

| OCtech Strategic Plan 2021-2023 | | | | | | | | |
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| 2022-2023 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 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). | 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). | | | | |
| | | Academic Affairs | Course Success Rates | Increase course success rates by 5% or maintain an 80% pass rate. | Deans - Take a more active role in reviewing data and making informed decisions about which direction to take while holding their PCs and faculty accountable. Faculty - AVPAA will work with instructors of courses with high failure rates and their deans to facilitate curriculum development and ensure that the content being taught is aligned with assessments to improve student outcomes (eventually sharing the process with all instructors). Faculty - Consider changing office hours to Student Hours to see if there is an increase of traffic from students needing help. | The overall success rates for all courses increased by 2.0% from Fall 2021 to Fall 2022 semesters. Overall course success rates for Fall 2021 was 74% and Fall 2022 was 76%. There was an increase of 4% overall for all MAT courses, an increase of 3% overall for all BIO courses, and an increase of 3% overall for all ENG courses. | Overall there were increases in success rates, although not reaching the target of 5% overall. Additional actions to achieve increase in success rates that will be adopted by the College include the creation of a Teaching, Learning, and Assessment Center to support faculty professional development and professional development in partnership with ACUE. | |
| | | Associate Degree, Electronics Engineering Technology (Electronic Instrumentation) and Related Certificates | 7 Week Term Schedule | Complete schedule for Spring 2023 utilizing 7 week terms by August 2022. | Complete schedule for Spring 2023 utilizing 7 week terms by August 2022. | All classes that were to be converted to seven-week terms have been done. | The scheduling is done. Assignments and lessons will be manipulated throughout the term. | |
| | | Associate Degree, Automotive Technology and Related Certificates | ASE Accreditation Self-Study (due Fall 2023) | Program Coordinator will update standards and prepare self study document for submission in November 2023, as well prepare for on-site visit Spring 2024. | Program Coordinator will get input from Advisory Board members and administration to review all standards, complete necessary forms, and upload to Compliance Assist accreditation module. | Document creation and review with advisory board committee on schedule. Report will be submitted by November 2, 2023. | Next year, faculty will improve on the tasks and skills that the students need to be successful in the industry. On-site visit will occur in Spring 2024. Every 5 years we update standards to meet industry needs. | |
| | | Assistant VP for Academic Affairs | AVPAA-02 Seven Week Term Development | Facilitate and assist faculty, deans, and staff as the College moves to seven week terms beginning in fall 2023. | Applicable courses will move to a seven-week term format for all programs and divisions. Assistance will be provided through planning and development for courses and schedules for the successful transition to seven-week terms. | Collaborated with faculty, deans, and program coordinators to transition the College's traditional 15-week semester into two seven-week terms beginning in fall 2023. Developed and provided resources and support along with regularly scheduled working/planning meetings during the previous three semesters to prepare for the transition. Provided informational sessions for faculty and students in preparation of the roll-out. All courses that were not exempted due to clinical settings or excessive lab hours were successfully converted to the seven-week term format beginning fall 2023. | The transition to seven-week terms is beneficial to students. Students are now able to focus on fewer courses at a time and better balance their schedule. This initiative supports the College's goal of increasing the number of graduates. | |
| | | Library | Acquisitions and Collection Development | The library collection will be updated to ensure the course success of students. In Q1 we will identify what part of the collection will be updated and Q 2-4 we will remove and update the collection as needed. | Library staff will identify a part of the collection (Health Science and Nursing) to be updated, withdraw materials, and update the collection. 100% of the identified collection will be updated by June 2023. | After the successful implementation of our Rialto Acquisitions software, library staff focused on the Health Science and Nursing section to make it a more updated and streamlined collection. We removed older resources to ensure the collection met the standards of those academic programs. | An updated physical collection is essential to support a student's course success. Our physical collection complements our electronic collection to ensure students have the necessary resources to complete their programs. This project also helped us identify the next part of the collection to review and update for the upcoming year. | |

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| | | | | | | | Projects used with CNC and 3D Printers will be evaluated to determine time frame required to complete within the semester. Graduates will develop additional skills and obtain credentials during the design process as follows: Understanding CNC and CAD/CAM Principles: Grasp the basic principles of CNC and CAM (Computer-Aided Manufacturing) systems. Learn the relationship between CAD (Computer-Aided Design) and CAM software. Developing Technical Skills: Operate CNC machines safely and efficiently. Create and modify CNC programs using CAD/CAM software. Understand and apply G-code and M-code programming languages. Design and Manufacturing Proficiency: Design parts using CAD software and generate toolpaths for CNC machining. Analyze and optimize designs for manufacturability. Implement design changes and troubleshoot issues in CAM programs. Practical Application: Execute projects that involve designing, programming, and manufacturing parts. Apply theoretical knowledge to real-world scenarios, such as creating fixtures and tooling. Problem-Solving and Critical Thinking: Identify and resolve issues in CNC programming and machining processes. Develop solutions for improving manufacturing efficiency and product quality. Career Readiness: Explore career opportunities in manufacturing and related fields. Understand the impact of manufacturing on society and the environment. |
| | | Associate Degree, Engineering Design Technology and Related Certificates | Additional CNC Machine | Create a hands on experience for EDT Students working with CAD/CAM software and hardware in the classroom environment. EDT Students will complete design drawings and CNC project by July 2023 | Students will have access to an assembly line production that begins in design. CNC machines will offer a product in-hand based on design and manufacturing process. | Senior project options include the design and utilizing of existing software and CNC or 3D Printers. | |
| | Teaching, Learning, and Assessment | Adjunct Faculty - Instructional Design Resources | 100% of adjunct faculty will have access to information about instructional design resources to enhance student engagement and learning. | 100% of adjunct faculty will have access to information about instructional design resources to enhance student engagement and learning. | 100% of adjunct faculty has on-demand access to information about instructional design resources to enhance student engagement and learning, through the D2L Adjunct Faculty Portal. Links to topics related to instructional technology and applications embedded within D2L are available through the portal. Many include step by step instructions and tutorials. | Providing on demand access for adjunct faculty is especially important since many adjunct faculty are employed full time in addition to teaching part time. The D2L Adjunct Faculty Portal will be expanded to include training and tutorials beyond D2L. | |
| | Teaching, Learning, and Assessment | Adjunct Faculty Participation in an ACUE Microcredential Course | At least one adjunct faculty member will participate in an ACUE microcredential course during the 2022-23 academic year. | At least one adjunct faculty member will complete at least 75% of an ACUE microcredential course that is offered through OCtech. | One long-time adjunct instructor participated and completed an ACUE micro-credentialing course. | Providing professional development opportunities for our adjunct instructors help them be more effective in their courses and helps to build long-term relationships with them. Explore other professional development opportunities for our adjuncts, including additional ACUE training. | |
| | Certificate, Mammography | Analyzing courses with less than 80% pass rate | All Rad Online courses will have analyzed data and implement improvement plans for courses with less than 80% pass rate. | Informer reports will be used to analyze data in courses with low pass rates. | All courses were analyzed and course pass rates were above 80% pass rate. | Faculty will examine each course pass rate. Courses that have below an 80% pass rate will be reviewed to see what changes can be made to improve course completion. | |

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| | | | | | <p>For 22-23 A1, thirteen of the 14 courses met the benchmark for at least 80% success for those students completing the course. PNR 130 Trad in Spring is the only one that didn't and improvement plan was developed Fall 2022: PNR 110: Traditional 97.06% Flex 100% Aggregated: 97.8% Benchmark Met PNR 121: Traditional 86.4% Flex 91.7% Aggregated: 87.5% did not meet score in either group Fall Plan: This year, all the theory for PNR 110 was presented and completed in 7 weeks. Student who were successful in that portion were allowed to move on to the lab portion which was the next 7 weeks. Those who were unsuccessful in theory were administratively withdrawn. Students loved not having to focus on lab and theory. We also looked at the overall pass rate aggregated for this course based on those who started on Day 1 which is 57.14. Of the 77 students who started, only 45 were enrolled on the last day with only 1 unsuccessful. The administrative withdrawal is hard to evaluate because technically the students were unsuccessful in the course, even though they were not here on the last day. Faculty believe that by separating the lab and theory, students were not given the opportunity to practice as they learned, leading to lower grades and less success. We have revised the curriculum to split the Fundamentals course into two 7-week courses in order to allow more time for material and to incorporate lab with the theory. This should improve the overall outcome for the students. As students were not successful in the first part of PNR 110, many withdrew leading to lower success in the PNR 121 course. Aggregated Data for those who actually completed the course: PNR 110: 97.8% of the students who finished the course were successful. PNR 121 87.5% of the students who finished the course were successful. Spring 2023: PNR 120: Traditional 90.63% Flex 90.91% Aggregated: 90.7% Met goal PNR 130: Traditional 67.86% Flex 90.00% Aggregated: 73.68% PNR 182: Traditional 86.2% Flex 100% Aggregated: 89.7% Met aggregated goal Spring Plan: This year, we lost 14 students during spring in the two med-surg</p> <p>These results will be used to compare the course success for 2023 - 2024. Faculty believe that by separating the lab and theory, students were not given the opportunity to practice as they learned, leading to lower grades and less success. We will revise the curriculum to split the Fundamentals course into two 7-week courses in order to allow more time for material and to incorporate lab with the theory. This should improve the overall outcome for the students. For Fundamentals PNR 110, faculty will allow Test 1 to use notes on the test. After Test 1, students may turn in handwritten notes before testing and will receive up to 2 points on that test final grade. Faculty will reach out to our advisees to offer support and encourage the use of resources on campus. We have a Student Success Coach who helps with study habits and faculty will make a referral after each course test. This will provide the early intervention needed to improve the overall pass rate for courses going forward.</p> |
| | | | | | <p>100% of the course for this year met the benchmark for at least 80% success for those students completing the course. Data for those who actually completed the course and were successful: NUR 134: Fall 2022: 96.77% Spring 2023: 100.00% NUR 131: Fall 2022: 91.43% Spring 2023: 93.10% NUR 220: Fall 2022: 94.12% NUR 140: Fall 2022 100% Spring 2023: 100% NUR 144: Fall 2022 100% Summer 2023: 100% NUR 210: Fall 2022 100% (3 cohorts) Spring 2023: 96.68% NUR 214: Fall 2022 100% Spring 2023: 100% (2 cohorts) NUR 215: Fall 2022 100% Spring 2023: 100% (2 cohorts) NUR 216: Fall 2022 100% Spring 2023: 100% (2 cohorts) NUR 111: Spring 2023: 100% Summer 2023: 96.2% NUR 201: Spring 2023: 92.31% Flex 93.75 100% Trns NUR 206: Spring 2023: 100% NUR 161: Spring 2023: 100%</p> <p>These results are great, but the overall completion rate is not as good. Faculty want to make some changes to also try to improve the overall course outcome. Withdrawals occur, but some were due to students being overwhelmed with the material. These results have provided the data needed to revise the ADN curriculum to split the Fundamentals course into two 7-week courses in order to allow more time for material and to incorporate lab with the theory. The new courses are NUR 102 and NUR 104. This should improve the overall outcome for the students. We have put NUR 131 as a second part of Fall semester as a 7 week course. This will allow students to focus on Fundamentals the first 7 weeks. NUR 220 is now a stand-alone course. Many students starting nursing courses are overwhelmed with the rigor of the program. This will allow a period of adjustment with only one course for the first 7 weeks. This change should improve the overall course success for the ADN Program.</p> |
| | | | | | <p>Professional development such as ACUE went a long way to prepare the instructors for converting to 7 week terms and utilizing more hybrid/online material in the classes. Continued use of the ACUE principles as well as participation in more PD that is similar will further the progress made in this transition.</p> |
| | Associate Degree, Industrial Electronics Technology and Related Certificates | Converting Courses to 7 Week Terms | Convert core courses to 7 week Term Models per College mandates. | All courses except Summer Classes will be evaluated and changed over to 7 week terms if applicable. | All classes in the IET program will be offered as 7-week term courses starting Fall 2023. Changes have been made in D2L for fall classes with work beginning on the Spring courses. |

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| | | | | | | Implementing seven-week terms for EDT courses have been an effective strategy to increase student retention. Some of the key benefits and strategies associated with this approach that I have found is as follows: Reduced Burnout: Shorter terms have helped prevent student burnout by allowing them to focus on fewer courses at a time. Increased Flexibility: Students have more opportunities to start and complete courses throughout the year, which have been particularly beneficial for non-traditional EDT students who may have work or family commitments. Improved Focus: With fewer courses per term, I have found students can dedicate more time and attention to each subject, improving their academic performance. Frequent Feedback: Shorter terms allow me to have more frequent assessments and feedback, this helps students stay on track and address issues promptly. Enhanced Engagement: The accelerated pace can keep students more engaged and motivated, reducing the likelihood of dropping out. Increased Completion Rates: By breaking the academic year into shorter, more manageable segments, most students find it easier to complete their degrees. |
| | Associate Degree, Engineering Design Technology and Related Certificates | Converting EDT Program to 7 week terms | I will complete all necessary schedule changes for the (7) week courses. all updates will be completed the semester prior to implementation. | All necessary schedule changes for the (7) week courses will be completed and updated in D2L as required. | An updated timeline of completion for all EDT courses was completed. Students were given a deadline for all work to be turned in. | |
| | Associate Degree, Computer Technology - Programming and Related Certificates | Course Success | By June 30, 2023 100% of CPT courses will be reviewed and updated, as needed, to help with the success rates of our students. | 100% of CPT courses will be reviewed and changed to be offered in a 7-week term format (except those that have been identified earlier in this process). 100% of courses will have the same D2L layout. CPT will come up with study tips, and 100% of classes will have helpful study tips posted on D2L. | 100% of CPT courses was reviewed and changed to be offered in a 7-week term format (except those that have been identified earlier in this process). 100% of courses have the same D2L layout. 100% of classes have helpful study tips posted on D2L. | Courses were reviewed and updated, as needed, to help with the success rates of our students. This will be monitored throughout the next year and make changes were needed. |
| | Health Sciences and Healthcare Preparation | Course Success | Increase course success rates by 5% from 2021-2022 to 2022-2023 or maintain an 80% pass rate for the 2022-2023 academic year. | The division will focus on increasing course success by accomplishing the following goals: 100% of faculty will open courses a minimum of one week prior to the start of the term with the following items available to students: program/course welcome, course outline, requirements and initial assignments in D2L. 100% of skills-based courses will offer open lab or tutoring times to provide students with additional practice opportunities. 100% of program faculty will participate in professional development activities focused on improving teaching methods, identifying/improving processes, staying relevant in content areas and/or promoting diversity and inclusion. By the end of the academic year, all courses within the division will incorporate a study skills module into D2L. | All programs in the division accomplished these goals by using D2L to better engage with students, scheduling adequate lab times for students to study outside of class, participating in industry-specific or instructional professional development, and covering study skills instruction within vital courses. 100% of faculty will open courses a minimum of one week prior to the start of the term with the following items available to students: program/course welcome, course outline, requirements, and initial assignments in D2L. 100% of skills-based courses will offer open lab or tutoring times to provide students with additional practice opportunities. 100% of program faculty will participate in professional development activities focused on improving teaching methods, identifying/improving processes, staying relevant in content areas, and/or promoting diversity and inclusion. By the end of the academic year, all courses within the division will incorporate a study skills module into D2L. | Focusing on course success through the use of various methods has been beneficial for the division. Faculty will continue to focus on the overall student experience as we move into the next academic year. The strategies will continue as we move forward. |
| | Associate Degree, Criminal Justice and Related Certificates | Course Success | By June 30, 2023 100% of Criminal Justice courses will be reviewed and reviewed and updated, as needed, to help with the success rates of our students. | 100% of courses in the Criminal Justice program will be reviewed and changed to be offered in a 7-week term format (except those that have been identified earlier in this process). 100% of courses will have the same D2L layout. BCEP Division will come up with study tips. 100% of CRJ classes will have helpful study tips posted on D2L. | 100% of courses in the Criminal Justice program were reviewed and changed to be offered in a 7-week term format (except those that have been identified earlier in this process). 100% of courses have the same D2L layout. 100% of CRJ classes have helpful study tips posted on D2L. | Criminal Justice courses were reviewed and updated, as needed, to help with the success rates of our students. This will be monitored throughout the next year and make changes were needed. |
| | Associate Degree, Early Care and Education and Related Certificates, Diploma | Course Success | By June 30, 2023 100% of courses in ECE division will be reviewed and updated, as needed, to help with the success rates of our students. | 100% of courses ECE division will be reviewed and changed to be offered in a 7-week term format (except those that have been identified earlier in this process). 100% of courses will have the same D2L layout. BCEP Division will come up with study tips, and 100% of classes will have helpful study tips posted on D2L. | 100% of courses in ECE division were reviewed and changed to be offered in a 7-week term format (except those that have been identified earlier in this process). 100% of courses have the same D2L layout. | Courses will continue to be updated as 7 week courses are offered and as instructors receive feedback from initial offerings of courses in these formats. |
| | Business, Education, Computer Technology, and Public Service | Course Success | By June 30, 2023 100% of courses in BCEP division will be reviewed and updated, as needed, to help with the success rates of our students. | 100% of courses in BCEP division will be reviewed and changed to be offered in a 7-week term format (except those that have been identified earlier in this process). 100% of courses will have the same D2L layout. BCEP Division will come up with study tips. 100% of classes will have helpful study tips posted on D2L. | All courses in BCEP division were reviewed and updated, as needed, to help with the success rates of our students. | All courses will be evaluated each semester in the the future an updated if needed to help with students success rates. |

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| | Associate in Arts and Sciences | Course Success Rate | Course success rates will show a 5% increase over the previous academic year or be maintained at a 79% pass rate. | <p>Faculty will:</p> <ol style="list-style-type: none"> 1. Two weeks prior to the beginning of fall 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. 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. 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. 4. 100% of faculty members will notify students when they reach a defined threshold (lower than 70% course average) via Intelligent Agents. 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. 6. 100% of faculty will open courses a minimum of one week prior to the start of the term to include course syllabus, and first week of assignments. 7. 100% of course syllabi will be updated to include penalties of late work to avoid automatic zero grades and provide teaching opportunities. 8. 100% of faculty will include at least two low-stakes assessments or assignments with personalized feedback within the first 2 weeks of the semester. 9. Investigate the expansion of Inclusive Access to more GenEd courses in the AA/AS division. | FA22/SP23 General Education Course Success Rate was 69%. Baseline Course Data for courses with highest enrollment across Arts and Sciences. 21-22 22-23 BIO 101 66% 51% - 15% BIO 210 49% 51% + 2% ENG 101 59% 60% + 1% MAT 110 70% 80% + 10% PSY 201 83% 72% - 11% | Faculty continued to be deliberate in communication with their students before and during the running of a course. Intelligent Agents are being utilized to send out communication when students fall below a 70% threshold in their grade, low stake assessments at the very beginning of the semester to make sure students can navigate D2L, and the newly implemented platform, Navigate, was being utilized by some key faculty. The texting feature has become quite popular as students are more receptive to this type of communication. Faculty have begun training in newly instituted EAB Navigate. We foresee an increased level of communication with students providing more academic intervention and support. Objectives are supporting the College's strategic Plan goal of increasing student success through increase instructor-student communication. |
| | Associate Degree, Computer Technology - Network Security and Information Assurance | Course Success and 7 Week Term Conversion | 100% of eligible NSIA courses will be converted to compressed 7 week terms by Spring 2023 and updated, as needed, to help with the success rates of our students. | 100% of courses in the NSIA program will be reviewed and changed to be offered in a 7-week term format (except those that have been identified earlier in this process). 100% of courses will have the same D2L layout. The CPT Department will develop study tips, and 100% of CPT classes will have those study tips posted within D2L. | 100% of courses in the NSIA program were reviewed and changed to be offered in a 7-week term format (except those that have been identified earlier in this process). 100% of courses have the same D2L layout. 100% of NSIA classes have helpful study tips posted on D2L. | NSIA courses were reviewed and updated, as needed, to help with the success rates of our students. This will be monitored throughout the next year and make changes were needed. |
| | Certificate, Magnetic Resonance Imaging (MRI) | Course Syllabi Updated/Late Work/Zeros | 100% of RAD Online course syllabi will be updated to include penalties for late work to avoid automatic zero grades. | Course syllabi will be updated to reflect penalties for late work to avoid zero grades. | No students enrolled this year. | No students enrolled this year. |
| | Associate Degree, Physical Therapist Assistant | Curriculum Revisions | Lynn will submit to the Curriculum Committee and accreditation agency proposed curriculum revisions that offer students the option for course completion in 4 semesters rather than the current 3 semesters. Lynn will begin developing new courses and program plan to implement for the 2023-2024 AY with program faculty. | The Program Coordinator will submit curriculum revisions to the committee and plan to implement revisions if approved by Fall 2023 | A plan for curriculum revisions to include an additional semester from 3 - 4 semesters for the technical phase of the program and to begin the program in the Fall rather than Summer as previously done was proposed. This was presented to the College's Curriculum Committee as well as to CAPTE. Both were approved and the plan is to move forward with the proposed curriculum changes. | The curriculum revision was established in line with the College's Strategic Plan to promote successful and self-reliance students in an effort to foster economic development for our region. The feedback most stated by students is the old curriculum was very rigorous and fast paced reducing the amount of time students had to master content. The revised curriculum was established with the plan to incorporate full semesters to allow students more time to learn foundational concepts and practice the mastery of skills. Lecture and lab times are shorter to allow content to be better dispersed over a full semester. Students now get out of class earlier to allow more time to stay for open lab to master skills and get more one on one time with instructors. Data will be obtained to assess student success and program retention. |
| | Teaching, Learning, and Assessment | Deliver Brightspace D2L Creator Plus Training | Train faculty in the use of Creator Plus tool in order to improve instructional design. 30% of faculty will receive training in the usage of the Brightspace D2L Creator Plus tool. | Train faculty in the use of Creator Plus tool in order to improve instructional design. 30% of faculty will receive training in the usage of the Brightspace D2L Creator Plus tool. | Provided D2L Creative Plus training to all faculty during convocation breakout sessions. Provided recorded training for faculty that could not attend live training session. | Training offered during convocation breakout sessions are an ideal way to provide training when faculty are readily available. The session provided the information and demonstrations that faculty need to become familiar with this new D2L feature. Other breakout sessions will be planned as other features are made available as well as refresher sessions. |

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| | | | | | | | 1) 100% of program faculty will participate in professional development activities focused on improving teaching methods, identifying/improving processes, staying relevant in content areas and/or promoting diversity and inclusion. Most faculty completed or started their participation in ACUE Training to help improve teaching methods and processes in the classroom for course success. Next year, all EAMT faculty will complete their ACUE training and receive their credentials. 2) 100% of courses in D2L will have the same homepage and general setup to help streamline the use of D2L for students. All faculty was tasked implementing the new 7 week module template into their courses in D2L. This includes a streamlined content section, as well as a home page that includes contact info and student hours. This template will continue to be implemented into all classes, even those that are not 7 week term courses. 3) 100% of faculty members will notify students when they reach a defined threshold (lower than 70% course average) via Intelligent Agents. Faculty used intelligent agents to alert students when their grade dropped below 70%. Next year, faculty will utilize the EAB Early Alerts feature to identify and help students who go below this threshold. |
| | Engineering and Advanced Manufacturing | EAMT-3 Course Success | Increase course success rates by 5% from 2021-2022 to 2022-2023 or maintain an 80% pass rate for the 2022-2023 academic year. | 1) 100% of program faculty will participate in professional development activities focused on improving teaching methods, identifying/improving processes, staying relevant in content areas and/or promoting diversity and inclusion. 2) 100% of courses in D2L will have the same homepage and general setup to help streamline the use of D2L for students. 3) 100% of faculty members will notify students when they reach a defined threshold (lower than 70% course average) via Intelligent Agents. | EAMT increased course success rate by 1.23% from 91.57% to 92.70% | | |
| | Associate Degree, Mechatronics Technology and Related Certificates | EEM 271 Course Development | By June 2022, develop course content for EEM 271 Sensors and System Interfacing class and lab. Developing this content will better align the curriculum with the needs of industry. | The course development will consist of researching the topics applicable to EEM 271, building power points, adding content to D2L and producing new lab exercises for the students to complete. | Develop course content for EEM 271 Sensors and System Interfacing class and lab. | Will use seven week course content for EEM 271 Sensors and System Interfacing class and lab to better align the curriculum with the needs of industry. | |
| | Certificate, Patient Care Technician | Early Access to Information for Certificate Courses | 100% of faculty will open courses a minimum of one week prior to the start of the term to include link to link to the program orientation, course outline, health form and initial assignments in D2L. | In order to welcome students into the semester, instructors in certificate courses will make information available for the week before the start of the semester. As students access their courses, they will be able to research all requirements and prepare questions for upcoming orientation sessions. | To help students transition smoothly into the semester, instructors in certificate courses provided course information a week before classes began. This allowed students to review requirements, explore course materials, and prepare any questions for their orientation sessions. By giving early access to this information, we ensured that students felt informed and ready for a successful start to the semester. | Providing early access to classes proved to be beneficial to the orientation process. We will continue to provide early access and will investigate additional information that can be added to the overall experience. | |
| | Certificate, Nursing Assistant | Early Access to Information for Certificate Courses | 100% of faculty will open courses a minimum of one week prior to the start of the term to include link to link to the program orientation, course outline, health form and initial assignments in D2L. | In order to welcome students into the semester, instructors in certificate courses will make information available for the week before the start of the semester. As students access their courses, they will be able to research all requirements and prepare questions for upcoming orientation sessions. | To help students transition smoothly into the semester, instructors in certificate courses provided course information a week before classes began. This allowed students to review requirements, explore course materials, and prepare any questions for their orientation sessions. By giving early access to this information, we ensured that students felt informed and ready for a successful start to the semester. | Providing early access to classes proved to be beneficial to the orientation process. We will continue to provide early access and will investigate additional information that can be added to the overall experience. | |
| | Certificate, Emergency Medical Technician | Early Access to Information for Certificate Courses | 100% of faculty will open courses a minimum of one week prior to the start of the term to include link to link to the program orientation, course outline, health form and initial assignments in D2L. | In order to welcome students into the semester, instructors in certificate courses will make information available for the week before the start of the semester. As students access their courses, they will be able to research all requirements and prepare questions for upcoming orientation sessions. | The goal of ensuring that 100% of faculty opened their courses in D2L at least one week prior to the start of the term was successfully accomplished. Each course included essential resources such as a link to the program orientation, the course outline, health forms, and initial assignments. This proactive approach ensured students had access to critical information and could prepare effectively before the term began, fostering a smoother transition and setting the stage for academic success. | The successful implementation of this goal will inform next year's unit planning by establishing it as a standard best practice for course preparation. Faculty adherence will be monitored and reinforced through professional development and consistent communication. Additionally, feedback from students and faculty will be used to identify any enhancements needed, such as improved accessibility or additional resources. This will ensure courses remain student-focused and ready to support engagement from day one of each term. | |
| | Associate Degree, Administrative Office Technology and Related Diploma | Enhance Tableau Instruction in MGT 245 | Create a set of 5 training videos for Tableau. | Five training videos are created. | The videos were created. | This program has been discontinued. Unit plan goals will be transferred to the new program, AAS.BA.OM. | |
| | Associate Degree, Business Administration: Enterprise Management and Related Certificates | Enhance Tableau Instruction in MGT 245 | Create a set of 5 training videos for Tableau. | Five Tableau training videos will be created. | Videos were created to enhance Tableau instruction. | Students need more practice in data analysis, so the videos will be used to provide it. Next year, Tableau instruction will be augmented with more advanced use of the tool. | |
| | Certificate, Truck Driver Training | Full Time Faculty | By 01/03/2023 I would like to add 2 full time employees to meet the need of increasing enrollment numbers. | Two full-time faculty hired and teaching. | Due to budget constraints, full-time faculty were not able to be added. | Next year, However, part-time adjuncts will be added to the staff to help manage the increase in enrollment. | |
| | Adult Education | GED Completers | This year, there will be an increase in the number of students earning their GED. | Twenty-five students will earn the GED during the 22-23 academic year. | Thirty students earned the GED this year. One-on-one instruction in content areas was provided to students, as well as software products including Essential Ed, Aztec and others. | Next year, GED ready will be also help students prepare with practice tests. | |

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| | | Associate Degree, Administrative Office Technology and Related Diploma | Implement VR Module in MGT 110 | Enhance MGT 110 (Office Management) by implementing a virtual reality job interview. | A VR module is created. | The VR module was added to MGT 110. | This program has been discontinued. Unit plan goals will be transferred to the new program, AAS.BA.OM. |
| | | Associate Degree, Business Administration: Enterprise Management and Related Certificates | Implement VR Module in MGT 201 | Enhance the Staffing Portfolio assignment in MGT 201 (HR Management) by implementing a virtual reality job interview. | The VR assignment is created. | The VR module is now part of MGT 201. | The use of VR has the potential to increase the skill set of our graduates and it can be done outside of the classroom. We can increase our use of VR further by adding more assignments that use this technology. |
| | | Certificate, Logistics | Implement a VR Module in LOG 235 | Enhance LOG 235 by implementing a virtual reality assignment on Active Listening Skills. | A VR module is created. | Due to low enrollment in the LOG certificate, the module was not created this year. | Due to low enrollment in the LOG certificate, the module was not created this year. |
| | | Nursing | Lab Skills Videos Recorded | Over the next year, additional nursing skills will be recorded to achieve 80% completion. Faculty will ensure remaining applicable skills have been recorded and will provide a list to all faculty of the skills recorded, those that are not, and placed in a folder for all faculty to access in an assigned location in Teams. | Record videos for 80% of lab skills. | Nursing lab has 34 of 36 skills (94%) recorded. | This data will drive the 2023-2024 goal of recording 100% of lab videos to help students better prepare for clinical skills demonstration. |
| | | Associate Degree, Machine Tool Technology and Related Certificates | Machine Tool Move, Renovation, and Equipment Upgrades | By Spring of 2023 Machine Tool plans to review all equipment to provide a list to administration of what should move and what should be decommissioned. | The success will be measured with a full review of each piece of equipment to determine which would best to refurbish and move. A large amount of the machines are no longer usable and will not be moved. | The move to Building T was delayed until Spring 2024. The move, equipment purchases, and renovation was completed in September 2024. A ribbon cutting will be planned for Spring 2025. | Next year, the new program coordinator will begin expanding industry partnerships, apprenticeships, and enrollment/recruitment activities. Industry partners will be able to tour the new lab during the Fall 2024 Advisory Board meeting. Enrollment goals will be established in the 2024-25 Unit Plan. |
| | | Grants Office | New Program Review Process | Lead planning and development of new Program Review process and ensure successful upload into Compliance Assist. Manage faculty training and usage of new forms. | The new forms will be set up in the system and the Director of Accreditation and Accountability will lead two training sessions for program coordinators. | The new forms were set up in the system and active in April 2023. The Director for Accreditation and Accountability held a training in Spring 2023 via zoom, which was posted on YouTube. An in-person training is scheduled for November 1, 2023. | Next year, Leah will provide a face-to-face workshop for new faculty that will also serve as a refresher for those who need it. |
| | | Certificate, Nursing Assistant | Open Skills Labs | During each semester, the CNA lab will be open for skills practice at least 8 hours a week at the end of normal class schedules. | Students will have the opportunity to get one-on-one help with basic nursing assistant skills in order to prepare for skills check-offs, clinic experiences and certification exams. As students are required to watch skills demonstrations online, open skills labs allow for hands-on practice in a low-stakes environment. | Students had the opportunity to receive one-on-one help with basic nursing assistant skills to prepare for skills check-offs, clinical experiences, and certification exams. Since students were required to watch skills demonstrations online, open skills labs provided a hands-on practice environment where they could refine their techniques in a low-stakes setting. Instructors created opportunities before and after class for students to utilize the laboratory setting while also being available for questions and directions. This approach ensured they gained confidence and proficiency before their assessments and clinical training. | We will continue offering one-on-one support for students practicing basic nursing assistant skills to prepare for skills check-offs, clinical experiences, and certification exams. We will maintain the use of open skills labs, allowing students to apply what they learn from online demonstrations in a hands-on, low-stakes environment. By refining this approach and incorporating student feedback, we aim to enhance skill development and ensure students feel confident and prepared for their assessments and clinical training. |

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| | | | | Pilot certification for five students (each) in ACC 201 and ACC 202. The National Association of Certified Public Bookkeepers (NACPB, website nacpb.org) provides national certification programs and exams in accounting, along with a Professional Bookkeepers License. They allow educational institutions to set up the exam certification for students after reviewing course syllabi. OCTech has been officially approved. The Bookkeeper's Certification Exam covers material from ACC 101 (Accounting Principles I). In ACC 201, we start with a review of ACC 101 and the accounting cycle. The students would then be required to take and pass the Bookkeepers Certificate Exam with a pass rate of 74 or better. One re-take is allowed with the cost of the exam. The cost of the exam is discounted if run through the college, and would currently cost OCTech \$80 per student. The pilot program would continue in ACC 202, where the students would take the Accounting Certification Exam, which covers material from ACC 201 and ACC 202. This exam would also cost \$80 per student if run through a college purchase order. These national certifications would be beneficial to the student's resume. In addition, if the student would like to apply for the Professional Bookkeepers License, it requires passing four of the certification exams, along with a year's experience in bookkeeping. Our graduates would be halfway through the certification exams. | | | |
| | Associate Degree, Business Administration: Accounting | Pilot Bookkeeper's and Accounting Certification Exams | | Five students will take the Professional Bookkeeper's exam in Fall 2022. Five students will take the Accounting Certification exam in Spring 2023. | There were four students in each class, so we were not able to meet the goal of five students sitting for each exam. 75% of the students who took the exam, passed it. | | Any certifications that a student earns are good for their resume. The exam pass rate was good and I believe it should be added permanently to those courses. |
| | Certificate, Sustainable Agriculture | Project Based Learning - Rainfall Simulators | Students in AGR 206 - Basic Farm Maintenance will fabricate soil cutters to be used in a Rainfall Simulator. This will be a project in the 2023 summer session. | Students in AGR 206 will fabricate four soil cutters which will develop their blueprint drawing/reading, metal cutting and welding skills. | Due to the dissolution of the AGR program the fabrication of soil cutters was not needed. Students did build picnic tables that are now positioned by the basketball courts for other students to enjoy. | | Program will close. |
| | Associate Degree, Engineering Design Technology and Related Certificates | Purchase CAD Workstations | Replace existing out dated CAD Stations in N1618, N1619, N1620, N1621 and N1622 | Work with OCTECH IT Department to purchase CAD Stations that meet the specifications of the software being used in the EDT Program. | CAD Workstations were purchase and installed. | | With the purchase of the new CAD Stations the EDT Program will stay current with the latest CAD Software requirements. Enhanced Learning Experience: Improved Performance: The new workstations can handle complex CAD software more efficiently, reducing lag and increasing productivity. Realistic Simulations: Advanced graphics capabilities of the new machines allow for more accurate and detailed simulations, helping students better understand design concepts |
| | Certificate, Welding Basic | Replace Outdated Welding Machines | Need to replace 3 welding machines per year to keep updated technology and avoid costly repairs on outdated machines. | Buy 3 new welding machines | Purchased 3 new Lincoln Aspect welding machines | | I already have gotten the 3 necessary quotes for these welding machines. Will need to be ordered. Will do this at the start of the Spring Semester. |
| | Certificate, Sustainable Agriculture | Service Learning - Community Garden | Agriculture Program students will serve as coordinators of the College Community Garden which will translate into more student engagement and retention in the program. | 75% of the Agriculture program students will participate in the Community Garden Service Learning project and will remain enrolled in the program. Under the supervision of the Program Cood. students will be responsible for planning and carrying out fall and spring/summer growing seasons. Community volunteers will be recruited to assist with the project. | Due to the dissolution of the AGR program the Community Garden did not come to fruition. | | The program will close. |
| | Institutional Effectiveness | Simple Syllabus | Simple Syllabus will be implemented. | Simple Syllabus will be implemented and training of faculty will be scheduled. | Simple Syllabus is implemented and Faculty have been trained on using Simple Syllabus. | | Continued training on Simple Syllabus will be ongoing for any new faculty by the Dean/Program Coordinator of that Division. |
| | Associate Degree, Radiologic Technology and Related Certificates | Student Course Success | Fran, Radiology Program Coordinator, will review with faculty (Tiffany and Amy) those courses with less than an 80% pass rate and develop an improvement plan to submit to the Dean by the end of the following semester. (2020 data- Rad 152) | Students will complete Rad courses at the conclusion of Fall 2022 semester. | Due to starting only 11 Freshman students in the Fall semester, 5 Freshman students were unsuccessful and therefore reduced the overall success rate for the Fall semester. | | Faculty worked many extra hours with students in the lab and offered tutoring to retain Freshman students. These hours did not change the outcome. Faculty will work additional hours with incoming students in Fall 2023 to increase success. |
| | Library | Student Engagement and Outreach | By 7/15/2022, the library will establish four student-focused workshops (D2L, Using Microsoft 365, Citations, etc.) for the fall and spring semesters. This was based on needs found out in years 21-22. Q2. Continue to offer workshops and talk with students to identify other opportunities. | Host four workshops twice each semester. | We hosted nine workshops in the fall of 2022 and eleven in Spring 2023. | | We will continue offering student workshops on topics to engage the campus community. For 23-24, the college has formed a student engagement committee, and the library will work with them for Fall 23 and Spring 24 on planning engagement activities and strengthening campus partnerships. Having workshops and engaging the campus community coincides with the retention efforts here at the college. |

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| | | Library | Student Testing Support | <p>Q1. By August 15, the library will identify a space in the library for an Honor Lock testing space as an option for student testing and market it to the student body. Q2. We will continue to work with the testing center to make sure students know about the testing options. Q3. Remind Testing center staff and Faculty about testing space (via email). Q4. Compile all data about use of testing space.</p> | <p>Create an Honor Lock testing lab in an underutilized room and market it to the college. Track how many tests were taken each semester and let the testing center know.</p> | <p>We supported 22 students with Honorlock by providing a laptop and testing space.</p> | <p>This was a successful project, and we doubled our anticipated baseline number. Having the dedicated space and laptops was key to being able to help students with their testing needs. For 23-24, we will monitor demand as the college has switched to seven-week semesters. Also, the library needs to consider the impact of the upcoming testing center relocation on this space.</p> |
| | | Assessment / Testing Center | Testing Center Communication to Students | <p>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.</p> | <p>The Testing Center will send communication to students via email (Mail Merge), and post a flyer on the Testing Center's webpage and in D2L and other available student communication platforms.</p> | <p>The Testing Center provided test-taking tips, guidelines for testing, and hours of operation to all (100%) new and returning students. The information was sent via email (Mail Merge), and hardcopy flyers distributed during orientation, in the Testing Center and other departments on campus. The test-taking tips provided on the Testing Center's webpage and hardcopies distributed helped students continue their academic goals to perform positively on their assigned exams, leading them to graduation. The hours of operation and guidelines for testing in the center gave students the necessary information about the Testing Center to help them plan their schedules accordingly. Therefore, helping them with time management.</p> | <p>Next year, the Testing Center will email two weeks before the semester begins Test-Taking Tips, hours of operation, and guidelines for testing in the OCTech Testing Center to all students and post the information on the Testing Center's webpage. Hard copies of the documents will also be available during orientation and in the Testing Center.</p> |
| | | Institutional Effectiveness | Utilize The EAB Navigate Application to Increase Overall Student Success | <p>Utilize the EAB Navigate application to increase student success, persistence, retention, and completion.</p> | <p>EAB Navigate will be installed and training set up for faculty/staff.</p> | <p>EAB Navigate has been installed and ongoing training is in progress for all Advisors, Student Services and Academic Affairs.</p> | <p>Results produced will be used to inform the future planning processes. Continued training and implementation of all the functions of EAB Navigate will be needed to ensure the product is delivering all required data.</p> |
| | | Associate Degree, Engineering Design Technology and Related Certificates | Video Creation for Fusion 360 | <p>Create (20) Fusion 360 Videos and add to the EGT Video library on Youtube. Videos will be completed by July 2023.</p> | <p>Create videos for Fusion 360 course and have available online. This will help students to have alternative learning methods which will provide a better learning experience for the subject matter being taught.</p> | <p>Fusion 360 instructional videos were created and uploaded in D2L for student use.</p> | <p>Video instruction For Fusion 360 offers several significant benefits for both educators and students: By providing video instruction for students, it helps by creating alternative methods of instruction therefore increasing retention and success. Enhanced Engagement: Fusion 360 videos capture students' attention more effectively than traditional teaching methods, making learning more engaging and enjoyable. Visual and Auditory Learning: The videos cater to different learning styles by combining visual and auditory elements, which can help students better understand and retain complex concepts. Increased Retention and Recall: The combination of visual and verbal information in videos activates multiple areas of the brain, leading to better encoding and retention of knowledge. Flexibility and Accessibility: Students can access video content at their own pace, rewatching as needed to fully grasp the material. This is particularly beneficial for students with different learning speeds and those who need additional support. Promoting Creativity and Critical Thinking: Videos can inspire students to think critically and creatively by presenting information in dynamic and interactive ways. Efficient Use of Classroom Time: Teachers can use videos to introduce new concepts, allowing more time for interactive and hands-on activities.</p> |
| | 1.2 | Retention | Meet or exceed the system average; Performance Funding document | | | | |
| | | Associate Degree, Machine Tool Technology and Related Certificates | 7 Week Terms | <p>Faculty will prepare outlines and prepare activities for new 7 week term schedule to begin in Fall 2023.</p> | <p>We plan to draft a potential outline for the 7-week terms in an effort to help student work as well as come to school.</p> | <p>We implemented 7-week terms Fall 2023 with hope to increase student retention. The schedule for 7-week terms was complete in summer 2023.</p> | <p>Next year, faculty will attend additional professional development meetings to refine 7 week term offerings.</p> |
| | | Nursing | Analyzing Courses With Less than 80% Pass Rate | <p>NUR and HS Programs to analyze data and implement improvement plans for courses with less than 80% pass rate. NUR and HS Program Coordinators (Lynn, Fran, Susan, and Chaka) will analyze data and implement improvement plans for courses with less than 80% pass rate at the end of each semester fall, spring, and summer. Plans must be submitted to the dean prior to the end of the next semester.</p> | <p>100% of NUR and HS Programs to analyze data and implement improvement plans for courses with less than 80% pass rate.</p> | <p>In Fall 2022-2023, NUR 134 was changed to a format where the first 7 weeks was theory and the second 7 weeks was lab and clinical. Students' pass rate in spring dropped to 60.53%. Faculty believed this was due to students not being able to practice skills along with their didactic content. These students also struggled with the concurrent pharmacology class with the fall pass rate of 76.19% and 75% respectively. Analysis of these results led to a change in course delivery. In Summer 2023 all courses met the goal of 80% or higher pass rate. Please see the Program Coordinators report for details on course pass rates.</p> | <p>In 2023-2024, the nursing programs will continue to monitor pass rates for all classes and prepare evidence-based action plans that will follow for all classes with <80% pass rate to improve our student retention and graduation rates and first-time pass rates for NCLEX. (Nursing and Health Science have been divided in separate divisions this year.)</p> |

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| | | Security | College Community Related Training | Campus Police Will Maintain a Safe And Secure Campus | Security team will complete training/PD activities. | Octech PD completed diversity training. The department incorporated diversity related materials into daily duties. | Octech PD received diversity training from the SCCJA, and sources provided by the College. The information has been incorporated into police and community interactions. |
| | | TRiO | Counseling Services | The TRIO SSS staff and counselors will provide at least two (2) counseling services (personal, academic, and career) for each student on the counselors' case management during the academic year to ensure persistence/retention by 5% each academic year. | The counseling/case management services will be facilitated by each counselor at least a minimum of two (2) counseling sessions per participant for each semester of the student's enrollment. Ninety (90%) of the TRIO SSS participants will receive counseling services (personal, academic, retention, and career) from a TRIO SSS counselor or director to ensure that the students persist from one semester to the next semester each academic year. | 100% of the TRIO SSS participants enrolled during the 2022-2023 academic year received counseling services to improve persistence, retention, and good academic standing. The participants' counseling sessions/services were documented using Blumen, the data software for the TRIO program. Contacts and counseling services were varied to include personal, academic, career, and graduation/transfer. Additionally, the services were offered to student 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 counseling structures, improved the number of students attending counseling sessions. The results of this objective will be used to further expand the program's counseling efforts to ensure the continuity of services to positively impact the academic success of our TRIO SSS participants. |
| | | Certificate, Mammography | Course Syllabi Updated/Late Work/Zeros | 100% of Rad Online course syllabi will be updated to include penalties for late work to avoid automatic zero grades. | Course syllabi will be updated to reflect penalties for late work to avoid automatic zero grades. | 100% of Mammography course syllabi were updated. Usually points are deducted for late work but zeros are not given. | 100% of Mammography course outlines will be reviewed to avoid automatic zeros for late work. |
| | | Associate Degree, Physical Therapist Assistant | Courses with less than 80% pass rate | Lynn will work with course instructors (Regina and Keri) to analyze data for courses with less than 80% pass rate to identify concerns and implement necessary changes for improvement prior to the next semester or course start date. Improvement plan to be submitted by the end of semester following the course. (2018-2021 data reveals PTH 101, 102, 205,206 and 242 need to be evaluated.) | 3 students were unsuccessful during this academic year; all 3 students made a "C" in PTH 202 and PTH 226 and 2 students made a "C" in PTH 115. Actions to be taken will be to revise the curriculum to include an additional semester and to begin the program in the fall semester rather than the summer semester; this will lead to full semesters for fall and spring rather than 8 week semesters as we do now; clinicals will be pushed off until the 4th semester to allow more in-class time to better prepare students in the cognitive, psychomotor, and affective domains of learning; a new instructor will be hired to teach courses previously with low pass rates (PTH 101, 102, and 205); for PTH 206, there has been no issues with pass rate in the last 2 years; this year, for PTH 242 and 244, 3 students required remediation which was beneficial to allow students to progress successfully; moving forward, more focus will be placed on recall of PTH 205 information (muscle actions, origins, insertions) which has led to poor performance with application of this knowledge in PTH 242; for PTH 244, we will utilize a new employee to teach | 3 students were unsuccessful during this academic year; all 3 students made a "C" in PTH 202 and PTH 226 and 2 students made a "C" in PTH 115 | Retention is the program's weakness; use of the results indicate progress made since 2018-2021 data but further improvement can still be obtained; results will influence next year's unit planning to focus more on recruitment of qualified candidates and on retention efforts to see that students get the needed resources to graduate |
| | | TRiO | Grant Aid Scholarship | The TRIO SSS department will provide Grant Aid Scholarships to assist with the retention of students to ensure persistence from one semester to the next semester by 5% each academic year. | By Summer 2023, twenty-five (25) TRIO SSS participants will be awarded the Grant Aid scholarship to allow students to persist from one academic year to the next by removing financial barriers that may impede upon their retention. | Thirty (30) TRIO SSS participants received financial assistance in the form of Grant Aid Scholarship during the 2022-2023 academic year. These students were awarded the Grant Aid Scholarship during the summer term for the Fall 2023 term in the amount of \$800.00. | 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 obtained from the objective will further assist the director as well as the TRIO SSS staff in planning, determining, and aligning resources and support needed by the TRIO SSS student participants in reducing the unmet need and/or relying on student loans in order for them 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 elates to increasing student enrollment and retention. |
| | | Student Success Center | Implement a Plan for using EAB Navigate | Implement a plan for how Navigate EAB will be used for referrals and tutoring. | A plan will be defined and developed for how Navigate will be incorporated into the Student Success Center for reports and outreach. A series of marketing emails will be composed to use for outreach initiatives to encourage students to use the center and to utilize tutoring. Training materials will be created if the tutors have access to or use any portion of Navigate. | Currently, the plan for EAB Navigate and tutoring is ongoing and is being determined. Roles for using EAB Navigate have not been established, but prep work has been discussed through two meetings with EAB Navigate. | As we continue to work on using EAB Navigate, to start roles need to be established for tutor appointments and tutoring notes. Training documents also need to be determined for outreach and referrals. With the establishment of referrals, a plan will then be implemented for outreach from tutoring. |

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| | Diploma, Medical Office Assisting | Increase Success Rate | Chaka will analyze courses with less than an 70% pass rate then develop a plan to increase success by the end of the following semester. (2020-2021 data-Med 105 and MED 107) | 100% of faculty/course coordinators will notify students when they reach a defined threshold (lower than 80% for MA program via). | The program coordinator closely monitored course success for MED 105 and MED 107 by regularly reviewing student performance data and identifying at-risk students. The coordinator provided additional tutoring resources and facilitated open lab times. They also maintained open communication with students, offering guidance on study strategies, time management, and course expectations. By taking a proactive approach, the coordinator helped ensure that students had the necessary support to successfully complete these foundational courses and progress in the Medical Assisting program. | The program coordinator will continue closely monitoring student success in MED 105 and MED 107 by implementing proactive strategies to support learning and retention. This will include regular performance reviews to identify struggling students early, expanding tutoring opportunities, and encouraging peer-led study groups. Additionally, the coordinator will refine instructional methods based on student feedback and course outcomes. Strengthening communication with students through individualized support, academic advising, and structured study plans will also be a priority. We will also look to implement these strategies in Semester 2 courses. By maintaining and enhancing these efforts, we aim to improve student performance, increase course completion rates, and support overall program success. |
| | Diploma, Practical Nursing | Lab Skill Video's Recorded | In 22-23 AY, 80% of all nursing skills will be recorded. | 80% of all nursing skills will be recorded by end of 2022-2023. | In 22-23, 34 of 36 skills have been recorded (94.4%) of the skills taught have been recorded and made available to all students via D2L. | This data will drive the 23-24 Unit Plan in completing the goal of having 100% 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. |
| | Associate Degree, Nursing | Lab Skill Video's Recorded | In 22-23 AY, 80% of all nursing skills will be recorded. | 80% of all nursing skills will be recorded by end of 2022-2023. | In 22-23, 34 of 36 skills have been recorded (94.4%) of the skills taught have been recorded and made available to all students via D2L. | This data will drive the 23-24 Unit Plan in completing the goal of having 100% 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. |
| | Security | Law Enforcement Certifications | Campus Police Will Maintain a Safe And Secure Campus | Octech PD will complete diversity training. | OC Tech PD completed law enforcement recertification. OC Tech PD completed college community policing training. Training is on-going, it will continue. The team also received diversity training from the SCCJA, and sources provided by the College. The information has been incorporated into police and community interactions. | OC Tech PD completed law enforcement recertification, college community policing training and keep certifications up-to-date. The department was successful in this plan item. By achieving these results, we are able to better support the safety and security of the campus. It also will help us plan for additional training to make the department more successful. |
| | Certificate, Emergency Medical Technician | Medical Control | Hire physician as medical control for OCtech's EMS programs. | Hire physician as medical control for OCtech's EMS programs. | The objective to hire a physician as medical control for OCtech's EMS programs was successfully accomplished. A qualified physician with expertise in emergency medical services was brought on board to oversee the medical aspects of the programs. This addition ensures that the EMS curriculum meets industry standards and provides students with guidance rooted in current medical practices. The physician's role also strengthens the program's credibility and compliance with accreditation and regulatory requirements. | The hiring of a physician as medical control will significantly influence next year's unit planning by providing expert input on curriculum updates, clinical protocols, and training scenarios. The physician's insights will guide the integration of advanced medical practices into the program and ensure compliance with evolving accreditation standards. Their involvement will also help identify areas for program growth, such as new certifications or advanced training opportunities, shaping strategic decisions for faculty development and resource allocation. |
| | TRiO | Mid-Term Grade Evaluations | The TRIO SSS department will use the Mid-Term Grade Evaluations of the TRIO SSS participants to monitor student academic performance during the semester/term to increase the percentage of TRIO SSS participants successfully completing each semester/term (Fall, Spring, Summers) by 5%. | By Summer 2022, 80% of TRIO SSS participants will meet performance levels as required to remain in good academic standing. The TRIO SSS department will increase the percentage of TRIO participants successfully completing each term by 5%. | By Summer 2023, 92% of 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 in obtaining academic success. The results/data gained from this objective are aligned with the strategic plan in that it supports student success and retention. The continuation of effective counseling and case management efforts, communication, and supportive structures and resources will assist in the unite planning process for the next academic year. |
| | Associate Degree, Computer Technology - Network Security and Information Assurance | NSIA Retention Plan | The NSIA Program will retain 75% of enrolled students for the 2022-2023 school year. | The NSIA Program will retain 75% of enrolled students for the 2022-2023 school year by increasing student engagement via the revitalization of the CPT Gaming Club, pre-advisement of students before the start of registration and assisting with identifying career goals and personal mission statements for self-development. | The CPT Department has maintained its retention rate goal for the year, yet due to exploration into new potential Esports certificate, the Gaming Club revitalization will be done during the 2023-2024 academic year. | The Gaming Club will need to reflect the new Esports requirement for 2023-2024 year. |
| | Certificate, Magnetic Resonance Imaging (MRI) | Open D2L Courses 1 week before start date | 100% of RAD Online faculty will open courses a minimum of one week prior to the start of the term to include link to the program, program orientation, course syllabus and first week of assignments. | Evaluate D2L Courses for required information. | No students enrolled this year. | No students enrolled this year. |

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| | | Enrollment | Registered students attend past the add drop period | 90% of New Registered students attend past the add/drop period each semester. | Email and or text and or call and or post card all new registered students a statement to let them know that we are here to help. We will do this during the add/drop week of each term for all full term classes. | This did work when we would reach out to student by texting and emailing and even calling. We were able to direct their specific questions. Staying in touch by these direct communication plans helped the students get their questions answered before and sometimes during the first week of classes. | Touch points. Giving students digestable dosages of what they need to do next instead of just a one time communication helped with the not knowing what to do next. Student were ready to begin on their first day of class and most of all they were prepared. |
| | | Health Sciences and Healthcare Preparation | Retention | 75% of currently enrolled students will register for the next term, apply for a competitive program and/or graduate. | A. 100% of faculty and staff will update their availability in EAB Navigate at the beginning of each semester and maintain their availability throughout the semester. B. The dean will conduct a minimum of four prep advising team meetings with various stakeholders across campus to identify strategies to engage, retain and prepare students in NPCs and HPCS tracks. Adjusted due to prep advising team members being reassigned to other duties within the college. Following reassignment, the Dean of Health Sciences and Preparation served as the main advisor for students in the NPCs and HPCS tracks. C. The dean and program coordinators will collaborate, schedule and conduct at least one Lunch & Learn or Virtual Information Session for each competitive program by the end of the spring term in order to encourage qualified students to submit applications. D. Program faculty will register all health science students within two weeks of the start of registration for the upcoming term. Accomplished. | Progress for each objective is listed below: A. 100% of faculty and staff will update their availability in EAB Navigate at the beginning of each semester and maintain their availability throughout the semester. Accomplished B. The dean will conduct a minimum of four prep advising team meetings with various stakeholders across campus to identify strategies to engage, retain and prepare students in NPCs and HPCS tracks. Adjusted due to prep advising team members being reassigned to other duties within the college. Following reassignment, the Dean of Health Sciences and Preparation served as the main advisor for students in the NPCs and HPCS tracks. C. The dean and program coordinators will collaborate, schedule, and conduct at least one Lunch & Learn or Virtual Information Session for each competitive program by the end of the spring term in order to encourage qualified students to submit applications. Accomplished. D. Program faculty will register all health science students within two weeks of the start of registration for the upcoming term. Accomplished. | The objectives will continue to be implemented in the new academic year. Promoting student involvement, engagement, and advisement has proven to be beneficial for students, advisors, and faculty. |
| | | Associate Degree, Early Care and Education and Related Certificates, Diploma | Retention | The program will retain 75% of enrolled students for the 2022-2023 school year. | The program will retain 75% of enrolled students for the 2022-2023 school year. | The program retained 73% of enrolled students for the 2022-2023 school year by increasing student engagement. Advisors advised students prior to the day we started registration. Advisors connected with advisees and help define goals and complete the goals. Faculty created flexible schedules (hybrid, night classes, or online classes). | Advisors will utilize databases to reach out to students about advisement. In addition, a departmental advisor has been hired to help contact students in future semesters. |
| | | Associate Degree, Criminal Justice and Related Certificates | Retention | The CRJ Program will retain 75% of enrolled students for the 2022-2023 school year. | The CRJ Program will retain 75% of enrolled students for the 2022-2023 school year by increasing student engagement. Advisors will advise students prior to the day we start registration. Advisors will connect with advisees and help define goals and complete the goals. Faculty will gather feedback from students and create flexible schedules (hybrid, night classes, or online classes). | The CRJ Program retained 75% of enrolled students for the 2022-2023 school year by increasing student engagement. Advisors will advise students prior to the day we start registration. Advisors will connect with advisees and help define goals and complete the goals. Faculty will gather feedback from students and create flexible schedules (hybrid, night classes, or online classes). started at 51 continued with 39. | CRJ Advisors will advise prior to the day we start registering, connect with advisees and help define goals and complete goals early. We will also utilize EAB to enhance this next year. |
| | | Business, Education, Computer Technology, and Public Service | Retention | The Division will retain 75% of enrolled students for the 2022-2023 school year. | The Division will retain 75% of enrolled students for the 2022-2023 school year by increasing student engagement. Advisors will advise students prior to the day we start registration. Advisors will connect with advisees and help define goals and complete the goals. Faculty will gather feedback from students and create flexible schedules (hybrid, night classes, or online classes). | We went from 328 to 245. 79% | Advisors will advise prior to the day we start registering, connect with advisees and help define goals and complete goals early. We will also utilize EAB to enhance this next year. |
| | | 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. | Drills were completed as planned. | Campus Police will continue drills on campus. We will also continue to test our notification system (regroup). The drills allow employees to provide feedback and practice the steps for emergency situations. The department needs to make sure a variety of drill types are conducted throughout the year so employees are familiar with the different expectations. |
| | | 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 conducted their duties as described. Officers completed shift logs to communicate with the oncoming shift. | OCtech PD will continue to utilize this method. It is proven to be effective in communication, and in our proactive approach to a safe and secure campus. |
| | | Associate Degree, Computer Technology - Programming and Related Certificates | Student Retention | The CPT Department will retain 75% of enrolled students for the 2022-2023 school year by increasing student engagement. | The CPT Department will retain 75% of enrolled students for the 2022-2023 school year by increasing student engagement. Advisors will advise students prior to the day we start registration. Advisors will connect with advisees and help define goals and complete the goals. Faculty will gather feedback from students and create flexible schedules (hybrid, night classes, or online classes). | Advisors worked with advisees to preregister students for the upcoming semester. Advisors used EAB system to communicate with advisees and to manage scheduling of appointments. | CPT department will continue to connect with advisees and help define goals and complete the goals. |

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| | | Student Success Center | Success Workshops | Develop a calendar of workshops for students that are posted before each semester and is shared with the engagement committee for the FYE workshops. | Develop a calendar of workshops for the Fall and Spring semester on study skills. | A series of workshops was created for the Fall and Spring Semester that was available for students with the Library. | The series of workshops was promoted and provided for students. Participation in the workshops was still low during this period. An Engagement committee was created during the spring and summer semesters of 2023 to develop new ideas, events, and workshops to promote engagement. Based on feedback from the committee, topics will be determined in the future to promote participation and engagement. |
| | | Certificate, Welding Intermediate | Transfer Courses to a 7 Week Term | Program Coordinator will compress and make a course plan to follow so Intermediate Welding courses can be run 7 week term courses. | Program Coordinator will compress and make a course plan to follow so Intermediate Welding courses can be run 7 week term courses. | All courses were updated and are now being offered in the new schedule. | Faculty will analyze the timeline to ensure the Objectives can be met and with satisfactory results. |
| | | Associate in Arts and Sciences | University Transfer Success | 50% of students enrolled in the AA/AS program will transfer to a four-year institution to continue their studies. | Create an AA/AS University Transfer D2L community to be used by a newly established Transfer Advising Team which includes all AA.ART, AS.SCI, AA.ART.EC, and AS.SCI.EC students. | The AA/AS University Transfer D2L community was implemented and utilized by faculty advisors and advisees. The repository of transfer information is quite beneficial as students can obtain information on their desired transfer institution readily. The Dean developed Guided Pathways to numerous SC 4-year institutions to assist advisors in planning courses for their advisees based on the institution to which they wish to transfer. A more deliberate advisement can take place. | As advisors begin to utilize the guided pathways their advisees will be assured that their chosen courses will transfer and complete core general education requirements. This objective supports the strategic plan through increasing the retention of University Transfer students (Arts and Science.) Students are more likely to continue their enrollment at OCtech when they know exactly how their courses will transfer. The Dean will use this as a recruitment tool as work continues to increase enrollment and the number of transfer students. |
| | | Student Success Center | Update Online Orientation | Update online orientation in D2L to follow the in-person orientation format developed during Covid. | Updated online orientation using D2L self-registration. | Online New Student Orientation was developed in D2L and implemented for students for Summer 2023. Students who are unable to attend in-person orientation are able to self-register for an online new student orientation in our learning management system, D2L. Modules were updated and created to look similar to our D2L class shells with 7 modules to assist students with learning how to navigate the learning system. | The new D2L function of self-registration allowed for online orientation to always be accessible for students in our learning management system. This option also continues to provide flexibility and convenience for students who are unable to attend one of our in-person orientations. |
| | 1.3 | Technology Infrastructure | Adopt and implement technology and technology infrastructure that promotes a high-quality academic experience for faculty, staff, and students. | | | | |
| | | Student Services | EAB Navigate Implementation | Co-lead the successful launch of EAB Student Success by start of fall 2022 with demonstrable usage by at least 75% of the target student population within the first semester. | Establish a clear communication plan to keep stakeholders (faculty, staff, students) informed. Integrate EAB with existing student information systems (SIS) and other relevant platforms. Prepare communication materials (emails, announcements, website updates) to promote the launch. Conduct a pilot test with a small group of students and staff to identify any usability issues or technical glitches. In conjunction with Marketing, develop a marketing campaign to raise awareness about EAB Student Success among students. Officially launch EAB Student Success at the beginning of the Fall 2022 semester. Share success stories and testimonials from students who are using the platform. Track student usage of the platform regularly. Provide ongoing support to students who are experiencing difficulties using the platform. Address any technical issues or bugs promptly. | Co-Led the implementation of EAB Navigate (student launch: September 2022) and led the EAB Recruitment Management (launch: April 2023), including all setup and go-live activities. As a member of the EAB Leadership Team, contributed to pre-production setup, and provided ongoing support and training for Student Services staff. Coordinated the student pilot group and collaborated with Marketing on the EAB awareness campaign. | Coordinating the student pilot group provided valuable insights into user experience and helped identify potential issues before the full launch. This emphasizes the importance of thorough testing and feedback. Providing ongoing support and training to Student Services staff was essential for successful implementation. User adoption is directly tied to their comfort and proficiency with the system. While the pilot group was valuable, involve a wider range of users (students, faculty and staff) earlier in the process, perhaps even during the pre-production setup phase. Gather feedback on system design and functionality early on. Establish clear metrics for success before implementation and track them regularly to measure the impact of the EAB systems. |
| | | Business Affairs | Operational Efficiencies | Place into Production identified technologies that support operational efficiencies and increased productivity by May 31, 2023. | Activate Dynamic Forms for Records forms by July 31, 2022 Import all submitted Dynamic Forms records into eTrieve by April 30, 2023. Activate remaining Dynamic Forms on a rolling basis for Financial Aid with 100% of forms being by April 30, 2023. As Content-Administrator, complete assignments in support of EAB go-live during 1st and 2nd quarters. | Made four Financial Aid forms available to students in Dynamic Forms, facilitating electronic submission. Additionally, identified potential workflow enhancements within Dynamic Forms. By April 30, 2023, the import of all submitted Dynamic Forms records into eTrieve was initiated. Additionally, as Content Administrator, completed assignments supporting the EAB go-live throughout the first and second quarters. | Identifying potential workflow enhancements indicates an understanding that even with electronic forms, there's always room for improvement in efficiency and user experience. Importing the Dynamic Forms records into eTrieve highlights the importance of integrating different systems for data management and reporting. Maintain thorough documentation of the Dynamic Forms setup, integration process, and workflow enhancements. This will be invaluable for future maintenance and updates. |
| | | Business Affairs | Provide Direction and Oversight for Implementing Technology Projects on Campus | Work with IT Director (or other department managers) to determine necessary technology projects and implement in a timely manner. | Technology projects deemed necessary and funded should be completed timely | Project is completed. Classrooms and board rooms are now updated as planned. | Classrooms now have upgraded technology which allows for a better learning experience in the classroom. In addition, the new technology makes great improvements in the college's ability to provide classes remotely. |
| | | Associate Degree, Industrial Electronics Technology and Related Certificates | IET Program Move | Complete move and setup of IET program and classes from I-Building to L-Building. | IET training material and equipment will be moved from building I to building L. | Progress was made in completing the move from the I-building to the L-building. | Most items have been moved from the I-building to the L-building. The next phase will be to completely clean out the I-building of unwanted equipment and textbooks so that it can be used by the college for other programs. |

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| | | Institutional Effectiveness | Implement D2L Insights | D2L Insights will be up and running and training for faculty/staff will begin by January 2023. | D2L Insights is implemented and faculty/staff are being trained. | D2L Insights has been successfully implemented and faculty/staff are being trained. | D2L has two pieces one is the dashboards and the second is the Analytics Builder. Faculty/staff are being trained on the dashboards and training will continue into the 23-24 Academic Year. |
| | | Information Technology | Implement MFA for Faculty and Staff | Implement MFA for Faculty and Staff | | All faculty and staff are required to use MFA when accessing O365 resources offsite. All VPN users are required to use MFA when logging into network resources via VPN tunnel. | Implementing MFA for faculty and staff strengthens the College's security posture. |
| | | Information Technology | Refresh Computer Lab S202 | Refresh computer lab S202 (95 * \$1,100) | Refresh computer lab S202 | S202 computer lab was refreshed with new computers. | Refreshing the computer lab with up-to-date computers provides the students with a better learning experience. |
| | | Information Technology | Refresh Computer Labs in N1622, N1618, and N1620 | Refresh computers labs N1622, N1618, N1620 | Refresh computers labs N1622, N1618, N1620 | Computer Labs in N1622, N1618, and N1620 were refreshed with new computers. | Refreshing the computer labs with up-to-date computers provides the students with a better learning experience. |
| | | Associate Degree, Computer Technology - Programming and Related Certificates | Technology | Every academic year, working with the IT department, the programming lab software will be updated to the newest version available. | Collaborate with the IT department to ensure the programming lab software is updated to the newest version available. | CPT computer labs were updated to improve the synchronous and asynchronous interaction in face-to-face and online courses. | Programming lab software will be updated to the newest version available, reviewing and updating throughout the year. |
| | | Acct/Business Operations | Text messages to students | At each payment due dates as established by semester timelines, accounting office will utilize existing student services text messaging system to notify students of balance due deadlines. | At each payment deadline, 100% of students owing a balance due will be sent text message. | Text messaging from Business Office was not utilized for the FY23. | We were unable to use text messages to send student bill reminders due to issues with the software access. The college recently changed providers of text messaging services and our office has been unsuccessful at getting trained to use the new software. Going forward, the Accounting Manager plans to meet with Student Services representatives to get trained on how to utilize the new software for the text messaging purposes. |
| | | Associate Degree, Electronics Engineering Technology (Electronic Instrumentation) and Related Certificates | Upgrade Three-Phase Motor Control Trainers | The current trainers contain motor controls that are obsolete and difficult to find replacement parts. My plan is to replace these with current industry standard equipment by Fall 2023. | Purchased six new forward/reverse motor starters. | Purchased Motor Starters. | These new starters have updated the motor starters used in EET-227. |
| | | Acct/Business Operations | Use of Technology for Online forms and routing approvals | By September 30, 2022, OCtech accounting office and bookstore will explore the possibility of electronically processing travel forms, payment plan forms, office supply requisitions. If found feasible, by June 30, 2023 we will successfully implement the use of technology to house and process at least 3 forms electronically for use by students and employees. | Studies will be done to determine feasibility of implementing technology as described above. If found feasible, we will move forward with implementation. Our goal is to implement for 3 known forms at this time. | No electronic forms have been created through Dynamic Forms. | Business Office and Bookstore have been unable to gain access to Dynamic Forms to enable electronic forms. Staff shortages and turnover in IT department have made it difficult to get proper support needed for access and training on this software. Now that IT department is properly staffed, Business Office plans to pursue use of Dynamic Forms to enable the office to electronically create, route and store certain forms to make use of existing technology to promote high quality experience for faculty, staff and students. |
| | | Associate Degree, Electronics Engineering Technology (Electronic Instrumentation) and Related Certificates | VEX V5 Kits for EGR 130 | Purchase 5 Vex kits for EGR 130. | Purchase and install 5 VEX kits. | New kits delivered and installed, as planned. | Will do inventory necessary equipment to see what needs to be restocked or replaced. |
| 1.4 | Physical Environment | Construct, renovate, and maintain the physical environment to support a high-quality academic experience for students. | | | | | |
| | | Business Affairs | Provide Administrative Oversight for Building S - Learning Commons Renovation Project | Provide necessary oversight to ensure any project issues are addressed and the project stays on schedule | | Necessary oversight of the project has been provided to date. The project is still in progress. | Completion of the project will provide students a much improved student commons area, study rooms, and easily accessible tutoring. |
| | | Business Affairs | Provide Administrative Oversight for Health Science Building Renovation | Provide necessary administrative oversight to implement the project and ensure the project stays on schedule. | | Project has been delayed. Costs were higher than expected. Additional funding is being sought. | Project will start up again in Summer 2024 |
| | | Business Affairs | Update and Prioritize Deferred Maintenance List | Work with Physical Plant director to review, update, and prioritize the college's deferred maintenance list. Consider need for input from external professionals. | | A detailed list of projects has been established. Those projects were also incorporated into the college's CPIP to the state (5 year comprehensive permanent improvement plan). | Project list will allow the college to prioritize and begin implementation of various projects around campus. These projects include HVAC upgrades, renovations, lighting improvement, etc. These projects have impacts on student experience in the classroom, safety, improved air quality, etc. |

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| | | Certificate, Emergency Medical Technician | AEMT and Paramedic Equipment | By 30 June 2023, equipment will be purchased for use in AEMT and future Paramedic courses. | By 30 June 2023, equipment will be purchased for use in AEMT and future Paramedic courses. | Equipment necessary to support the Advanced Emergency Medical Technician (AEMT) program was successfully purchased. This included essential tools and resources to ensure hands-on, practical training aligns with industry standards and prepares students for real-world scenarios. The acquisition of this equipment demonstrates a commitment to providing high-quality education and fostering student success in the program. | The equipment purchase for the AEMT program will directly influence next year's unit planning process by informing budgeting, resource allocation, and future procurement strategies. The acquired equipment ensures that the program meets accreditation and industry standards, providing a strong foundation for student training. Moving forward, data on usage and student outcomes will guide decisions about upgrades and additional purchases to support program growth and innovation. |
| | | Physical Plant Operations | Campus Preventative Maintenance | Identify and perform scheduled Preventative Maintenance (PM) on all (100%) specified college equipment for efficient operations. This activity is ongoing throughout the year. | A designated staff person was selected and will oversee the preventative program to make sure we are 100% compliant and that all college equipment is identified and placed in our preventative maintenance program. | All specified college equipment was identified, placed in the preventative maintenance program software. The preventative maintenance schedules were reviewed, updated as needed, and 100% were performed. | Performing preventative maintenance enhances the reliability of the college equipment and helps provide maximum length of life. Achieving a longer life span for the equipment are savings to the institution from having to purchase new equipment, allowing those cost savings to be spent on staff and students. Going forward, staff will work toward completing requests in a shorter time frame. We have identified all equipment, placed them in our preventative maintenance software, and have them on a PM schedule. Now that we are 100% compliant and have a designated staff person to oversee the program, we feel this objective has been achieved and can be shown as completed. |
| | | Associate Degree, Electronics Engineering Technology (Electronic Instrumentation) and Related Certificates | Combined PLC Lab | Facilitate the reorganization and merger of all PLC classes (IET/MECH/EIT) into one lab in the current PLC lab in N-Building by the end of Fall 2022. | Mech students will now take EET 235 along with the EIT students. | IET, EIT, and Mech students will now share the same PLC lab and equipment. | All PLC Courses will now be held in one location across all Electrical Programs. |
| | | 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. | HVAC room schedules will be adjusted according to the information provided by the Academic Division via inside projections or e-mail for class schedules and special events. Maintenance staff met with other departments and will send out quarterly e-mails as a reminder to the Academic Affairs staff that requests should be at least one week prior to the scheduled event. | HVAC room schedules were adjusted and monitored for all requests 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 savings that can be passed on to staff and students. For all Academic Division requests (100%) received by the maintenance department, the HVAC room schedules were monitored and adjusted. Sending e-mails and reminding the Academic Division the importance of early request did help reduce the number of late request. Since we are receiving very little late request now and performing 100% of the request received, we will no longer be pursuing this objective. |
| | | Certificate, Patient Care Technician | Phlebotomy Equipment | By 1 December 2022, new equipment will be purchased to enhance the learning spaces for phlebotomy certificate courses. | Phlebotomy students will get exposure to glucose testing through the use of a glucose analyzer and related supplies. Refrigeration is also needed for maintaining supplies. | The glucose analyzer was purchased in September 2022 for use in all phlebotomy sections. We utilized a glucose analyzer to provide students with hands-on experience in measuring blood glucose levels. Students practiced proper sample collection techniques, learned how to operate the analyzer, and interpreted results to understand the significance of blood glucose monitoring in patient care. This hands-on training reinforced their knowledge of laboratory procedures and prepared them for real-world clinical settings. | We will continue incorporating the glucose analyzer into phlebotomy classes to enhance hands-on learning and reinforce critical lab skills. We will expand its use by integrating more case-based scenarios, allowing students to interpret results in a clinical context. Additionally, we will explore opportunities to introduce updated analyzers and technology, ensuring students are trained on the latest industry standards. By maintaining and improving this practice, we aim to better prepare students for real-world healthcare environments. |
| | 1.5 | Diversity | Ensure that faculty/staff are aware of and appreciative of differences; achieve equitable outcomes for all students. | | | | |
| | | Academic Affairs | Equitable Outcomes | Achieve equitable outcomes for all students. | Provide professional development opportunities for faculty and staff as it relates to daily interactions with students. Attend sessions with Dr. Luke Wood on Diversity, Equity, and Inclusion and implement culturally diverse activities within the curriculum. (Faculty & Staff) Participate in the various ACUE modules (faculty) Participate in scheduled Curriculum Development Exercises w/Richard Murphy Attend scheduled Data Summits to understand the importance of data and how it can be used to make informed decisions. | The College offered professional development opportunities for faculty and staff including: Informational sessions with Dr. Luke Wood on strategies to building engagement activities within the curriculum. (Faculty & Staff) Faculty opportunities to participate in the various ACUE micro-credential modules to encourage student engagement. Participation by faculty in scheduled Curriculum Development Exercises and program data reviews | Professional development and engagement is the key to student engagement and success. Additional opportunities for faculty in these areas planned are the creation of the Teaching, Learning, and Assessment Center, continued participation in ACUE training, opportunities for faculty to share proven methods used in the classroom, and the roll-out of the Master Teacher opportunity for faculty. |
| 2 | College-Wide 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 | Enrollment | Increase enrollment & FTE (2300 HC/1412 FTE). | | | | |

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| | Nursing | ACEN Flex Programs Online | Dean of NUR in collaboration with the program coordinator will develop the ADN and PN Flex programs into online class options. A. Remove the ADN Transition Option B. Redesign Traditional curriculum into a once a year admission and revise curriculum based on data collected from course success. C. Change program Admission dates for PN, PN Flex, and ADN Flex in the Fall. Traditional in the spring. | ACEN Substantive View Form (Quarter 4) approval. | Flex classes are now all online. Curriculum changes have been made so now Traditional ADN admissions are once/year in the fall and Traditional PN and flex admissions are spring and fall. ADN flex admissions are spring only. | These results will streamline our admission process and bring in students who are highly competitive and able to be successful in our nursing programs and pass NCLEX on their first attempt. |
| | Associate Degree, Mechatronics Technology and Related Certificates | 7 Week Term Schedule | By August 2022, in coordination with Dean, a schedule utilizing a seven week term for Spring 2023 will be completed. | A completed schedule for Spring 2023 in Mechatronics. | Developed a seven week schedule for IMT-131. Converted a schedule for seven week term from the current 16 week schedule. This will help implement seven week terms. | Developing seven week term schedules will help implement seven week terms. |
| | Assistant VP for Academic Affairs | AVPAA-04 Increase Early College Enrollment | Increase Early College enrollment by 10% for Fall 2022 compared to Fall 2021. | The Early College plans significant changes beginning in spring 2022 by hiring an Early College Dean other EC personnel, including a dedicated EC advisor and an EC Interventionist. The EC staff will work with area High Schools to revamp the processes and procedures for advising, recruiting, and registering EC students both on-campus and at area CTE Technology Centers. | Using Informer EC fall enrollment reports as a reference. EC had 588 Early College students enrolled in Fall 2021 semester, and 595 Early College students enrolled in Fall 2022 semester. Although there was an increase in EC enrollment from fall to fall, the increase was only 1.2% and did not meet the goal of a10% increase. | The Early College team will be fully staffed for the 2022/2023 academic year and will continue to update and create processes to streamline the EC registration process and reach more students to provide the opportunity to participate in Early College. This objective supports increasing the number of graduates by providing a consistent pipeline of students that transition from Early College to a traditional student. |
| | Assistant VP for Academic Affairs | AVPAA-05 Pathways and Articulation | Work in conjunction with Chris Nesmith (Palmetto College) to review and update articulation agreements and pathways between OCtech and USC. | Work in conjunction with Chris Nesmith (Palmetto College) to review and update articulation agreements and pathways between OCtech and USC. | Reviewed, revised, and formatted 20 articulation agreements between OCtech and USC. Agreements are currently being reviewed by USC and awaiting approval. This process is on-going. | This approach worked well, collaborating with USC Palmetto College in the creation of easy-to-follow guidelines for students continuing their education at a four-year college or university. This collaborative approach can be applied to other colleges and universities to create pathways for graduates. |
| | Certificate, Magnetic Resonance Imaging (MRI) | Analyze Courses with less than 80% pass rate | All RAD Online MRI courses will analyze data and implement improvement plans for courses with less than 80% pass rate. | Informer reports will be used to analyze data in courses with low pass rates. | No students enrolled this year. | No students enrolled this year. |
| | Student Records/Registration | Automated Acceptance and Application Updates in Etrieve | By end of Spring 2023, all automatically accepted applications will be updated in Etrieve with 15 working days of the acceptance date. | Using a report of accepted students, Records will take electronic Applied applications and get automatically accepted applications updated within 5-7 working days to reflect the accepted status and date in Etrieve. | Accepted paper applications are being scanned daily and uploaded into Etrieve as they are processed and those that are auto accepted are being updated in Etrieve same day. Etrieve capabilities allow Records to enter a note on the application as they are accepted eliminating the need to print and re-scan once accepted. | Going forward, this process will be added as a standard Records practice which has been helping with saving money in the budget and time management of records staff by not having to print and re-scan upon acceptance. |
| | Public Relations and Marketing | Brand Awareness: Campus Flags | We will expand our "We'll Change Your Life" messaging to promote greater brand awareness closer to home by installing campus flags bearing the phrase by December 31. | Campus flags are installed. | Due to budgetary constraints, campus flags were not installed this fiscal year. | Campus flags remain a priority to help give our campus a more welcoming atmosphere for students and visitors alike, as well as promote our brand for locals and travelers passing by. We will carry over this item to the next fiscal year. |
| | Public Relations and Marketing | Brand Awareness: OCtech Mascot | Introduce new OCtech mascot to the college community at the start of the fall 2022 semester. | We have a mascot. | Before our mascot introduction, we consulted with other colleges in the SC Technical College System that have mascots for advice and guidance on introducing and managing the mascot program. A mascot job description was created. To generate excitement, a naming contest was held to choose the name for the mascot and it was unveiled at a collegewide event on August 18. Since his introduction, Otus has appeared at multiple campus events and participated in the Statewide College and Career Decision Day hosted by the Commission on Higher Education on the State House grounds. Otus has also been featured in college videos, advertisements and on social media. Initially, members of the marketing staff served as the mascot. In July, a student was hired to help fill the role of the mascot at campus events. Because of the number of requests received for his appearance, members of the marketing staff continue to assist as well by serving as the mascot when needed. The staff also acts as Otus's "handler." | Finding someone with the "right" mascot personality was a challenge. Also, because we only have one costume and there have been times a mascot was needed and the student was unavailable, we have decided to fully incorporate all mascot duties into the Marketing Department once the current student graduates. |

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| | Engineering and Advanced Manufacturing | EAMT-1 Enrollment | EAMT will increase enrollment in the division by 1% from the previous year (2021-2022). | 1) Faculty will utilize the ADR report to reach out to students who have applied and been accepted, but have not registered for classes. 2) Faculty will participate in recruiting events in our service area including (but not limited to) visits to area high schools, local businesses, and arranging tours on campus. 3) Faculty will contact students in good standing but did not return in the fall of 2022. | Enrollment from FA2021 (206) to FA2022(208) increased by 0.97%. The division met the goal of increasing enrollment from Fall 2021 to Fall 2022 by approximately 1%. | 1) Faculty will utilize the ADR report to reach out to students who have applied and been accepted, but have not registered for classes. Program coordinators worked the ADR report every week calling and encouraging those accepted to register and/or complete the application process. Next year, a division advisor and student success coach will be utilized to work the ADR report in addition to the program coordinators to increase our contact with students to encourage them to register. 2) Faculty will participate in recruiting events in our service area including (but not limited to) visits to area high schools, local businesses, and arranging tours on campus. The PC's participated in numerous recruiting events. They participated in all school sponsored events, created their own events on campus or traveled to area HS and career centers to recruit. They also began working with local industry to help train their employees in an effort to increase enrollment. Going forward, we will continue to participate in all tours and recruiting events presented to us, as well go out and create our own opportunities. 3) Faculty will contact students in good standing but did not return in the fall of 2022. Multiple lists of students who have started their degree but did not complete (and in good standing) were contact and encouraged to come back to campus. PC's and the new advisor in our division will continue to reach out to these students to see what resources we have available to help them complete their degree. | |
| | Engineering and Advanced Manufacturing | EAMT-2 Retention | The EAMT programs will increase their retention rate by 5% from Fall 2022 to Spring 2023. | 1) In Spring 2023, 4 EAMT courses will run as 7-week terms. Instructors will track student retention in these courses with the goal of 85% of students remaining in the course by the end of the semester. 2) Advisors will connect with students in the classroom to register them and/or use EAB Navigate to reach out to advisees. 3) Faculty will implement the Caring Campus 6 behavioral commitments to their face-to-face, hybrid, or online courses. | While we did have an increase in retention as a division of 4.48%, we did not meet our goal of increasing retention by 5% from the 2021-2022 to the 2022-2023 year. Retention rates from FAR2022 - SPR 2023 Program Retention AAS.AUT 83.33 AAS.EDT 92 AAS.EET.EIT 100 AAS.EET.EIT.FALL 86.36 AAS.EET.EIT.SPRING 60 AAS.EET.EIT.UT 50 AAS.EET.EIT.P0 AAS.EET.ETP.UT 75 AAS.GT.IMW 84 AAS.IET 100 AAS.MEC 92.31 AAS.MTT 92.86 CET.CADII 100 CET.CD1 100 CIT.BDM 33.33 CIT.BE 25 CIT.BWLD 88.89 CIT.IIM 100 CIT.INDELEC 100 CIT.IWLD 100 CIT.MEC1 100 CIT.MEC2 100 CIT.MEC3 100 CIT.POC 66.67 CIT.TRUCK 83.33 EAMT Division 82.52% | EAMT increased retention from 78.98% to 82.52% which is an overall increase of 4.48%. 1) In Spring 2023, 4 EAMT courses will run as 7-week terms. Instructors will track student retention in these courses with the goal of 85% of students remaining in the course by the end of the semester: The courses that piloted 7 week term in the Spring saw 100% retention. The full implementation of 7week term courses into most of our classes in the 2023-2024 should help us increase our overall retention rate. Most classes will be in the 7 week term format. 2) Advisors will connect with students in the classroom to register them and/or use EAB Navigate to reach out to advisees. The advisors utilized the communication abilities in EAB to contact students through text to help get them registered for the next semester. They also used lab time to advise and register students. Instructors will continue to use EAB Navigate text function as well as other functions that we will be introduced to (such as EARLY ALERTS) to continue to provide students with the resources they need to be successful in their courses and continue in the program. 3) Faculty will implement the Caring Campus 6 behavioral commitments to their face-to-face, hybrid, or online courses. The 6 behavioral commitments introduced to us by Dr. Tobin were implemented by each instructor/advisor. The division met at the beginning of FALL 2022 to go over the commitments and discuss utilizing them in the classroom and while advising. As a division, we will all continue to implement these commitments in the coming year to better serve our students and meet their needs. | |
| | Early College | Early College Enrollment | By May 2023, Early College annual enrollment will increase from 600 students to 618 students (unduplicated for the year). | New recruitment efforts and services provided through the Early College office, such as student outreach and support, and relationship building with the area high school counselors and administration will be used to gain the additional students. | A total of 695 unduplicated students enrolled into Early College this year through additional recruitment efforts and services provided through the Early College office, such as student outreach and support, and relationship building with the area high school counselors and administration. | Providing support services to Early College students and building relationships with our area high school partners is an effective way to build enrollment in our Early College program. Additional recruiting events will be created, including informing students about regular job shadowing activities provided by CTE programs each spring. | |

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| | | Health Sciences and Healthcare Preparation | Enrollment | Enrollment for the division will increase by 5% from 2021-2022 to 2022-2023. | <p>A. 100% of faculty will participate in minimum of two recruiting activities during the 2022-2023 academic year. B. 100% of prep advisors will conduct open advising throughout each term and registration events at the start of each registration period. C. In an effort to increase student engagement and advisor visibility, the division staff advisor will visit all A&P and microbiology courses at least once per semester to encourage students to schedule advising and application appointments. The division saw a decline in enrollment from 1713 to 1543. This is due in part to realigning of programs within the college. Nursing, Health Sciences, and Healthcare Preparation programs were realigned to better meet the needs of students and to support the goals of the strategic plan.</p> | <p>The following activities were accomplished for the 2022-2023 academic year: A. 100% of faculty will participate in minimum of two recruiting activities during the 2022-2023 academic year. B. 100% of prep advisors will conduct open advising throughout each term and registration events at the start of each registration period. C. In an effort to increase student engagement and advisor visibility, the division staff advisor will visit all A&P and microbiology courses at least once per semester to encourage students to schedule advising and application appointments. The division saw a decline in enrollment from 1713 to 1543. This is due in part to realigning of programs within the college. Nursing, Health Sciences, and Healthcare Preparation programs were realigned to better meet the needs of students and to support the goals of the strategic plan.</p> <p>The recruiting, advising, and student engagement goals will continue to be implemented in the upcoming year. These all proved to be beneficial for overall student success and engagement.</p> | |
| | | Associate Degree, Early Care and Education and Related Certificates, Diploma | Enrollment | By June 30, 2023, we will increase enrollment by 2%. | <p>Faculty will participate in recruiting activities in our service areas, such as visits to our schools and local businesses. Faculty will communicate with early college students in their pathways. All certificates that can be obtained with 18 hours or less should be offered in one semester, when possible. Faculty will work with marketing to promote these certificates.</p> | <p>Enrollment did not increase by 2%, and in fact dropped by 24%.</p> | <p>Faculty will participate in recruiting activities in our service areas, such as visits to our schools and local businesses. Faculty will communicate with early college students in their pathways.</p> |
| | | Business, Education, Computer Technology, and Public Service | Enrollment | By June 30, 2023 we will Increase BCEPS enrollment by 2%. | <p>Faculty will participate in recruiting activities in our service areas, such as visits to our schools, technology centers, and local businesses. Faculty will communicate with early college students in their pathways. Faculty Advisors/Success Coaches will need to actively recruit their Early College Students prior to graduation from high school. All Certificates that can be obtained with 18 hours or less should be offered in one Semester, when possible. Faculty will work with marketing to promote these certificates.</p> | <p>BCEPS enrollment increased by 2%. We went from 324 to 333.</p> | <p>Faculty will plan more recruiting activities in our service areas, communicate with EC students in our pathways, and offer more certificates that can be obtained with 18 hours or less.</p> |
| | | Associate Degree, Criminal Justice and Related Certificates | Enrollment | By June 30, 2023 we will Increase CRJ programs' enrollment by 2%. | <p>Faculty will participate in recruiting activities in our service areas, such as visits to our schools and local businesses. Faculty will communicate with early college students in their pathways. All Certificates that can be obtained with 18 hours or less should be offered in one Semester, when possible. Faculty will work with marketing to promote these certificates.</p> | <p>Fall 2022 46 students Fall 2023 56 students</p> <p>Faculty participated in recruiting activities in our service areas, such as visits to our schools and local businesses. Faculty communicated with early college students in their pathways. All Certificates that can be obtained with 18 hours or less were offered in one Semester, when possible. Faculty worked with marketing to promote these certificates.</p> | <p>Faculty will start recruiting earlier in the year than in the past. They will visit our schools and local businesses. Our EC students in our pathways will receive early communications from the Program Coordinator, attempting to start a good connection with them sooner.</p> |
| | | Certificate, Sustainable Agriculture | Enrollment | Enrollment in the AA/AS Division will increase by 5% in 2022/23. (AS.SCI.SSC, AS.SCI.AGED, AAS.GT.AGR.BUS, CPS.AGR) | <p>Recruitment activities/functions will be scheduled to increase faculty involvement and participation in the engagement of area high school students. Work-based Learning session will be offered in Spring 2023.</p> | <p>No percent increase in enrollment was realized.</p> | <p>Due to the dissolution of the AGR program not recruitment activities took place to increase enrollment.</p> |
| | | Associate in Arts and Sciences | Enrollment Increase | Enrollment in the AA/AS Division will increase by 5% in 2023/24 compared to 2021/22 academic year. | <p>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. 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. The AA/AS Dean will use the Applicant Detail Report to communicate with 100% of prospective and new students monthly. One month into advising, if students have not responded via email or calls, advisors will send a personal postcard.</p> | <p>AA/AS Division Enrollment Fall 2022: 162</p> | <p>AA/AS enrollment decreased by 4% dropping from 168 to 162 students. During the 22-23 academic year the department worked to increase enrollment. In the AA/AS division the Dean participated in various recruitment events: Edisto HS Science Night/Calhoun Co. HS Career Day/OCA Tour/EC Senior Night/Admissions Open House/HSHP Info. Session with Dr. Brown Departmental faculty are not participating in divisional recruitment activities. Dean will encourage more involvement. The Dean uses the ADR weekly and sends postcards to new students letting them know they have made a great choice in choosing to enroll at Octech. Point out the valuable transfer credits and tuition savings. Through these efforts we are confident the Fall 2023 enrollment will see an increase.</p> |
| | | Financial Aid | FA Campaigns and Workshops | Each semester, host 1 on campus FA campaign and at least 1 FA Workshop at each of the service area high schools. | <p>FA Staff will host FA campaigns on campus and FA Workshops at each of the service area high schools.</p> | <p>With schools beginning to open up and scheduling face-to-face workshops, we hosted the following workshops: Fall 2022 Healthcare Professionals Financial Aid Workshop - Octech TRIO FAFSA Workshop - Octech FAFSA Shut-In - Lake Marion High School FAFSA Drop In - Branchville High School FAFSA Workshop - Bamberg-Ehrhardt High School Spring 23 High School for Health Professions FAFSA Night FAFSA Drop-In - Octech Open House - Orangeburg-Wilkinson & High School for Health Professions FAFSA Shut-In - Lake Marion High School FA Awareness Day & FAFSA Drop-In - Octech FAFSA Workshop - Branchville High School</p> | <p>In an effort to increase the number of visits to high schools, the Financial Aid Staff will work with the Admission's Staff to ensure that they are aware of upcoming opportunities to visit the high schools. This will allow the FA Staff an opportunity to provide FAFSA assistance to more high schools in our service area.</p> |

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| | | Financial Aid | FAFSA Completion | 80% of new degree seeking students will complete the FAFSA prior to fee payment deadline each semester. | Each semester FA Staff will assist new degree seeking students with FAFSA completion prior to the fee payment deadline. | Prior to the Fall 22 fee payment deadline of August 12, 2022, 81% of degree seeking students had FAFSAs on file. | The Financial Aid Staff will continue to provide support for students needing assistance with completing the FAFSA. They will increase their efforts to reach out to students that are enrolled and students that are in applied status without a FAFSA on file. |
| | | Associate Degree, Administrative Office Technology and Related Diploma | High School Business Camp | During the 2022-2023 AY, create and deliver a camp for High School students to introduce them to administrative office concepts. | A camp is created and delivered. | The camp curriculum was created but there was no time to do a summer camp. | This program has been discontinued. Unit plan goals will be transferred to the new program, AAS.BA.OM. |
| | | Financial Aid | IPEDS Implementation | Identify and resolve data variances and fully implement IPEDS in Colleague by December 31, 2022. | Data variances will be resolved and IPEDS will be fully implemented in Colleague. | This goal has not been met. However, we will continue with testing in Colleague in order to have a fully implemented IPEDS process. | The data that we have collected and reviewed will allow for testing and to assist with targeting the problems that we are having with implementing IPEDS in Colleague. However, additional research will be done to ensure that IPEDS is implemented. |
| | | Institutional Effectiveness | Implement the SmartEval Application for SEIs | The product will be implemented and faculty will be trained. | The Product will be purchased and installed. All faculty and staff will be trained. | SmartEval has been purchased and installed. Faculty and staff have been trained. | SmartEval will allow faculty to pull and view the results to their Student Evaluations for their classes as well as allow deans and program coordinators to pull the data for the courses in their respective divisions and programs. |
| | | Enrollment | Increase Application Each Term | Increase the number of Fall applications submitted 2,400. | Recruit students into the college by making high school visits and visit local business. | Recruiters were able to get out and see students in high schools and even see adult learners in our community. Our application did not yield the numbers that we were looking for but progress was made. | Recruiters will reach out to help students understand a technical education and the importance behind a 2 year degree. Always improving our recruitment efforts by showing how when we do go out and have career fairs/transfer fairs and meeting students at their school that others can gain some knowledge of what it is like with a 2 year degree. We get to tell our stories about a 2 year education. That is exciting news. |
| | | Diploma, Medical Office Assisting | Increase Enrollment | Chaka will participate in at least two recruiting events with one being on campus and one off campus and a work based learning activity. She will provide the dean with a list of locations, interested participants and their contact information. | List of interested parties and the locations. | The Medical Assisting program coordinator participated in three recruiting events on campus, which included lab tours and group discussions. During these events, prospective students had the opportunity to explore hands-on learning environments, ask questions about the program, and gain insight into career opportunities in the field. The coordinator also provided detailed information on curriculum, certification requirements, and potential career pathways, helping students make informed decisions about their future in medical assisting. | We will continue and expand our recruiting efforts by increasing the number of on-campus events that feature lab tours and group discussions. The Medical Assisting program coordinator will actively engage with prospective students, providing hands-on demonstrations and detailed program information to highlight career opportunities in the field. Additionally, we will explore partnerships with local schools and healthcare organizations to broaden outreach and attract more students to the program. By enhancing these efforts, we aim to increase enrollment and ensure prospective students have the resources needed to make informed career decisions. |
| | | Acct/Business Operations | Increase awareness of optional financing for college tuition | By June 30, 2023, bookstore and accounting office staff will increase awareness of methods that students can utilize to reduce finances as a barrier to success at OCtech. Staff members will refer students to financial aid, foundation, or payment plan program options each time they require about a balance due hardship. | Each semester, staff members will keep a record of students referred - at the end of semester an analysis will be made of the students that were referred and compared with how many of those students registered and were not purged for financial reasons. Our goal is to retain 75% of whom we referred as enrolled students. | With the influx of additional federal/state scholarship funds, OCtech was able to offer free tuition for certain programs. This was advertised broadly and expressed to students when they asked about their balance due | Cashiers and business office representatives will continue to refer students to financial aid and foundation to inquire about additional assistance available to them. |
| | | Certificate, Basic Diesel Maintenance | Industry Standard Equipment | Equipment will be ordered, purchased, and installed by Fall 2023. | Equipment installed and used by students beginning in Fall 2023 semester. | Equipment has been ordered, but due to delays in production and shipping, the cutaway will arrive in October 2023 and be installed and ready for use in Spring 2024. | The new equipment will allow faculty to teach the operation and components on the diesel exhaust systems. Instruction for ASE standards will be improved by demonstrating the operation of exhaust systems as a visual aid. In turn, ASE test results should improve on this standard task. |
| | | Associate Degree, Industrial Electronics Technology and Related Certificates | Industry Standard Equipment | Purchase industry standard equipment to update the IMT class lab equipment. | Purchase IMT classes training equipment. | Equipment purchase is still ongoing. | Equipment purchase is still ongoing. |
| | | Associate Degree, Automotive Technology and Related Certificates | Industry Standard Technology | 100% of programs will provide industry-standard technology in labs and simulations. | Students will comply with the standards of ASE Education Foundation Tasks that are required for each course in the program. They will master tasks and complete with mastery status. | With the addition of new technology/equipment students completed labs in each course of the program and graduated with master status. They also took the ASE certification through ASE and most of them passed at least one certification. Spring 2023. | Next year, faculty will improve on the tasks and skills that the students need to be successful in the industry. We have updated our current standards to meet ASE 2022 new updated standards. We are also going through accreditation in Spring 2024. Every 5 years we update standards to meet industry needs. |

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| | Public Relations and Marketing | Marketing Support | College PowerPoint templates, style guide and talking points will be made available for faculty and staff to access on SharePoint. We will incorporate more deliverables into "marketing outreach kits" for program coordinators and others tasked with promoting the college to diverse audiences. These kits will include program pages for each associate degree program using a standardized template containing timely industry and program information and age-appropriate activity sheets that can be printed on demand, as well as program-specific and general college videos and other marketing materials for program coordinators to use in recruiting visits and outside presentations. Marketing kits for all associate degree programs will be ready by December 1, 2022. | Update photos, edit videos, and create program pages and activity sheets. | Photos have been updated for most programs, and we will continue to cycle through as new students enter the college and classroom technology changes. We met with two program coordinators each month for ideas to highlight their areas. Videos are produced/edited as needed to meet the needs to various audiences, including industries, community partners and potential students. Program pages for all associate degree and select diploma/certificate programs are posted on SharePoint with updated salary, course and program information. These are designed to be printed on demand by deans, program coordinators and college recruiters/admissions staff as needed. Age-appropriate, OCTech-branded coloring and activity sheets are available to print on demand on SharePoint. Banners are being designed and tablecloths have been ordered so that each division has branded materials to support their programs' recruiting efforts. We will continue to work closely with program coordinators and deans as they plan visits to tailor their PowerPoint messages to meet their specific needs. Two general OCTech PP templates - one geared toward adult presentations and the other for youth - are available to download and edit on SharePoint, and slides have been created for each program area to plug into PPs for specific audiences. Emails and Value Propositions were shared with program coordinators and deans to help "sell" the college to students (attached). | As the needs of our program coordinators and deans change, so will the "kits" we give them to help reach potential students. All of our assets can be easily updated and modified for different audiences. We plan to produce a new printed college overview and division brochures in the coming year, and order program-specific pull-up tabletop banners to go with our new OCTech tablecloths that have been purchased. Because our last videos were produced in spring 2021 during the height of COVID, there is a need for updated footage without masks. There is also a need for more overarching publications that sell the college as a whole and not just on the program level. |
| | Public Relations and Marketing | Marketing Support: 7-Week Terms | We will provide materials to promote our new 7-week terms, set to begin fall 2023. | Develop a marketing campaign to share new 7-week terms with campus community. | We began promotion of our new 7-week terms in spring 2023 using a comic strip theme to share the message in a fun, exciting way. We made an animated video, videos with students who piloted 7-week courses in the spring 2023 semester, flyers, yard signs for around campus, digital screen displays, information cards and sheets, PowerPoint slides, ran paid digital advertisements, developed messages to share with our current students on D2L, sent emails announcing the change to students on our ADR and shared press releases announcing the semester model change for the community. | The look and feel of our 7-week messaging was positively received on campus and in the community. We will continue sharing the message through the start of fall 2023 classes, after which it will transition into just being a part of our general marketing message. |
| | Associate Degree, Computer Technology - Network Security and Information Assurance | NSIA Adjunct Faculty | Hire new adjunct faculty to teach NSIA courses; preferably one with a comprehensive background in current computer and information science topics such as: networking, cyber security, artificial intelligence, mobile technology and PYTHON programming. | | Budgetary constraints for academic year. | Request will be included for the 2023-2024 academic year. |
| | Associate Degree, Computer Technology - Network Security and Information Assurance | NSIA Enrollment and CheckPoint Secure Academy Implementation | CheckPoint Secure Academy course will be developed and implemented by June 30, 2023, to increase CPT program enrollment by 2%. | CheckPoint Secure Academy course will be implemented within the NSIA program by eliminating IST 202 and replacing IST 201 with equivalent SCState Tech catalog approved course. NSIA program will be reduced from 72 credit hours to 69 credit hours. Faculty will participate in recruiting activities in our service areas, such as visits to our schools and local businesses to promote the academy. Faculty will communicate with early college students in their pathways to obtain certificate in one semester under 7 week term. | NSIA curriculum has been decreased from 72 credit hours to 69 credit hours. CheckPoint Secure Academy ran its first course in Summer 2023. | Additional reduction of course requirements and updated course changes to reflect updated offerings. |
| | Associate Degree, Computer Technology - Network Security and Information Assurance | NSIA Marketing Plan Implementation | CPT Faculty will partner with OCTech Marketing Department, in the development of materials aimed to increase enrollment by at least 2% by Spring 2023. | CPT Faculty will partner with OCTech Marketing Department, in the development of materials aimed to increase enrollment by at least 2% by Spring 2023. | OCTech Marketing Department has made changes on OCTech's website and has developed mailings for the department for advisees. | Continual effort will be done for the upcoming 2023-2024 academic year. |
| | Certificate, Basic Diesel Maintenance | New Instructor Position Request | Hire a new full time Automotive/ Diesel/ Alternative Fuel Instructor with regards to the design of a new Electric Vehicle certification or program. | Hire a new full time Automotive/ Diesel/ Alternative Fuel Instructor with regards to the design of a new Electric Vehicle certification or program. | Hire to put in place by Fall 2023. | Request for a new faculty member was not approved in 2022-23. The program coordinator will request again in 2023-24. |

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| | Assessment / Testing Center | OCtech Faculty/Staff Outreach | The Testing Center will inform OCtech Faculty and Staff about Testing Center updates one week before the official start date of each semester. Proctor Training dates will be confirmed within the first two weeks of each semester. | The Testing Center will send information via email to 100% of faculty and staff that includes testing updates for faculty, staff, and students to utilize the Testing Center. | The Testing Center emailed 100% of OCtech faculty and staff instructions for students and faculty using the Testing Center to proctor makeup exams, certification exams, Honorlock alternative testing, job performance exams, and daily Test Center operations. The information received by faculty and staff helped them properly direct students to achieve optimum test results on exams. The Testing Center staff offered and completed training sessions for new high school proctors, OCtech's Admissions staff advisors, and recruiters. The proctor training sessions provided new proctors with the necessary proctor training to ensure exam security and fair treatment to all students. The professional service provided by the Testing Center encouraged students to achieve their academic goals to be successful in their chosen careers. | Next year, the Testing Center will increase the frequency of emails to include the summer semester to faculty and staff regarding proctoring services offered in the center and offer proctor training to new and existing proctors as needed. | |
| | Associate Degree, Computer Technology - Programming and Related Certificates | PLTW - Computer Science Curriculum Implementation | Implement PLTW - Computer Science curriculum as a pathway to gain enrollments from Early College students to increase enrollment in the programming academic program. | PLTW - training is completed and courses are implemented during the academic year to improve Early College enrollment. | PLTW - training is complete and courses are implemented during the academic year to improve Early College enrollment. | PLTW courses were reviewed and updated, as needed, to help with the success rates of our students. This will be monitored throughout the next year and make changes were needed. | |
| | Associate Degree, Computer Technology - Programming and Related Certificates | Program Enrollment | By June 30, 2023 we will Increase CPT enrollment by 2%. | Faculty will participate in recruiting activities in our service areas, such as visits to our schools and local businesses. Faculty will communicate with early college students in their pathways. All Certificates that can be obtained with 18 hours or less should be offered in one Semester, when possible. Faculty will work with marketing to promote these certificates. | Faculty participated in recruiting activities. Faculty communicated with early college students in their pathways. Faculty worked with marketing to promote these certificates. | Recruiting opportunities will be continued and new opportunities will be explored. | |
| | Diploma, Medical Office Assisting | Recruitment | The program coordinator will participate in three recruitment events with one on campus, one off campus, and a work-based learning day. | The program coordinator accomplished the goal of participating in three recruitment activities. Two on-campus events took place in the spring semester with visiting high school students. One off-campus event took place at the High School for the Health Professions in March 2023. Also occurring in March 2023 was the work-based learning activity. This job shadowing event was an opportunity for participating high school students to gain hands-on experience while simulating employment as a medical assistant. | The program coordinator participated in three recruitment events with one on campus, one off campus, and a work-based learning day. | For the next academic year, the Medical Assisting program coordinator will actively work to expand recruiting activities by participating in more campus events, visiting local schools, and strengthening partnerships with healthcare organizations. Additional efforts will include hosting information sessions, engaging with prospective students through hands-on lab demonstrations, and utilizing digital outreach strategies to increase program awareness. These initiatives aim to attract more students to the program and ensure they have the necessary information to pursue a career in medical assisting. | |
| | Associate Degree, Radiologic Technology and Related Certificates | Recruitment | Radiology faculty (Fran, Amy, and Tiffany) will participate in a minimum of two recruitment events with one on campus and one off campus. They will also participate in a work based learning day. | Radiology faculty (Fran, Amy, and Tiffany) will participate in a minimum of two recruitment events with one on campus and one off campus. They will also participate in a work based learning day. | 100% of Rad faculty participated in program recruitment. Faculty participated in Work based learning days, tour groups, Career Days and Fairs at area schools and Open House for HS seniors and graduates. In addition faculty participated in College Orientation days. | Faculty participation helped with program awareness and generated interest in the program. Faculty will continue to participate in these activities and some additional ones next year. This supports the College Strategic Plan through increasing enrollment for the college overall. | |
| | Associate Degree, Physical Therapist Assistant | Recruitment | 100% of PTA faculty (Lynn and Regina with Keri optional) will participate in at least three recruiting (one on campus and one off campus) and a work based learning activity in the 2022-2023 AY. A list of locations presented/activities and contact information for those spoken with/interested in programs provided to the dean. | Each will documentation a list of events and collect a list of interested students with contact information. | Program Director (Fralix): In March 2023, a group of high school students came for a Work Based Learning session on Stretching/Training for the Athlete to Return to Sports. She participated in 2 PTA Open Houses in April and July of 2023. She was part of new student orientation twice during this academic year and also participated in several (between 6-10) on-campus tour groups. She attended a recruitment event at SC State for high schoolers and spoke at the Dorchester County Career School's Health Care program's Career Fair as well as a career prep event at Colleton Preparatory School. ACCE (Marsh): Mrs. Marsh was involved with at least 2 on-campus tour groups. Burton/Fralix: Mrs. Burton and Mrs. Fralix participated in a community service event to promote the PTA program. This event was held at Orangeburg Preparatory School in October of 2022. | All PTA program faculty are involved with recruitment to support the College's Strategic Plan for improvements in enrollment. An assessment will take place to determine increases in enrollment for the PTA program. Further, assessment will take place to determine the quality of students being enrolled to support retention efforts. This can be used to establish appropriate support services to implement to support student success. | |
| | Grants Office | Rolling Semester Schedule and New Administrative Calendar | Create a new rolling semester schedule that allows activation and viewing of sections one year in advance using Section Batch Copy feature in Colleague. Update timeline and process in administrative calendar for sharing with AA faculty and staff. | New rolling semester schedule will be created and posted that allows activation and viewing of sections one year in advance using Section Batch Copy feature in Colleague. Updates made in timeline and process in administrative calendar for sharing with AA faculty and staff. | Rolling schedule was initiated in April 2023. | Due to other issues encountered with the introduction of seven week terms, the rolling schedule concept has been delayed. Once full year of Spring, Summer, and Fall sections in the new seven week format have been entered and correctly, we will resume using a rolling schedule with all sections visible for students one year in advance. | |

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| | | Financial Aid | Satisfactory Academic Standards Communication | <p>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.</p> | <p>FA Staff will send all degree seeking students an email about Financial Aid Satisfactory Academic Standards prior to the start of the Fall term.</p> | <p>Prior to the start of the Fall 2022 Semester, we did not send an email explaining Financial Aid Satisfactory Academic Standards to all degree seeking students. However, we sent an email to 430 students that needed gentle reminders of the requirements for meeting satisfactory academic standards. At end of Fall 22, 93% of our students were meeting the requirements for Financial Aid Satisfactory Progress.</p> | <p>We feel that students need reminders of what it takes to maintain their financial aid. Helping students to understand those requirements are also a benefit for the institution as well. Students that are maintaining good standards with financial aid are less likely to drop out of college.</p> |
| | | Foundation | Scholarships (Advanced Manufacturing and Engineering Programs) | <p>To increase enrollment, provide ten \$2250 scholarships per program for the 7 associate degree programs in the Engineering and Advanced Manufacturing division for the 2022-2023 academic year. Scholarships would be in addition to other financial aid the student would receive.</p> | <p>Up to \$100,000 in scholarship funds will be provided by the foundation to fund scholarships for the 2022-2023 academic year.</p> | <p>The foundation provided \$100,000 to fund scholarships for Engineering and Advanced Manufacturing students. However only \$6,750 was awarded in scholarships to Engineering and Advanced Manufacturing students.</p> | <p>We found it difficult to motivate engineering and advanced manufacturing students to apply for these scholarships. The availability of the scholarships was promoted on D2L, through marketing flyers and shared with program coordinators who were asked to encourage students to apply. Few took advantage of the opportunity. For the 2023-2024 academic year, the foundation has budgeted \$100,000 for scholarships to support Engineering and Advanced Manufacturing students and Nursing and Health Science students. These scholarships will be promoted on D2L and through deans and program coordinators. Going forward, the foundation will seek more creative ways to promote the availability of scholarships and encourage students to apply.</p> |
| | | Grants Office | Seven Week Terms | <p>Execute on-going action steps for 7-week terms and new academic calendar, including co-chair committee with Asst. VP of AA; plan student/faculty events; and work with Marketing to ensure successful rollout, etc.</p> | <p>Seven-Week Terms Committee will meet and discuss issues in preparation for pilot in Spring 2023 and full college roll-out in Fall 2023.</p> | <p>The full rollout of Seven Week Terms has been rolled out and is in practice. All issues (primarily with financial aid) have been tested and resolved in Colleague.</p> | <p>Going forward, Academic Affairs, Student Affairs, and Business Affairs staff and administrators will periodically review processes to ensure that all Colleague processes are being carried out efficiently and that automated reports are set up and being used wherever possible. Katia Simmons in IT will hold quarterly meetings to ensure this is happening.</p> |
| | | Nursing | Student Recruiting | <p>100% of NUR and HS faculty will participate in recruiting activities (at least two) under the direction of the Dean that includes a work-based learning and off -campus activities.</p> | <p>Faculty will actively participate in student recruitment events.</p> | <p>100% of nursing faculty participated in required number of recruiting events for the year.</p> | <p>The faculty are continuously involved in recruitment. These recruitment activities were scheduled in coordination with Marketing or by personal request. They included building tours for groups and individuals, including Early College and other areas in the college. We will participate in recruitment activities representing the college and making students aware of our nursing programs.</p> |
| | | Associate Degree, Nursing | Student Recruiting | <p>100% of Nursing faculty will participate in at least two (one off campus and one on campus) recruiting and work based learning activity in the 2022-2023 AY.</p> | <p>100% of Nursing faculty will participate in at least two (one off campus and one on campus) recruiting and work based learning activity in the 2022-2023 AY.</p> | <p>100% of Nursing faculty participated in at least two recruiting (one on campus and one off campus) and a work based learning activity in the 2022-2023. Faculty reported individual attendance to the Dean in the Quarterly objectives for Strategic Planning. Faculty also participated in multiple tours as well as job shadowing experiences at students' requests in order to increase enrollment. One student followed Lecia Bonaparte around to experience the nursing program first hand. This student expressed a strong desire to enroll in nursing upon graduation from high school.</p> | <p>As enrollment is a large part of the College's Strategic Plan, faculty have gone above and beyond to provide recruiting activities for potential students in an attempt to increase enrollment. When faculty participate in recruiting and work-based learning, participants are able to see nursing in action. This has led to many students enrolling at OC Tech for nursing and health science careers. Faculty plan to hold a Career day for the community in order to establish more of a presence in the area. The college schedules individual tours for prospective students and faculty will always be available to meet with these students. We plan to market more of these opportunities in the future.</p> |
| | | Diploma, Practical Nursing | Student Recruiting | <p>100% of Nursing faculty will participate in at least two (one off campus and one on campus) recruiting and work based learning activity in the 2022-2023 AY.</p> | <p>100% of Nursing faculty will participate in at least two (one off campus and one on campus) recruiting and work based learning activity in the 2022-2023 AY.</p> | <p>100% of Nursing faculty participated in at least two recruiting (one on campus and one off campus) and a work based learning activity in the 2022-2023. Faculty reported individual attendance to the Dean in the Quarterly objectives for Strategic Planning. Faculty also participated in multiple tours as well as job shadowing experiences at students' requests in order to increase enrollment. One student followed Lecia Bonaparte around to experience the nursing program first hand. This student expressed a strong desire to enroll in nursing upon graduation from high school.</p> | <p>As enrollment is a large part of the College's Strategic Plan, faculty have gone above and beyond to provide recruiting activities for potential students in an attempt to increase enrollment. When faculty participate in recruiting and work-based learning, participants are able to see nursing in action. This has led to many students enrolling at OC Tech for nursing and health science careers. Faculty plan to hold a Career day for the community in order to establish more of a presence in the area. The college schedules individual tours for prospective students and faculty will always be available to meet with these students. We plan to market more of these opportunities in the future.</p> |
| | | Certificate, Welding Basic | Transfer Courses to a 7 Week Term | <p>Transfer WLD 101 to a 7 week term</p> | <p>Program Coordinator will compress and make a course plan to follow so WLD 101 can be ran as a 7 week term course.</p> | <p>The WLD 101 class was successfully transferred in to a 7 week course.</p> | <p>We will analyze the timeline to ensure the Objectives can be met and with satisfactory results.</p> |

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| | 2.2 | Revenue | Generate additional revenue from traditional or alternative sources (min. \$300k) | | | | |
| | | Student Services | Student Financial Aid Funding | Develop a financial aid packaging model that proactively responds to the financial needs of credential seeking students by Fall 2022. | Utilizing all funding sources available, package students such that direct costs are covered. Review and resolve students with balances appearing on the DDREG report beginning 4-5 weeks prior to fee payment due date. Decrease the number of students dropped for non-payment. Develop reference sheet of available funding and criteria for each program for FA staff dissemination. | By strategically utilizing all available funding sources, Financial Aid Office ensured students' direct costs were covered. The review of the DDREG report began on July 6, 2022, meeting the goal of completion 4-5 weeks prior to the fee payment due date. This contributed to a 30% decrease in student drops for non-payment, exceeding the 20% target. The reference sheet of available funding, provided by State Tech, proved invaluable, enabling staff to maximize funding while covering student direct costs. | Using all available funding sources strategically is crucial for covering student direct costs and maximizing financial aid impact. Completing the DDREG report review 4-5 weeks before fee payment deadlines is critical for preventing non-payment drops. This proactive approach allows time for intervention and resolution. Explore ways to further streamline the DDREG report review process to ensure it is completed efficiently and accurately. This could include automating parts of the process and increasing FAFSA reminder campaigns. |
| | | Assessment / Testing Center | Fee-Based Testing | By June 30, 2023, the Testing Center will add one new test to fee-based test offerings. | The Testing Center will add the National Registry of Emergency Medical Technicians (NREMT) exam. The test must be approved for administration by Pearson Vue. | The National Registry of Emergency Technicians was not added because the center has to accept the full bundle of exams first. Currently, we only offer the GED exam. Pearson Vue will review the order for approval once we decide to get the full bundle of exams. Accepting the full bundle will take place next year instead of this year due to location and staff changes in the Testing Center. | The addition of the National Registry of Emergency Technicians exam next year will help students save money and travel time to get their certifications. Adding the NREMT exam in the Testing Center will also increase revenue for OCtech's Career Training and Economic Development Division. |
| | | Grants Office | Grants Management | Ensure that 100% of current grant projects have reports submitted on-time (varies by project). | The Grants Coordinator will meet with the VP for Academic Affairs and the Associate VP for Academic Affairs on a weekly basis to ensure that all reports and budgets are correct and submitted in a timely manner. | 100% of grant reports and budgets were completed and submitted on time. Grants Coordinator collaborated with Grants Accountant to ensure projects were up to date and that information was available to administrators. | Next year, the monthly grant team meetings will be held for large projects to more effectively provide project directors/managers with updates on project milestones, as well reporting and budget information provided by the Grants Coordinator. The inclusion of additional personnel in these meetings will provide grant personnel with greater support and to help troubleshoot issues that may be present. In addition, the Grants Coordinator will maintain a spreadsheet with an overview of all current projects for the VPAA to update President's Staff on grant spending. |
| | | Procurement | Identify and Reduce Spending | Suggest more reasonable alternative to PO's if applicable. Follow Procurement procedures for quotes and bids to obtain the best value for the college. Save on supply cost by emailing or faxing vendor copies as must as possible. | 1. It will be documented when vendors are changed and lower prices are obtained. 2. Documented quote and bid tabulations will reveal the lowest cost. 3. Yearly Postage readings can be compared to same time period last year. | A noted savings of \$8,044.54 was measured this year. This figure was obtained by comparing amounts submitted on PO's vs. the cost that the Purchasing Office was able to get by requesting quotes and using contracts in place by the state. | Results will be used as a comparison each year. There will be anticipated fluctuations. The number of PO's and values will not be the same each fiscal year, which in turn will positively or negatively affect the yearly summaries. |
| | | Human Resources | Implement Faculty Assignment Contracts in Colleague. | HR will implement faculty assignment contracts for adjuncts by Spring 2023. | HR will use consultant to assist in implementation. HR staff will work on implementation which may include updated processes. Training of admins and hr. Implementing this system will allow HR to utilize more efficient ways to process agreements/payroll for faculty. It will alleviate time spent shuffling paper between departments, and time lost when paperwork is missing. | HR and support staff from Academics and Payroll met with Ellucian on multiple dates to work through the process for implementation. | Due to the implementation of 7 week terms, this project was suspended. HR and Academics did not want to jeopardize the implementation and affect faculty pay. |
| | | Procurement | Procurement Training for Faculty and Staff | Provide procurement manuals and procedures to all faculty and staff via sharepoint. Contact new employees to introduce the Procurement office and all material. Provide training to faculty and staff. | Provide procurement documents to new employees. Provide training sessions available to all employees. Meet one-on-one with new employees responsible for budgets and PO's in their divisions. | Procurement information was shared with 35 new employees. One-on-one meeting were conducted with those responsible for budgets and PO completion. | Results will be used for comparison and validation each year. There will be fluctuations in the number of trainings each year, but the same information will be covered. |
| | | Procurement | eProcurement | Implement a small test group to test eProcurement using Ellucian and Self Service. | At least one department will be implemented as a test group to start using the eProcurement features in Self Service and Colleague. | The IT Department and Purchasing were tested and then went Live in Self-Service Procurement. Testing has started with additional areas of the Business Affairs Division: Printshop, Bookstore, Accounting, Security and Human Resources. | After successful implementation, additional divisions of the college will be added to the E Procurement system. Notes will be made of issues with the initial implementations so that future training manuals and training processes will be most efficient. Continuing process will cover imperative information to reduce training time and increase understanding. |
| | 2.3 | Continuing Education | Generate 10% more revenue than expense via Continuing Education by June 2023. | | | | |
| | | Business Affairs | Increase Online Offerings Via Implementation of D2L and Course Catalog in CE | By the end of Q1, D2L and Course Catalog will be fully implemented by CE and new courses added each quarter. | New courses will be evaluated based upon industry needs. CE personnel will be responsible for developing content for these courses, uploading the courses to the D2L platform, requesting that courses be added to Course Catalog and maintaining a course list. The number of CE courses in Course Catalog will be used to determine the number of courses that have been added. | | |

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| | | Acct/Business Operations | Expand Professional Growth Opportunities | On a quarterly basis, all full-time staff in the accounting and bookstore offices have completed a professional development activity to be determined by supervisor. On an annual basis, each full-time staff member will have an opportunity to attend an off-campus conference, seminar, training or other professional development activity. | We will strive to have 100% to attend at least quarterly and 100% the opportunity to attend an off-campus event on an annual basis. | 100% of the full-time staff, employed at least one year, of the Fiscal Affairs (Business Office) department and Bookstore were offered the opportunity to attend an off-campus professional development activity. All employees took advantage of this opportunity. | Participating in professional growth opportunities helps train employees to become more efficient at their jobs and lead to greater productivity for the college. This, in turn, helps the college to meet its goal of increasing payroll funding over the next couple of years by reducing unnecessary costs and helping the college raise additional tuition revenue by helping increase student enrollment. |
| | | Corporate Training and Economic Development | Increase Enrollment by Filling Seats in Academic Offerings | 10 or more CE students in seats in academic offerings each semester. | CE will coordinate with academic dean/academic program coordinators to fill vacant seats in academic course offerings. | Twenty-four (24) students were enrolled this year. The following steps were implemented in order to streamline enrollment: (1) CE verified seat availability in Colleague; (2) CE notified Dean/Academic Program Coordinator that a student was available to fill a seat in the course; (3) the Dean/Academic Program Coordinator reserved a seat for the CE student. | Results will be used to maximize efficiency in programs and course offerings by filling credit seats with CE students. |
| | | Corporate Training and Economic Development | Increase the Number of Credentials Awarded | Increase the Number of Credentials Awarded | To increase the number of credentials awarded, there must also be an increase in enrollment. Marketing and recruitment activities will need to be increased as well. CE Dean will spend more time speaking with businesses and industries about their training needs. Programs like SNAP2Work will be given more visibility and new offerings will be explored. | This year, the Work Readiness Course for SNAP2Work students was revised to include NCERC certification and was taught as a pre-requisite for Healthcare and Advanced Manufacturing programs. There are a total of 18 programs approved by SNAP2Work. The CE Director also conducted conversations with businesses and industries about maintenance training and apprenticeship opportunities. | Expansion of program offerings, alternative training resources and additional credentials will impact enrollment, revenue and student experiences. |
| 2.4 | Professional Development | Provide professional growth opportunities and increase employee engagement for all faculty/staff. | | | | | |
| | | Planning and Development | Professional Development for Marketing Staff | Work with each staff member to outline a quarterly plan for professional development training | Ask each staff member to share with me a list of professional development opportunities they are interested in. I will also research professional development that I think would be of benefit to each staff member. Together, we'll outline a plan for quarterly professional development. In some cases, it may be individual training and at times, it could be group training for our entire team. | Greg, Wendy and Rachel each completed professional development during the year. Greg has earned the "Google Digital Marketing & E-commerce" non-credit Professional Certificate; Wendy completed the Mental Health First Aid USA training and 3 webinars offered through the Lumina Million Dollar Challenge; and Rachel enrolled in courses offered through TREAD. | Skills acquired will improve and direct our marketing efforts going forward - specifically the management of the website and the placement of digital advertising. We will use Lumina's strategy of conducting DIY "desk" research to gather facts about our prospective students and leverage our social media to discover public perceptions about the college. That information will be used to develop unique student insights that will help us craft meaningful messages for a well thought out and manageable digital strategy. The Mental Health training will support the culture of caring for faculty and staff. |
| | | Assistant VP for Academic Affairs | AVPAA-01 ACUE Facilitator for Faculty Professional Development | Successfully complete all ACUE micro-credentials and serve as facilitator for faculty members from OC Tech, Denmark Tech, and Williamsburg Tech completing various ACUE micro-credentials. | Facilitate and mentor faculty multiple cohorts taking ACUE micro-credentials courses. Work with ACUE Administrators to register each cohort and provide weekly feedback to each course section as well as individual assistance to faculty as needed. | Facilitated five ACUE micro-credentials courses. A total of 138 micro-credentials were awarded to faculty participants. Fourteen faculty earned the "Certificate in Effective College Instruction". As facilitator, I completed four micro-credentials and also earned the "Certificate in Effective College Instruction". | The implementation and facilitation of ACUE professional development for faculty was very well received by faculty. Additional ACUE training will be offered during the next academic year and a pathway to full certification for participants will be developed. Professional development for faculty that include principles and practices for sound instructional methods supports the College's plan to increase the number of graduates. |
| | | Assistant VP for Academic Affairs | AVPAA-03 Summer 2022 Institute on Quality Enhancement and Accreditation | Attend SACSCOC Summer 2022 Institute on Quality Enhancement and Accreditation in July 2022. | Attend SACSCOC Summer 2022 Institute on Quality Enhancement and Accreditation in July 2022. | Completed seminars and training for SACSCOC Summer 2022 Institute on Quality Enhancement and Accreditation. | I attended SACSCOC Summer 2022 Institute on Quality Enhancement and Accreditation in July 2022. The training and experience will assist as the College begins preparation for our ten year SACSCOC review scheduled for 2025. |
| | | Teaching, Learning, and Assessment | Adjunct Faculty Professional Development - Intelligent Agents | 100% of adjunct faculty will receive on-demand professional development on the use of Intelligent Agents in D2L. | 100% of adjunct faculty will receive on-demand professional development on the use of Intelligent Agents in D2L. | 100% of adjunct faculty received on-demand professional development on the use of Intelligent Agents in D2L. The D2L Adjunct Faculty Portal was updated to include online tutorials and step by step instructions for setting up and using Intelligent Agents in D2L. Adjuncts are added to the class list in D2L each semester. | On-demand training for adjunct faculty is an important factor to ensure adjuncts have the same access as our FTE instructors. Additional on-demand training and support options will be explored, including additional training in the effective use of D2L features. |
| | | Human Resources | Create a Wellness Program | HR will create a new wellness program by Spring 2023. | HR will create a new wellness program by Spring 2023. | Met with MUSC to discuss options of assistance. Worked on plans for future implementation. HR also looked at professional development options. Benefits Fair was held October 4, 2022. HR hosted Worksite Screening October 4 and 5, 2022. | HR evaluated different options for a wellness program. HR attended meeting with MUSC to discuss "Working Well" program. Benefits Coordinator is participating in this program. In 2023-2024, HR will move to implement the suggestions of Working Well to improve campus wellness. Due to the success of the Worksite Screening, HR will host another in Fall 2023. HR also brought in some professional development in the Spring for stress relief. Faculty and Staff were invited to attend this training during the designated professional development afternoon. Plan to continue to offer programs/speakers in 2023-2024 to support faculty/staff wellness and health. |

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| | | Associate Degree, Computer Technology - Network Security and Information Assurance | Cybersecurity Professional Development | NSIA faculty members will attend CheckPoint Secure Academy and other cybersecurity focused training for 2022-2023 academic year. | NSIA faculty members will attend CheckPoint Secure Academy and other cybersecurity focused training for 2022-2023 academic year. | Both full-time and adjunct NSIA faculty completed the required training for CheckPoint Secure Academy in November 2022 and January 2023. Additional training in PLTW Cybersecurity and CompTIA CySA+ was also completed in Spring and Summer 2023. | Continual professional development opportunities will continue for the 2023-2024 academic year. |
| | | Certificate, Truck Driver Training | D2L Training | by 01/03/2023 all Truck driving staff have basic knowledge how to use D2L to post grades and content for students. | Training completed for six staff. | All staff were trained on D2L by January 2023. | Going forward, the program coordinator will sit with newer faculty for one-on-one training to ensure they have sufficient understanding. In addition, Early College faculty will be included in training to make sure they have a clear understanding on how to use D2L. |
| | | Associate Degree, Radiologic Technology and Related Certificates | Faculty Professional Development | 100% of RAD Faculty will complete Professional Development Activities to remain current in the field of Radiologic Technology in 2022-23. Each (Fran, Amy, and Tiffany will provide evidence to the dean of activities participated in and how they will incorporate one of them into their teaching activities. | All Rad Faculty will participate/attend in professional development activities to remain current in the field of Radiologic Technology in the year 2022-23 and submit supporting data. | 100% of all RAD Faculty participated in Professional Development Activities to remain current in the field. Faculty participated in Direct Readings, ASRT Live Lectures, and Fran attended the SCSRT Annual Meeting where lectures were presented. In addition, all faculty participated in ACUE training. | The information obtained from these Professional Development activities will be incorporated where applicable into course lecture material. Each year, faculty are required to participate in Professional Development activities to maintain their credentials in the field. So this request will be incorporated again into next year's planning process. The Strategic Plan is supported by keeping faculty current in the profession. This allows high quality instruction and promotes student success. |
| | | Physical Plant Operations | Job Enhancement Training | Provide for Plant Personnel Job Enhancement Training. This activity is ongoing throughout the year with actual training to take place in the second and fourth quarter. | Supervisors will assign the appropriate training for each employee. | All employees received their two trainings as assigned by their Supervisor. | The two trainings met the strategic plan by providing the employee(s) with Professional Development. This additional training is vital to next years unit plan in helping employees make data informed decisions. This objective will be pursued in FY2023-24, additional training opportunities specific to each employees duties will be offered. |
| | | Procurement | Professional Development | Kara and I will attend at least one professional development training session during the Fiscal Year 2022-2023. | The Procurement office staff will enroll in training opportunities that are relevant to the professional development of our positions. | Both employees of the Purchasing Office attended professional development opportunities as they were available. These ranged from OCTech scheduled classes, State Procurement conferences and town hall meetings, to TREAD classes. | Results will be used for comparison and tracking each year. Professional Development opportunities will not be the exact same each year. The main focus will be to implement new information and procedures learned. |
| | | Associate Degree, Computer Technology - Programming and Related Certificates | 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% Faculty will participate in at least one college-wide Professional Development activity during the 2022-2023 school year. Where appropriate, faculty will participate in program specific Professional Development. | All advisors participated in all professional development opportunities to become more effective advisors. | Continual professional development opportunities will continue for the 2023-2024 academic year. |
| | | Assessment / Testing Center | Professional Development | All staff will complete required training with third party companies to remain current on proctoring procedures per each exam. Staff will also complete professional Development training online and in-person assigned by the supervisor. | Testing Center staff will attend online training, including webinars, Zoom meetings, and read documents about exam security and proctor responsibilities for each exam listed on the Testing Center's Webpage. Proctors will also stay abreast of new exam updates as they become available. | Three, (100%) Testing Center staffers completed training and certification for Accuplacer, Workkeys, Assessment Technologies Institute (ATI), Pearson Vue (GED). They also completed Professional Development Training via Zoom for Excel and completed a few modules in TREAD. The completed Professional Development trainings helped the employees provide better service to the students, staff, and the community. The Excel training helped the staffers with their data entry, records and reports for the Testing Center and the College. | Next year, part-time staff are required to participate in at least three professional development activities within the year. The Professional Development training sessions will allow all staff to be more effective in their job duties and provide better service to faculty, staff, and current and prospective students. |
| | | Associate Degree, Physical Therapist Assistant | Professional Development | 100% of PTA program faculty (Lynn, Regina, and Keri) will engage in professional development to improve instructional methodology, curriculum design, or assessment skills that can be implemented in the program | Each faculty member will find professional development opportunities that directly relate to improving instructional methodology, curriculum design, or assessment skills and utilize newly learned material in the program | 100% of PTA program faculty participated in professional development focused on instructional design and assessment skills | Results indicate a strong faculty commitment to ensuring innovative, flexible, and engaging teaching and assessment strategies to encourage student success. The results can be used by faculty to increase engagement across the College's campus to include professional development ideas for peers and/or participate in research to advance innovative practices. |
| | | Business, Education, Computer Technology, and Public Service | Professional Development | 100% Faculty will participate in at least one college-wide Professional Development activity during the 2022-2023 school year. Where appropriate, faculty will participate in program specific Professional Development. | 100% Faculty will participate in at least one college-wide Professional Development activity during the 2022-2023 school year. Where appropriate, faculty will participate in program specific Professional Development. | 100% Faculty participated in at least one college-wide Professional Development activity during the 2022-2023 school year. Where appropriate, faculty participated in program specific Professional Development. | More Faculty Professional Development will be offered in areas as needed. |
| | | Associate Degree, Early Care and Education and Related Certificates, Diploma | Professional Development | 100% Faculty will participate in at least one college-wide Professional Development activity during the 2022-2023 school year. Where appropriate, faculty will participate in program specific Professional Development. | 100% Faculty will participate in at least one college-wide Professional Development activity during the 2022-2023 school year. Where appropriate, faculty will participate in program specific Professional Development. | 100% Faculty participated in at least one college-wide Professional Development activity during the 2022-2023 school year. Faculty completed several ACUE courses and were able to attend nationwide NAEYC professional development opportunities. | Faculty will participate in as many college-wide Professional Development activities as possible including ACUE training. Faculty will also participate in NAEYC conferences in the upcoming year. |
| | | Certificate, Nursing Assistant | Professional Development | By 30 June 2023, participate in at least two relevant professional development activities either on- or off-campus. | In order to stay relevant in the field of Nurse Assisting, all full-time faculty will participate in professional development activities. Activities will focus instructional methods, technology, and/or career-specific content. | The CNA full-time faculty member participated in professional development activities scheduled during Fall Convocation, CORA Learning, the Simple Syllabus Kick-Off Meeting and the Campus-Wide Assessment meeting. | We will continue to pursue professional development by engaging in ongoing training, attending relevant workshops, and implementing best practices to enhance teaching and student success. By prioritizing continuous learning, we aim to strengthen our programs, improve instructional effectiveness, and align with evolving industry standards. |

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| | | Information Technology | Professional Development | Formal IT training for staff members. This training could include security, HPE Aruba, ClearPass, Airwave, and/or O365 areas. | Formal IT training for staff members completed. | All IT staff members were trained, as planned for security, HPE Aruba, ClearPass, Airwave, and O365 areas. | Going forward, new staff members will have access to training to help with quick on-boarding. |
| | | Certificate, Patient Care Technician | Professional Development | By 30 June 2023, participate in at least two relevant professional development activities either on- or off-campus. | In order to stay relevant in the field of Patient Care Technician, all full-time faculty will participate in professional development activities. Activities will focus instructional methods, technology, and/or career-specific content. | Full-time faculty completed professional development activities throughout the academic year. The full-time phlebotomy instructor attended the Center for Phlebotomy Training's Supervisors Bootcamp and on-campus professional development classes. The program coordinator attended the AVID Summer Institute to investigate new teaching approaches. | We will continue to pursue professional development by engaging in ongoing training, attending relevant workshops, and implementing best practices to enhance teaching and student success. By prioritizing continuous learning, we aim to strengthen our programs, improve instructional effectiveness, and align with evolving industry standards. |
| | | Certificate, Emergency Medical Technician | Professional Development | By 30 June 2023, participate in at least two relevant professional development activities either on- or off-campus. | In order to stay relevant in the field of EMS, all full-time faculty will participate in professional development activities. Activities will focus instructional methods, technology, and/or career-specific content. | The full-time EMS faculty member successfully participated in professional development activities during the year to stay current in the EMS field. These activities included workshops, conferences, and training sessions on instructional methods, emerging technologies, and career-specific content. By engaging in these opportunities, faculty enhanced teaching strategies and incorporated innovative tools into the classroom. | In the next year, we will continue to prioritize professional development for all full-time EMS faculty to ensure the program remains aligned with industry standards and advances in emergency medical services. Faculty will also be encouraged to attend national and regional EMS conferences and collaborate with peers to exchange best practices. |
| | | Associate Degree, Mechatronics Technology and Related Certificates | Professional Development for Engineering Programming | By August 2022, complete Labview software training which is used extensively in EGR-112 for engineering programming . | The professional development will consist of completing Labview Core 1 training online as well as self study online in order to further develop my skills of working with Labview on EGR-112 lab projects. | Completed the Labview Core 1 training online. Expanded on Labview topics by self studying online in order to further develop my skills of working with Labview. This professional development has given me the skill set needed to teach Engineering Programming. | Completed professional development of Labview Core 1 training online as well as self study online in order to further develop my skills for teaching engineering program skillset. |
| | | Student Records/Registration | Professional Development for all Records Staff | All Student Records Staffers will attend at least two seminars, webinars, etc for Professional Development per year. | All Student Records Staffers will attend at least two seminars, webinars, etc for Professional Development per year to gather best practices and bring back to Records and Student Services Staff members for discussion and possible updating of practices used by our office. | Each staffer met or exceeded the number of required professional development training/seminars that were required. | All staffers will continue to attend professional development to enhance their skills. We will be increasing the number of professional development opportunities to 3 per year. |
| | | Human Resources | Update Hiring and Orientation Processes | HR will evaluate and update hiring procedures and increase retention efforts in Fall 2022. | Update hiring procedure, interview rubrix and reference forms. Train hiring committees. Increase retention efforts-continued review of salary; update of job descriptions and planning documents; continued assessment of onboarding processes, improved recognition efforts. | Salary information for faculty and staff were reviewed. Due to current budget no changes were implemented. Continue review in Fall 2023. Supervisors reviewed open positions position descriptions and updated. There was also more intentional review of vacancies. Supervisors were asked to provide justification to "hire" after a vacancy occurred. Updated orientation materials and communication with new employees. | In 2023-2024, HR will begin review of the hiring process from post to one year. This work will continue into the next year. |
| 2.5 | Financial Stability | Reduce operating costs, end the fiscal year w/ a balanced budget, and align financial resources with the Mission. | | | | | |
| | | Business Affairs | Perform a Review of Academic Expenses (with VP Academics) to identify Potential Savings | Work with Academic VP to review academic expenses (such as course loading, course offerings, etc.) to identify potential savings. | | Some departments have been identified where too many courses were being offered. Most of this work was done by academic VP, working with deans. | Fewer courses will result in cost savings in the future, that will allow those funds to be used in other ways. |
| | | Student Records/Registration | Electronic Dynamic Forms & Etrieve Import | By May 2023, all electronic forms received will be processed and imported into Etrieve within 5-7 working days of the process date except during peak times. This will lessen printing of documents and save on the overall budget. | By the end of Spring 2023, we will be increasing the electronic forms being used to assist Faculty and Staff with submissions to the Records office which will eliminate printed forms. When forms are received electronically, they can be imported into Etrieve more quickly, which eliminates printing and saving on the overall budget. We are looking to have all electronic documents received in the Records Office imported into Etrieve at least 15 working days after processing except during peak times. | With new Records processes in place, Dynamic Forms are processed and uploaded into Etrieve at the time of processing to ensure that the deadline is being met. The exception is when Etrieve is down and the forms are usually uploaded with a day of processing. This was spot checked and we are uploading far ahead of the number of days given. | This is to remain a process in the Records office. This new process ensures timeliness of processing and uploading to Etrieve. This is saving on the overall budget and time management of staffers by having electronically submitted form that do not have to be printed nor scanned. |

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| | Foundation | Fundraising | | <p>By June 30, 2023, generate \$370,000 or more in gifts to the foundation through individual gifts, corporate gifts, grants, and special events.</p> | <p>Identify individual donor prospects needed to reach goal, board members to involve in "asks", and appropriate cultivation strategies where needed for each prospect. To maintain engagement with donors and prospective donors, seek Development Committee members' guidance on best way to communicate with donors and prospective donors - emails, electronic newsletters (frequency,) printed newsletters (frequency,) Lunch with President or other invitations to visit campus, or other methods. For corporate gifts, with input from program coordinators and deans, compile list of those who employ OCtech graduates and review with Dr. Tobin to discuss opportunities for engagement and best approach for making an appeal for support. Make individual contact with board members who might have insight as to businesses in the community who would have an interest in supporting OCtech or if given the opportunity to learn more about the college, could develop into a supporter of the college. For grant purposes, revisit list of businesses/manufacturers in service area offering grant opportunities and identify 4 groups with funding priorities that most align with college and submit grant applications (four applications in 2022-2023.)</p> | <p>Funds raised in 2021-2022 were used as a guide to establish the 2022-2023 fundraising goal. Funds raised in 2021-2022 were boosted by a matching gift challenge funded by a foundation board member. The matching gift provided by the donor and gifts contributed to meet the match significantly boosted funds raised in 2022-2023. Without a similar incentive in 2022-2023, we fell short of our fundraising goal.</p> | <p>Will continue to seek and cultivate new donors and maintain relationships with existing donors. Will host luncheons on campus to invite prospective and current donors to visit campus. Will continue to seek grant opportunities. Will continue meetings with board members to gather "leads" for new prospects.</p> |
| | Grants Office | Grant Applications - New Funding | | <p>Submit two (2) grant applications from new funding source during the 22-23 academic year to support programs and services with greatest needs and that provide the most impact on student success.</p> | | <p>The following grant applications were created and submitted during the 2022-23 academic year: -Strada Employer and Community College Partnership Challenge (not funded) -Savannah River Nuclear Solutions MTT project (pending) -DOE RACE to Finish Post Secondary Success Project (funded)</p> | <p>Next year, the Grants Coordinator will re-vamp the Grants Development Team to help effectively seek out funding sources to match project needs on campus.</p> |
| | Acct/Business Operations | Modify budgets for unused funds | | <p>On a quarterly basis, business office staff member will perform global budget review for unnecessary budget line items. As part of the review, identify unnecessary budget line items to be considered for re-allocation in the budget by November 30 and April 30 of each year.</p> | | <p>Budget meetings or analysis held each quarter and discussions with program coordinators/Deans/budget managers to determine how much funding would be left in individual departments. Also, extensive discussions on future funding needs of each department.</p> | <p>Knowing budgetary needs for the departments enabled the creation of a more accurate budget for the upcoming fiscal year. This allowed funds to be re-allocated to departments that are growing and have a need for additional funds to carry out the mission of the college.</p> |
| | Foundation | Planned Giving | | <p>Develop a more formal planned giving program for the OCtech Foundation and begin visible promotion of planned giving opportunities by December 31, 2023.</p> | <p>During the 2022-2023 fiscal year, with input and guidance from the Development Committee and other research, develop a planned giving program that makes opportunities for planned giving more visible to donors interested in supporting the OCtech Foundation in this manner. Gather information from other foundations within the SC Technical College System who have had success in getting donors to commit to including OCtech in their planned giving. Utilize resources from the South Carolina Planned Giving Council to help in development of planned giving program for OCtech Foundation. If planned giving is deemed a priority of the foundation, enroll in planned giving professional development training. Begin development of list of individual prospects for planned giving.</p> | <p>After discussion with Development Committee and Dr. Tobin, the decision was made to not devote significant time to the development of a formal planned giving program. Formal planned giving program was not a focus for the foundation this year.</p> | <p>Because planned giving is not seen as an initiative likely to generate a large number of gifts, the decision was made to not make developing a formal planned giving program a priority of the OCtech Foundation at this time.</p> |
| | Grants Office | Preparation for SACSCOC Reaffirmation in 2026 | | <p>Ensure that substantive changes, notifications, and assessment activities are kept up-to-date for 3 look back years. Support VPs and other writers through the creation of a timeline and responsibility matrix.</p> | | <p>Leah completed and provided the President's Staff with a Responsibility Matrix and a Reaffirmation Timeline. In addition, she presented a SACSCOC Reaffirmation Kick-off Presentation during Fall 2023 Convocation. She also ensured that all 8 team members were registered for the SACSCOC Orientation in December 2023 in Orlando.</p> | <p>Next year, Leah will present a more in-depth assessment presentation during Spring 2024 Convocation. In addition, she will continue to support VPs and other narrative writers as they work toward completion of the Compliance Certification narratives. After the compliance certification is submitted, she will begin planning the on-site reaffirmation visit in October 2025.</p> |

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| | | | | | | | Although we did not meet the expected goal of reducing postage expense by 5%, we are not discouraged. This increase is likely the result of at least (2) known factors - (1) increase in the cost of postage across the board from US Postal Service and (2) not being able to utilize text messaging as intended for sending student bills (this is addressed in another unit plan item). We will continue to explore other ways to help reduce all expenses, including postage expense within our department by being more aggressive in email/texting campaigns to notify students of pending bills, tax notices, and other communication from the Business Office. Reducing expenses within our department helps the college achieve financial stability by supporting the college with needed financial resources without overspending and putting undue financial burdens on the college. |
| | Acct/Business Operations | Reduce Postage Expense | Business Office will reduce postage expense by 5% from previous year expenses as measured from the general ledger FY23 vs FY22 | Business office will utilize existing technology to send text messages, emails, and LMS communications to students and employees to receive tax information (1098-T's and W-2's) online to prevent expensive printing and mailing costs | Postage expense for Fiscal Year 2023 was \$5063.87 and for Fiscal Year 2022 was \$4140.62. The increase of \$923.25 represents a 22% increase in postage expense for the Fiscal Affairs department. | | |
| | Foundation | Special Events | By November 30, 2022, \$60,000 in profits will be generated by "An Evening of Fine Wines and Foods" and by May 31, 2023, \$25,000 in profits will be generated by the "Home and Garden Symposium" for a total profit from special events of \$85,000. | For the wine and food event, event and committee chairs will be identified, sponsors will be secured as well as caterers and wine distributors willing to donate food and wine for the event. Because of renovations to the S building cafe, a new location for the event will likely need to be secured offering opportunity/challenge to create excitement surrounding the new venue and atmosphere. A plan for ticket sales will be developed and golden items secured. For the home and garden event, event and committee chairs will be identified, speakers who are entertaining, educational and affordable secured, location selected for event, sponsors secured, auction items solicited, publicity plan developed and ticket sales promoted with a goal of an attendance of at least 225 (sponsors, guests of sponsors and ticket holders.) | Successful reintroduction of events after hiatus due to Covid. The home & garden event generated a profit of \$34,217.27 and the wine & food event produced a profit of \$34,317.27. Combined profits from the two events equaled \$97,759.22. | | Because general fundraising was not as successful as in 2022-2023, event profits were more important than ever in providing a source of revenue to support the foundation's operations and special projects. The 2022 wine & food event was hosted at a new location - the Orangeburg County Conference Center. The space this venue offered made an excellent site for the event and the 2023 will also be held at the Conference Center. The Golden Ticket items continued to add to the profitability of the event but securing these items becomes a greater challenge each year. We will continue to look for an alternative to Golden Tickets that could provide a similar revenue stream to contribute to the event's profitability. The home & garden event returned to the R Building/Roquemore auditorium and the return to campus was positively received by guests. We saw a significant increase in event sponsorships which boosted event profits. As expected, with an increase in sponsorships, ticket sales declined. It continues to be important to secure interesting speakers that do not command large speaker fees or require long-distance travel. After hosting the event for 16 years, finding affordable and interesting speakers gets more difficult each year and our goal is to have 2024 event speakers secured by 12/31/23. |