

OCtech Strategic Planning Document, 2005-2006

GOAL 1: Fulfill the community's need for a competent workforce and economic growth by providing innovative and diverse learning experiences in a collaborative community environment.

OBJECTIVE 1: To remain current in curricula and program in order to provide the community with an adequately trained workforce

ASSESSMENT: Critical Success Factors: Employment rate for graduates will be above the State Technical System Average. GPA of transfer students at 4-year institutions will be higher than that of native 4-year students. Program reviews will indicate that 80% of programs meet the required benchmarks.

RESULT:

USE OF RESULTS:

Action Steps	Evaluation	Outcomes	Responsibility
1. Conduct annual program reviews of associate degree and diploma programs	1. All Associate Degrees and Diploma programs will have completed academic program reviews.	1. Strengths and weaknesses of all programs will be identified in an effort to: <ul style="list-style-type: none"> • Direct resources for program improvement • Maintain a quality instructional program 	1. VPAA
2. Conduct DACUMs for academic programs to ensure relevancy and currency	2. DACUMS will be conducted for programs on a 4 year cycle.	2. Updated DACUMS will result in academic programs that are consistent with the workplace.	2. VPAA
3. Hold annual Advisory Committee meetings for programs in all academic divisions	3. All academic programs will hold an annual advisory committee meeting.	3. Business and industry will be able to further validate the material taught in courses on OCtech's campus.	3. VPAA
4. Develop a system for maintaining contact with business, industry, and agencies	4. Programs without methods to contact potential employers will be developed	4. Better relationships with local business, industry, and agencies will lead to increased opportunities for employment of OCtech graduates	4. VPAA
5. Study the feasibility of offering the following degree, diploma, or certificate programs: <ul style="list-style-type: none"> •Paint/Body •Environmental Engineering •Chemical Operating Technician •Pharmacy Technology •Surgical Technology •Speech Therapy Assistant •Graphic Arts (certificate/Degree) 	5. Feasibility studies will be conducted	5. Increased possibilities for students to enhance their skills will occur, and OCtech will continue to contribute to the economic development of the service area.	5. VPAA

<ul style="list-style-type: none"> •Culinary Arts •Hospitality/Management •Facilities Management •Biotechnology <p>6. Incorporate NCCER modules into existing Industrial Technology programs</p> <p>7. Institute the following certificates:</p> <ul style="list-style-type: none"> • Mammography • CT • MRI • Forensics • Infant Toddler <p>8. Obtain approval from CHE to offer the EMT associate degree</p>	<p>6. Modules for NCCER will be added to the existing EET curriculum.</p> <p>7. Certificates will be implemented.</p> <p>8. Approval obtained.</p>	<p>6. Increased marketability of graduates and actual validation of course/program competencies.</p> <p>7. Increased opportunities for students to obtain additional skills.</p> <ul style="list-style-type: none"> • Mammography • CT • MRI • Forensics • Infant Toddler <p>8. Need to provide counties with (in OCtech service area) trained EMT's will be fulfilled.</p>	<p>6. VPAA</p> <p>7. VPAA</p> <p>8. VPAA</p>
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GOAL 1: Fulfill the community's need for a competent workforce and economic growth by providing innovative and diverse learning experiences in a collaborative community environment.
 OBJECTIVE 2: To revitalize and strengthen partnerships within the community, k-12, and other institutions of higher education.
 ASSESSMENT: Critical Success Factors: 5% increase in the number of students taking CCC courses. Low enrollment programs will increase enrollment by 5%.
 RESULT:
 USE OF RESULTS:

Action Steps	Evaluation	Outcomes	Responsibility
1. Maintain, strengthen, and review partnership agreements (articulation, clinical sites, lab sites, etc). 2. Explore opportunities for new partnership agreements 3. Publish and market opportunities for academic programs 4. Investigate coordination of HS Career Clusters with college programs 5. Offer Continuing Education programs at the Lake Marion High School campus. 6. Offer credit classes for high school students and adults at the Lake Marion High School campus. 7. Identify possible service learning partners for the QEP	1. Partnerships updated. 2. New partnerships will be explored. 3. Academic programs marketed in media. 4. A plan for coordination will occur. 5. Offer Phlebotomy, CNA, and EMT at the LMHS site. 6. Classes offered-CRJ, ENG, SOC, PSY, BIO, and Health Science. 7. Partners identified.	1. Partnership between college and community agencies strengthened. 2. Increased opportunities for students will be generated. 3. Increased exposure will result in increased awareness and enrollment. 4. A smooth transition from HS to college will occur. 5. Training programs will result in employment opportunities and increased public service to Orangeburg District 3. 6. Increased awareness of OCtech and programs offered. 7. Places to conduct service learning activities and provide community outreach.	1. VPAA 2. VPAA 3. VPAA 4. VPAA 5. VPAA 6. VPAA 7. VPAA

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GOAL 1: Fulfill the community's need for a competent workforce and economic growth by providing innovative and diverse learning experiences in a collaborative community environment.

OBJECTIVE 3: Enhance access, progression, and student success.

ASSESSMENT: Critical Success Factor: Overall OCtech retention will increase 5%. Program retention will increase 5%. All programs with licensure exams will have at least an 85% pass rate for graduates.

RESULT:

USE OF RESULTS:

Action Steps	Evaluation	Outcomes	Responsibility
1. Evaluate methods of marketing and implement changes	1. Changes in marketing strategies will occur.	1. Enrollment will increase.	1. VPAA
2. Evaluate application and admission procedures for academic programs	2. Application and admission procedures will be evaluated.	2. Student retention will increase.	2. VPAA
3. Develop appropriate long term and short term retention and enrollment goals for each academic program	3. Plans developed.	3. Increased awareness of student progression by PC and faculty.	3. VPAA
4. Evaluate data regarding enrollment and retention and take appropriate steps to address	4. Data evaluation outcome.	4. Strategies developed to increase enrollment and retention of students.	4. VPAA
5. Develop and evaluate strategies to maintain and/or improve certification scores (where applicable)	5. Strategies developed and implemented.	5. Increase in number of students passing licensure exams.	5. VPAA
6. Develop and evaluate strategies to promote learning beyond the classroom	6. Internship and service learning activities will be developed.	6. Student retention will increase.	6. VPAA
7. Improve the quality of faculty advising	7. Strategies for advising will improve.	7. Retention of students will increase.	7. VPAA
8. Implement WorkKeys testing for Industrial Technology, Business, Computer Technology, Criminal Justice, and Paralegal programs	8. Testing done.	8. Determine readiness of graduates to obtain/maintain employment.	8. VPAA

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GOAL 1: Fulfill the community's need for a competent workforce and economic growth by providing innovative and diverse learning experiences in a collaborative community environment.

OBJECTIVE 4: To incorporate innovative technology and delivery methodologies to enhance student learning.

ASSESSMENT: Critical Success Factors: Technology use by faculty will increase 5%. The number of INT courses will increase by 5%. Success rate of INT courses will increase by 5%.

RESULT:

USE OF RESULTS:

Action Steps	Evaluation	Outcomes	Responsibility
1. Evaluate current uses of technology in classroom instruction	1. Evaluation complete.	1. Clearer picture of how technology is being used in the classroom.	1. VPAA
2. Develop subject matter materials using a web based format	2. Increase in materials available to students on the Web.	2. Increased student success.	2. VPAA
3. Review and update instructional equipment needs	3. Inventory of classroom instructional equipment.	3. Instructional equipment needs up-to-date.	3. VPAA
4. Maintain or expand opportunities for technology partnerships (where applicable)	4. Technology partnerships will continue or develop.	4. Increased technology partnerships will enhance student learning.	4. VPAA
5. Develop assessment process to evaluate and improve distance education	5. Assessment process developed.	5. Increase in success of Internet courses.	5. VPAA
6. Develop Internet versions of courses routinely cancelled due to low enrollment	6. Courses developed.	6. Increased availability of courses to students.	6. VPAA
7. Develop additional courses using the hybrid delivery model	7. Hybrid courses developed.	7. Students will be given flexible alternatives to the traditional method of offering courses.	7. VPAA
8. Develop developmental studies jumpstart courses for RDG, MAT, and ENG	8. Jumpstart courses developed.	8. Students needing to "brush up" will have the ability to test into college level courses.	8. VPAA
9. Convene the Internet team to discuss improving the success of online courses	9. Internet team convened.	9. List of best practices developed.	9. VPAA

<p>10. Place the CRJ curriculum completely online</p>	<p>10. Online courses developed.</p>	<p>10. Access to degree programs will be made available to potential students who have scheduling conflicts.</p>	<p>10. VPAA</p>
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GOAL 1: Fulfill the community's need for a competent workforce and economic growth by providing innovative and diverse learning experiences in a collaborative community environment.

OBJECTIVE 5: To recruit and maintain a quality instructional staff

ASSESSMENT: Critical Success Factor: Retention of new faculty will be 90%.

RESULT:

USE OF RESULTS:

Action Steps	Evaluation	Outcomes	Responsibility
<p>1. Provide professional development opportunities to meet the needs of diverse students</p> <p>2. Provide a formal forum for faculty presentations after attendance at professional conferences, workshops, educational programs</p> <p>3. Develop/Implement a formal faculty mentoring program</p> <p>4. Utilize faculty management performance system effectively</p> <p>5. Develop professional development activities around service learning</p>	<p>1. Opportunities provided</p> <p>2. Faculty will discuss with other faculty.</p> <p>3. Mentoring program developed</p> <p>4. FPMS used effectively</p> <p>5. Activities developed</p>	<p>1. Better prepared faculty to deliver quality instructional program.</p> <p>2. Knowledge you received through conference attendance will not be omitted to those traveling, but will be available to the faculty as a whole.</p> <p>3. New faculty will make a smoother transition to the college.</p> <p>4. Quality of instructional staff will increase.</p> <p>5. Pilot faculty better prepared to implement the service learning initiative.</p>	<p>1. VPAA</p> <p>2. VPAA</p> <p>3. VPAA</p> <p>4. VPAA</p> <p>5. VPAA</p>

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GOAL 1: Fulfill the community's need for a competent workforce and economic growth by providing innovative and diverse learning experiences in a collaborative community environment.
 OBJECTIVE 6: Develop and/or increase collaborative relationships between LRC, academic programs, and the community.
 ASSESSMENT: Critical Success Factor: 5% increase in BI classes. All faculty will receive library orientation. 5% increase in access of online materials and hard copy materials.
 RESULT:
 USE OF RESULTS:

Action Steps	Evaluation	Outcomes	Responsibility
1. Improve and update resources to meet changing learning environments	1. Resources updates	1. The LRC will continue to successfully provide quality resources to patrons.	1. VPAA
2. Build stronger working relationships between faculty and LRC staff	2. Relationships with faculty will increase.	2. Students and faculty will continue to value the services provided by the library.	2. VPAA
3. Develop new methods of delivering resources and services to the college community through the LRC	3. New methods will be developed.	3. Use of technology will enhance delivery of resources and services thus creating better mechanisms for access.	3. VPAA
4. Provide opportunities for professional development for the LRC staff	4. Staff members will take advantage of opportunities to attend conferences, workshops, etc.	4. Activities will help the LRC to provide a higher standard of service to patrons.	4. VPAA
5. Develop partnerships between LRC staff, community organizations, and community leaders	5. Partnerships will be developed.	5. Increased partnerships will result in increased visibility of the LRC and increased use of resources and services.	5. VPAA

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GOAL 1: Fulfill the community's need for a competent workforce and economic growth by providing innovative and diverse learning experiences in a collaborative community environment.

OBJECTIVE 7: To implement process changes to increase educational quality and public outreach customer service in Continuing Education.

ASSESSMENT: Critical Success Factor: 5% increase in business and industry contracts. 5% increase in truck driving placement. One Pathway will be created from Continuing Ed to credit.

RESULT:

USE OF RESULTS:

Action Steps	Evaluation	Outcomes	Responsibility
1. Improve course offerings to meet the needs of business and the community while complimenting the courses offered through the credit programs.	1. Offer courses to meet the needs of existing business and industry.	1. As a result of quality training programs, CE will strengthen relationships with business and industry.	1. VPAA
2. Enhance the quality of instruction in continuing education programs.	2. Instructional quality will increase.	2. Increased quality of instruction will result in a better more qualified worker.	2. VPAA
3. Expand the use of WorkKeys in local business/industries	3. WorkKeys testing will increase.	3. B and I will further understand the benefits of using WorkKeys as a mechanism to pre-screen applicants.	3. VPAA
4. Manage the skills gap from the results of WorkKeys scores to promote necessary employment skills	4. Results will be used to help those with deficient pre-employment skills.	4. Training will be tailored to help those with deficient skills gain employment.	4. VPAA
5. Evaluate the ACT software to determine usefulness to OCtech	5. Evaluation will occur.	5. Determination will be made whether or not to pursue purchase of the software.	5. VPAA
6. Develop a QuickStart program and a plan for sustainability of once Duke Endowment funds are depleted.	6. Plan will be delivered.	6. B & I, and multi-agency partnerships will be created to develop funding streams for potential students.	6. VPAA
7. Upgrade truck driving equipment	7. Equipment upgraded.	7. Students will be better prepared to enter the workforce upon program completion.	7. VPAA
8. Develop a successful marketing	8. Campaign completed.	8. Increased exposure and an	8. VPAA

campaign.		increase in the clientele served.	
9. Examine feasibility of changing the name of Continuing Education	9. Decision made to change the name of CE.	9. Name change will have a positive effect on recruitment of students.	9. VPAA
10. Develop articulation pathways for continuing education and credit programs.	10. Pathways developed and implemented.	10. Successful pathways will be created between CE and credit that allow easy transition for students.	10. VPAA
11. Develop additional opportunities to offer phlebotomy and CNA programs.	11. Programs offered.	11. Increase employability of students and continued economic growth of the community.	11. VPAA
12. Enhance all relationships with all customers by developing loyalty to OCtech through improved customer service and continuing education products and services	12. Relationships enhanced.	12. Increased contact will hopefully bring repeat business and further growth of CE programs in the OCtech service area.	12. VPAA

GOAL 1: Fulfill the community's need for a competent workforce and economic growth by providing innovative and diverse learning experiences in a collaborative community environment.

OBJECTIVE 8: Utilize faculty/staff performance management systems to meet professional development needs for faculty/staff.

ASSESSMENT: Critical Success Factor: 90% retention rate for faculty. Surveys will show 80% of new faculty are satisfied with resources and support during the first year.

RESULT:

USE OF RESULTS:

Action Steps	Evaluation	Outcomes	Responsibility
<ol style="list-style-type: none"> 1. Broaden professional development for faculty and staff 2. Utilize the Faculty Performance Management System effectively 3. Facilitate the transition of new faculty and staff 	<ol style="list-style-type: none"> 1. The number of professional development activities will increase. 2. FPMS will be used effectively. 3. New faculty will be surveyed to determine their satisfaction with their first year. 	<ol style="list-style-type: none"> 1. More knowledgeable faculty means increased student success. 2. Objective measures will provide a true picture of faculty performance. 3. Increased retention will result with new faculty at OCtech. 	<ol style="list-style-type: none"> 1. VPAA 2. VPAA 3. VPAA

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GOAL 2: Provide High-Quality Facilities, Technology and Equipment Sufficient to Support the College's Programs and Services

OBJECTIVE 1: Provide facilities to meet campus needs.

ASSESSMENT: Critical Success Factor: Adequate classrooms, office space, common areas and parking will be provided as evidenced by utilization, personal interview and satisfaction surveys.

RESULT:

USE OF RESULTS:

Action Steps	Evaluation	Outcomes	Responsibility
<p>2005-2006</p> <p>1. Begin construction of new classroom and auditorium building.</p> <p>2. Re-roof 1400, 1500 and 1600 buildings when State deferred maintenance funds are available.</p> <p>3. Schedule and perform other deferred maintenance as needed and as funds allow.</p> <p>4. Install Campus Light Pole Banners</p>	<p>1. New classroom/auditorium building is constructed per plans. Budget Impact: Construction cost, professional fees and furnishings will be paid from state bond funds, local county contributions and donations from the Foundation. No expected impact on operational budget for 2005-06.</p> <p>2. Roofs are designed and replaced by June 30, 2006. Budget Impact: Expenses will be paid from the Research University Infrastructure Bonds/state funds. No expected impact on operational budget for 2005-06.</p> <p>3. Campus repairs are made as needed, per the master maintenance plan. Budget Impact: The College's 2005-06 operational budget includes \$165,000 for routine maintenance, repairs, and related supplies. Additionally, salaries for five repair workers and related supervisors have been budgeted. Research University Infrastructure Bonds will be used to replace the roofs of the 1400, 1500 and 1600 buildings. The remaining Bond funds will be used for various HVAC deferred maintenance projects in the Health Sciences Bldg. and the "A" and "B" buildings.</p> <p>4. Banners will be installed by spring 2006 with campus branding message to be determined by admin staff.</p>	<p>4. Give campus a collegial look and advertise campus message of quality education for students.</p>	<p>1. VP Finance/Physical Plant Director</p> <p>2. VP Finance/Physical Plant Director</p> <p>3. VP Finance/Physical Plant Director</p> <p>4. Student Services & Marketing</p>

	Budget Request: To be funded with revenue from student late registration fees. Approximate cost of \$3,000 (20 banners at \$150 each)		
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GOAL 2: Provide High-Quality Facilities, Technology and Equipment Sufficient to Support the College's Programs and Services

OBJECTIVE 2: Continue to improve and upgrade Information Technology systems.

ASSESSMENT: Critical Success Factor: Equipment/Software upgraded or replaced.

RESULT:

USE OF RESULTS:

Action Steps	Evaluation	Outcomes	Responsibility
<ol style="list-style-type: none"> 1. Replace Imaging System 2. Continue work on '04-'05 projects if not completed (Imaging system, IP phone migration, security review). 3. Replace and expand wireless infrastructure. 	<ol style="list-style-type: none"> 1. RFP has been advertised and demonstrations are planned for July. This project will extend into the '05-'06 budget year. 2. Imaging project 100 -150k IP Phone migration is 100 - 150k Security Audit 20k estimate 3. 5 - 7k 	<ol style="list-style-type: none"> 1. Document imaging improved and expanded. 2. Document imaging improved and expanded. 3. Wireless access improved and expanded. 	<ol style="list-style-type: none"> 1. ITS 2. ITS 3. ITS

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GOAL 2: Provide High-Quality Facilities, Technology and Equipment Sufficient to Support the College's Programs and Services
 OBJECTIVE 3: Keep faculty, staff, student PCs and classroom presentation systems as current as possible by planning for upgrading and replacement.
 ASSESSMENT: Critical Success Factor: Equipment Replacement
 RESULT:
 USE OF RESULTS:

Action Steps	Evaluation	Outcomes	Responsibility
<p>2005-2006</p> <ol style="list-style-type: none"> 1. Replace faculty/staff PCs on 3 to 4 year replacement cycle. Add faculty/staff Pcs as needed. 2. Replace lab PCs on 3 to 4 year replacement cycle. Add new labs if necessary. 3. Replace classroom presentation systems on 3 to 4 year replacement cycle. Add any new presentation systems needed. 	<ol style="list-style-type: none"> 1. None, no replacements planned '05 - '06 2. 200 - 250k 3. 30 - 50k 	<ol style="list-style-type: none"> 1. Faculty/staff PCs are kept current and under manufacturer warranty. 2. Student labs are kept current and under manufacturer warranty. 3. Classroom presentation systems are kept current and under manufacturer warranty. 	<ol style="list-style-type: none"> 1. ITS/IT Team 2. ITS/IT Team 3. ITS/Library/IT Team

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GOAL 2: Provide High-Quality Facilities, Technology and Equipment Sufficient to Support the College's Programs and Services

OBJECTIVE 4: Continue to improve faculty, staff, and student access to Datatel administrative system.

ASSESSMENT: Critical Success Factor: Upgrading systems, adding personnel

RESULT:

USE OF RESULTS:

Action Steps	Evaluation	Outcomes	Responsibility
<p>2005-2006</p> <ol style="list-style-type: none"> 1. Implement upgrades and new products. 2. Continue to improve Datatel reporting capabilities to meet college needs. 3. Continue to customize Datatel system to meet college needs (lottery programs, others). 	<ol style="list-style-type: none"> 1. Move to release 18, no cost other than annual increases that will be added to regular budget. 2. Annual Informer cost 2k will be in regular budget. 3. 10 - 15k if we outsource any projects, not in regular budget. 	<ol style="list-style-type: none"> 1. New capabilities added, existing system expanded. 2. Overall reporting capabilities improved and expanded. 3. System improved. 	<ol style="list-style-type: none"> 1. ITS/Datatel Team 2. ITS/Student Services 3. ITS/Financial Aid

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GOAL 3: Foster Student Success by Providing Comprehensive Student Support Services and Learning Experiences

OBJECTIVE 1: Increase retention and graduation rate of students.

ASSESSMENT: Measure the Retention Rate and Graduation Rate of Students Who Are Classified as First time Enrolled in the program of study.

Critical Success Factor: 2003-2004 retention for Fall 2001 Cohort as of summer 2004 (3 years) will be 40%. Fall 2002 Cohort as of summer 2005 (3 years) will be 50%. Fall 2003 Cohort (3 years) for summer 2006 will be 55%.

RESULT: Fall 2001 cohort is 46%. Fall 2002 Cohort is 47%.

USE OF RESULTS: Data will be used by academic departments to evaluate and revise retention strategies and to facilitate enrollment planning for future terms.

Action Steps	Evaluation	Outcomes	Responsibility
<p>1. Revise Retention Strategies based on fall 2005 Cohort Results</p> <p>2. Make on-line registration available to all students by revising the process to assign access to register on line.</p>	<p>1. Evaluation: Track retention and graduation rates for the Fall 2003 Cohort Report retention and graduation rates as of summer 2006. Budget Request: No direct cost.</p> <p>2. Increase the number of students who register on line to a number than the current count of 12 out of 2,500 students. Budget Request: Need annual cost to maintain Web Advisor from Gary Foley.</p>	<p>1. Graduation/Retention Rates will be at least 50% overall for the college</p> <p>2. Convenience for students to register off campus and use technology</p>	<p>1. VP's for Academic Affairs & Student Services and Academic Deans</p> <p>2. Student Services & IT</p>

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GOAL 3: Foster Student Success by Providing Comprehensive Student Support Services and Learning Experiences

OBJECTIVE 2: Enhance admissions, academic counseling, advising and registration services and manage student enrollment.

ASSESSMENT: Evaluate college enrollment of students and FTE by term and academic year.

Critical Success Factor: 2003-2005: Maintain a steady percentage growth in enrollment equal to or greater than increases in system growth each fall.

RESULT: For Fall 2004, the system reported less than a 1% gain in enrollment. Fall 2004 enrollment at the college also reported less than and 1% enrollment increase. Fall 2005 to be determined in November 2005.

USE OF RESULTS: Keep pace with state funding in order to provide and enhance services necessary to assist student achieve educational and career goals.

Action Steps	Evaluation	Outcomes	Responsibility
<p>1. Provide students with a comprehensive curriculum plan upon enrollment at the college.</p> <p>2. Make grade data available to students in a more efficient and timely manner and reduce the cost and resources required to mail transcripts each term.</p> <p>3. Explore the possibility of implementing E Compass in area high schools</p> <p>4. Reduce the amount of time required to process grades each term</p>	<p>1. Gather curricula resource material and incorporate the procedure into the admissions/advising process. Increased probability of student retention in chosen program</p> <p>Budget Request: Nominal printing of \$300 included in 2005-06 budget.</p> <p>2. Grades will be made available to all students via on-line access within 24 hours of grade receipt by faculty. Students will be informed of availability in the fall 2003. Mailing of grades will be eliminated in fall 2005.</p> <p>Budget Request: None, savings on postage</p> <p>3. Determine available technology in local high schools. Make refinements to the process as recommended.</p> <p>Budget Request: Included with assessment budget in educational supplies for testing units. Also funding included in District School to Work Funds.</p> <p>4. Faculty will be trained and required to enter grades directly into the Colleague System. A pilot group will be identified to participate in direct grade entry. Provide more immediate access to grade data by students, faculty, and staff.</p> <p>Budget Request: No direct costs associated with task.</p>	<p>1. Increase student goal attainment through systematic planning during the admissions decision process.</p> <p>2. More efficient process for students and staff.</p> <p>3. Increased student access to OCtech admissions services on the high school campus.</p> <p>4. If pilot is successful implement entry by all faculty for 2006-07 grades.</p>	<p>1. Student Services</p> <p>2. Registrar</p> <p>3. Student Services (Assessment & Recruiting)</p> <p>4. Registrar</p>

<p>5. Review health sciences admissions criteria and weight of county residency, establish percentage rather than point system of weighting county residency</p>	<p>5. Revisions made and implemented Budget Request: No direct costs</p>	<p>5. Serve county residents without compromise to equitable rating system</p>	<p>5. Health Sciences Admissions Committee</p>
<p>6. Determine need and impact of application deadlines for Health Science Programs</p>	<p>6. Deadlines reviewed in July. Dates adjusted to inform applicants of status prior to May 1, 2005 Budget Request: No direct costs</p>	<p>6. Early notification will enable students plan for financial and curriculum needs for fall 2006.</p>	<p>6. Health Sciences Admissions Committee</p>
<p>7. Publish the Health Information Session as an annual schedule.</p>	<p>7. Schedule developed and made available to applicants on September 1, 2005 Budget Request: No direct costs, minimal printing for annual schedule as included in the admissions printing budget.</p>	<p>7. Assist students with making advanced enrollment plans for fall 2006</p>	<p>7. Student Services (Health Program Admissions Coordinator)</p>
<p>8. Implement procedures to ensure representation from all academic divisions among advising center volunteer staff.</p>	<p>8. Adequate representation among divisions during the add/drop period each term. Budget Request: Non direct costs</p>	<p>8. Ensure students receive effective guidance from applicable departmental faculty.</p>	<p>8. Student Services & Academic Advising Team (Advising Center Director)</p>
<p>9. Develop and publish on college Website a two semester schedule of classes to include: 1.) summer-fall, 2.) fall-spring, 3.) spring-summer.</p>	<p>9. Schedule available on the web during pre-registration each term. Budget Request: No direct costs</p>	<p>9.</p>	<p>9. Publications Office and IT Web staff</p>
<p>10. Implement Biology placement testing for all Bio classes at Otech</p>	<p>10. Test implemented for fall 2005 Budget Request: No direct cost for first year. Use existing Scantron</p>	<p>10. Improved course completion rates for all BIO classes</p>	<p>10. Student Services & Biology Department (Assessment Director)</p>
<p>11. Examine the impact of eliminating continuous registration once pre-registration begins in order to encourage continuing students to register with the assigned faculty advisor vs. advising center volunteers</p>	<p>11. Increased utilization of academic department advisors Budget Request: No direct costs</p>	<p>11. Increased student interaction with assigned advisors and more focused attention to graduation requirements and progress</p>	<p>11. VP's for Student Services and Academic Affairs</p>
<p>12. Design and implement post card marketing campaign to potential students. Monthly theme.</p>	<p>12. First post cards ready for mail in December 2005 Budget Request: Included in Public Relations 2005-06 budget request</p>	<p>12. Increase number of students accepted for fall 2006 vs fall 2005</p>	<p>12. Student Services & Publications</p>

GOAL 3: Foster Student Success by Providing Comprehensive Student Support Services and Learning Experiences

OBJECTIVE 3: Provide activities to promote the social and personal development of students.

ASSESSMENT: At least 5 requested activities provided as identified on student needs surveys.

Critical Success Factor: 50% student retention rate from fall 2005 to fall 2006

RESULT: Reported in fall 2006

USE OF RESULTS: Monitor participation and incorporate requested activities where feasible.

Action Steps	Evaluation	Outcomes	Responsibility
<p>1. Implement annual survey of student services program effectiveness to students, faculty and staff</p> <p>2. Begin College Intramural Program</p>	<p>1. Survey implemented during 2005-06 school year in conjunction with the Student Advisory Board</p> <p>Budget Request: Minimal printing costs included in Student Services Printing Budget</p> <p>2. Make participation available in conjunction with Clafin and SC State Intramural Programs. And to utilize on campus basketball courts at OCtech.</p> <p>Budget Request: Associated costs will be minimal to include champion T-shirts and/or trophies that are included in the Student Activities other supplies budget request.</p>	<p>1. Where feasible, suggestions and student needs addressed and implemented.</p> <p>2. Create a feeling of community and belonging at OCtech in order to enhance the growth and development of students.</p>	<p>1. Student Services (Staff and Faculty Advisors to SAB)</p> <p>2. Student Services (Staff and Faculty SAB advisors)</p>

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GOAL 3: Foster Student Success by Providing Comprehensive Student Support Services and Learning Experiences

OBJECTIVE 4: Increase student utilization of job placement services.

ASSESSMENT: Evaluate Job Placement Surveys Results

Critical Success Factor: 2005-2006: 60% of graduates will register with the job placement office.

RESULT:

USE OF RESULTS: Increases awareness, use and student satisfaction of job placement services.

Action Steps	Evaluation	Outcomes	Responsibility
<p>1. Each academic program will develop a plan of action to encourage student use of job placement services</p>	<p>1. Meetings will be held with each academic department by Feb.1, 2006</p> <p>Budget Request: No direct costs anticipated other than minimal printing included in job placement budget.</p>	<p>1. Improved access and preparation for job opportunities</p>	<p>1. Student Services (Job Placement)</p>

GOAL 3: Foster Student Success by Providing Comprehensive Student Support Services and Learning Experiences
 OBJECTIVE 5: Increase knowledge and awareness of the College in the community through marketing campaign.
 ASSESSMENT: Critical Success Factor: 60% of students surveyed will identify OCtech marketing as influencing their consideration of OCtech.
 RESULT:
 USE OF RESULTS:

Action Steps	Evaluation	Outcomes	Responsibility
1. Seek insight of marketing team and focus groups in developing strategies, themes, and surveys 2. Investigate hiring outside consultant 3. Seek opportunities to market in schools and industries 4. Seek opportunities to market the College such as OCtech Week/Month	1. Notes from meeting, tracking, and marketing plan will indicate an improved communities' opinion of College. 2. Contact's documentation of findings to get unbiased perceptions 3. List of opportunities investigated. Marketing will increase in schools and industries. 4. List of meetings regarding project. Attendance at events and utilization of speaker's bureau by community.	1. Better understanding of communities information interest 2. Improved marketing/recruitment 3. Recruitment of new students 4. Recruitment and support of College	1. Marketing 2. Marketing 3. Marketing 4. Marketing

GOAL 3: Foster Student Success by Providing Comprehensive Student Support Services and Learning Experiences

OBJECTIVE 6: Utilize internet/intranet for information about the College and programs.

ASSESSMENT: Increase student use of campus cruiser and web advisor

Critical Success Factor: Continue to monitor and report the number of students who register on line. 12 students registered via the web for fall 2005. Also increase student use of Campus Cruiser by having faculty enter test grades on line for student view.

RESULT:

USE OF RESULTS: Students have immediate access to services at anytime of day.

Action Steps	Evaluation	Outcomes	Responsibility
<p>1. Provide access to all student services forms on line for immediate student access.</p> <p>2. Provide access to select student reports via the college intranet.</p> <p>3. Evaluate/update website</p>	<p>1. Forms will be available by January 1, 2006</p> <p>Budget Request: No direct costs</p> <p>2. Select reports made available by Jan. 30, 2006</p> <p>Budget Request: No direct costs</p>	<p>1. Student access to forms on 24/7 schedule.</p> <p>2. Immediate access to reports by faculty and staff</p>	<p>1. Student Services</p> <p>2. Student Services (Programming)</p>

OCtech Strategic Planning Document, 2005-2006

GOAL 3: Foster Student Success by Providing Comprehensive Student Support Services and Learning Experiences

OBJECTIVE 7: Publicize interaction between College and the community.

ASSESSMENT: Critical Success Factor: Champions Network will be utilized for publicity at least 4 times in 2005-2006.

RESULT:

USE OF RESULTS:

Action Steps	Evaluation	Outcomes	Responsibility
1. Utilize Champions Network to inform constituents about the College	1. Indicated use of network. Constituent's surveys will indicate an awareness of resources offered through the Champions Network.	1. Public better informed about College and State Tech system	1. Dean of Planning, Research & Development

OCtech Strategic Planning Document, 2005-2006

GOAL 3: Foster Student Success by Providing Comprehensive Student Support Services and Learning Experiences

OBJECTIVE 8: Develop a comprehensive crisis communications plan for the college.

ASSESSMENT: Critical Success Factor: Plan is developed and disseminated to fac/staff and presented to President's staff.

RESULT:

USE OF RESULTS:

Action Steps	Evaluation	Outcomes	Responsibility
2005-2006 1. Develop plan and distribute to key people.	1. Plan will be reviewed by key people, amended as necessary and permanent assignments of responsibility will be made. Budget Impact: No known impact.		1. VP Finance/Human Resource Director and Safety and Security Director

OCtech Strategic Planning Document, 2005-2006

GOAL 3: Foster Student Success by Providing Comprehensive Student Support Services and Learning Experiences

OBJECTIVE 9: Make available financial aid for students.

ASSESSMENT:

Critical Success Factor:

RESULT:

USE OF RESULTS:

Action Steps	Evaluation	Outcomes	Responsibility
<p>1. Provide training for student utilization of FAFSA on the Web</p>	<p>1. Training sessions will be offered each month with increased exposure and dates in Feb/March 2006.</p> <p>Budget Request: No direct costs</p>	<p>1. Increase student access to financial aid and reduction in waiting time to serve students due to last minute rush to file FAFSAs before the start of each term.</p>	<p>1. Student Services (Financial Aid)</p>

GOAL 3: Foster Student Success by Providing Comprehensive Student Support Services and Learning Experiences

OBJECTIVE 10: Provide tuition imbursement funds to support academic growth for faculty and staff

ASSESSMENT:

Critical Success Factor:

RESULT:

USE OF RESULTS:

Action Steps	Evaluation	Outcomes	Responsibility
<p>1. Develop a process to encourage academic growth</p> <p>2. Implement plan</p>	<p>1. Plan will be developed by college team</p> <p>2. Plan will be implemented</p>	<p>1. Plan is developed</p> <p>2. Increased knowledge and expertise of faculty and staff</p>	<p>1. Dean of Planning, Research & Development/Human Resources</p> <p>2. Dean of Planning, Research & Development/Human Resources</p>

GOAL 4: Assure public and internal accountability by systematically planning, evaluating, and refining all academic, administrative, and student services programs and processes.

OBJECTIVE 1: Review all program missions, policies, and procedures.

ASSESSMENT: Ensure all policies and procedures reflect current administrative practices. Critical Success Factor: Evaluation of all policies and procedures will be conducted on an annual basis.

RESULT:

USE OF RESULTS:

Action Steps	Evaluation	Outcomes	Responsibility
<p>2005-2006</p> <ol style="list-style-type: none"> 1. Update Policy and Procedures manual as needed. 2. Provide new-employee orientation program re: purchasing procedures. 	<ol style="list-style-type: none"> 1. Manual is current. Budget Impact: No known impact. 2. Evaluation: Program is implemented and presented to all new employees within 30 days of hire. Existing employees are offered the program if problems are noted. Budget Impact: No known impact. 		<ol style="list-style-type: none"> 1. VP Finance/ Purchasing Director 2. Purchasing Director

GOAL 4: Assure public and internal accountability by systematically planning, evaluating, and refining all academic, administrative, and student services programs and processes.
 OBJECTIVE 2: Integrate planning and budget process.
 ASSESSMENT:
 Critical Success Factor: 2003-2006: Budget is developed to support on-going operations of the college and prioritized long-term planning objectives.
 RESULT:
 USE OF RESULTS:

Action Steps	Evaluation	Outcomes	Responsibility
<p>2005-06</p> <p>1. Develop an annual budget.</p> <p>2. Examine and if feasible, reduce graduation ceremony to once per year to reduce expenditures for the summer graduation ceremony that serves a limited amount of graduates.</p> <p>3. Increase the fee for late registration/fee from \$15 to \$25.</p>	<p>1. Budget is prepared, presented to President's staff, approved by Area Commission and implemented throughout the year. Major adjustments and/or deviations are approved by President and Area Commission.</p> <p>Budget Impact: No known impact.</p> <p>2. Survey other SC Technical Colleges to determine when and how many graduation ceremonies are held. Report findings to President's staff.</p> <p>Budget Request: Actual Reduction in Budget</p> <p>3. Late Fee implemented in fall 2005</p> <p>Budget Request: None, will generate additional revenue to pay for Campus Banners.</p>	<p>2. All but two colleges only have one ceremony. Reduced cost of holding summer graduation for smaller group of students.</p> <p>3. Encourage students to register and pay on time to ensure adequate planning for course sections and faculty loading.</p>	<p>1. Business office; President's staff and college-wide input.</p> <p>2. Student Services (College Registrar)</p> <p>3. Student Services & Business Office</p>

GOAL 4: Assure public and internal accountability by systematically planning, evaluating, and refining all academic, administrative, and student services programs and processes.

OBJECTIVE 3: To occupy credible position in the community so that community support continues for the College

ASSESSMENT: Critical Success Factor: At least 80% of President's Staff will participate in service/community organizations in leadership roles. Monthly news releases will indicate accomplishments and needs of the College.

RESULT:

USE OF RESULTS:

Action Steps	Evaluation	Outcomes	Responsibility
<ol style="list-style-type: none"> 1. Provide information to public regarding accomplishments and needs 2. Become more involved in community through service learning 3. Provide leadership within the community at-large 	<ol style="list-style-type: none"> 1. College's publications, newspapers, newsletters as evidenced 2. President's Staff will be active members of service organizations. 3. Members of the President's Staff will be active in leadership roles in community. 	<ol style="list-style-type: none"> 1. Public better informed about OCtech's place in the community 2. College better represented in community 3. College better represented in communitiy 	<ol style="list-style-type: none"> 1. Public Information 2. President's Staff 3. President's Staff

OCtech Strategic Planning Document, 2005-2006

GOAL 4: Assure public and internal accountability by systematically planning, evaluating, and refining all academic, administrative, and student services programs and processes.
 OBJECTIVE 4: Maintain adequate human resources to meet the needs of the college.
 ASSESSMENT: Critical Success Factor: Prioritized positions are filled in timely manner.
 RESULT:
 USE OF RESULTS:

Action Steps	Evaluation	Outcomes	Responsibility
<p>2005-2006</p> <p>1. Review salary plan including adjuncts and make adjustments where necessary and possible.</p> <p>2. Develop a workforce plan to address attrition of key employees due to projected retirements.</p> <p>3. Sponsor a Benefits Fair on campus for all employees.</p>	<p>1. Evaluation: Salary plan prepared and approved. Budget Impact: 4% state mandated raise costs the college approximately \$90,000. An additional 1% increase is proposed, based on fall enrollment. Cost will be approximately \$96,000. Two new positions (English \$40,000 and Radiology Technology \$12,000 in Tech budget and \$30,000 in grant) have been approved and are budgeted with fringe benefits of \$16,000.</p> <p>Total included in budget is \$254,000.</p> <p>2. Evaluation: Plan to identify projected vacancies is presented to President's Staff by January, 2006. Budget Impact: No cost associated with drafting plan.</p> <p>3. Evaluation: First Fair is held by October, 2005. Budget impact: nominal cost for refreshments only.</p>		<p>1. VP Finance/Human Resource Director</p> <p>2. VP Finance/Human Resource Director</p> <p>3. VP Finance/Human Resource Director</p>

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GOAL 4: Assure public and internal accountability by systematically planning, evaluating, and refining all academic, administrative, and student services programs and processes.

OBJECTIVE 5: Maintain unqualified audit opinion.

ASSESSMENT: Critical Success Factor: Positive Auditor's report

RESULT:

USE OF RESULTS:

Action Steps	Evaluation	Outcomes	Responsibility
<p>2005-2006</p> <p>1. Record financial transactions accurately in an accepted format and in a timely manner.</p>	<p>1. College receives an unqualified opinion from its external auditors. Budget impact: No additional cost identified. Audit fee and college staff salaries are budgeted in operations.</p>		<p>1. VP Finance/Business Manager</p>

GOAL 4: Assure public and internal accountability by systematically planning, evaluating, and refining all academic, administrative, and student services programs and processes.

OBJECTIVE 6: Provide accurate and comprehensive institutional accountability records of the College

ASSESSMENT: Critical Success Factor: Accountability records are housed/catalogued in the Office of Institutional Effectiveness and are easily and readily accessible when needed for academic support and accountability purposes.

RESULT:

USE OF RESULTS:

Action Steps	Evaluation	Outcomes	Responsibility
<p>2005-2006</p> <ol style="list-style-type: none"> 1. Gather and maintain all pertinent data for archives to be utilized by the College 2. Produce, disseminate, and maintain report and survey schedules 3. Continue to be an integral part of the planning process of the College 4. Develop, disseminate and maintain a yearly schedule for Institutional Effectiveness, Marketing, Public Information, and Planning & Development 5. Develop policies and procedures as needed for Institutional Effectiveness, Marketing, Public Information, and Planning & Development 	<ol style="list-style-type: none"> 1. Archived material is readily accessible to faculty and staff. 2. Information shared in a timely manner. 3. Quantitative and qualitative critical success factors are developed with administration. 4. Publications, reports, and information produced in a timely manner. 5. Policies and procedures developed as needed and disseminated. 	<ol style="list-style-type: none"> 1. Materials will assist with production of grants, reports, scans. 2. Schedule will facilitate use of information. 3. Success measures will be reliable and relative to objectives. 4. Better planning by all departments 5. Department management more effective 	<ol style="list-style-type: none"> 1. IE 2. IE 3. IE 4. IE/Dean of Planning, Research & Development 5. IE/Dean of Planning, Research & Development

GOAL 4: Assure public and internal accountability by systematically planning, evaluating, and refining all academic, administrative, and student services programs and processes.
 OBJECTIVE 7: Evaluate and update the planning strategies and processes for the College.
 ASSESSMENT: Critical Success Factor:
 RESULT:
 USE OF RESULTS:

Action Steps	Evaluation	Outcomes	Responsibility
2005-2006 1. Complete the SACS reaffirmation process 2. Facilitate process for five-year plan 3. Coordinate planning retreat 4. Re-visit and amend planning process	1. Process will be completed as scheduled. 2. Process will be completed. 3. Planning retreat will be held 4. Planning process will be examined, amended as needed, and implemented according to College and governmental requirements.	1. Reaffirmation awarded. 2. 5-year plan ready for implementation 3. Planning retreat for College results in successful strategies 4. Process successfully completed	1. Dean of Planning, Research & Development/IE/ President's Staff 2. Dean of Planning, Research & Development/IE 3. Dean of Planning, Research & Development 4. Dean of Planning, Research & Development

OCtech Strategic Planning Document, 2005-2006

GOAL 5: Seek additional resources to support the mission of the College.
 OBJECTIVE 1: Encourage Foundation to establish a long-range strategic plan in concert with the College's strategic plan.
 ASSESSMENT: Critical Success Factor: Foundation's strategic plan is maintained.
 RESULT:
 USE OF RESULTS:

Action Steps	Evaluation	Outcomes	Responsibility
2005-2006 1. Update Foundation's strategic plan	1. College's strategic plan is shared with Foundation to insure that Foundation's objectives support the College plan.	1. Objectives of Foundation are met resulting in success of College.	1. Dean of Planning, Research & Development

OCtech Strategic Planning Document, 2005-2006

GOAL 5: Seek additional resources to support the mission of the College.
 OBJECTIVE 2: Seek full funding from Orangeburg and Calhoun Counties.
 ASSESSMENT: Critical Success Factor: Full funding is secured for the College
 RESULT:
 USE OF RESULTS:

Action Steps	Evaluation	Outcomes	Responsibility
1. Maintain contact with local, state, federal government officials	1. Elected officials visit campus. College personnel will contact in office, by phone and mail to keep College foremost in interest.	1. Support of elected officials	1. Dean of Planning Research & Development

OCtech Strategic Planning Document, 2005-2006

GOAL 5: Seek additional resources to support the mission of the College.

OBJECTIVE 4: Support the Foundation's annual fund drive.

ASSESSMENT: Critical Success Factor: The annual fund drive will meet or exceed the Foundation fundraising goal of \$10,000 for 2004-2005 by 5% in 2005/2006.

RESULT:

USE OF RESULTS:

Action Steps	Evaluation	Outcomes	Responsibility
1. Continue to involve area commission, foundation, and administration of the College in development functions seeking annual fund contributions	1. Majority will be involved in at least one function yearly	1. Additional support of annual fund	1. Dean of Planning, Research & Development

OCtech Strategic Planning Document, 2005-2006

GOAL 5: Seek additional resources to support the mission of the College.
 OBJECTIVE 5: Identify grant sources from public and private sources.
 ASSESSMENT: Critical Success Factor: Multiple efforts are made at submitting grant proposals.
 RESULT:
 USE OF RESULTS:

Action Steps	Evaluation	Outcomes	Responsibility
2005-2006 1. Investigate and disseminate grant opportunities. 2. Write/coordinate grants	1. At least 12 grants will be investigated and disseminated to faculty and staff. 2. At least 3 grants will be written or coordinated.	1. Funding awarded. 2. Funding awarded.	1. Public Information 2. Public Information/Dean of Planning, Development & Research