Guidelines for using the template:

1. Choose a key goal/objective for your division for the upcoming academic year, that is aligned with the college Core Theme objectives/outcomes and/or strategic goal objectives and strategic priorities.
2. Specify an activity your division will undertake to address this goal/objective. List what actions need to be undertaken each quarter, by whom. Describe the intended results, and one or two indicators that will be most meaningful for assessing progress toward that result.

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| Alignment: Core Theme Objective(s)/Outcome(s): College Strategic Goal Objective(s): Strategic Priorit(ies):  **Responsive Teaching and Learning Innovative and relevant programs and curriculum Increase retention and completion** |
| Division Goal/Objective:  **Provide an instructional environment that supports increased student retention and completion through and beyond Basic Studies.** |
| Approach – over the course of the academic year, what will be done?  Provide additional supports for BTS students as they progress through ESL and ABE toward college-level programs. This will include the establishment of a Transitions Center in existing space to be renovated, access to improved instructional facilities, and updated instructional software and materials for integration into coursework.  Timeline: what specific actions must be done each quarter and by whom?   |  |  |  |  | | --- | --- | --- | --- | | Summer | Fall | Winter | Spring | | **Action:**   1. Renovate existing space on 3rd floor for the establishment of a BTS Transitions Center.   **People:**  Facilities | **Action:**   1. ABE Faculty consider software programs to replace Skills Tutor and place order 2. BTS Faculty consider textbooks options to purchase as class sets and place order 3. Begin serving students in Transitions Center and begin tracking number of students served   **People:**  BTS Faculty  BTS Student Development Specialist | **Action:**   1. Begin using class sets of textbooks 2. Begin using new ABE instructional software 3. Track number of students served in Transitions Center   **People:**  BTS Faculty  BTS Student Development Specialist | **Action:**   1. Collect and review student and faculty feedback on new instructional software and textbooks 2. Survey students for satisfaction with Transitions Center services and review for continuous improvements in 17-18   **People:**  BTS Faculty  BTS Student Development Specialist  BTS Dean | |