

Departmental Action Plan 2008-2009
Computer Networking Technology
5/31/2008

Initiative:

Excellence in Education

Yavapai College is dedicated to excellence in teaching and learning. As the number one priority of the institution, comprehensive instruction and student support planning ensures an environment for successful student learning and the documentation of student learning in transfer/general education, career/technical, basic skills /developmental education, and lifelong learning programs.

Strategic Priority:

Strengthen and develop intervention programs and services to increase student retention to assist students in completing a degree or achieving their individual academic and/or social goals.

Department Actions:

1. Continue to improve the student retention database for auditing degree/certificate completers. (Greg Tomsho, Bruce Cutter)
2. Use above information to send targeted letters to students explaining their remaining course requirements to earn a degree or certificate (Greg Tomsho)

Completion Date:

1. Ongoing improvements
2. Performed twice annually

Strategic Priority:

Integrate learning outcomes assessment analysis into all instructional programs, courses, and initiatives to document student achievement of learning outcomes. 100% completion of year-end assessment reports.

Department Actions:

1. Review all courses to ensure compliance with outcomes assessment requirements –all courses should include an outcomes report by year end (All faculty, Greg Tomsho responsible)
2. Review outcomes reports and analyze results (Greg Tomsho)
3. Make course adjustments as indicated by outcomes reports results (All faculty, Greg Tomsho responsible)

Completion Date:

1. Complete review by end of October, 2008
2. End of January, 2009
3. May, 2009

Strategic Priority:

Develop a culture of customer service to support student recruitment and retention, and effective internal operations.

Department Actions:

1. Continue develop on department Web site to include forums, blogs, etc. to promote a feeling of community

amongst students (Tim Snowberger, Greg Tomsho responsible)

2. Hold open house event annually for dual enrollment students and parents (Scott Miller, Bruce Cutter)
3. Expand dual enrollment to Chino and Camp Verde if practical (Greg Tomsho)
4. Continue to develop relationships with local business for intern placement (Greg Tomsho, Scott Miller, Bruce Cutter)

Completion Date:

1. Recent upgrades of server OS require additional development: forums completed, blogs in development
2. Annually or semi-annually in Fall and Spring
3. Work with Barbara Nolan to add one more DE school for 2009-2010
4. Ongoing

Strategic Priority:

Develop plan for departmental growth (Average 5% growth/year over next three years).

Department Actions:

1. Expand dual enrollment to Chino and Camp Verde if practical – need instructors. (Greg Tomsho)
2. Capitalize on dual enrollment program to recruit high-school students into the CNT degree and certificate programs once graduated. (Scott Miller, Bruce Cutter)
3. Use student retention database to prompt students to complete degree/certificates.

Completion Date:

1. Spring 2009
 2. Ongoing – results analysis Fall 2009
 3. Ongoing – in progress
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