

OCtech Strategic Plan 2021-2023							
2021-2022 Annual Objectives							
Goal	Strategy/ Outcome	Providing Department	Objective Title	Statement of Objective	Explanation of Success Metric	Explanation of Achievement	Use of Results
1	College-Wide Goal 1 (21-23) Graduates and Credentials		Utilizing the 2019-20 academic year as the baseline, the College will increase the number of graduates (credit) and industry-based credentials (CE) by 20% each year over the next two years.				
	1.1	Student Communication	Two weeks prior to the start of the fall term and at momentum loss points throughout the term, 100% of REG students will receive communication from the college regarding their performance as well as information related to programs/services available.				
		Associate Degree, Engineering Design Technology and Related Certificates	ABET	Start the process of ABET accreditation for EDT program. Complete research and create a timeline for accreditation application by June 30, 2024.	Review documentation for the ABET Certification	Align Student Learning Outcomes to ABET Learning Outcomes. Attended ABET Symposium.	Reviewing the Criteria for Accrediting Engineering Technology Program documents is needed to begin the process. This is the first step in the Accreditation for the Engineering Design Technology Program. This accreditation will support student success by ensuring that the program meets and implements the proper tools of learning along with student outcomes. This is an ongoing process from 2021-2023 which is still being reviewed and planned.
		Engineering and Advanced Manufacturing	ABET Process for EDT	Begin the process of ABET accreditation for EDT program.	Begin process of researching steps and requirements for ABET accreditation for EDT program. Dean, VP of AA, and Program Coordinator will collaborate.	Discussion has begun with David Odom on beginning this process.	David and I will be attending the ABET conference in Spring 2023 to learn more about implementing ABET Accreditation into his EDT program.
		Adult Education	Adult Education Orientation	Managed Enrollment Orientation Sessions will be conducted. Information will be disseminated regarding program offerings for Adult Education, OCtech and partnering agencies. This activity will occur every seven (7) weeks.	80% of the enrolled students will complete the Orientation process.	95% of students completed the orientation process this year.	Going forward, we will add GED readiness testing and digital literacy activities during the orientation sessions.
		Business, Education, Computer Technology, and Public Service	Advisor Professional Development	100% of advisors will participate in professional development on the effective use of SAI and advisor coaching skills to become more effective advisors.	100% of advisors will participate in professional development on the effective use of SAI and advisor coaching skills to become more effective advisors.	100% of advisors participated in professional development through D2L	Having more training on the subject area will enhance the advisors ability to become a better advisor.
		Certificate, Truck Driver Training	Communicate With Student Early	100% of students will receive early communication from their advisor to determine if there are issues before the add/drop period concludes.		85 percent of students were reached via emails and phone calls.	Will need to utilize the text messaging system more (EAB) next year to reach the goal of 100 percent.
		Enrollment	Communication Plan for Registered Students	Communicate via email and text messages with all new registered students at least 3 times prior to the start of the term.	Staff is informing me that they have been sending out email and or text message as reminders. I have also been help with this by contacting students as well.	The is ongoing and staff has been sending out emails, text message and or phone calls to remind students about their next steps. Staff has been reporting that they are emailing and texting students as to what they need to do next. I too have been doing the same thing.	Staff has been reaching out to those who have been registered by emailing, texting, postcarding, and calling them about simply reminder of what they need to do next. They have been reaching out at least 3 times for this. Staff have been emailing, calling and texting. I too have been sending out emails as reminders to students about what they need to do prior to first day of class. They send out email as reminders for what is expected of them during add/drop week.
		Student Success Center	Content for Faculty on the Student Success Center	Create marketing materials that can be used at different point during the semester.	A page that is accessible to Faculty and Staff with information that is easy to use with students and in D2L.	It was determined that SharePoint would be the location for the Student Success Center's faculty page. The page was updated to provide information Faculty and Staff could use in classes and with students. During the Spring semester information was added with details on services provided in the center. A section was also created for documents. Documents that were added include an overview of Services, Student Success Center information to use in D2L, and information on Brainfuse.	The information available for Faculty and Staff can be used and incorporated in the Plan for EAB Navigate and communication with students.
		Institutional Effectiveness	Modify SAI to Automate and Track Student Referrals	Institutional Effectiveness will modify SAI to automate student advisor referrals and track student referral notifications for accountability. SAI REVISIONS COMPLETE AND IN USE BY FACULTY.	SAI will be fully implemented	SAI revisions are complete and are in use by the faculty.	Going forward, advisors will be able to more effectively advise students.
		Associate Degree, Computer Technology - Network Security and Information Assurance	New Student Virtual Orientation	Directly following new student orientation, 100% of programs will conduct and post virtual program orientation sessions to review course outlines, class expectations, clinical or work-based requirements, and answer student questions.	NSIA New Student Orientation will be posted for all students, including those unable to attend the live session.	All new CPT Student Orientation Videos have been saved and uploaded within freshman courses and via Student Success Center.	Zoom recordings will be used to introduce new students to the CPT Department before the start of any new semester.
		Associate Degree, Nursing	Nursing Course Grade Less Than An 80	100% of nursing faculty/course coordinators will notify students when they reach a defined threshold (lower than 79.5% for NUR/PNR) via Intelligent Agents.	100% of nursing faculty/course coordinators will notify students when they reach a defined threshold (lower than 79.5% for NUR/PNR) via Intelligent Agents.	100% of nursing faculty/course coordinators did notify students when they reached a defined threshold (lower than 79.5% for NUR/PNR) via Intelligent Agents. This message included tutoring information as well as study tips for student success.	Students were notified via Intelligent agents but did not follow through with our guidelines or suggestions. We had forms sent for students to sign stating that they understood that they were at risk for being unsuccessful but many never returned the forms. This was a lot of follow up documentation for faculty to no avail. Faculty will continue to send the intelligent agents, but we will not require the form signatures anymore. This will be part of our division's daily duties and monitoring will continue.
		Diploma, Practical Nursing	Nursing Course Grade less than an 80	100% of nursing faculty/course coordinators will notify students when they reach a defined threshold (lower than 80% for PNR) via Intelligent Agents.	100% of nursing faculty/course coordinators will notify students when they reach a defined threshold (lower than 80% for PNR) via Intelligent Agents.	100% of nursing faculty/course coordinators did notify students when they reached a defined threshold (lower than 79.5% for PNR) via Intelligent Agents. This message included tutoring information as well as study tips for student success.	Students were notified via Intelligent agents but did not follow through with our guidelines or suggestions. We had forms sent for students to sign stating that they understood that they were at risk for being unsuccessful but many never returned the forms. This was a lot of follow up documentation for faculty to no avail. Faculty will continue to send the intelligent agents, but we will not require the form signatures anymore. This will be part of our division's daily duties and monitoring will continue.
		Associate Degree, Physical Therapist Assistant	PTA Curriculum Revisions	The Program Coordinator will submit to the Curriculum Committee proposed curriculum revisions that offer students the option for course completion in 5 semesters rather than the current 3 semesters.	The one document submitted to the Curriculum Committee laying out a proposed curriculum revision for the PTA program will be reviewed.	Not completed, but in progress.	The program coordinator has been in communications with the Dean and CAPTE to ensure proposed curriculum revisions meet SACS and CAPTE requirements related to credits and the number of courses taught; currently, it is thought that utilizing a 4 vs 5 semester curriculum would be of most benefit as we could use mini-mesters to benefit students and the program; we are hesitant to go with 5 semesters due to added length and cost which could hinder student enrollment; curriculum revisions should be ready for submission to the Curriculum Committee by the end of April 2022

		Nursing and Health Sciences	PTA and/or RAD Curriculum Revisions	PTA (^ to 5 semesters) and RAD (v to 5 semesters) will evaluate curriculum for revision changes to include keeping between 70 and 80 credit hours.	PTA (^ to 5 semesters) OR RAD (v to 5 semesters) will evaluate curriculum for revision.	PTA and RAD revised curriculums and they were submitted to the curriculum committee and discussed with the accrediting agencies. These departments are now under a new Dean.	The revision of these curriculums will be a benefit for the students and faculty. These now will be followed through by Stefanie Gadson Brown.
		Associate Degree, Mechatronics Technology and Related Certificates	Professional Development for SAI and Coaching Skills	Participate in professional development on the effective use of SAI and advisor coaching skills to become a more effective advisor.	Participate in all related training.	Participate in professional development on the effective use of SAI and advisor coaching skills to become a more effective advisor.	I completed in professional development on the effective use of SAI and advisor coaching skills to become a more effective advisor.
		Institutional Effectiveness	Professional Development of SAI and Advisor Training	IE staff will provide professional development to 100% of advisors on the effective use of SAI and advisor coaching skills to become more effective advisors. D2L COURSE COMPLETED; TRAINING ROSTERS.	100% of advisors will be trained by the Data Manager.	100% of the advisors have been trained by the Data Manager.	The successful completion and ongoing usage by the faculty, staff, and advisors will result in more students being successfully advised on the upcoming academic advising cycle.
		Associate Degree, Engineering Design Technology and Related Certificates	Reach Out Strategy	Two weeks prior to the beginning of fall term, 100% of students will receive a message from me directing them to emailed documents that include a personal welcome with important information regarding the first week of class.	All students registered for Engineering Design Technology courses will be contacted with information regarding the first week of class.	All EDT students were contacted prior to class starting with important information they needed in order to be successful in the program.	Early communication with students is essential to a good start in the program. Students are more prepared and engaged in the assignments and have a better understanding of the work required. I will use EAB Navigate to text students important information as students are more inclined to respond/read a text as opposed to an email or D2L announcement.
		Financial Aid	Satisfactory Academic Standards Communication	Two weeks prior to the start of the Fall term, 100% of degree seeking students will receive communication about Financial Aid Satisfactory Academic Standards and the impact that it has on their financial aid eligibility.	100% of degree seeking students received an email about Financial Aid Satisfactory Academic Standards.	Prior to the start of the Fall 2021 Semester, 2159 emails were sent to degree seeking students explaining Financial Aid Satisfactory Academic Standards.	The importance of understanding Financial Aid Satisfactory Academic Progress is vitally important for a student's educational journey. Being able to provide students with information that will assist them with understanding what is needed to maintain their financial aid is a benefit to the students but will help with the college's enrollment as well. Students that are maintaining good standards with financial aid are less likely to drop out of college. At the end of Fall 21, 94% of our students were meeting Financial Aid Satisfactory Academic Progress. To ensure students are fully aware of their SAP status and its impact on their financial aid eligibility, the Financial Aid Office will implement a proactive communication strategy to include early personalized messages.
		Assessment / Testing Center	Testing Center Communication	One week following the end of add/drop during the Fall semester, the Testing Center will email 100% of registered students, informing them of the test offerings, hours of operation, and techniques to reduce test anxiety.	100% of registered students will be emailed.	The Testing Center sent an emails to 1038 new students via mail merge on September 29, 2021 informing them of the hours of operation, test offerings and techniques to reduce Test Anxiety.	As we advance, communication with new students about the Testing Center's availability, test offerings, and techniques to reduce test anxiety will increase their knowledge and promote interaction with them about resources provided by the Testing Center. This objective supported the College's Strategic Plan by providing the necessary information for students to complete their testing needs successfully.
		Diploma, Practical Nursing	Updated Graduation Plans	100% of students to have an updated graduation plan by the end of Week 6; advisors to update plans and notify students to schedule advising conferences.	100% of student to have an updated graduation plan by the end of Week 6; advisory to update plans and notify students to schedule advising conferences.	100% of our current advisees for the nursing students have updated graduation plans. Those students who were unsuccessful in the program and had never graduated with a degree, certificate, or diploma were evaluated by the Program Coordinator and had Administrative Graduation forms completed, if they had an eligible degree, certificate, or diploma achievements.	Faculty built program plans for every admitted nursing student. The students are able to view their progress and see what courses are left for completion. The administrative graduation forms were difficult to understand at first. We, as a team have decided that the Nursing Program Coordinator will assess each student who withdraws or is unsuccessful in a nursing program for possible administrative graduation opportunities. These forms will be completed per protocol. The completion of these plans and Administrative Graduation Forms has improved student success and increased completion rates. These duties will now be part of our division's daily processes and will continue from now on.
		Associate Degree, Physical Therapist Assistant	Virtual Program Orientation	The Program Coordinator will design an Onboarding Class in D2L for new students to receive access to course outlines, program policies, college offerings, textbook list, a virtual tour of facilities, a Meet and Greet" with faculty, and to familiarize themselves with use of the D2L Learning Management System."	100% of new students will have access to the PTA Onboarding Class in D2L.	100% of new students had access to the PTA Onboarding Class in D2L.	The onboarding class was an excellent addition to our program; in the past, we held a 1 day orientation session that was long and packed with program information; faculty collected printed copies of required forms and filed them in folders; the online onboarding class was opened for 2 weeks prior to the start of the program to allow flexibility for students to complete the modules; forms were stored under assignments and easily accessed eliminating the need for printed copies of papers and filing; the onboarding class also allowed students the ability to navigate a course in D2L as they had to review information under the content tab, upload documentation in the assignment tab, watch videos, and access the gradebook to ensure completion of assignments. We will continue use of this online onboarding process as it was well received by faculty and students.
		Associate Degree, Early Care and Education and Related Certificates, Diploma	Virtual Program Orientation	Directly following new student orientation, 100% of programs will conduct and post virtual program orientation sessions to review course outlines, class expectations, clinical or work-based requirements, and answer student questions.	100% of programs will conduct and post virtual program orientation sessions to review course outlines, class expectations, clinical or work-based requirements, and answer student questions.	Directly following new student orientation, 100% of programs conducted and posted virtual program orientation sessions to review course outlines, class expectations, clinical or work-based requirements, and answer student questions.	Students were able to successfully use this information. Future orientations will be recorded in order to assist students who are unable to attend orientation.
		Associate Degree, Machine Tool Technology and Related Certificates	Virtual Student Orientation	Directly following new student orientation, the MTT program coordinator will conduct and post virtual program orientation sessions to review course outlines, class expectations, clinical or work-based requirements, and answer student questions. SESSIONS POSTED IN D2L.	I will conduct a meeting via ZOOM and record the sessions to review all requirements as well as answer any questions and post the MP4 video on their D2L under announcements on the main page of each class.	We were able to post our discussions regarding student needs on D2L. As a result, our students are better prepared moving forward through their college career.	We plan to carry topics over into upcoming years in an effort to help students feel better prepared.
	1.2	Student Success	Increase the percentage of students successfully completing the fall semester with a grade of A, B, or C by 5% (or maintain 79% pass rate).				
		Assistant VP for Academic Affairs	AVPAA-01 Launch ACUE Faculty Professional Development	Launch first ACUE micro-credential for faculty in spring 2022. Serve as training facilitator for up to 33 faculty participants. Training will launch on 5/5/2022 and conclude on 6/26/2022.	Success metric is to offer, facilitate, and complete the initial ACUE micro credential course.	Successfully facilitated one ACUE micro-credential for faculty. The micro-credential "Promoting Active Learning Online" was facilitated between 5/5/2022 and 6/26/2022. Training included faculty from Otech, Denmark Tech, and Williamsburg Tech. There 25 participants that successfully completed and earned the credential.	The initial roll-out of the ACUE micro credential was successful. This will lead to additional courses for faculty that will eventually allow faculty to complete all micro credentials to earn the Certificate in Effective College Instruction.
		Assistant VP for Academic Affairs	AVPAA-03 Create New Faculty D2L Professional Development Page	Create a D2L page for new faculty that guides them through the initial on-boarding activities and initial professional development activities including D2L Brightspace training and advisor training. The page will be setup by spring semester 2022.	Completion of D2L course for new faculty, rolling out to deans, and enrolling new faculty into D2L course.	The initial D2L course for new faculty was created and introduced to deans. New faculty were added to class list by deans which allowed deans to track the progress of faculty as they complete onboarding activities.	The D2L was the first step in creating an onboarding process for new faculty. Further work will be done going forward with the creation of the Teaching, Learning, and Assessment Center.

		Adjuncts	Adjunct Professional Development- Intelligent Agents	100% of adjunct faculty will receive professional development on the use of Intelligent Agents in D2L.	100% of adjunct faculty will receive professional development on the use of Intelligent Agents in D2L.	100% of adjunct faculty received training on how to use Intelligent Agents in D2L.	Intelligent Training resources were offered to adjunct faculty members through the Adjunct Faculty Portal in D2L. The Adjunct Faculty Portal has on-demand resources, but going forward, more in-person trainings will be made available due to adjunct requests.
		Associate Degree, Radiologic Technology and Related Certificates	Analyzing Courses With Less Than 80% Pass Rate.	RAD Program to analyze data and implement improvement plans for courses with less than 80% pass rate.	50% of the RAD courses will analyze data and implement improvement plans for courses with less than 80% pass rate.	RAD courses were analyzed to determine if there were any courses with less than an 80% pass rate. All courses were above the 80% pass rate.	Faculty will examine course pass rates for all courses. Courses that have below an 85% pass rate will be looked at to determine what changes can be made to improve course completion.
		Diploma, Practical Nursing	Analyzing courses with less than 80% pass rate	Nursing course coordinators and faculty teams will analyze data and implement improvement plans for 100% of courses with less than 80% pass rate.	Nursing course coordinators and faculty teams will analyze data and implement improvement plans for 100% of courses with less than 80% pass rate for AY 2021-2022.	For 21-22 AY, two of the 14 courses were below 80% pass rate. Faculty addressed 100% and implemented changes to improve our outcomes. PNR 110 Trad: 37.5% (24/64) PNR 110 Flex: 61.11 (11/18) Aggregated overall pass rate of 42.68 PNR 121 Trad: 82.81 Flex: 88.89 Aggregated overall pass rate of 84.15 PNR 120: Trad 87% Flex: 91% Aggregated overall pass rate of 88.2% PNR 130 Trad 85% Flex: 91% Aggregated overall pass rate of 87.1% PNR 182 Trad 100% Flex: 100% Aggregated overall pass rate of 100% PNR 155 Trad 100% Flex: 100% Aggregated overall pass rate of 100% PNR 170 Trad 100% Flex: 100% Aggregated overall pass rate of 100% In Fall 2021, two PN Courses were below the 80% pass rate (PNR 110 Trad and Flex) and PNR 110 aggregated. In Spring and Summer 2022, none of the courses were below the 80% pass rate. Faculty met with administration to discuss the impact of withdrawals on our data and will change the goal to only measure success based on those students who finish the course. By looking at that data, PNR 110 Trad had six unsuccessful students of the 24 who finished the course (80%). PNR 110 Flex had four unsuccessful students of the 18 who finished (73.33%). PNR 110 had an aggregated overall pass rate of 77.78% with 45 finishing the course and 35 passing. We started with 82 students and 37 withdrew during the course due to various reasons. Many were unsuccessful and withdrawn due to unsuccessful lab skills validation. Student evaluation of this course revealed that students felt that trying to learn theory and perform in lab was very difficult. This is why we are changing our measure.	This data will guide the 22-23 AY Unit plan as faculty met and decided to teach all the theory in the first 7 weeks and do the lab after theory to try to improve pass rates. Faculty also plan to combine the PN and ADN students for theory and lab in order to promote collaboration and delegation skills. After speaking with administration about the effect of withdrawals on our data, faculty will now address the percentages less than 80 of those students who actually finish the course. Many students withdraw for personal reasons of which faculty have no control, making it difficult to address improvement goals. Student services and the Student Success center offer help and faculty will provide early referrals for students who are struggling. We expect to see a rise in these numbers.
		Certificate, Truck Driver Training	Assess Student Within Two Weeks	100% of faculty will include at least two low-stakes assessments or assignments with personalized feedback within the first 2 weeks of the semester.	85 percent of the students will respond and be active in D2L with low stakes assessments.	100% of the students accessed D2L courses within the first 2 weeks of class with assignments and gave feedback on the assignments.	Next year, we will implement more interactive videos that the students will have to respond directly to the instructor to increase the percentage of feedback.
		Health Science and Nursing Preparation and Workforce	Basic Skills Video	100% of CNA students will have access to recorded skills videos prior to the start of the semester and continuing until scheduled certification exams.	All AHS 163 sections will have basic skills videos available for CNA students prior to the start of the semester and continuing until certification exams. There are eight planned CNA sections for the 2021-2022 academic year.	Of the eight planned sections, seven sections remained active while one section was cancelled due to low enrollment. All active AHS 163 sections made basic skills videos available for CNA students prior to the start of the semester and continuing until certification exams.	We will continue to make prerecorded skills videos available to students to aid in preparation for lab practice and check-offs. Students also have the benefit of watching these recordings prior to attempting the state certification examination.
		Security	College Community Related Training	College Community Related Training	Campus Police will maintain a safe and secure campus.	OC Tech PD conducted a safety drill once per semester (Fall, Spring and Summer).	OCtech PD received diversity training from the SCCJA. The information has been incorporated into police and community interactions.
		TRIO	College Success Workshops	The TRIO SSS department will implement with fidelity the College Success Workshops/Groups to increase the percentage of TRIO students successfully completing each term by 5% (Fall, Spring, Summer)	By Summer 2022, 50% (105 students) of TRIO SSS participants will attend the College Success Workshops to assist with increasing the percentage of TRIO SSS students successfully completing each term by 5% (Fall, Spring, Summer).	138 TRIO participants (66%) attended the College Success workshops during the 2021-2022 academic year. The College Success workshops were developed and aligned to the objectives as indicated in the grant proposal for the 2020-2025 grant cycle: Persistence, Good Academic Standing, and Graduation/Transfer. The workshops were in tandem with the requests and needs of the students based on the student's responses to their Needs Assessments forms, focus group discussions, and end-of-term surveys. More importantly, the varied modalities of delivering the workshops increased students' participation and engagement. Many of our workshops were offered face-to-face, virtually, and hybrid.	The TRIO SSS department/staff will continue to provide and offer workshops that meet the student's needs and address the objectives as outlined in the 2020 grant proposal for the 2020-2025 grant cycle. The results of this objective were due to the varied delivery modalities of the workshops: face-to-face, virtual, and hybrid. The results/data gained from the objective will be used to enhance the types of workshops offered and grow attendance to leverage strategic structures and resources that focus on the goals for students' performance and achievement.
		Associate Degree, Computer Technology - Programming and Related Certificates	Course Pass Rate	All courses will maintain a 79% pass rate or improve by 5% each academic year with courses not meeting standard developing success plans.	All courses will maintain a 79% pass rate or improve by 5% each academic year.	All courses will maintained a 79% pass rate or improved by 5% this academic year.	Although the percentage of success was attained, for next year the department will begin to incorporate more innovative ways to assist students with various learning styles.
		Associate Degree, Computer Technology - Network Security and Information Assurance	Course Success Rate	All courses will maintain a 79% pass rate or improve by 5% each academic year with courses not meeting standard developing success plans.	All courses will maintain a 79% pass rate or improve by 5% each academic year with strategies for success.	All course maintained the 79% or better pass rate for the academic year.	Although the percentage of success was attained, for next year the department will begin to incorporate more innovative ways to assist students with various learning styles.

					<p>term, 100% of students will receive communication from a designated advisor/success coach directing them to emailed documents that include a personal welcome with important information regarding the first week of class.</p> <p>2. 100% of faculty will notify students and request follow-up via Intelligent Agents for: first failure to submit assignment, student failing first test, missing more than one class meeting, or no-shows/failure to login to D2L.</p> <p>3. 100% of faculty will notify the Early College Admissions and Retention Director and Early College students to request follow-up via Intelligent Agents for: first failure to submit assignment, student failing first test, missing more than one class meeting, or no-shows/failure to login to D2L.</p> <p>4. 100% of faculty members will notify students when they reach a defined threshold (lower than 70% course average) via Intelligent Agents.</p> <p>5. 100% of faculty members will notify Early College Admissions and Retention Director and EC students when students reach a defined threshold (lower than 75% course average) via Intelligent Agents.</p> <p>6. 100% of faculty will open courses a minimum of one week prior to the start of the term to include course syllabus, and a complete first week of assignments.</p> <p>7. 100% of course syllabi will be updated to include penalties of late work to avoid automatic zero grades and provide teaching opportunities.</p> <p>8. 100% of faculty will include at least two low-stakes assessments or assignments with personalized feedback within the first 2 weeks of the</p>		
		Associate in Arts and Sciences	Course Success Rate	Course success rates will show a 5% increase over the previous academic year.	<p>FA21/SP22 General Education Course Success Rate was 68%. Baseline Course Data for courses with highest enrollment across Arts and Sciences. 21-22 BIO 101 66% BIO 210 49% ENG 101 59% MAT 110 70% PSY 201 83% Data for other general education courses is attached. All AA/AS faculty sent email communication to their advisees welcoming them to OCTech All faculty setup an Intelligent Agent to automatically notify students of their status. By receiving this notification many students contacted their instructor for assistance. All faculty setup an Intelligent Agent to automatically notify students of their status. By receiving this notification many students contacted their instructor for assistance. All faculty opened their courses and made it available to students one week prior to the beginning of class. This allowed for some applicable students to access the etext via RedShelf Inclusive Access. All faculty assigned two low-stakes assessments within the first two weeks of the semester. This allowed for the instructor to access student engagement. If observed failure to submit the instructor reached out to the student and setup an intervention plan. Expansion of Inclusive Access to include courses in: ART, BIO, CHM, ENG, HIS, HSS, MAT, PHI, PSC, PSY, SOC, SPA, and SPC</p>		<p>A baseline of course success rates was established for all general education courses under the Arts and Sciences division. Early College students make up a high percentage of the course enrollment so it is imperative for faculty to communicate with the EC Interventionist and a plan of action will be developed for issue alerts. More general education courses will adopt Inclusive Access to move towards 100% of program courses utilizing.</p>
		Associate Degree, Engineering Design Technology and Related Certificates	Course Syllabi	100% of course syllabi will be updated to include penalties of late work to avoid automatic zero grades and provide teaching opportunities.	Students will log into D2L the first and second week and complete the posted assignments for grading and attendance.	100% of course syllabi updated to include penalties for late work to avoid automatic zero grades and provide teaching opportunities.	Students were able to see their progress throughout the semester. This helped keep them on track. Next year, to help avoid late work, incentives will be added to the syllabi to encourage students to turn work in on time.
		Associate Degree, Criminal Justice and Related Certificates	Course Syllabi	100% of faculty will include at least two low-stakes assessments or assignments with personalized feedback within the first two weeks of the semester.	100% of CRJ program course syllabi will be updated to include penalties of late work to avoid automatic zero grades and provide teaching opportunities.	All CRJ course syllabi were updated to include penalties of late work to avoid automatic zero grades and provide teaching opportunities.	100% of course syllabi were updated to include penalties of late work to avoid automatic zero grades and provide teaching opportunities. As items changed they will be updated in the future.
		Engineering and Advanced Manufacturing	Creation of HVAC Program	Create and gain approval for HVAC certificate in preparation for creation of HVAC degree by 2024.	Curriculum Committee, Area Commission, SCTCS, and SACSCOC approval will be completed. Program will begin in Fall 2023.	The program went through all levels of approval. The final step, SACSCOC approval was official as of September 22, 2022. The program will be added to the catalog.	It was decided that the program will be delayed until the 24-25 year on the credit side due delays with instructor hiring and lab setup. The program will be offered through Continuing Education in 2023-24.
		Institutional Effectiveness	Creation of Ongoing Intelligent Agents-Student Progress	From the D2L Data Hub, IE will produce an ongoing accountability report that will identify faculty use of Intelligent Agents to notify students who fail to submit first assignment, fail first test, miss more than one class meeting, or who are no-shows/failure to login to D2L.	The availability of Intelligent Agent reports that reports the student's who: 1) fail to submit first assignments; 2)fail first test; 3)miss more than one class meeting; and 4)who are no-shows/failure to login to D2L.	As a result of the associated initial cost, the yearly maintenance cost, and the potential use of EAB Navigate and the upcoming release of D2L Informer Insights Report Builder to accomplish this task, the executive team decided to replace the solution with EAB Navigate and the D2L Informer Insights Report Builder application.	The results from this objective will be used to ensure that faculty, students and administration are aware of the student's course success, course attendance, and identify individuals not logging into and completing course work assignments within D2L.
		Certificate, Emergency Medical Technician	EMT Certification Pass Rates	Increase the percentage of students successfully completing EMT certifications on the first attempt by 20% to ensure the program meets DHEC standards.	For all students that attempted EMT certification this academic year, 63% will pass on the first attempt.	The EMT Program experienced a decline in certification pass rates for first attempts. Eight students attempted the EMT certification. One student passed on the first attempt.	To improve EMT certification pass rates on the first attempt, we will implement several key strategies. First, we will enhance exam preparation by introducing review sessions focused on exam topics, offering weekly practice exams that simulate the certification test, and requiring students to complete a set number of practice questions before testing. Additionally, we will provide individualized student support by identifying struggling students early through formative assessments. Additional study materials will be purchased and distributed to students to aid in the review process.
		Health Science and Nursing Preparation and Workforce	EMT Certification Pass Rates	Increase the percentage of students successfully completing EMT certifications on the first attempt by 20% to ensure the program meets DHEC standards.	For all students that attempt EMT certification this academic year, 63% will pass on the first attempt.	Eight students attempted the EMT-Basic national registry exam. Of those eight students, one student passed. This represents 12.5% of the students who attempted the exam.	To address the decline in our EMT National Registry exam pass rates, we can implement several strategies. First, we should enhance our curriculum by incorporating more comprehensive review sessions and practice exams to better prepare students for the exam format and content. Providing additional resources, such as detailed study guides and access to tutoring, will help address individual learning needs. Regular progress assessments and feedback will allow us to identify and support students who are struggling early on. Additionally, fostering a collaborative learning environment where students can share knowledge and study together can enhance their understanding and retention of the material. By focusing on these areas, we aim to improve exam outcomes and ensure our students are well-prepared for their professional roles
		Engineering and Advanced Manufacturing	Early College Admission Alert for Student Low Average	100% of faculty members will notify Early College Admissions and Retention Director when Early College students reach a defined threshold (lower than 75% course average) via Intelligent Agents.	100% of faculty members will notify Early College Admissions and Retention Director when Early College students reach a defined threshold (lower than 75% course average) via Intelligent Agents.	EAMT faculty were instructed to set up Intelligent Agents to send alert when an early college student's grade dropped below 75%.	Intelligent agents were successful in communicating with students when they dropped below 75%, as well as communicating to faculty. Faculty then referred early college students to Richard Murphy or Deborah Cooper Davis for further intervention.

		Associate Degree, Early Care and Education and Related Certificates, Diploma	Early College Intelligent Agents	100% of faculty will notify the Early College Admissions and Retention Director and Early College students to request follow-up via Intelligent Agents for: first failure to submit assignment, student failing first test, missing more than one class meeting, or no-shows/failure to login to D2L.	100% of faculty will notify the Early College Admissions and Retention Director and Early College students to request follow-up via Intelligent Agents for: first failure to submit assignment, student failing first test, missing more than one class meeting, or no-shows/failure to login to D2L.	100% of faculty notified the Early College Admissions and Retention Director and Early College students to request follow-up via Intelligent Agents for: first failure to submit assignment, student failing first test, missing more than one class meeting, or no-shows/failure to login to D2L.	Faculty will utilize Intelligent Agents, when applicable, and email, when not, to notify all required parties about concerns regarding Early College performance (to include failure to submit assignments, failing a first test, missing more than one class meeting, or not logging into D2L).
		Engineering and Advanced Manufacturing	Early College Student Alert	100% of Early College faculty will notify the Early College Admissions and Retention Director and students and request follow-up via Intelligent Agents for: first failure to submit assignment, student failing first test, missing more than one class meeting, or no-shows/failure to login to D2L.	100% of Early College faculty will notify the Early College Admissions and Retention Director and students and request follow-up via Intelligent Agents for: first failure to submit assignment, student failing first test, missing more than one class meeting, or no-shows/failure to login to D2L.	All faculty were instructed to notify Early College Admissions and Retention Director and the student by the following intelligent agents: first failure to submit assignment, student failing first test, missing more than one class meeting, or no-shows/failure to login to D2L.	The early intervention by intelligent agents was successful because it prompted the faculty that their was an issue. This allowed faculty to refer students to the EC director as well as other services such as tutoring.
		Associate Degree, Mechatronics Technology and Related Certificates	Early College Student Notification	100% of Early College faculty will notify the Early College Admissions and Retention Director and students and request follow-up via Intelligent Agents for: first failure to submit assignment, student failing first test, missing more than one class meeting, or no-shows/failure to login to D2L.	100% of Early College student notifications will be sent to Early College Admissions and Retention Director for early performance alert.	100% of Early College student notifications will be sent to Early College Admissions and Retention Director for early performance alert.	As a faculty member, I will continue to notify the Early College Admissions and Retention Director and students and request follow-up via Intelligent Agents for: first failure to submit assignment, student failing first test, missing more than one class meeting, or no-shows/failure to login to D2L.
		Associate Degree, Business Administration: Enterprise Management and Related Certificates	Early College Student Notification of Poor Performance	Notify Early College Admissions and Retention Director and Early College students when students reach a defined threshold (lower than 75% course average) via Intelligent Agents.	100% of faculty members will notify Early College Admissions and Retention Director and Early College students when students reach a defined threshold (lower than 75% course average) via Intelligent Agents.	All faculty members are notifying Early College Admissions and Retention Director and Early College students when students reach a defined threshold (lower than 75% course average) via Intelligent Agents.	Intelligent agents are easy to implement. However, some students complain that they receive too many messages, and some students may not look at the emails that are generated by the agents. We need a way to interface the agent with a text messaging system. This plan item has been incorporated into regular administrative processes and it will not be carried forward into the next unit plan.
		Associate Degree, Administrative Office Technology and Related Diploma	Early College Student Performance <75%	Faculty members will notify Early College Admissions and Retention Director and Early College students when students reach a defined threshold (lower than 75% course average) via Intelligent Agents.	100% of faculty members will notify Early College Admissions and Retention Director and Early College students when students reach a defined threshold (lower than 75% course average) via Intelligent Agents.	Intelligent Agents were added to all classes.	Intelligent agents are easy to implement. However, some students complain that they receive too many messages, and some students may not look at the emails that are generated by the agents. We need a way to interface the agent with a text messaging system. This plan item has been incorporated into regular administrative processes and it will not be carried forward into the next unit plan.
		Foundation	Emergency Funds	By June 30, 2022, award \$2000 in emergency funds each academic term to students in need.	\$2,000 per term in emergency aid will be provided to students whose applications are reviewed and approved by the Emergency Assistance Awarding committee.	\$13,264.13 was distributed in emergency aid to OCTech students during the 2021-2022 fiscal year. \$8,532.93 was awarded in emergency aid through the foundation's Funding Futures account. These funds were distributed among 21 students. Ten students were assisted through funds the foundation received from ECMC. \$4,731.20 were awarded through ECMC to assist students with emergency needs.	Access to emergency funds helped the college retain these students so that they could continue working towards the completion of their certificates, diplomas or degrees and ultimately graduate. The foundation recognizes the need for access to emergency aid for students facing a crisis and will continue making the availability of emergency aid a priority.
		Business, Education, Computer Technology, and Public Service	Faculty Notify EC Staff - Intelligent Agents	100% of faculty will notify the Early College Admissions and Retention Director and Early College students to request follow-up via Intelligent Agents for: first failure to submit assignment, student failing first test, missing more than one class meeting, or no-shows/failure to login to D2L.	100% of faculty will notify the Early College Admissions and Retention Director and Early College students to request follow-up via Intelligent Agents for: first failure to submit assignment, student failing first test, missing more than one class meeting, or no-shows/failure to login to D2L.	100% of faculty did notify the Early College Admissions and Retention Director and Early College students to request follow-up via Intelligent Agents for: first failure to submit assignment, student failing first test, missing more than one class meeting, or no-shows/failure to login to D2L.	We found that this was very successful. We were able to reach out to the students early than usual to get them help. We will utilize this strategy going forward.
		Foundation	Funds for Financial Aid Office	A minimum of \$10,000 in foundation funds will be provided to the college's Financial Aid office for disbursement each academic term.	\$10,000 will be awarded in aid each term to assist students identified by the financial aid office who have needs not met by PELL, Pathways, Workforce scholarships, LTA, and other available forms of federal and state financial aid. A total of \$30,000 will be awarded by June 30, 2022.	A total of \$15,932.15 was provided to the Financial Aid Office to assist students with books and other needs. Funds were distributed as follows: Fall 2021 - \$6450.00 Spring 2022 - \$7350.00 Summer 2022 - \$2132.15	The Finish Line scholarship was discontinued several years ago and instead of the awarding of Finish Line scholarships, the foundation provided the Financial Aid Office with up to \$30,000 per year to assist students who needed aid. This would give the Financial Aid Office the flexibility to provide a "package" of financial aid to a student. The Financial Aid Office would be able to identify the most needy students and provide them with funds needed to help them complete their degrees and graduate. Because of tuition support provided to the technical colleges by the State, less funds were needed from the foundation than anticipated, thus the full allotment of \$30,000 was not requested by the Financial Aid office. If State support for tuition decreases, the foundation will reevaluate providing funds to the Financial Aid Office for student support. For the foreseeable future, the college and foundation board agree additional scholarship funds for the Financial Aid Office are not currently needed.
		Associate Degree, Early Care and Education and Related Certificates, Diploma	Hire Lecturer	Hire a full time lecturer to replace recently retired faculty.	Hire a full time lecturer to replace recently retired faculty.	A full time faculty member was hired using grant funding, to begin in the Fall of 2022.	Program coordinator will work with new faculty member to ensure their successful entry into the program.
		Associate Degree, Administrative Office Technology and Related Diploma	Improve/Maintain Pass Rate	For COL107, maintain a 79% pass rate or improve by 5% each academic year with courses not meeting standard developing success plans.	For COL107, maintain a 79% pass rate or improve by 5% each academic year with courses not meeting standard developing success plans.	The success rate was 60% out of 10 students. There were two withdrawals and two failures. Failures and withdrawals were due to not completing the assignments.	COL 107 is a keyboarding class. Students already have the option to test out if they can prove competency in keyboarding. We have implemented support services for students and will encourage students to use the services and the test-out option.
		Engineering and Advanced Manufacturing	Increase Course Specific Credentials	Increase by 10% each year the number of students earning course-specific industry recognized credential in all courses with publicized available assessments.	Increase by 10% each year the number of students earning course specific industry recognized credentials in all courses with publicized available assessments.	All programs were informed to increase industry credentials over the past year.	Some programs were able to implement new credentials such as KUKA credential in Mechatronics. Programs will continue to be encouraged to offer credentials as needed in industry.
		Associate Degree, Mechatronics Technology and Related Certificates	Increase Industry Credentials by 10%	Increase by 10% each year the number of students earning course-specific industry recognized credentials in all courses with publicized available assessments.	Increase by 10% each year the number of students earning course-specific industry recognized credentials in all courses with publicized available assessments.	Students have the opportunity to earn course-specific industry recognized credentials in AMT-205 Robotics course.	I am currently developing a new EET-212 Cobot class. Students will have the opportunity to earn a second course-specific industry recognized credentials in the new EET-212 Robotics course.

		Associate Degree, Electronics Engineering Technology (Electronic Instrumentation) and Related Certificates	Increase Industry Credentials by 10%	Increase by 10% each year the number of students earning course-specific industry recognized credentials in all course with publicized available assessments.	Increase by 10% each year the number of students earning course-specific industry recognized credentials in all courses with publicized available assessments.	Since hired in we have increased our industry partners into the Co-op Program by 20 Percent.	The program on the path of success, we are using graduates of the program to add more co-op partners.
		Associate Degree, Business Administration: Enterprise Management and Related Certificates	Increase Student Industry Credentials	Increase the number of students earning course-specific industry recognized credentials in all courses with publicized available assessments.	Increase by 10% each year the number of students earning course-specific industry-recognized credentials in all courses with publicized available assessments.	For several years, we have required students to pass the Customer Service Certification in MKT 135. In 2021, 25 students passed the certification exam. In 2022, MKT 135, 47 students earned the Customer Service Certification. We began implementing credentials in 3 other courses: MGT 220, MGT 245, MGT 206. In MGT 206, 8 students earned a TestOut Pro: Advanced Excel certification. In MGT 245 and MGT 220, 11 students earned CSCMP certifications. 2021 total certifications = 25, 2022 total certifications = 66. We increased the number of credentials by 164%	We met the goal of increasing the number of students earning a credential. However, the number of students who earned the additional credentials was small compared to the number of students taking the classes. We are planning to increase the exam weighting in the courses to encourage students to pass the certification exam.
		Associate Degree, Business Administration: Enterprise Management and Related Certificates	Increase Student Success in BA Classes	Implement supplemental instruction to improve success rates in BA classes.	Improve success rates in BA classes by 5%.	Data was analyzed for the following classes that are common to both Enterprise Management and Accounting: ACC 101, ACC 102, BAF 101, BUS 101, MGT 101, MGT 206, MGT 245, MGT 290, and MKT 135. The results: 2020-2021: 66% overall success rate (n=409) 2021-2022: 68% overall success rate (n=476) The success rate improvement was 3%.	The primary area of improvement needed is in MGT 206, Management Spreadsheets. Because Excel is so important in business, we increased the rigor in that class for the 2021-2022 academic year by adding a certification component. This affected the overall success rate in BA classes. 20-21 success in MGT 206 was 71%. 21-22 success in MGT 206 was 60%. Better success rates in core BA classes should result in better retention rates among first-year students. In an effort to retain the students, we will step up our efforts to support them through labs and tutoring. We are also enhancing our program through the use of technology to help students learn business concepts in a way that appeals to today's students.
		Diploma, Medical Office Assisting	Increase Success Rate	Increase the percentage of students successfully completing the fall semester with a grade of A, B, or C by 5% (or maintain 79% pass rate).	Determined by graded material on D2L.	The Medical Assisting faculty member successfully notified students who fell below the defined threshold of 80% in their courses. This proactive approach allowed students to receive timely feedback and support, helping them address academic challenges early. By maintaining open communication, the faculty member ensured that students had opportunities to improve their performance and stay on track for success. Of the 14 students enrolled in the program, 13 persisted into the spring semester.	In the next planning year, this proactive notification strategy will continue to be a key component of student support in the Medical Assisting program. By identifying and assisting students at risk of falling below the 80% threshold, faculty can provide timely interventions that promote academic success and retention. The high persistence rate from fall to spring demonstrates the effectiveness of this approach, and moving forward, additional support strategies—such as targeted tutoring, academic workshops, and one-on-one mentoring—may be explored to further enhance student outcomes. This continued focus on early intervention will help ensure strong retention and graduation rates in the program.
		Certificate, Welding Basic	Industry Credentials	Increase by 10% each year the number of students earning course-specific industry recognized credentials in all courses with publicized available assessments	Increase by 10% each year the number of students earning course-specific industry recognized credentials in all courses with publicized available assessments	30% of graduating students took and passed the AWS Weld Qualification Test.	I will continue to encourage the advancement of student qualifications and AWS Qualification Weld Tests for graduating students.
		Business, Education, Computer Technology, and Public Service	Industry Recognized Credentials	Increase by 10% each year the number of students earning course-specific industry recognized credentials in all courses with publicized available assessments.	Increase by 10% each year the number of students earning course-specific industry recognized credentials in all courses with publicized available assessments.	Some of our programs have attempted to implement more Credential into there programs such as Business.	Business met the goal of increasing the number of students earning a credential. However, the number of students who earned the additional credentials was small compared to the number of students taking the classes. We are planning to require students to pass the certification exams as a condition of passing the courses.
		Associate Degree, Automotive Technology and Related Certificates	Industry Recognized Credentials	Increase by 10% each year the number of students earning course-specific industry recognized credentials in all courses with publicized available assessments.	Increase by 10% course-specific industry recognized credentials.	98% of the seniors Increased by 10% than the previous year the number of students earning course-specific industry recognized credentials in all courses with publicized available assessments. We did this through AVI resource and Sp2.	We hope to have 100 % next year for this unit plan.
		TRIO	Intake and Participation Review	The TRIO SSS department will implement with fidelity the intake Process and Participation Review (Student Participants) to increase the percentage of TRIO SSS student successfully completing each term by 5% (Fall, Spring, Summer).	By summer 2022, 75% of the students enrolled in the TRIO SSS programs will complete the Intake Process which involves the completion of the Individual Academic Plan (IAP), Needs Assessment, Career Exploration, and LASSI. The process will ensure that the TRIO SSS program aligns its services, outreach, guidance, and support students' needs to ensure that students successfully complete each term.	86% (180) of TRIO SSS participants completed the Intake process during the 2021-2022 academic year with their assigned counselor.	The results/data gained from the objective supported the strategic plan in that through the Intake process, the counselors and director were able to develop and outline focused services to meet the student's academic needs led to academic success for the students. The results/data will also be used in planning next year's unit planning process in that additional services and support structures will be implemented to ensure student success and increase the success metric for this objective.
		Associate Degree, Nursing	Lab Skill Video's Recorded	In 21-21 AY, 60% of all nursing skills will be recorded with the final goal of 100% completed by the end of 23-24 AY.	60% of all nursing skills will be recorded by end of 2021-2022 AY.	In 21-22, 22 of the 36 (61.1%) of the skills taught have been recorded and made available to all students via D2L.	This data will drive the 22-23 Unit Plan in completing the goal of having 80% of skills available as video recordings for student preparation. This will improve student success by providing faculty-led videos of our expectations for lab day. The students should be better prepared which should lead to improved success.
		Diploma, Practical Nursing	Lab Skills Videos Recorded	In 21-21 AY, 60% of all nursing skills will be recorded with the final goal of 100% completed by the end of 23-24 AY.	60% of all nursing skills will be recorded by end of 2021-2022 AY.	In 21-22, 22 of the 36 (61.1%) of the skills taught have been recorded and made available to all students via D2L.	This data will drive the 22-23 Unit Plan in completing the goal of having 80% of skills available as video recordings for student preparation. This will improve student success by providing faculty-led videos of our expectations for lab day. The students should be better prepared which should lead to improved success.
		Nursing and Health Sciences	Lab Skills Videos Recorded	Over the next year, 60% of all nursing skills will be recorded and 80% will be complete by the end of 2022-2023 AY. Rhonda Toole and Dana McAlhany will esure that 50% of the videos are recorded by the 2022-2023 AY all applicable skills are recorded.	60% of all nursing skills will be recorded AY 2021-2022.	In 2022 of the 36 skills taught, 22 were recorded (61%).	61% of the videos were recorded or rerecorded as needed to be used in future classes for students to view prior to the skills lab to increase their success with demonstration. We will record skills as needed in order to acheive at least 80%.
		Security	Law Enforcement Certifications	OCtech PD will maintain a safe and secure campus.	OCtech PD Officers will complete yearly mandatory training to maintain their certifications which allows us to carry out our duties within state laws.	All PD Officers completed mandatory training to this year to maintain certifications, as required by state law.	Officers have met the required training requirements, and will continue to do so the following year.

		TRIO	Mid Term Grade Evaluations	The TRIO SSS department will use Mid Term Grade Evaluations of TRIO SSS participants to monitor student academic performance during the semester/term to increase the percentage of TRIO participants successfully completing each semester/term (Fall, Spring, Summer)by 5%.	By Summer 2022, 75% of TRIO SSS participants will meet performance levels required to stay in good academic standing at the end of the academic year. The TRIO SSS department will increase the percentage (%) of TRIO participants successfully completing each term by 5%.	By Summer 2022, 93% (194) of the TRIO SSS participants were in good academic standing.	The TRIO SSS department will continue to provide focused counseling services and support structures to assist our students with obtaining academic success. The results/data gained from this objective are aligned with the strategic plan in that it supports student success. The continuation of effective case management, communication, and support structures and strategies will assist in the unit planning process for next year.
		Associate Degree, Computer Technology - Network Security and Information Assurance	Notification to ECA Director of Student Success Rate	100% of faculty members will notify Early College Admissions and Retention Director and Early College students when students reach a defined threshold (lower than 75% course average) via Intelligent Agents.	100% of faculty members will notify Early College Admissions and Retention Director and Early College students when students reach a defined threshold (lower than 75% course average) via Intelligent Agents.	All EC students grades and correspondence of impending failure have been relayed to both student and EC Director.	Early detection has prepared CPT faculty and EC Director of impending academic issues. This will continue for the next academic year for student retention.
		Associate Degree, Engineering Design Technology and Related Certificates	Notify Early College	100% of faculty members will notify Early College Admissions and Retention Director when Early College students reach a defined threshold (lower than 75% course average) via Intelligent Agents.	I will notify Early College Admissions and Retention Director when Early College students reach a defined threshold (lower than 75% course average) via Intelligent Agents.	Intelligent Agents were used to notify the EC director of any EC students that fell below the defined threshold of 75% course average.	A follow up plan will be used to make sure students are getting the resources they need from the Early college director .
		Adult Education	Operation Keep It Moving	Promote and encourage dual enrollment options with the college and corporate training and development.	Enroll at least 10 students in RWR-032 course for AE/College dual enrollment.	A total of 46 students took the new RWR-032 section, plus the training program.	Next year, we will focus on increasing enrollment in the program.
		Health Science and Nursing Preparation and Workforce	PCT Simulation Activities	100% of PCT students will participate in simulated contextual applications prior to entering the clinical environment (all 3 certifications).	All three PCT courses will implement simulation activities. These courses are AHS 141, AHS 145, and AHS 163.	Each certificate program incorporated simulated patient experiences within their course calendars. Initially, manikins were used for practice, allowing students to develop their skills in a controlled environment. Following this, students interacted with live patients to further enhance their hands-on learning and clinical competence. These simulated experiences bridged the gap between theoretical knowledge and real-world application, ensuring students were well-prepared for their professional roles. Additionally, incorporating these activities into the course calendar provided a structured approach to skill development, allowing for continuous assessment and improvement throughout the program.	For next year's planning cycle, the division intends to review and gather feedback from students and instructors about the simulated experiences to identify strengths and areas for improvement. The plan includes developing more complex and varied simulation scenarios to challenge students further and cover a broader range of clinical situations. Ensuring that these simulated experiences are well-integrated with the theoretical components of the course is crucial, aligning simulations with specific learning objectives and course content. Investing in updated manikins or simulation technology will provide more realistic and diverse training experiences. By incorporating these steps, the simulated patient experiences will continue to be a cornerstone of the program, equipping students with the skills and confidence needed for their professional roles.
		Certificate, Patient Care Technician	PCT Simulation Activities	100% of PCT students will participate in simulated contextual applications prior to entering the clinical environment (all 3 certifications).	All three PCT courses will implement simulation activities. These courses are AHS 141, AHS 145 and AHS 163.	The Patient Care Technician (PCT) program successfully completed hands-on simulation activities. These activities allowed students to practice real-world skills in a controlled setting, helping them build confidence and improve their abilities before working with actual patients. Through these simulations, students gained experience in tasks such as taking vital signs, assisting with patient mobility, and performing basic medical procedures. This hands-on training helps ensure they are well-prepared for their future roles in healthcare.	Moving into the next planning year, we will continue enhancing the Patient Care Technician (PCT) program's simulation activities to provide even more hands-on learning opportunities. We will incorporate additional real-life scenarios to help students improve critical thinking and problem-solving skills. To ensure continuous improvement, we will gather student and instructor feedback to refine the simulations and align them with industry standards. Additionally, we will explore new equipment and technology to create a more realistic training environment. By expanding and improving these simulation experiences, we aim to better prepare our students for their clinical experiences and future careers in healthcare.
		Associate Degree, Automotive Technology and Related Certificates	Pass Rate	All courses will maintain a 79% pass rate or improve by 5% each academic year with courses not meeting standard developing success plans.	All courses will maintain a 79% pass rate or improve by 5% each academic year with courses not meeting standard developing success plans.	All courses will maintained a 79% pass rate or improve by 5% each academic year with courses not meeting standard developing success plans. AUT students met the goal this year. Students are given the opportunity to remediate, as needed.	We will continue to pull reports to reflect the current student progress to ensure students who are falling behind are given appropriate support.
		Associate Degree, Engineering Design Technology and Related Certificates	Pass Rate	All courses will maintain a 79% pass rate or improve by 5% each academic year with courses not meeting standard developing success plans.	Students will be reminded through D2L if they fall below a grade 79 average. 91% were above a "C" or better	91% of students were above a "C" course average.	Reminding students through D2L with an intelligent agent keeps students on track and focused if they fall below a grade 79 average. In addition, I also speak with students one on one in class about grades. EGT labs are set up to check off assignments at the computer on a daily basis with a 100% completion.
		Associate Degree, Criminal Justice and Related Certificates	Persistence	Increase program persistence through increased hands-on activities in the class room and increase virtual tools on line such as videos.	Utilizing new program equipment will give students more real-world experience. We will utilize more of our new technology in the classroom to ensure our students are obtaining the proper training needed for the future. While utilizing these tools they will be shared with our on line students through video or virtual classrooms. In 100% of our classes, we will be using the camera system that we have in our classroom to video more lectures for our on line students.	In 100% of our classes we used the camera system that we have in our classroom to video more lectures for our on line students.	Next year, the program coordinator will post the videos in the online classes and update as needed.
		Associate Degree, Electronics Engineering Technology (Electronic Instrumentation) and Related Certificates	Provide Industry Standard Technology in Labs	100% of programs will provide industry standard technology in labs and simulations.	100% of labs cover and use the same technology as our local industry partners.	Equipment was purchased to align the EET lab with what students will use in local industry after graduation.	Work with local industry to ensure that our information is up to date by annual Advisory Board meetings.
		Student Success Center	Review of Tutoring Services	Implement a plan for reviewing services provided by the Student Success Center.	A survey will be developed and implemented with a plan for continuous review.	During the Fall semester, a survey was created and reviewed by the Director of Accreditation and Accountability as a way to provide feedback on tutoring sessions and services. The survey was added to the Student Success Database in the Fall and was sent out to students that attended sessions. A plan was determined during the summer that each semester the survey will be distributed at the middle and end of the semester to students.	As the school starts to use EAB Navigate, the survey and the database may be phased out in favor of using the new system. The survey and review of services will need to be a part of the plan for using Navigate for tutoring.
		Security	Safety Drills	Campus Police will maintain a safe and secure campus.	OCtech PD and OCtech Executive Team successfully completed a safety drill for the semester.	OCtech PD and OCtech Executive Team coordinated and executed a safety drill once each semester. The drill was an evacuation or a shelter-in-place.	OCtech PD and OCtech Executive Team will coordinated and execute a safety drill once each semester. The drill will be an evacuation or a shelter-in-place. Results from the drill will be used to enhance or maintain safety of the college.

		Foundation	Scholarships (Endowed Scholarships)	For the 2021-22 academic year, award at least 75% of available endowed scholarship funds as approved by OCTech Foundation Board in February 2021 and in accordance with Endowed Scholarship Spending Policy -(\$41,157 approved amount x 75% = \$30,867)	The success metric will show whether the full amount of available scholarship funds were awarded to students, whether the scholarships were adequately promoted so that students were aware of scholarships and applied, and also the success of students in maintaining the required GPA in order to continue receiving the scholarships for the second semester.	While the Finance Committee approved in February 2021 that up to \$41,157 could be awarded in endowed scholarships for the 2021-2022 academic year, significantly less funds were available in investment earnings to award because of declines in the stock market. Available investment earnings for endowed scholarship awards as of 6/31/21 were \$16,500. The goal was to award at least 75% of the available funds. \$16,500 * 75% = \$12,375 \$12,000 in endowed scholarships were awarded for 2021-22, just shy of the \$12,375 goal.	We will continue to market the availability of all scholarships, to include endowed scholarships, realizing that volatility in the market can always impact the the amount available to award.
		Security	Standard of Operation: Patrol Duties	Campus Police will maintain a safe and secure campus.	OC Tech PD will patrol the campus hourly via foot or vehicle patrol. The department will answer calls for services, conduct security checks of the college property, and perform other law enforcement duties.	OCTech PD officers conduct their duties as described. Officers completed shift logs to communicate with the oncoming shift.	OCTech PD will continue to utilize this method and find other proven ways to be effective in communication and in our proactive approach to a safe and secure campus.
		Associate Degree, Administrative Office Technology and Related Diploma	Student Credentials	Increase the number of students earning course-specific industry recognized credentials in all courses with publicized available assessments.	Increase by 10% each year the number of students earning course specific industry recognized credentials in all courses with publicized available assessments.	For several years, we have required students to pass the Customer Service Certification in MKT 135. In 2021, 25 students passed the certification exam. In 2022, MKT 135, 47 students earned the Customer Service Certification. We began implementing credentials in 3 other courses: MGT 220, MGT 245, MGT 206. In MGT 206, 8 students earned a TestOut Pro: Advanced Excel certification. In MGT 245 and MGT 220, 11 students earned CSCMP certifications. 2021 total certifications = 25, 2022 total certifications = 66. We increased the number of credentials by 164%	We met the goal of increasing the number of students earning a credential. However, the number of students who earned the additional credentials was small compared to the number of students taking the classes. We are planning to increase the course weighting to put more emphasis on taking and passing the exams.
		Library	Student Engagement and Outreach	Librarians will provide outreach to programs about library instruction sessions or event partnerships that help students better understand library resources and engage the campus community. Q2 and on-going.	The focus on program outreach and program coordinator outreach should result in more instruction sessions or event partnerships.	We had 14 instruction sessions or partnered events for the 21-22 academic year.	During the 21-22 academic year, the number of instructional sessions and events scheduled slightly increased. Although minimal, this growth fostered new relationships and engaged the campus community. It also provided us with clearer insight into the college's needs, which will guide the planning of necessary events and new partnerships for the upcoming year.
		Associate Degree, Administrative Office Technology and Related Diploma	Student Performance Notification	Faculty will notify students and request follow-up via Intelligent Agents for: first failure to submit assignment, student failing first test, missing more than one class meeting, or no-shows/failure to login to D2L. If the student is an Early College student, the Early College Admissions and Retention Director will also be notified.	100% of faculty will notify students and request follow-up via Intelligent Agents for: first failure to submit assignment, student failing first test, missing more than one class meeting, or no-shows/failure to login to D2L. If the student is an Early College student, the Early College Admissions and Retention Director will also be notified.	All faculty are sending notifications via Intelligent Agents.	Intelligent agents are easy to implement. However, some students complain that they receive too many messages, and some students may not look at the emails that are generated by the agents. We need a way to interface the agent with a text messaging system. This plan item has been incorporated into regular administrative processes and it will not be carried forward into the next unit plan.
		Associate Degree, Physical Therapist Assistant	Student Success	100% of PTA program faculty will utilize intelligent agents to notify any student scoring below 80% on an exam to meet with the instructor within 48 hours for a success plan.	100% of students who score below 80% on an exam in any course will receive an intelligent agent and respond by meeting with the course instructor and developing a success plan.	100% of students who scored below 80% on an exam in any course received an intelligent agent and met with the course instructor to develop a success plan.	The program will continue use of intelligent agents to communicate need for meeting with faculty to develop a success plan when they score below 80%; retention alert policies will also be followed so early intervention can occur to establish plans for student success
		Associate Degree, Nursing	Supplemental Instructions/Focus Points	100% of the NUR courses will use recorded videos for supplemental instructions and have Focus Points" for testing purposes. "	100% of the NUR courses will use recorded videos for supplemental instructions and have Focus Points" for testing purposes. "	100% of the NUR courses used recorded videos for supplemental instructions and have Focus Points for testing purposes. Faculty opened them after lecture for students.	We have seen that numerous students don't listen during lecture as they know the recordings are available. Faculty have decided to wait and have the recordings available 48 hours before the test. This will allow students to study the material before listening again and hopefully improve their classroom attention. This will become our division policy and will continue from now on.
		Health Science and Nursing Preparation and Workforce	Therapeutics of Health Enhancements	100% of AHS-140 students will gain exposure to real-world applications through simulation and video to include mathematic concepts and dosing procedures.	Successfully improving AHS 140 will be measured by adding enhancements for all 15 content areas.	Videos were added to the publisher content of the AHS 140 course, enhancing the resources available to students for each unit. The number of assessments was reduced by integrating and consolidating existing assignments.	Faculty will continue to enhance the AHS 140 in future academic years. Doing so supports an engaging, stimulating learning environment while also providing students with useful, industry-specific knowledge.
		Student Success Center	Update the Orientation Page	Update the public website for orientation to include College 101/103 along with the online option in D2L for online students.	Orientation webpage with information about orientation that explains in-person orientation, online orientation, and College 101 and 103.	OCTech's orientation page was updated to include Welcome Day, branding, and directions for Online orientation. https://www.octech.edu/admissions/orientation/	OCTech's orientation page listed on our public website was updated to include directions for students to access the online option for orientation for clearer directions and information for student success. Over the summer, the engagement committee determined to change the name of our orientation to Welcome Day. The branding and name change were also added to the page to include the upcoming orientation event. It was determined by the committee not to add information about College 101 and 103 at this time.
		Nursing and Health Sciences	Use of SIM Lab by NUR/HS	80% of the HS an NUR clinical courses will utilize the Simulation Lab for instruction to include performance of skills and assess critical thinking skills.	80% of the HS and Nursing clinical courses will utilize the Simulation Lab for instruction.	MA, RAD, PTA, and nursing all used the simulation lab for vital signs. 100% of the Nursing and Health Science programs utilized the Simulation lab for Vitals Signs. PTA uses it for their interprofessional.	This is a wonderful teaching for students to interact and be evaluated on their care/interventions. Use of the Simulation Lab has been incorporated into the programs and we will continue this in the future.
		Associate Degree, Physical Therapist Assistant	Use of Sim Lab	PTA program faculty will utilize the sim lab for student comp checks for vital sign assessment in PTH 102.	100% of students enrolled in PTH 102 will utilize the sim lab for instructor check off on vital signs	The sim lab was used for vital sign comp checks during PTH 102	The program will continue use of the sim lab for vital sign comp checks; this served beneficial as this form of assessment was more objective than having instructors re-check vitals after the student completed; students also enjoyed the simulated experience with the mannequin
		Associate Degree, Radiologic Technology and Related Certificates	Use of Sim Lab By Rad	RAD 102 will utilize the Simulation Lab for instruction to include performance of skills and assess critical thinking skills.	100% of RAD students will check off in Sim Lab on Vital Signs for RAD 102.	100% of RAD students checked off in Sim Lab on Vital Signs for RAD 102.	Faculty will utilize Simulation Lab for Vital signs practice and checkoffs with RAD students in RAD 102.
		Associate Degree, Nursing	Use of Sim Lab by NUR/HS	80% of the Nursing clinical courses will utilize the Simulation Lab for instruction to include performance of skills and assess critical thinking skills.	80% of the Nursing clinical courses will utilize the Simulation Lab for instruction to include performance of skills and assess critical thinking skills.	100% of the Nursing clinical courses utilize the Simulation Lab for instruction to include performance of skills and assess critical thinking skills.	These results demonstrate that faculty are committed to student success as per the Strategic Plan. The use of simulation technology is invaluable in student preparation for nursing practice. Faculty will add scenarios to these clinical courses, as well as update current activities in order to meet the ever-changing nursing practice. This will become a daily part of our division's plan.
		Diploma, Practical Nursing	Use of Sim Lab by Nursing	80% of the Nursing clinical courses will utilize the Simulation Lab for instruction to include performance of skills and assess critical thinking skills.	80% of the Nursing clinical courses will utilize the Simulation Lab for instruction to include performance of skills and assess critical thinking skills.	100% of the Nursing clinical courses utilize the Simulation Lab for instruction to include performance of skills and assess critical thinking skills.	These results demonstrate that faculty are committed to student success as per the Strategic Plan. The use of simulation technology is invaluable in student preparation for nursing practice. Faculty will add scenarios to these clinical courses, as well as update current activities in order to meet the ever-changing nursing practice. This will be a daily part of our division's plan and continue to support student success, technology use, and student retention.

		Engineering and Advanced Manufacturing	Youth and Adult Apprenticeships	Register new apprentices	Register 3 new youth and adult apprenticeship placements each academic year.	New adult apprenticeships were registered in various programs through Sandra Moore in the Continuing Education office.	The dean will collaborate with administration next year to continue to expand youth and adult apprenticeship opportunities with area industry partners.
	1.3	Technology Infrastructure	By June 30, 2022, 100% of prescribed technology applications, data warehousing, and technology infrastructure will be implemented to support instruction and college services.				
			Enable students to use FA to charge books Online	Have a system in place with bookstore vendor that allows students to charge books online using their financial aid for Spring 2022.		This project has been delayed due to unforeseen difficulties working with the software vendor. We are 95% complete at this time, still working with the vendor to tweak the final expected outcome.	We will further our testing of the system to modify and improve the online bookstore financial aid process.
		Information Technology	Upgrade Presentation Equipment in Classrooms	Upgrade presentation system computers across campus in labs and classrooms. Install cameras and microphones in select labs and classrooms. Add AirMedia type devices in boardrooms to include data cables as needed.	Upgrade all presentation technology by June 30, 2022.	All classroom systems were purchased and installed by June 2022, as planned.	This upgraded equipment will support the planned seven week terms schedule, and ensure that faculty can offer synchronous instruction easily going forward.
		Information Technology	10g data connections	10g network connections added for building E, evaluate the need for others.	Connections added as needed	These connections have been upgraded in various building across campus, as planned.	All connections have been upgraded to help with redundancy links between buildings.
		Library	Acquisitions and Collection Development	Library staff will implement Rialto software to streamline the resource acquisition process. Q1 and on-going.	All resources will be purchased using the new software and all ordered materials will be processed. This system allows library staff to order both print and electronic resources within our ILS. It allows us to track expenses and stay on budget.	All items were ordered as planned. Sufficient funds were available. This software implementation allowed the library to set baseline data for resources ordering. The system has streamlined the ordering process and will allow us to track purchasing data for future initiatives.	Rialto will provide streamlined access to better manage library resources. Next year, a specific inventory review and update for each academic division will begin.
		Adjuncts	Adjunct Faculty Grade Reporting Resources	Adjunct Faculty will have access to resources in the Adjunct Faculty Portal to help adjuncts understand the process for entering midterm and final grades into Self-Service Connect.	100% of adjunct faculty who are enrolled in the Adjunct Faculty Portal will have access to training and tutorial resources for posting midterm and final grades in Self-Service Connect.	100% of adjunct faculty enrolled in the Adjunct Faculty Portal gained access to training and tutorial resources for posting midterm and final grades in Self-Service Connect.	Posting midterm and final grades is essential for the function of the College. When grades are missing, it affects Academic Affairs and Student Services. Going forward, this information will continue to be offered, promoted, and updated as needed.
		Adjuncts	Adjunct Faculty Portal as an Information Resource	The Assistant Dean of Arts and Sciences - Accountability will update the Adjunct Faculty Portal monthly in D2L to provide information and resources to adjunct faculty.	The Adjunct Faculty Portal's announcement feature will be updated monthly with relevant information and content.	The Adjunct Faculty Portal was updated monthly at least during the 2021-22 academic year. In addition to announcement updates, adjuncts were provided with information along the right column of the Portal's home page with resources for posting grades, using the OCtech Testing Center, and using Honorlock for remote test proctoring.	This objective supports the Strategic Plan by giving faculty an opportunity to see how a D2L home page can be utilized for learners. In some instances, faculty do not post content on the class home page or the information posted needs a more user-friendly design. Going forward, updates to the Adjunct Faculty Portal will continue and reviews of technology resources could be added periodically.
		Associate Degree, Computer Technology - Network Security and Information Assurance	CPT Lab Software Upgrades	Explore potential updates and upgrades to the existing computer lab hardware/software to support synchronous learning environment, to facilitate students hands-on/virtual learning experiences.	All CPT labs have been updated with new hardware and software.	All CPT labs have been updated with new hardware and software.	This can be used as a recruitment and retention tool.
		Information Technology	Complete Upgrade of Equipment in R Auditorium	Upgrade the projection system Widescreen projection screen to produce a higher quality image. Podium upgrade æ" new podium, touch screen monitor, wiring upgrade Upgrade floor boxes, audio, amplifiers, sound booth Upgrade room to have as few connections as possible for easier functionality for the user.	R-Auditorium upgrades completed by June 30, 2020.	Successfully upgraded the projection system with wide-screen projection screen to produce a higher quality image. Upgraded podium with new podium, touch screen monitor, and wiring. Upgraded floor boxes, audio, amplifiers, sound boothUpgrade room to have as few connections as possible for easier functionality for the user.	We upgraded the auditorium AV equipment to make a better experience for the users and the audience.
		Associate Degree, Business Administration: Enterprise Management and Related Certificates	Diversity and Communication Training	Complete assigned modules in TREAD regarding diversity and communication skills.	100% of the faculty will annually complete assigned modules in TREAD regarding diversity and communication skills.	Faculty completed assigned TREAD modules and have been participating in CORA sessions.	Faculty should continue to use resources like TREAD to enhance professional development. This plan item has been incorporated into regular administrative processes and it will not be carried forward into the next unit plan.
		Certificate, Truck Driver Training	ELD and Trucking Simulator	The TDR program will provide industry-standard technology in labs and simulations.	All trucks were updated and now have logging units. The simulator software was updated and is now in use by students.	Students used simulator prior to driving a tractor trailer which improved their shift and knowledge skills.	The simulator proved to be successful in preparing students prior to actually driving a tractor trailer. Next year, we will expand simulator training.
		Acct/Business Operations	Financial Aid charges in Online Bookstore	Students who choose to charge books and/or supplies to their financial aid student AR account through the Campus Online Bookstore are able to do so and have the books/supplies shipped to their preferred shipping address. We will work to accomplish this within the following timeframes: Nov 1, 2021 - Zumasy's (formerly TCS) have process set up and submitted to College Nov 30, 2021 - complete training for bookstore employees Nov 30, 2021 - Notifications to new students for new process for FA charges - webpage/social media/emails Spring 2022 - Able to process bookstore charges online and charge to student financial aid	100% of students eligible to charge if funds available.	This project has been delayed due to unforeseen difficulties working with the software vendor. We are 95% complete at this time, still working with the vendor to tweak the final expected outcome.	We will further our testing of the system to modify and improve the online bookstore financial aid process.
		Associate Degree, Engineering Design Technology and Related Certificates	Flexibility Options	100% of programs will provide flexibility options through updated synchronous technology capability and updated presentation systems.	Provide flexibility options through video lessons and tutorials.	Classrooms were updated with presentation systems and used to increase engagement in online and hybrid versions of the courses.	In addition to use the updated presentation systems, additional open labs will be offered and new instruction videos will be created in used to help students progress at their own pace. This will help with retention in the EDT Program.
		Associate Degree, Early Care and Education and Related Certificates, Diploma	Flexibility Options	100% of programs will provide flexibility options through updated synchronous technology capability and updated presentation systems.	100% of programs will provide flexibility options through updated synchronous technology capability and updated presentation systems.	100% of programs provided flexibility options through updated synchronous technology capability and updated presentation systems.	Technology in both ECD classrooms will be updated for the 2022-23 year so that students can continue to attend synchronously, when necessary.
		Business, Education, Computer Technology, and Public Service	Flexibility Options	100% of programs will provide flexibility options through updated synchronous technology capability and updated presentation systems.	100% of programs will provide flexibility options through updated synchronous technology capability and updated presentation systems.	100% of programs updated synchronous technology capability and updated presentation systems to provide flexible options.	100% of programs updated synchronous technology capability and updated presentation systems to provide flexible options. We have learned that this is very important to utilize in the future.

		Certificate, Truck Driver Training	Flexible Learning Tools	The TDR program will provide flexible options through updated synchronous technology capability and updated presentation systems.	TDR-101 and TDR-105 will be offered in an online format. In addition, the TDR classroom will have updated technology including a Smart Board and recording technology.	Presentation technology updated in classroom. TDR-101 and 105 now run as online courses.	Next year, faculty will add updated videos and more interactive features added in TDR 101 and 105.
		Associate Degree, Mechatronics Technology and Related Certificates	Flexible Options Through Synchronous Technology	100% of courses will provide flexibility options through updated synchronous technology capability and updated presentation systems.	100% of courses will provide flexibility options through updated synchronous technology capability and updated presentation systems.	100% of courses will provide flexibility options through updated synchronous technology capability and updated presentation systems.	The class rooms have been updated with flexibility options through updated synchronous technology capability and updated presentation systems. The new camera systems in the classroom have been installed.
		Engineering and Advanced Manufacturing	IET Lab Move and Renovation	Continue process of IET lab move and renovation into the L Building.	Renovation completed and move scheduled.	The renovation is completed and the move is almost completed.	The completion of the move should be done by the end of Fall 2022.
		Institutional Effectiveness	Implement D2L Student Success Systems (Insights)	Implement D2L Student Success System (Insights) for data analytics and provide reporting processes to facilitate Academic Affairs strategic plans and their accountability measures.	Successful implementation of D2L Student Success Systems (Insights).	Insights will be used to monitor predictions of learner success levels for active and enabled D2L OCtech courses on a weekly basis in five possible domains: course access, content access, social learning, assessments, and preparedness. The weekly predictions produce a success index for every learner in the course, letting you visualize and compare potential success rates.	Continued work is needed to get the product up and running.
		Human Resources	Implement Faculty Assignment Contracts in Colleague	Implement Faculty Assignment Contracts in Colleague by Spring 2022	Implemented Faculty Assignment Contract in Colleague by Spring 2022.	HR will set up test system by September 2022.HR to run Fall 2022 (sample group) with current processes.HR to develop training material by November 2022.HR to train admins/deans by November 2022.HR to communicate to end users by November 2022.HR to implement new system by Spring 2023	This project was pushed to Fall 2022.
		Institutional Effectiveness	Implement HonorLock Accountability Reporting	Implement HonorLock accountability reporting for policy compliance. Will need to ensure policy compliance for SACSCOC.	All testing and training of instructors, academic affairs management team and deans will be completed.	Implementation of the HonorLock testing application functionality is complete, instructors are successfully utilizing the product, and monthly activity reports are being generated and distributed to the academic affairs management team and all deans.	The results from the HonorLock reports are utilized to track the success and the number of individuals taking exams via HonorLock.
		Business, Education, Computer Technology, and Public Service	Implement Honorlock	Implement HonorLock or testing center option in online courses for policy compliance.	Implement HonorLock or testing center option in online courses for policy compliance.	We Implemented HonorLock or testing center option for all online classes.	HonorLock assisted with the integrity of assessment. The product will be used in all courses going forward.
		Associate Degree, Criminal Justice and Related Certificates	Implement New D2L Faculty Tools	Implement new D2L faculty tools. (annotations, quizlettes, and quick eval, etc.)	Implement new D2L faculty tools. (annotations, quizlettes, and quick eval, etc.)	All classes Implemented new D2L faculty tools. (annotations, quizlettes, and quick eval, etc.) where they were needed.	All classes Implemented new D2L faculty tools. (annotations, quizlettes, and quick eval, etc.) where they were needed. This will be monitored and upgraded in the future for classes that need it.
		Human Resources	Implement Web Time Entry Electronic Timekeeping System in Colleague	Implement Web Time Entry Electronic Timekeeping System in Colleague by October 2021.	Implement Web Time Entry Electronic Timekeeping System in Colleague by October 31, 2021.	HR and Payroll worked with Ellucian to complete time-entry. Supervisors, Deans and employees were trained in October 2021. Training materials were developed and posted. HR hosted online sessions and face-to-face options for employees to learn about program. Ran the first Hourly payroll beginning in November 2021.	HR continues to train new employees and reminds current supervisors of the protocols. It has eliminated burdensome processes.
		Institutional Effectiveness	Implement the Clearinghouse Postsecondary Data Partnership	Implement the Clearinghouse Postsecondary Data Partnership to ensure that the Clearinghouse Dashboard functions and displays detail student data as advertised.	Full implementation and data upload to the Clearinghouse PDP site.	After numerous IT attempts here and at other schools to get ETHOS working, we have moved to implementing the ILP Process via CSV.	IE and IT are working to get the application working by addressing the numerous outstanding items required to make this work.
		Institutional Effectiveness	Implementation of Civitas Learning Student Success Platform	Implementation of Civitas Learning Student Success Platform	Civitas will be installed and working properly.	The Civitas software application implementation has been cancelled by the executive management team. This product has been replaced with EAB Navigate.	The EAB product will ensure updating advising and tracking processes on campus.
		Information Technology	Improve wireless capabilities throughout campus	Replace older access points across campus (end of life equipment) (anything 105 or less). Replace older or add new switches to accommodate new access points. Replace older wiring in buildings to add/accommodate newer access points or other devices. Possibly get a new heat map to ensure our quality of coverage across campus. Upgrade firmware on all access points. Upgrade firmware on Virtual Mobility Master, Airwave, and ClearPass	Replace older access points across campus (end of life equipment) (anything 105 or less).Replace older or add new switches to accommodate new access points.	Access points were upgraded, as requested.	This helped with wi-fi coverage and speed across campus. Students, faculty, and staff will have ease of use with all devices.
		Acct/Business Operations	Increase awareness of optional financing for college tuition	Increase awareness of methods students can utilize to reduce finances as a barrier to success.	Percent of students who are referred to other departments or offered payment plan options.	All students who inquired at cashier desk or Bookstore were given information regarding payment options and referred to financial aid for additional scholarship, grants or loans available.	Funding for a student's education at our community college should not be a prohibiting factor for student enrollment. We can use our results to further reach students who still owe a balance and try to work with them to clear their balances so they can re-enroll to complete their education here at our college.
		Associate Degree, Industrial Electronics Technology and Related Certificates	Industry Standard Technology	100% of programs will provide flexibility options through updated synchronous technology capability and updated presentation systems.	100% of programs will provide industry-standard technology in labs and simulations.	Training equipment was purchased for the PLC labs. IMT training equipment purchases were delayed.	IET instructors will meet to determine the best trainers and/or equipment/curriculum needed to update and revamp the IMT courses in the IET curriculum.
		Certificate, Sustainable Agriculture	Industry Standard Technology	100% of programs will provide industry-standard technology in labs and simulations (all programs should include rationale and budget requests in their program unit plans).	AFRI EWD Agricultural Workforce Training Grant ProposalEducating A Digitally Confident and Data-Savvy Workforce: Enhancing Access to Agricultural Technology Education at South Carolina Community Colleges OCtech is committed to this partnership with Clemson University in being able to provide advanced agricultural technology training to its students. Our service area is comprised of many rural communities where individuals technically trained in agriculture are in high demand. Being able to offer this level of instruction we envision the recruitment of more students into this Associate's program who have the option of then transferring into Clemson's four-year programs.	The AGR program, in conjunction with Clemson University, submitted a grant to secure funding for equipment to be utilized in the teaching of precision agriculture. The grant was not funded.	It has been a desire of the program coordinator to include instruction into Precision Agriculture. Without funding, the coordinator has investigated possible industry sites to visit to expose students to precision agriculture equipment.

		Associate Degree, Criminal Justice and Related Certificates	Industry Standard Technology in Labs	100% of programs will provide industry-standard technology in labs and simulations.	100% of programs will provide industry-standard technology in labs and simulations.	100% of programs did provide industry-standard technology in labs and simulations.	100% of programs did provide industry-standard technology in labs and simulations and will enhance this in the future.
		Associate Degree, Computer Technology - Network Security and Information Assurance	Industry Standard Technology in Labs	100% of programs will provide industry-standard technology in labs and simulations. (all programs should include rationale and budget requests in their program unit plans)	Upgrade current computer configurations to adequately support current mobile application development, programming, cyber security and virtual network courses.	New computers and monitors have been purchased and installed.	These purchases will help ensure students have access to industry standard equipment. Next year, the program coordinator will research new technology to see if there are additional ways to engage students and better prepare them for the workplace.
		Associate Degree, Early Care and Education and Related Certificates, Diploma	Industry-Standard Technology	100% of programs will provide industry-standard technology in labs and simulations.	100% of programs will provide industry-standard technology in labs and simulations.	100% of programs provided industry-standard technology in labs and simulations.	Updated technology in ECD classrooms will be utilized beginning in the fall of 2022/
		Diploma, Medical Office Assisting	Industry-Standard Technology and Curriculum	100% of MA program will provide industry-standard technology in labs and simulations.	100% of MA program will provide industry-standard technology in labs and simulations.	The Medical Assisting program successfully provided industry-standard technology in labs and simulations, contributing to the overall success of students in the program. By incorporating up-to-date tools and equipment, the program ensured that students gained hands-on experience with the technology they will encounter in the workforce. This approach enhanced students' practical skills, which played a key role in their academic performance and success in the program. Approximately 92.9% of program students reached completion. Moving forward, maintaining this high standard of technology will continue to be integral to preparing students for their careers in the medical field.	Next year, the Medical Assisting program will continue to prioritize the use of industry-standard technology in labs and simulations to further enhance student learning and success. We will assess any advancements in medical technology to ensure our students remain well-prepared for the workforce. In addition to maintaining high standards, the program will explore opportunities for expanding simulation experiences and incorporating new tools that reflect emerging industry trends. This ongoing focus on providing up-to-date technology will support continued academic success, preparing students to excel in their careers in the medical field.
		Health Science and Nursing Preparation and Workforce	Industry-Standard Technology and Curriculum	100% of Healthcare Preparation and Workforce programs will provide industry-standard technology and curriculum in labs and simulations for all certification areas.	All certificate programs will be successful in this area and continue to provide suitable learning environments and experiences for students. PCT (CNA, PHL, EKG, Dialysis Tech) and EMT are the two certificate programs included in the numerical success metric.	New equipment was purchased for certificate programs within the division. Through the use of grant funding and college resources, suitable learning environments were created to enhance student learning and hands-on experience. This investment ensures that students have access to the latest technology and tools, preparing them for real-world applications in their respective fields. Additionally, the upgraded facilities support innovative teaching methods and improve overall program quality.	For next year's planning, new equipment and upgraded facilities can be leveraged to further enhance the division's certificate programs. Focus will be placed on integrating the latest technology into each curriculum to provide students with hands-on experience that mirrors real-world applications. This proactive approach will help maintain high program quality and better prepare students for their future careers.
		Associate Degree, Engineering Design Technology and Related Certificates	Industry-standard Technology	100% of programs will provide industry-standard technology in labs and simulations. (All programs, including MTT, should include rationale and budget requests in their program unit plans.)	New equipment purchased and installed.	The Engineering Design Technology Program maintained an updated and state of the art 3D Printing and CNC Lab. Students are prepared to enter the manufacturing sector with a basic knowledge of the manufacturing process including design prototyping and build process. The purchase the new X-Carve CNC machine will ensure that students have the opportunity to practice on equipment they will encounter in the workplace.	Technology on campus for 3D Printing and CNC lab will be assessed for being current for industry standards by addressing this with advisory board members at the next advisory board meeting. Feedback will be used to determine if upgrades need to be made.
		Associate Degree, Automotive Technology and Related Certificates	Industry-standard Technology	100% of programs will provide industry-standard technology in labs and simulations.	100% of programs will provide industry-standard technology in labs and simulations.	100% of our program will provide industry-standard technology in labs and simulations. We are bind by NATEF, formerly ASE Education Foundation to teach certain tasks.	We will continue to stay current in a status with ASE Education Foundation certification for the programs..
		Institutional Effectiveness	Integrate HonorLock with ExamSoft	Integrate HonorLock with ExamSoft	All ExamSoft Courses will use Honorlock for their exams.	The integration of HonorLock with ExamSoft is complete. This new functionality allows instructors to utilize the product and obtain monthly activity reports.	The results of this new functionality will allow instructors to track students success and to track the number of individuals successfully utilizing the HonorLock software application to take exams.
		Institutional Effectiveness	Investigation of SmartEval Application for SEIs	Investigation of the SmartEval Application for the administration of the Student Evaluation of Instruction via computer, smartphone, and QR Code that will be integrated into the D2L LMS.	Academic Affairs will see demo of SmartEval Application and decision will be made to purchase and implement.	The deans and academic affairs management have seen the demo. The implementation schedule has to be finalized with academic affairs, SmartEval, and the IT department.	We have seen the DEMO and are working to procure the product, install the product, and implement as soon as possible.
		Library	Library Software Upgrades	The Head Librarian will implement Open Athens authentication software to make access to databases easier. Q1 and on-going.	Library staff will implement and use of Open Athens software.	The Opens Athens software was implemented successfully for the 21-22 year.	The implementation of this software revealed errors in our SIS loads processing, which will enhance resource access in the future. Additionally, this software can establish baseline data for future initiatives related to electronic resource usage and access. The library will also continue to audit other library software in order to improve our services.
		Engineering and Advanced Manufacturing	MTT Lab	Begin process of planning MTT lab move and renovation.	Initial purchase orders and planning completed for lab electrical upgrades, equipment refurbishment, and new equipment purchases.	The process for the move and renovation of the T-building for the MTT program was successfully started.	At this point, the the plans have been created and we are currently looking for contractors to execute the renovation.
		Acct/Business Operations	Process Student Refunds Electronically	Provide refunds to students electronically through an established bank account or if student prefers, a new bank account with debit card will be provided to transfer funds electronically to students to avoid the college having to issue manual checks to students. SSteps to accomplish: April 1, 2021 - formulate/decide on vendor to process July 29, 2021 - train accounting staff to implement August 31, 2021 - Notify students of new refund process August 31, 2021 (weekly thereafter) - Vendor notifies students of capability of direct deposit refund to existing bank account or new account with debit card access October 15, 2021 - College processes refunds electronically	Percent of students will receive information to enable their refunds to be deposited to their selected bank accounts electronically.	100% of qualified student refunds are now processed electronically through BankMobile. We process one large refund batch about 6 weeks into each semester after Title IV aid has been transmitted to students accounts, and then weekly thereafter.	With refunds now being processed electronically, we will periodically reach out to students to survey how we can improve this process. Based on the number of inquiries from students, we realize that all students are not aware of the refund process and we need to do more to communicate this with the students up front.
		Associate Degree, Mechatronics Technology and Related Certificates	Provide Industry Standard Technology in Labs	100% of courses will provide industry-standard technology in labs and simulations.	100% of courses will provide industry-standard technology in labs and simulations.	100% of courses will provide industry-standard technology in labs and simulations.	I have worked to improve and provide industry-standard technology in labs and simulations.
		Information Technology	Security	Approval for new Policies and Procedures recommended by Coeur Group project, work on implementing, MDM, 2F and encryption solutions.	New security policies and procedures are approved and completed. Security solutions like MDB, 2F and encryption are implemented.	New security policies and procedures are approved and completed. Security solutions like MDB, 2F and encryption are implemented.	Strengthen the College's security posture.

		Associate Degree, Physical Therapist Assistant	Technology in Lab	The Program Coordinator will ensure the lab is equipped with industry-standard technology and complete a PO for any technology not available in lab and identified as being beneficial to the profession and commonly used in the clinic	The Program Coordinator will complete a PO for 100% of items identified as beneficial to the profession and commonly used in clinics that are missing in the lab	the program added more equipment for pediatric and balance treatment	The program added a pediatric slide with scooter boards to enhance education on pediatric treatment and a balance board and bosu ball to improve treatment options for balance training; a PO will be submitted by the end of April to also add more sport equipment for plyometric training; discussions are taking place and faculty are engaged in vendor demonstrations on useful apps, muscle/bone models, and anatomy tables to enhance student learning of the musculoskeletal system; once decisions are made, a PO will be submitted
		Diploma, Practical Nursing	Technology in Labs	100% of nursing courses with lab/clinical components will provide industry-standard technology in labs and simulations.	100% of nursing courses with lab/clinical components will provide industry-standard technology in labs and simulations.	100% of nursing courses with lab/clinical components provided industry-standard technology in labs and simulations. PNR 110, 120, 130, 155, and 170 all have both lab and simulation experiences to meet the student's learning needs.	These results demonstrate that faculty are committed to student success as per the Strategic Plan. The use of simulation technology is invaluable in student preparation for nursing practice. Faculty will add scenarios to these clinical courses, as well as update current activities in order to meet the ever-changing nursing practice. This will continue to support student success, technology use, and student retention.
		Institutional Effectiveness	Testing and Implementation of the IPEDS Financial Aid Application	Testing and implementation of the IPEDS Financial Aid Application	Testing and checking of IPEDS Financial Aid application will be done to ensure it is working correctly.	This objective will replace the complicated manual IPEDS Financial Aid submission process and will automate the process thus making it faster, more accurate, and will ensure that the detailed process is replicable without error. The IPEDS Financial Aid report is working properly, will continue to review.	Results from this objective will be used to complete the IPEDS Financial Aid Survey required by the federal government. The report is currently done by hand and may have an issue or two.
		Grants Office	Unit Plans and Budget Requests	Leah Jones will ensure that 100% of programs/offices across all divisions of the College submit Unit Plans and budget requests in a timely manner.	100% of programs/offices across all divisions of the College submit Unit Plans and budget requests in a timely manner.	Leah worked with faculty and staff to ensure that each office on campus submitted their Unit Plans and budget requests in a timely manner.	Next year, Leah will work to update youtube videos (if needed) to ensure they match software updates made in Compliance Assist.
		Associate Degree, Business Administration: Enterprise Management and Related Certificates	Upgrade Soft Skills Instruction	Programs will provide industry-standard technology in labs and simulations. Use virtual Reality to supplement soft skill training.	20 VR headsets are purchased and VR soft skills training is implemented in all programs.	20 VR headsets are purchased and VR soft skills training was implemented in all programs.	We will continue to add other training that can help the student to practice soft skills.
		Associate Degree, Administrative Office Technology and Related Diploma	Upgrade Soft Skills Training	The AOT program will provide industry-standard technology in labs and simulations. Use Virtual Reality to supplement soft skills training.	5 VR headsets and soft skills training implemented in MGT 110.	5 VR headsets and soft skills training implemented in MGT 110 and MGT 290.	We will continue to add other training that can help the student to practice soft skills.
		Information Technology	Upgrade presentation equipment in boardrooms by June 2022	Upgrade presentation systems in boardrooms.	Install cameras and microphones in boardrooms. Add AirMedia type devices in boardrooms to include data cables as needed.	All boardrooms on campus were upgraded with cameras, microphones, and smart boards.	Next year, staff will check new equipment on a regular basis and work with building staff to ensure software and hardware in boardrooms are working efficiently.
		Information Technology	Upgrade/Add Fiber Between Buildings	Document buildings/areas needing upgrade. Upgrade fiber from multimode to single mode. Add additional data drops to support to support various room/area configurations. Replace older and/or add new switches to accommodate new data drops.	All campus buildings that have a IDF will be upgraded to single-mode fiber.	All campus buildings that have a IDF were upgraded to single-mode fiber.	SM fiber added to buildings allow for better communication between buildings and allow for redundancy.
	1.4	CE-Based Workforce Programs	By the end of the fall term, 20% of fall students in an applied or non-REG accepted status (credit-based workforce programs) will enroll in and successfully complete a CE-based workforce program.				
		Adult Education	Manufacturing Individualized Education Training Program	During the 21-22 school year, five (5) students will successfully complete the Manufacturing IET Program through dual enrollment with the college.	Five (5) students will successfully complete the Manufacturing IET Program.	This year, 8 students completed the program.	Next year, the program will strive for continued enrollment in the program.
		Corporate Training and Economic Development	Pathways From Continuing Education to Credit	Enhance recruitment of students in an applied or non-REG accepted status (credit-based workforce programs) through pathways from CE-based workforce programs to 2 or more Academic programs.	2 documented pathways	Staff identified two pathways from Continuing Education to Credit: (1) NCCER Core serves as a pathways to Advanced Manufacturing disciplines with IMT-210 and IMT-211; and (2) MSSC CPT serves as a pathway to Advanced Manufacturing disciplines with AMT-155 and AMT-160.	Next year, the Director will collaborate with the Dean of Health Sciences and Workforce to create a pathway for Healthcare to include CNA and EMT.
	1.5	Diversity	1.5 - By October 1, 2021, create an institution-wide diversity team whose goals are to ensure: 1) that faculty/staff are aware of and appreciative of the differences that make up our college; 2) that equitable outcomes are achieved for all students.				
		Associate Degree, Engineering Design Technology and Related Certificates	Diversity Team	By October 1, 2021, create an institution-wide diversity team whose goals are to ensure; 1) that faculty/staff are aware of and appreciative of the differences that make up our college; 2) that equitable outcomes are achieved for all students.	By October 1, 2021, create an institution-wide diversity team whose goals are to ensure; 1) that faculty/staff are aware of and appreciative of the differences that make up our college; 2) that equitable outcomes are achieved for all students.	Attended all diversity training sessions provided by college.	I attended all of the trainings and meetings for the implementation of new diversity strategies as suggested by college administration.
		Associate Degree, Criminal Justice and Related Certificates	Diversity Training	100% of the faculty will annually complete assigned modules in TREAD regarding diversity and communication skills. TREAD DOCUMENTATION	100% of the faculty will annually complete assigned modules in TREAD regarding diversity and communication skills.	100% of the faculty did complete assigned modules in TREAD regarding diversity and communication skills.	100% of the faculty did complete assigned modules in TREAD regarding diversity and communication skills. Professional Development is very important especially for an educator. Diversity and Communication Skills will continue to be a part of future Professional Development.
		Business, Education, Computer Technology, and Public Service	Diversity Training	100% of the faculty will annually complete assigned modules in TREAD regarding diversity and communication skills.	100% of the faculty will annually complete assigned modules in TREAD regarding diversity and communication skills.	100% of the faculty did complete assigned modules in TREAD regarding diversity and communication skills.	100% of the faculty did complete assigned modules in TREAD regarding diversity and communication skills. Professional Development is very important especially for an educator. Diversity and Communication Skills will continue to be a part of future Professional Development.
		Diploma, Medical Office Assisting	Diversity and Communication Training	100% of the MA faculty will annually complete assigned modules in TREAD regarding diversity and communication skills.	100% of the MA faculty will annually complete assigned modules in TREAD regarding diversity and communication skills.	The Medical Assisting faculty member successfully completed the assigned TREAD modules on diversity and communication skills. This training reinforced their knowledge of inclusive teaching practices and effective communication strategies. By completing the modules, the faculty member enhanced their ability to support a diverse student population and create an inclusive learning environment. Moving forward, this training will remain a priority to ensure continued professional growth and student success.	In the next planning period, the Medical Assisting program will continue to prioritize faculty development in diversity and communication skills through the completion of TREAD modules. This ongoing training will ensure the faculty member remains equipped to support a diverse student population and foster an inclusive learning environment. Additionally, insights gained from the modules may guide future instructional approaches and student engagement strategies, contributing to overall program success.

		Procurement	Increase the Number of Minority Vendors Used by the College	Increased emphasis on finding minority vendors when obtaining quotes and when purchase requisitions are received in the Purchasing Office.	Number of PO's issued to minority vendors vs previous yearly totals.	A total of \$8,621.56 was spent with minority vendors that are registered with the State OSMB. A total of \$15,069.12 was spent with minority vendors that claim to be minority, but are not registered with the state.	We will use this baseline for comparison in the 4th quarter next year. The Purchasing Office will continue to use minority vendors when the opportunity arises.
		Grants Office	TREAD	Degree Audit office (Leah Jones) will annually complete assigned modules in TREAD regarding diversity and communication skills. TREAD DOCUMENTATION	Degree Audit office (Leah Jones) will annually complete assigned modules in TREAD regarding diversity and communication skills.	All assigned professional development modules were completed.	Next year, Leah will take part in the new monthly campus-wide professional development days.
		Certificate, Welding Basic	TREAD	100% of the faculty will annually complete assigned modules in TREAD regarding diversity and communication skills. Quarter 4	100% of the faculty will annually complete assigned modules in TREAD regarding diversity and communication skills.	I have attended TREAD meetings and Zoom meeting as directed.	I will attend TREAD trainings going forward.
		Associate Degree, Early Care and Education and Related Certificates, Diploma	TREAD Diversity and Communication Courses	100% of the faculty will annually complete assigned modules in TREAD regarding diversity and communication skills.	100% of the faculty will annually complete assigned modules in TREAD regarding diversity and communication skills.	100% of the faculty completed assigned modules in TREAD regarding diversity and communication skills.	Next year, the program coordinator will research additional opportunities for faculty PD through TREAD or other sources.
		Associate Degree, Automotive Technology and Related Certificates	TREAD Professional Development	100% of the faculty will annually complete assigned modules in TREAD regarding diversity and communication skills. Quarter 4	Both AUT faculty members will participate in TREAD training sessions.	Both faculty members completed all of the modules offered by the HR department.	Next year, the program coordinator will attend professional development activities to prepare for upcoming re-accreditation by ASE.
		Engineering and Advanced Manufacturing	TREAD Training	100% of the faculty will annual complete assigned modules in TREAD regarding diversity and communication skills.	100% of the faculty will annually complete assigned modules in TREAD regarding diversity and communication skills.	All new faculty (Fred Hutto and Patrick Chavis) completed Tread training as assigned by HR.	Faculty will continue to complete Tread training as assigned by HR.
2	Goal 2 (21-23) Payroll Funding		Increase payroll funding by a minimum of \$200,000 each year over the next two years (to include full-time and part-time employee COL, merit and equity adjustments)				
	2.1	Efficiency	By December 31, 2022, reduce the College's operating costs by 5% through efficiency.				
		Business Affairs	By November 1 & April 1, modify budgets for unused funds	Perform global budget review for unnecessary budget line items. As part of quarterly budget meetings, identify unnecessary budget line items to be considered for reallocation in the budget by November 1 and again at April 1.	Perform global budget review for unnecessary budget line items. As part of quarterly budget meetings, identify unnecessary budget line items to be considered for reallocation in the budget by November 1 and again at April 1.	2.41% of discretionary expenses were identified as being reduced from the original budget. Although there were some savings in the discretionary expenses, most other savings, compared to budgeted expenses, came from the salaries of full-time vacancies. However, the college's overall unrestricted revenues over expenses were not in a positive position due to a dramatic decrease in revenues from a lower student enrollment than was projected and budgeted.	We will look to previous year expenses and discuss with executive level leaders, deans and program managers ways to further reduce expenditures in light of decreasing enrollment trend.
		Corporate Training and Economic Development	Create Apprenticeship for Trades position	Create Apprenticeship program for moving an employee from a Trades II position to a Trades IV position. This will be a joint effort between CBO, HR, Physical Plant Director, Maintenance Supervisor, and Dean of CE	Create Apprenticeship program for moving an employee from a Trades II position to a Trades IV position. This will be a joint effort between CBO, HR, Physical Plant Director, Maintenance Supervisor, and Dean of CE	A training program/plan was developed and implemented which would take a new maintenance employee through different skill levels of progression in each of the disciplinary fields.	A maintenance progression training plan was created. The training plan should enhance the college ability to recruit entry level employees and allow them to progress through a training plan to serve the college from a campus maintenance perspective. The training plan is currently in place, working and will be implemented in the hiring of future entry level employees. We will not be placing it as a unit objective for next year.
		Business Affairs	OCTech will find ways to increase compensation	OCTech will utilize cost savings, additional revenue, and/or budget adjustments to increase compensation for those identified by data as low.	OCTech will utilize cost savings, additional revenue, and/or budget adjustments to increase compensation for those identified by data as low.	The college did identify excess funds from various sources that allowed for some salary increases based on HR salary studies	The college will continue to practice of identifying excess funds (or set aside funds) to address salary concerns each year
		Student Services	Records Technology Efficiency	100% of manual processes (Admission applications and High School transcripts) for the Records department will be automated by September 30, 2021.	100% of manual processes (Admission applications and High School transcripts) for the Records department will be automated by September 30, 2021.	CollegeNet Admissions applications and online high school transcripts were successfully imported into eRetrieve. The goal of having 85% of graduation applications submitted online via the Self-Service portal by Spring 2022 was exceeded, with 100% of students using the online process. This resulted in 100% of CollegeNet applications being imported into both Colleague and eRetrieve, and 100% of high school transcripts from Parchment being imported into eRetrieve, significantly improving operational efficiency.	This significantly exceeded the 85% target, demonstrating strong user acceptance and the effectiveness of the online system. The seamless import of CollegeNet applications and Parchment transcripts into the respective systems (Colleague and eRetrieve) indicates a robust and reliable integration process. The successful implementation of these systems and processes has led to demonstrable gains in efficiency. The high adoption rate for the online graduation application suggests that the Self-Service portal is intuitive and meets student needs. The smooth data flow between CollegeNet, Parchment, Colleague, and eRetrieve highlights the importance of well-integrated systems. The success of these implementations could be shared with other departments or institutions to promote best practices in student services and data management.
		Physical Plant Operations	Maintenance Progression Program	Assist with creating a maintenance progression training program for new hired maintenance positions	A set of different skill levels was created to advance each new hire. Each level of progress will increase the new hire's knowledge, ability, and skill level in performing maintenance task.	A training program/plan was developed and implemented which would take a new maintenance employee through different skill levels of progression in each of the disciplinary fields.	Assisted the VP of Business with maintenance progression training plan. The training plan should enhance the college ability to recruit entry level employees and allow them to progress through a training plan to serve the college from a campus maintenance perspective. The training plan is currently in place, working and will be implemented in the hiring of future entry level employees. We will not be placing it as a unit objective for next year.
		Human Resources	100% of new hires will complete all onboarding within 3 months	100% of new hires will complete all onboarding within 3 months of hire.	New employees completed compliance training in Skillsoft within 30 days of hire.	The College moved to a new platform in February 2022. Out of the the 16 hired since February, 15 completed the required training within 30 days.	HR wanted to make sure new employees had information to complete jobs. Out of the 16 hired since February 2022, 15 completed the required training within 30 days. We will continue to evaluate the progress and retention of new employees.
		Physical Plant Operations	Campus Power Consumption	Monitor and reduce power consumption by turning lights out that are left on around campus in areas not being used.	Supervisors will inform and remind their staff to monitor their work areas by turning lights out in rooms that are not being used.	Physical Plant staff monitored and turned off any light switches or other equipment that were not being used.	Monitoring the use of electric consumption should minimize the operational cost of electricity every year. Cost savings that can be passed on to staff and students. After evaluating this objective for this fiscal year, we will not be moving forward with it as a unit plan objective in the future. Staff has been trained and seem to do a good job now on monitoring their work areas in turning off light switches and other equipment when not in use.

		Physical Plant Operations	Campus Preventative Maintenance	Identify and perform scheduled preventative maintenance (PM) on all (100%) specified college equipment for efficient operation. The activity is ongoing throughout the year.	Current schedules have been reviewed, updated as needed, and are being performed. A designated person may have to be assigned to make sure we are identifying all equipment that needs preventative maintenance and to oversee the preventative maintenance program.	The preventative maintenance schedules were reviewed, updated as needed, and performed. We selected a designated person that will oversee the preventative maintenance program to make sure all equipment is identified and PM's are getting performed. We feel we have identified and captured approximately 95% of the equipment and placed them in our preventative maintenance program.	Preventative maintenance should enhance the reliability of the college equipment and provide maximum length of life. A longer life span is a savings for the college in not having to purchase new equipment. This savings can be passed on to staff and students. This objective will be pursued in FY2022-23, to identify all equipment that needs to be added on the preventative maintenance program to achieve 100% performance.
		Human Resources	Deans/Supervisors will be trained for more effective performance management strategy.	Deans/Supervisors will be trained for more effective performance management strategy.	Deans and supervisors trained on performance expectations and effective communication by Dec 2021. Deans and supervisors assigned action oriented, timebound objectives in 2021-22 planning documents for staff and faculty.	This was not completed. Deans and supervisors met with their employees on a quarterly basis, but did not have additional training. T	This objective will move to the next fiscal year. Training is scheduled in October 2022 to address performance and the planning process.
		Student Records/Registration	Eliminate Printing of Electronic High School Transcripts Received	Update processes and procedures in Records to eliminate printing of electronic high school transcripts received by the Records Office.	By Fall 2021, 85% of all high school transcripts received electronically will be downloaded and imported directly into Etrieve, eliminating printing and saving on the overall college budget.	1st Quarter we received 300 electronic high school transcripts and 288 were imported into Etrieve for a total of 96%. 2nd Quarter we received 165 electronic high school transcripts and all 165 were imported into Etrieve for a total of 100%. 3rd Quarter - We completed this the 2nd quarter but are continuing to do this for the remaining quarters this academic year and will be expanding to other electronic documents for the next year.	In the next year, the Records office will be expanding this process to include all documents received electronically and not just high school transcripts, which will increase saving on printing of documents such as Add/Drop forms, Change of Grade Forms, and all other forms received electronically. These electronic forms will be processed must be imported into Etrieve within 15 working days of the processing of the change.
		Student Records/Registration	Eliminate Printing of Online College Applications	Update processes and procedures in Records to eliminate printing of electronic applications received from CollegeNet.	Based on the total number of CollegeNet application received, at least 85% of that total needs to be directly imported into Etrieve.	1st Quarter 442 online CollegeNet applications were recieved and all were imported into Etrieve for 100%. 2nd Quarter 412 online CollegeNet applications were received and all were imported into Etrieve for 100% 3rd Quarter - We have completed this task during the 2nd quarter, however we are continuing this for the remaining quarters and expanding for the next year.	In the next year, Records will be expanding on the application process and looking to eliminate the paper check lists for students who are missing documents needed for acceptance. We are working towards an online checklist that will then be communicated via email to the students. As the items are received, they will be checked off in Colleague and will be automatically accepted once all documents are listed as received. This will eliminate the printing of applied applications for acceptance saving more on the overall budget. Records will update automatically accepted application in Etrieve with 15 working days of the accepted status of each applicant.
		Physical Plant Operations	HVAC Building Schedules	Adjust schedules to support utilization of facilities as directed by Academic Affairs. This activity is ongoing throughout the year.	Room schedules will be adjusted according to the information provided by the Academic Affair Division.	HVAC room schedules were adjusted and monitored for all request received.	Updating HVAC room schedules received from the academic division, should compliment the use of energy consumption for the college. Expenses saved from energy consumption is a cost savings passed on to staff and students. There is a problem with communication from other departments in making sure requests are submitted early to allow adequate time to adjust HVAC room schedules, especially; for large events. This objective will be pursued in FY2022-23 to discuss ways to train and educate other departments on submitting early request, giving maintenance staff adequate time to adjust HVAC room temps.
		Procurement	Identify and Reduce Unnecessary Spending	1. Suggest more reasonable alternatives to PO's if applicable. 2. Follow Procurement procedures for quotes and bids to obtain the best value for the College. 3. Save on cost of supplies and postage by emailing or faxing as many PO's as possible.	1. Suggest more reasonable alternatives to PO's if applicable. 2. Follow Procurement procedures for quotes and bids to obtain the best value for the College. 3. Save on cost of supplies and postage by emailing or faxing as many PO's as possible.	A total of \$13,799.62 has been calculated to have been saved by changing vendors, requesting quotes, or using discount incentives on orders throughout the year.	We will keep the same record system for the next years unit plan. Totals can be compared at the end of the 4th quarter.
		Acct/Business Operations	Modify budgets for unused funds	Perform global budget review for unnecessary budget line items. As part of quarterly budget meetings, identify unnecessary budget line items to be considered for reallocation in the budget (Nov 1 and April 1 each year.)	Reduce budget amounts (or account for excess budgeted items) in quarterly budget reviews.	2.41% of discretionary expenses were identified as being reduced from the original budget. Although there were some savings in the discretionary expenses, most other savings, compared to budgeted expenses, came from the salaries of full-time vacancies. However, the college's overall unrestricted revenues over expenses were not in a positive position due to a dramatic decrease in revenues from a lower student enrollment than was projected and budgeted.	We will look to previous year expenses and discuss with executive level leaders, deans and program managers ways to further reduce expenditures in light of decreasing enrollment trend.
		Human Resources	OCtech will utilize tools and resources to address compensation	OCtech will utilize cost savings, additional revenue, and/or budget adjustments to increase compensation for those identified by data as low.	Deans reviewed faculty position descriptions in area for accuracy by July 2021. Supervisors reviewed staff positions in area for accuracy by September 2021.	Positions were recommended for increases. Due to budget this has been put on hold.	Some key positions in student services and faculty equity were evaluated. Recommendations were made, but due to budget restraints unable to fulfill at this time.
		Student Records/Registration	Online Graduation Applications	Online Graduation Application to be submitted through Self-Service instead of the normal paper applications.	85% of all Spring 2022 graduation applications needed to be done in Self Service. To ensure this was met, no paper applications were accepted and Dean approval along with directions on how to apply on Self Service were sent to each student approved to apply for graduation. When student's applied for Graduation on Self Service, the applications were automatically updated as received on an Informer report. I pulled the list and updated information on SGRD to reflect the actual degree date and added to my graduation spreadsheet.	All student initiated Graduation Application for Spring 2022 were done in Self Service and then rolled over for update in Colleague and Informer. All applications listed in the informer report that do not have an Admin Grad comments were done online. We did not have any paper forms for use to apply for graduation. Applicants who were approved for graduation were sent the approval and directions on how to apply online in Self Service. Admin Grad forms were faculty initiated and done in paper form.	In the next year, we will expand this and move to Electronic Administrative Graduation Forms which will eliminate paper for all graduation applications. An electronic form has been created in Dynamic Forms which will allow the Registrar to Process and upload the forms directly into Etrieve.
		Procurement	Online Purchase Requisitions	Explore options for online purchase requisition process. Programs such as NextGen or Ellucian. Become familiar with the process, and plan successful training and implementation to a test group before using college-wide.	Options explored and recommendation made for using online requisitions.	I have obtained documents from IT for the Ellucian Online Purchase Orders, and gained access to the test account to start learning the system. Have also spoken with other Colleges about their process and how they use the online system	In the coming year, we plan to have a test group using the system sometime in the fall. If all goes well, we will expand to other areas of the college.
		Human Resources	Positions are Posted and Filled Within 60 Days of Vacancy	Positions are posted and filled within 60 days of vacancy	Report will be run to evaluate 60 vacancy dates. When vacancy occurs, dean/supervisor will review current position description for accuracy. Dean/supervisor, with HR assistance, will make recommendation to post within 30 days of vacancy. Vacant position will be posted and review of applications to begin no more than 30 days from vacancy.	Deans and supervisors posted vacancies on average 3 days before the current employee vacated position. The postings were timely. Filling vacancies from posting date was more of a challenge. On average posting to hire was 101 days. This could have been due to slow applicant response, no applicant response or supervisor delayed review.	Next year, HR needs to be more aggressive in review of applications within a designated time-frame. If supervisors or deans are not reviewing applications sent to them by HR within a time frame, there needs to be follow-up and review if position is even needed. HR should encourage deans and supervisors to follow prescribed procedure and fill vacancies with more urgency. HR will continue to evaluate post to hire numbers for next year to see if there is an improvement.

		Procurement	Provide Procurement Training	Provide Training at least twice a year for employees. First Session will be October 2021, and second session will be February 2022. Provide updates of latest procurement rules and guidelines to employees.	1. Documented records of each session and participants.	The Purchasing Handbook and Policy Manual was updated this year and posted on Sharepoint. I have shared the Purchasing Handbook with all new employees this year, and have met face to face with employees that are in charge of budgets. We also held a Zoom session during the year open to all employees that had questions about purchasing. The purchasing staff is always available to help employees with PO's and answer any questions.	I will work to share to share Procurement Information with employees in the coming year.
		Information Technology	Provide Training to Reduce the Reliance On Outside Vendors	IT Staff receive formal training to better support campus technology without relying solely on outside vendors/contractors Continue ITProTV annual subscription, or like service, for self-paced IT training.	Provide IT staff training to be more efficient and self-sufficient in supporting their IT responsibilities.	IT PRO TV/ ATI Learning was purchased. All IT staff were trained to upgrade their skills.	Going forward, all staff will have the opportunity for regular professional development through the software system purchased.
		Acct/Business Operations	Reduce postage expense by 5% through efficiency	Send text messages and emails to faculty, staff and students to communicate about 1098s and W-2s, and student bills that will be available electronically. Also reduce check mailing to students through electronic refund process (separate strategy).	5% reduction in postage costs	Actual postage expense for the fiscal affairs department (10-6531000) was reduced \$4,380.64 from FY21 \$8,521.26 to FY22 \$4,140.62. This represents a decrease of 51.4% which is more than 10 times the goal that was established.	We will look next to decrease other expenses within our department. Additional postage savings can be achieved through increased use of text messaging (Unit Plan for the 2022-23 year) and reducing the number of 1098-T's sent out.
	2.2	Enrollment	Increase fall enrollment by 5% in credit-based programs.				
		Academic Affairs	New Student Attendance	90% of NEW registered students attend past the add/drop period each semester.	90% of NEW registered students attend past the add/drop period each semester.	Retention of new students beyond the add/drop period exceeded the 90% goal, reaching 96% in the fall and 95% in the spring. This success followed the implementation of a welcome message ("glad you are here, we are here to help") sent to all new registered students via email and/or text on the second day of classes each semester.	Sending the message on the second day of classes seems to be effective. It's early enough to make students feel welcomed and supported, but late enough that they've had a chance to experience the start of the semester. The welcoming and supportive tone of the message seems to be well-received and contributes to a sense of belonging. The welcome message should be a standard procedure each semester. Ensure the welcome message clearly directs students to available support resources, such as advising, tutoring, and counseling services. Make it easy for them to access help.
		Student Services	Spring Job Shadowing Sessions	100% of programs will offer at least two work-based learning sessions as part of spring job shadowing initiatives.	100% of programs will offer at least two work-based learning sessions as part of spring job shadowing initiatives.	All programs participated in spring job shadowing for area high school students. Sessions were offered on different days in an attempt to provide options for students to attend. Although some programs had larger student interest than others, opportunities were available for students to participate.	The job shadowing events will continue each spring. Alternative scheduling will be explored as well as a simpler way to manage the sign-up process.
		Assessment / Testing Center	Testing Center Fee Based Testing	By December 2021, the Testing Center will offer 100% of the fee based testing offered in fall 2019.	By December 2021, the Testing Center will offer 100% of the fee based testing offered in fall 2019.	The Testing Center achieved its goal of reinstating 100% of the Fall 2019 fee-based tests by December 2021, which included nine tests previously offered through CTED.	The successful reinstatement of all tests suggests continued demand for these services, even after the initial disruption caused by the pandemic. This reinforces the importance of the Testing Center's role. It is important to analyze the usage of each reinstated test to identify any low-demand or underutilized offerings. This information can inform future decisions about which tests to offer. An evaluation of the pricing of the fee-based tests will be needed to ensure they are competitive and cover the costs of administration while considering market rates and student affordability.
		Nursing and Health Sciences	ACEN Flex Programs Online	Dean of NUR and HS in collaboration with the Nursing Program Coordinator will plan and prepare a Substantive Change Report for ACEN to develop the ADN and PN Flex programs into online options.	Success will be achieved when Flex PN and ADN are approved by ACEN for implementation.	We will submit the substantive change form to ACEN and the State Board of Nursing planning to implement changes in Fall 2023.	Still in progress. We will carry this goal over to 2022-2023 AY unit plan.
		Health Science and Nursing Preparation and Workforce	AHS Elective Course Development	Expand AHS elective offerings by developing two courses to better prepare students for nursing and health science programs.	Two courses will be developed to achieve success in this strategic area.	BIO 238 was developed over the summer of 2022. We are still working to develop AHS 127 during the fall of 2022 and spring of 2023.	In an effort to help better prepare students for success in competitive programs, we will work to develop AHS 127 that will cover basic patient care skills.
		Assistant VP for Academic Affairs	AVPAA-02 Career Academy Pathways for Early College	Develop, support, and update General Technology Degree Models related to Advanced Manufacturing for Early College Career Academies for Fall 2022. Create three Career Academy Pathway degree models.	Create three degree models for the Early College Career Academy. New degree models include: Engineering Design Technology, Mechatronics/Industrial Maintenance, and Electronic Instrumentation/Electronics. Models will be created and entered by end of spring semester 2022.	We created three degree models for the Early College Career Academy. New degree models included: Engineering Design Technology, Mechatronics/Industrial Maintenance, and Electronic Instrumentation/Electronics. Coordinated with program coordinators on the content of the degrees (courses, etc.).	To support the ESSER grant, Early College staff will set the goal of enrollment of 100 students in Career Academy programs next year.
		Enrollment	Applications Increased	Increase the # of Fall 2021 applications submitted to 2400 by increasing the 2019 monthly application received and processed between May 1 and October 29.	Increase the # of Fall 2021 applications submitted to 2400 by increasing the 2019 monthly application received and processed between May 1 and October 29.	Based on the headcount that we get daily we did not meet our numbers for fall 2022 Enrollment. We had a headcount of 2,000 students. We were 400 students shy from meeting our 2,400 goal for fall 2022. We pulled numbers from our Applicant Detailed Report that is given to us on Monday's of each week.	We will continue to compare baseline results from last year to view our progress. I reviewed our progress and we did not meet our goals. We will be looking at other ways we can improve our numbers so that we can meet our goals. One of the items is to review Case Management to see if we can better align our goals with programs and Case Managers. Looking at ways we can have Case Managers in Recruitment to work on getting application in to getting them accepted. While having Advisor Case Managers to look at getting students registered for classes.
		Associate Degree, Computer Technology - Network Security and Information Assurance	Apprenticeship Participant Rotations	100% of open youth and adult apprenticeships will be filled with new participants each academic year.	Departmental reports and VP of Academic Affairs reporting.	Once baseline has been established, we expect for all open positions to be filled.	This will be used as a recruitment and retention tool for the next academic year.
		Public Relations and Marketing	Brand Awareness: General	Beginning July 1, 2021, implement a cohesive brand awareness strategy that incorporates elements of digital, print and social media.	Display a consistent brand message in our marketing efforts	The focus of this year's advertising and general brand awareness campaign was "We'll Change Your Life." That phrase was the basis of all of our ads this year. Our efforts were tracked in a marketing calendar that we can use moving forward to ensure consistency.	"We'll Change Your Life" was positively received and has become an integral part of our college marketing message. We will continue using it in our messaging.
		Business, Education, Computer Technology, and Public Service	Business - Computer Technology - Education and Public Service	100% of students enrolled in Early College BCEPS pathways will receive communication from program coordinators each semester, including a campus visit invitation and an advising session.	100% of students enrolled in Early College BCEPS pathways will receive communication from program coordinators each semester, including a campus visit invitation and an advising session.	100% of students enrolled in Early College BCEPS pathways did receive communication from program coordinators each semester, including a campus visit invitation and an advising session.	100% of students enrolled in Early College BCEPS pathways did receive communication from program coordinators each semester, including a campus visit invitation and an advising session. This is assisting us building a faster report with our EC students and we are seeing increase in these students attending and finishing these programs. This will definitely become an ongoing procedure for the program coordinators.

		Associate Degree, Computer Technology - Network Security and Information Assurance	CPT Pathways	100% of students enrolled in Early College CPT pathways will receive communication from program coordinators each semester, including a campus visit invitation and an advising session.	100% of students enrolled in Early College CPT Pathways will receive communication from program coordinators each semester.	Through the usage of IAs, CPT faculty now has a mode of communication with EC students to keep them accountable and engaged.	Planning for EC students to be better prepared for continual success and enrollment for additional EC/collegiate courses.
		Enrollment	Case Management Applied/MTS Efforts	Through more focused Case Management efforts to include the utilization of the Communication Plan, convert 75% of applicant pool to move to student and 65% of moved to students to registered students by the start of full-term classes each semester.	Through more focused Case Management efforts to include the utilization of the Communication Plan, convert 75% of applicant pool to move to student and 65% of moved to students to registered students by the start of full-term classes each semester.	Refer to Applicant Detailed Report From week to week we did not get our applied students accepted and our move to students registered. The Applicant Detail Report would reflect on the numbers.	We will look for ways to view progress and to build our numbers for Enrollment. The objective increases enrollment by increasing our numbers each term. The more students we can convert from applied to move to student then to register is an increase. Having a hard time converting students from applied status to move to student status. Some changes we want to make is to have Case Managers to focus on applied status in getting them accepted and have another set of Case Managers take the move to student status and get them to work on getting students registered. We started having monthly meeting to hopefully see an increase. Then we moved to weekly face to face meetings.
		TRIO	Counselor Case Management Efforts	The TRIO SSS department will focus enrollment/advisement efforts for TRIO SSS participants via Counselor Case Management/Services to ensure persistence from one semester to the next semester by 5% each academic year.	85% of TRIO SSS participants will receive counseling services (personal, academic, retention, and career) from the TRIO staff to ensure that students persist from semester to the next semester each academic year. The goal is to increase this percentage by 5% each year.	100% of the TRIO participants enrolled during the 2021-2022 academic year received counseling services to improve persistence, retention, and good academic standing. The participants' counseling sessions were documented using Blumen, the data software for the program. Contacts were varied to include personal, academic, career, and graduation/transfer. Additionally, the services were offered to students via email, phone, face-to-face, and virtually.	The TRIO SSS department will continue to provide focused and intentional counseling services to all TRIO SSS participants. The varied modalities of delivering the counseling services as well as the procedures and structures improved the number of students attending counseling sessions. The results of this objective will be used to further evolve our program's counseling efforts to ensure the continuity of services to positively impact the academic success of our TRIO SSS participants.
		Financial Aid	Decrease Number of Students on DDREG Report	By the 1st fee payment date of each semester, decrease the % of students appearing on the DDREG report by 20%.	By the 1st fee payment date of each semester, 20% of student appearing on the DDREG report will be awarded enough financial aid to reduce their balances below \$500.	Prior to the fee payment deadline of August 11, 2021, the number of students appearing on the DDREG decreased by 30%.	The Financial Aid Staff will continue to award students in a timely manner to ensure that the number of students appearing on the DDREG has a significant decrease prior to the fee payment deadline. Awarding timely financial aid reduces the number of students at risk of having schedules dropped and improves student retention. In support of the enrollment goals of the strategic plan, FA will utilize automated email and text message reminders to students regarding missing documents or incomplete financial aid applications next year. The FA will also review and streamline internal processes to eliminate bottlenecks and expedite the awarding process.
		Certificate, Logistics	Develop Supply Chain Management Curriculum	By Fall 2022, develop a supply chain curriculum for high school and middle school. This is a start in exposing students to careers in supply chain management and will hopefully, lead to more dual-enrolled high school students.	By Fall 2022, develop a supply chain curriculum for high school and middle school. This is a start in exposing students to careers in supply chain management and will hopefully, lead to more dual-enrolled high school students.	The curriculum is complete and housed in Schoology, a free LMS. It has already been used by several groups of students in grades 6-12.	This type of curriculum is essential to exposing students in K-12 to the Logistics field. In the future, the curriculum can be enhanced with more activities and content.
		Public Relations and Marketing	Digital Advertising	Monthly beginning July 1, 2021, analyze web-based data to determine most effective mediums to market the college.	Monthly beginning July 1, 2021, analyze web-based data to determine most effective mediums to market the college.	A close watch was kept on our Facebook and Spectrum display and streaming ads to make sure they were effective. If an ad was underperforming, it was modified or turned off. OCtech's Facebook ad manager reached out to Facebook for additional help in ensuring our ads were set up properly. If an ad was underperforming, it was modified or turned off.	Marketing is currently working with an analytics expert to better understand and report on our outreach campaigns. These reports will help us continue to use our marketing dollars most effectively. We will continue using and monitoring our Facebook ads for effectiveness.
		Certificate, Welding Basic	EC Pathways	100% of students enrolled in Early College pathways will receive communication from program coordinators each semester, including a campus visit invitation and an advising session.	100% of students enrolled in Early College pathways will receive communication from program coordinators each semester, including a campus visit invitation and an advising session.	Did receive 2 students names who showed an interest in Welding, set up tour of facilities, and did an advising session of what classes were offered at which Semesters.	I will continue to set up tours of the Welding facilities, and advise students/parents on the start and needed classes in Fall and Spring.
		Associate Degree, Electronics Engineering Technology (Electronic Instrumentation) and Related Certificates	EIT Flex Program	Enroll 20 new EIT industry professionals in a new EIT Flex program beginning FA22.	Enroll 20 new EIT industry professionals in a new EIT Flex program beginning FA22.	Was not aware of the EIT Flex Program.	Currently there is not an EIT Flex program that I am aware of. I also have not explored this option, and unaware of how this will work with the upcoming seven week courses.
		Certificate, Emergency Medical Technician	EMS Certificate and Degree Development	Develop a certificate program for Advanced Emergency Medical Technician (AEMT) and submit for academic and SCDHEC approval, while simultaneously planning for and developing certificate and associate degree paramedic program.	Submission of AEMT certificate for approval.	The objective to develop the Advanced Emergency Medical Technician (AEMT) curriculum and submit it for approval has been successfully achieved. The curriculum was thoroughly designed to meet the required standards and align with industry needs. It has been submitted to the curriculum committee for approval.	The successful development and submission of the AEMT curriculum will play a pivotal role in shaping next year's unit planning process. This accomplishment establishes a strong foundation for future course offerings and provides valuable insights into curriculum development and submission timelines. Lessons learned during this process, such as resource allocation and stakeholder engagement strategies, will be used to refine planning for other program expansions or updates. Additionally, the approval of the curriculum will influence enrollment projections, staffing needs, and marketing strategies for the upcoming academic year.
		Business, Education, Computer Technology, and Public Service	Early College BCEPS Student Communication	100% of students enrolled in Early College BCEPS pathways will receive communication from program coordinators each semester, including a campus visit invitation and an advising session.	100% of students enrolled in Early College BCEPS pathways will receive communication from program coordinators each semester, including a campus visit invitation and an advising session.	100% of students enrolled in Early College CRJ pathways received communication from the program coordinators each semester, including a campus visit invitation and an advising session.	100% of students enrolled in Early College CRJ pathways received communication from the program coordinators each semester, including a campus visit invitation and an advising session. This will be continued each semester.
		Associate Degree, Business Administration: Enterprise Management and Related Certificates	Early College Pathways Outreach	Students enrolled in Early College BA pathways will receive communication from program coordinators each semester, including a campus visit invitation and an advising session.	100% of students enrolled in Early College BCEPS pathways will receive communication from program coordinators each semester, including a campus visit invitation and an advising session.	Students are receiving this communication each semester.	This communication should help our Early College students to feel more like they are part of OCtech. It is a way for faculty to stay connected with these students and it can lead to more Early College students choosing to continue at OCtech after high school graduation. This plan item has been incorporated into regular administrative processes and it will not be carried forward into the next unit plan.
		Associate Degree, Electronics Engineering Technology (Electronic Instrumentation) and Related Certificates	Early College Student Outreach	100% of students enrolled in Early College pathways will receive communication from program coordinators each semester, including a campus visit invitation and an advising session.	100% of students enrolled in Early College pathways will receive communication from program coordinators each semester, including a campus visit invitation and an advising session.	Was previously unaware of this standard. I currently reach out to all of my advisees.	Monitor the admissions of early college students and reach out to them as they join the team.

		Engineering and Advanced Manufacturing	Early College Student Outreach	100% of students enrolled in Early College pathways will receive communication from program coordinators each semester, including a campus visit invitation and an advising session.	100% of students enrolled in Early College pathways will receive communication from program coordinators each semester, including a campus visit invitation and an advising session.	50% of students enrolled in Early College pathways received communication from program coordinators each semester, including a campus visit invitation and an advising session. Not all PC's were able to complete this objective for various reasons including lack of EC information, lack of time, or forgetting about this objective.	Going forward, this item will become a priority with the help of the early college team hired this past summer. Early college students are important to the success of our programs and enrollment.
		Health Science and Nursing Preparation and Workforce	Enhance AHS Elective Offerings	Add an additional section offering each semester in each program to increase flexibility for students.	100% of three AHS elective courses AHS 104, AHS 119 and AHS 140 will have at least one additional section offering.	Additional sections of AHS 140, AHS 119, and AHS 104 were implemented in the fall and spring semesters. While students took advantage of the additional offerings, the sections for AHS 119 and AHS 140 were slower to fill than AHS 104. This is in part due to the number of programs that require AHS 104 compared to AHS 119/140.	Course fill rates will continue to be utilized in order to make sound, data-driven decisions. Course scheduling continues to be a challenge in efforts to meet the flexible needs of students while also filling courses to maximum capacity.
		Business, Education, Computer Technology, and Public Service	Enroll 20 New Students in PPAT	Enroll 20 new students in Pre-Police Academy Training Certificate annually.	Enroll 20 new students in Pre-Police Academy Training Certificate annually.	We did not reach the goal of 20.	We did not reach the goal of 20. This is a new certificate. We will promote this certificate in the future by notifying the public and surrounding agencies that was have the new program.
		Business, Education, Computer Technology, and Public Service	Enroll 20 New Students in Pre-Police Academy Traing Certif	Enroll 20 new students in Pre-Police Academy Training Certificate annually.	Enroll 20 new students in Pre-Police Academy Training Certificate annually.	We did not reach the goal of 20.	We did not reach the goal of 20. This is a new certificate. We will promote this certificate in the future by notifying the public and surrounding agencies that was have the new program.
		Associate Degree, Criminal Justice and Related Certificates	Enrollment	Increase BCEPS enrollment by 5% each year through faculty participation in recruiting activities (at least two) under the direction of the Dean.	Increase BCEPS enrollment by 5% each year through faculty participation in recruiting activities (at least two) under the direction of the Dean. Hire one a FT faculty member for the CRJ program.	CRJ enrollment did increase by 5% this year through faculty participation in recruiting activities under the direction of the Dean. We did several events to assist with this. A new FT instructor was hired for the CRJ program.	Next year, we will focus on additional recruiting events to increase the enrollment. Recruiting events assist in promoting our programs and getting new students. Specific attention will be paid to CRJ program enrollment and retention following hiring of the new faculty member.
		Associate Degree, Physical Therapist Assistant	Enrollment	The PTA program will enroll 22 students each year.	22 students will be enrolled in the PTA program	21 students were accepted and 20 students were enrolled	21 students applied to the program and all were accepted; 1 student called the Program Coordinator stating she made a "D" in BIO 211 and could not proceed with enrollment; It was later determined that the student actually made a "C" and could have started the program; She was granted automatic acceptance into the program for Summer 2022; results indicate the number of students applying to the program have decreased since prior years; moving forward, we need to better market the program and improve community perception of the integrity of the program; it is also fair to assess the impact COVID had on applicants given that the program bounced back and forth with restrictions including social distancing, use of face mask and shield, and online learning
		Business, Education, Computer Technology, and Public Service	Enrollment - BCEPS	Increase BCEPS enrollment by 5% each year through faculty participation in recruiting activities (at least two) under the direction of the Dean.	Increase BCEPS enrollment by 5% each year through faculty participation in recruiting activities (at least two) under the direction of the Dean.	BCEPS enrollment did increase by 5% each year through faculty participation in recruiting activities (at least two) under the direction of the Dean.	We did several recruiting events to increase the enrollment. Recruiting events assist in promoting our programs and getting new students. We will plan some kind each year to keep our enrollment up.
		Associate in Arts and Sciences	Enrollment Increase	Enrollment in the AA/AS Division will increase by 5% in 2021/22.	Will be working towards increasing aa/AS enrollment by 5% each academic year.	Recruitment activities/functions will be scheduled to increase faculty involvement and participation in the engagement of area high school students. Increase AA enrollment by 20 students through the implementation of the NBC Universal grant project. One student was awarded the NBC Universal Grant in 2022SP. Increase AA/AS enrollment by 5% each year through faculty participation in recruiting activities (at least two) under the direction of the AA/AS Dean. 100% of AA/AS division programs will offer at least one work-based learning and/or transfer session as part of spring job shadowing initiatives. A University Transfer Work-based Learning session, Brain Games was held with one attendee. The AA/AS Dean will use the Applicant Detail Report to communicate with 100% of prospective and new students monthly. The Dean began contacting AA and AS applicants in May 2022. Dean also worked with student services to monitor "moved-to-student" progress. One month into advising, if students have not responded via email or calls, advisors will send a personal postcard. Advisors sent postcards to all advisees. The Signal Vine platform was implemented by all advisors to contact their advisees.	Having established a baseline data point for AA/AS Fall enrollment the department will begin looking to increase it through new ways to supplement outreach recruitment activities.
		Financial Aid	FA Campaign and Workshops	Each semester, host 1 on campus FA campaign for OCtech students and at least 1 FA workshop at each service area high school.	FA Staffers will conduct both at least one virtual and one in-person FAFSA Workshop on-campus and at least one workshop at each of the 16 service area high schools.	FA Staffers hosted eight virtual FAFSA Workshops as well as conducted seven in-person workshops on-campus and at the high schools. During the 2021-2022 school year, COVID-19 protocols in place at service area high schools significantly impacted our ability to conduct the in-person workshops. We increased the virtual workshops which were open to all OCtech students and those at our service area high schools. The following is a list of FAFSA Workshops held: Fall 2021 High School for Health Professionals – Senior Night TRIO FAFSA Assistance Workshops North Middle High School – FAFSA Night Edisto High School – FAFSA Night Virtual FAFSA Workshops – July 2021 – August 2021 Spring 2022 Lake Marion High School - FAFSA Shut-In Lake Marion High School - FA Presentation for Juniors Orangeburg-Wilkinson High School – Financial Aid Night	To expand FAFSA completion assistance to more high schools in our area, the Financial Aid Staff will collaborate closely with the Admissions Staff. This collaboration will ensure that the Admissions Staff is aware of all upcoming high school visits and will offer scheduling assistance as needed. This proactive approach will enable the coordinated scheduling and advertising of FAFSA workshops alongside admissions presentations.
		Financial Aid	FASFA Completion	80% of NEW degree seeking students will complete the FAFSA prior to fee payment deadline each semester.	Prior to fee payment deadline, FASFAs for 80% of NEW degree seeking students will be completed each semester.	Financial Aid Workshops, Individualized Student Support and Regular Communication resulted in 89% of degree seeking students having FASFAs on file prior to the Fall 2021 fee payment deadline of August 11, 2021.	Building upon the success of this year, where 89% of new degree-seeking students had FASFAs on file prior to the Fall 2021 fee payment deadline, the Financial Aid Staff will strive to increase this percentage in the upcoming year. This increased focus is crucial given the growing financial aid needs of our student population. The Financial Aid Staff will continue to provide comprehensive support to students, offering assistance with FAFSA completion through in-person consultations, phone support, and virtual guidance.
		Engineering and Advanced Manufacturing	Fill Youth and Adult Apprenticeships	100% of open youth and adult apprenticeships will be filled with new participants each academic year.	100% of open youth and adult apprenticeships will be filled with new participants each academic year.	100% effort was put into securing students in youth and adult apprenticeships, however the success of finding someone who met the criteria and/or successfully completed the apprenticeship was harder to come by.	From this experience, we decided to implement some new approaches to apprenticeships to increase participation and success: WBL as recruitment method, start after 1st semester.
		Associate Degree, Early Care and Education and Related Certificates, Diploma	Flexible Options to Increase Enrollment	Continue implementing and refining FLEX options to increase enrollment.	Continue implementing and refining FLEX options to increase enrollment.	100% of program courses were offered in flexible modalities to meet the needs of potential and current students.	Flexible course offerings will be refined, beginning Fall of 2022, to offer both morning and evening sections of courses. Students who need to attend both will be assisted on an individual basis.

		TRIO	Grant Aid Scholarship	The TRIO SSS department will evaluate the alignment of resources, advocate, and remove barriers for TRIO SSS participants to ensure persistence from one semester to the next semester by 5% each academic year. Specifically, the awarding of the TRIO SSS Grant Aid scholarship.	Twenty (20) TRIO SSS participants that meet specified qualifications will be awarded the Grant Aid Scholarship to assist with removing financial barriers and allow the students to persist from one academic term to the next. The goal set for this objective is consistent with the goal from previous years in that it is achievable and the program is the necessary resources to provide the service.	Twenty (20) TRIO SSS participants received financial assistance in the form of Grant Aid Scholarship during the 2021-2022 academic year. These students were awarded the Grant Aid Scholarship during the Spring 2022 semester in the amount of \$750.00.	The twenty (20) students were awarded the Grant Aid Scholarship based on the submission of the Grant Aid Scholarship application that included a rubric for scoring and selection as well as through the recommendation of the director of TRIO SSS. Additionally, the director awarded the students according to the regulations that guide Student Support Services (SSS) programs in the administering and awarding of the funds within the grant. The results/data gained from the objective will further assist the director and TRIO SSS staff in planning and aligning resources and support needed by the TRIO SSS student participants in reducing the unmet need or student loans so that they (the students) are inclined to stay in school and graduate. Additionally, the results of this objective will allow for an increase in the success metric for this objective as it relates to increasing enrollment.
		Engineering and Advanced Manufacturing	Increase Early College Enrollment	Increase Early College enrollment by 75 students per academic year through the implementation of customized Early College Academies for Orangeburg Consolidated SD, Calhoun County Schools, and High School for Health Professions.	Increase Early College enrollment by 75 students per academic year through the implementation of customized Early College Academies for Orangeburg Consolidated SD, Calhoun County Schools, and High School for Health Professions.	The early college career academies began Fall 2022 and there are 30 students enrolled.	Program coordinators will continue to work with the early college team to increase enrollment in early college opportunities.
		Associate Degree, Business Administration: Enterprise Management and Related Certificates	Increase Enrollment	Increase BA enrollment through faculty participation in recruiting activities.	Increase BA enrollment by 5% each year through faculty participation in recruiting activities (at least two) under the direction of the Dean.	BA enrollment was 129 on 8/30/2022 vs 83 on 8/31/2021, a 55% improvement.	The results were very good. It looks like we are good for the next ten years. Recruiting activities are on-going. We continue to look for ways to add value by providing articulation to four-year colleges, and by providing flexible, non-intrusive schedules. We support our existing students by offering opportunities for live and virtual tutoring.
		Certificate, Truck Driver Training	Increase Enrollment	Increase enrollment by 5% in TDR from Fall 2020 to Fall 2021.	Program enrollment in 2021 Fall will increase to 34.	Due to the pandemic and the restriction of a smaller number of students (18 enrolled in Fall 21) allowed in a truck at once, the Fall 2021 enrollment had to be less because only a certain number of trucks and faculty were allowed (2 students per truck, rather than 4).	Next year, we will add new staff and increasing section number will help reach the enrollment goal for next year. Hopefully, pandemic restrictions will lift and allow more students to be trained.
		Diploma, Medical Office Assisting	Increase Enrollment	Weeks into advising, if students have not responded via email or calls, advisors will send a personal postcard.	Weeks into advising, if students have not responded via email or calls, advisors will send a personal postcard.	The Medical Assisting faculty member successfully implemented the practice of sending personal postcards to students who had not responded to emails or calls after several weeks of advising. This approach provided an additional layer of outreach to encourage student engagement and support retention efforts. By utilizing multiple communication methods, the faculty member ensured that students remained informed and connected. This strategy will continue to be used to enhance student advising and communication.	In the next academic year, this approach will continue to be used as part of the advising process to improve student engagement and retention. The effectiveness of personal postcards as an additional outreach method will be evaluated, and adjustments may be made to further enhance communication strategies. By maintaining a multi-channel approach to advising, the program aims to strengthen student connections, encourage timely responses, and provide the necessary support for academic success.
		Enrollment	Increase Enrollment	Increase recruitment efforts to include eight new community and business partners each year.		At least one Recruiter did increase and visit at least 2 new Business.	Next year, recruiters need to visit at least 1-2 new business at least once a year to increase our numbers. Moving into Spring 2023 we will continue to monitor Recruiters and making sure they go out to visit new Business.
		Associate Degree, Administrative Office Technology and Related Diploma	Increase Enrollment	Increase AOT enrollment each year through faculty participation in recruiting activities (at least two) under the direction of the Dean.	Increase AOT enrollment by 5% each year through faculty participation in recruiting activities (at least two) under the direction of the dean.	AOT enrollment declined by 10% from 2021 to 2022.	AOT enrollment is declining and the AOT degree does not transfer to four-year colleges. We are looking at creating an Office Management specialty under Business Administration, so that students have better transfer options.
		Engineering and Advanced Manufacturing	Increase Enrollment in Targeted Programs	Increase enrollment by 5% in targeted programs, to include AUT, MTT, IET, and MECH through a well-developed marketing plan.	Increase enrollment by 5% in targeted programs, to include AUT, MTT, IET, and MECH through a well-developed marketing plan.	AUT, MTT, IET increased their enrollment by at least 5%: AUT - 16% MTT - 50% IET - 17% MECH - 7%	We will continue to work with Marketing to increase enrollment by offering hybrid and evening offerings and using block scheduling to create a more flexible opportunity for students that need/want to work.
		Associate Degree, Business Administration: Enterprise Management and Related Certificates	Job Shadowing for K-12	Offer work-based learning sessions as part of spring job shadowing initiatives.	100% of programs will offer at least two work-based learning sessions for K-12 as part of spring job shadowing initiatives.	Two sessions were offered: March 18, 2022, and April 6, 2022.	The sessions were well attended and productive. We should explore sessions that run several days, like a "camp" to see if there is an interest. We should also look at offering these sessions to younger students.
		Public Relations and Marketing	Marketing Support	Standardize all of the college's marketing tools with a unified message, voice and tone by June 30, 2022.	Three PowerPoint templates, a college style guide and talking points were developed and shared.	Three PowerPoint templates, a college style guide and talking points were developed and shared.	After receiving feedback, the college style guide will be modified. Talking points will be updated as our messaging evolves. Marketing is currently trying to determine the proper place to house these documents so they can be easily accessed by faculty and staff.
		Associate Degree, Physical Therapist Assistant	Open Lab	100% of students demonstrating difficulty with skill performance in lab will attend a mandatory open lab session and work with an instructor one on one	100% of students with noted difficulty completing lab skills will attend a mandatory open lab session	100% of students with noted difficulty completing lab skills attended a mandatory open lab session	28 students attended a mandatory open lab session to work with an instructor 1 on 1 to improve skills; a learning contract was developed by the course instructor with objectives to be met and the students all signed it; all students met the objectives stated on the learning contract; we will continue using this process as a tool to improve retention; it has served very beneficial for a passing grade on the retake practical and gave students extra practice on skills that were assessed as a weakness
		Associate Degree, Nursing	Open Lab Due To Poor Performance	100% of nursing students with difficulty performing skills will attend a mandatory open lab and work with a faculty member one on one.	100% of nursing students with difficulty performing skills will attend a mandatory open lab and work with a faculty member one on one.	100% of nursing students with difficulty performing skills attended a mandatory open lab and work with a faculty member one on one.	Faculty worked one on one with students who where unsuccessful on skills. We found that students who were unsuccessful were unprepared for lab. The skills videos and skill sheets had been posted for the entire course but students did not access or study this information before lab. We will continue to assess students and allow open lab practice with required remediation as a daily part of our division's plan.
		Diploma, Practical Nursing	Open Lab Due to Poor Performance	100% of nursing students with difficulty performing skills will attend a mandatory open lab and work with a faculty member one on one.	100% of nursing students with difficulty performing skills will attend a mandatory open lab and work with a faculty member one on one.	100% of nursing students with difficulty performing skills attended a mandatory open lab and work with a faculty member one on one.	Faculty worked one on one with students who where unsuccessful on skills. We found that students who were unsuccessful were unprepared for lab. The skills videos and skill sheets had been posted for the entire course but students did not access or study this information before lab. We will continue to assess students and allow open lab practice with required remediation as a daily part of our division's plan.
		Associate Degree, Business Administration: Enterprise Management and Related Certificates	Outreach to Prospective and New Students	Use the Applicant Detail Report monthly to communicate with prospective and new students.	100% of program coordinators will use the Applicant Detail Report monthly to communicate with prospective and new students.	All program coordinators used the Applicant Detail Report monthly to communicate with prospective and new students.	The ADR is a useful tool to monitor the application status of new and prospective students, potentially increasing enrollment. This plan item has been incorporated into regular administrative processes and it will not be carried forward into the next unit plan.

		Associate in Arts and Sciences	Retention Increase	Enrollment in the AA/AS Division will increase by 5% in 2021/22.	100% of students will receive early communication from their advisor/success coach to determine if there are issues before the add/drop period concludes. 100% of advisors/success coaches who receive EAB Navigate alerts from faculty regarding advisee performance will follow up with students and establish a success plan. 100% of AA/AS advisors/success coaches will participate in professional development on the effective use of EAB Navigate and advisor coaching skills to become more effective advisors. 100% of advisors will be notified via EAB Navigate when faculty refer students to the SSC for any reason.	All faculty contacted their advisees to "check-in." Faculty sent EAB Navigate referrals to the Student Success Center but few referrals were sent to the students' advisors. Professional development in the effective use of EAB Navigate did take place at the AA/AS departmental meeting in Aug. 2021. More training has been requested by faculty. Few referrals were sent to advisors for SSC.	Professional development in the effective use of EAB Navigate did take place at the AA/AS departmental meeting in Aug. 2021. More training has been requested by faculty. This objective will be absorbed into Enrollment increase going forward.
		Public Relations and Marketing	Social Media	Select at least one student from each division to help generate social media content.		COVID has continued to affect the number of students attending classes in person on campus. It has proved difficult to find students who are willing and/or able to serve in this capacity.	We will research and seek ways to create engaging content on our social media channels to increase engagement/traffic and look for ways to improve our organic reach.
		Business, Education, Computer Technology, and Public Service	Targeted Program Enrollment - ECD	Increase enrollment by 5% in targeted programs, to include ECD.	Increase enrollment by 5% in targeted programs, to include ECD.	Enrollment was increased by 5% in ECD.	Enrollment increased and in the upcoming years more recruiting events will be planned to help increase the enrollment in the future.
		Public Relations and Marketing	Website	Using new program-specific videos produced during the spring 2021 semester, we will update all 26 programs pages to have a consistent look and feel by the start of fall 2021 classes.	All program pages designed using the same structure, flow and elements to create a consistent experience for students as they navigate across areas of interest.	Program pages were updated and ready prior to fall 2021. The design and elements were well received by program coordinators and students alike.	We will monitor and update elements of our webpages and website as needs arise to remain consistent and on brand. To keep our program courses and information as up-to-date as possible for advisors and students, we will stop printing a college catalog and move to an online catalog service in the coming year.
		Certificate, Welding Basic	Work Based Learning	100% of programs will offer at least two work-based learning sessions as part of spring job shadowing initiatives.	Welding faculty will participate in at least two work-based learning sessions as part of spring job shadowing initiatives.	The Welding Program opened the lab for two job-shadowing days in the Spring semester that were organized by Jean Rickenbaker.	I will schedule additional job-shadow days in the Spring for Welding.
		Associate Degree, Computer Technology - Network Security and Information Assurance	Work-Based Learning	100% of programs will offer at least two work-based learning sessions as part of spring job shadowing initiatives.	100% of programs will offer at least two work-based learning sessions.	CPE 250 offers WBL with pc repair services to faculty, staff, students and the community. COVID has limited the offering over the past year but next year will see this implemented once again.	Fall 2022 CPE 250 will see an increase in student retention with the re-introduction of CPT PC Repair Services.
		Associate Degree, Computer Technology - Programming and Related Certificates	Work-based Learning	100% of programs will offer at least two work-based learning sessions as part of spring job shadowing initiatives.	Both CPT programs will host students for job shadowing experiences.	Program offered two work-based learning sessions as part of spring job shadowing initiatives.	These events will be continued next year to provide a recruitment opportunity within the department.
		Associate Degree, Administrative Office Technology and Related Diploma	Work-based Learning	The AOT program will offer at least two work-based learning sessions as part of spring job shadowing initiatives.	The AOT program will offer at least two work-based learning sessions as part of spring job shadowing initiatives.	Two sessions were offered: March 18, 2022 and April 6, 2022.	The sessions were well attended and productive. We should explore sessions that run several days, like a "camp" to see if there is an interest. We should also look at offering these sessions to younger students.
		Associate Degree, Radiologic Technology and Related Certificates	Worked Based Learning	RAD program will offer at least two work-based learning sessions as part of Spring job shadowing initiatives.	RAD program will offer at least two work-based learning sessions	RAD program offered at least two work-based learning sessions as part of Spring job shadowing initiatives.	RAD Faculty will offer work-based learning sessions as part of Spring job shadowing initiatives as requested.
		Certificate, Welding Basic	Youth Placement	Register 3 new youth and adult apprenticeship placements each academic year.	Register 3 new youth and adult apprenticeship placements each academic year.	I was only able to place one student in an apprenticeship for the 2021-2022 school year. Most students already have jobs or don't want to work at the place that is offering the apprenticeship.	I will work with administration to meet with industry advisory board members to establish the apprenticeships. I will also give students that will be a good fit for jobs more information about the apprenticeship process.
		Associate Degree, Electronics Engineering Technology (Electronic Instrumentation) and Related Certificates	Youth and Adult Apprenticeship Placements	Register 3 new youth and adult apprenticeship placements each academic year.	Register 3 new youth and adult apprenticeship placements each academic year.	Currently working toward getting students enrolled in an apprenticeship.	Working this plan, awaiting more information.
	2.3	Funding Support	By June 30, 2022, generate +\$200k through private/grant funding & county/state support.				
		Foundation	Fundraising - Corporate & Grants	By June 30, 2022, generate \$50,000 or more in corporate gifts/pledges or grant awards	Donor records will document corporate gifts/pledges received and grant award letters will provide documentation of grant awards received.	Through the Webber Incentive and other corporate giving, \$164,831 was raised this year.	Approximately \$125,000 of these gifts were contributed by 3 donors with approximately \$40,000 being smaller gifts contributed by 23 donors/grant makers. Realizing that these three large donors may not always support at these levels, we will continue to cultivate relationships with others in the corporate community and seek opportunities for grant funding.
		Foundation	Fundraising - Individual Unrestricted Giving	By June 30, 2022, raise a minimum of \$160,000 in unrestricted gifts or pledges from individuals.	Gifts and pledges of \$160,000 received from individual donors by June 30, 2022 and documented in Raiser's Edge.	\$242,402.29 was raised through gifts from individuals. 50% to 60% or more of these gifts can be directly attributed to the Webber Incentive. A portion of the individual gifts were also contributed as sponsorships for the home and garden event.	The Webber Incentive will not be an ongoing source of revenue. The Foundation will continue to search for revenue sources to replace large gifts contributed directly in support of the Webber Incentive.
		Grants Office	Grant Applications - New Funding	Submit two (2) grant applications from new funding sources during the 21-22 academic year.	Submit two (2) grant applications from new funding sources during the 21-22 academic year.	Three grant applications were submitted during the 2021-22 academic year: PBI Formula - awarded Strada - Constructing the Future - pending DOL Consortium - not awarded, will resubmit in October 2022	Next year, administration and the Grants Coordinator will research funding sources to support projects that are most vital to the College's needs and that best support the Strategic Plan.
		Grants Office	Management of Active Grant Programs	Manage and maintain compliance for all active grant programs with 100% of reports turned in on time.	Manage and maintain compliance for all active grant programs with 100% of reports turned in on time.	All reports were completed and submitted on time, as required by the individual projects' requirements.	Next year, the Grants Coordinator will work more closely with the Grants Accountant to share information about reporting so she can serve as a backup in writing grant report narratives, in addition to completing financial forms and reimbursement requests.

		Foundation	Special Event Profits	By June 30, 2022, \$60,000 or more will be generated in profits through the OCtech Foundation's two special events.	An Evening of Fine Wines and Foods" will generate \$45,000 in profit and the "Home & Garden Symposium" will generate \$15,000 in profit. "	Becuae of Covid, the October 2021 wine and food event was not held. A very successful home and garden event generating a profit of \$31,095 was held in May 2022. Because we were only able to host one of the two planned events, the goal of a total profit of \$60,000 was not acheived.	For the first time, the Home & Garden Symposium was held off-campus at the new Orangeburg County Conference. The Special Events will review the event and make a recommendation as to whether the Home & Garden Symposium will continue to be held off-campus or if the event will return to the OCtech campus.
	2.4	Revenue	By June 30, 2022, generate revenue at least 10% greater than expense in Continuing Education.				
		Corporate Training and Economic Development	Business and Industry Contact	Communicate via visit, phone, or email with at least 4 targeted local businesses and industries weekly	Communicate via visit, phone, or email with at least 4 targeted local businesses and industries weekly.	Staff had regular check-ins with businesses and industries regarding available resources: Enterprise Zone (target companies: Husqvarna and Zeus) and Incumbent Worker Training funds (target companies: Devro and Allied Air Enterprises).	Next year we will target additional companies and seek additional resources.
		Assessment / Testing Center	Testing Center Fee-Based Testing	By December 15, 2021, the Testing Center will reinstate 100% of the Fall 2019 fee-based test offerings.	Reinstate 100% of the Fall 2019 fee-based test offerings. The Testing Center reinstated nine fee-based exams for CTED by December 15, 2021.	The Testing Center reinstated 100% of fee-based exams for CTED.	Going forward, the reinstated CTED fee-based tests will add to the revenue of the department. This objective supported the Strategic Plan of the College by increasing the revenue generated by the exams.
		Associate Degree, Engineering Design Technology and Related Certificates	Work-Based Learning Sessions	100% of programs will offer at least two work-based learning sessions as part of spring job shadowing initiatives.	EDT offer at least two work-based learning sessions as part of spring job shadowing initiatives.	Participated in the job-shadowing opportunities organized through Jean Rickenbaker. Students gained hands-on experience in their field of study, allowing them to apply theoretical knowledge in practical settings. This helps bridge the gap between classroom learning and real-world application.	I will add opportunities for students to observe the day-to-day operations of a profession, helping them understand various career paths and make informed decisions about their future. I will ask advisory board members to help with this initiative.