

Student Affairs Division
 Department: Student Support Services Trio
 2008-2009 Action Plan

2008-09 Dept. Goals	Projects to be Accomplished in 2008-09 (How and by Whom)	Ongoing Projects	Success Indicators	Supports Division Strategic Priorities	Supports College Strategic Priorities	Results
1. Complete transition for staff to accommodate shift in duties and responsibilities of the SSS Director.	Continuation of current level of service to SSS students. Adjust job responsibilities among staff to allow for a 50% Director.	Expansion of tutorial services, peer mentoring program and field trip experiences to enhance the advising and retention components of the SSS program.	Has the program met its objectives including submission of the Annual Performance Report and the 2008 Grant application?	1, 2	2	
2. Increase use of technology to more effectively communicate with SSS students as well as to complete daily job tasks.	Use and evaluate the E-community system that has been established to make announcements and conduct interactive discussions about topics pertinent to SSS participants.	Stay up to date with the implementation of the ERP software system, participating in training in all areas.	Are students using the E-community system and what is their feedback on its usefulness? Is SSS staff able to function within the ERP software system?	1,2, 3	2,4	
3. Achieve the funded objectives as approved by the U.S. Dept. of Ed by providing services to a minimum of 300 YC students.	Provide information and assistance to the grant-writing committee. Submit an application that accurately describes the existing SSS program and incorporates new strategies to most effectively serve students.	Implement procedures to close out the final year of the existing grant cycle.	Is the SSS grant refunded for the 2009-2013 grant cycle?	1, 2, 3	1, 5, 6	