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|  Evergreen Valley College | | 2007-08 Business and Workforce Programs and Division Commitments to Action | | | |
| | | Name: Karen Meyers | | Department: Business and Workforce Dev. | |
| Initiative | | Area of Focus | | | |
| Student Centered | | 1. | Access | | |
| | | 2. | Curriculum and Programs | | |
| | | 3. | Services | | |
| Area of Focus | Commitments to Action | | Metrics | | Time Frame |
| 1 | Develop and implement a marketing plan for new Retail Management Program. | | I. One brochure developed. II. Mail list to retail companies completed. | | I. Sep-07 II. Oct-07 |
| 1 | Actively strengthen partnerships with local High School and ROCP's (e.g.: CCOC). | | Develop five new articulated agreements with these agencies and our occupational programs. | | May-08 |
| 2 | Develop calendar for program review for each occupational program in this division. | | Implement and complete program review for each program. | | May-08 |
| 2 | Identify new certificate program that reflects the needs of the community. | | One new certificate program for: Business (Small Business Institute), Accounting, BIS, CIT, and 2 for Paralegal. | | May-08 |
| 2 | Automotive Technology Program to review and determine the need for an alternative fuel component to existing curriculum. | | Complete review and develop one course dealing with alternative fuels for Automotive Program. | | May-08 |
| 2 | Identify grant opportunities for funding new and innovative occupational programs. | | Write and submit one grant proposal. | | May-08 |

| Area of Focus | Commitments to Action | Metrics | Time Frame |
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| 3 | Develop a program called Supplemental Instruction to provide a support system for students in specific programs. | Process and procedures in place for students participation. | Jan-08 |
| 3 | Develop a handbook for students enrolled in 200 labs which includes intervention strategies. | Complete handbook. | Jan-08 |
| 3 | Identify grant opportunities for funding new and innovative occupational programs. | Comprehensive data available to faculty. | Jan-08 |
| 1 | Develop registration time slots for students enrolled in ACCT, CIT, BIS 200 Labs | Complete process for on line registration from labs | Jan, 2008 |
| 2 | Develop web-based form for developing curriculum | Work with IT to develop such a process | Jan, 2008 |
| 2 | Develop .5 unit classes in Photoshop, Dreamweaver, Word, Excel, Access, PP, Illustrator, Glash, Digital Photography | Complete five courses. | May, 2008 |
| 3 | Present to the counseling staff the services offered by the CII and 200 labs | Meet with counseling. | Nov. 2007 |
| 3 | Provide community access to our open labs- CII LABS. | Complete process and impliment. | Jan, 2008 |

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|  Evergreen Valley College | | 2007-08 Business and Workforce Programs and Division Commitments to Action | | |
| | | Name: Karen Meyers | | Department: Business and Workforce Development |
| Initiative | | Area of Focus | | |
| <h1 style="text-align: center;">Community Engagement</h1> | | 1. | Increase Visibility | |
| | | 2. | Develop Strategic Partnerships | |
| | | 3. | Bring the College to the Community | |
| Area of Focus | Commitments to Action | Metrics | | Time Frame |
| 1 | Develop marketing plan for each occupational program and work closely with marketing consultant, i.e.: direct mailing, video development career nights at high schools. | Develop seven marketing plans. | | Jan-08 |
| 1 | Develop written articles for local newspapers. | Four articles for local papers. | | May-08 |
| 1 | Develop speaker list around topics specific to our occupational programs to be available for outside speaking engagements. | I. Develop list topics. II. Perform three speaking engagements in community. | | I. Nov-07 II. May-07 |
| 2 | Develop partnerships with each of the Economic Development Initiatives funded by State Chancellors office, i.e.: 1. Advanced Transportation Center at West Valley College, 2. Applied Competitive Technologies Center at DeAnza College, 3. Applied Biological Technologies Center at City College of San Francisco, 4. Business and Workforce Improvement Center at West Valley, 5. Environmental Health Safety and Homeland Security Center at Mission College, 6. Regional Health Occupational Resource Center at Mission College, 7. International Trade Development Center at West Valley, 8. Multimedia Entertainment Initiative Center at Mission, 9. Workplace learning Centers at Mission College, 10. Small Business Development Center at DeAnza. | Establish seven partnerships with these economic initiatives. | | May-08 |
| 3 | Develop plan for offering classes off campus. | I. Develop two offsite locations for course offerings. II. Offer two credit courses off campus. | | I. Dec-07 II. May-08 |
| 3 | Develop a list of fee based courses to be offered both on and off campus. | Offer four fee based courses. | | May-08 |

|  Evergreen Valley College | | 2007-08 Business and Workforce Programs and Division Individual Commitments to Action | | | |
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| | | Name: Karen Meyers | | Department: Business and Workforce Development | |
| Initiative | | | Area of Focus | | |
| Organizational Transformation | | | 1. | Build Community | |
| | | | 2. | Employee Development | |
| | | | 3. | Transparency and Communication | |
| Area of Focus | Commitments to Action | | Metrics | | Time Frame |
| 1 | Create one social event for faculty and staff each year to be held during the school year which may include family members. Include free T-shirts with EVC logo; include an open house format; bring kids to work day. | | One event planned and initiated. | | Jan-08 |
| 2 | Develop a process for classified staff in division to attend skill development workshops and/or conferences. Survey classified staff to determine need and types of training. | | Each full time classified staff will attend one workshop/conference. | | May-08 |
| 2 | Select three professional organizations related to occupational programs offered by this division. | | Provide membership to three organizations. | | May-08 |
| 2 | Increase attendance at statewide conferences. | | Each full time faculty will attend one conference related to discipline. | | May-08 |
| 3 | Enhance communication between faculty and for faculty; coffee with the Dean; monthly meeting with one speaker from faculty or classified staff on a non or work related topic | | Develop a monthly newsletter/BLOG (Web log journal) for the division. One coffee session per month; one speaker | | 10/1/2008 Jan- 2008 Jan -2008 |
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