

**OAKLAND COMMUNITY COLLEGE
1992-94 STRATEGIC DIRECTIONS AND
OPERATIONAL PLANS**

JULY 1992

**1992-94 STRATEGIC DIRECTIONS AND OPERATIONAL
PLANS**

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INTRODUCTION

In August 1991, the College began the process of developing cohesive long-range planning by establishing College-wide *Strategic Directions*. Seven (7) *Strategic Directions* were established which define the direction that OCC will head over the next two years (1992-1994). Based on these directions each campus and all District Office areas developed individual *Strategies* designed to meet the College's goals. Individual Campuses and units then identified specific *Objectives*, *Evaluation Criteria* and *Budget* needs to attain each *Strategy*.

The Oakland Community College 1992-94 Strategic Directions and Operational Plans report documents *Strategies* and specific *Objectives* for all areas of the College. Each *Strategy* and *Objective* is associated with a specific individual or group of individuals at the College who have responsibility for achieving the goals. In addition, each *Strategy* and *Objective* has *Evaluation Criteria* which determine the intended outcomes and time frame for accomplishing the *Strategy* or *Objective*.

This document also identifies linkages between various activities that are taking place throughout the College. The format of the report makes it possible for individuals to identify others in the College who are working toward similar *Objectives*. Where appropriate, faculty and staff are encouraged to contact those responsible for attaining specific *Strategies* or *Objectives* that are similar to their own.

OCC-VISION/VALUE STATEMENT

Oakland Community College is a dynamic, accessible, learning-centered community dedicated to excellence. This community values:

- Shared responsibility, open communication, collaboration;
- Personal empowerment, integrity, ethical commitment;
- Diversity, global awareness, responsiveness to community needs.

OAKLAND COMMUNITY COLLEGE COLLEGE STRATEGIC DIRECTIONS (1992-94)

- I. OCC will be a student-centered learning community that places the diverse needs of students as a first priority.
- II. OCC will be a student-centered learning community that encourages high levels of trust and mutual respect among all members by means of open, effective communication, integrity, and ethical behavior.
- III. OCC will be a student-centered learning community that values the contribution of its members to student growth.
- IV. OCC will be a student-centered learning community that moves toward a dynamic, coherent, competency-based curriculum responsive to student needs, professional standards, and community expectation.
- V. OCC will be a student-centered learning community that is recognized for the value of its services to the external business, social and educational communities.
- VI. OCC will be a student-centered learning community that identifies and responsibly utilizes the existing resources and acquires additional resources necessary to achieve the goals and objectives of the college.
- VII. OCC will be a student-centered learning community that places a high value on a safe and healthy environment.

AUBURN HILLS CAMPUS
1992-94 Operational Plans

I COLLEGE STRATEGIC DIRECTION

"OCC will be a student-centered learning community that places the diverse needs of students as a first priority."

1.1 STRATEGY: Promote a student-centered learning environment on campus which incorporates current theory, methodology and appropriate technology.

1.1.1 OBJECTIVE: Review curriculum, programs, and teaching materials to see if they meet the needs of students.

- Review class size for optimum service to students.
- Survey current teaching methodology used at OCC.
- Allocate money for faculty to attend conferences on up-to-date methodology and technology.
- Develop an optional Teaching Effectiveness Resource Center.

EVALUATION:

- a) Show a 5% improvement in retention and graduation of students by June 1994.
- b) Show a 5% increase in positive responses to a regularly administered student satisfaction survey by June, 1994.
- c) Have a published review available for faculty by end of June, 1993.

ASSIGNED To: Dorothy Buchan, Academic Deans, Teaching Methodology Task Force, Campus Staff Development Committees, Faculty/Dept. Chairs.

BUDGET REQUEST: None

1.1.2 OBJECTIVE: Design hiring procedures for faculty which emphasize teaching ability. Review regularly during probation period through in-class observation and other methods.

- Student evaluations of probationary faculty.

EVALUATION:

- a) Show a 10% increase in positive responses in surveys of faculty satisfaction with students and availability of equipment and tools by June, 1994.
- b) Show an increase of 10% in usage of certain learning labs and equipment by June, 1994.
- c) Show a 10% increase in positive responses to a regularly administered student satisfaction survey by June, 1994.

ASSIGNED To: Dorothy Buchan, Ed Callaghan, Administration.

BUDGET REQUEST: None

1.1.3 OBJECTIVE: Explore having students in certain upper level courses serve as peer tutors

for other students as part of their class work.

- Establish a Peer Tutor Task Force

EVALUATION:

- a) Show a 5% improvement in retention and graduation of students in program by June, 1995.
- b) Show a 5% improvement in retention and graduation of student tutors by June, 1995.
- c) Have a plan in place by June, 1993 and a pilot program in place by June, 1994.

ASSIGNED To: Rick Burt, Barbara Einhardt, Pat Nowaczynski, Faculty/Counseling, Administration.

BUDGET REQUEST: None

1.2 STRATEGY: Increase the diversity of the Auburn Hills student population in an effort to better meet the long term needs of our service area and of Oakland County.

1.2.1 OBJECTIVE: Develop an on-going process where AH identifies the diverse needs of current and potential students. Prioritize those needs we can meet, then develop the means to meet those needs.

- Survey students for their perceived needs.
- Identify student services which impact on the diverse student populations and budget accordingly.

EVALUATION

- a) Show a 1% increase in targeted populations enrollment levels on campus each year, 1993-95.
- b) Show a 5% increase in retention and graduation rates for targeted populations by June, 1995.

ASSIGNED To: David Sam; Enrollment services, Enrollment Mgt. Task Force.

BUDGET REQUEST: None

1.2.2 OBJECTIVE: Identify current services available, (how needs of students are currently being met). Identify new services, (not limited to Student Services in traditional sense), needed and design or improve where possible. NOTE: this strategy also fits under Strategy 4 below.

- Survey current student needs on regular basis.
- Review campus services, hours, locations and availability.
- Develop service brochure or handbook for all students.

EVALUATION:

- a) Have results of survey within June, 1993.
- b) Have a plan to improve service to satisfy those needs by June, 1994.
- c) Have a survey of current services by June, 1993, and plan to improve and/or add by June 1994.

ASSIGNED To: David Sam, Enrollment Services Office and Enr. Mgt. Team. Carlos Olivarez, Administration & Enr. Mgt. Team. Clarisse Bolduc, Student Services Offices.

BUDGET REQUEST: None

1.2.3 OBJECTIVE: Seek to provide role models and a critical mass of under-represented groups to help assure retention and student success.

- Set enrollment goals for future AH populations, (demographic, quality and kind) so as to reflect our service area's needs, ensure a diverse population, and provide for accurate planning and budgeting.
- Identify actual student population composition by demographics and other characteristics.
- Use current staff to assist in recruitment of minorities.
- Develop mentor program using students and staff.

EVALUATION:

- a) Show a 1% increase in targeted populations enrollment levels on campus each year, 1993-95.
- b) Show a 5% increase in retention and graduation rates for targeted populations by June, 1995.
- c) Have reports by Summer, 1992.
- d) Have Recruitment Team in place by Spring, 1992.
- e) Have a peer mentoring and staff mentor program in place by June, 1994.

ASSIGNED To: David Sam, Enr. Mgt. Team, Cynthia Burgin, Pat Nowaczynski.

BUDGET REQUEST: \$37,000 cost to retain current recruiter. \$17,420 for permanent part-time person in Financial Aid to assist in processing increasing volume of applicants.

1.2.4 OBJECTIVE: Increase the diversity of staff and faculty.

- Advertise all teaching positions in local and national minority-oriented media.
- Actively seek out potential minority staff and faculty in graduate programs now.

EVALUATION:

- a) Show a 10% increase in minority or other under-represented faculty and staff by June, 1994.
- b) Have a proactive recruitment plan for staff in place by the end of June, 1993.

ASSIGNED To: Dorothy Buchan, Ed Callaghan, Administration & HRD, Human Resources Office & Campus Administration.

BUDGET REQUEST: None

1.3 STRATEGY: Provide quality, comprehensive services which are student friendly and readily available.

1.3.1 OBJECTIVE: Develop an on-going process where AH identifies the diverse needs of current and potential students. Prioritize those needs we can meet. then develop the means to meet those needs.

- Assess current staff opinion and service level for student friendliness. Seek to improve the same.
- Review office hours and locations for accessibility to students. Improve service hours where appropriate.
- Design hiring procedures for faculty which emphasize teaching ability. review regularly during probation period through in class observation and other methods.
- Design hiring procedures for front-line staff which include customer service as a verifiable skill. Observe and train staff during probation to ensure same.
- Have drop boxes or voice mail boxes for after hours use by students.

EVALUATION:

- a) Show a 5% increase in targeted populations enrollment levels on campus per year, 1993-1995.
- b) Show a 5% increase in retention and graduation rates for targeted populations by June, 1995.
- c) Have a plan to improve service to satisfy those needs by June, 1994.
- d) Have a survey of current services by June, 1993 and plan to improve and/or add by June, 1994.
- e) Show a 5% increase in usage and return usage of certain services by June, 1994.
- f) Show a 5% increase in number and kind of services available to students by June, 1994.
- g) Show a 5% improvement in retention and graduation of students by June, 1995.

ASSIGNED To: Linda Luke, Enr. Mgt. Team, Carlos Olivarez, Administration, Department Supervisors, Dorothy Buchan, Dept. Chairs.

BUDGET REQUEST: None

1.3.2 OBJECTIVE: Assure times, places and availability of class sections meet students' needs,

- Review what is current situation in all departments.
- Look at alternate ways of delivering classes.

EVALUATION:

- a) Show 10% increase in positive responses to a regularly administered student satisfaction survey by June, 1995.
- b) Show a 10% decrease in number of canceled sections by June, 1995.

ASSIGNED To: Dorothy Buchan, Enrollment Services, Rick Burt; Administration, Faculty, Dept. Chairs.

BUDGET REQUEST: None

1.3.3 OBJECTIVE: Assure new students are informed realistically and positively about OCC before entry.

- Review publications and correspondence for readability, accessibility, and informative level.
- Update video for Orientation and Admissions use.
- Review new orientation and improve, perhaps making it required and more comprehensive.

EVALUATION:

- a) Show a 10% decrease in number of attempts to register for closed sections by June, 1995.
- b) Have results published within June, 1993.

ASSIGNED To: David Sam; English Dept, Enrollment Services, Cynthia Burgin; Enrollment Services & Counseling, Pat Nowaczynski.

BUDGET REQUEST: None

1.4 STRATEGY: Develop a system which surveys and reviews student needs and promptly and appropriately responds to them.

1.4.1 OBJECTIVE: Develop an Enrollment Management System for AH.

- Set enrollment goals for future AH populations (demographic, geographic, quality and kind) so as to reflect our service area's needs, ensure a diverse population, and provide for accurate planning and budgeting.
- Form two teams, one for Marketing/Recruitment and one for Retention.
- Develop a staff newsletter with ideas in and explanations of enrollment management, retention, and student friendliness.

EVALUATION:

- a) Show a 10% of increase in positive responses to a regularly administered student satisfaction survey by June, 1994.
- b) Have an enrollment management team in place in June, 1993.
- c) Show a 5% increase in graduation and retention rates by June, 1995.
- d) Have first issue by January, 1993.

ASSIGNED To: David Sam; Enr. Mgt. Team, Enrollment Team.

BUDGET REQUEST: \$5,500 for 1/4 classified person, \$700 for supplies and duplicating.

1.4.2 OBJECTIVE: Assure times, places and availability of class sections meet students' needs.

- Be more flexible with 15 student minimum enrollment in certain courses which students need to graduate.
- Regularly review programs to compare needs of enrolled students with actual sections offered.

EVALUATION:

- a) Show a 10% reduction the number of cancelled sections by June, 1.
- b) Show a 10% reduction number of attempts to register for closed sections by June, 1.

ASSIGNED To: Dorothy Buchan; Administration, Barbara Einhardt; Dept Chairs & Deans.

BUDGET REQUEST: None

- 1.4.3 OBJECTIVE:** Develop an ongoing process where AH identifies the diverse needs of current and potential students. Prioritize those needs we can meet. Then develop the means to meet those needs.

- Survey students for actual needs (see Strategy 1, Objective 1).
- Establish an advisory committee composed of students and staff to explore ways of meeting identified needs.

ASSIGNED To: David Sam; Enr. Mgt. Team, Enr. Services

BUDGET REQUEST: None

- 1.4.4 OBJECTIVE:** Identify current services available (how needs of students are currently being met). Identify new services (not limited to Student Services in traditional sense) needed and design or improve where possible.

- Survey current student needs on a regular basis.
- Review campus services, hours, locations and availability.
- Develop service brochure or handbook for all students.

EVALUATION:

- a) Show a 10% increase in evening and/or weekend office hours for departments by June, 1993.
- b) Have 10% increase in evening and/or weekend hours by June, 1993.

ASSIGNED To: David Sam, Enr. Mgt. Team, Carlos Olivarez, Dept. Supervisors & Administration, Clarisse Bolduc, Student Services Offices.

BUDGET REQUEST: None

- 1.4.5 OBJECTIVE:** Assure student needs are priority one in reality: seek to optimize student success and retention.

- Identify those services which affect retention and success, enhance and improve them.
- Define "student-centered" for Auburn Hills.
- Review office hours and locations for accessibility to students. Improve.

ASSIGNED To: David Sam, Enr. Mgt. Team, Carlos Olivarez, Dept. Supervisors & Administration

BUDGET REQUEST: None

1.5 STRATEGY: Promote retention of students by enabling them to successfully achieve their goals.

1.5.1 OBJECTIVE: Assure new students are informed realistically and positively about OCC before entrance.

- Have counselors specialize in certain categories of new students and thus supply special expertise and sensitivity to returning adults, certain minorities, and/or other segments of our new student population.

EVALUATION:

- a) Show a 10% increase in student satisfaction on surveys of new students by June, 1995.
- b) Show a 10% increase in faculty satisfaction with new students by June, 1994.
- c) Have an improved communication system and orientation in place by end of June, 1993.

ASSIGNED TO: Barbara Einhardt, Pat Nowaczynski, Counseling & Dean.

BUDGET REQUEST: \$11,000 for 1/2 classified person, \$2,000 for supplies and duplicating.

1.5.2 OBJECTIVE: Assure student needs are priority one in reality: seek to optimize student success and retention.

- Identify those services which affect retention and success, enhance and improve them.
- Define "student-centered" for Auburn Hills.
- Assess current staff opinion and service level for student friendliness. Seek to improve same.
- Review office hours and locations for accessibility to students. Improve service hours where appropriate.

EVALUATION:

- a) Show a 10% increase in student satisfaction on surveys June, 1995.
- b) Show a 5% increase in graduation and retention rates by June, 1995.
- c) Have a clear definition of student friendliness and student success for AH by June, 1993.

ASSIGNED TO: David Sam, Enr. Mgt. Team, Linda Luke, Carlos Olivarez, Dept. Supervisors & Administration.

BUDGET REQUEST: None

1.5.3 OBJECTIVE: Expand use of developmental and personality testing for career and life search.

- Possibly require such testing or a CNS course of all or some students.

EVALUATION:

- a) Have a pilot program of mandatory testing for certain targeted groups in place by September, 1993.
- b) Show an increase of 5% in CNS class sections and enrollment by June, 1994.
- c) Show a 10% increase in usage of career labs and counseling testing services by June, 1994.

ASSIGNED To: Dorothy Buchan, Directed Admissions Task Force, Counseling.

BUDGET REQUEST: None

II COLLEGE STRATEGIC DIRECTION

"OCC will be a student-centered learning community that encourages high levels of trust and mutual respect among all members by means of open, effective communication, integrity, and ethical behavior."

2.1 STRATEGY: Encourage effective communication.

2.1.1 OBJECTIVE: Develop a questionnaire to be mailed to all campus staff. Analyze questionnaire responses and explore options. Provide written analysis of questionnaire responses to all campus staff.

EVALUATION:

- a) Feedback from questionnaire, December 1992.
- b) Communications problems and solutions identified, January 1992.
- c) Feedback from questionnaire, February 1992.

ASSIGNED To: Dorothy Buchan, Chair, Strategic Directions Committee.

BUDGET REQUEST: \$1,000 for an appropriate speaker.

2.1.2 OBJECTIVE: Develop in-service workshops to address communication problems identified in questionnaire. Develop comprehensive follow-up questionnaire to determine changes in employees attitudes toward communication, trust and respect.

EVALUATION:

- a) Better communication by December, 1992.
- b) Feedback from questionnaire June, 1993.

ASSIGNED To: Dorothy Buchan, Chair, Strategic Directions Committee.

BUDGET REQUEST: \$3,000 for consultant to conduct workshops.

2.2 STRATEGY: Encourage trust and respect, integrity and ethical behavior among campus staff.

2.2.1 OBJECTIVE: Develop team-building workshops. Invite an appropriate speaker to the campus. Organize luncheon workshops to encourage comraderie.

EVALUATION:

a) Feedback from follow-up questionnaire, June 1993.

ASSIGNED To: Dorothy Buchan, Linda Luke.

BUDGET REQUEST: \$500 for luncheon work-shops.

2.3 STRATEGY: Encourage regular recognition of good work for all employees.

2.3.1 OBJECTIVE: Produce an employee newsletter.

EVALUATION:

a) Monthly newsletter.

ASSIGNED To: Student Activities Coordinator.

BUDGET REQUEST: None

2.3.2 OBJECTIVE: Select an outstanding employee of the campus and recognize all nominees that model trust, respect, and ethical behavior.

EVALUATION:

a) Presentation of Award.

ASSIGNED To: Linda Luke, Chair Employee of Year Committee.

BUDGET REQUEST: None

III COLLEGE STRATEGIC DIRECTION

"OCC will be a student-centered learning community that values the contribution of its members to student growth."

3.1 STRATEGY: Encourage student growth by improving impressions of the college.

3.1.1 OBJECTIVE: Relabel student, faculty and handicapped parking lots.

EVALUATION:

a) Positive reaction from new students when in place in January, 1993

ASSIGNED To: Referred to Auburn Hills Business Office, Char Ester.

BUDGET REQUEST: None

3.1.2 OBJECTIVE: Update campus map to include individual building maps.

EVALUATION:

a) Less parking congestion and confusion when in place in January 1993.

ASSIGNED TO: Referred to Auburn Hills Business Office, Char Ester.

BUDGET REQUEST: None

3.2 STRATEGY: Measure impediments to student growth by tracking reasons for withdrawal: update the withdrawal form to be more beneficial to the members of OCC and the students.

3.2.1 OBJECTIVE: Review OCC'S and Oakland University's Withdrawal Forms.

- Add checklist of additional reasons to OCC form for students to indicate why they are withdrawing.
- List possible alternatives for students to consider prior to withdrawing from a class.
- Research, organize and restructure new form.
- Work with Research Office to implement.

EVALUATION:

a) Institutional Research Department will be able to analyze and utilize data from new form by Winter 1993 session.

ASSIGNED TO: Pat Nowaczynski, Brenda Dick and Michele Casanova. Barbara Einhardt will disseminate to Educational Services Council and Registrar. Deans will present to faculty. Revisions from campuses to B.Einhardt. Final form sent to Graphics. Form will be proof read, printed and circulated.

BUDGET REQUEST: None

3.3 STRATEGY: Review college methods of obtaining information on levels of student satisfaction and goal attainment.

3.3.1 OBJECTIVE: Barbara Einhardt will discuss follow-up surveys with Director of Research.

EVALUATION:

a) Critical success factors will be studied and assessed by the Research Department and designated campus reps when received.

ASSIGNED TO: Data is to be collected by the Research Department 9 months after graduation, after admission, from attending students (randomly selected), non-returning students, employer satisfaction with graduates (focus groups).

BUDGET REQUEST: None

3.4 STRATEGY: Empower ourselves as OCC employees to communicate by phone providing accurate, concise and procedural information in a professional and accountable manner.

3.4.1 OBJECTIVE: View the video tape "Effective Telephone Techniques" from the workshop held at OCC-Auburn Hills on 11/1/91.

EVALUATION:

a) Assess the value of the communication workshop with evaluation forms.

ASSIGNED To: Pat Shipp-May will schedule periodic showings of the video tape and conduct group discussions.

BUDGET REQUEST: None

3.4.2 OBJECTIVE: Development of an OCC effective communications handbook by Fall, 1992.

EVALUATION:

a) Assess the value of the handbook with evaluation forms.

ASSIGNED To: Cari Rummel and Suba Subbarao will develop handbook.

BUDGET REQUEST: None

3.5 STRATEGY: Provide an opportunity for all faculty and staff to participate in a development activity.

3.5.1 OBJECTIVE: Conduct an upbeat motivational workshop for all faculty and staff.

EVALUATION:

a) Enjoyment of audience; self-insight at the presentation during the Fall of 1992.

ASSIGNED To: Barbara Einhardt will schedule "Teaching as a Performing Art" by Bob Burpee.

BUDGET REQUEST: \$550, fee for speaker and mileage.

3.6 STRATEGY: Reward staff efforts to support student growth.

3.6.1 OBJECTIVE: List accomplishments of employees in OCCurrences (college-wide) and Auburn Hills Newsletter (campus-wide)

EVALUATION: Increased employee morale by May 1993.

ASSIGNED To: Pat Nowaczynski will request campus supervisors to forward information to administrators for submission in publications.

BUDGET REQUEST: None

3.6.2 OBJECTIVE: Campus president hand-signs birthday cards for all campus staff.

EVALUATION: Increased employee morale by May 1993.

ASSIGNED To: Pat Nowaczynski will request campus supervisors to forward information to administrators.

BUDGET REQUEST: None

3.6.3 OBJECTIVE: Add appreciation program after State of the Campus to recognize employees.

EVALUATION: Increased employee morale by May 1993.

ASSIGNED To: Pat Nowaczynski will request campus supervisors to forward information to administrators.

BUDGET REQUEST: None

3.6.4 OBJECTIVE: Implement "I Made a Difference" Program. Each nominee will be presented with a certificate.

EVALUATION: Increased employee morale by May 1993.

ASSIGNED To: Pat Shipp-May will work with the campus president to solicit nominations from students via letters that describe how staff members contributed to student growth.

BUDGET REQUEST: None

3.6.5 OBJECTIVE: Encourage staff to acknowledge efforts of colleagues toward student growth. Copies should be forwarded from administration to the individual's file in the Human Resources Department.

EVALUATION: Increased employee morale by May 1993.

ASSIGNED To: Pat Nowaczynski will work with the campus president to set standards.

BUDGET REQUEST: None

IV COLLEGE STRATEGIC DIRECTION

"OCC will be a student-centered learning community that moves toward a dynamic, coherent, competency-based curriculum responsive to student needs, professional standards, and community expectations."

4.1 STRATEGY: The Auburn Hills campus will improve assessment and placement of students.

EVALUATION:

a) The Nelson Denny assessment will be administered during orientation of incoming students and results will be made available on AIMS, in addition to ASSET scores. Resource group: IIC, Counseling Department, Enrollment Services. Operational: Winter 1993 semester.

b) A readability scale will be determined for assigned texts, and information will be available to assist in placing of students in courses. Resource group: IIC, Counseling, Department Chairs, Academic Departments, Deans. Operational by Winter 1992.

- c) A student tracking system will be employed by counseling services, to improve placement and student retention. 1. Counselors will have access to hardware/software, F92. 2. Screens will be designed to provide access to enhanced student information, Fall 92. 3. Counselors will be provided training on generating plans of work on line. 4. Plans of work will be on-line, June 93. Resource group: Counseling Department, Enrollment Services, Deans, IIC.

ASSIGNED To: Verna Love, Counseling Department.

BUDGET REQUEST: \$20,792 for part-time counselors & classified staff to administer testing. \$2,500 for the purchase of testing materials. \$2,908 for personnel to identify reading levels required. \$1,500 for training counselors, \$1,600 for Q&A software for 16 stations.

- 4.2 STRATEGY:** The Auburn Hills Campus will develop/implement and evaluate new instructional strategies and delivery systems.

EVALUATION:

- a) Proposal guidelines and selection criteria will be developed by a Campus Academic Senate Subcommittee. These guidelines/criteria will also be reviewed by Campus Administration. Resource group: Rick Burt, Chair/Academic Senate, Chris Gram, Campus President. Target: In place by F92; proposals to be submitted by November 1, 1992.
- b) The Academic Senate will review proposals and select up to four (dependent upon funding constraints) pilot projects. Resource group: Academic Senate. Target: Jan. 1, 1993.
- c) Projects will be implemented during the Winter and Spring 1993 semester. Progress will be monitored by the appropriate academic administrator (dependent upon instructional area). Resource group: Project Disciplines/Faculty, Academic Senate, Deans. Target: Jan, 1993-June 30,1993.
- d) Project outcomes will be evaluated by the project participants, Academic Senate and Campus Administration, and continuance/status will be determined as part of the FY94 budgetary process. Resource group: Academic Senate, Campus Administration.

ASSIGNED To: Michelle Mitchell, Gladys Rockind.

BUDGET REQUEST: \$14,000 for faculty release time & evaluation and/or consultant. \$60,000 for capital costs for hardware & software.

- 4.3 STRATEGY:** Up to three campus disciplines will conduct pilot projects in competency-based curriculum.

EVALUATION:

- a) Three interested disciplines/faculty whose courses currently meet general education requirements will be identified. Resource group: Department Chairs, Deans. Target: July, 1992.
- b) Using the environmental scan's/Academic Senate's competencies list, courses (one or more) in each discipline will be matched to one or more desired competencies, and competency lists will be developed for specific courses.

Resource group: Faculty Discipline Teams, Deans. Target: July 1992-June 30 1993.

- c) Syllabi and classroom activities will be revised to reflect competencies. Resource group: Faculty Discipline Teams, Faculty assigned identified courses, Deans. Target: Winter 1993 Semester; syllabi/activities in place.
- d) Classroom assessment and other assessment tools will be developed to measure outcomes of competency-based pilot courses. Resource group: Faculty, Deans. Target: Winter 1993 Semester; data collected for review, Spring/Summer 1993; summary evaluation.

ASSIGNED TO: Debbie Rowe

BUDGET REQUEST: \$20,500 for special contract for project coordinator, faculty costs and consultant. \$4,000 for curriculum materials and assessment tools.

- 4.4 STRATEGY:** Campus programs and disciplines will conduct on-going curricular review; one-third of campus programs and disciplines will be reviewed each year, over a three year rotation.

EVALUATION:

- a) A rotation schedule will be developed, identifying programs/disciplines to be reviewed, 1992-1993/1993-1994/1994-1995. Resource group: Department Chairs, Deans. Target: July 1, 1992.
- b) Identified campus program and disciplines will be provided review data. Resource group: Deans, Office of Institutional Research, ITS. Target: September 1992.
- c) Where appropriate, discipline faculty will review content, methodology and transferability/employment relatedness of course offerings. Resource group: Department Chairs, Deans, Campus Transfer Counselor, Registrar, Transfer institutions, Employer Advisory Committees. Target: December 1992.
- d) Courses or programs will be revised to reflect research results. Resource group: Department Chairs, Faculty, Deans. Target: on-going; July 1993 completion.

ASSIGNED TO: Cheryl Krakow

BUDGET REQUEST: None

- 4.5 STRATEGY:** The Auburn Hills Campus will incorporate guidelines insuring adequate library and audio visual resources into the curriculum and program review process.

EVALUATION:

- a) Guidelines will be developed and submitted to the Campus and College Curriculum Committees. Resource group: librarians, discipline faculty, deans. Target: Fall 1992.
- b) The Curriculum Handbook will be revised to reflect guidelines. Resource group: Campus and College Curriculum Committees. Target: Fall 1992.
- c) Proposed changes will be reviewed with other educational providers, as applicable. Resource group: Discipline/Program Faculty, Department Chair, Deans, Leslie Mack, Tech Prep Coordinator, Dave Doidge, Occupational Dean, University and K-12 representatives. Target: on-going; July 1993 completion.
- d) Revisions will be submitted for approval. Resource group: Deans, Campus and

College Curriculum Committees, Academic Senate. Target: on-going.

ASSIGNED TO: Ann Walaskay

BUDGET REQUEST: None

V COLLEGE STRATEGIC DIRECTION

"OCC will be a student-centered learning community that is recognized for the value of its services to the external business, social and educational community."

5.1 STRATEGY: Develop industrial business partnerships that would enhance the curricular offerings of Auburn Hills Campus.

5.1.1 OBJECTIVE: Interface with business and industry to formulate mutual education/training opportunities.

- Cultivate partnerships to provide: (a) assistance in development of current/futuristic curriculum, (b) financial support (foundations, equipment, hardware/software), (c) staff development and training, (d) enrollment.
- Develop marketing strategies for each partnership.
- Collaborate with business to offer training/education courses at AH.
- Establish a Technology Center Information Office (TCIO).

EVALUATION:

- a) Number of present partnerships, number of projected partnerships, identify present and future curricular needs by June of 1993 (annually).
- b) Marketing Plan by June of 1994.
- c) On-going programs, plans for future programs by June 1993.
- d) Develop a TCIO plan by first of July, 1992 and an operational office by January, 1993.

ASSIGNED TO: Bill Rose, Joe Burdzinski, Linda Casenhiser, Steve Atma, Tahir Khan, Larry Pennefather, Doug St. Clair, John Sefcovic, Paul Wayrynen, Jan Harp, Donna Nissen, Tom Sawasky or Stan Kusmider, advisory groups and others. Facilitator: Bill Rose. Facilitator: New marketing staff in conjunction with above group. Bill Rose, Joe Burdzinski, Linda Casenhiser, Jan Harp and appropriate faculty and staff. Facilitator: Bill Rose. Bill Rose, Joe Burdzinski, Jan Harp, business partnerships, technology faculty and other appropriate persons. Facilitator: Linda Casenhiser.

BUDGET REQUEST: \$45,659 for management staff for Technology Center Office. \$30,659 for purchase of furniture/computer. \$44,450 for travel, printing, supplies, construction expenses.

5.1.2 OBJECTIVE: Develop a business plan for the High Tech Center and technology programs that will serve the needs of the business and industrial community.

- Establish an appropriate committee (including reps from education, business and industry) to analyze the existing use of the facility and

to develop recommendations for present and future use.

EVALUATION:

a) Business Plan (3-5 years) including: history, existing partnerships, utilization factors (present, future), resources by August 30, 1992.

ASSIGNED TO: Linda Casenhiser, Joe Burdzinski, Bill Rose, Steve Atma, Tahir Khan, T. J. Liu, John Sefcovic, Doug St. Clair, Paul Wayrynen, Donna Nissen, Larry Pennefather, Tom Sawasky or Stan Kusmider, other appropriate faculty and staff, IBM, Cross & Trecker, DANA. Facilitator: Bill Rose.

BUDGET REQUEST: None

5.1.3 OBJECTIVE: Develop and maintain appropriate marketing materials targeted at the business and industrial community.

- Develop appropriate brochures/flyers for each seminar, course, program, or other activity. Also develop press releases, publications, radio/t.v. announcements.

EVALUATION:

a) Increased enrollment, increased visibility, positive feedback by one year after new person is hired.

ASSIGNED TO: Bill Rose, Linda Casenhiser, Jan Harp, Joe Burdzinski, George Cartsonis, and other appropriate faculty, administrators and staff. Facilitator: New marketing staff.

BUDGET REQUEST: \$22,826 for 1/2 management staff, \$5,100 for furniture, computer, \$13,200 for office supplies, printing and travel.

5.2 STRATEGY: Develop relationships with the community to provide a recreational/social/educational and human resource/service program for the mutual benefit of all participants.

5.2.1 OBJECTIVE: (Recreational/Social/Cultural) To stimulate, educate and exercise total growth and development for the collective growth, development and well being of the whole person and the community.

- Develop arrangements or partnerships with the local business and private sectors along with local community groups, to make available our non-traditional (recreation, child care, social and cultural aspects) programs and facilities.
- Develop and provide training programs, mentoring programs and volunteer programs to support the strategy.
- Utilize higher education student internships for all applicable programs.
- Facilitate, utilize and develop OCC facilities and programs for the greater community recreational wellness.
- Encourage and promote the participation and utilization of OCC faculty and staff.
- Survey development.

EVALUATION:

a) Participation and financial involvement. To begin July, 1992.

ASSIGNED To: Involvement of child care, physical recreational, fine arts and placement services. **Facilitator:** New staff. Additional staff will be pending on results of program plan. It is anticipated that these activities will be self-supporting within 3 to 5 years.

BUDGET REQUEST: \$92,000 for personnel to cover a number of staff positions. \$7,000 for computer, office equipment/furniture, fax. \$8,000 for supplies and training.

5.2.2 OBJECTIVE: Develop a marketing program to promote the vast human resource/service potential of the College to the community (public and private sector).

- Encourage and promote the participation and utilization of OCC faculty, staff and facilities.
- Promotion of social and cultural interchange programs.
- Promote and market the human resource/service of the College to the community.
- Establishment of a human resource consortium for the use of the Oakland county residents and business/industrial organizations.
- Create a consortium of human resource/service departments to develop marketing strategies for the implementation of this objective.

EVALUATION:

- a) Growth and utilization of human resource/service areas of the College with the outside community.
- b) Recorded increase in the amount of media coverage of successful affiliations between OCC and community.
- c) Longevity of relationships, quality of employer response through surveys, feedback and annual evaluations (by one year after person is hired).

ASSIGNED To: Consortium of human resource departments to include, but not restricted to, placement services, human resources, special needs, child care, fine arts, physical activities, technical, etc. **Facilitator:** New marketing person.

BUDGET REQUEST: None

5.3 STRATEGY: Involving relationships and programs with the K-12 educational community.

5.3.1 OBJECTIVE: In two years, OCC will be conducting guided tours (field trips) for local elementary schools, junior high schools, and high schools to promote education as life-long learning, to provide feedback system to gain the "elementary school" perception of OCC, to provide summer sports camps, to provide series at AH in different areas...science, arts, etc. and to schedule K-12 schools athletic contest on campus with short orientation promoting OCC.

- Develop information and presentation for the field trips, this

information will market OCC and help motivate children towards education.

- Assign personnel to schedule field trips, have employees with children in on this process (let them take ownership).
- Research funding sources.
- Develop an exit survey before group leaves; do follow-up contact with each person from each group (thank you letter or certificate).
- Develop a committee to decide who, what, where, how to implement these strategies.

EVALUATION:

- a) Annual exit surveys for students to keep statistical information on who came, where they were from, what their impressions were, positive or negative.
- b) Process all information for analysis and annual report.
- c) Report and present finds to all parties involved. If plan is supported, data recorded will be monitored and results studied and reported annually.

ASSIGNED To: New staff. Additional staff will be pending on results of program plan. It is anticipated that these activities will be self-supporting within 3 to 5 years.

BUDGET REQUEST: \$12,000 to be assigned to new staff. Other expenses for equipment, refreshments, promotional materials.

5.3.2 OBJECTIVE: In two years have a committee that has developed and implemented a method for professional communication between local school systems K-12 (teachers, administrators and OCC). This development for communication will set up a system for sharing new information that will aid students of all ages.

- Research trends around the country, brainstorm for alternative ideas.
- Decide on format details and process, then design new program.
- Develop feedback system (a way to record accomplishments derived by joint process).
- Implement the program.

EVALUATION:

- a) Process all information developed by the committee for analysis (on-going).
- b) Report and present findings to all parties involved annually. This program will develop an innovative method for educational systems to help come up with joint solutions to all student needs. Potential funds and resources will be saved by all groups, due in part to the benefits of working out solutions together, thus only contributing a portion of the cost.

ASSIGNED To: Committee with OCC people and K-12 people.

BUDGET REQUEST: \$3,000 for position to develop K-12 feeder system. \$5,000 for operating costs.

VI COLLEGE STRATEGIC DIRECTION

"OCC will be a student-centered learning community that identifies and responsibly utilizes the existing resources and acquires additional resources necessary to achieve the goals and objectives of the college.

6.1 STRATEGY: Evaluate use of campus funds by task, department and/or cost center.

6.1.1 OBJECTIVE: Prioritize staffing.

EVALUATION:

a) Cost effectiveness per SCH's by Dept. & campus: Feedback from Dept. Chairs & other cost center heads.

ASSIGNED To: Planning, budget Administration-President. Christine Gram June 1993. Jan./Feb. 1994.

BUDGET REQUEST: None

6.1.2 OBJECTIVE: Prioritize equipment-establish depreciation schedule of equipment.

EVALUATION:

a) Faculty feedback or student success; Appearance of buildings & grounds. Users & providers.

ASSIGNED To: Campus Budget & Planning Campus Administration Christine Gram-President June 1, 1993. Jan./Feb. 1994.

BUDGET REQUEST: None

6.1.3 OBJECTIVE: Prioritize facility needs.

EVALUATION

a) Rate of usage of facilities; Income from usage. Enhancement of the learning program.

ASSIGNED To: Facilities Comm. Jerry Stollman, Jerry Self. On-going faculty & staff.

BUDGET REQUEST: None

6.1.4 OBJECTIVE: Satellite Center/telecommunications (clarify mission & financial responsibilities of budget & staffing).

EVALUATION:

a) Clarification statement of budget, hours, etc.

ASSIGNED To: Dr. Doidge, J. Vavrek, L. Luke & B. Einhardt July, 1993.

BUDGET REQUEST: None

6.1.5 OBJECTIVE: Develop program for testing & evaluating new equipment & ed. Technology resources.

EVALUATION:

- a) Develop checklist, satisfied end-user & feedback. Improved communications services & time & money saved.

ASSIGNED To: Campus wide-Dept. Chairs & Administration Ann Walaskay & B. Einhardt. College wide-ITS staff w/faculty & staff - B. Scollon - March, 1993.

BUDGET REQUEST: None

6.2 STRATEGY: Evaluate & identify sources of funds.

6.2.1 OBJECTIVE: Examine course fees.

EVALUATION:

- a) Increased campus revenue over expenses.

ASSIGNED To: Jerry Self & Dorothy Buchan, Jan. 1993, June 1, 1993.

BUDGET REQUEST: None

6.2.2 OBJECTIVE: Evaluate Fine Arts program's revenue & expenditures & analyze budget.

EVALUATION:

- a) Budget report(s).

ASSIGNED To: L. Luke - July 15, 1992, July 15, 1993.

BUDGET REQUEST: None

6.2.3 OBJECTIVE: Evaluate revenue & expenditures of BPI, include all costs relevant to operation, depreciation of equipment, analyze staff involvement in special programs.

EVALUATION:

- a) Replenish AH funds received for BPI program. Campus receives an equitable amount for BPI classes.

ASSIGNED To: Jan Harp & Linda Casenhiser Sept. 1, 1992.

BUDGET REQUEST: None

6.2.4 OBJECTIVE: Expand BPI programs.

EVALUATION:

- a) Measure number of students & business services.

ASSIGNED To: Dorothy Buchan & Bill Rose.

BUDGET REQUEST: \$3,000 for capital outlay. \$300 for operating costs.

6.3 STRATEGY: Expand campus grant writing.

6.3.1 OBJECTIVE: Develop resources for identifying grant sources.

EVALUATION:

a) Increase in grants written & funded.

ASSIGNED To: Campus administration, Cheryl Krakow, October 31, 1992.

BUDGET REQUEST: \$4,000 for part-time grants writer.

6.3.2 OBJECTIVE: Identify qualified staff to write grant(s).

EVALUATION:

a) Increase in grants written & funded.

ASSIGNED To: Campus administration, Cheryl Krakow, October 31, 1992.

BUDGET REQUEST: None

6.3.3 OBJECTIVE: Analyze campus impact of accepting grant(s).

EVALUATION:

a) Increase in grants written & funded.

ASSIGNED To: Campus administration, Cheryl Krakow, October 31, 1992.

BUDGET REQUEST: None

6.3.4 OBJECTIVE: Assign monitor to follow-up on completion of grant(s).

EVALUATION:

a) Increase in grants written & funded.

ASSIGNED To: Campus administration, Cheryl Krakow, October 31, 1992.

BUDGET REQUEST: None

6.4 STRATEGY: Evaluate & identify new corporate & non-profit partnerships.

6.4.1 OBJECTIVE: Acquire resources list.

EVALUATION:

a) Number of contacts acquired, July 1, 1993.

ASSIGNED To: Bill Rose

BUDGET REQUEST: None

6.4.2 OBJECTIVE: Expand partnership.

EVALUATION:

a) Number of contracts & survey information. Number of willing participants & feedback. July 1, 1993.

ASSIGNED To: Bill Rose

BUDGET REQUEST: None

6.4.3 OBJECTIVE: Expand facility - corporate exchange.

EVALUATION:

a) Number of contacts acquired. Number of contracts & survey information. Number of willing participants & feedback. July 1, 1993

ASSIGNED To: Bill Rose

BUDGET REQUEST: None

6.5 STRATEGY: Increase & utilize contact with alumni to increase donations and service to the college and campus.

6.5.1 OBJECTIVE: Identify successful alumni.

EVALUATION:

a) Number of names & addresses identified.

ASSIGNED To: Dorothy Buchan, January 31, 1993.

BUDGET REQUEST: None

6.5.2 OBJECTIVE: Survey our own staff for successful alumni.

EVALUATION:

a) Level of response measured in funds and volunteer services rendered. January 31, 1993.

ASSIGNED To: Dorothy Buchan

BUDGET REQUEST: None

6.5.3 OBJECTIVE: Recruit alumni for volunteer service to the college.

EVALUATION:

a) Level of response measured in funds and volunteer services rendered. January 31, 1993.

ASSIGNED To: Dorothy Buchan

BUDGET REQUEST: None

6.5.4 OBJECTIVE: Encourage donation of money & endowments.

EVALUATION:

- a) Level of response measured in funds and volunteer services rendered. January 31, 1993.

ASSIGNED TO: Staff, alumni association.

BUDGET REQUEST: None

- 6.6 STRATEGY:** Increase community awareness of OCC & its programs. (This is a College-wide responsibility).
- 6.6.1 OBJECTIVE:** Profile successful OCC graduates & former students.

EVALUATION:

- a) Response to surveys.

ASSIGNED TO: Institutional Research Office, Foundation Office and Faculty. D. Buchan.

BUDGET REQUEST: None

- 6.6.2 OBJECTIVE:** Involve faculty through classroom presentations & activities.

EVALUATION:

- a) Response to surveys.

ASSIGNED TO: Faculty & staff via memo or presentation(s).

BUDGET REQUEST: None

- 6.6.3 OBJECTIVE:** Increase information among our own staff.

EVALUATION:

- a) Response to surveys.

ASSIGNED TO: Faculty & staff via memo or presentation(s).

BUDGET REQUEST: None

- 6.6.4 OBJECTIVE:** Encourage faculty involvement in Speaker's Bureau.

EVALUATION:

- a) Response to surveys.

ASSIGNED TO: Faculty/staff (increase or upgrade incentive to participate, e.g., release time, tax credit).

BUDGET REQUEST: None

- 6.6.5 OBJECTIVE:** Disseminate OCC brochures to community, spots, e.g., libraries, community houses, etc. Solicit adult students, display career information at libraries,

companies community centers, use campus recruiter.

EVALUATION:

a) Number of new students attracted-obtain information from survey(s).

ASSIGNED To: C. Burgin (enrollment services).

BUDGET REQUEST: \$5,500 operating costs.

6.6.6 OBJECTIVE: Consolidate signage for campus.

EVALUATION:

a) Improved image.

ASSIGNED To: Administration, Facilities Comm. (coordinate with College). J. Self, Jim Ingram, via form used by Administration Dept. chair, managers to submit information, e.g. BPI classes. July, 1992.

BUDGET REQUEST: \$5,000 for capital costs.

6.6.7 OBJECTIVE: Coordinate information/publicity for the campus.

EVALUATION:

a) Improved image.

ASSIGNED To: Administration, Facilities Comm. (coordinate with College). J. Self Jim Ingram, via form used by Administration Dept. chair, managers to submit information, e.g. BPI classes. July, 1992.

BUDGET REQUEST: \$500 for operating costs.

6.6.8 OBJECTIVE: Investigate electronic signage or closed circuit TV.

EVALUATION: Cost of system, improved communications.

ASSIGNED To: Facilities Comm., Jim Ingram, Student Activities, A-V Dept.

BUDGET REQUEST: None

6.7 STRATEGY: Evaluate possible increase in millage to support the college.

6.7.1 OBJECTIVE: Gain support of those working in the college.

EVALUATION:

a) An educated staff who can share the information with public. Summer 1992.

ASSIGNED To: All college staff, Administration, hire outside consultant or advertising co. (Campus President).

BUDGET REQUEST: None

6.7.2 OBJECTIVE: Educate externally

EVALUATION:

a) Level of awareness. Summer, 1992

ASSIGNED To: All college staff, Administration, hire outside consultant or advertising co. (Campus President).

BUDGET REQUEST: None

6.7.3 OBJECTIVE: Advertise efficiency of present OCC resources to community.

EVALUATION:

a) A positive image in the public eye, community awareness.

ASSIGNED To: All college staff, Administration, hire outside consultant or advertising company. (Campus President).

BUDGET REQUEST: None

VII COLLEGE STRATEGIC DIRECTION:

"OCC will be a student-centered learning community that places a high value on a safe and healthy environment."

7.1 STRATEGY: Hire or identify a College Safety Officer who has knowledge of the ethical, legal and liability concerns surrounding the safety issue.

EVALUATION:

- a) Immediate designation of a College Safety Officer pending a full-time, permanent position to begin July 1, 1992.
- b) Decrease in accidents, injuries and various regulatory body violations by August 31, 1992.

ASSIGNED To: Connie Jones

BUDGET REQUEST: None

7.2 STRATEGY: Compliance with all local, state and federal regulatory bodies regulations pertaining to safety standards.

7.2.1 OBJECTIVE: To provide storage and office space for H building.

EVALUATION:

a) Equipment currently unsafely stored in the gym would be removed. Coaches, part-time faculty and intramural coordinators would have office space.

ASSIGNED To: Steve Ogg

BUDGET REQUEST: Unknown costs for storage & office space for H Building.

7.2.2 OBJECTIVE: Remove accumulated hazardous dust from the Welding area, rooms A-219, A-217 and A-215.

EVALUATION:

a) Dust would be removed on a yearly basis making the environment healthier for students and staff.

ASSIGNED TO: John Block

BUDGET REQUEST: Unknown cost for removal of hazardous dust from welding area.

7.2.3 OBJECTIVE: Test the effectiveness of the fume hood in C-220.

EVALUATION:

a) Fume hood effectiveness would be known and maintained at the proper effectiveness per OSHA Lab Standards.

ASSIGNED TO: Julie Ogg

BUDGET REQUEST: \$500 for purchase of flow meter to test effectiveness of fume hood. The flow meter could be shared with all college areas.

7.2.4 OBJECTIVE: To be able to measure the formaldehyde level in the anatomy and physiology lab, C-219, to determine if it is below the PEL (Permissible Exposure Level).

EVALUATION:

a) Acceptable levels of formaldehyde in the lab.

ASSIGNED TO: Julie Ogg

BUDGET REQUEST: \$500 for Formaldehyde Air Monitor to measure acceptable levels of formaldehyde in C-219 Lab. This monitor could be used throughout the college.

7.2.5 OBJECTIVE: To provide adequate ventilation to the Welding lab, A-219, to insure the health of students and staff.

EVALUATION:

a) Compliance with MIOSHA regulations.

ASSIGNED TO: John Block

BUDGET REQUEST: \$3,480 for purchase of 12 side draft ventilators. \$1,500 for installation costs of ventilators in A-219, Welding Lab.

7.2.6 OBJECTIVE: Purchase of approved cabinets for storage of 1) flammables and 2) corrosive oxidizers.

EVALUATION:

- a) Cabinets will be in use, thus eliminating the possibility of fines from safety violations.

ASSIGNED To: Chuck Neitzel

BUDGET REQUEST: \$890 for purchase of approved cabinets for storage of flammables and corrosives.

- 7.7.7 OBJECTIVE:** Establish a procedure for offering the Hepatitis B vaccine and Post Exposure Evaluation and Follow-up to employees identified as having potential for exposure to blood-borne pathogens as part of their job.

EVALUATION:

- a) Employees will have either received the vaccine or refused it in writing.

ASSIGNED To: Julie Ogg

BUDGET REQUEST: \$180 per person cost to establish procedure for offering Hepatitis B vaccine, post exposure evaluation and follow-up for identified employees.

- 7.3 STRATEGY:** Establish a line item designated for safety needs outside of the normal budget process.

EVALUATION:

- a) Departments will have money available to them for safety concerns that will not come out of their normal budgets.

ASSIGNED To: Constance T. Jones

BUDGET REQUEST: Unknown cost.

- 7.4 STRATEGY:** Develop a system for reporting safety concerns and/or violations.

EVALUATION:

- a) The form is being utilized and concerns are being addressed by September 1992.

ASSIGNED TO: A.H. Safety Committee Chair, Constance Jones

BUDGET REQUEST: None

- 7.5 STRATEGY:** The provision of training and periodic retraining in areas involving safety.

- 7.5.1 OBJECTIVE:** To provide, on a yearly basis, training for the building custodians in safe cleaning procedures and equipment use.

EVALUATION:

- a) The building custodians will have fewer accidents and injuries.

ASSIGNED To: Constance T. Jones

BUDGET REQUEST: Some training will be free, while others may cost up to \$1,400.

7.6 STRATEGY: To provide materials, equipment, staffing, etc. as needed for the overall safety and health of the campus.

7.6.1 OBJECTIVE: To provide student workers to monitor the weight room.

EVALUATION:

a) Safe and proper use of the equipment by users of the weight room.

ASSIGNED To: Steve Ogg

BUDGET REQUEST: Temporary student personnel, \$24,000 in FY 92-93, FY 93-94, FY 94-95

7.6.2 OBJECTIVE: To re-establish a second full-time Building Manager for the H building.

EVALUATION:

a) There will be an increase in programming such as intramural sports, sport camps and craft shows. Also there will be an increase in community usage.

ASSIGNED To: Steve Ogg

BUDGET REQUEST: Permanent Administrative/Management position, \$30,000 in FY 92-93.

7.6.3 OBJECTIVE: Hire a Trainer/Parapro for college-wide athletics and the EMT program who would train EMT students to serve as student trainers.

EVALUATION:

a) Trained students will be able to travel with the teams to help with any injuries and the EMT program will be safer with a parapro on staff.

ASSIGNED To: Steve Ogg

BUDGET REQUEST: Permanent Classified position, \$27,000 in FY 92-93.

HIGHLAND LAKES CAMPUS
1992-94 Operational Plans

I COLLEGE STRATEGIC DIRECTION

"Oakland Community College will be a student-centered learning community that places the diverse needs of students as a first priority."

- 1.1 STRATEGY:** Work with the Campus Accessibility Task Force to eliminate barriers and improve accommodations for the benefit of handicapped students.

EVALUATION:

a) Identify barriers and improve accommodations by January 15, 1993.

ASSIGNED To: President

BUDGET REQUEST: Money allocated by Chancellor's Council to provide for automatic doors.

- 1.2 STRATEGY:** Provide resources for the expansion of the Campus Student Success Plan.

EVALUATION:

a) Report on availability of resources by 11/15/92.

ASSIGNED To: President

BUDGET REQUEST: None

- 1.3 STRATEGY:** Implement a series of cultural diversity awareness activities for the benefit of faculty, staff and students.

EVALUATION:

a) Report on cultural diversity activities, Sept. 1993.

ASSIGNED To: President

BUDGET REQUEST: \$10,000 for Staff Development

- 1.4 STRATEGY:** Implement & oversee a comprehensive Student Academic Success Plan throughout 1992-93.

EVALUATION:

a) Report on effectiveness, July, 1993.

ASSIGNED To: Dean

BUDGET REQUEST: N/A

- 1.5 STRATEGY:** Coordinate with department chairs for course offerings on Friday and Saturday afternoons.

EVALUATION:

a) See Friday and Saturday course offerings, Annual Schedule 92-93.

ASSIGNED To: Associate Dean

BUDGET REQUEST: N/A

- 1.6 STRATEGY:** Design new events to attract a diverse population of high school graduates to OCC.

EVALUATION:

a) Report on events, 8/93.

ASSIGNED To: Director of Admissions/Recruitment

BUDGET REQUEST: None

- 1.7 STRATEGY:** Create a system of tracking inquiries to programs that can be monitored for selected recruiting efforts.

EVALUATION:

a) Report on tracking system, 1/15/93.

ASSIGNED To: Director of Admissions/Recruitment

BUDGET REQUEST: N/A

- 1.8 STRATEGY:** Provide recruitment directed toward diversified student populations.

EVALUATION: Report on activity, 1/15/93.

ASSIGNED To: Director of Admissions/Recruitment

BUDGET REQUEST: N/A

- 1.9 STRATEGY:** Help design ethnic/racially sensitive view pieces for distribution within the community.

EVALUATION: View pieces complete by 9/1/93.

ASSIGNED To: Director of Admissions/Recruitment

BUDGET REQUEST: N/A

- 1.10 STRATEGY:** Organize methods to provide awareness on campus of the many diverse groups of individuals we serve.

EVALUATION:

a) Methods identified by 1/15/93.

ASSIGNED TO: Director of Admissions/Recruitment

BUDGET REQUEST: N/A

1.11 STRATEGY: Continue to offer Saturday HEA 151 sections.

EVALUATION:

a) Identify Saturday sections, 7/15/93.

ASSIGNED TO: Allied Health Department

BUDGET REQUEST: Within adjunct/O.L. budget

1.12 STRATEGY: Promote the development of a testing center.

EVALUATION:

a) Identify existence of testing center, 8/15/93.

ASSIGNED TO: Behavioral Science Department

BUDGET REQUEST: None

1.13 STRATEGY: Promote the purchase of chairs and desks that fit adult students.

EVALUATION:

a) Chairs and desks available, 8/15/93.

ASSIGNED TO: Dean

BUDGET REQUEST: To be determined (Capital for 93-94)

1.14 STRATEGY: Continue implementation of College-wide Transfer Center project.

EVALUATION:

a) Report on status of transfer center, 1/15/92.

ASSIGNED TO: Counseling department

BUDGET REQUEST: Partial for construction, furniture, counselor support staff funds not yet identified.

1.15 STRATEGY: Develop and secure training for P.C. based student information, tracking system.

EVALUATION:

a) Report on tracking, 10/15/92.

ASSIGNED TO: Counseling department

BUDGET REQUEST: Money for Special Assignment, Peter Grass, \$2400

- 1.16 STRATEGY:** Request a full time College Skills Counselor to:
a) have initial contact with each c.s. class at beginning of each term,
b) be available 15 hrs. a week in the IIC to see C.S. students.
c) integrate seminars into mini-series of workshops sponsored by IIC.
d) monitor & track students.

EVALUATION:

- a) Identify counselor, 8/15/93

ASSIGNED To: Counseling department

BUDGET REQUEST: None

- 1.17 STRATEGY:** Establish student chapters of Society of Automotive Engineers and American Society of Mechanical Engineers.

EVALUATION:

- a) Identify chapter by 1/15/93.

ASSIGNED To: Engineering faculty

BUDGET REQUEST: N/A

- 1.18 STRATEGY:** Introduce a course to prepare engineers for 'Engineers-in-training' examination.

EVALUATION:

- a) Offer course by 8/15/93.

ASSIGNED To: Engineering faculty

BUDGET REQUEST: N/A

- 1.19 STRATEGY:** Implement joint offering of EXL courses with Macomb Community College.

EVALUATION: Offer this option, Fall 1993.

ASSIGNED To: EXL faculty

BUDGET REQUEST: N/A

- 1.20 STRATEGY:** The financial aid department will develop an easy to follow, step-by-step procedure for prospective financial aid students.

EVALUATION: Procedure available, 1/5/93.

ASSIGNED To: Financial Aid Office

BUDGET REQUEST: N/A

1.21 STRATEGY: Provide for in-service of college personnel to implement and be of assistance in the completion of financial aid reports.

EVALUATION:

a) In-service offered by 1/15/93.

ASSIGNED TO: Financial Aid Office

BUDGET REQUEST: N/A

1.22 STRATEGY: Promote, establish, and foster student flying club.

EVALUATION: Flying Club by 1/5/93.

ASSIGNED TO: Flight Faculty

BUDGET REQUEST: N/A

1.23 STRATEGY: Recommend employment of full-time faculty/coordinator to best meet student needs. Coordinator should have aviation as primary area of interest/instruction and have dedicated time available to students.

EVALUATION:

a) Complete

ASSIGNED TO: N/A

BUDGET REQUEST: N/A

1.24 STRATEGY: Establish information session for current and prospective aviation students at least once a year.

EVALUATION:

a) Sessions available, October, 1992.

ASSIGNED TO: Flight Coordinator

BUDGET REQUEST: N/A

1.25 STRATEGY: Establish aviation career seminar at least every other year, inviting representatives of the aviation community to participate.

EVALUATION:

a) Seminar offered by November 1993.

ASSIGNED TO: Flight Coordinator

BUDGET REQUEST: N/A

1.26 STRATEGY: Establish a required orientation meeting for all students enrolled in FLT I-V.

EVALUATION:

a) Orientations offered by October 1992.

ASSIGNED To: Flight Coordinator

BUDGET REQUEST: N/A

- 1.27 STRATEGY:** Establish an informational meeting for all aviation management students, specifically those ready to enroll in directed studies.

EVALUATION:

a) Offered by January 1993.

ASSIGNED To: Flight Coordinator

BUDGET REQUEST: N/A

- 1.28 STRATEGY:** Foster two-way communication with recruiting, counseling, and financial aid to best meet needs of students.

EVALUATION: Meet with Counselors minimum of once in Fall, 92 and once in winter, 93.

ASSIGNED To: Flight Coordinator

BUDGET REQUEST: N/A

- 1.29 STRATEGY:** Maintain effective communication with flight training affiliates. Ensure safe environment for training.

EVALUATION:

a) Meet with affiliates once/semester, observe training facilities & training practices.

ASSIGNED To: Flight Coordinator

BUDGET REQUEST: N/A

- 1.30 STRATEGY:** Continue to staff full-time faculty as tutors in various disciplines in the IIC for fall, winter, and spring terms.

EVALUATION:

a) Staff for each semester.

ASSIGNED To: IIC Coordinator

BUDGET REQUEST: \$13,995

- 1.31 STRATEGY:** Recruit qualified student tutors to complement full-time faculty tutoring in the IIC.

EVALUATION:

a) Tutors available each semester.

ASSIGNED To: IIC Coordinator

BUDGET REQUEST: \$10,000

1.32 STRATEGY: Continue to provide tutoring - (one-on-one) for students requesting such services and who meet the program criteria.

EVALUATION:

a) Identify tutors available.

ASSIGNED To: Academic Support Coordinator

BUDGET REQUEST: Non-campus budget

1.33 STRATEGY: Group Tutoring - for LPN and RN students falling below the 75% criteria for nursing.

EVALUATION:

a) Identify tutors available.

ASSIGNED To: Academic Support Coordinator

BUDGET REQUEST: Non-campus budget

1.34 STRATEGY: Meet with Special Needs advisory council - sharing of ideas on issues relating to our program.

EVALUATION:

a) Identify meetings as required.

ASSIGNED To: Academic Support Coordinator

BUDGET REQUEST: Non-campus budget

1.35 STRATEGY: Monitor and tutor student athletes who meet the program's eligibility.

EVALUATION:

a) Identify number of athletes tutored.

ASSIGNED To: Academic Support Coordinator

BUDGET REQUEST: Non-campus budget

1.36 STRATEGY: Provide staff with information regarding Section 504 of the Rehabilitation

Act of 1973.

EVALUATION:

a) Information provided.

ASSIGNED To: Academic Support Coordinator

BUDGET REQUEST: Non-campus budget

- 1.37 STRATEGY:** Evaluate campus ASSET testing and orientation schedules to provide greater accommodation for the diverse scheduling needs and conflicts of students.

EVALUATION:

a) Report by November, 1992.

ASSIGNED To: Enrollment Services Coordinator

BUDGET REQUEST: N/A

- 1.38 STRATEGY:** Pursue utilizing the data that students provide on the Educational Planning Form of the ASSET test in an effort to better evaluate students needs.

EVALUATION:

a) Report by January 23, 1993.

ASSIGNED To: Enrollment Services Coordinator

BUDGET REQUEST: N/A

- 1.39 STRATEGY:** Evaluate and revise, where necessary, the campus orientation program to provide for the diverse needs of traditional and non-traditional student populations.

EVALUATION:

a) Revisions as needed, January, 1993.

ASSIGNED To: Enrollment Services Coordinator

BUDGET REQUEST: N/A

- 1.40 STRATEGY:** Create a "Registration How-To" audio tape which provides an in-depth walk-through of the registration process for students who feel a need for this explanation. Tape to be available for check-out from the campus Counseling Office.

EVALUATION:

a) Fall 93, tape available.

ASSIGNED To: Enrollment Services Coordinator

BUDGET REQUEST: N/A

- 1.41 STRATEGY:** Create a campus orientation video for check out purposes by students unable to attend an orientation session due to scheduling conflicts.

EVALUATION:

a) Fall 93, tape available

ASSIGNED TO: Enrollment Services Coordinator

BUDGET REQUEST: N/A

- 1.42 STRATEGY:** Keep the campus community informed about the increasing concern regarding confidentiality of student records, re: FERPA legislation, disposal of student records, procedure updates, etc.

EVALUATION:

a) Information made available throughout year.

ASSIGNED TO: Enrollment Services Coordinator

BUDGET REQUEST: N/A

- 1.43 STRATEGY:** Request additional tutorial assistance in accounting.

EVALUATION:

a) Request made Fall, 1992.

ASSIGNED TO: Business Faculty

BUDGET REQUEST: N/A

- 1.44 STRATEGY:** Incorporate in each classroom, furniture that would enable those that are physically handicapped to have minimal and reasonable classroom/learning comfort.

EVALUATION:

a) Furniture available Fall, 93

ASSIGNED TO: President

BUDGET REQUEST: None

- 1.45 STRATEGY:** Schedule a full complement of BIS/CIS computer applications software classes in the PC and MAC environments in order to meet the demands of:

1. BIS majors
2. CIS majors
3. Students in other disciplines desiring/-requiring specialized computer skills
4. Continuing Education/Community Services

5. Special populations training/retraining programs

EVALUATION:

a) Equipment and software available Fall, 93.

ASSIGNED To: BIS/CIS Faculty

BUDGET REQUEST: Capital to be determined

- 1.46 STRATEGY:** Pursue the BIS/CIS effort to make computer literacy a requirement prior to the 10th OCC credit (with a proof statement included on the student transcript). The proposal requires CIS 100, Computer Literacy, (or equivalent) as a graduation requirement to insure that all students are prepared to enter an increasingly information-oriented society and work place. This requirement would also insure that all students would be properly oriented to the computer facilities at OCC. Other disciplines can then focus on the computer applications appropriate to that discipline instead of having to spend precious class time orienting students to computing fundamentals and the campus computer facility.

EVALUATION:

a) Proposal made by January, 93.

ASSIGNED To: BIS/CIS Faculty

BUDGET REQUEST: N/A

- 1.47 STRATEGY:** Provide a well-staffed "open lab" facility.

EVALUATION:

a) Lab available Fall, 92.

ASSIGNED To: BIS/CIS Faculty

BUDGET REQUEST: N/A

- 1.48 STRATEGY:** Encourage and assist faculty from other disciplines in securing resources necessary for promoting computer use in their classes.

EVALUATION: Meeting, notices to departments, January, 93.

ASSIGNED To: BIS/CIS Faculty

BUDGET REQUEST: N/A

- 1.49 STRATEGY:** Recruit tutors to assist CIS students with their course work.

EVALUATION: Tutors available.

ASSIGNED To: CIS Faculty

BUDGET REQUEST: \$8,000

1.50 STRATEGY: Add tutorial software packages to assist students with CIS course work.

EVALUATION:

a) Packages available, January 93.

ASSIGNED To: CIS Faculty

BUDGET REQUEST: \$11,755

1.51 STRATEGY: Promote the use of the CIS Mac facility in HOH 112 for general academic computer tutorial instruction.

EVALUATION:

a) Notices to departments, January 93.

ASSIGNED To: CIS Faculty

BUDGET REQUEST: N/A

1.52 STRATEGY: Request a Nursing Faculty position with full-time responsibility to help the nursing students with their very special needs.

EVALUATION:

a) Identify position, Fall 93.

ASSIGNED To: Nursing Faculty

BUDGET REQUEST: None

1.53 STRATEGY: Request a full-time Lab Manager position.

EVALUATION:

a) Lab Manager by Fall, 93.

ASSIGNED To: Nursing Faculty

BUDGET REQUEST: \$35,000 (assuming FMA contract OK)

1.54 STRATEGY: Implement a mentoring system to assist our high risk students.

EVALUATION:

a) Mentoring system identified Fall, 93.

ASSIGNED To: Nursing Faculty

BUDGET REQUEST: N/A

1.55 STRATEGY: Initiate a computer testing program with a testing center.

EVALUATION:

a) Computer testing program in place, Fall 93.

ASSIGNED To: Nursing Faculty

BUDGET REQUEST: None

1.56 STRATEGY: Obtain seats/benches for placement outside of the Nursing Lab.

EVALUATION:

a) Identify seats/benches Fall, 93.

ASSIGNED To: Nursing Faculty

BUDGET REQUEST: None

1.57 STRATEGY: Provide vending machines and bottled drinking water on the second floor.

EVALUATION:

a) Vending machines/bottled water, Fall 93.

ASSIGNED To: Nursing Faculty

BUDGET REQUEST: None

1.58 STRATEGY: Provide one extra office space for 2 faculty members.

EVALUATION: Extra office space, Fall 92.

ASSIGNED To: Nursing Faculty

BUDGET REQUEST: N/A

1.59 STRATEGY: Expand the Friday/Saturday afternoon class option to enhance learning opportunities for employed adult learners.

EVALUATION:

a) Identify schedule of classes, Fall 92.

ASSIGNED To: Nursing Faculty

BUDGET REQUEST: None

1.60 STRATEGY: Adopt a more flexible course scheduling with regard to time frame.

EVALUATION:

a) Identify schedule of classes, Fall 93.

ASSIGNED To: Nursing Faculty

BUDGET REQUEST: N/A

1.61 STRATEGY: Implement a special orientation day for the newly admitted PNE students.

EVALUATION:

a) Identify orientation day, Fall 92.

ASSIGNED To: Nursing Faculty

BUDGET REQUEST: N/A

1.62 STRATEGY: Staff and open the on-campus clinical lab for 60 hours/week to insure increased student utilization and allow for variation in self-paced learning.

EVALUATION:

a) See clinical lab hours

ASSIGNED To: Nursing Faculty

BUDGET REQUEST: \$35,000

1.63 STRATEGY: Active recruitment of adjunct and full-time minority faculty.

EVALUATION:

a) Identify minority faculty.

ASSIGNED To: Nursing Faculty

BUDGET REQUEST: \$105,000

1.64 STRATEGY: Conduct a state-wide survey of two-year nursing programs regarding their policies, practices and adaptation of their educational program in order to serve students with special needs.

EVALUATION:

a) See survey, Fall 93.

ASSIGNED To: Nursing Faculty

BUDGET REQUEST: N/A

1.65 STRATEGY: Collect and analyze data on the demographic characteristics of PNE students in order to better serve their needs.

EVALUATION:

a) See data, Fall 93.

ASSIGNED To: Nursing Faculty

BUDGET REQUEST: N/A

1.66 STRATEGY: Develop policies regarding progression, retention and readmission of students.

EVALUATION:

a) See policies, Winter, 93.

ASSIGNED To: Nursing Faculty

BUDGET REQUEST: N/A

II COLLEGE STRATEGIC DIRECTION

"Oakland Community College will be a student-centered learning community that encourages high levels of trust and mutual respect among all members by means of open, effective communication, integrity, and ethical behavior."

2.1 STRATEGY: Work closely with the Campus Academic Senate and OCCFA representatives to assure that open and honest communication is in effect at all times.

EVALUATION:

a) Minutes of Senate Meetings.

ASSIGNED To: President

BUDGET REQUEST: N/A

2.2 STRATEGY: Prepare and distribute minutes that are inclusive rather than exclusive of pertinent issues and information.

EVALUATION:

a) Minutes of staff meetings.

ASSIGNED To: President

BUDGET REQUEST: N/A

2.3 STRATEGY: Continue to meet regularly with all campus employee groups to keep them informed of campus plans and activities, and to hear their ideas and concerns relative to campus/college operations.

EVALUATION:

a) Meetings twice per year by January, 93.

ASSIGNED To: President

BUDGET REQUEST: N/A

2.4 STRATEGY: Share information and involve faculty and staff in decision making whenever possible.

EVALUATION:

a) Annual report, Fall 93.

ASSIGNED To: Dean

BUDGET REQUEST: N/A

2.5 STRATEGY: To communicate and meet with department chairs, coordinators, service areas and disciplines on a routine basis and as needed for specific tasks.

EVALUATION:

a) Feedback from faculty by January, 93.

ASSIGNED To: Associate Dean Serrra

BUDGET REQUEST: N/A

2.6 STRATEGY: Review, access and evaluate communication, interaction, and reaction between the instructional department and appropriate management personnel regardless of "level."

EVALUATION:

a) Report, January 93.

ASSIGNED To: Business faculty

BUDGET REQUEST: N/A

2.7 STRATEGY: Establish the departmental structure whereby the full-time faculty conduct regularly scheduled faculty meetings.

EVALUATION:

a) Meetings scheduled by winter, 93.

ASSIGNED To: Nursing Faculty

BUDGET REQUEST: N/A

- 2.8 STRATEGY:** Wide dissemination of all pertinent information among students, faculty and administration.

EVALUATION:

a) Reports disseminated Fall, 93.

ASSIGNED To: Nursing Director

BUDGET REQUEST: N/A

- 2.9 STRATEGY:** Continue to meet regularly with full-time and adjunct faculty and students both as groups and on a personal basis.

EVALUATION:

a) Feedback from faculty by January, 93.

ASSIGNED To: Nursing Director

BUDGET REQUEST: N/A

- 2.10 STRATEGY:** Involve all relevant parties in the decision-making process whenever feasible.

EVALUATION:

a) Feedback from faculty, January 93.

ASSIGNED To: Nursing Director

BUDGET REQUEST: N/A

- 2.11 STRATEGY:** Encourage flow of communication in all directions.

EVALUATION:

a) Minutes of department meetings, Fall 92.

ASSIGNED To: Nursing Director

BUDGET REQUEST: N/A

III COLLEGE STRATEGIC DIRECTION

"Oakland Community College will be a student-centered learning community that values its members for their contributions to student growth."

- 3.1 STRATEGY:** Celebrate the successes and accomplishments of all employees or units who excel in some aspect of their operation.

EVALUATION:

a) Awards notices to campus, Spring 93.

ASSIGNED To: President

BUDGET REQUEST: N/A

3.2 STRATEGY: Work with all employee groups to keep them aware of relationship of their activities to student success.

EVALUATION:

a) Meet with all campus groups to provide this information.

ASSIGNED To: President

BUDGET REQUEST: N/A

IV COLLEGE STRATEGIC DIRECTION

"Oakland Community College will be a student-centered learning community that moves toward a dynamic, coherent, competency-based curriculum responsive to student needs, professional standards, and community expectations."

4.1 STRATEGY: Participate on the Curriculum Research and Development Task Force.

EVALUATION:

a) Identify involvement.

ASSIGNED To: President

BUDGET REQUEST: N/A

4.2 STRATEGY: Meet with Campus Occupational Program Advisory Boards to learn how existing curricula need to be improved.

EVALUATION:

a) Minutes of the Board Meetings.

ASSIGNED To: President

BUDGET REQUEST: N/A

4.3 STRATEGY: Work with other educational institutions on the development of articulation agreements and affiliations to expand educational opportunities for OCC students.

EVALUATION:

a) Identify agreements.

ASSIGNED TO: President

BUDGET REQUEST: N/A

- 4.4 STRATEGY:** Assist individual faculty with plans for development & revision of curriculum.

EVALUATION:

a) Curriculum proposal.

ASSIGNED TO: Dean

BUDGET REQUEST: N/A

- 4.5 STRATEGY:** Review and order media including books for the L.R.C.

EVALUATION:

a) Identify orders.

ASSIGNED TO: Behavioral Science Dept.

BUDGET REQUEST: None

- 4.6 STRATEGY:** Request the purchase of a computer on a cart for the use of simulation in the classroom.

EVALUATION:

a) See request.

ASSIGNED TO: Behavioral Science Dept.

BUDGET REQUEST: Capital Request to be determined

- 4.7 STRATEGY:** Request a camera pad/monitor should be purchased for demonstrating chemical concepts in the classroom.

EVALUATION: See request.

ASSIGNED TO: Chemistry Faculty

BUDGET REQUEST: Capital request to be determined

- 4.8 STRATEGY:** Improve chemistry instruction by increasing the number of chemical demonstrations in the classroom and laboratory.

EVALUATION:

a) Identify chemistry demonstrations.

ASSIGNED TO: Chemistry Faculty

BUDGET REQUEST: Umknown

- 4.9 STRATEGY:** Purchase additional CAI software for all chemistry courses. Document software on hand so students know the location and contents of each disk.

EVALUATION: Identify software.

ASSIGNED To: Chemistry Faculty

BUDGET REQUEST: \$7,700

- 4.10 STRATEGY:** Increase usage of the computer facility by 1) installing the appropriate software packages for word processing as well as for editing; 2) increasing the availability to instructors in our writing courses, 3) holding training sessions for full-time and adjunct faculty to acquaint them with the software packages available for student use.

EVALUATION:

a) Identify software, instructors, training sessions by Fall, 93.

ASSIGNED To: Communications/Humanities Department

- 4.11 STRATEGY:** To take action on any recommendation from the Commission on Accreditation that may be required to maintain full accreditation. Report will probably not be finalized until May, 1992.

EVALUATION:

a) Identify response to recommendations, Spring 92.

ASSIGNED To: Dental Hygiene Faculty

BUDGET REQUEST: \$19,474

- 4.12 STRATEGY:** To consider other recommendations from the above report that may not be required, but may improve or enhance the Dental Hygiene Program.

EVALUATION:

a) Identify response to recommendations, Spring, 92.

ASSIGNED To: Dental Hygiene Faculty

BUDGET REQUEST: N/A

- 4.13 STRATEGY:** Introduce "Associate in Engineering" as an extended degree program.

EVALUATION:

a) Curriculum proposal.

ASSIGNED To: Engineering Faculty

BUDGET REQUEST: N/A

4.14 STRATEGY: Establish open computer facilities in Levinson Hall for engineering students.

EVALUATION:

a) Identify lab, January, 93.

ASSIGNED TO: Engineering Faculty/Campus Admin/CIS/BIS

BUDGET REQUEST: \$53,000

4.15 STRATEGY: Develop experiment/demonstration laboratories for various engineering courses.

EVALUATION:

a) Identify experiments.

ASSIGNED TO: Engineering Faculty

BUDGET REQUEST: \$8,032

4.16 STRATEGY: Determine how many hours we will need to keep the fitness room open for next year. Request paraprofessional if needed.

EVALUATION:

a) Report January, 93.

ASSIGNED TO: Exercise Science Faculty

BUDGET REQUEST: None

4.17 STRATEGY: Convene meeting of Aviation Advisory Committee. Through committee, maintain communications with aviation community to ensure a curriculum responsive to professional standards and community expectations.

EVALUATION:

a) Minutes.

ASSIGNED TO: Flight Faculty

BUDGET REQUEST: N/A

4.18 STRATEGY: Contact other colleges with aviation programs to compare and evaluate effectiveness of curriculum.

EVALUATION:

a) Report on information received.

ASSIGNED TO: Flight Faculty

BUDGET REQUEST: N/A

- 4.19 STRATEGY:** Implement new Training Course Outlines for Private, Instrument, and Commercial courses. Establish standard syllabi and texts. Complement with up-to-date audio-visual aids. Add Flight Instructor Course to FAA 141 approved courses.

EVALUATION:

- a) Identify course changes.

ASSIGNED TO: Flight Faculty

BUDGET REQUEST: N/A

- 4.20 STRATEGY:** Print 141 syllabi for all enrolled students (FAA requirement).

EVALUATION:

- a) Identify syllabus, Fall 93.

ASSIGNED TO: Flight Faculty

BUDGET REQUEST: N/A

- 4.21 STRATEGY:** Accomplish curriculum review by evaluating: Simulator courses, Multi-Engine Option for AFT, Need for advanced Airmanship/Professionalism course with lab in advanced avionics, Requirement for Legal Aspects in AFT, Addition of Airline Management Course in management curriculum.

EVALUATION:

- a) See curriculum review, Fall 93.

ASSIGNED TO: Flight Faculty

BUDGET REQUEST: N/A

- 4.22 STRATEGY:** Affiliate with University Aviation Association and attend meetings.

EVALUATION:

- a) See report on attendance by Fall, 93.

ASSIGNED TO: Flight Faculty

BUDGET REQUEST: N/A

- 4.23 STRATEGY:** Affiliate with Future Aviation Professionals of America.

EVALUATION:

- a) Identify affiliations by Spring, 93.

ASSIGNED TO: Flight Faculty

BUDGET REQUEST: N/A

4.24 STRATEGY: Request additional computers for use by students.

EVALUATION:

a) Identify requests (complete).

ASSIGNED TO: IIC Staff

BUDGET REQUEST: \$73,700

4.25 STRATEGY: Develop: 1) Certificate Program (1 year) in Medical Assisting, 2) Certificate Program for Medical Office Insurance Billing, 3) Certificate Program for Ward Clerks/Unit Secretaries, 4) Certificate in Phlebotomy, 5) Increase enrollment through PR, mailings and 92-93 catalog reflecting new Certificate programs.

EVALUATION:

a) See proposals, Fall, 93.

ASSIGNED TO: Medical Assisting Faculty

BUDGET REQUEST: N/A

4.26 STRATEGY: Graduate first class in June, 1993, review and contact students who qualify for acceptance into NCT program for September, 1992, place students in approved sites for externships, review adjunct faculty evaluations, review equipment requirements.

EVALUATION:

a) Identify graduates/applicants, Spring, 93.

ASSIGNED TO: Cardiovascular Technology Faculty

BUDGET REQUEST: N/A

4.27 STRATEGY: Request replacement of outdated physics equipment.

EVALUATION:

a) Identify requests, January, 93.

ASSIGNED TO: Physics Faculty

BUDGET REQUEST: Capital to be determined

4.28 STRATEGY: Request assistance of a full-time para-professional in the laboratory.

EVALUATION:

a) Identify requests, January, 93.

ASSIGNED TO: Physics Faculty

BUDGET REQUEST: None

4.29 STRATEGY: Pursue the development of Department Structure within PER, EXL, Intramural, Athletics, and the Building Operation (HAIPER Concept).

EVALUATION:

a) See proposal, Fall, 93.

ASSIGNED TO: Physical Education Faculty

BUDGET REQUEST: N/A

4.30 STRATEGY: Set aside some time and terminals for 'open' computer use for HEA students.

EVALUATION:

a) Identify schedule, Fall, 92.

ASSIGNED TO: HEA/BIS/CIS Faculty

BUDGET REQUEST: N/A

4.31 STRATEGY: Revise ACC 270 to include Lotus 123 spreadsheet applications from two credits to three credits. Review and evaluate appropriate software for application.

EVALUATION:

a) See curriculum proposal, Fall, 93.

ASSIGNED TO: Business Faculty

BUDGET REQUEST: N/A

4.32 STRATEGY: Review instructional materials to assess the availability of "state of the art" equipment and "soft" instructional materials that would enhance learning and teaching.

EVALUATION:

a) See report, Fall 93.

ASSIGNED TO: Business Faculty

BUDGET REQUEST: N/A

4.33 STRATEGY: Review and modify course offerings for maximum "market" penetration and appropriate student service.

EVALUATION:

a) Identify revised schedule, Fall 93.

ASSIGNED TO: Business Faculty

BUDGET REQUEST: N/A

- 4.34 STRATEGY:** Restrict enrollment in those courses where the facility/equipment is not adequate for minimal instruction and learning.

EVALUATION: Identify enrollment, Fall 93.

ASSIGNED TO: Business Faculty

BUDGET REQUEST: N/A

- 4.35 STRATEGY:** Improve classroom activities to make instruction and learning more dynamic. Make it more symbolic of "real world" experiences and applications.

EVALUATION:

a) Identify teaching practices, Fall 93.

ASSIGNED TO: Business Faculty

BUDGET REQUEST: N/A

- 4.36 STRATEGY:** Review software in all areas of business administration in general and accounting in particular.

EVALUATION:

a) See report on review, Fall 93.

ASSIGNED TO: Business Faculty

BUDGET REQUEST: N/A

- 4.37 STRATEGY:** Become involved in shaping articulation programs with Michigan colleges and universities.

EVALUATION:

a) Identify articulations, Fall 93.

ASSIGNED TO: Geology Faculty

BUDGET REQUEST: N/A

- 4.38 STRATEGY:** Continue work with the environmental education committee in developing a core of environmental-based science courses at OCC.

EVALUATION:

a) See curriculum proposals, Fall 93.

ASSIGNED TO: Geology Faculty

BUDGET REQUEST: N/a

4.39 STRATEGY: Research the possibility of developing a course for computer design in fine Arts and incorporating it into the F.A. curriculum.

EVALUATION:

a) Report on findings, Fall 93.

ASSIGNED TO: Art Faculty

BUDGET REQUEST: N/A

4.40 STRATEGY: Establish HL as a Skill Certification Center for students and the area business community through the OPAC test (OFFICE PROFICIENCY ASSESSMENT CERTIFICATION). Professional Secretaries International has assisted in the development and promotion of this test.

EVALUATION:

a) Establish center, Fall 94.

ASSIGNED TO: BIS Faculty

BUDGET REQUEST: N/A

4.41 STRATEGY: Continue to review and update curriculum: 1. Expand "competency-based" training modules 2. Expand Desktop Publishing course (BUS 200) to include the MACs as well as the PCs. 3. Expand Desktop Publishing course to include the use of scanned documents.

EVALUATION:

a) See syllabi, Fall 93.

ASSIGNED TO: BIS Faculty

BUDGET REQUEST: N/A

4.42 STRATEGY: Expand the concept of TO BE ARRANGED sections (presently being experimented with in BIS 100 and BIS 101) to include other courses where modularly-based software tutorials are used for instructional purposes.

EVALUATION:

a) See schedule, Fall 92.

ASSIGNED TO: BIS/CIS Faculty

BUDGET REQUEST: N/A

4.43 STRATEGY: Continue Tech Prep efforts and endeavor to establish more direct lines of communication with area high schools.

EVALUATION:

a) See Tech Prep reports, Winter 93.

ASSIGNED TO: BIS Faculty

BUDGET REQUEST: Tech Prep Budget

- 4.44 STRATEGY:** Establish a "skill competency" database for students that profiles completion of skill competencies beginning in the middle school in cooperation with Oakland.

EVALUATION:

- a) Identify database, Fall 93.

ASSIGNED TO: BIS Faculty

BUDGET REQUEST: N/A

- 4.45 STRATEGY:** Involve more faculty in the selection of resources.

EVALUATION:

- a) Identify those involved, Winter 93.

ASSIGNED TO: Campus Librarians & Departments

BUDGET REQUEST: N/A

- 4.46 STRATEGY:** Update collection development policy.

EVALUATION:

- a) See policy, Winter 93.

ASSIGNED TO: Campus Librarians

BUDGET REQUEST: N/A

- 4.47 STRATEGY:** Request replacement monies to bring collection up to pre-inventory level.

EVALUATION:

- a) See requests

ASSIGNED TO: Campus Librarians & Campus Administrators

BUDGET REQUEST: None

- 4.48 STRATEGY:** Evaluate standing order collection and create cooperative buying agreements.

EVALUATION:

- a) See agreement, Winter 93.

ASSIGNED TO: Campus Librarians and LRC Council Subcommittee

BUDGET REQUEST: N/A

4.49 STRATEGY: Maintain the current high level of instructional quality.

EVALUATION:

a) See grade distribution/student evaluations each semester.

ASSIGNED TO: Math Faculty

BUDGET REQUEST: N/A

4.50 STRATEGY: Continue to monitor and assist all adjunct faculty so that they can be most effective.

EVALUATION:

a) Record of monitoring.

ASSIGNED TO: Math Faculty

BUDGET REQUEST: N/A

4.51 STRATEGY: Make extensive use of the TI-81 graphing calculator and view screen as a teaching tool.

EVALUATION:

a) Report on use of TI-81 calculators, Fall 93.

ASSIGNED TO: Math Faculty

BUDGET REQUEST: N/A

4.52 STRATEGY: Use computer technology for instruction as it is appropriate.

EVALUATION:

a) See syllabi by Spring, 93.

ASSIGNED TO: Math Faculty

BUDGET REQUEST: N/A

4.53 STRATEGY: Make computer software available to math students to supplement classroom instruction.

EVALUATION:

a) Identify available software, Fall 93.

ASSIGNED TO: Math Faculty

BUDGET REQUEST: N/A

4.54 STRATEGY: Promote and offer LIB 110.

EVALUATION:

a) See schedule of classes by Fall, 93.

ASSIGNED TO: Campus Librarians

BUDGET REQUEST: N/A

4.55 STRATEGY: Develop and offer instructional workshops on use of new research tools to full and part-time faculty.

EVALUATION:

a) Identify workshops, Winter 93.

ASSIGNED TO: Campus Librarians

BUDGET REQUEST: N/A

4.56 STRATEGY: Offer the CIS 101 course in programming literacy in order to better prepare students for the rigor of the CIS 112 course in structured programming.

EVALUATION:

a) See schedule of classes by spring, 93

ASSIGNED TO: CIS Faculty

BUDGET REQUEST: N/A

4.57 STRATEGY: Offer a computer programming course tailored to the needs of students in the engineering program.

EVALUATION:

a) See offerings, Fall 93

ASSIGNED TO: CIS Faculty

BUDGET REQUEST: N/A

4.58 STRATEGY: Support the offering of a BUS course in desktop publishing on the CIS Mac facility in HOH 112.

EVALUATION:

a) See offerings by Fall, 94.

ASSIGNED TO: CIS Faculty

BUDGET REQUEST: N/A

4.59 STRATEGY: Develop a ladder of our two nursing programs, calling for one entry for

all nursing students. Two exits are possible: one, after the completion of the first year, the students will be able to exit at the LPN level; two, after the completion of two full years the students will exit at the ADN level.

EVALUATION:

a) Identify laddering by Spring, 94.

ASSIGNED TO: Nursing Faculty

BUDGET REQUEST: N/A

4.60 STRATEGY: Integrate gerontological concepts and practices into our entire curriculum.

EVALUATION:

a) See syllabi, Spring 94.

ASSIGNED: Nursing Faculty

BUDGET REQUEST: N/A

4.61 STRATEGY: Develop a ladder competency based PNE exit option that is coordinated and integrated with the ADN Program and is consistent with its philosophy and organizational framework: 1.A. Develop proper selection criteria for students. 1.B. Define measurable course objectives and relevant content and syllabi. 1.C. Spell-out specific and explicit entry and exit behaviors for each course. 1.D. Develop suitable evaluation tools for measurement of outcomes.

EVALUATION:

a) See proposals by Spring, 94.

ASSIGNED TO: Nursing Director

BUDGET REQUEST: N/A

4.62 STRATEGY: Seek internal and external approval of the proposed PNE curriculum.

EVALUATION:

a) See curriculum proposal, Spring 94.

ASSIGNED TO: Nursing Director

BUDGET REQUEST: N/A

4.63 STRATEGY: Develop a plan for on-going PNE Program evaluation on a systematic basis in accordance with the Board of Nursing and accreditation requirements.

EVALUATION:

a) Identify plan, Spring 94.

ASSIGNED To: Nursing Director

BUDGET REQUEST: N/A

- 4.64 STRATEGY:** Solicit participation of nursing professionals and community members in an ad-hoc Advisory Committee for the PNE Program.

EVALUATION:

a) See minutes of Advisory Committee by Spring 93.

ASSIGNED To: Nursing Director

BUDGET REQUEST: N/A

- 4.65 STRATEGY:** Collect and analyze data on the progression, retention and attrition figures for each course in order to identify relevant trends.

EVALUATION:

a) See report of findings by Spring 93.

ASSIGNED To: Nursing Director

BUDGET REQUEST: N/A

- 4.66 STRATEGY:** Pursue the articulation discussions with the Deans of four-year nursing institutions to explore the ADN-BSN articulation option.

EVALUATION:

a) See reports of meeting by Fall, 93.

ASSIGNED To: Nursing Director

BUDGET REQUEST: N/A

- 4.67 STRATEGY:** Strengthen and expand the gerontology focus of the curriculum.

EVALUATION:

a) See syllabi by Spring, 94.

ASSIGNED To: Nursing Director

BUDGET REQUEST: N/A

- 4.68 STRATEGY:** Continue to expand computer-based teaching and learning.

EVALUATION:

a) See syllabi by Spring, 93.

ASSIGNED To: Nursing Director

BUDGET REQUEST: N/A

V 1992-94 STRATEGIC DIRECTION NUMBER 5.

"Oakland Community College will be a student-centered learning community that is recognized for the value of its services to the external business, social and educational communities."

- 5.1 STRATEGY:** Continue active participation in area Chamber of Commerce and on the "Partners for a Preferred Future" task force.

EVALUATION:

- a) Membership in Chamber/Partners, October 92.

ASSIGNED TO: President

BUDGET REQUEST: Dues

- 5.2 STRATEGY:** Establish Community Outreach - Informing the special needs programs in the secondary level of our program by way of letters, personal contacts, etc.

EVALUATION:

- a) Identify letters by January 93.

ASSIGNED TO: Academic Support Coordinator

BUDGET REQUEST: N/A

- 5.3 STRATEGY:** Present programs and curricula to the general public that are responsive to industry and business standards, and designed to create job competency.

EVALUATION:

- a) Identify material distributed, January 93.

ASSIGNED TO: Admissions Office

BUDGET REQUEST: N/A

- 5.4 STRATEGY:** Identify the special needs for continuing education in the dental community and offer courses that meet the new State requirements for continued licensure.

EVALUATION:

- a) See continuing education offerings by Spring, 94.

ASSIGNED TO: Dental Hygiene Faculty

BUDGET REQUEST: N/A

5.5 STRATEGY: Sponsor FAA Safety Seminar.

EVALUATION:

a) See schedule by Spring, 94.

ASSIGNED TO: Flight Faculty

BUDGET REQUEST: \$400

5.6 STRATEGY: Establish short courses: VFR Refresher, IFR Refresher, Current Issues in Aviation, Air Traffic Procedures/Radio Communications.

EVALUATION:

a) See short course offerings.

ASSIGNED TO: Flight Faculty

BUDGET REQUEST: N/A

5.7 STRATEGY: Establish communication with aviation community and develop work/study arrangements for students. Enhancing student experience to establish our graduates above other job applicants.

EVALUATION: Identify work/study arrangements by Fall, 93.

ASSIGNED TO: Flight Faculty

BUDGET REQUEST: N/A

5.8 STRATEGY: Foster relationship with Detroit Metro and explore possibilities of similar internships with Pontiac, Flint, Lansing, and Detroit.

EVALUATION:

a) Identify internships by Spring, 94.

ASSIGNED TO: Flight Faculty

BUDGET REQUEST: N/A

5.9 STRATEGY: Create publications with contemporary appeal and sensitivity, to be read by non-reading (media dominated) public.

EVALUATION:

a) Identify publications by Spring, 94.

ASSIGNED TO: Admissions Office

BUDGET REQUEST: None

5.10 STRATEGY: Develop an outstanding set of videos for several populations (women, minorities, adolescents, seniors) to be made available in all resource centers.

EVALUATION:

a) Identify videos by Fall, 93.

ASSIGNED To: Admissions Office

BUDGET REQUEST: None

- 5.11 STRATEGY:** Establish a stronger link between area businesses and Highland Lakes Campus to make business aware of available training and service.

EVALUATION:

a) Report on activity by Spring, 93.

ASSIGNED To: BIS Faculty

BUDGET REQUEST: None

- 5.12 STRATEGY:** Determine the computer skill needs of employers in the HL service area. This would be done in conjunction with the CIS discipline and Office of Institutional Research.

EVALUATION:

a) Identify report, Spring 93.

ASSIGNED To: BIS/CIS Faculty OCC Research

BUDGET REQUEST: Campus budget N/A

- 5.13 STRATEGY:** Continue to work with Highland Lakes Community Services Coordinator in order to explore additional community computer training needs.

EVALUATION:

a) Report on findings, Spring 93.

ASSIGNED To: BIS Faculty Community Services Coordinator

BUDGET REQUEST: N/A

- 5.14 STRATEGY:** In conjunction with the BIS discipline and the office of institutional research, determine the computer skill needs of employers in the HL service area.

EVALUATION:

a) Report findings, Spring 93.

ASSIGNED To: CIS Faculty

BUDGET REQUEST: N/A

- 5.15 STRATEGY:** Explore the opportunities at HL for the computer education of K-12 teachers in the HL service area.

EVALUATION:

a) Report findings, Spring 93.

ASSIGNED To: CIS Faculty

BUDGET REQUEST: N/A

- 5.16 STRATEGY:** Continue to offer service courses to the external business communities such as our Physical assessment course, our Nursing Assistant course or future RN Refresher course as the need arise.

EVALUATION:

a) Identify course offerings, Spring 93.

ASSIGNED To: Nursing Faculty

BUDGET REQUEST: N/A

- 5.17 STRATEGY:** Request that funds to be allocated directly to the nursing department for purpose of keeping abreast of what we teach.

EVALUATION:

a) See requests for funds as of Spring, 93.

ASSIGNED To: Nursing Faculty

BUDGET REQUEST: \$18,000 total for campus development.

- 5.18 STRATEGY:** Support and facilitate Nursing Faculty participation in service aspects at the affiliated health agencies and in the community, e.g., offering continuing education courses.

EVALUATION:

a) See schedule of activities by Spring, 93.

ASSIGNED To: Nursing Director

BUDGET REQUEST: N/A

- 5.19 STRATEGY:** Maintain personal, cordial, professional relationships with the Directors of the affiliated health agencies based on mutual respect and trust; timely, accurate and professional communication and prompt response to their concerns.

EVALUATION:

a) See report of communications activities by Spring, 93.

ASSIGNED To: Nursing Director

BUDGET REQUEST: N/A

5.20 STRATEGY: Obtain feedback from nursing employers about the strengths and weaknesses of our graduates and their recommendations for improvement.

EVALUATION:

a) See report of findings by Spring, 93.

ASSIGNED TO: Nursing Director

BUDGET REQUEST: N/A

VI 1992-94 STRATEGIC DIRECTION NUMBER 6.

"Oakland Community College will be a student-centered learning community that identifies and responsibly utilizes existing resources and acquires additional resources necessary to achieve the goals and objectives of the college."

6.1 STRATEGY: Continue to work with business and industry to secure financial support for special projects such as outdoor summer concerts, scholarships, a performing arts pavilion, and instructional equipment.

EVALUATION:

a) Identify results of activity Spring 93.

ASSIGNED TO: President.

BUDGET REQUEST: N/A

6.2 STRATEGY: Develop and implement a campus equipment replacement plan.

EVALUATION:

a) See replacement plan, Spring 94.

ASSIGNED TO: President.

BUDGET REQUEST: N/A

6.3 STRATEGY: Continue to reallocate space on campus for new programs and services.

EVALUATION:

a) See report of activities, Spring 94.

ASSIGNED TO: President.

BUDGET REQUEST: N/A

6.4 STRATEGY: Continue to support the "weekend college" concept with increased programs and services on Friday evenings and Saturdays.

EVALUATION:

a) See schedule of classes, Spring 94.

ASSIGNED TO: President.

BUDGET REQUEST: N/A

6.5 STRATEGY: Complete the phase-out of the MLT program.

EVALUATION:

a) Complete.

6.6 STRATEGY: Review & report on enrollment trends in all Campus programs.

EVALUATION:

a) Report, Spring 94.

ASSIGNED TO: Dean.

BUDGET REQUEST: N/A

6.7 STRATEGY: Create a testing/computer lab facility in Woodland Hall in the downstairs hall along the east wall of the building.

EVALUATION: Identify facilities, Spring 93.

ASSIGNED TO: Communications Department/Facilities Committee/President/Dean.

BUDGET REQUEST: N/A

6.8 STRATEGY: Adjust overall budget recommendations due to increased head count.

EVALUATION:

a) See budget recommendations by, January 93.

ASSIGNED TO: Associate Dean.

BUDGET REQUEST: N/A

6.9 STRATEGY: Request additional staffing in IIC, FLT, NCT, Counseling and Financial Aid.

EVALUATION:

a) See requests for staffing, January 93.

ASSIGNED TO: Associate Dean Serra.

BUDGET REQUEST: N/A

6.10 STRATEGY: Implement and facilitate orientations, information sessions, and professional development activities for adjunct faculty.

EVALUATION:

a) See schedule of activities.

ASSIGNED TO: Associate Dean.

BUDGET REQUEST: Spring 93.

- 6.11 STRATEGY:** Research an effective method to orient junior high school students to OCC and begin working with them.

EVALUATION:

a) Identify research method, Spring 93.

ASSIGNED TO: Admissions Office.

BUDGET REQUEST: N/A

- 6.12 STRATEGY:** Request additional staff to take care of growing additional needs for grounds & building maintenance.

EVALUATION:

a) See request, Spring 93.

ASSIGNED TO: Building & Grounds Department.

BUDGET REQUEST: N/A

- 6.13 STRATEGY:** Work with the college-wide interdisciplinary committee to investigate the feasibility of designing environmental education programs.

EVALUATION:

a) See reports of activities by January, 93.

ASSIGNED TO: Biology Faculty.

BUDGET REQUEST: N/A

- 6.14 STRATEGY:** Participate in preparing an EPA grant proposal to create environmental education links between OCC and Oakland County Schools and organizations.

EVALUATION:

a) Complete.

- 6.15 STRATEGY:** Continue to develop a three-year staggered schedule of equipment maintenance, repair, and purchase so as to provide students with current, high-quality tools and instrumentation.

EVALUATION:

a) See requests for January 93.

ASSIGNED TO: Biology Faculty.

BUDGET REQUEST: N/A

- 6.16 STRATEGY:** Participate in maintaining the campus nature reserve and develop means of using it as an outdoor laboratory for BIO courses.

EVALUATION:

- a) See report of maintenance and use, Spring 93.

ASSIGNED TO: Biology Faculty.

BUDGET REQUEST: N/A

- 6.17 STRATEGY:** Continue to monitor laboratory supply budgets relative to course fees collected.

EVALUATION:

- a) See lab accounts, January 93.

ASSIGNED TO: Biology Faculty.

BUDGET REQUEST: N/A

- 6.18 STRATEGY:** Request that a modern movie screen be placed in each classroom. The screen shall be a non-beaded, matte white finish screen and be mounted in the corner of the room.

EVALUATION:

- a) See requests for screen, Spring 93.

ASSIGNED TO: Behavioral Science Department.

BUDGET REQUEST: N/A

- 6.19 STRATEGY:** Provide a computer for every faculty in the department.

EVALUATION:

- a) Identify computer, Spring 94.

ASSIGNED TO: Behavioral Science Department.

BUDGET REQUEST: N/A

- 6.20 STRATEGY:** Budget for equipment for the Early Childhood Development program.

EVALUATION:

- a) See requests for budget, January 93.

ASSIGNED TO: Behavioral Science Department.

BUDGET REQUEST: N/A

6.21 STRATEGY: Recommend the purchase of 40 inch T.V. monitors for each classroom.

EVALUATION:

a) See recommendations, January 93.

ASSIGNED TO: Behavioral Science.

BUDGET REQUEST: N/A

6.22 STRATEGY: Recommend the purchase of overhead projector for all classrooms.

EVALUATION:

a) See recommendations, January 93.

ASSIGNED TO: Behavioral Science Department.

BUDGET REQUEST: N/A

6.23 STRATEGY: Promote the construction of a new classroom building.

EVALUATION:

a) See report of promotion activity, Spring 94.

ASSIGNED TO: Behavioral Science Department.

BUDGET REQUEST: N/A

6.24 STRATEGY: Purchase a laser jet printer for our department to improve the quality of our course material.

EVALUATION:

a) See requisition, Spring 93.

ASSIGNED TO: Behavioral Science Department.

BUDGET REQUEST: N/A

6.25 STRATEGY: Request proper work stations for office computers.

EVALUATION:

a) See requests, January 93.

ASSIGNED TO: Behavioral Science Department.

BUDGET REQUEST: N/A

6.26 STRATEGY: Establish a computerized inventory of supplies and equipment for the Science dept. in a form that is usable at the dept. level.

EVALUATION:

a) See inventory, Spring 93.

ASSIGNED To: Biology Faculty.

BUDGET REQUEST: N/A.

- 6.27 STRATEGY:** Implement a system of local (departmental) coordination classified service delivery based on service needs specified by the department/discipline.

EVALUATION:

a) See report of system implementation.

ASSIGNED To: Biology Faculty/Associate Dean.

BUDGET REQUEST: N/A.

- 6.28 STRATEGY:** Continue to request upgrade of Madge Schulze to para-professional position and front desk position to higher secretarial level.

EVALUATION:

a) See request to upgrade, January 93.

ASSIGNED To: Counseling Department.

BUDGET REQUEST: N/A

- 6.29 STRATEGY:** Request a full-time educational counselor position.

EVALUATION:

a) See request, January 93.

ASSIGNED To: Counseling Department.

BUDGET REQUEST: N/A

- 6.30 STRATEGY:** Communicate regularly and directly with Campus Department chairs and Program coordinators.

EVALUATION:

a) See report of communications, Spring 93.

ASSIGNED To: Counseling Department.

BUDGET REQUEST: N/A

- 6.31 STRATEGY:** Request additional full-time para-professional help in Chemistry.

EVALUATION:

a) See request, January 93.

ASSIGNED To: Chemistry Faculty.

BUDGET REQUEST: N/A

6.32 STRATEGY: Put chemical stockroom inventory on computer.

EVALUATION:

a) See inventory, Spring 93.

ASSIGNED To: Chemistry Faculty.

BUDGET REQUEST: N/A

6.33 STRATEGY: Request an additional faculty position.

EVALUATION:

a) Complete.

ASSIGNED To: Communications/Humanities Department

6.34 STRATEGY: Continue to replace aging dental equipment.

EVALUATION:

a) See report of replacement ordered for 92-93.

ASSIGNED To: Dental Hygiene Faculty.

BUDGET REQUEST: \$53,000.

6.35 STRATEGY: Request an additional faculty position.

EVALUATION:

a) Identify request, January 93.

ASSIGNED To: Exercise Science Faculty.

BUDGET REQUEST: N/A

6.36 STRATEGY: Combine the locations of Registration and Records offices.

EVALUATION:

a) Identify completion of move, September 93.

ASSIGNED To: Enrollment Services Coordinator.

BUDGET REQUEST:

6.37 STRATEGY: Continue improvement of audio-visual presentations for ground schools, specifically, by acquisition of transparencies, videos, and classroom equipment/models.

EVALUATION:

a) See report on improvements, Spring 93.

ASSIGNED TO: Flight Faculty.

BUDGET REQUEST: \$500.

6.38 STRATEGY: Establish on-going simulator maintenance program.

EVALUATION:

a) Establish on-going simulator maintenance program.

ASSIGNED TO: Flight Faculty.

BUDGET REQUEST: N/A

6.39 STRATEGY: Evaluate simulator syllabi and align with training needs. Evaluate instructor/student ratio.

EVALUATION:

a) See syllabi, Spring 93.

ASSIGNED TO: Flight Faculty.

BUDGET REQUEST: N/A

6.40 STRATEGY: Purchase additional circuit boards to maintain and expand simulator training capability.

EVALUATION:

a) Complete.

6.41 STRATEGY: Investigate the feasibility of an agreement with a local company for advanced simulator training to include advanced avionics and procedures. Establish continuing agreement or seek funds to acquire advanced simulator.

EVALUATION:

a) See report of feasibility, Spring 93.

ASSIGNED TO: Flight Faculty.

BUDGET REQUEST: N/A

6.42 STRATEGY: Continue to request funds to upgrade our equipment and facilities.

EVALUATION:

a) See request, January 93.

ASSIGNED TO: IIC Staff.

BUDGET REQUEST: N/A

- 6.43 STRATEGY:** Work with other IIC campuses to establish a network system to better utilize the resources each campus has.

EVALUATION:

- a) See report on work on network establishment, Spring 93.

ASSIGNED To: IIC Staff.

BUDGET REQUEST: N/A

- 6.44 STRATEGY:** Demonstrate the need for an additional IIC full-time faculty member in the IIC, and subsequently post that position to be filled.

EVALUATION:

- a) See request, January 93.

ASSIGNED To: IIC Staff.

BUDGET REQUEST: N/A

- 6.45 STRATEGY:** Find a permanent classroom-lab for PER and EXL classes.

EVALUATION:

- a) See report of findings, January 93.

ASSIGNED To: Physical Education Faculty.

BUDGET REQUEST: N/A

- 6.46 STRATEGY:** Provide a better system for absenteeism coverage among full-time and adjunct faculty and staff.

EVALUATION:

- a) Identify findings, Spring 93.

ASSIGNED To: Physical Education Faculty.

BUDGET REQUEST: N/A

- 6.47 STRATEGY:** Request additional funds for student assistants.

EVALUATION:

- a) Complete.

- 6.48 STRATEGY:** Request addition of two outdoor tennis courts.

EVALUATION:

- a) See request, January 93.

ASSIGNED TO: Physical Education Faculty.

BUDGET REQUEST: N/A

- 6.49 STRATEGY:** Request a computer facility comprised of homogenous equipment for 27 stations and the appropriate number of printers for use in accounting, and all other "Business Administration" areas. This facility could also be used in other related or non-related areas--depending upon the "scheduling" of the facility.

EVALUATION:

- a) Complete.

- 6.50 STRATEGY:** Procure software in Business Administration that would enhance the teaching of business courses (Introduction, Management, Law, Marketing, Sales, etc.).

EVALUATION:

- a) See request, January 93.

ASSIGNED TO: Business Faculty.

BUDGET REQUEST: N/A

- 6.51 STRATEGY:** Create a "hub" area, for business courses, programs, seminars, tutorials and student service to include appropriate classroom furniture (like tables) rather than the typical tablet arm chair, equipment for individual and large group presentations, and appropriate "electronics" for contemporary classroom instruction.

EVALUATION:

- a) Identify existence of "hub", Spring 94.

ASSIGNED TO: Business Faculty.

BUDGET REQUEST: None.

- 6.52 STRATEGY:** Create or purchase a test bank for regular and supplemental evaluation in ACC 251, 252, and 270.

EVALUATION:

- a) See report on test bank, Spring 94.

ASSIGNED TO: Business Faculty.

BUDGET REQUEST: N/A

- 6.53 STRATEGY:** Purchase tutorial materials/equipment for accounting students--all accounting courses.

EVALUATION:

- a) Identify materials, Spring 94.

ASSIGNED To: Business Faculty.

BUDGET REQUEST: None.

6.54 STRATEGY: Secure "open" lab facilities for tutorial/remedial/testing purposes.

EVALUATION:

a) See lab schedule, Fall 93.

ASSIGNED To: Business Faculty.

BUDGET REQUEST: N/A

6.55 STRATEGY: Provide for appropriate computer/printer/modem for each faculty member in the department.

EVALUATION:

a) Identify computers, Spring 93.

ASSIGNED To: Business Faculty.

BUDGET REQUEST: None.

6.56 STRATEGY: Study the feasibility of expanding the Fine Arts offerings by engaging additional faculty to cover scheduling of more sections to suit scheduling needs of students - making better use of facility.

EVALUATION:

a) See report on feasibility, by January 93.

ASSIGNED To: Art Faculty.

BUDGET REQUEST: N/A

6.57 STRATEGY: Encourage the concept of adding new instructional computer equipment and facilities to the computer-oriented disciplines (BIS/ CIS, Engineering) and recycling equipment and peripherals from these disciplines to other discipline areas and campus departments. This policy would ensure computer-oriented career students a modern computing environment. It also places new computers in those disciplines where faculty have computer expertise. As equipment is recycled, "tamed," "familiar" stations are placed in areas where minimum computer expertise is required. (Henceforth to be referred to as the UPDATE, REPLACE, RECYCLE PLAN).

EVALUATION:

a) See report on "encouragement", January 93.

ASSIGNED To: BIS/CIS Faculty.

BUDGET REQUEST: N/A

6.58 STRATEGY: Develop a plan (in conjunction with CIS and campus budget council) for implementing the UPDATE, REPLACE, RECYCLE PLAN over a 5-year period.

EVALUATION:

a) See report on "encouragement", January 93.

ASSIGNED To: BIS/CIS Faculty.

BUDGET REQUEST: N/A

6.59 STRATEGY: Create a "uniform" BIS/CIS DOS-based lab of 27 stations and printers in HOH 120. Replace obsolete computer stations in HOH 120 in order to provide students with a consistent environment for instruction in DOS-based application software. Recycle the replaced stations to other campus needs, (UPDATE, REPLACE, RECYCLE, PLAN).

EVALUATION:

a) Identify computers, January 93.

ASSIGNED To: BIS/CIS Faculty.

BUDGET REQUEST: Perkins request.

6.60 STRATEGY: Delegate stewardship of DOS-based stations used for CIS instruction to the BIS discipline at Highland Lakes, since these facilities are shared with BIS and the BIS discipline has more expertise with this environment (at HL).

EVALUATION:

a) Identify delegation by, January 93.

ASSIGNED To: CIS Faculty.

BUDGET REQUEST: N/A

6.61 STRATEGY: Expand the BIS lab in HOH 124 from 18 to 27 stations.

EVALUATION:

a) Identify expansion by January 93.

ASSIGNED To: BIS Faculty.

BUDGET REQUEST: N/A

6.62 STRATEGY: Add a scanner and CD-ROM facilities to the BIS stations in HOH 124 in order to support desktop publishing instruction and more effective "competency-based" learning modules.

EVALUATION:

a) Identify scanner by, January 94.

ASSIGNED TO: BIS Faculty.

BUDGET REQUEST: None.

- 6.63 STRATEGY:** Request a "new" lab in HOH 117 (assuming that English moves to Woodland Hall) to be used by BIS, CIS, ACC, NUR, MDA, Sciences, EXL, ENG etc. Suggest that interested departments purchase 1-6 stations for designated use by their students.

EVALUATION:

- a) See request, January 94.

ASSIGNED TO: All interested faculty.

BUDGET REQUEST: N/A

- 6.64 STRATEGY:** Expand BIS course offerings to include WINDOWS software environment. This would include WordPerfect for Windows and Lotus 1-2-3 for Windows.

EVALUATION:

- a) See course syllabi, January 93.

ASSIGNED TO: BIS Faculty.

BUDGET REQUEST: N/A

- 6.65 STRATEGY:** Explore the possibility of networking HOH 124. This would be an ideal lab to test a networking environment. Network administration would be handled by a competent, knowledgeable staff.

EVALUATION:

- a) See report on findings, January 93.

ASSIGNED TO: BIS Faculty.

BUDGET REQUEST: N/A

- 6.66 STRATEGY:** Request posting of full time librarian at HL.

EVALUATION:

- a) See request, January 93.

ASSIGNED TO: Campus Librarians and Administration.

BUDGET REQUEST: N/A

- 6.67 STRATEGY:** Request acquire adequate student help for LRC and AV.

EVALUATION:

- a) Complete.

6.68 STRATEGY: Explore ways of improving AV media availability.

EVALUATION:

a) See request of findings, January 93.

ASSIGNED To: Campus Librarians, AV Tech and Administrations.

BUDGET REQUEST: N/A

6.69 STRATEGY: Survey students to learn if present LRC hours are meeting their needs.

EVALUATION:

a) See survey by, January 93.

ASSIGNED To: Campus Librarians and Administration.

BUDGET REQUEST: N/A

6.70 STRATEGY: Increase budget allocations for library.

EVALUATION:

a) Identify increase, Fall 93.

ASSIGNED To: Campus Budget and Planning Council.

BUDGET REQUEST: None.

6.71 STRATEGY: Request through capital equipment: a) Two IBM computers, one to be laptop, with large color monitors. b) Two PC view screens, one to be color. c) Two math co-processors d) Closet or cupboard storage space in each room e) Two screens for projection in each room f) Two sets of software discs to include: True Basic, Derive, Surface Plotter, Gyro Graphics, Theorist, etc. for rooms HH 300, WH 23 & WH 24, and desk chairs in WH 23.

EVALUATION:

a) Identify computers, January 93.

ASSIGNED To: Math Faculty.

BUDGET REQUEST: None.

6.72 STRATEGY: Request adding new instructional computer facilities to the computer-oriented career disciplines (BIS, CIS and Engineering) and recycle computer facilities from these disciplines to other campus needs. (This policy would insure computer-oriented career students a modern computer environment, place new computers in the disciplines with the computer expertise for taming them and place more stable, better understood computer technology in areas with minimal computer expertise.)

EVALUATION:

a) See request, January 93.

ASSIGNED To: CIS Faculty.

BUDGET REQUEST: N/A

- 6.73 STRATEGY:** In conjunction with the BIS discipline and the campus budget council, develop a plan for implementing the above concept over a five year period.

EVALUATION:

- a) See plan, January 93.

ASSIGNED To: CIS Faculty.

BUDGET REQUEST: N/A

- 6.74 STRATEGY:** Delegate stewardship of DOS-based stations in HOH 120 used for CIS instruction to the BIS discipline at HL, since these facilities are shared with BIS and the BIS discipline has more expertise with this environment at HL.

EVALUATION:

- a) Identify delegation by January, 93.

- 6.75 STRATEGY:** Support the replacement of obsolete computer stations in HOH 120 in order to provide students with a consistent environment for instruction in DOS-based application software. Recycle the replaced stations to other campus needs.

EVALUATION:

- a) See evidence of support, January 93.

ASSIGNED To: CIS Faculty.

BUDGET REQUEST: N/A

- 6.76 STRATEGY:** Add several computer stations to the Mac computer facility in HOH 112 in order to provide some open access to students when the facility is being used by a class.

EVALUATION:

- a) See request for computers, January 93.

ASSIGNED To: CIS Faculty.

BUDGET REQUEST: N/A

- 6.77 STRATEGY:** Request upgrade of the internal memory of the Mac stations in HOH 112 in order to support the latest version of the system software, desktop publishing software, more efficient maintenance and the ability to better assist students with problems by remote-access networking tools.

EVALUATION:

- a) See request, January 93.

ASSIGNED To: CIS Faculty.

BUDGET REQUEST: N/A

- 6.78 STRATEGY:** Request scanner and CD-ROM facilities to the Mac stations in HOH 112 to support desktop publishing instruction for BIS and more effective tutorial learning experiences for students from a variety of academic disciplines.

EVALUATION:

a) See request, January 93.

ASSIGNED To: CIS Faculty.

BUDGET REQUEST: N/A

- 6.79 STRATEGY:** Use the current CIS MAC cart station as an additional open access station and request replacement with a MAC portable in order to gain space on the cart and to increase instructor efficiency.

EVALUATION:

a) See request, January 93.

ASSIGNED To: CIS Faculty.

BUDGET REQUEST: N/A

- 6.80 STRATEGY:** Request replacement of the obsolete ASCII terminals in HOH 108 with MACS in order to provide students with a better environment for developing programs for their CIS course work.

EVALUATION:

a) See request for, January 93.

ASSIGNED To: CIS Faculty.

BUDGET REQUEST: N/A

- 6.81 STRATEGY:** Request upgrade of the Unix server in HOH 105 to support the local networking (LAN) of the computer facilities in rooms HOH 108 and HOH 112 in order to provide students access to E-mail, a variety of software applications and networking experience. A LAN would also make facility upgrading and maintenance more efficient.

EVALUATION:

a) See report, January 93.

ASSIGNED To: CIS Faculty.

BUDGET REQUEST: N/a

6.82 STRATEGY: Request replacement of the old TV with a 27 inch screen color TV, used in the nursing lab.

EVALUATION:

a) See request, January 93.

ASSIGNED TO: NUR Faculty.

BUDGET REQUEST: N/A

6.83 STRATEGY: Request a Scantron machine for the PNE program.

EVALUATION:

a) See report, January 93.

ASSIGNED TO: NUR Faculty.

BUDGET REQUEST: N/A

6.84 STRATEGY: Request an additional Video machine needed for the PNE lab.

EVALUATION:

a) See report, January 93.

ASSIGNED TO: NUR Faculty.

BUDGET REQUEST: N/A

6.85 STRATEGY: Request replacement of outdated Videocassette needed for the PNE Program (approx. \$6,000.).

EVALUATION:

a) See report, January 93.

ASSIGNED TO: NUR Faculty.

BUDGET REQUEST: N/A

6.86 STRATEGY: Request a large separate room for computers. Suggest HH 209 be converted for such use.

EVALUATION:

a) See report, January 93.

ASSIGNED TO: NUR Faculty.

BUDGET REQUEST: N/A

6.87 STRATEGY: Request that each faculty member be provided with a computer for purpose of E-mail, etc..

EVALUATION:

a) See report, January 93.

ASSIGNED To: NUR Faculty.

BUDGET REQUEST: N/A

- 6.88 STRATEGY:** Encourage and support faculty participation in professional development opportunities, advanced formal educational degrees and clinical practice.

EVALUATION:

a) See request and approvals for professional development.

ASSIGNED To: Nursing Director.

BUDGET REQUEST: N/A

- 6.89 STRATEGY:** Promote faculty scholarship efforts.

EVALUATION:

a) See evidence of that promotion in minutes of department meetings by, Spring 93.

ASSIGNED To: NUR Director.

BUDGET REQUEST: N/A

- 6.90 STRATEGY:** Expand and improve the orientation process for adjunct faculty.

EVALUATION:

a) See report on expansion, Spring 93.

ASSIGNED To: NUR Director.

BUDGET REQUEST: N/A

- 6.91 STRATEGY:** Strengthen the full-time/adjunct faculty support and mentorship system.

EVALUATION:

a) See report of mentoring activities, Spring 93.

ASSIGNED To: NUR Director.

BUDGET REQUEST: N/A

- 6.92 STRATEGY:** Recommend a non-traditional hiring approach to adjunct faculty to help retention of well qualified faculty with valuable clinical experience and demonstrated job performance.

EVALUATION:

a) See recommendations, January 93.

ASSIGNED To: NUR Director.

BUDGET REQUEST: N/A

6.93 STRATEGY: Request replacement of outdated equipment in order to update the on-campus lab.

EVALUATION:

a) See request, January 93.

ASSIGNED To: NUR Director.

BUDGET REQUEST: N/A

6.94 STRATEGY: Expand the utilization of the on-campus lab.

EVALUATION:

a) See report of lab utilization, Spring 93.

ASSIGNED To: NUR Director.

BUDGET REQUEST: N/A

6.95 STRATEGY: Develop and evaluate a computerized inventory of the available teaching aids for PNE lab.

EVALUATION:

a) Identify inventory, Spring 94.

ASSIGNED To: NUR Director.

BUDGET REQUEST: N/A

6.96 STRATEGY: Request hiring additional full-time faculty to improve the currently skewed ratio of full-time to adjunct faculty.

EVALUATION:

a) Complete.

6.97 STRATEGY: Adjust the overall budget recommendations to reflect the increased enrollment.

EVALUATION:

a) See request for adjustment, January 93.

ASSIGNED To: NUR Director.

BUDGET REQUEST: N/A

6.98 STRATEGY: Establish and work with a Technology planning task group to determine appropriate acquisition and use of technology on Campus.

EVALUATION:

a) See Task Force activities report, January 93.

ASSIGNED TO: President.

BUDGET REQUEST: N/A

VII COLLEGE STRATEGIC DIRECTION

"Oakland Community College will be a student-centered learning community that places a high value on a safe and healthy environment."

7.1 STRATEGY: Continue training of employees in the handling and use of dangerous substances.

EVALUATION:

a) See report of training, Spring 93.

ASSIGNED TO: President.

BUDGET REQUEST: N/A

7.2 STRATEGY: Monitor the attitudes of staff and students with respect to movement toward a "smoke-free campus." Take action accordingly.

EVALUATION:

a) See annual report, Fall 94.

ASSIGNED TO: President.

BUDGET REQUEST: N/A

7.3 STRATEGY: Begin a classroom furniture replacement program.

EVALUATION:

a) See furniture replacement, Spring 94.

ASSIGNED TO: President.

BUDGET REQUEST: None.

7.4 STRATEGY: Participate in O.C.C. and H.L. Safety Networks to investigate and recommend safety related issues.

EVALUATION:

a) See minutes of network activity, January 93.

ASSIGNED To: Associate Dean Serra.

BUDGET REQUEST: N/A

7.5 STRATEGY: Promote a smoke free campus.

EVALUATION:

a) See evidence of promotion, January 93.

ASSIGNED To: Behavioral Science Department.

BUDGET REQUEST: N/A

7.6 STRATEGY: Request an eye wash station installed in the photo lab in the Student Center and the photo lab in High Oaks Hall.

EVALUATION:

a) See report, January 93.

ASSIGNED To: Public Safety.

BUDGET REQUEST: N/A

7.7 STRATEGY: Request that a vent be installed in the photo lab of the Student Center; as well as a fire extinguisher.

EVALUATION:

a) See request, January 93.

ASSIGNED To: Public Safety.

BUDGET REQUEST: N/A

7.8 STRATEGY: Request improvement of the lighting on campus. More lights are needed in the courtyard and in front of the Health and Physical Education Bldg, as well as the walkway between the Student Center and High Oaks Hall.

EVALUATION:

a) See request, January 93.

ASSIGNED To: Public Safety.

BUDGET REQUEST: N/A

7.9 STRATEGY: Request lights to be updated on existing walkways.

EVALUATION:

a) See request for, January 93.

ASSIGNED To: Public Safety.

BUDGET REQUEST: N/A

7.10 STRATEGY: Request installation of emergency telephones in the North and South parking lots.

EVALUATION:

a) See request for, January 93.

ASSIGNED TO: Public Safety.

BUDGET REQUEST: N/A

7.11 STRATEGY: Request increase in the number of Handicap parking areas right in front of Woodland Hall and level apron.

EVALUATION:

a) See request for, January 93.

ASSIGNED TO: Public Safety.

BUDGET REQUEST: N/A

7.12 STRATEGY: Request painting the roads and lots on campus; as well as replace old and damaged parking signs.

EVALUATION:

a) See request for, January 93.

ASSIGNED TO: Public Safety.

BUDGET REQUEST: N/A

7.13 STRATEGY: Request having the patrol vehicle repainted.

EVALUATION:

a) See request for January 93.

ASSIGNED TO: Public Safety.

BUDGET REQUEST: N/A

7.14 STRATEGY: Request purchase of a new screen for the new patrol vehicle.

EVALUATION:

a) See request for, January 93.

ASSIGNED TO: Public Safety.

BUDGET REQUEST: N/A

7.15 STRATEGY: Request the purchase of a fingerprint kit for the Public Safety office.

EVALUATION:

a) See request for, January 93.

ASSIGNED To: Public Safety.

BUDGET REQUEST: N/A

7.16 STRATEGY: Expand health & safety efforts to include on-going (annual), mandatory, on-site (laboratories) training for faculty and support personnel. This should include use of safety equipment and review of safety procedures, as well as an opportunity to practice the skills required.

EVALUATION:

a) See report on expansion, Spring 93.

ASSIGNED To: Public Safety.

BUDGET REQUEST: N/A

7.17 STRATEGY: Recommend that the Highland Lakes Campus be made a healthier campus by banning cigarette smoking throughout its premises.

EVALUATION:

a) Complete.

ASSIGNED To: NUR Faculty

**ORCHARD RIDGE CAMPUS
1992-94 Operational Plans**

I. COLLEGE STRATEGIC DIRECTION

"OCC will be a student-centered learning community that places the diverse needs of students as a first priority."

1.1 STRATEGY: Orchard Ridge will develop a comprehensive assessment program to better understand the competencies and educational aspirations of our students.

1.1.1 OBJECTIVE: The campus administration and interested faculty, working with the Office of Institutional Planning will develop/maintain instruments appropriate for this task. They will also develop a calendar of events for data collection, interpretation, and dissemination.

ASSIGNED TO: M. Crow and Intern

EVALUATION:

a) Instruments shall be available for use by end of FY 92-93.

BUDGET REQUEST: Intern, \$18,000

1.2 STRATEGY: Orchard Ridge will continue to assess and improve its student orientation program.

1.2.1. OBJECTIVE: Strengthen the academic component and increase the role of faculty and administration in the Fall 1992 orientation. A dialog group will be established to identify the necessary academic components.

EVALUATION:

a) Numbers of faculty actively participating will increase significantly.

ASSIGNED TO: Jamie Mason

BUDGET REQUEST: None

1.2.2 OBJECTIVE: Faculty task force on orientation will be convened to prepare action plan for incorporating academic component into orientation process.

EVALUATION:

a) Plan will be implemented Winter, 1993 and student feedback solicited and evaluated.

ASSIGNED TO: Jamie Mason

BUDGET REQUEST: None

1.3 STRATEGY: Orchard Ridge will continue the development of criteria for course placement. Placement will be expanded beyond Math, English and the College Skills

program.

1.3.1 OBJECTIVE: In light of College-wide activities in this arena, the campus will continue with its efforts to implement and broaden its College Skills program, and to develop curriculum and course proposals designed to meet the developmental needs of our students.

EVALUATION:

a) Student placement criteria will be received in Dean's office by end of Winter Semester, 1993.

ASSIGNED To: Department Chairs/ Academic Deans

BUDGET REQUEST: None

1.3.2 OBJECTIVE: Faculty will develop specific curriculum and course proposals to meet developmental needs of students.

EVALUATION:

a) Appropriate curriculum changes will be processed through college curriculum process by end of FY 92-93

ASSIGNED To: M. Crow/Curriculum Committee

BUDGET REQUEST: \$20,000 for 50% Full-time Faculty, FY 1992-93

1.4 STRATEGY: Based on assessment and College Senate recommendations, Orchard Ridge will identify core competencies for all curricula.

1.4.1 OBJECTIVE: The academic staff will continue to support and participate in the College-wide initiatives for core competencies.

EVALUATION:

a) Core competencies lists shall be received in Academic Dean's office by end of Winter Semester, 1993.

ASSIGNED To: Department Chairs/Academic Deans

BUDGET REQUEST: None

1.5 STRATEGY: Academic departments will identify course learning outcomes for their discipline.

1.5.1 OBJECTIVE: Each academic staff member, with the appropriate Dean, will develop or obtain appropriate formative assessment methods designed to measure student growth and mastery. Sample experimental instruments will be identified and administered in the departments most populous or appropriate course in the Fall 1992 semester.

EVALUATION:

a) Draft formative assessment instruments will be filed with dean by end of academic year.

ASSIGNED To: M.Crow/Department Chairs

BUDGET REQUEST: \$10,000 p.a. in FY 92-93, FY 93-94, FY 94-95 for assessment instruments.

1.6 STRATEGY: Following the implementation of the two previous strategies, the academic staff will develop and/or modify their current instructional practice to focus on providing the appropriate educational opportunities to help students attain the desired competencies.

1.6.1 OBJECTIVE: Classroom research project will continue to support enhanced instructional strategies.

EVALUATION:

a) Facilitator will file report on successful research projects at end of Spring Semester.

ASSIGNED To: M. Kokoszka

BUDGET REQUEST: \$10,000 for temporary personnel in 92-93, 93-94, 94-95.

1.6.2 OBJECTIVE: Campus senate will convene task Forces for each core competency to work with faculty across the curriculum on implementation tactics.

EVALUATION:

a) Task forces identified and meet on a regular schedule with participation from each domain of curriculum.

ASSIGNED To: Senate Chair/Dean

BUDGET REQUEST: Miscellaneous expenses \$20,000 in FY 92-93, FY 93-94

1.7 STRATEGY: Academic staff will identify and implement programs to prepare instructors to develop skills and techniques required to implement instructional/curricular changes.

1.7.1 OBJECTIVE: Campus Administration will identify a staff person and the appropriate financial resources to support such programs. It is recommended that such a program should be built around new faculty orientation and "Coffee and Croissants" program in the Fall term.

EVALUATION:

a) Participation levels of faculty, by department, will be monitored.

ASSIGNED To: M.Crow/E.Fett

BUDGET REQUEST: Staff development, \$13,000 in FY 92-93, \$15,000 in FY 93-94,

\$20,000 in FY 94-95.

1.8 STRATEGY: Academic staff will develop assessment programs to evaluate student progress at entry, during and after each course, and at the end of certain sequences of courses.

1.8.1 OBJECTIVE: The Academic Deans will take leadership, in cooperation with the department chairs, in identifying the process and developing a timetable for implementation.

EVALUATION:

a) Process, approved by campus president, will be available for implementation, Fall 1993 on pilot basis.

ASSIGNED To: Deans/Department Chairs

BUDGET REQUEST: None

1.9 STRATEGY: Instructional support services for diverse student learning styles and instructional strategies will continue to be reviewed and revised.

1.9.1 OBJECTIVE: Academic Deans in conjunction with appropriate staff, will continue to work to ensure cooperation and mutual support among all the academic support activities on campus, including the IIC, LRC, ELI, Special Needs and College Skills.

EVALUATION: Numbers of extra-unit participants in unit activities will be monitored and reported through appropriate dean.

ASSIGNED To: Department Chairs/Deans/President

BUDGET REQUEST: None

III COLLEGE STRATEGIC DIRECTION:

"OCC will be a student-centered learning community that values its members for their contribution to student growth."

3.1 STRATEGY: Orchard Ridge will develop a comprehensive assessment program to better understand the competencies and educational aspirations of our students.

3.1.1 OBJECTIVE: The campus administration and interested faculty, working with the Office of Institutional Planning will develop/maintain instruments appropriate for this task. They will also develop a calendar of events for data collection, interpretation, and dissemination.

EVALUATION:

a) Instruments shall be available for use by end of FY 92-93.

ASSIGNED To: M. Crow and Intern

BUDGET REQUEST: Intern, \$18,000

3.2 STRATEGY: Orchard Ridge will continue to assess and improve their student orientation program.

3.2.1. OBJECTIVE: Strengthen the academic component and increase the role of faculty and administration in the Fall 1992 orientation. A dialog group will be established to identify the necessary academic components.

EVALUATION:

a) Numbers of faculty actively participating will increase significantly.

ASSIGNED TO: Jamie Mason

BUDGET REQUEST: None

3.2.2 OBJECTIVE: Faculty task force on orientation will be convened to prepare action plan for incorporating academic component into orientation process.

EVALUATION:

a) Plan will be implemented Winter, 1993 and student feedback solicited and evaluated.

ASSIGNED TO: Jamie Mason

BUDGET REQUEST: None

3.3 STRATEGY: Orchard Ridge will continue the development of criteria for course placement. Placement will be expanded beyond Math, English and the College Skills program.

3.3.1 OBJECTIVE: In light of College-wide activities in this arena, the campus will continue with its efforts to implement and broaden its College Skills program, and to develop curriculum and course proposals designed to meet the developmental needs of our students.

EVALUATION:

a) Student placement criteria will be received in Dean's office by end of Winter Semester, 1993.

ASSIGNED TO: Department Chairs/ Academic Deans

BUDGET REQUEST: None

IV COLLEGE STRATEGIC DIRECTION:

"OCC will be a student-centered learning community that moves toward a dynamic, coherent, competency-based curriculum responsive to student needs, professional standards, and community expectations."

4.1 STRATEGY: Orchard Ridge will develop a comprehensive assessment program to better understand the competencies and educational aspirations of our students.

4.1.1 OBJECTIVE: The campus administration and interested faculty, working with the Office of Institutional Planning will develop/maintain instruments appropriate for this task. They will also develop a calendar of events for data collection, interpretation, and dissemination.

EVALUATION:

a) Instruments shall be available for use by end of FY 92-93.

ASSIGNED TO: M. Crow and Intern

BUDGET REQUEST: \$18,000, Intern

4.2 STRATEGY: Orchard Ridge will continue to assess and improve its student orientation program.

4.2.1. OBJECTIVE: Strengthen the academic component and increase the role of faculty and administration in the Fall 1992 orientation. A dialog group will be established to identify the necessary academic components.

EVALUATION:

a) Numbers of faculty actively participating will increase significantly.

ASSIGNED TO: Jamie Mason

BUDGET REQUEST: None

4.2.2 OBJECTIVE: Faculty task force on orientation will be convened to prepare action plan for incorporating academic component into orientation process.

EVALUATION:

a) Plan will be implemented Winter, 1993 and student feedback solicited and evaluated.

ASSIGNED TO: Jamie Mason

BUDGET REQUEST: None

4.3 STRATEGY: Orchard Ridge will continue the development of criteria for course placement. Placement will be expanded beyond Math, English and the College Skills program.

4.3.1 OBJECTIVE: In light of College-wide activities in this arena, the campus will continue with its efforts to implement and broaden its College Skills program, and to develop curriculum and course proposals designed to meet the developmental needs of our students.

EVALUATION:

a) Student placement criteria will be received in Dean's office by end of Winter Semester, 1993.

ASSIGNED To: Department Chairs/ Academic Deans

BUDGET REQUEST: None

4.3.2 OBJECTIVE: Faculty will develop specific curriculum and course proposals to meet developmental needs of students.

EVALUATION:

a) Appropriate curriculum changes will be processed through college curriculum process by end of FY 92-93.

ASSIGNED To: M. Crow/Curriculum Committee

BUDGET REQUEST: \$20,000 for 50% Full-time Faculty, FY 1992-93

4.4 STRATEGY: Based on assessment and College Senate recommendations, Orchard Ridge will identify core competencies for all curricula.

4.4.1 OBJECTIVE: The academic staff will continue to support and participate in the College-wide initiatives for core competencies.

EVALUATION:

a) Core competencies lists shall be received in Academic Dean's office by end of Winter Semester, 1993.

ASSIGNED To: Department Chairs/Academic Deans

BUDGET REQUEST: None

4.5 STRATEGY: Academic departments will identify course learning outcomes for their discipline.

4.5.1 OBJECTIVE: Each academic staff member, with the appropriate Dean, will develop or obtain appropriate formative assessment methods designed to measure student growth and mastery. Sample experimental instruments will be identified and administered in the departments most populous or appropriate course in the Fall 1992 semester.

EVALUATION:

a) Draft formative assessment instruments will be filed with dean by end of academic year.

ASSIGNED To: M.Crow/Department Chairs

BUDGET REQUEST: \$10,000 p.a. in FY 92-93, FY 93-94, FY 94-95 for assessment instruments.

4.6 STRATEGY: Following the implementation of the two previous strategies, the academic staff will develop and/or modify their current instructional practice to focus on providing the appropriate educational opportunities to help students attain the desired competencies.

4.6.1 OBJECTIVE: Classroom research project will continue to support enhanced instructional strategies.

EVALUATION:

a) Facilitator will file report on successful research projects at end of Spring Semester.

ASSIGNED TO: M. Kokoszka

BUDGET REQUEST: \$10,000 for temporary personnel in 92-93, 93-94, 94-95.

4.6.2 OBJECTIVE: Campus Senate will convene task Forces for each core competency to work with faculty across the curriculum on implementation tactics.

EVALUATION:

a) Task forces identified and meet on a regular schedule with participation from each domain of curriculum.

ASSIGNED TO: Senate Chair/Dean

BUDGET REQUEST: Miscellaneous expenses \$20,000 in FY 92-93, FY 93-94

4.7 STRATEGY: Academic staff will identify and implement programs to prepare instructors to develop skills and techniques required to implement instructional/curricular changes.

4.7.1 OBJECTIVE: Campus Administration will identify a staff person and the appropriate financial resources to support such programs. It is recommended that such a program should be built around new faculty orientation and "Coffee and Croissants" program in the Fall term.

EVALUATION:

a) Participation levels of faculty, by department, will be monitored.

ASSIGNED TO: M.Crow/E.Fett

BUDGET REQUEST: Staff development, \$13,000 in FY 92-93, \$15,000 in FY 93-94, \$20,000 in FY 94-95.

4.8 STRATEGY: Academic staff will develop assessment programs to evaluate student progress at entry, during and after each course, and at the end of certain sequences of courses.

4.8.1 OBJECTIVE: The Academic Deans will take leadership, in cooperation with the department chairs, in identifying the process and developing a timetable for

implementation.

EVALUATION:

- a) Process, approved by campus president, will be available for implementation, Fall 1993 on pilot basis.

ASSIGNED To: Deans/Department Chairs

BUDGET REQUEST: None

4.9 STRATEGY: Instructional support services for diverse student learning styles and instructional strategies will continue to be reviewed and revised.

4.9.1 OBJECTIVE: Academic Deans in conjunction with appropriate staff, will continue to work to ensure cooperation and mutual support among all the academic support activities on campus, including the IIC, LRC, ELI, Special Needs and College Skills.

EVALUATION:

- a) Numbers of extra-unit participants in unit activities will be monitored and reported through appropriate dean.

ASSIGNED To: Department Chairs/Deans/President

BUDGET REQUEST: None

ROYAL OAK / SOUTHFIELD CAMPUS
1992-94 Operational Plans

I COLLEGE STRATEGIC DIRECTION

"OCC will be a student-centered learning community that places the diverse needs of students as a first priority."

1.1 STRATEGY: The campus sites will institute Directed Admissions by Fall 1992.

1.1.1 OBJECTIVE: The Counseling area will provide student orientation each semester for new students.

EVALUATION:

a) One orientation each Fall, Winter, Spring.

ASSIGNED To: Campus counselors will design and recommend personnel. The appropriate supervisor will work with department chairs for design implementation.

BUDGET REQUEST: Five clock hours weekly at \$30/hour x 40 weeks = \$6000 for faculty and clerical (design tasks, typing and duplicating, conducting orientations.)
10,000 mailings @ \$.30 = \$1000

1.1.2 OBJECTIVE: The campus sites will prepare and distribute information booklets for students and staff on Directed Admissions.

EVALUATION:

a) All full-time and adjunct faculty will be informed. The assigned supervisor will be responsible for booklet development.

ASSIGNED To: The campus departments will distribute information to their faculty. The department chairs will be responsible for communications.

BUDGET REQUEST: 10 reams of paper @ \$30/ream = \$300.

1.1.3 OBJECTIVE: The campus will establish an implementation committee to oversee start-up for Fall 1992, meeting regularly, identifying problems/needs, solve problems, resolve needs prior to Fall 1992.

EVALUATION:

a) Have sites prepared to initiate Directed Admissions for Fall 1992.

ASSIGNED To: Faculty/staff assigned by department chair advisory committee.

BUDGET REQUEST: None

1.1.4 OBJECTIVE: Selective departments will schedule sufficient sections to meet anticipated needs of Directed Admissions.

EVALUATION:

a) Sufficient sections scheduled at RO/SF based on Fall 1991 and Winter 1992 ASSET data.

ASSIGNED To: English department, IIC, Mathematics department

BUDGET REQUEST: Additional 10 English sections each Fall and Winter, additional 4 sections each spring/summer 1992-93. 24 sections @ \$1500/section = \$36,000.

1.1.5 OBJECTIVE: Follow-up study will be done on student completions, grade distribution, retention.

EVALUATION:

a) Written report to faculty each semester.

ASSIGNED To: Deans, Associate Deans.

BUDGET REQUEST: None

1.1.6 OBJECTIVE: Form a mentoring/tutoring program for Directed Admissions students Fall 1992.

EVALUATION:

a) All Directed Admissions students (ASSET scores 52-74) assigned to a mentor. Mentors will communicate with students at least twice each semester. Tutoring will be available for ASSET students (52-74).

ASSIGNED To: Faculty members with Dean/Associate Dean assistance.

BUDGET REQUEST: None

1.1.7 OBJECTIVE: A computer hold will be established to control Directed Admissions.

EVALUATION:

a) Students ineligible for certain classes will be referred to Counseling rather than to registration.

ASSIGNED To: Dean will create.

BUDGET REQUEST: None

1.2 STRATEGY: The development of new initiatives to service the diverse needs of the current programs and its students.

1.2.1 OBJECTIVE: The campus will study a Weekend College program by Fall 1992.

EVALUATION:

a) A complete implementation report by September 1992.

ASSIGNED To: Associate Dean and Program Directors with support from the chairs advisory committee for support courses.

BUDGET REQUEST: None

1.2.2 OBJECTIVE: Articulate B.S. and M.S. in Business Administration/Health Care Administration with Lawrence Technological University.

EVALUATION: Fall 1992

ASSIGNED To: Associate Dean, LTU Dean, LTU Director of Admissions, Program Directors, and Advisory Boards.

BUDGET REQUEST: None

1.2.3 OBJECTIVE: Target markets for weekend college programs.

EVALUATION:

a) Identify markets for marketing materials by Fall 1992.

ASSIGNED To: Associate Dean, Program Directors, LTU Director of Admissions

BUDGET REQUEST: None

1.2.4 OBJECTIVE: Repeat Objectives 2 and 3 for Fire Fighter Technology.

1.2.5 OBJECTIVE: Establish scheduling plan to meet needs of a weekend college.

EVALUATION:

a) A plan for sufficient sections scheduled for 1993-94 to meet program sequence.

ASSIGNED To: Departments offering supportive courses for the Allied Health Programs, and the Fire Fighter Technology Program.

BUDGET REQUEST: To be determined.

1.2.6 OBJECTIVE: Advertise programs to target markets.

EVALUATION:

a) Inform target markets of opportunities and successfully meet required enrollment minimums Spring 1993.

ASSIGNED To: LTU and OCC

BUDGET REQUEST: Unknown

1.2.7 OBJECTIVE: Program evaluation.

EVALUATION:

a) Gain information which will be helpful in providing quality programs to meet the students/industry needs.

ASSIGNED To: Associate Dean and Program Directors.

BUDGET REQUEST: Unknown

1.2.8 OBJECTIVE: Develop B.S. in Nursing with MSU to be taught at the OCC Weekend College.

EVALUATION:

a) Develop 2 + 2 articulated program.

ASSIGNED To: Associate Dean, MSU Associate Dean of Nursing, OCC Director of Nursing.

BUDGET REQUEST: None

1.3 STRATEGY: Develop Summer College Skills Institute to meet the educational needs of High School students who might be considered under-prepared or at-risk students in terms of college success.

1.3.1 OBJECTIVE: The campus will develop a plan for a Summer College Skill Institute.

EVALUATION:

a) Report and implementation plan prepared by Fall 1992.

ASSIGNED To: Associate Dean, Campus Counselors, with input from local high schools personnel and faculty.

BUDGET REQUEST: None

1.3.2 OBJECTIVE: Develop curriculum for College Skills Institute, 1992-93.

EVALUATION:

a) Develop curriculum to meet variety of student needs

ASSIGNED To: Associate Dean, Campus Counselors, Department Chairs.

BUDGET REQUEST: None

1.3.3 OBJECTIVE: Promote current ASSET testing and counseling.

EVALUATION:

a) To provide students with a better understanding of their needs.

ASSIGNED To: Associate Dean and current ASSET staff.

BUDGET REQUEST: Built into current ASSET schedule and budget.

1.4 STRATEGY: The Campus will study need for support programs for foreign students.

1.4.1 OBJECTIVE: Associate Deans will prepare a study outlining needs by June 30, 1992.

EVALUATION:

a) Specific recommendations to address foreign student needs.

ASSIGNED To: Associate Deans

BUDGET REQUEST: None

1.5 STRATEGY : Based on recommendations from foreign students study, recommendations will begin implementation Winter 1993, with all recommendations implemented by Fall 1993.

1.5.1 OBJECTIVE: Department Chair Advisory Committee along with deans will identify implementation strategies, tasks, assignments Fall 1992.

EVALUATION:

a) Implementation of recommendations initially Winter 1993; full implementation Fall 1993.

ASSIGNED To: Department Chairs, Deans

BUDGET REQUEST: Undetermined; \$5000 set aside for initial recommendation implementation Winter 1993.

1.6 STRATEGY : Campus will increase weekend offerings Fall, Winter.

1.6.1 OBJECTIVE: Departments will recommend schedules for Friday, Saturday and/or Sunday per strategy.

EVALUATION:

a) Additional courses per discipline scheduled weekends Fall, Winter.

ASSIGNED To: Department Chairs

BUDGET REQUEST: To be determined

1.7 STRATEGY: Increase sections and SCH's by 10% at Royal Oak and Southfield Fall, Winter 1992-93, an additional 10% increase for 1993-94 as budget allows.

1.7.1 OBJECTIVE: Departments will recommend schedules for Royal Oak/Southfield per strategy.

EVALUATION:

a) 10% increase in sections and SCH's Fall and Winter 1992-93; additional 10% increase 1993-95.

ASSIGNED To: Department Chairs

BUDGET REQUEST: Current allocation of sections, plus \$12,000 for contingencies (10 sections @ \$1200).

- 1.8 STRATEGY:** Campus will work with Lawrence Technological University and Southfield Schools to create a 2 + 2 + 2 pre-engineering program for under-represented students.
- 1.8.1 OBJECTIVE:** OCC, LTU and Southfield Schools will form a design/implementation team by Fall 1992.

EVALUATION:

- a) Plan in place for 2+2+2 program by Fall 1992 for implementation 1992-93 school year.

ASSIGNED To: OCC Dean/faculty member, LTU dean and staff, assistant superintendent and staff Southfield Schools.

BUDGET REQUEST: None

II COLLEGE STRATEGIC DIRECTION

"OCC will be a student-centered learning community that encourages high levels of trust and mutual respect among all members by means of open, effective communication, integrity, and ethical behavior."

- 2.1 STRATEGY:** The campus will sustain an advisory committee for the on-going design and development of strategic directions.
- 2.1.1 OBJECTIVE:** The advisory committee will develop and maintain the campus strategic directions.

EVALUATION:

- a) On-going professional staff dialogue on issues of academic planning.

ASSIGNED To: Department Chairs and Deans

BUDGET REQUEST: None

- 2.2 STRATEGY:** The campus will institute regularly scheduled meetings with management staff, maintenance/custodial and classified leadership.

2.2.1 OBJECTIVE: The meetings will be structured to discuss issues and problems, to recommend solutions and to contribute to campus planning.

EVALUATION:

a) Dialogue on issues and problems; campus planning.

ASSIGNED TO: Campus President

BUDGET REQUEST: None

2.3 STRATEGY: The campus will establish campus meetings twice annually for common discussions of issues and concerns, state-of-the-campus, strategic directions/planning announcements.

2.3.1 OBJECTIVE: Set dates and publish announcements of meetings.

EVALUATION:

a) Improve communication with all staff.

ASSIGNED TO: Campus President

BUDGET REQUEST: \$500 for meeting amenities.

III COLLEGE STRATEGIC DIRECTION:

"OCC will be a student-centered learning community that values its members for their contributions to student growth."

3.1 STRATEGY: The Campus Senate will establish a program identifying an outstanding adjunct faculty member each Fall and Winter semester.

3.1.1 OBJECTIVE: The Senate will design the selection criteria by September 1, 1992.

EVALUATION:

a) Selection of adjunct faculty awardees: Fall-Winter 1992-93 based on criteria.

b) Presentation of certificate acknowledging award.

c) Presentation of gift/recognition awards in addition to certificate.

ASSIGNED TO: Senate Chair and Vice Chair/Campus Administration.

BUDGET REQUEST: \$100

3.2 STRATEGY: The Campus Senate will recognize an outstanding faculty member annually.

3.2.1 OBJECTIVE: A Senate committee will oversee the criteria design and selection process.

EVALUATION:

a) Selection of one FT faculty member annually (Winter/Spring 1993).

- b) Presentation of certificate June 1993.
- c) Presentation of gift/recognition award June 1993.

ASSIGNED To: Senate Committee

BUDGET REQUEST: \$1000 conference travel award for continued professional growth.

3.3 STRATEGY: The Campus Administration will establish a program identifying an outstanding non-faculty employee of the year.

3.3.1 OBJECTIVE: Campus Deans will establish criteria, selection process, and will process selection by January 1993.

EVALUATION:

- a) Selection of outstanding employee for 1992-93.
- b) Presentation of certificate and award June 1993.

ASSIGNED To: Deans, Associate Deans

BUDGET REQUEST: \$100 for award.

3.4 STRATEGY: The Campus will establish a "News & Noteworthy" bi-annual publication to highlight personal achievements, events, recognition of student service.

3.4.1 OBJECTIVE: Define scope and printing criteria; publish Fall-Winter 1992-93.

EVALUATION:

- a) Distribution of "News and Noteworthy" to campus staff Oct/Nov and Feb/Mar.

ASSIGNED To: Management Staff.

BUDGET REQUEST: \$60.

3.5 STRATEGY: The Campus Administration will organize staff development.

3.5.1 OBJECTIVE: Staff development plan.

EVALUATION:

- a) Skill development/knowledge enhancement.

ASSIGNED To: Associate Deans/Management Staff.

BUDGET REQUEST: \$5,000.

IV COLLEGE STRATEGIC DIRECTION:

"OCC will be a student-centered learning community that moves toward a dynamic, coherent, competency-based curriculum responsive to student needs, professional standards, and community expectations."

4.1 STRATEGY: The Advisory Committee will devise and distribute a format for expressing core competencies and for course/discipline-specific competencies.

4.1.1 OBJECTIVE: A sub-committee appointed by the Advisory Committee will devise a format by September 1, 1992.

EVALUATION:

a) Completed format for use by September 1, 1992.

ASSIGNED To: Faculty and Administration appointed by Advisory Committee.

BUDGET REQUEST: None.

4.1.2 OBJECTIVE: The Advisory Committee will distribute to each department Fall 1992 the format for expressing core and discipline-specific competencies.

EVALUATION:

a) Completion and 100% return of all forms by December 31, 1992.

ASSIGNED To: Department Chairs for instructional areas.

BUDGET Request: None.

4.1.3 OBJECTIVE: The Advisory Committee will devise by December 31, 1992, a response mechanism which indicates by which means core and discipline-specific competencies will be measured as outcomes and will distribute to faculty, January 1993.

EVALUATION:

a) Completion and distribution by January 1993; 100% return by April 1, 1993.

ASSIGNED To: Faculty and Adjunct appointed by Advisory Committee.

BUDGET REQUEST: None.

V COLLEGE STRATEGIC DIRECTION

"OCC will be a student-centered learning community that is recognized for the value of its services to the external business, social and educational communities."

VI COLLEGE STRATEGIC DIRECTION

"OCC will be a student-centered learning community that identifies and responsibly utilizes existing resources and acquires additional resources necessary to achieve the goals and objectives of the college."

6.1 STRATEGY: The Advisory Committee will establish the means to increase campus resources.

6.1.1 OBJECTIVE: Establish a BPI on campus by Fall 1993.

EVALUATION:

a) Operational and staffed BPI Fall 1993.

ASSIGNED To: Advisory Committee/Administration

BUDGET REQUEST: \$60,000 salary.

6.1.2 OBJECTIVE: Create minimum \$50,000 gross income BPI by end of 1993-94 fiscal year.

EVALUATION:

a) Profitable (gross/net) BPI operation at Royal Oak/Southfield 1993-94.

ASSIGNED To: BPI staff (with Administration, Advisory Committee assistance).

BUDGET REQUEST: \$10,000 support for essential functions.

6.1.3 OBJECTIVE: Seek outside funding for a "Smart Lab" at Southfield Campus.

VII COLLEGE STRATEGIC DIRECTION

"OCC will be a student-centered learning community that places a high value on a safe and healthy environment."

7.1 STRATEGY: The Campus Advisory Committee and Administration will maximize space utilization and environmental health and safety within existing limitations.

7.1.1 OBJECTIVE: Establish a space utilization committee for both Royal Oak and Southfield to make recommendations about alternative space usage and building recommendations.

EVALUATION:

a) Recommendations in a report by June 30, 1993.

ASSIGNED To: Campus Advisory Committee.

BUDGET REQUEST: None.

ROYAL OAK/SOUTHFIELD LRC COUNCIL
1992-94 Operational Plans

I COLLEGE STRATEGIC DIRECTION

"OCC will be a student-centered learning community that places the diverse needs of students as a first priority."

1.1 STRATEGY: Provide OCC community with the greatest possible access to and delivery of information resources from the OCC collection and other sources; in both physical and electronic (local and remote) formats; funded by general subsidy, not by unit of the college or by maker of the transaction.

1.1.1 OBJECTIVE: Continue work of the Council's Periodical Committee with annual review of OCC holdings; availability of formats; and coordinated purchase.

EVALUATION:

a) Better management of the collection.

1.1.2 OBJECTIVE: Begin Standing Order Committee work with review of OCC holdings; availability of formats; and coordinated purchase including evaluation of electronic databases for access under MDAS.

EVALUATION:

a) Better management of the collection.

1.1.3 OBJECTIVE: Complete LRC periodical holdings input to NOTIS; electronically update OCLC file for more current OCC data in SEMULG.

EVALUATION:

a) Better management of the collection.

1.1.4 OBJECTIVE: Complete and implement reciprocal patron borrowing agreements with DALNET libraries.

EVALUATION:

- a) Better student research.
- b) Better informed students.

1.1.5 OBJECTIVE: Complete interlibrary loan agreements with DALNET libraries. Enter into resource sharing agreements as appropriate. Develop a user satisfaction index and survey form.

EVALUATION:

- a) Better student research.
- b) Better informed students.
- c) Annually administered user satisfaction index.

III COLLEGE STRATEGIC DIRECTION

"OCC will be a student-centered learning community that values its members for their contribution to student growth"

3.1 STRATEGY: Acquire sufficient well qualified and trained professional staff to provide highly specialized services such as bibliographical instruction as well as manage library processes, procedures, collection; and to permit continued education and active participation in the external library community at all levels as well as within OCC LRCs, Campus and College councils and committees.

3.1.1 OBJECTIVE: Implement staffing formula per Strategic Plan recommendations.

EVALUATION:

- a) Better management of the collection.
- b) Better student research.
- c) Better informed students.
- d) Increased communication and interaction with OCC faculty.

3.1.2 OBJECTIVE: Make the formula for LRC staff an OCC budget policy.

EVALUATION:

- a) Better management of the collection.
- b) Better student research.
- c) Better informed students.
- d) Increased communication and interaction with OCC faculty.

3.1.3 OBJECTIVE: At minimum, add 2 full time librarians; one each at HL and RO LRCs; fill OR vacancy.

EVALUATION:

- a) Better management of the collection.
- b) Better student research.
- c) Better informed students.
- d) Increased communication and interaction with OCC faculty.

3.1.4 OBJECTIVE: Develop new skills for some collection formats.

EVALUATION:

- a) Better management of the collection.

3.1.5 OBJECTIVE: Expand teaching role for librarians to provide bibliographic instruction as well as collaborate with faculty to develop instructional materials that utilize the LRCs.

EVALUATION:

- a) Better student research.
- b) Better informed students.
- c) Increased communication and interaction with OCC faculty.

3.1.6 OBJECTIVE: Conduct orientations for OCC faculty to increase awareness of new LRC capabilities.

EVALUATION:

a) Increased communication and interaction with OCC faculty.

3.1.7 OBJECTIVE: Upgrade bibliographic instruction stations to include visual presenters, VCRs and other appropriate devices.

EVALUATION:

- a) Better student research.
- b) Better informed students.
- c) Improved student retention.

3.1.8 OBJECTIVE: Develop LIB 110 into a transferable course and a general education requirement.

EVALUATION:

- a) Better student research.
- b) Better informed students.
- c) Improved student retention.

3.1.9 OBJECTIVE: Acquire additional professional staff for development and implementation of BI.

EVALUATION:

- a) Better management of the collection.

IV COLLEGE STRATEGIC DIRECTION

"OCC will be a student-centered learning community that moves toward a dynamic, coherent, competency-based curriculum responsive to student needs, professional standards, and community expectations."

4.1 STRATEGY: Provide a current, well maintained collection that is appropriate in scope, depth and formatted for a community college; that supports OCC's disciplines; and is current within 5 years.

4.1.1 OBJECTIVE: Budget LRCs collectively as a percentage of OCC annual revenue consistent with professional standards.

EVALUATION:

- a) Better management of the collection.
- b) Uniform LRC policies and procedures.

4.1.2 OBJECTIVE: Reinstate formula based collection funding for campus LRCs; revise formula to include funds allocated for minimum collection requirements, enrollment, and disciplines supported, with a factor for replacing lost and obsolete materials.

EVALUATION:

- a) Better management of the collection.
- b) Uniform LRC policies and procedures.

4.1.3 OBJECTIVE: Make this funding basis an OCC budget and/or Board policy.

EVALUATION:

- a) Better management of the collection.
- b) Uniform LRC policies and procedures.

4.1.4 OBJECTIVE: Bring LRC's collections up to date by replacing materials discarded in inventory process (1989-91); do so with new college capital funds.

EVALUATION:

- a) Better management of the collection.
- b) Uniform LRC policies and procedures.
- c) Better student research.

4.1.5 OBJECTIVE: Review and update the OCC LRC collection development policy; develop Campus LRC policies.

EVALUATION:

- a) Better management of the collection.
- b) Uniform LRC policies and procedures.

4.1.6 OBJECTIVE: Fund new collection/access formats by redirecting funds from superseded formats.

EVALUATION:

- a) Better management of the collection.
- b) Uniform LRC policies and procedures.
- c) Better student research.

4.1.7 OBJECTIVE: Develop procedures with the OCC Curriculum committees for providing LRC collection funds for new courses.

EVALUATION:

- a) Increased communication and interaction with OCC faculty.
- b) Better management of the collection.

V COLLEGE STRATEGIC DIRECTION

"OCC will be a student-centered learning community that is recognized for the value of its services to the external business, social and educational communities."

5.1 STRATEGY: Provide OCC community with the greatest possible access to and delivery of information resources from the OCC collection and other sources; in both physical and electronic (local and remote) formats; funded by general subsidy, not by unit of the college or by maker of the transaction.

5.1.1 OBJECTIVE: Continue work of the Council's Periodical Committee with annual review of OCC holdings; availability of formats; and coordinated purchase.

EVALUATION:

a) Better management of the collection.

5.1.2 OBJECTIVE: Begin Standing Order Committee work with review of OCC holdings; availability of formats; and coordinated purchase including evaluation of electronic databases for access under MDAS.

EVALUATION:

a) Better management of the collection.

5.1.3 OBJECTIVE: Complete LRC periodical holdings input to NOTIS; electronically update OCLC file for more current OCC data in SEMULG.

EVALUATION:

a) Better management of the collection.

5.1.4 OBJECTIVE: Complete and implement reciprocal patron borrowing agreements with DALNET libraries.

EVALUATION:

- a) Better student research.
- b) Better informed students.

5.1.5 OBJECTIVE: Complete interlibrary loan agreements with DALNET libraries. Enter into resource sharing agreements as appropriate. Develop a user satisfaction index and survey form.

EVALUATION:

- a) Better student research.
- b) Better informed students.
- c) Annually administered user satisfaction index.

VI COLLEGE STRATEGIC DIRECTION

"OCC will be a student-centered learning community that identifies and responsibly utilizes existing resources and acquires additional resources necessary to achieve goals and objectives of the college."

6.1 STRATEGY: Acquire sufficient well qualified and trained professional staff to provide highly specialized services such as bibliographical instruction as well as manage library processes, procedures, collection; and to permit continued education and active participation in the external library community at all levels as well as within OCC LRCs, Campus and College councils and committees.

6.1.1 OBJECTIVE: Implement staffing formula per Strategic Plan recommendations.

EVALUATION:

- a) Better management of the collection.
- b) Better student research.
- c) Better informed students.

d) Increased communication and interaction with OCC faculty.

6.1.2 OBJECTIVE: Make the formula for LRC staff an OCC budget policy.

EVALUATION:

- a) Better management of the collection.
- b) Better student research.
- c) Better informed students.
- d) Increased communication and interaction with OCC faculty.

6.1.3 OBJECTIVE: At minimum, add 2 full time librarians; one each at HL and RO LRCs; fill OR vacancy.

EVALUATION:

- a) Better management of the collection.
- b) Better student research.
- c) Better informed students.
- d) Increased communication and interaction with OCC faculty.

6.1.4 OBJECTIVE: Develop new skills for some collection formats.

EVALUATION:

- a) Better management of the collection.

6.1.5 OBJECTIVE: Expand teaching role for librarians to provide bibliographic instruction as well as collaborate with faculty to develop instructional materials that utilize the LRCs.

EVALUATION:

- a) Better student research.
- b) Better informed students.
- c) Increased communication and interaction with OCC faculty.

6.1.6 OBJECTIVE: Conduct orientations for OCC faculty to increase awareness of new LRC capabilities.

EVALUATION:

- a) Increased communication and interaction with OCC faculty.

6.1.7 OBJECTIVE: Upgrade bibliographic instruction stations to include visual presenters, VCRs and other appropriate devices.

EVALUATION:

- a) Better student research.
- b) Better informed students.
- c) Improved student retention.

6.1.8 OBJECTIVE: Develop LIB 110 into a transferable course and a general education requirement.

EVALUATION:

- a) Better student research.
- b) Better informed students.
- c) Improved student retention.

6.1.9 OBJECTIVE: Acquire additional professional staff for development and implementation of BI.

EVALUATION:

- a) Better management of the collection.

ACADEMIC SERVICES
1992-94 Operational Plans

I COLLEGE STRATEGIC DIRECTION

"OCC will be a student-centered learning community that places the diverse needs of students as a first priority."

1.1 STRATEGY: Provide support for telecourses as requested by campus departments, and approved by college disciplines.

1.1.1 OBJECTIVE: Schedule broadcasts, arrange licenses, arrange for tape duplication, conduct student orientations, disseminate information to faculty, maintain accurate records.

EVALUATION:

a) Level of faculty and student satisfaction with telecourses.

ASSIGNED To: D. Doidge and N. Bogden Rowe

BUDGET REQUEST: None

II. COLLEGE STRATEGIC DIRECTION

"OCC will be a student-centered learning community that encourages high levels of trust and mutual respect among all members by means of open, effective communication, integrity, and ethical behavior."

2.1 STRATEGY: Provide information to faculty, administration, and staff regarding availability of distance learning opportunities, including telecourses and teleconferences.

EVALUATION:

a) A minimum of two print based distributions will be made during the year.

b) Electronic distribution of information will be made available via PROFS.

ASSIGNED To: D. Doidge

III COLLEGE STRATEGIC DIRECTION

"OCC will be a student-centered learning community that values its members for their contribution to student growth."

3.1 STRATEGY: Academic services staff will be supported in gaining new work related knowledge and skills.

3.1.1 OBJECTIVE: Each person (Doidge, Mack, Bogden-Rowe) will participate in one professional growth experience during the academic year.

EVALUATION:

a) Written and/or oral reports of the activity.

ASSIGNED TO: D. Doidge

BUDGET REQUEST: None

IV COLLEGE STRATEGIC DIRECTION

"OCC will be a student-centered learning community that moves towards a dynamic, coherent, competency-based curriculum responsive to student needs, professional standards, and community expectations."

4.1 STRATEGY: Begin the first phase of a three year plan to implement Tech Prep in Oakland County.

4.1.1 OBJECTIVE: Organize, coordinate, and measure progress of consortium Tech Prep activities.

EVALUATION:

a) Evaluation plan developed for consortium activities.

ASSIGNED TO: Leslie Mack

BUDGET REQUEST: Grant Funds

4.2 STRATEGY: Manage Perkins funding with a focus on occupational program improvement.

4.2.1 OBJECTIVE: Prepare application. Monitor expenditures. Prepare annual report to state.

EVALUATION:

a) Records and reports properly maintained and prepared. All funds expended.

ASSIGNED TO: Dave Doidge

BUDGET REQUEST: None

4.3 STRATEGY: Establish a research and development function within the college curriculum development process to provide information and assistance to faculty and staff in identification, content specification, instructional delivery methodology, and evaluation of new programs and courses in arts, sciences, and occupations.

4.3.1 OBJECTIVE: Provide consulting, supplies, travel, conference fees to support the development of new courses, program and degrees.

EVALUATION:

a) College approval of new programs, courses and degrees.

ASSIGNED TO: D. Doidge

BUDGET REQUEST: None

4.4 STRATEGY: Develop a worksite instruction plan.

4.4.1 OBJECTIVE: Common definition of terms. Revise 1987 report. Meet with faculty, employers. Establish data base. Write plan.

EVALUATION:

a) Adoption of plan by Academic Senate.

ASSIGNED TO: D. Doidge, W. Lloyd, G. May

BUDGET REQUEST: Grant Funds

V COLLEGE STRATEGIC DIRECTION

"OCC will be a student-centered learning community that is recognized for the value of its services to the external business, social and educational communities."

5.1 STRATEGY: Provide support for teleconferences as requested by campus and college personnel, and outside organizations.

5.1.1 OBJECTIVE: Provide information on teleconferences. Schedule teleconferences. Make room and technical arrangements. Arrange for maintenance, repair as needed.

EVALUATION:

a) Teleconferences scheduled and successfully conducted or taped, as appropriate.

ASSIGNED TO: N. Bogden-Rowe

BUDGET REQUEST: None

VI COLLEGE STRATEGIC DIRECTION

"OCC will be a student-centered learning community that identifies and responsibly utilizes existing resources and acquires additional resources necessary to achieve the goals and objectives of the college."

6.1 STRATEGY: Develop a professional development plan for OCC education faculty.

6.1.1 OBJECTIVE: Research, write plans by March 1, 1993. Gain Educational Services endorsement.

EVALUATION:

a) Educational Service Council approval.

b) 93-94 budget support.

ASSIGNED TO: D. Doidge

BUDGET REQUEST: None

**ADMINISTRATIVE SERVICES
1992-1994 Operational Plans**

I COLLEGE STRATEGIC DIRECTION

"OCC will be a student-centered learning community that places the diverse needs of students as a first priority."

- 1.1 STRATEGY:** Develop merit based scholarships for less than full-time students - by 4/1/93:

EVALUATION:

- a) Applications posted in Spring 1993 semester for awarding for Fall 1993.

ASSIGNED TO: J. Ray

BUDGET REQUEST: Special Board Scholarships Fund.

- 1.2 STRATEGY:** Investigate the possibility of extending staff hours in Accounting - by 9/1/92.

- 1.2.1 OBJECTIVE:** Determine whether extending staff hours in Financial Services would be cost effective.

EVALUATION:

- a) Report, with specific proposal.

ASSIGNED TO: H. Kieba

BUDGET REQUEST: Unknown, until cost study is made.

- 1.3 STRATEGY:** Coordinate food services with campuses to correlate with students needs - by 11/1/92.

EVALUATION:

- a) Conduct and review ARA survey of students needs.
b) Review survey with ARA.
c) Review survey with campuses.

ASSIGNED TO: J.P. Adams II

BUDGET REQUEST: \$8,000 for study/survey conducted by market research firm.

II. COLLEGE STRATEGIC DIRECTION

"OCC will be a student-centered learning community that encourages high levels of trust and mutual respect among all members by means of open, effective communication, integrity, and ethical behavior."

- 2.1 STRATEGY:** Team Building retreats (Training Needs for Team Building) - by 6/30/93.

2.1.1 OBJECTIVE: Team Building Retreats.

EVALUATION:

- a) Conduct peer and upward evaluations.
- b) Conduct surveys to determine effectiveness of Team Building Programs.

ASSIGNED TO: E. Callaghan

2.1.2 OBJECTIVE: Schedule a team building speaker for the summer/winter administrative retreat. Work with other team members.

EVALUATION:

- a) Speaker selected to be at retreat or other function.

ASSIGNED TO: H. Kieba

BUDGET REQUEST: Honorarium, \$1,500.

III COLLEGE STRATEGIC DIRECTION

"OCC will be a student-centered learning community that values its members for their contribution to student growth."

3.1 STRATEGY: Reserved parking space for "Employee of the Semester" - by 9/1/92.

EVALUATION:

- a) Make and post appropriate sign.

ASSIGNED TO: J. Tobin

BUDGET REQUEST: Unknown

IV COLLEGE STRATEGIC DIRECTION

"OCC will be a student-centered learning community that moves toward a dynamic, coherent, competency-based curriculum responsive to student needs, professional standards, and community expectations."

4.1 STRATEGY: Review costs and system needs of joint Macomb/OCC Agreement - by 9/1/92.

EVALUATION:

- a) Successful implementation of financial system to support the same.

ASSIGNED TO: M. Ouwerkerk

BUDGET REQUEST: None

4.2 STRATEGY: Review costs and system needs of the VINE operation - by 6/30/93.

EVALUATION:

- a) Successful completion of cost/benefit review.

ASSIGNED To: M. Ouwerkerk

BUDGET REQUEST: None

V COLLEGE STRATEGIC DIRECTION

"OCC will be a student-centered learning community that is recognized for the value of its services to the external business, social and educational communities."

- 5.1 STRATEGY:** Continuation/expansion of affiliation agreements with external business and clinical sites - ongoing.

- 5.1.1 OBJECTIVE:** Expand use of business and clinical sites, maintain use of existing sites in order to serve the widest group of students.

EVALUATION:

- a) Process appropriate paperwork upon request.
- b) Number of sites used.

ASSIGNED To: A. Jarson

BUDGET REQUEST: None

- 5.2 STRATEGY:** Maintain visibility or memberships of OCC personnel in external business associations or community groups.

- 5.2.1 OBJECTIVE:** Continue as officer of MCCBDA. Be a visible participant in CUFS user sessions.

EVALUATION:

- a) Maintain memberships on an ongoing basis.

ASSIGNED To: H.Kieba

BUDGET REQUEST: None

- 5.2.2 OBJECTIVE:** Continue existing memberships.

EVALUATION:

- a) Number of memberships.

ASSIGNED To: A. Jarson

BUDGET REQUEST: None

- 5.3 STRATEGY:** Implement the remaining CUFS packages, including inventory, fixed assets, travel, grants management and job cost, in order to enable the College to

operate more effectively and efficiently, and thereby be more accountable to the College taxpayers - beginning in 1992-93 and continuing each year thereafter.

EVALUATION:

- a) Test the reliability of data using the new software.
- b) Completed implementations.

ASSIGNED TO: H. Kieba, N. Church, J. Adams.

BUDGET REQUEST: Consulting fees, \$50,000 in FY 92-93, FY 93-94, FY 94-95. Additional expenses including printing costs, temporary clerical help, fees and training totalling \$32,000 in FY 92-93, \$32,000 in FY 93-94, \$20,000 in FY 94-95.

VI COLLEGE STRATEGIC DIRECTION

"OCC will be a student-centered learning community that identifies and responsibly utilizes existing resources and acquires additional resources necessary to achieve the goals and objectives of the college."

6.1 STRATEGY: Initiate millage campaign in 1993.

6.1.1 OBJECTIVE: Provide necessary support for millage campaign including preparation of required financial analyses, involvement with economic impact study.

EVALUATION:

- a) Items completed as required.
- b) Successful passage of a millage.

ASSIGNED TO: H. Kieba.

BUDGET REQUEST: None

6.2 STRATEGY: Reduce overall costs by better utilization of purchasing methods.

6.2.1 OBJECTIVE: Strive for constant improvement in purchasing methods.

EVALUATION:

- a) Comparison of Purchasing Department costs over a continuous period of time.

ASSIGNED TO: J.P. Adams II

BUDGET REQUEST: None

6.3 STRATEGY: Closer scrutiny of college-wide inventories - by 6/93.

6.3.1 OBJECTIVE: Review College-wide inventories by June 1993.

EVALUATION:

a) Completion of above.

ASSIGNED TO: James P. Adams II

BUDGET REQUEST: Administrative/Management position, \$35,000 in FY 92-93, FY 93-94, FY 94-95.

6.4 STRATEGY: Revise cash/management programs - by 3/94.

6.4.1 OBJECTIVE: Review current practices, develop a procedures manual. Computerize to the extent possible, the cash management system. Review and evaluate timelines of cash inflows vs. outflows.

EVALUATION:

- a) Issuance of a revised Procedures Manual.
- b) Computer system in place.
- c) Evaluation study prepared.

ASSIGNED TO: H. Kieba

BUDGET REQUEST: \$3,000 for training and consulting fees in FY 92-93, \$3,500 in FY 93-94.

6.5 STRATEGY: Speed up A/P process to take advantage of cash discounts - by 9/92.

EVALUATION:

- a) Comparison of discount utilization over a continuous period of time.

ASSIGNED TO: H. Kieba

BUDGET REQUEST: None

VII COLLEGE STRATEGIC DIRECTION

"OCC will be a student-centered learning community that places a high value on a safe and healthy environment."

7.1 STRATEGY: Implement Hazardous Material Management Program (college-wide) - by 6/30/93.

EVALUATION:

- a) Establish Administrative position to monitor and coordinate college-wide.

ASSIGNED TO: G. Lapko

BUDGET REQUEST: Permanent Administrative/Management position \$65,000 in FY 92-93, \$68,250 in FY 93-94, \$71,600 in FY 94-95. Training \$2,000 in FY 92-93, FY 93-94, FY 94-95. Software \$2,000 in FY 92-93, FY 93-94, FY 94-95. Mileage \$500 in FY 92-93, \$500 in 93-94, FY 94-95. Travel \$1,800 in FY 92-93, \$2,000 in FY 93-94, \$2,000 in FY 94-95.

7.2 STRATEGY: Reallocate resources to address needs (college-wide) of smokers and non-smokers - by 9/1/92.

EVALUATION:

a) Survey other community colleges and OCC employees to determine interest in smoking cessation programs.

ASSIGNED To: E. Callaghan

BUDGET REQUEST: \$5,500

ATHLETICS DEPARTMENT
1992-94 Operational Plans

I COLLEGE STRATEGIC DIRECTION

"OCC will be a student-centered learning community that places the diverse needs of students as a first priority."

- 1.1 STRATEGY: OCC Intercollegiate Athletics will offer the ten (10) sports that comprise the Michigan Community College Athletics Association (MCCAA).

EVALUATION:

- a) Offer all ten (10) sports by June 1994.
- b) OCC coaches will continuously maintain contact with county high school coaches and athletes.
- c) Prepare and make available an annual report on all OCC athletes.

ASSIGNED To: Prentice Ryan

BUDGET REQUEST: 2 permanent part-time faculty, \$3,000 in FY 92-93, \$4,000 in FY 93-94, \$4,500 in FY 94-95. New uniforms \$2,000 in FY 92-93. Meals, lodging, equipment \$7,000 in FY 92-93, \$7,350 in FY 93-94, \$8,000 in FY 94-95.

II COLLEGE STRATEGIC DIRECTION

"OCC will be a student-centered learning community that encourages high levels of trust and mutual respect among all members by means of open, effective communication, integrity, and ethical behavior."

- 2.1 STRATEGY: Provide staff development opportunities that improve the level of communication between administration, coaches and athletes.

EVALUATION:

- a) In the annual report, include a section on staff development.
- b) Conduct regular meetings with all coaches.
- c) Establish standards and operating procedures guide for the Athletics Department by December 1992.

ASSIGNED To: Prentice Ryan

BUDGET REQUEST: \$2,000 in FY 92-93, \$3,000 in FY 93-94, \$4,000 in FY 94-95. Expenses for meals, lodging, and transport, \$2,000 in FY 92-93, \$3,000 in FY 93-94, \$4,000 in FY 94-95.

III COLLEGE STRATEGIC DIRECTION

"OCC will be a student-centered learning community that values the contribution of its members to student growth."

- 3.1 **STRATEGY:** Reward coaches and staff who demonstrate proficiency in terms of team participation, academic accomplishment and the overall direction of a quality program.

EVALUATION:

- a) Establish award criteria by December 1992.
- b) Award the Coach of the Year Award.
- c) Host an annual awards banquet.

ASSIGNED TO: Prentice Ryan

BUDGET REQUEST: Expenses for meals and awards \$500 in FY 92-93, \$600 in FY 93-94, \$700 in FY 94-95.

IV COLLEGE STRATEGIC DIRECTION

"OCC will be a student-centered learning community that moves toward a dynamic, coherent, competency-based curriculum responsive to student needs, professional standards, and community expectation."

- 4.1 **STRATEGY:** Together with the Academic Support staff, provide a support system for athletes.

EVALUATION:

- a) All athletes will be continuously monitored (academically) by campus Academic Support staff.
- b) The annual report will include a section on the academic performance of OCC athletes.
- c) Prepare a bi-annual Athletic Follow-Up Report, first to be completed by June 1993.

BUDGET REQUEST: None

V COLLEGE STRATEGIC DIRECTION

"OCC will be a student-centered learning community that is recognized for the value of its services to the external business, social and educational communities."

- 5.1 **STRATEGY:** The Athletics Department will maintain a high level of contact with the media, county high school athletic departments and community recreation departments.

EVALUATION:

- a) Provide weekly press releases.
- b) Host annual clinics, seminars and workshops.
- c) Athletic scholarships will be made available (annually) to high school seniors.

ASSIGNED TO: Prentice Ryan

BUDGET REQUEST: \$41,800 in FY 92-93, \$52,500 in FY 93-94, \$63,000 in FY 94-

95. Expenses for printing and mailing \$2,000 in FY 92-93, \$3,000 in FY 93-94, \$4,000 in FY 94-95.

VI COLLEGE STRATEGIC DIRECTION

"OCC will be a student-centered learning community that identifies and responsibly utilizes the existing resources and acquires additional resources necessary to achieve the goals and objectives of the college."

6.1 STRATEGY: The OCC Athletics Department will offer quality athletic programs.

EVALUATION:

a) Programs will meet the needs of OCC students through administrative leadership, appropriate resource allocation including budget, staff and facilities.

ASSIGNED To: Prentice Ryan

BUDGET REQUEST: None

VII COLLEGE STRATEGIC DIRECTION

"OCC will be a student-centered learning community that places a high value on a safe and healthy environment."

7.1 STRATEGY: Continuously monitor all athletic programs so as to ensure a safe and healthy environment for all athletes.

EVALUATION:

a) Hire an athletic trainer by December 1992. (Note: this is in conjunction with the AH's request for an EMT Para Pro.)

b) Conduct monthly inspections of all athletic equipment/areas (weekly in high risk areas).

ASSIGNED To: Prentice Ryan

BUDGET REQUEST: \$3,000 in FY 92-93, \$3,500 in FY 93-94, \$4,000 in FY 94-95.

ATHLETICS/HAIPER
1992-94 Operational Plans

I COLLEGE STRATEGIC DIRECTION

"OCC will be a student-centered learning community that places the diverse needs of students as a first priority."

- 1.1 STRATEGY: OCC will establish a HAIPER Program that meets the diverse needs of students.

EVALUATION:

- a) Design the HAIPER Program by July 1, 1993.
- b) HAIPER Program design will emphasize leadership, student needs and competent faculty.

ASSIGNED To: Prentice Ryan

II. COLLEGE STRATEGIC DIRECTION

"OCC will be a student-centered learning community that encourages high levels of trust and mutual respect among all members by means of open, effective communication, integrity, and ethical behavior."

- 2.1 STRATEGY: Staff development opportunities which focus on improving communication will be provided for all HAIPER staff.

EVALUATION:

- a) Hold monthly staff meetings.
- b) Conduct annual two-way evaluations.
- c) By September 1992, develop a standard operating manual for all HAIPER buildings.

ASSIGNED To: Prentice Ryan

III. COLLEGE STRATEGIC DIRECTION

"OCC will be a student-centered learning community that values the contribution of its members to student growth."

- 3.1 STRATEGY: Establish a reward system for HAIPER staff who demonstrate proficiency in terms of directing a quality program.

EVALUATION:

- a) Develop a reward program by December 1992.
- b) Announce recipient of annual award in newsletter, student newspapers and marquee.

ASSIGNED TO: Prentice Ryan

IV. COLLEGE STRATEGIC DIRECTION

"OCC will be a student-centered learning community that moves toward a dynamic, coherent, competency-based curriculum responsive to student needs, professional standards, and community expectation."

- 4.1 STRATEGY:** Establish a mentoring program between OCC students and students from four-year institutions.

EVALUATION:

- a) Program is to be implemented by September 1, 1993.
- b) Program will incorporate opportunities for academic credit.
- c) Program will promote leadership skills as well as the concept of wellness and life-long learning.
- d) Program will develop skills necessary for students to become coaches, officials and community staff recreational personnel.

ASSIGNED TO: Prentice Ryan

- 4.2 STRATEGY:** Facility Managers will assume responsibility for scheduling building usage once the Academic Department assigns instructors to classes.

EVALUATION:

- a) Prepare an annual report that monitors class offerings and makes comparisons with other institutions.
- b) Conduct annual interviews with instructors to gain input on course content.

ASSIGNED TO: Prentice Ryan

V. COLLEGE STRATEGIC DIRECTION

"OCC will be a student-centered learning community that is recognized for the value of its services to the external business, social and educational communities."

- 5.1 STRATEGY:** Develop a program that assists K-12, private and community recreational organizations to meet their goals.

EVALUATION:

- a) Host workshops, seminars, clinics, leagues and year-round programs that meet the need of external organizations.
- b) Conduct exit surveys at end of each activity to monitor success of program.

ASSIGNED TO: Prentice Ryan

VI. COLLEGE STRATEGIC DIRECTION

"OCC will be a student-centered learning community that identifies and responsibly utilizes the existing resources and acquires additional resources necessary to achieve the goals and objectives of the college."

- 6.1 STRATEGY:** Provide a quality HAIPER program which incorporates responsibility for all three (3) OCC Physical Activities Buildings.

EVALUATION:

- a) By July 1, 1993, centralize all Physical Activities Buildings under the Athletic Director.
- b) By September 1, 1993, staff the HAIPER Program with one part-time Athletic Director, one full-time assistant, and one full-time secretary.
- c) By July 1, 1993, add one full-time Facility Manager to the Auburn Hills and Orchard Ridge Campuses.
- d) Conduct a one year progress report by July 1, 1994 which evaluates the overall status of the program.

ASSIGNED TO: Prentice Ryan

VII COLLEGE STRATEGIC DIRECTION

"OCC will be a student-centered learning community that places a high value on a safe and healthy environment."

- 7.1 STRATEGY:** Continuously monitor the activities of the HAIPER Program to ensure a safe and healthy environment.

EVALUATION:

- a) Conduct weekly inspections of "high-risk" areas within each building.
- b) Both full and part-time instructors will be certified in CPR.
- c) First aid kits will be replaced regularly and placed in strategic areas.
- d) Staff will attend "high-risk" and legal issues seminars.

ASSIGNED TO: Prentice Ryan

**BUSINESS AND PROFESSIONAL INSTITUTE
1992-94 Organizational Plans**

I COLLEGE STRATEGIC DIRECTION

"OCC will be a student-centered learning community that places the diverse needs of students as a first priority."

- 1.1 STRATEGY:** Provide non-traditional students with customized credit and non-credit instructional courses and programs based on specified student/client objectives utilizing multiple delivery systems, 1992-94.

EVALUATION:

- a) Provide for the instruction of 5,000 non-traditional students, 1992-94.
- b) Provide for various forms of delivery of instruction utilizing campuses, on-site, and exploring electronic/video systems, 1992-94.

- 1.2 STRATEGY:** Offer a variety of programs, formats and customized programs.

EVALUATION:

- a) On a continuous basis, meet specific needs of students (BPI customers) through development of customized training.
- b) To meet needs of business/management, community, AMA program will be offered (4 courses) twice yearly (Fall 92, 93 and Spring 92, 93, 94).
- c) To meet the needs of industrial community, offer quality management program twice yearly (Fall 92, 93 and Spring 92, 93, 94).
- d) To meet the needs of industrial community, offer Design for Assembly workshop (Winter 1992, 93 and 94).
- e) To meet needs of industrial community, offer Plastics seminars (Winter 1992, 93 and Spring 1994).

ASSIGNED TO: Brenda Vesprini and Bonnie George

II COLLEGE STRATEGIC DIRECTION

"OCC will be a student-centered learning community that encourages high levels of trust and mutual respect among all members by means of open, effective communication, integrity, and ethical behavior."

- 2.1 STRATEGY:** Establish a Business and Professional Institute Advisory Committee comprised of Presidents of campuses and BPI Dean for communication, information and support, 1992-94 (End of July 1992).

EVALUATION:

- a) Outreach courses/programs will run efficiently and effectively as a result of mutual respect, effective communication and mutual support, 1992-94.

ASSIGNED TO: Dr. Carol F. Stencel

- 2.2 STRATEGY:** Develop written, mutually agreed upon, procedures for initiation and implementation of instructional credit and non-credit courses/programs for non-traditional students, 1993.

EVALUATION:

- a) Mutually agreed upon procedures will be in place for BPI/Outreach courses/programs, 1993, January.

ASSIGNED TO: Dr. Carol F. Stencel

- 2.3 STRATEGY:** Develop a written, mutually agreed upon procedure for the implementation of credit and non-credit courses through campuses.

EVALUATION:

- a) Write procedure for Autocad training program implementation by August 1992.
b) Write procedure for technical (EMT, ETT) course offerings by August 1992.
c) Write procedure for UAW-GM program, Fall 1992.

ASSIGNED TO: Brenda Vesprini and Bonnie George

III COLLEGE STRATEGIC DIRECTION

"OCC will be a student-centered learning community that values the contribution of its members to student growth."

- 3.1 STRATEGY:** Interact with, assist and enlist assistance of members of the college community in providing educational courses/programs and services to non-traditional students/clients of the Outreach program.

EVALUATION:

- a) Ongoing support and input of Advisory Committee, 1992-94.
b) Ongoing support and input of campus administration (campus deans, associate deans, management staff, faculty), 1992-94.
c) Publish an internal newsletter informing OCC community of Outreach activities, bi-annually, 1992-94.

ASSIGNED TO: Dr. Carol F. Stencel

- 3.2 STRATEGY:** Encourage communication and interaction by enlisting and assisting in delivery of programs in a timely and expert fashion, 1992-94.

EVALUATION:

- a) Continue to post offerings to full-time and part-time faculty to participate in business/industrial offerings, 1992-94.
b) Continue to demonstrate appreciation to staff by personal thank you's, written notes of appreciation and Kudos (candy bar sent with note of thanks), 1992-94.
c) Interact with associate deans, management staff, Winter 1993, 94.

ASSIGNED TO: Brenda Vesprini and Bonnie George

IV COLLEGE STRATEGIC DIRECTION

"OCC will be a student-centered learning community that moves toward a dynamic, coherent, competency-based curriculum responsive to student needs, professional standards, and community expectation."

- 4.1 **STRATEGY:** Provide to non-traditional students educational courses/programs and services with specified goals and objectives designed to accomplish competencies, standards and/or expectations. 1992-94, ongoing.

EVALUATION:

- a) Courses are designed with objectives and competencies listed on a continuing basis.
- b) All courses/programs are evaluated by students with an average of 4.5 on a 5-point scale.
- c) All projects and services evaluated by client with an evaluation instrument.

ASSIGNED TO: Dr. Carol F. Stencel

- 4.2 **STRATEGY:** To deliver programs based on specified needs and/or objectives of business and industry.

EVALUATION:

- a) To deliver professional pre-license training in real estate, insurance and builder's program at least twice a year.
- b) Continue to implement evaluation instrument for business and follow-up procedures, Winter 1992-94.

ASSIGNED TO: Brenda Vesprini and Bonnie George

V. COLLEGE STRATEGIC DIRECTION

"OCC will be a student-centered learning community that is recognized for the value of its services to the external business, social and educational communities."

- 5.1 **STRATEGY:** All courses/programs and services offered by OCC Outreach will be evaluated by students/clients to reinforce value of Outreach Program.

EVALUATION:

- a) An internal quarterly newsletter regarding BPI educational activities will be published quarterly, 1992-94.
- b) Continue to participate in Chamber, State Department of Education and professional organizations as a valued representative of OCC Outreach Program, 1992-94.
- c) Continue to chair "Business and Education Committee" of Career Education Advisory Commission to Michigan State Board of Education, 1992-June 1993.

ASSIGNED TO: Dr. Carol F. Stencel

5.2 STRATEGY: Pursue/research the feasibility of an OCC Adult Center.

EVALUATION:

- a) Investigate grant possibilities throughout 1992-93.
- b) Attend conferences on Adult Centers throughout 1992-93.
- c) Visit established Adult Centers throughout 1992-93.

ASSIGNED TO: Bonnie George

5.3 STRATEGY: To gather each student (trainee's) evaluation of OCC/BPI program.

EVALUATION:

- a) 100 percent student evaluation; maintaining 4.5 or better average, 1992-94, ongoing.

ASSIGNED TO: Brenda Vesprini and Bonnie George

5.4 STRATEGY: To increase recognition of OCC/BPI's value by imparting knowledge and information via quarterly newsletter.

EVALUATION:

- a) Provide information for quarterly newsletter relative to programs, response to programs and testimonials, quarterly 1992-94.
- b) Provide information to state organization (MCCCSA) via position as Secretary-Treasurer (1992) and Vice President (1993)

ASSIGNED TO: Brenda Vesprini and Bonnie George

VI. COLLEGE STRATEGIC DIRECTION

"OCC will be a student-centered learning community that identifies and responsibly utilizes the existing resources and acquires additional resources necessary to achieve the goals and objectives of the college."

6.1 STRATEGY: OCC Outreach will utilize college community, equipment and facilities in the development of partnerships and/or joint ventures which will provide update on curriculum, equipment, as well as financial support.

EVALUATION:

- a) Utilize facilities and off campus sites in offering credit and non-credit courses/programs to students, 1992-ongoing.
- b) Develop partnership with UAW-GM to provide associate degrees on site, 1992-ongoing.
- c) Develop partnership/joint venture with EDS to provide an updated CAD program and acquire 6 SUN 2 stations, end of Fall 1992.
- d) To provide for a profit of 10 percent of gross revenues generated by OCC Outreach, annually.

ASSIGNED TO: Dr. Carol F. Stencil

6.2 STRATEGY: To offer off-campus credit and non-credit course teaching opportunities to full-time and adjunct faculty by notification to campus deans.

EVALUATION:

a) 100 percent posting of all credit offerings to all campuses, 1992-94, ongoing.

ASSIGNED TO: Brenda Vesprini and Bonnie George

VII COLLEGE STRATEGIC DIRECTION

"OCC will be a student-centered learning community that places a high value on a safe and healthy environment."

7.1 STRATEGY: Plan and organize for the development and implementation of programs in health and safety.

EVALUATION:

a) Organize for the implementation of a nursing assistant certification program in cooperation with appropriate nursing personnel throughout 1992-93.

b) Organize for the development and implementation of a health and safety program, 1992-ongoing.

ASSIGNED TO: Dr. Carol F. Stencil

7.2 STRATEGY: To support safe and healthy work environments for the community at large by offering a workshop to learn how to reduce injuries based on ergonomics and occupational biomechanics, as well as a general program in health and safety in the work place.

EVALUATION:

a) Offer one general health and safety workshop in September, 1992, inviting OCC personnel.

ASSIGNED TO: Brenda Vesprini and Bonnie George

CHANCELLOR'S OFFICE/COMMUNICATIONS
1992-94 Operational Plans

I COLLEGE STRATEGIC DIRECTION

"OCC will be a student-centered learning community that places the diverse needs of students as a first priority."

- 1.1 STRATEGY:** Provide access to financial resources and support to enable the Academic Senate and Campuses to implement competency-based instruction by June, 1994.

EVALUATION:

- a) Competencies integrated into selected curriculum at all campuses.

ASSIGNED TO: Chancellor

BUDGET REQUEST: \$250,000

- 1.2 STRATEGY:** Provide access to financial resources and support to enable the Academic Senate and Campuses to implement the Student Success Model by June, 1994.

EVALUATION:

- a) Student Success Model implemented on all campuses.

ASSIGNED TO: Chancellor

BUDGET REQUEST: \$300,000

II COLLEGE STRATEGIC DIRECTION

"Oakland Community College will be a student-centered learning community that encourages high levels of trust and mutual respect among all members by means of open effective communication, integrity and ethical behavior."

- 2.1 STRATEGY:** Assist in implementation of an internal communications audit to be conducted by a qualified outside consultant by the end of the Fall, 1992 semester.

EVALUATION:

- a) Quality and quantity of audit responses.

ASSIGNED TO: Chancellor

BUDGET REQUEST: \$10,000 from the Chancellor's budget.

- 2.2 STRATEGY:** Produce and distribute bi-monthly (Sept. - May) college house organ, "OCCurrences."

EVALUATION:

- a) Self-contained survey to be run in "OCCurrences."

b) Results from communications audit.

ASSIGNED To: College Communications

BUDGET REQUEST: \$3,500 from the College Communications budget

2.3 STRATEGY: Produce and distribute editions of "Board Digest" in a timely manner for college-wide distribution.

EVALUATION:

a) Communications audit.

ASSIGNED To: College Communications

BUDGET REQUEST: \$500 from the College Communications budget

2.4 STRATEGY: Respond to internal and external Freedom of Information Act inquiries.

EVALUATION:

a) Avoidance of law suits, unfavorable publicity.

ASSIGNED To: College Communications

BUDGET REQUEST: \$200 from College Communications budget.

2.5 STRATEGY: Arrange for updated trustee portraits at all college sites, staff portrait photos for publicity etc.

ASSIGNED To: College Communications

BUDGET REQUEST: \$1,300 from College Communications budget

2.6 STRATEGY: Prepare appropriate materials in support of morale-building activities, e.g., certificates, plaques, resolutions, buttons, etc.

ASSIGNED To: College Communications

BUDGET REQUEST: \$1,000 from College Communications budget

IV COLLEGE STRATEGIC DIRECTION

"OCC will be a student-centered learning community that moves toward a dynamic, coherent, competency-based curriculum responsive to student needs, professional standards, and community expectations.

4.1 STRATEGY: Provide access to financial resources and support to enable the Academic Senate and Campuses to implement competency-based instruction by June, 1994.

EVALUATION:

a) Competencies integrated into selected curriculum at all campuses.

ASSIGNED To: Chancellor

BUDGET REQUEST: \$250,000

4.2 STRATEGY: Provide access to financial resources and support to enable the Academic Senate and Campuses to implement the Student Success Model by June, 1994.

EVALUATION:

a) Student Success Model implemented on all campuses.

ASSIGNED To: Chancellor

BUDGET REQUEST: \$300,000

V COLLEGE STRATEGIC DIRECTION

"OCC will be a student-centered learning community that is recognized for the value of its services to the external business, social and educational communities."

5.1 STRATEGY: Direct the expansion and reorganization of BPI by end of June, 1994.

EVALUATION:

a) Expanded location, expanded staff, 25 percent increase in students.

ASSIGNED To: Chancellor

BUDGET REQUEST: \$150,000

5.2 STRATEGY: Position OCC as a community resource for dealing with social concerns of the community; e.g., unemployed and underemployed populations, underprepared students, secondary dropout rates.

EVALUATION:

a) Networking with community groups on issues, with projects planned and/or underway by June, 1994.

ASSIGNED To: Chancellor

BUDGET REQUEST: None

5.3 STRATEGY: Implement a multimedia promotional campaign (Theme--"OCC: Our Business is Putting Students First") for fiscal year 1992-93. Examples of activities are:

- 1) Fall promotional flyer, to be placed in each household in Oakland County, (\$43,195);
- 2) Winter promotional magazine to be placed in each household, as well as distributed to businesses, governmental agencies, chambers of commerce, etc (\$121,500);

- 3) (Optional Spring promotional flyer to each household {\$45,000});
- 4) Movie theater ads, Fall, Winter, Spring semesters (\$10,000);
- 5) Newspaper ads, Fall, Winter, Spring semesters (\$24,000);
- 6) Radio ads, Fall, Winter, Spring semesters (\$9,000);
- 7) Preparation, placement in media, of items reflecting college activities (press releases, story leads);
- 8) Preparation, placement of "target of opportunity" ads in vehicles such as real estate magazines, commemorative publications etc. - including Spring/Summer ads in University newspaper (\$8,000);
- 9) Cable TV promotions: a) Produce, place advertisements, winter (\$10,000); b) Produce college video suitable for TV broadcast, or for general use, Fall 1992 (\$5,000); c). Make further use of municipally-operated TV "bulletin boards";
- 10) Work with internal groups and/or outside organizations to create "media events" for new programs, partnerships (\$2,000);
- 11) Produce, distribute miscellaneous promotion materials such as bumper stickers, pins, pencils, folders, certificates, etc. (\$2,000);
- 12) Organize speakers' bureau which will make volunteer college personnel available as guest speakers to local civic organizations, prepare brochure for same (\$1,000).

EVALUATION:

- a) Number of media placements, column inches, air time garnered; coupon responses; public opinion poll findings, etc.

ASSIGNED To: College Communications

BUDGET REQUEST: College Communications' Advertising \$280,000

VI COLLEGE STRATEGIC DIRECTION

"OCC will be a student-centered learning community that identifies and responsibly utilizes existing resources and acquires additional resources necessary to achieve the goals and objectives of the college.

- 6.1 **STRATEGY:** Direct a millage campaign, with the election in the Fall of 1993.

EVALUATION:

- a) Completion of millage campaign

ASSIGNED To: Chancellor

BUDGET REQUEST: \$300,000

- 6.2 **STRATEGY:** Provide structure and support to garner additional dollars through Federal grants and Foundation donations.

EVALUATION:

- a) Increase in grant funds of 25 percent and Foundation funds of 30 percent.

ASSIGNED To: Chancellor

BUDGET REQUEST: Foundation and Vice Chancellor of Planning and Development budgets

6.3 STRATEGY: Participate in a millage campaign.

EVALUATION:

a) Successful campaign outcome

ASSIGNED To: College Communications

BUDGET REQUEST: \$300,000 from Chancellor's budget.

6.4 STRATEGY: Plan, coordinate twice-yearly on-campus or off-campus meetings with state legislators.

ASSIGNED To: College Communications

**HUMAN RESOURCES
1992-94 Operational Plans**

II COLLEGE STRATEGIC DIRECTION

"OCC will be a student-centered learning community that encourages high levels of trust and mutual respect among all members by means of open, effective communication, integrity, and ethical behavior."

2.1 STRATEGY: Improve communications and supervisory skills of employees.

2.1.1 OBJECTIVE: Offer interpersonal skills training program.

EVALUATION:

a) All supervisory/management employees to be trained by Spring, 1994.

ASSIGNED To: Sue Lorton

BUDGET REQUEST: None

2.2 STRATEGY: Negotiate collective bargaining agreements.

2.2.1 OBJECTIVE: Negotiate new classified master agreement within economic targets consistent with vision/values statement.

EVALUATION:

a) Ratification by classified memberships and Board of Trustees, Summer 1993.

ASSIGNED To: Sue Lorton

BUDGET REQUEST: None

2.3 STRATEGY: Improve cost effectiveness of benefits plans.

2.3.1 OBJECTIVE: Flexible compensation plans for FAC and other Bargaining Units (at expiration).

EVALUATION:

a) Program implemented (communicated) booklets at contract renewal.

ASSIGNED To: Ed Callaghan

BUDGET REQUEST: \$3,000, Printing, \$5,000, Consulting, \$1,000 Stationery in FY 92-93

2.4 STRATEGY: Establish adjunct communication.

2.4.1 OBJECTIVE: Develop adjunct employee handbook for college.

EVALUATION:

a) Publish handbook by 12-92.

ASSIGNED TO: Ed Callaghan

BUDGET REQUEST: \$10,000 for Printing, \$6,000 for Stationery, \$1,000 for Miscellaneous Expenses in FY 92-93

2.5 STRATEGY: Codify personnel policy consistent with vision/value statement.

2.5.1 OBJECTIVE: Review policies, delete and/or modify as appropriate.

EVALUATION:

a) Completed by 10-92.

ASSIGNED TO: Ed Callaghan

BUDGET REQUEST: \$1,000 for Printing, \$500 for Stationery, \$1,500 for Consulting.

2.6 STRATEGY: Evaluate college management style.

2.6.1 OBJECTIVE: Establish upward appraisal system.

EVALUATION:

a) System in place by 12-92.

ASSIGNED TO: Ed Callaghan

BUDGET REQUEST: \$10,000 for Consulting, \$1,000 for Printing, \$1,000 for Miscellaneous in FY 92-93

2.7 STRATEGY: Improve employee communication.

2.7.1 OBJECTIVE: Develop employee handbook.

EVALUATION:

a) Publish by 4-93.

ASSIGNED TO: Ed Callaghan

BUDGET REQUEST: \$35,000 for Consultants, \$3,000 for Printing, \$3,000 for Stationery.

IV COLLEGE STRATEGIC DIRECTION

"OCC will be a student-centered learning community that moves toward a dynamic, coherent, competency-based curriculum responsive to student needs, professional standards, and community expectations."

4.1 STRATEGY: Remove contractual barriers.

4.1.1 OBJECTIVE: Negotiate FMA which eliminates restrictions on dynamic, coherent, competency-based curriculum.

EVALUATION:

a) Increase importance of discipline vs. department.

ASSIGNED TO: Ed Callaghan

BUDGET REQUEST: \$10,000 for Arbitration, \$35,000 for Advertising in FY 92-93

VI. COLLEGE STRATEGIC DIRECTION

"OCC will be a student-centered learning community that identifies and responsibly utilizes existing resources and acquires additional resources necessary to achieve the goals and objectives of the college."

6.1 STRATEGY: Provide accurate feedback concerning employment statistics and control of positions.

6.1.1 OBJECTIVE: Implement HRS.

EVALUATION:

a) System implemented by January, 1994.

ASSIGNED TO: Ed Callaghan

BUDGET REQUEST: Administrative/Management position, \$40,000. \$10,000 for Printing, \$5,000 for Advertising, \$2,000 Candidate, \$7,500 Travel.

VII. COLLEGE STRATEGIC DIRECTION

"OCC WILL BE A STUDENT-CENTERED LEARNING COMMUNITY THAT PLACES A HIGH VALUE ON A SAFE AND HEALTHY ENVIRONMENT."

7.1 STRATEGY: Establish appropriate environmental health/safety programs to bring college into compliance with federal/state legislation and improve wellness of staff and students.

7.1.1 OBJECTIVE: Establish blood path program.

EVALUATION:

a) Develop written plan by 12-92, provide hepatitis vaccine by 12-92, provide required training by 10-92.

ASSIGNED TO: Gene Lapko

BUDGET REQUEST: Vaccine, \$30,000 in FY 92-93, \$10,000 in FY 93-94, \$5,000 in FY 94-95. Additional expense \$500 in FY 92-93, FY 93-94, FY 94-95.

7.1.2 OBJECTIVE: Establish lab standard program.

EVALUATION:

a) Written plan by 10-92, implement plan (begin) in 11-92, full compliance by 6-93.

ASSIGNED To: Gene Lapko

BUDGET REQUEST: Consultants \$3,000 in FY 92-93, \$3,000 in FY 93-94, \$3,500 in FY 94-95. Additional expense \$500 in FY 92-93, FY 93-94, FY 94-95.

7.1.3 OBJECTIVE: Establish campus inspections.

EVALUATION:

a) Develop inspection check list for each campus by 3-93, inspections begin by 10-92.

ASSIGNED To: Gene Lapko

BUDGET REQUEST: \$12,000 in FY 92-93 for 1/2 Maintenance/Public Safety position, to be shared with Public Safety. Additional expense \$500 in FY 92-93, FY 93-94, FY 94-95.

7.1.4 OBJECTIVE: Expand/promote wellness.

EVALUATION:

a) Increase number of participants in programs by 5% over 90/91 participation level.

ASSIGNED To: Gene Lapko

BUDGET REQUEST: Programs, \$3,000 in FY 92-93, \$3,600 in FY 93-94, \$4,500 in 94-95.

7.1.5 OBJECTIVE: Review feasibility of recycling program.

EVALUATION:

a) Recommend recycling (or not) by 12-92. If recycling feasible, implement program by 4-93.

ASSIGNED To: Gene Lapko

BUDGET REQUEST: Miscellaneous, \$2,000 in FY 92-93, FY 93-94, \$2,500 in FY 94-95

7.1.6 OBJECTIVE: Conduct required MIOSHA training for employee groups.

EVALUATION:

a) Training to be completed by 6-93.

ASSIGNED To: Gene Lapko

BUDGET REQUEST: Training video, \$2,500 in FY 92-93, \$2,000 in FY 93-94, \$1,500 in FY 94-95, Services \$6,500 in FY 92-93, \$5,000 in FY 93-94, \$3,500 in FY 94-

95, In-service \$2,000 in FY 92-93, \$2,500 in FY 93-94, \$3,000 in FY 94-95.

7.1.7 OBJECTIVE: Establish hazardous waste management program.

EVALUATION:

a) Single source and controlled purchasing by 1-93, storage and disposal guidelines by 8-93.

ASSIGNED To: Gene Lapko

BUDGET REQUEST: Permanent Administrative/Management position \$65,000 in FY 92-93, \$68,250 in FY 93-94, \$71,600 in FY 94-95. Training \$2,000 in FY 92-93, FY 93-94, FY 94-95. Software \$2,000 in FY 92-93, FY 93-94, FY 94-95. Mileage \$500 in FY 92-93, \$500 in 93-94, FY 94-95. Travel \$1,800 in FY 92-93, \$2,000 in FY 93-94, \$2,000 in FY 94-95.

**INFORMATION & TELECOMMUNICATION SYSTEMS
1992-94 Operational Plans**

I. COLLEGE STRATEGIC DIRECTION

"OCC will be a student centered learning community that places the diverse needs of students as a first priority."

- 1.1 STRATEGY:** ITS will bring solutions to the student community to either reduce their administrative time for planning or executing their educational plan or enhance their actual education by offering the academic community new technology to improve their personal and departmental capabilities.

EVALUATION:

- a) Extend and enhance student based systems (Touch Tone, SIS) either through increased functionality or through enhanced access (easier or extended hours of access).
- b) Assist in further automation of the registration process to reduce student time to register in person (new cash registers, more flexible and available data entry work stations).

ASSIGNED To: John Valentine/Tim Delong/Fred Charbonneau

BUDGET REQUEST: Permanent .5 Administrative/Management position, \$30,000 in FY 92-93. Cash Registers, \$200,000 in FY 92-93.

II. COLLEGE STRATEGIC DIRECTION

"OCC will be a student centered learning community that encourages high levels of trust and mutual respect among all members by means of open, effective communication, integrity, and ethical behavior."

- 2.1 STRATEGY:** ITS will become a more cohesive working unit noted for effective and honest communication both internally and with it's clients and will insure the security of the college electronic information that is managed by the department.

EVALUATION:

- a) Use team building techniques (video tape series, other work related exercises) that will foster and promote open, honest communication and will discourage individual actions that are detrimental to the department, college and individuals.
- b) Audit and correct any information security weaknesses for data residing in electronic form for which ITS is responsible. ITS will also consult and assist with security recommendations for personal computer based information of other departments.

ASSIGNED To: John Valentine

BUDGET REQUEST: None

III COLLEGE STRATEGIC DIRECTION

"OCC will be a student centered learning community that values its members for their contributions to student growth."

- 3.1 **STRATEGY:** ITS will serve the needs of students and their growth by working directly with the student community in non-traditional ITS roles. This will include instruction, technology support/consultation and internship opportunities.

EVALUATION:

- a) Continued support of ITS members serving as adjunct faculty to directly teach students.
- b) Continued and enhanced technology lab support for students provided by ITS User Services members.
- c) Establishment of an internship program in ITS to assist students in gaining real world experience.

ASSIGNED To: John Valentine/Tim DeLong/Fred Charbonneau/Dave Gee

BUDGET REQUEST: Hardware, \$20,000 in FY 92-93.

IV COLLEGE STRATEGIC DIRECTION

"OCC will be a student centered learning community that moves toward a dynamic, coherent, competency-based curriculum responsive to student needs, professional standards, and community expectations."

- 4.1 **STRATEGY:** ITS will provide computing technology to administration, faculty and students to assist all parties in providing the environment necessary to meet community and student needs. The curriculum will be enhanced by providing advanced technology for the students to use, faculty to learn from and administration to gain insight into the issues facing the college community.

EVALUATION:

- a) Implement interactive video by the agreed upon completion date between Royal Oak and Auburn Hills (VINE Project) and support research and planning into other locations.
- b) Enhance the Wide Area Network to include the needs of both OCC faculty and the OCC/Macomb agreement. This will include enhancing our BITNET/Internet access and improving faculty system access to the current administrative network.
- c) Establish an Academic Liaison Coordinator within ITS to support the academic community, including internships in ITS and advanced computing planning/design that will strategically link all OCC computing technology.

ASSIGNED To: John Valentine

BUDGET REQUEST: Permanent .7 Administration/Management Position, \$40,000 in FY 92-93. Hardware, network \$15,000 in FY 92-93. Mainframe capital lease

\$200,000 in FY 92-93, FY 93-94, FY 94-95, Software \$100,000 in FY 92-93, FY 93-94, FY 94-95.

V COLLEGE STRATEGIC DIRECTION

"OCC will be a student centered learning community that is recognized for the value of its services to the external business, social and educational communities."

- 5.1 STRATEGY:** ITS will work with the external community through support of academic joint ventures, through technology associations and through solutions that reduce tax payer cost to run OCC.

EVALUATION:

- a) Continued implementation of AMS software to reduce and enhance college administrative functions. This implementation will be in support of the client departments within the college and their ability to utilize the software being implemented.
- b) Support joint ventures (IBM/CAD/CAM, EDS/CAD/CAM) to help the college use and maintain these programs.
- c) Active membership in business organizations such as MOTA (MI/OHIO Telecommunications Assoc), Internet and CUMREC.

ASSIGNED To: John Valentine

BUDGET REQUEST: Four Administrative/Management positions at \$240,000 in FY 92-93, FY 93-94. Two consulting positions at \$200,000 in FY 92-93, and FY 93-94.

VI COLLEGE STRATEGIC DIRECTION

"OCC will be student centered learning community that identifies and responsibly utilizes existing resources and acquire additional resources necessary to achieve the goals and objectives of the college."

- 6.1 STRATEGY:** ITS will build or support processes that capture and store information necessary to properly utilize existing/new resources. This is accomplished by providing good systems (CUFS, EPS, HRS, SIS) for daily production of the data/information and a client access mechanism to aid ad hoc requests for information needed for planning and decision making. This access capability needs to be built.

EVALUATION:

- a) Client satisfaction with information quality and availability in: EPS, CUFS, SIS, and other OCC databases.
- b) Demonstrated effectiveness of improved information access that results in the proper decision on how to best use or acquire resources. There should be at least four significant examples. (Includes Report Review Process)
- c) Control ITS budget spending the money efficiently. (Includes investigation and implementation of Zip+4 mailing capabilities and potential savings)

ASSIGNED To: Fred Charbonneau/Tim Delong/John Valentine

BUDGET REQUEST: Hardware, \$50,000-200,000 in FY 92-93, Software, \$15,000 in FY 92-93, \$20,000 in FY 93-94, \$20,000 in FY 94-95.

VII. COLLEGE STRATEGIC DIRECTION

"OCC will be a student centered learning community that places a high value on a safe and healthy environment."

7.1 STRATEGY: Assist other departments in using technology safely including new product selection that is ergonomically correct (low emission video terminals, wrist guards, etc.). Also, make sure that the ITS working environment meets the health needs of the employees.

EVALUATION:

- a) No client complaints with new equipment and problems with existing equipment resolved.
- b) A safe and healthy work environment for the ITS staff certified by the staff in departmental or institutional surveys.

ASSIGNED To: John Valentine

BUDGET REQUEST: None

**INSTITUTIONAL PLANNING & ANALYSIS
1992-94 Operational Plans**

I. COLLEGE STRATEGIC DIRECTION

"OCC will be a student-centered learning community that places the diverse needs of students as a first priority."

1.1 STRATEGY: Incorporate questions that assess the needs of students into surveys of students and at official data collection points.

1.1.1 OBJECTIVE: Design and implement a Continuing Student Survey (CSS) based on the College's Critical Success Factors. Data will be reported to all segments of the college through EMET.

EVALUATION:

- a) Identify appropriate data collection points by 7-31-92.
- b) Identify major issues for which data needs to be collected by 9-31-92.
- c) Survey design by October 31, 1992.
- d) Data collected and ready for analysis by June 30, 1993.

ASSIGNED To: M. Orlowski

BUDGET REQUEST: \$2,910 for interviewers.

1.1.2 OBJECTIVE: Design and implement a First Time Student Survey (FTS) based on the College's Critical Success Factors. Obtained information will focus on needs of students as they begin their education at OCC.

EVALUATION:

- a) Design survey by October 30, 1992.
- b) Data available for analysis by July 31, 1993.

ASSIGNED To: M. Orlowski

BUDGET REQUEST: \$3,500 for interviewers.

1.1.3 OBJECTIVE: Revise the OCC Admissions Application so as to assess the needs and expectations of entering students.

EVALUATION:

- a) Revised application by July 31, 1992.
- b) Implement new application by January 1, 1993.

ASSIGNED To: S. Merz

BUDGET REQUEST: \$3,000 for scanner (ITS)

1.1.4 OBJECTIVE: Revise the Student Withdraw form so as to assess reasons for students dropping classes.

EVALUATION:

a) Revised form by September 1, 1992.

ASSIGNED To: M. Orłowski

BUDGET REQUEST: None

- 1.1.5 OBJECTIVE:** Incorporate into the registration process several questions that assess student goals and intentions. Both Touch*Tone and walk through registration will be affected.

EVALUATION:

- a) Identify specific questions by October 1, 1992.
b) Implement as of Spring 1993 registration.

ASSIGNED To: S. Merz

BUDGET Request: \$2,500 extra phone lines and \$1,000 for needed programming (ITS)

II COLLEGE STRATEGIC DIRECTION

"OCC will be a student-centered learning community that encourages high levels of trust and mutual respect among all members by means of open, effective communication, integrity, and ethical behavior."

- 2.1 STRATEGY:** Publish a total of six (6) news letters (OCC Index) annually that focus on student characteristics, enrollments, programs, and other topics that enhance the awareness of OCC staff.

- 2.1.1 OBJECTIVE:** Determine general topics for each edition.

EVALUATION:

- a) Meet all publication dates.
b) Determine topics by July 30, 1992.
c) Establish publication dates by July 30, 1992.

ASSIGNED To: B. Versele

BUDGET REQUEST: None

III COLLEGE STRATEGIC DIRECTION

"OCC will be a student-centered learning community that values its members for their contribution to student growth."

- 3.1 STRATEGY:** Determine the future role of the Research Council. Based upon this determination restructure the council so as to be broadly represented by faculty and

staff who will assist in the fulfillment of the council's role at OCC.

- 3.1.1 OBJECTIVE:** Conduct interviews with current council members to determine their perspective on the future role of the council.

EVALUATION:

- a) Complete interviews by December 31, 1992.
- b) Develop consensus with regard to the future of the Research Council by December 31, 1992.
- c) Determine future role of council by March 31, 1993.
- d) Membership of council modified by March 1, 1993.

ASSIGNED To: M. Orlowski

BUDGET REQUEST: None

IV COLLEGE STRATEGIC DIRECTION

"OCC will be a student-centered learning community that moves toward a dynamic, coherent, competency-based curriculum responsive to student needs, professional standards, and community expectations."

- 4.1 STRATEGY:** Conduct needs assessments of proposed programs.

- 4.1.1 OBJECTIVE:** Conduct needs assessments based upon College Curriculum Committee recommendations.

EVALUATION:

- a) Needs assessment reports submitted within stated time frame.

ASSIGNED To: M. Orlowski

BUDGET REQUEST: \$21,000 position currently filled by part-time temporary. Remaining dollars excluding FICA & benefits will be assumed by existing dollars.

- 4.2 STRATEGY:** Implement a new process for program development at OCC.

- 4.2.1 OBJECTIVE:** Work with the College Curriculum Committee to implement the College's Program Development model.

EVALUATION:

- a) New program development model approved by Chancellors Council by July 1 1992.
- b) Draft all appropriate documentation by June 30, 1993.

ASSIGNED To: M. Orlowski

BUDGET REQUEST: see 4.1.1

4.3 STRATEGY: Conduct Program Reviews by collecting, analyzing and reporting data to appropriate college faculty and staff.

4.3.1 OBJECTIVE: Incorporate budget data into EMET. Transform PRIME data into EMET. Information will be provided to Research & Evaluation committee, Deans, Faculty and campus presidents.

EVALUATION:

- a) Identify what data will be brought into EMET by October 31, 1992.
- b) Reports including budget data available by September 1, 1993.
- c) Generation of reports on a per request basis.

ASSIGNED To: M. Orłowski/S. Merz

BUDGET REQUEST: \$10,500 faculty overload

4.4 STRATEGY: Conduct and coordinate the college's Environmental Scanning process.

4.4.1 OBJECTIVE: Continue to support the scanning activities of each subcommittee through subscriptions, memberships, purchasing of reports/documents and professional development opportunities.

EVALUATION:

- a) Submission of abstracts within stated time-lines.
- b) Submission of scanned material to "Key Driver" committees.
- c) Distribution of annual report. (June of 1992, 1993 & 1994).

ASSIGNED To: M. Orłowski

BUDGET REQUEST: \$4,750 for special research, increased dues and fees, new subscriptions and semi-annual meetings (luncheon).

V COLLEGE STRATEGIC DIRECTION

"OCC will be a student-centered learning community that is recognized for the value of its services to the external business, social and educational communities."

5.1. STRATEGY: Make presentations at regional and national conferences concerning the college's Strategic Planning, Institutional Effectiveness and Environmental Scanning systems.

5.1.1 OBJECTIVE: Submit at least two (2) proposals to appropriate organizations.

EVALUATION:

- a) Make all accepted presentations.

ASSIGNED To: M. Orłowski

BUDGET REQUEST: None

5.2 STRATEGY: Continue in a leadership role as one of the co-founders of the Environmental Scanning Consortium of Michigan (ESCM).

5.2.1 OBJECTIVE: Formalize the ESCM through an affiliation agreement which includes at least one two-year and one four-year institution.

EVALUATION:

- a) Affiliation agreement signed by July 1, 1993.
- b) Sponsor annual work shop that breaks-even or turns a profit.

ASSIGNED TO: M. Orłowski

BUDGET REQUEST: \$1,500 expected membership fee

VI COLLEGE STRATEGIC DIRECTION

"OCC will be a student-centered learning community that identifies and responsibly utilizes existing resources and acquires additional resources necessary to achieve the goals and objectives of the college."

6.1 STRATEGY: Provide information from the Graduate Follow-Up Survey to the OCC Foundation that targets specific groups of graduates as well as employers of graduates which will enhance fund raising activities.

6.1.1 OBJECTIVE: Design specific reports that can be used by the OCC Foundation to increase its effectiveness in raising funds for the college.

EVALUATION:

- a) Design reports by November 1, 1992.
- b) Produce first report by January 30, 1993.
- c) Prepare and submit report/information to the OCC Foundation by December 31, 1992.

ASSIGNED TO: S. Merz

BUDGET REQUEST: None

6.2 STRATEGY: Provide data and information from the OCC Critical Success Factors reporting software that evaluate the status of OCC programs and services. (S. Merz)

6.2.1 OBJECTIVE: Modify the existing EMET tool to fit within OCC's organizational structure, planning process, and budgeting system.

EVALUATION:

- a) Submission of quarterly reports to the Board of Trustees.
- b) Submission of quarterly reports to Chancellors Council.
- c) Submission of quarterly reports to campus Presidents.
- d) Submission of quarterly reports to faculty.

ASSIGNED To: M. Orlowski

BUDGET REQUEST: see 4.3.1 faculty overload

- 6.2.2 OBJECTIVE:** Fully design EMET so as to incorporate new data obtained in surveys as well as data that exists in official college records.

EVALUATION:

- a) EMET revised by October 1, 1992.
- b) By June 30, 1994 EMET will include data from the CSS, NRS, Admissions and Registration surveys.

ASSIGNED To: M. Orlowski

BUDGET Request: see 4.3.1 faculty overload

- 6.3 STRATEGY:** Seek external funding for the activities of the Environmental Scanning Consortium of Michigan (ESCM) as well as the Southeast Michigan Needs Assessment Consortium (SEMNAC).

- 6.3.1 OBJECTIVE:** Submit requests for funds to appropriate agencies on an as-needed basis.

EVALUATION:

- a) Attainment of funding.
- b) Appropriate use of grant funds.

ASSIGNED To: M. Orlowski

BUDGET REQUEST: None

- 6.4 STRATEGY:** Develop the necessary data collection systems, programs and reports that are associated with measuring the college's 153 indicators of critical success.

- 6.4.1 OBJECTIVE:** All systems necessary to fulfill the strategy are embodied in other objectives. The overall objective is to have all surveys in place by June 30, 1994.

EVALUATION:

- a) Establish a time-line for implementing data collection systems by July 31, 1992.
- b) Write aggregation and macro programs in support of reporting Critical Success Factor information within project time-lines.
- c) All appropriate surveys in place by June 30, 1994.

ASSIGNED To: M. Orlowski

BUDGET REQUEST: \$2,900 to connect office to college LAN system (SCUZ drive & RJ 45 LAN).

- 6.5 STRATEGY:** Assist all appropriate faculty and staff in obtaining their data and information needs as specified in specific strategies and objectives in the 1992-94 Strategic Plan.

6.5.1 OBJECTIVE: Review the 1992-94 Strategic Plan and identify all appropriate strategies that impact the office of Planning & Analysis.

EVALUATION:

- a) Identify all strategies and objectives that involve the Office of Institutional Planning & Analysis by September 1, 1992
- b) Provide data/information to appropriate faculty and staff by June 30, 1994.

ASSIGNED To: M. Orlowski

BUDGET REQUEST: None

VII. COLLEGE STRATEGIC DIRECTION

"OCC will be a student-centered learning community that places a high value on a safe and healthy environment."

7.1 STRATEGY: Incorporate health and safety questions into student and staff surveys.

7.1.1 OBJECTIVE: Questions will be included in the annual OCC employee survey.

EVALUATION:

- a) Determine issues for which data needs to be obtained by March 1, 1993.
- b) Survey developed by July 30, 1992.
- c) Implementation by October 1, 1992.
- d) Submit data/information on health and safety issues to appropriate college staff.

ASSIGNED To: M. Orlowski

BUDGET REQUEST: None

7.2 STRATEGY: Ensure that there is an appropriate amount of light at all office work stations.

7.2.1 OBJECTIVE: Conduct evaluation of each work station.

EVALUATION:

- a) Conducted by September 30, 1992.
- b) Improvements made by December 1, 1992.
- c) Satisfactory lighting levels by December 31, 1992.

ASSIGNED To: S. Merz

BUDGET REQUEST: None

OCC FOUNDATION
1992-94 Operational Plans

I COLLEGE STRATEGIC DIRECTION

"OCC will be a student-centered learning community that places the diverse needs of students as first priority."

1.1 **STRATEGY:** Seek funding to provide scholarships, and support services and programs to encourage admission, retention and success in diverse student populations such as minorities, learning disabled, economically disadvantaged, women entering the work force, etc.

1.1.1 **OBJECTIVE:** Determine prospective funders and pursue gifts for programs for diverse student populations where there is a match through personal solicitations and proposals.

EVALUATION:

a) Receipt of a minimum three gifts each fiscal year restricted to programs that address the diverse needs of students.

b) Documentation of funding requests, i.e., proposals, letters of request, documented personal solicitations. Submit a minimum of five requests by June 30, 1993.

ASSIGNED TO: S.Weiss

BUDGET REQUEST: None

1.1.2 **OBJECTIVE:** Work closely with the Minority Teacher Initiative Committee to raise scholarships for minority students entering the teacher education program articulated between OCC and EMU.

EVALUATION:

a) Raise a minimum of six scholarships for the minority teacher initiative.

ASSIGNED TO: S.Weiss

BUDGET REQUEST: None

II COLLEGE STRATEGIC DIRECTION

"OCC will be a student-centered learning community that encourages high levels of trust and mutual respect among all members by means of open, effective communication, integrity, and ethical behavior."

2.1 **STRATEGY:** The OCC Foundation will file formal, mandatory reports on gift revenue and sources with state and federal governments and elective reports with national and local associations which print and circulate data, in order to open access to our records and allow comparison with other institutions.

EVALUATION:

- a) The following reports will be filed for fiscal years 92/93 and 93/94 according to their deadlines:
 - 1) IRS 990
 - 2) MI Non-Profit Corporations
 - 3) Council for Aid to Education (CFAE)
- b) Every effort will be made to respond to other surveys and requests for information from institutions, association and researchers. At least 75% of such requests will be honored.

ASSIGNED To: Julie Kaufman

BUDGET REQUEST: None

- 2.2 STRATEGY:** The OCC Foundation will review gift policies, regulations and procedures annually to determine a need to add, revise or distribute within the College to assure compliance and consistency.

EVALUATION:

- a) The Executive Director will conduct a review annually in July and determine whether any action is needed. The review will be noted and dated and filed in the Foundation's policy manual.

ASSIGNED To: S. Weiss

BUDGET REQUEST: None

- 2.3 STRATEGY:** Contributors who make substantial, restricted (\$10,000 or more) or request a follow-up report will receive a formal report or letter describing the use of the gift in addition to the formal acknowledgement at the time of gift receipt. In addition, named scholarship contributors (or appropriate family members in the case of memorials), will be notified in writing of the name and curriculum of recipients and other appropriate data, such as GPA, authorized for release by the recipients.

EVALUATION:

- a) The Foundation will track such gifts and log the date of request to the user (dean, director, faculty member) for a written or verbal report on how the monies were spent and the results achieved. The Foundation will continue to follow-up with the user until the information is provided, whereby the Foundation will provide the donor with the report. Length of time from receipt of gift to use will vary by program.

ASSIGNED To: S. Weiss

BUDGET REQUEST: None

III COLLEGE STRATEGIC DIRECTION

"OCC will be a student-centered learning community that values its members for their contribution to student growth."

- 3.1 STRATEGY:** The OCC Foundation will sponsor an annual Scholarship Luncheon (or comparable event) to honor scholarship contributors (at the \$1,000 or more level) and recipients.

EVALUATION:

- a) One event will take place in each of the fiscal years 1992/93 and 1993/94.

ASSIGNED To: S. Weiss

BUDGET REQUEST: \$1,150 in FY 92-93, \$1,400 in FY 93-94, \$1,600 in FY 94-95.

- 3.2 STRATEGY:** The OCC Foundation will demonstrate its appreciation and encourage continued giving by individuals making gifts of \$500 or more annually by hosting an appreciation event.

- 3.2.1 OBJECTIVE:** Hold an appreciation event for individuals contributing \$500 or more annually.

EVALUATION:

- a) The event will be held before the end of the fiscal year.
b) An attendance rate of 50% or better will be achieved.

ASSIGNED To: S. Weiss

BUDGET REQUEST: \$6,000 in FY 92-93, \$7,500 in FY 93-94, \$8,500 in FY 94-95

- 3.3 STRATEGY:** Publish and distribute the Report to Investors annually to recognize all donors and their contribution to student growth. Donors will be recognized for their level of giving. It will be distributed to all donors, all employees and Board Members of the College and Foundation and select prospects.

- 3.3.1 OBJECTIVE:** Publish and mail a report to investors.

EVALUATION:

- a) The Report for the previous fiscal year will be mailed to those listed above by November 1992 and 1993.
b) The Report will meet a 97% accuracy level for including all contributors and placing them in the appropriate giving categories.

ASSIGNED To: Julie Kaufman

BUDGET REQUEST: \$1,700 in FY 92-93, \$2,700 in FY 93-94, \$3,700 in FY 94-95

- 3.2.2 OBJECTIVE:** Publish and mail a report to Investors Proof Sheet reporting gifts through the third quarter to check names, gift levels and raise additional gifts.

EVALUATION:

- a) The Proof Sheet will be mailed at least one month prior to year end.
- b) It will produce gifts to offset a minimum of 50% of its cost.

ASSIGNED To: Administrative Assistant

BUDGET REQUEST: None

IV COLLEGE STRATEGIC DIRECTION

"OCC will be a student-centered learning community that moves toward a dynamic, coherent, competency-based curriculum responsive to student needs, professional standards and community expectation."

4.1 STRATEGY: Seek in-kind gifts and cash to purchase computers and equipment or develop programs to support the kind of education and training that will respond to students needs, the needs of employers and community expectation.

4.1.1 OBJECTIVE: Inform campus presidents, deans and directors of funding opportunities for specific program areas and facilitate program development and funding requests.

EVALUATION:

- a) Document funding opportunities communicated to administrators.

ASSIGNED To: S. Weiss

BUDGET REQUEST: None

4.1.2 OBJECTIVE: Submit funding requests responsive to the needs of students and the community.

EVALUATION:

- a) Gifts will be generated to support student and community needs.

ASSIGNED To: S. Weiss

BUDGET REQUEST: None

V COLLEGE STRATEGIC DIRECTION

"OCC will be a student-centered learning community that is recognized for the value of its services to the external business, social and educational communities."

5.1 STRATEGY: Develop an Alumni Relations Program, with a professional to plan, direct and implement it, with the stated goal to cultivate alumni goodwill.

5.1.1 OBJECTIVE: Hire and orient an alumni relations director to plan and execute a program.

EVALUATION:

- a) Director hired.

ASSIGNED To: S. Weiss

BUDGET REQUEST: \$41,515 for permanent position. \$5,125 for PS2 70, LAN, Software. \$8,600 in FY 92-93, \$11,500 in FY 93-94, \$15,200 in FY 94-95 for Operating expenses.

5.1.2 OBJECTIVE: Develop a plan to update and maintain alumni addresses in preparation for millage and fund raising campaigns and communications with alumni.

EVALUATION:

a) A multi-year written plan will be accomplished six months after the start date.

ASSIGNED To: Director of Alumni Relations

BUDGET REQUEST: None

5.2 STRATEGY: The OCC Foundation will add influential business and community leaders to its Board of Directors, increasing knowledge of the College and its value to those Directors and their sphere of influence.

EVALUATION:

a) At least four board members will be appointed by September, 1993.

b) Orientation of new board members will be conducted one-on-one or in a group situation by the Executive Director within one month of the appointment.

ASSIGNED To: S. Weiss

BUDGET REQUEST: None

5.3 STRATEGY: The Executive Director and Director of Alumni Relations will maintain memberships and active involvement in community groups, Chambers of Commerce and professional associations to increase awareness and understanding of OCC's contribution to the community. Directors will continue to accept speaking engagements and guest attendance at organization's gift presentations.

5.3.1 OBJECTIVE: The executive director and director of alumni relations each will maintain memberships in at least five professional and community organizations and attend meetings or events for each annually.

EVALUATION:

a) Records of membership.

ASSIGNED To: S. Weiss and Director of Alumni Relations

BUDGET REQUEST: \$900 in FY 92-93, \$1000 in FY 93-94, \$1200 in FY 94-95

5.4 STRATEGY: Create opportunities for personal interaction with key members of the business and philanthropic communities through small-group, Chancellor-hosted events such as cultural events and receptions on campus and business breakfasts or lunch forums with the Chancellor.

5.4.1 OBJECTIVE: Hold one social event and one breakfast forum for small groups of major donor/prospects.

EVALUATION:

a) Groups will be small enough to achieve a feeling of closeness to the CEO.

ASSIGNED TO: S. Weiss

BUDGET REQUEST: \$1,000 in FY 92-93, \$1,500 in FY 93-94, \$2,000 in FY 94-95

VI COLLEGE STRATEGIC DIRECTION

"OCC will be a student-centered learning community that identifies and responsibly utilizes existing resources and acquires additional resources necessary to achieve the goals and objectives of the college."

6.1 STRATEGY: The OCC Foundation will conduct an annual giving program to acquire new donors and renew gifts from past donors using direct mail and other annual giving programs.

6.1.1 OBJECTIVE: Conduct a direct mail campaign in the fall for 3,000 donors and prospects from the following groups: Trustees, Foundation Board members, alumni, former donors, employees, OCC retirees, specialized lists such as Elderhostel members. Add a second abbreviated direct mail campaign in the spring for all alumni and select others who did not respond in the fall. Direct Mail Fund Raising Goals: 1. \$25,000, 2. Primary method of new donor acquisition.

EVALUATION:

a) Number of gifts and dollars raised will increase annually over the average of the previous two years.

b) Documentation of funding requests and volume of direct mail will indicate the effort made despite variables such as the economy, news articles or other factors affecting results.

ASSIGNED TO: Director of Alumni Relations

BUDGET REQUEST: Upgraded temporary classified position at \$15,750 in FY 92-93, 16,450 in FY 93-94, \$17,200 in FY 94-95. Student \$5,800 in FY 92-93, \$6,240 in FY 93-94, \$6,240 in FY 94-95. \$19,750 for computer equipment. Expenses, \$3,000 in FY 92-93, \$6,000 in FY 93-94, \$8,000 in FY 94-95.

6.1.2 OBJECTIVE: Conduct a mail campaign to Oakland County Service Organizations such as AAUWs, Rotarys etc. to fund scholarships. Offer to speak to groups in the mailing.

EVALUATION:

a) Fund a minimum of 10 new scholarships, at least half at the \$1,000 or above level.

ASSIGNED TO: Student Assistant on Special Projects

BUDGET REQUEST: Temporary student position, \$3,000 in FY 92-93, \$3,275 in FY 93-94.

6.1.3 OBJECTIVE: Maintain and increase payroll deduction gifts by sending renewal letters one month prior to expiration, requesting an upgrade annually, and sending an accounting of calendar year payroll deduction gifts for tax purposes.

EVALUATION:

a) Payroll deduction gifts will increase over 1991/92.

ASSIGNED To: Administrative Assistant

BUDGET REQUEST: None

6.1.4 OBJECTIVE: Conduct a major gift club program for individuals at the \$500 and above level to renew previous donors, upgrade gift levels and attract new donors.

EVALUATION:

a) Renew 70% of previous donors and recruit new members to total 25% increase over 1991-1992 membership.

ASSIGNED To: Director of Alumni Relations

BUDGET REQUEST: Expenses \$600 in FY 92-93

6.1.5 OBJECTIVE: Solicit new employees of OCC by letter, six weeks after start date.

EVALUATION:

a) Receive outright or payroll deduction gifts from a minimum of 10% of those asked.

ASSIGNED To: Administrative Assistant

BUDGET REQUEST: None

6.1.6 OBJECTIVE: Encourage constituents to choose OCC as the beneficiary of memorial contributions by publicizing memorials in the Report to Investors, by providing prompt information on memorial inquiries and sending letters to the family listing the names of contributors.

EVALUATION:

a) There will be memorial gifts each year, although numbers and dollars cannot be predicted.

ASSIGNED To: Administrative Assistant

BUDGET REQUEST: None

6.1.7 OBJECTIVE: Corporate matching gifts will be actively pursued by: 1. Requesting lists of alumni working at matching gift companies from alumni survey responses and

including them in direct mail solicitation. 2. Informing prospects of the availability of matching gifts in direct mail. 3. Recording matching gift pledges and conducting follow-up with companies.

EVALUATION:

a) Corporate matching gifts will exceed the previous year.

ASSIGNED TO: Director of Alumni Relations

BUDGET REQUEST: None

6.2 STRATEGY: A planned giving program will be developed and marketed to key constituent groups to provide for major gifts (generally \$10,000 to \$1 million) for the future. Planned giving will help to build the Foundation's endowment fund to generate income for College programs over many years.

6.2.1 OBJECTIVE: Develop a planned giving prospect list and begin marketing planned gifts through personal visits and purchased mailings.

EVALUATION:

a) Documentation of visits and mailings. It can take a year or more of cultivation before a prospect takes action, and then, they may not share the information with the institution.

ASSIGNED TO: S. Weiss

BUDGET REQUEST:

a) Expenses, mailings, seminar, reference books and periodicals, \$3,000.

6.2.2 OBJECTIVE: An advisory committee will be established from Foundation Board members, attorneys and investment counselors to offer counsel and to help market the program amongst clients and colleagues.

EVALUATION:

a) A committee will be formed and at least two meetings conducted by fiscal year end.

ASSIGNED TO: S. Weiss

BUDGET REQUEST: None

6.3 STRATEGY: The Foundation will seek gifts from corporations with established relationships with the College and from those whose giving policies or requests for proposals match OCC programs. The OCC Foundation will continue to seek information on corporate relationships built on the campuses, through the BPI and with vendors to build a corporate giving program.

6.3.1 OBJECTIVE: Continue the corporate giving committee on the Foundation Board and add new board members. Prepare corporate prospect lists and ask committee members to add prospects and take responsibility for approaching prospects and

asking for gifts. Executive Director will take assignments as well as Board members.

EVALUATION:

- a) Record of Corporate Committee meetings held.
- b) Minimum of 12 corporate proposals submitted.

ASSIGNED To: S. Weiss

BUDGET REQUEST: None

6.3.2 OBJECTIVE: Work with individuals on campuses who have projects and seek private funding. Steer them toward likely funders, keep track of to whom prospects are assigned and edit and prepare final draft of proposal for mailing from this office.

EVALUATION:

- a) Record contacts with campus personnel, proposals submitted and results.

ASSIGNED To: Executive Director

BUDGET REQUEST: None

6.4 STRATEGY: The OCC Foundation will identify and cultivate prospective major donors to become informed and involved with the College and receptive to future major gift requests.

6.4.1 OBJECTIVE: The Foundation will maintain a list of major donor prospects, hold strategy sessions on contacts with the Vice Chancellor for Planning and Development and others, and schedule form and frequency of contacts.

EVALUATION:

- a) Records of contacts.

ASSIGNED To: Executive Director

BUDGET REQUEST: None

6.5 STRATEGY: The Finance Committee of the OCC Foundation Board will review investment strategies annually.

6.5.1 OBJECTIVE: A meeting will be called in the Spring to review investments and discuss and record strategies.

EVALUATION:

- a) The meeting will take place and minutes will be recorded and filed before the end of the fiscal year.

ASSIGNED To: S. Weiss

BUDGET REQUEST: None

VII COLLEGE STRATEGIC DIRECTION

"OCC will be a student-centered learning community that places a high value on a safe and healthy environment."

7.1 STRATEGY: Improve lighting over stairway to reduce safety hazard of small winding stairs which will receive increased traffic with the establishment of an Alumni Office. Update Foundation and Alumni offices with light colored, acoustical wall and ceiling materials for improved lighting and sound control. Replace at least one fixed window per office with an opening window to improve temperature control and counteract the lack of air conditioning vents in some offices.

7.1.1 OBJECTIVE: Address the above and other building issues as part of an overall plan to consider expansion of the Guest House.

EVALUATION:

a) Complete upgrading of the area by fiscal year end unless a decision has been made or is pending regarding expansion of the Guest House.

ASSIGNED To: S. Weiss

BUDGET REQUEST: \$4,700 for walls, ceiling, light over stairway, replacement of three windows.

OCC PLACEMENT SERVICES AND COOPERATIVE EDUCATION
1992-94 Operational Plans

I COLLEGE STRATEGIC DIRECTION

"OCC will be a student-centered learning community that places the diverse needs of students as a first priority."

1.1 STRATEGY: The Department (Placement Services) will develop, review and disseminate specific goals for placement services which are consistent with the nature and goals of the college.

1.1.1 OBJECTIVE: Determine Placement services needs assessment needed through: surveys, interviews, questionnaires, and focus groups. Develop a formalized written Placement Services plan. Written plan is on file and updated annually; elements include: Mission Statements, goals/objectives, activities, staffing requirements, time lines, evaluation standards, budget, organizational charts and job descriptions.

EVALUATION:

a) Validate needs through: 1. Employer/student/labor feedback, 2. Employment (job) development, 3. Community feedback, 4. Advisory Committee feedback, 5. Administration, Faculty and Counseling feedback.

ASSIGNED TO: Willie L. Lloyd & Departmental Supervisor

BUDGET REQUEST: None

1.2 STRATEGY: Placement and Career Planning is a developmental process and must be fostered during the entire period of a student's involvement with the College.

1.2.1 OBJECTIVE: Identify an array of services to deliver to students and alumni.

EVALUATION:

a) Validate needs by reviewing planned services to see if they address the needs of students: business/industry and labor, Administration/Faculty and the community.

ASSIGNED TO: Willie L. Lloyd and Departmental Supervisor

BUDGET REQUEST: None

II COLLEGE STRATEGIC DIRECTION

"OCC will be a student-centered learning community that encourages high levels of trust and mutual respect among all members by means of open, effective communication, integrity, and ethical behavior."

2.1 STRATEGY: Dissemination of information on availability of employment and career opportunities through: official publications, catalogs, student handbooks, brochures, campus media, presentation to academic classes, departments, student services,

administration, community organizations, high school students and employers.

2.1.1 OBJECTIVE: Disseminate and publish material outlined in the strategy above.

EVALUATION:

a) Review budgetary support for; staff, facilities, equipment, supplies and ancillary/contracted services.

ASSIGNED To: Willie L. Lloyd and Departmental Supervisor

BUDGET REQUEST: Permanent personnel \$206,902

III COLLEGE STRATEGIC DIRECTION

"OCC will be a student-centered learning community that values its members for their contribution to student growth"

3.1 STRATEGY: Assist students/alumni in exploring occupational areas through part-time, summer employment, Co-op internships and externships and informational interviews.

3.1.1 OBJECTIVE: Provide students and alumni pre-employment skills training; job search/location, application preparation, resume development, interviewing, network development, on-campus recruitment, career days and fairs, job/career retention, student employment and co-ops.

EVALUATION:

a) Review the following quality indicators: number of students/alumni using service, number of referrals, computerized systems availability to record. Sort, match and retrieve employer data.

ASSIGNED To: Willie L. Lloyd and Departmental Supervisor

BUDGET REQUEST: Stationery, dues and fees, local conferences \$8,500 in FY 92-93, \$8,950 in FY 93-94, \$9,450 in FY 94-95.

3.2 STRATEGY: Aid students in establishing short and long range career goals and implement action plans to achieve those goals.

3.2.1 OBJECTIVE: Assess student knowledge, skills, ability and training experience, refer students to part-time and full-time temporary and career positions.

EVALUATION:

a) Review the following quality indicators; number of students assisted, number of referred students, number of students placed/jobs filled by OCC students.

ASSIGNED To: Willie L. Lloyd

BUDGET REQUEST: None

IV COLLEGE STRATEGIC DIRECTION

"OCC will be a student-centered learning community that moves toward a dynamic, coherent, competency-based curriculum responsive to student needs, professional standards, and community expectations."

4.1 STRATEGY: The Department must maintain good relations with relevant campus/college offices and external agencies.

4.1.1 OBJECTIVE: Develop and maintain internal and external linkages with Department/Divisions and faculty.

EVALUATION:

a) Quality indicators; attendance and participation on appropriate advisory committees, satisfaction with quality of mutual referrals between departments and offices, involvement in collaborative projects/activities with instructional divisions/department involvement in jointly sponsored activities with off-campus services.

ASSIGNED To: Willie L. Lloyd

BUDGET REQUEST: None

V COLLEGE STRATEGIC DIRECTION

"OCC will be a student-centered learning community that is recognized for the value of its services to the external business, social and educational communities."

5.1 STRATEGY: The Department must maintain good relations with external business, social and educational institutions.

5.1.1 OBJECTIVE: Develop and maintain external linkages with business/industry, social and other educational institutions.

EVALUATION:

a) Quality indicators: satisfaction with quality and quantity of mutual referral of students and alumni.

ASSIGNED To: Willie L. Lloyd and Departmental Supervisor

BUDGET REQUEST: None

VI COLLEGE STRATEGIC DIRECTION

"OCC will be a student-centered learning community that identifies and responsibly utilizes existing resources and acquires additional resources necessary to achieve goals and objectives of the college."

6.1 STRATEGY: Services must be provided to both members of the majority and minority cultures, efforts that focus on awareness of cultural differences, self assessment of possible prejudices and desirable behavior changes.

6.1.1 OBJECTIVE: Develop and integrate services to meet the special needs of targeted populations.

EVALUATION:

a) Quality indicators: number of services and programs to assist minority students identify their unique needs, prioritize those needs, and number of student orientations designed to orient minority students to the culture of the institution.

ASSIGNED To: Willie L. Lloyd

BUDGET REQUEST: None

VII COLLEGE STRATEGIC DIRECTION

"OCC will be a student-centered learning community that places a high value on a safe and healthy environment."

7.1 STRATEGY: Must be responsive and knowledgeable of relevant civil and criminal laws and ensure that the College fulfills its legal obligations.

7.1.1 OBJECTIVE: Placement staff will participate in staff development activities related to employment laws and legal obligations related to providing Placement Services.

EVALUATION:

a) Quality indicators; membership of professional organizations: (CPC, MCUPA, MCEA), attendance at appropriate workshops/conferences/seminars, participation in Placement related planning activities on each campus.

ASSIGNED To: Willie L. Lloyd and Departmental Supervisor

BUDGET REQUEST: None

7.2 STRATEGY: Utilize appropriate policies and practices to limit the liability exposure of the College.

7.2.1 OBJECTIVE: Have on file limitations and obligations imposed by local, state and federal constitutional law, statutory and college policy.

EVALUATION:

a) Records of compliance requirements on file, meet all local, state and federal reporting requirements.

ASSIGNED To: Willie L. Lloyd and Departmental Supervisor

BUDGET REQUEST: None

**PONTIAC CENTER
1992-94 Operational Plans**

I COLLEGE STRATEGIC DIRECTION

"OCC will be a student-centered learning community that places the diverse needs of students as a first priority."

1.1 STRATEGY: Push the e(education) d(development) J(Job) e(experience) Program toward growth and expansion by helping the Executive Director, OCC Foundation secure business/industry funding support for scholarships and job sites during 1992-93.

1.1.1 OBJECTIVE: Develop and secure one external edJe placement by July 1, 1993 to include scholarship support by the business/organization for the selected edJe apprentice/ resident.

EVALUATION:

a) Obtain one external commitment to sponsor one edJe participant by July 1993. Make six personal calls on prospective sponsors to gain one commitment.

ASSIGNED TO: Gordon May

BUDGET REQUEST: None

1.2 STRATEGY: Determine need for educational counseling and financial aid direct services at Pontiac Center.

1.2.1 OBJECTIVE: Identify student, client and community need for counseling and financial aid services at Pontiac Center location.

EVALUATION:

a) Review Pontiac Center referral logs for counseling and financial aid service requests from populations served at Pontiac Center.

ASSIGNED TO: Gordon May

BUDGET REQUEST: None

1.3 STRATEGY: Continue to seek funding sources that support services for the targeted populations in the community, i.e., dislocated, disadvantaged and under-represented for job training services.

1.3.1 OBJECTIVE: Submit proposals to GPAC, BOC, DSS, State Department of Education, etc. as appropriate, to obtain funds for delivery of services to targeted populations.

EVALUATION:

a) Awards granted to maintain student levels of at least previous year programming.

ASSIGNED TO: Karen Pagenette

BUDGET REQUEST: None

1.4 STRATEGY: Conduct outreach activities to increase numbers of Hispanic community utilizing services of Pontiac Center.

1.4.1 OBJECTIVE: Target marketing to church and other community-based organizations associated with the Hispanic community through the use of public cable television, printed materials in Spanish and through on-site presentations.

EVALUATION:

a) 20% increase in client referrals by January 1994.

ASSIGNED TO: Karen Pagenette

BUDGET REQUEST: Printing/Supplies \$250

1.5 STRATEGY: OLC, in conjunction with OCC, will meet the diverse needs of students by providing individualized volunteer tutorial instruction to adults who read below the sixth grade level.

1.5.1 OBJECTIVE: OLC in conjunction with OCC will develop collaborative relationships and programs with community businesses, human services agencies, adult and community education providers such as: JTPA, DSS, ABE, ESL, MESC, and Michigan Rehab.

EVALUATION:

a) OLC Speaker's Bureau and staff will provide at least ten presentations a year to community organizations and businesses.

ASSIGNED TO: Cathryn Weiss

BUDGET REQUEST: None

1.5.2 OBJECTIVE: OLC in conjunction with OCC will meet the diverse needs of students by providing individualized volunteer tutorial instruction to adults who read below the sixth grade level.

EVALUATION:

a) Information regarding OLC services will be provided to OCC counselors, department heads, admissions personnel, and students by December, 1992.

ASSIGNED To: Cathryn Weiss

BUDGET REQUEST: None

II COLLEGE STRATEGIC DIRECTION

"OCC will be a student-centered learning community that encourages high levels of trust and mutual respect among all members by means of open, effective communication, integrity, and ethical behavior."

2.1 STRATEGY: Conduct participative planning meetings for Center for Dislocated Workers.

2.1.1 OBJECTIVE: Conduct weekly Center for Dislocated Worker meetings to keep staff informed and to seek input into program planning decisions.

EVALUATION:

a) Scheduling and staff attendance reaching 80% achievement.

ASSIGNED TO: Sharon Miller

BUDGET REQUEST: None

III COLLEGE STRATEGIC DIRECTION

"OCC will be a student-centered learning community that values the contribution of its members to student growth."

3.1 STRATEGY: Develop newsletter from departments serving students outside of mainstream or with special needs (i.e., Pontiac Center, Center for Dislocated Workers, Oakland Literacy Council, Adult Resources Center, Special Needs, Business and Professional Institute, Business Tech Center) that reports on the efforts of individuals and departments that have contributed to these students' growth and successes. Newsletter distributed quarterly and college-wide.

3.1.1 OBJECTIVE: Schedule meeting with representatives from identified departments to explore interest, mission, goals, budgetary issues of a student success newsletter.

EVALUATION:

a) Generate list of interested and committed departments, including recommendations for budgetary issues.

ASSIGNED TO: Lynn Bowman

BUDGET REQUEST: None

IV. COLLEGE STRATEGIC DIRECTION

"OCC will be a student-centered learning community that moves toward a dynamic, coherent, competency-based curriculum responsive to student needs, professional standards, and community expectation."

4.1 STRATEGY: Continue to develop training program that are driven by local manpower

needs for specific job skills for Center for Dislocated Workers.

4.1.1 OBJECTIVE: Develop and conduct industry surveys.

EVALUATION:

- a) The implementation of two new options for existing programs or new program offering by the end of 1994.

ASSIGNED TO: Shelley Starr

BUDGET REQUEST: None

4.2 STRATEGY: Michigan Adult Literacy Initiative in conjunction with OCC will work with existing curriculum committees in the development of curricular materials designed for the under-prepared student.

4.2.1 OBJECTIVE: Michigan Adult Literacy Initiative in conjunction with OCC will work with existing curriculum committees in the development of curricular materials designed for the under-prepared student.

EVALUATION

- a) Products will be developed by the Curriculum Committee by December 1994.
- b) OLC Staff will participate with existing committees twice yearly.

ASSIGNED TO: Gloria Grady Mills

BUDGET REQUEST: None

V COLLEGE STRATEGIC DIRECTION

"OCC WILL BE A STUDENT-CENTERED LEARNING COMMUNITY THAT IS RECOGNIZED FOR THE VALUE OF ITS SERVICES TO THE EXTERNAL BUSINESS, SOCIAL AND EDUCATIONAL COMMUNITIES."

5.1 STRATEGY: Continue developing professional networks and relationships throughout Oakland Country through community service activities and programs.

5.1.1 OBJECTIVE: Continue developing professional networks and relationships throughout Oakland Country through community service activities and programs.

EVALUATION:

- a) Survey various networks to determine how much they value OCC programs and services by 1994.

ASSIGNED TO: Gordon May

BUDGET REQUEST: None

5.2 STRATEGY: Work with community-based organizations to expand services to their

clients.

- 5.2.1 OBJECTIVE:** Each CDW staff member participate as a committee member or attend at least two functions of a community-based organization or external business association or professional organization of the community.

EVALUATION:

- a) Two activities will be conducted conjointly with such organizations.

ASSIGNED TO: Karen Pagenette

BUDGET REQUEST: None

- 5.3 STRATEGY:** Create collaborative ventures with local employers.

- 5.3.1 OBJECTIVE:** Research employer pool for each customized training program offered by the CDW for development of private sector involvement.

EVALUATION:

- a) At least one employer contact for every training program, i.e. class visit, review of curriculum or personal information visit to company on Center's services.

ASSIGNED TO: Shelley Starr

BUDGET REQUEST: None

- 5.4 STRATEGY:** OLC, in conjunction with OCC, will develop collaborative relationships and programs with community businesses, human service agencies, adult and community education providers such as: JTPA, DSS, ABE, ESL, MESC and Michigan Rehab.

EVALUATION:

- a) OLC Speaker's Bureau and Staff will provide at least ten presentations a year to community organizations and businesses.
b) Referrals to and from the OLC from the organizations mentioned above will be documented. These referrals will be summarized annually by December 1993.

ASSIGNED TO: Cathryn Weiss

BUDGET REQUEST: None

VI COLLEGE STRATEGIC DIRECTION

"OCC will be a student-centered learning community that identifies and responsibly utilizes the existing resources and acquires additional resources necessary to achieve the goals and objectives of the college."

- 6.1 STRATEGY:** Increase the number of class offerings at Pontiac Center. Available space on lower level should allow for growth in this area in 1992-93.

6.1.1 OBJECTIVE: Work closely with Auburn Hills administration/faculty to utilize lower level space at Pontiac Center for additional class offerings.

EVALUATION:

a) Compare class offerings/sections at Pontiac Center for growth. Compare Fall 1992 and Winter 1993 to Fall 1993 and Winter 1994 semesters for growth in sections.

ASSIGNED TO: Gordon May

BUDGET REQUEST: None

6.2 STRATEGY: Continue to integrate college resources in special funded programs such as counseling, IIC and Special needs.

6.2.1 OBJECTIVE: Maintain participation of OCC counselor at PACCC for referrals mechanism between CDW, Special Needs, IIC, and various community-based organization contacts.

EVALUATION:

a) At least one in-service workshop or presentation to each specified area.

ASSIGNED TO: Karen Pagenette

BUDGET REQUEST: None

6.3 STRATEGY: Michigan Adult Literacy Initiative in conjunction with OCC will actively pursue federal finding for special projects that met the needs of under-prepared students.

6.3.1 OBJECTIVE: Michigan Adult Literacy Initiative in conjunction with OCC will actively pursue federal finding for special projects that met the needs of under-prepared students.

EVALUATION:

a) Federal grants will be written and submitted annually.

b) Contacts will be made with the United States Department of Education regarding funding resources quarterly.

ASSIGNED TO: Gloria Grady Mills

BUDGET REQUEST: None

VII COLLEGE STRATEGIC DIRECTION

"OCC will be a student-centered learning community that places a high value on a safe and healthy environment."

7.1 STRATEGY: Assist in the development of environmental educational program which

promotes community awareness by the end of 1993.

7.1.1 OBJECTIVE: Prepare proposal and establish advisory board of community organizations and private sector businesses to support proposed activities.

EVALUATION:

a) A minimum of two meetings annually of advisory board to support grant contract activities if funded or to explore other alternatives to fund targeted activities.

ASSIGNED TO: Karen Pagenette

BUDGET REQUEST: Miscellaneous, \$400

7.2 STRATEGY: Conduct an ergonomic study of facilities to check out health and safety issues such as height of computer monitors, fluorescent lighting, layout of office space for maximum productivity, and maybe even test the water!

7.2.1 OBJECTIVE: Survey staff to determine if office layout is satisfactory to needs. Request maintenance to remove or relocate office furniture to achieve maximum efficiency. Check into cost of water testing.

EVALUATION:

a) List of improvements/adjustments to work areas or survey responses of no action needed.

ASSIGNED TO: Sharon Miller

BUDGET REQUEST: Miscellaneous, \$200

REGISTRAR/ENROLLMENT SERVICES
1992-1994 Operational Plans

I COLLEGE STRATEGIC DIRECTION

"OCC will be a student-centered learning community that places the diverse need students as a first priority."

1.1 STRATEGY: To serve the diverse needs of our student population. Touch*Tone Registration should be made continuously available from its scheduled operational initiation through registration.

1.1.1 OBJECTIVE: Decrease the period of registration inactivity between the end of Touch*Tone and the beginning of regular registration without diminishing the level and effectiveness of: 1) payment processing; 2) cancellation; and 3) the insurance of cancellation notices.

EVALUATION:

- a) Convene a "summit" conference of Chancellor, Vice Chancellor for Administrative Services and Accounting Controller to determine what money handling conventions and procedures can be adjusted to allow continuous registration.
- b) Lead the development of Touch*Tone II wherein registration and cancellation are automated.

ASSIGNED To: Maurice McCall

BUDGET REQUEST: None

II COLLEGE STRATEGIC DIRECTION

"OCC will be a student-centered learning community that encourages high levels of and mutual respect among all members by means of open, effective communication, integrity, and ethical behavior."

2.1 STRATEGY: To encourage higher levels of trust and mutual respect, all operating schedules of the Office of Enrollment Services will be reviewed by committees or representatives of all groups, entities or operations expected to perform in that schedule.

2.1.1 OBJECTIVE: Formulate registration, records, publication, commencement planning committees, in addition to the Academic Services Council to review, discuss and revise relevant operating procedures.

EVALUATION:

- a) Annual meeting schedules of each group to be set by September.
- b) Proceedings of the meetings of each group will be published to record the decisions of the group.
- c) Chairmanship/convener duties will be assigned from this office.

ASSIGNED To: Martha Mueller

BUDGET REQUEST: None

III COLLEGE STRATEGIC DIRECTION

"OCC will be a student-centered learning community that values its members for contribution to student growth."

3.1 STRATEGY: To enhance student growth through more efficient service provision, as many records maintenance functions as can be performed on campus, that do not require Central Office oversight will be transferred there.

3.1.1 OBJECTIVE: The RAPS Function will be modified to allow greater, though controlled, access to Admissions holds by campus personnel who will be able to remove specified holds upon receiving proper documentation from the student.

EVALUATION:

- a) Criterion for the enlarged function will be developed for and given to ITS.
- b) The instructions for the new function will be distributed by ITS.

ASSIGNED TO: Maurice McCall

BUDGET REQUEST: None

IV COLLEGE STRATEGIC DIRECTION

"OCC will be a student-centered learning community that moves toward a dynamic, coherent, competency-based curriculum responsive to student needs, professional standards and community expectations."

4.1 STRATEGY: To support the curriculum development effort, the Office of Enrollment Services will work closely with the College curriculum process to provide technical guidance, historical perspective and continuous reinforcement as it works to respond to student needs and professional standards.

4.1.1 OBJECTIVE: The position is created and its description developed to provide this support to the College Curriculum Committee.

EVALUATION:

- a) The position will be filled.
- b) A year of escorted attendance by the incumbent at committee meetings will be conducted.
- c) The incumbent will gradually be given full responsibility for liaison and support of the Committee.

ASSIGNED TO: Maurice McCall

BUDGET REQUEST: \$33,576 for Permanent personnel.

V COLLEGE STRATEGIC DIRECTION

"OCC will be a student-centered learning community that is recognized for the value of its services to the external business, social and educational communities."

5.1 STRATEGY: The Office of Enrollment Services in conjunction with components of ITS will share its experience in providing quality service and support to a large student population through multiple campus and service outlets by maximum optimization of computer resources.

5.1.1 OBJECTIVE: To develop an information service operation to provide caller information automation on a variety of topics.

EVALUATION:

- a) Develop and refine an implementation schedule with ITS.
- b) Write and record messages.
- c) Purchase and install equipment and service.

ASSIGNED To: Maurice McCall

BUDGET REQUEST: \$53,750 for 4 Part-time personnel, \$12,000 for 4 IBM PC's.

**STUDENT AND ACADEMIC SUPPORT SYSTEMS
1992-1994 Operational Plans**

I COLLEGE STRATEGIC DIRECTION

"OCC will be a student-centered learning community that places the diverse need students as a first priority."

- 1.1 STRATEGY:** To maintain a structure that ensures that the diverse needs of students of Special Populations are met in the most expeditious and effective manner.

EVALUATION:

- a) The provision of non-direct services respective to budgeting and personnel, procurement of external funding, and adherence to compliance issues will be facilitated by a college-wide administrative office.

ASSIGNED To: Paula Green-Smith

BUDGET REQUEST: \$117,877 for 3 Administrative/ Management positions, \$44,136 for 2 Classified positions, \$37,071 for 4 Other positions in FY 92-93. \$38,925 for Other positions in FY 93-94, \$40,871 for Other positions in FY 94-95. Supplies, printing, postage, subscriptions and miscellaneous will total \$8,850 in FY 92-93, \$9,293 in FY 93-94, \$9,758 in FY 94-95.

II COLLEGE STRATEGIC DIRECTION

"OCC will be a student-centered learning community that encourages high levels of trust and mutual respect among all members by means of open, effective communication, integrity, and ethical behavior."

- 2.1 STRATEGY:** To continue to communicate information to appropriate staff on a regular basis.

- 2.1.1 OBJECTIVE:** The P.A.S.S. administrative office staff will communicate pertinent information to the campus Academic Support Coordinators at the monthly staff meeting. the minutes of the monthly meetings will be distributed to the campus Dean/Associate Dean. One faculty and staff in-service will be provided in the Fall and Winter semesters.

EVALUATION:

- a) P.A.S.S. monthly meeting schedule, minutes (distributed to P.A.S.S. staff and campus Dean/Associate Dean.) Fall and Winter in-service programs.

ASSIGNED To: Paula Green-Smith

BUDGET REQUEST: \$5,000 for consultants in FY 92-93, \$5,250 in FY 93-94, \$5,512 in FY 94-95.

III COLLEGE STRATEGIC DIRECTION

"OCC will be a student-centered learning community that values its members for their contribution to student growth."

- 3.1 STRATEGY:** To identify and implement methods to recognize employees for their contributions.

EVALUATION:

- a) The Programs for Academic Support Services (PASS) Awards Awareness Luncheon will be held during Spring semester and will honor staff for their contributions to the success of our students as well as honor students who have demonstrated exceptional progress.

ASSIGNED TO: Paula Green-Smith

BUDGET REQUEST: None

IV COLLEGE STRATEGIC DIRECTION

"OCC will be a student-centered learning community that moves toward a dynamic, coherent, competency-based curriculum responsive to student needs, professional standards, and community expectations."

- 4.1 STRATEGY:** Academic Support Staff will work with appropriate faculty and staff to develop curriculum modifications as needed and required by student requests and federal regulations.

- 4.1.1 OBJECTIVE:** The Associate Dean will continue serving on Oakland Family Services, Community Services for the Hearing Impaired Board of Directors (Treasurer), The Executive Board of Michigan Occ. Spec. Pops. Association (Senior Post-secondary Representative), Chair of MI. Dept. of Ed. Bureau of Post-secondary Ed. Student Financial Assistance Services, Project Awareness Task Force.

EVALUATION:

- a) Joint programming ventures with external business, social and educational organizations and active participation and attendance at their meetings. Involvement of representative from external organizations in the P.A.S.S. Advisory Board and/or Campus Councils.

ASSIGNED TO: Paula Green-Smith

BUDGET REQUEST: \$1,000 in FY 92-93, \$1,050 in FY 93-94, \$1,102 in FY 94-95 for Local Conference.

V COLLEGE STRATEGIC DIRECTION

"OCC will be a student-centered learning community that is recognized for the value

of its services to the external business, social and educational communities."

5.1 STRATEGY: Continue service to the external business, social and educational communities through participation on boards, Task Force groups and through joint sponsoring of community activities and services.

5.1.1 OBJECTIVE: The Associate Dean and the P.A.S.S. Administrative Office staff will complete grant proposals and applications to procure funds to develop and implement programs in response to student needs, professional standards and community expectations.

EVALUATION:

a) Completion of at least two grant proposals to be submitted for consideration within the specified timelines established by funding sources.

ASSIGNED TO: Paula Green-Smith

BUDGET REQUEST: None

VI COLLEGE STRATEGIC DIRECTION

"OCC will be a student-centered learning community that identifies and responsibly utilizes existing resources and acquires additional resources necessary to achieve the goals and objectives of the college."

6.1 STRATEGY: To solicit funds to develop and implement programs in response to student needs, professional standards and community expectations.

6.1.1 OBJECTIVE: To identify and implement methods to recognize employees for their contributions as well as recognize students for their progress.

EVALUATION:

a) A P.A.S.S. Awards/Awareness Program held in the Spring semester.

ASSIGNED TO: Paula Green-Smith

BUDGET REQUEST: \$800 in FY 92-93, \$839 in FY 93-94, \$879 in FY 94-95 for Printing, Stationery, Postage, Local Conference.

6.1.2 OBJECTIVE: The campus Academic Support Coordinator will work with faculty when needed/or requested by disabled students in need of assistance. The Adaptive Support Coordinator will continue to research and recommend the purchase of special equipment as requested by the campus Academic Support Coordinators.

EVALUATION:

a) Reports on curriculum modifications (requested and made) and the purchase or identification of special equipment as needed and as funding is available to purchase.

ASSIGNED To: Paula Green-Smith

BUDGET REQUEST: \$186,425 in FY 92-93 for 5 Administrative/Management positions in FY 92-93, \$5,000 for Adaptive Equipment, \$5,000 for operating expenses of Adaptive Equipment in FY 92-93.

VII COLLEGE STRATEGIC DIRECTION

"OCC will be student-centered learning community that places a high value on a safe and healthy environment."

7.1 STRATEGY: Research and purchase special adaptive equipment and make/recommend campus modifications to accommodate students with disabilities.

7.1.1 OBJECTIVE: The Associate Dean will continuously facilitate the continued monitoring of the college's physical facilities to assure accessibility for students with disabilities.

EVALUATION:

a) Appropriate and timely follow-up on disabled student complaints regarding accessibility and the establishment of campus accessibility committees that will meet once per year and recommend campus modifications if needed.

ASSIGNED To: Paula Green-Smith

BUDGET REQUEST: None