

Goal Team Action Plan Template

Goal Team: Strategy Team 4.2a – Transition support for AED bridge students (pilot) FY2012

Goal Team Members: Jennifer Bell (co-leader), Carole Bomba, Lin Cui, Kathleen Foldvary, Maggi Franks, Maria Knuth, Larry Lasko, Mark McPherrin, Mark Mrozinski (co-leader), Kathryn Powell, Jane Suarez del Real, Jose Vital

Strategy Team Members: Jennifer Bell, Diana Cincinello, Lin Cui, Maria Knuth, Mark Mrozinski, Kathryn Powell, Jose Vital

Expected Outcomes: Adult students (GED) successfully complete their first career program (credit-bearing) class with a grade of C or better. The goal will be to achieve success rates equal to or greater than those of the general population in their first career program class.

Action Steps/ Tasks What will be done?	Responsibility Who will do it?	Timeline When will it begin and when will it be completed?	Resources What additional resources do you need?	Partners (Internal/External) Who will need to be involved to carry out this task/step?	Challenges What challenges or barriers do you anticipate?	Communication How will you communicate this task/step to your partners?	Accomplishment What will this task/step accomplish?
Establish Transitions Coordinator position (pilot)	Strategy team; Dean of AELS; AED Department; HR	Pilot will run 7/1/11 through 12/23/11.	Part-time limited term position (25 hrs per week/6 months)	HR; AED Department; various career programs and faculty; IR; Student Development; OFA; Registrar's Office	Recruiting a part-time employee that will have sufficient working knowledge of Harper systems to implement a 6-month pilot effectively	Monthly strategy team meetings; quarterly goal leader meetings	Provides transitions support to XX AED students moving from bridge programs to credit bearing career programs by providing support for: <ul style="list-style-type: none"> • schedule and load planning • facilitating the registration process • appropriate referrals for financial issues • issues with course materials and books • Blackboard orientation • accessing academic support services and counseling/advising services • developing an awareness of the withdrawal process, a resilience to persist, • developing strategies to overcome barriers such as childcare and transportation
Ensure clerical	Strategy	Pilot will run	Part-time	HR; AED Department	Finding	Strategy team meetings;	Provides clerical support to

support for Transitions Coordinator (pilot)	team; Dean of AELS; HR	7/1/11 through 12/23/11.	temporary assignment (10 hrs per week/6 months)		appropriate existing part-time staff who would be willing to assume additional hours	AED Department communications	Transitions Coordinator for the period of the pilot. Duties will include: <ul style="list-style-type: none"> scheduling appointments reporting and data-gathering functions
Analyze data from pilot	Strategy team	January-February 2012	N/A	IR; Dean of AELS; AED Department	N/A	Strategy team meetings; goal leader meetings; meetings will goal champion	Provides data for FY13 planning cycle.
Create action plan and recommendations for FY13 budget and planning cycle.	Strategy team	March – April 2012	N/A	IR; Dean of AELS; goal champion	N/A	Strategy team meetings; goal leader meetings; meetings will goal champion	Creates action plan and recommendations for FY13.