Goal 3 and Action Steps	Increase competitiveness by becoming recognized as a regional provider of specialty certification programs 1. Become the southeastern provider for the bi-annual State and Local Law Enforcement Training Symposium (SLEETS) conducted by the Department of Homeland Security's Federal Law Enforcement Training Center (FLETC). 2. Become NW Florida's Training Academy for Animal Control in partnership with the Florida Animal Control Association (FACA).	Program offerings are 11/07 - 06/08	Greg May Debbie Mikolajczyk	Advertisements, course files, and enrollments	5	we are scheduled to host the next regional SLEETS in the spring of 09. We will continue to offer the FACA courses as directed by need.

STUDENTS SUPPORT AND ENROLLMENT MANAGEMENT						
PLANNING UNIT:						
	Areas of Focus	Time frame	Champion	Metric	Evaluation	Follow-up Plan
Goal #1 and Action Steps	Communication					
Expand access of student support and enrollment management resources for students and employees						
1. Implement web enabled student success workshops.	Training completed by Oct. 31, 2007. Adaptation of workshops for on-line access completed by Dec. 2007. Creation of pre-test and post-test completed by Feb. 29, 2008. Implementation of workshops on-line completed by March 2008.		Leigh Bailey, Linda VanDalen, Computer Services	Pre-test and Post-test. Number of hits from on-line access.	5 Workshops are on Angel for student access. Program was delayed due to technical issues related to Angel. However, it is up and running for Fall 2008.	Continue to re-evaluate curriculum and make additions to curriculum.
2. Enhance and update career center website to provide interactive and self directed resources.	Initial changes will occur by Spring 08/ongoing changes will occur throughout the year when necessary.		Leila Winther	The number of users, tracked by a counter.	3 New webmaster/ website has delayed implementation of this goal.	Page Master (software) training has been scheduled and coordinator working with webmaster to implement by Fall 2008.
3. Enhance faculty use of E-Roster.	Collaborate with IT. Provide CSRS 20/7 by Nov 07. Collaborate with IT and develop timeframe. Feasibility study. Currently using personal emails: provide GCCC emails by Spring.		Sharon Todd	Semester comparison of task accomplishments and when implementation is accomplished.	4	1. Students are notified when faculty processes a Withdrawal grade. 2. Testing in progress for version 12 to notify Athletic Dept when withdrawal is processed. 3. Adjunct faculty notifies Patti Stirn to process GCCC email account; would like this automated.
4. Increase Enrollment services on the web for students and faculty.	8-May		Sharon Todd Alice Walls	1. Monitor the decrease in number of transcript requests received in Admissions Office. 2. Monitor the usage of online transcript requests via OASIS (report generation) 3. Monitor the decrease in number of requests received in Admissions (manual process)	2	1. GCCC web application in testing mode (version 12) 2. GCCC graduation application in testing mode (version 12). 3. Veteran Deferment in testing at PJC. 4. CE has determined not to utilize web application or registration. 5. Clearinghouse available on
5. Offer web enabled drug/alcohol self evaluation and educational tools.	1. Update current data with latest research by 2/28/08 2. Complete computer technology training by Nov. 25, 2007. 3. Adapt materials to format by Feb. 15, 2008. 4. Advertise via faculty/staff, web 5. Implement program online by March 15, 2008.		Cindy Boshelle, Melissa Lavender, Computer Services, Faculty/Staff	1. Record number of visits to website. 2. utilize satisfaction survey, 3. Utilize pre & post test.	5 Program is developed but not adapted to Angel yet as of Spring 2008. Plan to complete launch in Fall 2008.	Continue to update curriculum.

6. Utilize student e mail system to notify currently enrolled students of pertinent information and resources.	Automatic email notification will be discussed with the CSRS consortium at the upcoming Nov. 2007 FCCRAP meeting.	Merissa Hudson, Chris Westlake, Linda VanDalen, Leila Winther	1. Compare previous method of notification with the proposed method of notification. 2. Provide students with more timely notification, allowing them to make time sensitive decisions. 3. Review notification reports to measure how many students are notified	3	1. Each department disseminates information to students via email. Working on making email the official method of communication with students at GCCC. 2. Each department has their own unique email account for dissemination.
7. Implement e-recruiting.	E-recruiting online communities can be in place by the middle of the Spring semester. An online virtual tour will be discussed during the Fall semester.	J. Robinett	Number of students that have joined our online community, and how many messages and questions have been posted.	4	Will be promoting the social networking sites to all students, prospective and current.
8. Develop a DPH, international students, veteran students, students w/disabilities interactive website. (Denise Murks, Liz Brouse, Cinnamon Pacheco, Linda VanDalen)	1. Initial contact w/webmaster - Nov 2007 2. Script/Presentation Completion - Dec. 2007 3. Web Completion - Feb. 2008	Denise Murks Linda VanDalen, Liz Brouse, Cinnamon Pacheco	Will be measured by responses and site hits recorded.	1 Web Master did not have time to set up interactive availability	Goal moved to 08-09 for completion
9. Implement mandatory 1st semester experience online course. (Melissa Lavender)	1.Create initial course - October 2007 2.Evaluate and refine course -- November 2007 3.Pilot course -- Spring semester 2008 4.Evaluate and refine course materials ongoing 5.Launch course for mandatory participation Fall 2008	Melissa Lavender	1.100% completion of course modules 2.Use established rubric to determine internal effectiveness of the course 3. Register Student Support Services students and Student Activities Board students to pilot course. Track student progress	4 Curriculum complete with review from SAB. Continuing to adjust offerings, which is an ongoing effort.	Continue to update curriculum.
10. Increase awareness of students of campus events and activities presented..	8-Jul	Mike Childers	Increase attendance. Increased inquiries through various way (new technology)	5 Utilized Angel for information dissemination and tracked attendance at events. Realized strong numbers for Midnight Madness during exams.	Continue to utilize Angel and other technology means (text messaging) for advertising events.
11. Have players attend study hall and individual tutoring sessions with team and faculty	5-8 hours as needed weekly	Susan Painter	Sign-in sheet and/or instructor signature.	3	Progress of athletes sent via email by instructors. By doing this, it keeps graduation evaluations on track. Will continue exact procedure 08-09
12. Increase awareness of student services by scheduling visit with Career Center coordinator to explore career opportunities.	By October 31, 2007	Roonie Scovel	Provide sign in sheet for in-service.	5	Will continue 08-09
13. Schedule study halls and tutoring with faculty and Student Services to enhance opportunity for academic success and maintain eligibility.	Study halls - 8 hrs/week tutoring as needed	Roonie Scovel	Progress reports 1/month Provide sign in sheet for tutoring. Check GPA each semester.	5	Will continue 08-09
14. Increase awareness of Student Services by scheduling visit with career opportunities.	Nov. 15, 2007	Jay C. Powell	Sign in sheets.	3	7 players were helped by student services, continue in 08-09 goal is 13 players.

15. Schedule study halls and tutoring with faculty and Student Services to enhance opportunity for academic success and maintain eligibility.	Study halls: Sun. 8 pm to 8:45 pm, Mon. - Thurs. 1:20 pm to 2:30 pm	Jay C. Powell	Contact with professors of student-athletes concerning progress if failing each month via email, GPA check each semester.	5	Study hall, GPA checks, email and phone contact with instructors. Continue 08-09
16. Require all players who are in development classes to utilize the Success Center.	Sept 1, 2007 - May 1, 2008	Mike Kandler	Monitor sign in sheets at the Success Center.	3	Will continue 08-09
17. Schedule and supervise hour long daily study halls with all players to enhance opportunity for academic success and maintain eligibility	Sept 1, 2007 - May 1, 2008	Mike Kandler	Take attendance at study hall - check GPA each semester.	5	Will continue 08-09
18. Monitor Academic progress of all players.	Sept 1, 2007 - May 1, 2008	Mike Kandler	Send out progress reports every four weeks.	5	Will continue 08-09
19. Offer student support services to students and faculty as competitive programs and new enrollment opportunities are developed.	Nov. 07 - Determine which new programs and enrollment opportunities have unmet student support services. Feb. 08 - Implement new student support services delivery systems. April 08 - Evaluate effectiveness of new student support delivery system.	Roy Smith	List of unmet student support services. Number of implemented student support services delivery systems. Evaluate feedback of new services offered.	3	Monitoring of Student Support Services by the division will continue as we develop new enrollment opportunities.
20. Provide informational handouts on what is available in the Success and Career Centers.	Nov. 07 handouts delivered.	Carl Kleinschmidt	Number of students signed in at center.	1	Did not meet goal. Handouts available, but no interest. This goal does not fit our student population.
21. Instructors will pass out handouts during class and answer any questions about the centers.	March 08 handouts delivered.	Carl Kleinschmidt	Number of students signed in at center.	1	Did not meet goal. Handouts available, but no interest. This goal does not fit our student population.
22. Handouts distributed to employees during weekly training sessions.	March 08 handouts delivered.	Carl Kleinschmidt	Number of students signed in at center.	2	Traditional student use. Most were already aware of the centers. Will continue goal.
23. Coordinate with coaches to improve the awareness of Student Services among student athletes. This will be in conjunction with related plans for each coach.	By June 30, 2008	Gregg Wolfe	Organize data from coaches related to this goal and perform a pre and post survey of students athletes.	5	We met with Student Support Services staff for orientation of available services. Information provided to student athletes. Will continue 08-09
24. Improve communication and networking among support staff in the Panhandle Conference.	June 30, 2008 - Attend State and Panhandle Conference trainings and meetings.	Barbara Gilbert	Minutes from meetings.	5	Met goal 1. Minutes taken at state meeting September, 07 and will be done at May, 08 state meeting. Met goal 2. Facilitated the Panhandle Conference Roundtable. Continue 2008-09

PLANNING UNIT: STUDENTS SUPPORT AND ENROLLMENT MANAGEMENT

Goal #1 and Action Steps	Areas of Focus	Time frame	Champion	Metric	Evaluation	Follow-up Plan
	Enrollment					
1. Reach out to Gen-AA and future graduates regarding career exploration and transfer information.	Engage unserved and underserved populations in educational opportunities at GCCC.	Postcards or emails by Spr. 08. Appts during Spring 08. Follow up with those who did not respond during Spring 08/Summer 08	Leila Winther and Student Assistants	Emails and post cards vs. appointments	4 Post cards sent, follow up still in progress. Did not have big response.	Will not continue next year.

2. Offer education discussion groups focused in 1) eating disorders and body image perceptions 2) positive psychology.	Research & Development completed by Nov. 15, 2007 Present 1st theme discussion group by 12/02/07 Present 2nd theme discussion group by 4/28/08.	Cindy Boshelle, Melissa Lavender, Computer Services, Students.	1. Recorded number of students attending 2. Utilize Satisfaction Survey 3. Utilize pre & post test	3 Re-evaluating this effort. Workshops planned for Fall 2008 implementation.	Continue with effort.
3. Implement a follow up program for students who have initiated contact w/the college but have not applied or attended.	1. Semester basis: provide report of students to GCCC recruiter. 2. Students who apply but don't attend. 3. Students who request GCCC information but never apply or attend.	Sharon Todd, Leila Winther, J Robinett, Linda VanDalen, Chris Westlake, Felecia Edwards	Analyze IT reports and determine participation of students after contact has been made.	3	1. A contact letter was sent to students who applied but never attended. Approx. 40 students responded. 2. IT has developed a report that lists students who completed 30 credit hours but discontinued enrolling; contact letter will be sent Fall 2008.
4. To increase enrollment in weekend college by 20%.	8-May	Alice Walls	Monitor class enrollment each term via CSRS class lists	0	Weekend College is managed under Off-Campus & Community Development
5. Create and implement CLAST course through Angel.	12/07 Angel training, confirmation of agreement and support from administration, computer services, library, mathematics, language and literature. 04/08 CLAST course designed. 05/08 course implemented.	Jennifer Bayba	1. Keeping track record of completion/ extension dates. 2. Pre & post testing of students on a monthly basis.	3 Working with academic divisions to complete CLAST course for implementation in Fall 2008.	Continue to monitor curriculum.
6. Make CROP website interactive by expanding to YouTube, MySpace, and/or Facebook.	Meet w/Webmaster during the spring semester: take Prof. Dev. Courses, if available.	Karen Parham	Number of site visits and requests of information from visitors.	3 Change of website/webmaster has put this off for a while. Receiving training on Page Master software.	Monitor requests and site visits.
7. Promote college awareness information for parents and students.	Parent Workshops will be offered three times per year and Student Workshops will be offered monthly: mailings will be sent to students and parents monthly.	Karen Parham, Herman Martin, J. Robinett	1. Summer and Fall semester enrollment 2. Question and answer sessions at workshops.	5 Currently in progress	Continue project.
8. Enhance the retention and graduation rates of minority students.	1. Jan-Feb 09 will confirm minority students re-enrollment and will send out letters to minority students to find out why they discontinued and attempt to give them resources to re-enroll the next terms. 2. May-June 08 determine which minority students	Felecia Edwards	1. Number of letters mailed 2. Number of phone calls made 3. How many Spring 08 students re-enrolled in Summer 08 or Fall 08.	4	Working on follow-up after Spring 2008 term complete.
9. Organize, teach and mentor young people, ages 7-18, at the Boys and Girls Club of Bay County in sports clinics.	Nov 07, Jan-08	Susan Painter	Event form signed by Paul Mosca and signatures of each participant.	1 2. 5	1. Never received return call from Mr. Mosca. 2. Attended & taught clinic - approx 40 elem girls-high school.
10. Invite middle and high school softball teams in the community to experience a collegiate model softball game.	Feb 2 08-Apr 17, 08	Susan Painter	Receive rosters identifying teams participating and appropriate signatures of coaches and players.	5	3 HS attended home games, rosters, thank you etc. Continue support 08-09 NOTE: Goal for #9&10 - designate site for teaching & mentoring & remain at site all year.
11. Schedule tutoring and mentoring services at Patterson Elementary School and Royal American Neighborhood Network.	Minimum of 9 visits by May 1, 2008	Roonie Scovel	Compile list of volunteer hours and evaluations of service from administration.	3	Made the visit but did not collect evaluations of services. (Athletic department is planning a better way to mentor community)

12. Invite local girls basketball teams to attend games and camps at GCCC.	Send schedules and camp brochures through mail to local schools by Oct. 15, 2007. By March 31, 200 for camp brochures.	Roonie Scovel	Number of teams who send rosters for admittance to games. Number of participants who register for camps.	5	Met goal. Will continue 08-09
13. Schedule "Etiquette" dinner for women's basketball players to learn life skills for future business and social occasions.	by Dec. 31, 2007	Roonie Scovel	Provide menu and feedback from participants.	5	Will continue 08-09
14. "Gorilla" marketing to draw awareness about breast cancer.	Oct. 29, 2007	Roonie Scovel	Pictures of teams wearing the "pink".	5	Will continue 08-09 in collaboration with WBCA
15. Schedule tutoring and mentoring services of local public institutions.	Minimum five visits by 5/15/08	Jay C. Powell	Listing of time, date, # of volunteers, and location of service. Progress will be measured monthly.	4	Will continue 08-09 and comply with division goals for community service.
16. Schedule one week of baseball camp in Gulf/Franklin County	June 2008	Mike Kandler	Compile demographic statistics on camp enrollment.	0	Wasn't allowed to. Will continue 08--09
17. Invite local Little League teams to attend games at GCCC.	Spring 2008	Mike Kandler	Compile rosters of teams who attend games.	3	Wasn't as organized as needed to be - will do better 08-09
18. Develop a comprehensive recruitment and retention plan to increase Fall 08 enrollment by 5%.	Nov. 07 - Hire a consultant. Feb. 08 - Develop plan with input from the Enrollment Action Team, stated needs, and analysis of consultant. March 08 - Put plan into effect	Roy Smith	Contract with consultant written enrollment plan. Written enrollment plan. Enrollment figures compared to Fall 07.	4	Actions to implement plan will be developed in the 08-09 planning process.
19. Provide fitness opportunities for seniors.	Dec. 09 classes will have taken place. May 09 classes will have taken place.	Carl Kleinschmidt	Enrollment numbers.	5	Met goal, will continue goal for 08-09
20. Coordinate with coaches to utilize the athletic program to engage targeted youth groups in our service area and make them aware of the opportunities that are available to them at GCCC. This will be in conjunction with related plans for each coach.	June 30, 2007	Gregg Wolfe	Document the number of visits performed and the educational opportunities that were discussed.	4	Multiple elementary, middle school & high school students attended mentoring visits, camps & games. Will continue 08-09

PLANNING UNIT:

STUDENTS SUPPORT AND ENROLLMENT MANAGEMENT

	Areas of Focus	Time frame	Champion	Metric	Evaluation	Follow-up Plan
Goal #1 and Actions Steps	Program Enhancement Expand professional growth and skills of employees to meet the needs of the campus community.					
	1. Develop an electronic accessibility campus plan for students and staff with disabilities.	Review of Information and Electronic accessibility for students, employees and the public with disabilities is an ongoing process. Ad-hoc committee will meet and begin planning by Nov. 2007. Evaluate current accessibility of electronic and information t	Linda VanDalen	Comparison of task accomplishment to projected time frames.	4 Currently in progress.	Continue to review accessibility on a yearly basis.
	2. Attend "National Career Development Conference" to enhance Career Center and gather the most up to date trends and practices, as well as collaborate with other programs nationwide.	Nov. 2007 will attend conference.	Leila Winther	Number of resources and improvements implemented due to the conference.	5 Attended conference and implemented new workshops and programs. Achieved greater visibility of Career Development Center.	Continue to review workshop curriculum.

3. Participate in off-campus and professional dev. workshops that support Areas of Focus. (Division)	Conference will include OEA/CROP and FCAN during the fall and spring semesters; ACT and Choices during the fall, spring, and summer semesters.	Karen Parham	1. Program enhancement 2. Participant increase.	5 Participated in professional development opportunities with direct impact on program.	Continue to train in necessary areas.
4. Train faculty and staff to communicate effectively with potential students.	Planning for this workshop will be during the Fall and Spring semesters. The workshop will be ready at the end of the Spring semester.	J. Robinett	Number of workshop participants. A survey will be given to the faculty and staff for evaluation of the workshop.	2	Will look to hold workshop during Welcome Back conference in August 2008.
5. Restructure academic advising and create an academic planning center.	1. Advising Action Team begins to study, develop mission and vision and determines need on issue October 2007 - January 2008 2. Develop plan to recommend to PLT in spring 2008 for implementation	Melissa Lavender	Monthly Action Team evaluations Present findings and recommendations to PLT	5 Recommendations to PLT in Spring of 2008. Mission statement completed. Action Team to continue through 2009 academic year.	Continue to study academic advising and make recommendations.
6. Improve programming for Northbay (unserved) and non-traditional students (underserved)	July 08 - increase programming	Mike Childers	Head count of students that are attending activities and online surveys.	5 Increase in non-traditional	Continue to enhance programming offerings to reflect student needs.
7. Attend the NFCA (National Fast pitch Coaches Association) national convention in Las Vegas.	Nov 26-Dec 2, 2007	Susan Painter	Convention brochure and sign in sheet	5	NJCAA Board Rep for the NFCA. Will continue 08-09
8. NJCAA Board Representative for the NFCA	Aug 07-thru May 08	Susan Painter	Agenda items and minutes provided	5	Copies of responsibility next year, thank you & agenda
9. Speaking engagement with Emerald Coast Womens' Club and Rotary Club of Bay County.	Oct 11 - 07, Nov 1-07	Susan Painter	Agenda from each meeting	5	Expand and continue to be a guest speaker.
10. Attend NCAA national Convention in Tampa, FL	April 4-8, 2008	Roonie Scovel	Provide convention and workshop agendas.	5	If SPD allows will continue 08-09
11. Visit with coaching staff of 2 four year institutions to discuss philosophy and skill building.	by April 30, 2008	Roonie Scovel	Compile notes and drills.	5	Committee meeting June 6-9, 2008 instead of May.
12. Serve on USA Collegiate Selection Committee - NJCAA Rep.	May 2008 Colorado Springs	Roonie Scovel	Compile notes and drills.	5	Meeting date changed to June 6-9, 2008. Will attend
13. Attend NCAA national convention in Tampa, FL	April 15, 2008	Jay C. Powell	Convention and workshop agendas.	0	No SPD funding available. Attempt 08-09
14. Visit with coaching staff of 3 four year institutions to discuss philosophy and skill building.	May 1, 2008	Jay C. Powell	Compile notes.	5	FSU, Coastal Carolina, Univ of South Florida. Continue 08-09
15. Attend NJCAA "Summer Summit" the NJCAA national convention.	July 30, 2007	Jay C. Powell	Convention Agenda	0	No SPD funding available. Attempt 08-09
16. Attend the American Baseball Coaches Association national convention	Jan. 3 - Jan. 6, 2008	Mike Kandler	Provide convention agenda.	5	Will attend 08-09 meeting
17. Work a baseball camp at a four year institution to learn new and improved teaching methods and techniques.	Dec. 2007	Mike Kandler	Compile notes and drills.	5	Attended Swingtown Clinic (Professional Baseball) in Sarasota, FL
18. Implement web based student support services	Nov. 07 - Determine which services can be placed on the web Feb. 08 - Work with Web Master to determine feasibility on adding services to web. March 08 - Test services with student group.	Roy Smith	List of services to add to the web. Web Master feasibility study. Feedback from student evaluation. Number of Implemented web student services.	2	Training by the web master took place late in the year. Division will be challenged to continue building web based services in 08-09

	19. Coordinator to attend Athletic Business Conference.	Nov. 28 - Dec. 1, 2007	Carl Kleinschmidt	New information brought back and disseminated among the staff.	5	Met goal, will continue goal for 08-09.
	20. Will attend NACDA or JNCAA Conventions.	June/July 2008	Gregg Wolfe	NACDA & NJCAA - Document networking contacts and share the current trends and issues related to athletics with staff.	0	Schedule conflicts and work obligations prevented attendance of National meeting.
	21. Schedule a training workshop for coaches on proper weight training techniques.	June 30, 2007	Gregg Wolfe	Improved knowledge and skills of the use of weight training equipment. Pre and post test for workshop.	0	Meetings were scheduled and cancelled. We will reschedule for 08-09 with new athletic medical staff and trainer.
	22. Improve knowledge of office software of office software by attending professional development and administrative trainings.	June 30, 2007	Gregg Wolfe	Document new job related skills and share with staff.	5	Met goal, will continue 2008-09

PLANNING UNIT: INFORMATION TECHNOLOGY SERVICES						
Area of Focus	Timeframe	Champion	Metric	Evaluation	Follow-up Plan	
COMMUNICATION Improve college-wide telecommunications system: 1. Evaluate VOIP systems and to determine proper VOIP system 2. Provide specifications for Bid on new VOIP system 3. Purchase new VOIP System 4. Install and configure new System and cutover to new system 5. Provide user Training on new VOIP phones and Voicemail	November 15, 2007 December 15, 2007 January 30, 2008 May 30, 2008 April 30, 2008	Herman Daniels	VOIP Phone system is fully functional.	5	Will be completed by 06/30/08.	
Expand the availability of the campus wireless network to all common areas: 1. Install Cat -5 cabling for wireless access points in each building 2. Install in Language & Literature and Technology 3. Rosenwald Classroom building, Natural Science B 4. Amelia Center 5. Plan for Expansion of wireless network during 2008-2009 6. Expansion will include Branch campuses and addition of a wireless controller and additional AP's for staff access to network resources.	June 1, 2008 September 30, 2007 October 30, 2007 November 30, 2007 April 30, 2008	Chuck Palmieri	Completed installation of access points in all campus common areas.	4	Will complete Panama City Campus by 06/30/08. May need to continue into early 2008-09 for completion of remote campuses.	
Provide a secure method to protect sensitive data on faculty and staff PC's: 1. Research and evaluate encryption software 2. Purchase encryption software \$ 10,600.00 3. Install encryption software on faculty and staff computers to protect sensitive data 4. Train faculty and staff to use encryption software	June 1, 2008 November 30, 2007 January 30, 2008 June 1, 2008 June 30, 2008	Marko Phelps	Encryption software loaded and functional on faculty and staff PC's.	3	Software has been identified and ordered. Will continue into next year for total implementation and training.	
Provide an email Archive system to meet state and legal requirements: 1. Purchase email archive system 2. Install new Journal server and configure new Archive system 3. Determine Archive retention Policies 4. Train users on new Email archive system 5. Deploy email archive client to all users and implement policies	completed October 15, 2007 November 30, 2007 January 30, 2008 March 30, 2008	Patti Stirn/ Patrick Main	Email archive client loaded and functional on all faculty and staff PC's	4	System installed and operational. Advanced features are available and require additional training and configuration which will be continued into next year.	
Replace aging servers: 1. Purchase 7 servers, combination of 2850 and 2950 2. Replace GFC1, GF5 3. Replace NBC5, Web1 4. Replace DPM, NT7	October 30, 2007 November 30, 2007 January 30, 2008 March 30, 2008	Patrick Main	Aging servers replaced. New servers installed, configured, and operational.	5	Completed. Strategy is to move to using more virtual servers.	
Improve the college's web presence: 1. Look at and gather useful ideas from other Community College Websites 2. Work with Marketing Department to determine look of new Website 3. Work with depts/divisions to determine Web needs 4. Develop Web Standards manual 5. Train Page Masters 6. Launch new Website 7. Work with departments to improve their Websites	March 1, 2008 October 1, 2007 December 1, 2007 October 30, 2007 December 15, 2007 February 1, 2008 March 1, 2008 June 30, 2008	Sherri Davis	Successful launch of new Website by 03/01/08 and update department Websites by 06/30/08	4	Web site launched. Additional screens and training being completed. Will continue into next year for total implementation.	

PLANNING UNIT: INFORMATION TECHNOLOGY SERVICES						
	Area of Focus	Timeframe	Champion	Metric	Evaluation	Follow-up
Goal 1 and Action Steps	ENROLLMENT					
	Provide an efficient "One Button" method of printing transcripts and degree audits for all departments involved with advising students: 1. Identify departments needing the upgrade. 2. Upgrade Enrollment Services 3. Upgrade Student Services, Student Development, Financial Aid 4. Upgrade Educator Preparation Institute, Off Campus & Community Development 5. Upgrade Wellness & Athletics, Business, Continuing and Community Education, Visual & 6. Upgrade Business Division, Culinary Management, Developmental Studies 7. Upgrade Health Sciences, Language & Literature, Mathematics 8. Upgrade Natural Sciences, Social Sciences, Technology 9. Upgrade Gulf Franklin Center, North Bay Center, Tyndall AFB Center	October 15, 2007 October 30, 2007 November 30, 2007 December 20, 2007 January 30, 2008 February 28, 2008 March 30, 2008 April 30, 2008 May 30, 2008	Rick Peltz	Successful printing of transcripts and degree audits as each department is configured.	4	Still working on remote campuses. Should complete by August 30. Continue into next year.
PLANNING UNIT: INFORMATION TECHNOLOGY SERVICES						
	Area of Focus	Timeframe	Champion	Metric	Evaluation	Follow-up
Goal 1 and Action Steps	PROGRAM ENHANCEMENT					
	Provide appropriate administrative computing systems to adequately support college functions and departments. 1. Evaluate long-term viability of Unisys Consortium ERP systems. 2. Work with the IT Action Team to formulate recommendation 3. Recommend appropriate solution	December 31, 2007 April 1, 2008 June 30, 2008	Herman Daniels	Recommendation approved by appropriate groups	4	New Strategic Plan has been developed by Consortium. College has developed new IT strategic Plan. Administrative systems replacement recommendation will be forthcoming next year.
Goal 2 and Action Steps	Ensure technology platforms and systems are current across all campuses and centers. 1. Develop five year lab computer rotation plan. 2. Develop five year desktop computer rotation plan. 3. Develop three year server rotation plan.	November 15, 2008 December 15, 2008 January 15, 2008	Herman Daniels	Rotation plan is submitted to and approved by President.	5	Plans developed. Will be updated each year.
Goal 3 and Action Steps	Purchase replacement computers to replace aging computers: 1. Purchase 227 replacement computers 2. Labs Needing Replacement RC101, NB129, NS154, SUW89, T221, T218 Lib, 1S, Lib1N, Lib3N, GFC 108, GFC108A 3. Install and trickle down PC's	December 15, 2007 March 30, 2008	Marko Phelps	Computer installation completed	4	Computers purchased and received. Will be installed over summer term. Minor changes in the affected labs noted per new computer rotation plan. Goal will be repeated each year.
Goal 4 and Action Steps	Upgrade Smart Classrooms to enhance instructional program: 1. Select classrooms to be upgraded based upon age and service calls 2. Design new upgrades and prepare Bid documents 3. Request Bids 4. Board approve Bid 5. Install upgrades	July 2007 July 2007 August 2007 September 2007 April 2008	James Baxley	Monthly comparison of task accomplishments to projected time frame Estimated cost \$150,000 included in 2007-2008 budget	5	Completed. Will be repeated each year.

Goal 5 and Action Steps	Prepare Upgrade and Design Plan for Production Studio: 1. Evaluate age, condition and effectiveness of current studio equipment 2. Research integration of new production equipment 3. Develop short and long term production equipment upgrade process 4. Design and prepare budget	November 2007 January 2008 February 2008 April 2008	James Baxley	Monthly comparison of task accomplishments to projected time frame	5	Plan is developed and equipment ordered. Will be installed this summer.
Goal 6 and Action Steps	Prepare Upgrade and Design Plan for Video Conferencing rooms: 1. Determine necessary upgrades based upon Video Conferencing usage 2. Evaluate age, condition and effectiveness of current Video Conferencing systems 3. Research integration of new Video Conferencing Technologies 4. Develop short and long term Video Conferencing upgrade process 5. Design and prepare budget	November 2007 January 2008 February 2008 April 2008 March 2008	James Baxley	Monthly comparison of task accomplishments to projected time frame	5	Plan developed. Initiative continued into next year for replacement as budget allows.

PLANNING UNIT:	INFORMATION TECHNOLOGY SERVICES
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	Area of Focus	Timeframe	Champion	Metric	Evaluation	Follow-up
	COMPETITIVENESS					
Goal 1 and Action Steps	Develop and implement new three year Technology Plan: 1. Coordinate Campus Works visit 2. Distribute Campus Works recommendations to IT Action Team and affected departments 3. Provide resource support for IT Action team 4. In conjunction with IT Action team, compile three year plan 5. Plan adopted by appropriate groups	July 1, 2008 October 25, 2007 November 15, 2007 Ongoing April 1, 2008 June 30, 2008	Herman Daniels	Three Year Technology Plan will be adopted and in-place by July 1, 2008.	5	IT Action team has developed new IT Strategic Plan. Plan will be initiated next year.
Goal 2 and Action Steps	Implement the personnel identification numbering system: 1. Install new ISPECs and Reports for Personnel IDs on the test system. 2. Test personnel identification numbering system on the PAYRTEST and SRST11 systems. 3. Install new ISPECs and Reports for Personnel IDs on CSRS.	January 2, 2008 October 15, 2007 October 30, 2007 November 19, 2007	Enorris Hall	* Determine if test employee entered on PAYRTEST9, has SSN and Personnel ID number on ERMST and on SLOC for PAYRTEST9 and SRST11.	4	Personnel ID has been generated in administrative systems. Implementation is under way and will be completed by early 2008-09.
Goal 3 and Action Steps	Improve HR application process: 1. Work in conjunction with Human Resources to research possible appropriate on-line employment application solutions. 2. Make recommendations for online application system for 2008 budget cycle 3. Implement on-line employment application.	September 30, 2008 March 1, 2008 April 1, 2008 September 1, 2008	Anita Orrill	*Complete an on-line employment application on the web. Check to see if on-line employment application transferred to Human Resources in the appropriate manner.	4	System is running in a test mode awaiting testing and approval by HR department. Continue implementation into next year.

Goal 4 and Action Steps	Increase number of hours administrative systems will be available for Web Registration, eRosters and eHR from 5 days by 12 hours to 7 days by 20 hours: 1. Create system programs to automate system startup. 2. Test startup programs. 3. Test DAYSEND process to ensure proper weekend functionality. 4. Implement 7 by 20 operation.	August 30, 2007 September 30, 2007 November 29, 2007 November 30, 2007	Rick Peltz	Successful tests of system availability as programs and processes are placed into service.	5	Completed.
PLANNING UNIT:	INFORMATION TECHNOLOGY SERVICES					
Goal 1 and Action Steps	Area of Focus OTHER	Timeframe	Champion	Metric	Evaluation	Follow-up
	Ensure rapid restoration of mission critical Administrative Systems after a disaster: 1. Discover and evaluate commercial and/or non-commercial disaster recovery solutions. 2. Recommend a viable disaster recovery solution for the 2007-2008 budget.	February 15, 2008 May 30, 2008	Rick Peltz	A viable Disaster Recovery solution for the Administrative Systems is submitted for budget consideration.	3	Significant research accomplished. Have been unable to identify an affordable solution. Continue into next year.