

# CARL ALBERT STATE COLLEGE

## MESSAGE FROM THE PRESIDENT



I am pleased to share with you Carl Albert State College's 2012-2016 strategic plan. Strategic planning is important in helping to chart the course for the future--not just for the college, but also for the communities we serve. Now more than ever, our communities are in need of a highly education workforce to help build a vibrant economy.

The college's strategic plan sets forth a blueprint for addressing the changes required by a knowledge-based economy and evolving technologies. The plan reaffirms the college's mission, which is *"To provide affordable, accessible and exceptional education that fosters student success."*

Set forth in the plan is a series of strategic directions and corresponding goals which the college will pursue over the next four years. In a very real sense, our success depends upon our ability to connect with and nurture relationships with current and prospective students, college faculty and staff, businesses, public officials, the community and other constituencies.

As we implement this plan, we remain steadfast in our commitment to provide a learning environment that fosters student success. I am excited about the future of Carl Albert State College and confident that this plan will provide a framework and direction for the college as it continues to provide an affordable, accessible and exceptional education to every student we serve.

A handwritten signature in blue ink that reads "B. Webb". The signature is fluid and cursive, written in a professional style.

Brandon R. Webb  
*President, Carl Albert State College (2007 to present)*

## **THE COLLEGE ENVIRONMENT**

CASC is a two-year public institution established in 1933 during times of widespread economic hardship in Oklahoma and surrounding states. Always striving to provide opportunity to all who seek higher education, CASC consistently has the lowest tuition and fees of any Oklahoma college. The Poteau campus in LeFlore County and the Sallisaw campus in Sequoyah County are located inside the Choctaw and Cherokee Nations, respectively, it follows that the largest minority group of students is American Indian, currently 30% of total enrollment. CASC was recently designated as the fourth highest producer of American Indian associate degree graduates in the United States (Community College Week, June 2011).

CASC has campuses located in Poteau (LeFlore County) and Sallisaw (Sequoyah County) in eastern Oklahoma. Both counties are included in the Fort Smith Arkansas/Oklahoma Metropolitan Statistical Area (FSMSA). Those two counties provide 69% of the student enrollment, followed by Sebastian County, Arkansas, then Haskell and Adair counties in Oklahoma. In addition, CASC serves an increasing number of international students, currently 42 are enrolled from various countries.

In spite of the challenges presented by the faltering economy over the last four years, CASC is growing and thriving. Of 1,200 community colleges nationwide, Carl Albert State College was selected as in the top 10%, one of only 120 determined eligible for the \$1 million Aspen Prize for Community College Excellence. This was only one of numerous awards the college has received over the last four years.

The college was honored with the Poteau Chamber of Commerce Civic Improvement Award at the 2011 Annual Poteau Chamber Banquet. The Deanna J. Reed Science and Math Center was recognized as one of the top new facilities in the area, and CASC Regent Deanna Reed and CASC President Brandon Webb accepted the award on behalf of CASC. The new \$7 million facility stands three stories tall with 32,400 square feet of state of the art science labs, classrooms, offices, and conference rooms. In addition, throughout both campuses extensive technological updates, remodeling, and landscaping have been implemented to reflect that the college is a balanced blend of aesthetics and function where students receive a world-class education.

### ***Student Body Characteristics***

CASC enrollment is 2,980 for the 2011-2012 academic year. An estimated 48% of the student enrollment is both low-income and first generation college students, based on 2009 calculations. The 2010 IPEDS report shows that 57% of CASC students received Pell grants and 87% received grant aid of some type. This is much higher than the comparison group at 45% and 67%, respectively. For the fall 2011 entering freshmen class, the average ACT score was 19 and 37% needed remediation in either math, science, or both. As is common with most community colleges, CASC has a high percentage of nontraditional, female students. The total student body is almost two-thirds female, many of whom are older, single parents looking to provide a better life for themselves and their children.

As can be concluded, many of CASC's students lack adequate preparation for college classes, especially in the math area. In response to this challenge, the institution has developed a number of strategies to transition the students successfully into college level courses. The Learning Resource Center offers special classes, tutoring, and computer assisted instruction. Not only has this helped ensure classroom success, it has also increased retention levels, as demonstrated by graduation rate of 27.1% for the 2009-2010 academic year. Carl Albert State College is near the top in the state in two year public retention and graduation rates and has been for several years.

Students may enroll in four basic programs: Certification of Completion, Associate in Applied Science Degree, Associate in Arts Degree, or Associate in Science Degree. The certificate and applied science programs are terminal. The Associate of Arts and Associate of Science degree plans are university parallel programs. Both university parallel programs contain a core curriculum of 40 hours, plus an additional 23-25 hours of specialized study. The AA is the most popular program offered, accounting for just over 50% of the average graduating class. Allied Health programs, business, and education attract the most majors.

The majority of CASC students transfer to one of the following: Northeastern State University at Tahlequah, University of Arkansas at Ft. Smith, Southeastern Oklahoma State University, Oklahoma University, Oklahoma State University, University of Central Oklahoma, East Central State University, or Southwestern State University. Based on data provided by these institutions, former CASC students as a group tend to perform as well as or better than students transferring from other Oklahoma two-year schools.

The 2010 Cooperative Institutional Research Program (CIRP) Freshman Survey showed that 79.2% chose CASC as their first choice college. It also showed that 70% agreed that the current economic situation significantly affected their college choice. Student satisfaction with CASC is notably high. As shown by the results of the ACT Student Opinion Survey for Two Year Schools, CASC has consistently been perceived by its students as a caring institution with quality faculty and services. For many years, CASC has been described by students and college personnel as "student-centered," and a "friendly place to be."

### **ACADEMIC AFFAIRS**

The Office of Academic Affairs is primarily responsible for curriculum and academic program development and the quality of academic instruction and operations. This office administers faculty and course evaluations, generates general catalog revisions, course schedules, and works closely with the Sallisaw campus. This office directs academic programs and faculty to meet the needs of a growing, diverse student and community population.

The Office of Academic Affairs is also responsible for overseeing the accreditation and self-study process with the Higher Learning Commission (HLC) and participating in the strategic planning process. These duties involve working very closely with all other divisions and

departments across campus. Responsibility for these processes focus heavily on organization and detailing of the processes necessary to move these projects forward.

The Office is also responsible for implementing the national Complete College America initiative, in which Oklahoma is a participating state. The purpose of this higher education initiative is to increase the number of Oklahomans who college degrees. Currently, state colleges and universities annually award 30, 500 degrees. This initiative aims to increase the number of degrees and certificates earned in Oklahoma by 1,700 per year for 12 years, resulting in a 67 percent increase by 2023. This increase is expected to meet the projected need of 313, 073 additional college-educated workers to keep the state competitive in a global economy.

Projects for this initiative include a statewide redesign of remedial and developmental education; a plan to reduce remediation demands in the transition from high school to college; continued development of Reach Higher, Oklahoma's adult degree completion program; enhanced efforts to audit and bring in line with the national norm all certificates awarded through the Cooperative Alliance program with the Oklahoma Department of Career and Technology Education; and review and revise the Brain Gain Performance Funding program. This is the most comprehensive and ambitious higher education initiative ever undertaken by Oklahoma.

The scope of responsibilities requires the office to communicate effectively with a number of different constituencies. The groups include but are not limited to the President, college faculty and staff, other Vice -Presidents, and the regulatory staff of the Oklahoma State Regents for Higher Education (OSRHE), as well as governmental and regulatory agencies and business and industry. The office provides institutional information and recommendations for other departments of the institution. It also coordinates with other institutional departments in the development of a cohesive plan for the institution. The office of Academic Affairs works with other colleges and universities to ensure the equivalency of the programs and courses for transfer to other institutions, particularly within the state of Oklahoma. The Vice-President of Academic Affairs and the office personnel also generate various reports for Regents staff, seek support and approval on new or modified courses and programs, and explain program productivity and various enrollment aspects. The office works closely with the HLC to maintain the accreditation of the institution. Office personnel are also aware of the requirements for maintaining a working relationship with business and industry in the region in order to enhance the workforce and improve the economy.

Distance learning is an integral part of academics at CASC and takes two different forms—interactive television between classrooms at one site to a classroom at a second or third site or online programs and individual courses. Distance learning occurs both from CASC sites to other classrooms or from other institutions to the University Center on the Poteau campus. These DL opportunities expand access of two-year and four-year programs as well as Master or Doctorate programs to the constituents of CASC.

Assessment is an integral function of an institution of higher education. The establishment and evaluation of assessment models and methods, as well as the generation and analysis of the data necessary is integral to determining the overall effectiveness of the institution. The recent

application of the WEAVE assessment management system will aid in and strengthen the reporting and analysis of assessment data.

Also included in the responsibilities of the Office of Academic Affairs is oversight of International students. The growth in the population of international students attending the institution calls for a strengthen the infrastructure necessary to providing effective service to this portion of the overall student community.

The Office of Academic Affairs also provides oversight for the Continuing Education program, Service Learning, and the Joe E. White Library.

### **Academic Affairs**

#### **Objective 1.1: To continue course offering expansion through effective and innovative delivery formats.**

##### *Implementation Steps:*

1. Identify those additional courses or programs suitable for alternate delivery methods or alternative scheduling formats.
2. Survey the faculty for participants in the development of course materials.
3. Make faculty assignments for course development.
4. Offer course through designated format (e.g. online, ITV, student/faculty exchanges with sister institutions, etc.).

Responsibility: Office of Academic Affairs

Anticipated Completion Date: Ongoing

Estimated Cost: TBD

#### **Objective 1.2: To strengthen and enhance the General Education Program**

##### *Implementation Steps:*

1. To determine learning outcomes for the General Education program.
2. Identify those additional courses or programs suitable for General Education
3. Survey the faculty for participants in the development of course materials.
4. Make faculty assignments for course development.
5. Offer course through designated format (e.g. online, ITV, student/faculty exchanges with sister institutions, etc.).

Responsibility: Office of Academic Affairs

Anticipated Completion Date: Ongoing

Estimated Cost: TBD

#### **Objective 1.3: Develop a faculty development program that offers innovative but cost-effective access to content and best practices while also effectively providing appropriate opportunities for faculty.**

##### *Implementation Steps:*

1. Establish a Faculty and Staff Development Office
2. Identify and hire a director of Faculty and Staff Development
3. Utilize Magna Commons Professional Development electronic library
4. Provide resources for effective teaching

5. Provide orientation for new full-time faculty
6. Provide orientation and support for adjunct faculty
7. Provide resources for Staff development
8. Work with division chairs to develop an effective faculty orientation for both campuses.
9. Work with Student Affairs Office and Retention specialist in the process.
10. Fall orientation for the Poteau campus and Fall/Spring for the Sallisaw campus.

Responsibility: Office of Academic Affairs

Anticipated Completion Date: Ongoing

Estimated Cost: TBD

**Objective 1.4: Increase the number of AA, AS., AAS, and Certificate degrees offered by CASC.**

*Implementation Steps:*

1. With the help of the division chairs and the Vice-President of CASC @ Sallisaw, determine the AA, AS, AAS, and Certificate degrees needed.
2. Seek and receive local and state Regent approval.
3. Determine the delivery method(s), hire faculty, and market the program(s).

Responsibility: Office of Academic Affairs

Anticipated Completion Date: Continuous based on market needs

Estimated Cost: TBD

**Objective 1.5: Increase student enrollment on both CASC campuses.**

*Implementation Steps:*

1. Work with division chairs and the Vice-President of CASC @ Sallisaw to develop enrollment strategies.
2. Work with the Office of Student Affairs to develop strategies to increase enrollment.

Responsibility: Office of Academic Affairs

Anticipated Completion Date: Ongoing

Estimated Cost: TBD

**Objective 1.6: Increase student retention and graduation through the Complete College America and Complete to Compete Initiatives on both CASC campuses.**

*Implementation Steps:*

1. Work with the OSRHE staff in developing goals and implementation of initiative directives.
2. Work with division chairs, program directors, retention specialists, and administrators to develop and implement retention and graduation strategies.
3. Work with the Office of Student Affairs to develop strategies to increase retention and graduation.

Responsibility: Office of Academic Affairs

Anticipated Completion Date: Ongoing

Estimated Cost: TBD

**Objective 1.7: Update the General Catalog, policy & procedure manual, and faculty/associate faculty handbooks.**

*Implementation Steps:*

1. Work with division chairs and site directors to update the current catalog, manual, and handbooks.
2. Provide faculty with access to updated copies.
3. Enhance method for revisions on a regular basis.

Responsibility: Office of Academic Affairs

Anticipated Completion Date: Ongoing

Estimated Cost: TBD

### **Objective 1.8: Develop effective Online and Distance Education guidelines and procedures.**

#### *Implementation Steps:*

1. Work with division chairs, site directors, and web-based course specialists to define and develop steps in writing, launching, and maintaining online courses as well as selecting instructors.
2. Develop recruitment and retention strategies for online instruction, both for students and instructors.
3. Work with division chairs, site directors, and online course specialists to create handbook.

Responsibility: Office of Academic Affairs

Anticipated Completion Date: Spring 2013

Estimated Cost: TBD

### **Objective 1.9: Establish a comprehensive Remedial Education Department**

#### *Implementation Steps:*

1. Hire a Director of Remedial Education and director of campus Tutoring.
2. Select faculty assignments for course development.
3. Update scoring requirements identifying remedial students.
4. Identify those additional courses or programs suitable for alternate delivery methods or alternative scheduling formats.
5. Development of course materials.
6. Develop assessments for remediation.
7. Offer course through designated format (e.g. online, ITV, student/faculty exchanges with sister institutions, etc.).
8. Provide comprehensive tutoring to meet student needs.

Responsibility: Office of Academic Affairs

Anticipated Completion Date: Fall 2014

Estimated Cost: TBD

### **Objective 1.10: Develop a comprehensive online Faculty and Course Evaluation System**

#### *Implementation Steps:*

1. Work with division chairs, the Vice-President of CASC @ Sallisaw, the Office of Assessment/Institutional Effectiveness, HR director, and TIS as well as online course specialists to define and develop steps in writing, launching, scheduling, and maintaining online course evaluations for all face to face and online courses offered at CASC.
2. Work with division chairs, the Vice-President of CASC @ Sallisaw, the Office of Assessment/Institutional Effectiveness, and HR director to define and develop steps in

creating and implementing a more effective and meaningful system of faculty evaluation for all full-time and adjunct faculty at CASC.

3. Develop evaluation materials and methods that provide solid, yet supportive rather than punitive, evaluation of faculty. and instruction, both for students and instructors.
4. Work with division chairs, site directors, and online course specialists to create evaluation guidelines and purposes.

Responsibility: Office of Academic Affairs

Anticipated Completion Date: Fall 2015

Estimated Cost: TBD

**Objective 1.11: Increase the number of Cooperative Alliances with area Career Technology Centers in conjunction with the AAS and Certificate degrees offered by CASC.**

*Implementation Steps:*

1. With the help of the division chairs, the Vice-President of CASC @ Sallisaw, and Career Technology officials to determine the Cooperative Alliance degrees needed.
2. Seek and receive local and state Regent approval.
3. Determine the delivery method(s), hire faculty, and market the program(s).

Responsibility: Office of Academic Affairs

Anticipated Completion Date: Continuous based on market needs

Estimated Cost: TBD

**Objective 1.12: Maintain relationship with the service area, determining the need for new or modified instructional programs or other types of support for area businesses and industry.**

*Implementation Steps:*

1. Coordinate with the TIS and the Office of Assessment and Institutional Effectiveness.
2. Coordinate with area technology centers.
3. Submit recommendations to OSRHE.
4. Establish programs.

Responsibility: Office of Academic Affairs

Anticipated Completion Date: Ongoing

Estimated Cost: TBD

**Objective 1.13: To maintain an Academic Affairs Management Plan that effectively addresses requirements of the Academic Affairs Department and provides implementation guidelines and updates/clarifications to existing campus planning and guidance documents.**

*Implementation Steps:*

1. Develop an outline for the Plan.
2. Prepare the Plan incorporating input from the academic divisions and existing campus plans.
3. Maintain the plan.

Responsibility: Office of Academic Affairs

Anticipated Completion Date: Ongoing

Estimated Cost: TBD

**Office of Assessment and Institutional Effectiveness**



**Objective 2.1: Establish and maintain an Office of Assessment and Institutional Effectiveness.**

*Implementation Steps:*

1. Hire a Director of Assessment and Institutional Effectiveness
2. Locate the office in its own area.
3. Continue implementation and utilization of the WEAVE assessment management system.

Responsibility: Office of Academic Affairs

Anticipated Completion Date: Fall 2013

Estimated Cost: TBD

**Objective 2.2: Monitor the academic assessment plan.**

*Implementation Steps:*

1. Monitor essential elements of an effective academic assessment plan.
2. Identify those factors and conditions at CASC that may affect the essentials of the academic assessment plan.
3. Ensure academic assessment plan provides methods for analysis of results through WEAVE assessment management system.

Responsibility: Office of Academic Affairs

Anticipated Completion Date: Ongoing

Estimated Cost: Within existing budget

**Objective 2.3: Add a component of assessment for all Online and DL classes to the CASC Assessment Plan.**

*Implementation Steps:*

1. Research most current models of assessment programs
2. Review HLC research and recommendations.
3. Write and have approved revision of assessment plan.

Responsibility: The CASC Assessment Committee

Anticipated Completion Date: Fall 2012

Estimated Cost: Within existing budget

**Objective 2.4: Add a component of assessment for all CASC service learning activities, academic and social, to the CASC Assessment Plan.**

*Implementation Steps:*

1. Research most current models of assessment programs
2. Review HLC research and recommendations.
3. Write and have approved reformed structure of assessment plan.

Responsibility: The CASC Assessment Committee

Anticipated Completion Date: Fall 2012

Estimated Cost: Within existing budget

**Objective 2.5: Develop and implement online assessment for Alumni Survey**

*Implementation Steps:*

1. Develop assessment
2. Work with TIS to place instrument online

3. Develop list of contact information/email addresses for alumni

Responsibility: Offices of Academic Affairs and IT

Anticipated Completion Date: 2014

Estimated Cost: TBD

### **Workforce and Economic Development**

#### **Objective 3.1: Develop Office of Coordination of Workforce Development**

##### *Implementation Steps:*

1. Determine objectives of the office.
2. Develop plan of work based on objectives

Responsibility: Office of Academic Affairs

Anticipated Completion Date: Ongoing

Estimated Cost: TBD

#### **Objective 3.2: Develop internships for CASC students with regional business and industry.**

##### *Implementation Steps:*

1. Select areas of concentration.
2. Work with Department and Chair(s) to develop internship opportunities.

Responsibility: Office of Academic Affairs

Anticipated Completion Date: Ongoing

Estimated Cost: \$0

### **Office of Service Learning**

#### **Objective 4.1: Increase operations of the Office of Service Learning**

##### *Implementation Steps:*

1. The Service Learning Coordinator and the Campus Compact Coordinator will work with Oklahoma Campus Compact officials to update and refine requirements of the office and the position.
2. Continue working with Oklahoma Campus Compact officials to develop the reporting methods to ensure the program complies with accreditation requirements.
3. Develop a website to publicize service learning and inform students of course offerings and benefits.
4. Work with each division chair to provide t Service Learning opportunities in appropriate academic courses per semester.
5. Work with instructors to provide reports of Service Learning course results including student hours and successes.
6. Develop relationships with local organizations to build Service Learning partnership opportunities.
7. Provide opportunities for Director of Service Learning office to participate in state, regional and national events.

Responsibility: Office of Academic Affairs; Service Learning Coordinator

Anticipated Completion Date: Ongoing

Estimated Cost: TBD

## **International Student Office**

### **Objective 5.1: Establish an effective infrastructure to enhance international student services.**

#### *Implementation Steps:*

1. Hire an International Coordinator to oversee all facets of administering the International program.
2. Strengthen the infrastructure necessary for providing on-campus-housing, meals, and transportation for the growing international student population.
3. Have the International Office join international organizations and attend policy/procedures meetings regionally and nationally.
4. Continue implementing guidelines of admissions consistent with state and international regulations.
5. Continue International committee in order to identify current and future needs.
6. Based on the committee's findings, work with physical plant personnel to design new office space.
7. Continue developing alliances with four-year colleges to offer a seamless transition for international transfer students.

Responsibility: Office of Academic Affairs and Office of Student Affairs

Anticipated Completion Date: Ongoing

Estimated Cost: TDB

## **Grant Department**

The Grant Department is responsible for finding, researching, and writing grant proposals for Carl Albert State College. The department currently consists of two employees, the grant writer and the grant researcher. Essential to effective grant writing and researching is effective communication with administration, faculty, staff, officials at other colleges, program officers in Washington DC, and the Oklahoma State Regents for Higher Education. In keeping with the College's mission statement, the Grant Department works with all college departments to develop affordable, accessible educational experiences of exceptional quality to promote student success. This objective is achieved by developing sponsored programs that help students reach their educational goals, whether it is overcoming obstacles to success or constructing and remodeling facilities to house new programs and activities.

### **Objective 6.1: To work with other College employees to develop programs which address the needs of students, departments, and projects.**

#### *Implementation Steps:*

1. Hold informative meetings with department chairs, administrators, and interested faculty and staff to explain the grant writing process and gather information.
2. Survey faculty and staff to determine the particular needs in each campus office or division and maintain an ongoing list for reference when researching grant opportunities.
3. Assist faculty and staff in forming ideas, gathering data and resources, matching grant opportunities to needs, understanding language in requests for proposals, and other assistance toward forming and submitting a fundable proposal.

Responsibility: Grant Department

Anticipated Completion Date: Ongoing  
Estimated Cost: TBD

**Objective 6.2: To develop a Grant Department page or pages for the CASC website.**

*Implementation Steps:*

1. Research Grant Department web pages from other colleges to determine appropriate information to include on web page.
2. Develop downloadable forms for faculty and staff to inform the Grants Department of their grant ideas.
3. Publish procedural information, including detailed guidelines to assist faculty and staff that have interest in writing for grants.

Responsibility: Grant Department  
Anticipated Completion Date: August 2012  
Estimated Costs: \$0

**Objective 6.3: To develop a Grant Library with copies of all CASC grant proposals and partnership grant proposals for reference materials.**

*Implementation Steps:*

1. Send all proposals to the mail room to be bound into hard copies for those involved in administering and/or working in the grant program.
2. Place hard copy of grant proposal in Grants Library.
3. Request a copy of grant proposals which include CASC as a partner and place a hard copy in the Grants Library.

Responsibility: Grant Department  
Anticipated Completion Date: Ongoing  
Estimated Cost: Printing and binding costs TBD

**Objective 6.4: To develop a network of contacts and partnerships in order to have professionals to turn to for data, information, partnering and advising on grant proposals.**

*Implementation steps*

1. Attend Oklahoma meetings involving grant writers and administrators.
2. Join professional research and sponsored program organizations to develop knowledge and professional contacts.
3. Maintain contact with OSRHE to stay abreast of trends, needs, and partnership opportunities in Oklahoma higher education.
4. Attend proposal writing workshops as needed, to ensure writing fundable proposals.
5. Utilize webinars and ITV for professional development when unable to travel.

Responsibility: Grant Department  
Anticipated Completion Date: Ongoing  
Estimated Cost: Travel and professional development costs TBD

**Joe E White Library**  
**Delores O'Guin Mitchell Library**

***Mission:***

The libraries of Carl Albert State College are committed to providing access to excellent information resources and services that support the teaching, learning, and research of the faculty and students. The library is not merely a provider of books and materials contained within its four walls, but it is an electronic portal to the global information community.

The library engages in cooperative relationships with other institutions and agencies to extend the availability of information resources to its users. The library is actively involved in fulfilling its role as a provider of information, following the “Standards for Community, Junior, and Technical College Learning Resource Programs” as approved by the Association of College and Research Libraries (ACRL), the American Library Association (ALA), and the Association for Educational Communications and Technology (AECT). Planning for the future involves consideration of all aspects of service, to on-campus staff and students, to distance learners.

**Objective 7.1: Update the virtual library orientation.**

*Implementation Steps:*

1. Update virtual tour to reflect changes resulting from the implementation of the college’s new web site.
2. Collaborate with Web master in providing accessibility to the virtual orientation via the libraries’ web site.

Responsibility: Director of Libraries, TIS

Anticipated Completion Date: August 2012

Estimated Cost: Library Budget will absorb.

**Objective 7.2: Develop instructional presentations for students, faculty and staff relating to electronic resources such as e-books and databases.**

*Implementation Steps:*

1. Prepare PowerPoint presentations combined with hands-on instruction for electronic resources.
2. Customize presentations for specific academic disciplines as well as in-service trainings.

Responsibility: Director of Libraries, library staff

Anticipated Completion Date: Ongoing

Estimated Cost: Library Budget will absorb.

**Objective 7.3: Increase learning and professional development opportunities for library staff to increase knowledge and enhance service to students and faculty.**

*Implementation Steps:*

1. Develop proficiency in the use of newly acquired electronic resources through in-service training sessions.
2. Increase professional library association memberships for staff.
3. Offer staff time to attend state and national conferences.
4. Encourage staff to seek additional educational opportunities.

Responsibility: Director of Libraries, library staff

Anticipated Completion Date: Ongoing

Estimated Cost: \$4,000/yr

**Objective 7.4: Revise job descriptions for all library staff, and evaluate staffing needs. Return Joe E. White Library staffing to three full-time employees and promote existing staff completing advanced degrees. Increase existing library staff with a full-time professional librarian at the Delores O’Guin Mitchell Library.**

*Implementation Steps:*

1. Consult with library staff on existing job descriptions and revise as needed.
2. Determine staff needs in the areas of the Delores O’Guin Mitchell Library and distance learning.
3. Gather data to support the need for additional staff; for example, American Association of Community Colleges (AACC) and ACRL Standards.
4. Submit request to college administration,
5. If approved, prepare job description.
6. Advertise position, interview applicants, and hire new staff member.
7. Revise priorities in library services, in consideration of expanded staff.
8. If request is denied, revise priorities in library services, in consideration of lack of sufficient staff.

Responsibility: Director of Libraries, College Administration, Human Resources Director

Anticipated Completion Date: July 2012

Estimated Cost: \$50,000/year

**Objective 7.5: Expand and enhance library holdings of both libraries as is deemed appropriate for the student population.**

*Implementation steps:*

1. The CASC Director of Libraries, in conjunction with the library, will monitor and maintain holdings that remain current and applicable to students pursuing various degree plans
2. All library staff will remain current on technological advances associated with library holdings

Responsibility: Director of Libraries, library staff

Anticipated Completion Date: On going

Estimated Cost: TBD

**Objective 7.6: Contact area public schools to schedule tours of the Carl Albert Museum.**

*Implementation Steps:*

1. Obtain school addresses
2. Distribute information about the new museum.
3. Offer tours of the Carl Albert Museum to school groups.

Responsibility: Director of Libraries, library staff

Anticipated Completion Date: Ongoing

Estimated Cost: Library budget will absorb

**Objective 7.7: Revise policies and procedures manual as necessary.**

*Implementation Steps:*

1. Review existing library policies and procedures.
2. Write new policies as needed to be determined by ACRL Guidelines and by reading professional literature, and by surveying community college libraries in Oklahoma.

3. Evaluate statewide library planning and coordination and its effect on existing library policies.
4. Write new policies and procedures as needed.
5. Routine evaluation of library policies.

Responsibility: Director of Libraries, Vice-President for Academic Affairs

Anticipated Completion Date: Ongoing

Estimated Cost: Library Budget will absorb

### **Objective 7.8: Review library services to distance learners.**

#### *Implementation Steps:*

1. Adhere to ACRL and Oklahoma Council of Academic Library Directors (OCALD) guidelines for distance learners.
2. In addition to brochures made available to distance learners, provide information about library resources and services for distance learners on the libraries' web page.
2. Identify, develop, coordinate, and provide resources and services with faculty assistance.
3. Adopt formal, documented, written agreements such as OK-Share for other institutions of higher education, or agreements with local libraries.
4. Perform an ongoing evaluation of service to distance learners through online and printed surveys and through collection of usage statistics.

Responsibility: Director of Libraries, library staff, faculty

Anticipated Completion Date: Ongoing

Estimated Cost: Library budget will absorb

### **Objective 7.9: Collaborate with faculty on needed information literacy skills for students.**

#### *Implementation steps:*

1. Survey faculty on information literacy instruction.
2. Evaluate information literacy skills of students.
3. Develop course-integrated instruction with faculty.
4. Utilize instructional technologies to enhance information literacy instruction.
5. Regularly assess information literacy skills of students.

Responsibility: Director of Libraries, library staff, faculty

Anticipated Completion Date: Ongoing

Cost: Library budget will absorb.

### **Objective 7.10: Provide access to greater information resources through an increased number of online, full-text databases.**

#### *Implementation Steps:*

1. Obtain trial subscription to various online, full-text databases and compare.
2. Decide which database subscriptions to purchase, with consideration given to databases already provided through consortiums with the Oklahoma Department of Libraries and the Oklahoma State Regents for Higher Education, and to databases available on-campus at cooperating institutions (NSU and OU).
3. Seek rights of remote patron access of databases for the benefit of distance learners.
4. Cancel duplicate print subscriptions if no longer needed.
5. Offer training sessions for faculty and students in the use of new databases.
6. Perform ongoing evaluation of student satisfaction and success with selected databases.

Responsibility: Director of Libraries, library staff, faculty, students  
Anticipated Completion Date: Ongoing  
Estimated Cost: To be determined based on need.

**Objective 7.11: Evaluate the library's print collection of books classified in Reference and General 000-900 for sufficient scope and currency to support the curriculum as well as meet the individual needs of students and faculty.**

*Implementation Steps:*

1. Compare existing collection to course syllabi.
2. Consult with faculty about needs.
3. Consult standard library professional resources about recommended materials.
4. Remove obsolete, worn-out, and inappropriate material based on de-selection policy statement.
5. Purchase new materials as needed.

Responsibility: Director of Libraries, library staff, faculty  
Anticipated Completion Date: Ongoing  
Estimated Cost: To be determined based on need.

**Objective 7.12: Evaluate library special events and programs and develop new ones.**

*Implementation Steps:*

1. Analyze current programs being offered to determine the applicability to an academic library.
2. Explore new programs that will increase student participation through collaboration with other academic libraries.
3. Write grants and schedule programs. Plan to offer one or two special events or programs per year.

Responsibility: Director of Libraries, library staff  
Anticipated Completion Date: Ongoing  
Estimated Cost: Varies according to program. Seek grants for funding.

**Objective 7.13: Provide each academic division with a designated library liaison.**

*Implementation Steps:*

1. Assign specific academic division to each full-time library staff member.
2. Library staff will research and share with academic division current literature applicable to each discipline within that division.

Responsibility: Director of Libraries, library staff  
Anticipated Completion Date: Ongoing  
Estimated Cost: Library budget will absorb.

**Objective 7.14: Provide e-readers and e-book check out to students, faculty and staff.**

*Implementation Steps:*

1. Survey students, faculty and staff regarding the interest for e-readers and e-book check out from the library.
2. Review and obtain pricing for e-readers for most appropriate use by library patrons.
3. Review and obtain pricing for e-books for library patron check out.

Responsibility: Director of libraries, library staff



Anticipated Completion Date: August 2012  
Estimated Cost: To be determined.

**Objective 7.15: Create mobile library services for Poteau campus.**

*Implementation Steps:*

1. Order portable library backdrop
2. Selection campus locations to set up mobile services
3. Select dates and time for mobile library services
4. Coordinate library staff to work mobile library
5. Meet with public relations to publicize mobile library services

Responsibility of: Director of Libraries, library staff, public relations

Anticipated Completion Date: Fall 2012

Estimated Cost: Library Budget will absorb.

**Continuing Education**

The Office of Continuing Education is responsible for providing a broad range of workshops, seminars, and courses for area residents, employees of industries and businesses, and members of professional groups. Continuing education programs reach most segments of the community and service area not only to offer a variety of lifelong learning opportunities but to serve as a liaison between the community and the campus. Working with state and local agencies, specific professional groups and organizations, and the college's academic departments, the program offers both CEU's and non-credit classes for the community and professional continuing education.

The resources committed to public service by CASC include a full-time director and a part-time coordinator. Their responsibilities include developing and scheduling the classes to meet these needs. Faculty is selected based on their qualifications to teach a specialized course. Many of the instructors come from the area industry, business, and professional groups, and are highly qualified in their fields.

**Objective 8.1: Increase the membership of the Senior Only (SrO) program.**

*Implementation steps:*

1. Publicize the SrO organization through the current member newsletter, newspaper articles, and brochure/schedule on the Web page and Facebook.
2. Attend health fairs, city, county and state activities to solicit new members.

Responsibility: Director of Continuing Education

Anticipated Completion Date: Ongoing

Estimated Cost: Within existing budget.

**Objective 8.2: Taylor the classes, activities and trips to meet the interest and needs of the community and surrounding area.**

*Implementation steps:*

1. Study other programs, retiree resources, and solicit members for new ideas and activities.
2. Seek out new instructors for new classes and activities.
3. Include new classes and activities in the community/SrO schedule.

Responsibility: Director of Continuing Education  
Anticipated Completion Date: Ongoing  
Estimated Cost: Within existing budget.

**Objective 8.3: To create a “Center for Long Term Care Training Education.” This center would act as an umbrella for our existing and potential programming.**

*Implementation steps:*

1. Prepare two of the existing courses (residential care and assisted living administrator certification) to meet the national accreditation standards. This approval would allow Carl Albert State College to offer all our on-line or live programs acceptable in the fifty states.
2. Send a letter to each of the fifty states governing boards for long term care. The letter would advise them that our continuing education courses are recognized and approved by the national accreditation board for long term care.
3. Expand our current training by developing Continuing Education units for Oklahoma nursing home administrators to maintain their license.
4. Develop in-service modules that are annually required for all staff in Oklahoma residential care and assisted living facilities. (These facilities are required to provide 16 hours of in-service per year.)
5. Develop programs that would also have continuing education instruction opportunities for our health science and business faculty.
6. Develop national exposure for Carl Albert State College.
7. Develop employment opportunities for our existing students in long term care as it is the fastest growing employment sector in the U.S.
8. Determine size of classes.
9. Get Certificate in the catalog.

Responsibility: Director of Continuing Education  
Anticipated Completion Date: 2013  
Estimated Cost: Within existing budget.

**Objective 8.4: Implement new on line class in Dementia Care and Alzheimer’s training.**

*Implementation steps:*

1. Seek approval of training classes from the Oklahoma Department of Mental Health.
2. Advertise training program.
3. Set up registration procedures.
4. Register Applicants.
5. Pass registrations to instructor.

Responsibility: Director of Continuing Education  
Anticipated Completion Date: 2014  
Estimated Cost: Within existing budget.

**Objective 8.5: Implement new Certificate in Gerontology program to expand/enhance skills of existing care aides.**

*Implementation steps:*

1. Seek approval of training classes from the Oklahoma Department of Mental Health.
2. Advertise training program.

3. Set up registration procedures.
4. Register Applicants.
5. Pass registrations to instructor.

Responsibility: Director of Continuing Education

Anticipated Completion Date: 2014

Estimated Cost: Within existing budget.

**Objective 8.6: Implement a Certificate in Geriatric Associate Case Management program to expand/enhance skills of paraprofessionals.**

*Implementation steps:*

1. Seek approval of training classes from the Oklahoma Department of Mental Health.
2. Advertise training program.
3. Set up registration procedures.
4. Register Applicants.
5. Pass registrations to instructor.

Responsibility: Director of Continuing Education

Anticipated Completion Date: 2014

Estimated Cost: Within existing budget.

**Objective 8.7: Present requirements document to support continuing education fitness activities.**

*Implementation steps:*

1. Develop requirements document format.
2. Document activities to be supported.
3. Seek input from SrO members.
4. Seek out collaborations with other fitness requirements at CASC.
5. Present requirements and proposal to appropriate authority.

Responsibility: Director of Continuing Education

Anticipated Completion Date: 2014

Estimated Cost: Within existing budget.

**The Learning Resource Center/Tutoring Center**

***Mission:***

In keeping with the CASC mission of providing affordable and accessible educational experiences of the highest quality, The Learning Resource Center/Tutoring Center is committed to student success by supporting learning and to providing each student with the assistance he/she needs in order to be successful in pursuing a college education, thereby increasing retention of at-risk students. This mission will be accomplished by:

- Providing tutoring and/or supplemental materials to help with content that may be difficult to students.
- Offering study skills materials to assist students in adjusting to the demands of college to ensure that students are adequately prepared for the courses they encounter.

- Provide access to information and discovery through its services, resources and technology.
- Provide resources and experiences to support academic success, promote student responsibility in learning, and build life-long learning skills.
- The Academic Success Center (ASC) offers instructional, supplemental, and computer assistance to support students' efforts to achieve academic success.
- Tutoring services and workshops are offered by tutors in the areas of math, science, English, and basic study skills.

***Goals:***

- To identify students' academic strengths and weaknesses.
- To offer services to improve students' deficiencies.
- To provide supplemental assistance in learning.
- To provide computer assistance to support academic success.

**Objective 9.1: To change the name of the Learning Resource Center to the Academic Success Center.**

*Implementation Steps:*

1. Acquire permission from administration and local Board of Regents.
2. Design new logo, stationary, and public relations material.
3. Publicize name change with press releases, memos, and an open house event.

Responsibility: Office of Academic Affairs

Date of Completion: Spring 2013

Estimated Cost: TBD

**Objective 9.2: To hire a full-time director with an expertise and background founded in developmental education and academic support.**

*Implementation Steps:*

1. Prepare a job description and submit it to the Coordinator of Student Support Services and Vice-President of Academic Affairs for revision and/or approval.
2. Submit proposal to Director of Human Resource for posting.
3. Interview potential candidates.
4. Hire individual.

Responsibility: Office of Academic Affairs

Date of Completion: Spring 2013

Estimated Cost: TBD

**Objective 9.3: To collaborate with instructors and ADA coordinator in order to accommodate clients with special needs, i.e. physical handicaps, severe learning deficiencies, etc.**

*Implementation Steps:*

1. Communicate with the ADA Director each semester to determine specific needs.
2. Provide any specialized equipment/materials required.
3. Assign student assistants to aid clients with special needs.

4. Acquire small copier capable of making enlargements to reproduce materials for visually impaired students.

Responsibility: LRC Coordinator and ADA Director

Anticipated Completion Date: Ongoing

Estimated Annual Cost : TBD

**Objective 9.4: To improve communication between LRC/ARC and faculty. Familiarize faculty with programs, services, and equipment available and to provide reports and documentation to faculty regarding clients' efforts and progress.**

*Implementation Steps:*

1. Send memo to faculty at the beginning of each semester to inform them of resources and services available in the LRC and
2. Maintain detailed records of contacts with students.
3. Create ASC monthly newsletter to notify students, faculty, and staff of current offerings and events regarding the ASC.

Responsibility: ASC Director

Anticipated Completion Date: Ongoing

Estimated Cost: TBD

**Objective 9.5: To expand the physical facilities to include additional space for diagnostic testing (for Math, Writing, and Reading), an expanded, fully operational tutoring area, two SMART classrooms, and a writing center as well as lockable office furniture.**

*Implementation Steps:*

1. Determine appropriate location on campus to house the ASC that will house classrooms, computers, and a separate tutoring area.
2. Provide quiet study area for students to work on assignments and prepare for exams.
3. Revamp the facility to accommodate computers, study areas, and testing area.
4. Purchase office furniture with locks and additional tables for tutoring.
5. Purchase, document camera, imaging software, projection equipment, additional computers (desktops, laptops, and ipads), and SMART boards for classroom and tutoring area.

Responsibility: ASC/LRC Director and Assistant to the President

Anticipated Completion Date: TBD

Estimated Cost: TBD

**Objective 9.6: To provide learning techniques, strategies, and innovative approaches to learning and tutoring for improving academic learning with a writing center.**

*Implementation Steps:*

1. Make available online, software, and video, opportunities for tutoring, student learning, and academic success.
2. Provide online access and online materials for students.
3. Provide a software program of English (writing and reading).
4. Provide more in-depth professional development workshops for ARC/LRC personnel.

Responsibility: LRC/ARC Coordinator and Developmental Ed. Committee

Anticipated Completion Date: Ongoing

Estimated Annual Cost: TBD

**Objective 9.7: To hire more full-time professional tutors who will assist the Academic Success Center in serving students and providing access to the Center's opportunities.**

*Implementation Steps:*

1. Prepare a job description and submit it to the Coordinator of Student Support Services and Vice-President of Academic Affairs for revision and/or approval.
2. Submit proposal to Director of Human Resource for posting.
3. Interview potential candidates.
4. Hire individuals for tutoring.
5. Provide solid, in-depth tutor training.

Responsibility: ASC Director

Anticipated Completion Date: Fall

Estimated Annual Cost: TBD

**Objective 9.8: To include a section in the LRC/ACS budget to cover salaries for tutors who and assist with self-paced and online remedial classes.**

*Implementation Steps:*

1. Submit proposal to the Vice-President for Academic Affairs for revision and/or approval.
2. Submit proposal to the President for revision and/or approval.
3. Notify Vice-President of Business Operations who will amend the budget.

Responsibility: LRC Coordinator

Anticipated Completion Date: Ongoing

Estimated Annual Cost: TBD

**Objective 9.9: To provide specialized technology such as i-pads, PLATO learning systems programs, and 24/7 online tutoring opportunities all of which will fundamentally aid in learning and student success.**

*Implementation Steps:*

1. Work with IT Director to determine highest needs.
2. Work with computer services personnel to identify the most advanced equipment to meet expected needs, such as a computerized textbook-reader, software that will facilitate typing math symbols and other specialized text for those who have limited manual dexterity, and/or software that responds to voice commands, face to face/online support programs to aid in remedial courses, etc.
3. Purchase equipment and train staff/students.

Responsibility: LRC/ACS Director

Anticipated Completion Date: TBD

Estimated Cost: TBD

**Mathematics Division**

The Mathematics Division offers one associate of science degree in mathematics and is an integral part of all other degrees by supporting their general education requirement. The Mathematics faculty offers the students a quality education, program advisement, and career advisement in their field. The Mathematics Division and its faculty will continue to support the mission of the institution and work to meet the changing needs of the students.

**Objective 10.1: To increase the number of students pursuing a career in mathematics.**

*Implementation Steps:*

1. Acquire information about career opportunity in math.
2. Recruit in area high schools.

Responsibility: Chair and Faculty

Anticipated Completion Date: Ongoing

Estimated Cost: To be determined within existing budget

**Objective 10.2: To increase the number of students successfully passing zero level classes.**

*Implementation Steps:*

1. Increase the number of tutors in the LRC.
2. Provide students with online tutor resources.

Responsibility: Chair and Faculty

Anticipated Completion Date: Ongoing

Estimated Cost: To be determined within existing budget

**Objective 10.3: Increase our calculus series to three courses and add a pre-calculus course to our curriculum.**

*Implementation Steps:*

1. Research needed courses.
2. Meet with administration for approval.

Responsibility: Chair and Faculty

Anticipated Completion Date: August -2015

Estimated Cost: Determined by cost added courses

**Objective 10.4: Increase our zero level series to three courses.**

*Implementation Steps:*

1. Research needed courses.
2. Meet with administration for approval.

Responsibility: Chair and Faculty

Anticipated Completion Date: August 2015

Estimated Cost: Determined by cost added courses

**Objective 10.5: To recommend the hire a full-time math instructor to assist with the increasing size of classes and the number of classes being taught by adjunct faculty.**

*Implementation Steps:*

1. Establish cost factors.
2. Make a proposal.
3. Meet with administration for approval.
4. Advertise job opening.

Responsibility: Chair and VP Academic Affairs

Anticipated Completion Date: August 2015

Estimated Cost: \$32,500 - \$45,500 (depending on experience)

## Natural Science Division

The Science Division offers associate of science degrees in biological science & zoology, physical science, pre-engineering, pre-medicine, pre-pharmacy and pre-veterinary medicine and is an integral part of all other degrees by supporting their general education requirement. The Science faculty offers the students a quality education, program advisement, and career advisement in their field. The Science Division and its faculty will continue to support the mission of the institution and work to meet the changing needs of the students.

### **Objective 11.1: To increase the number of students pursuing a science career and increase retention with better career counseling by the Division of Science.**

#### *Implementation Steps:*

1. Participate in Senior Day activities.
2. Develop a 2x2 plan with the most common transfer institutions.
3. Pursue institutions offering 3000 level courses via DL.

Responsibility: Chair and Faculty

Anticipated Completion Date: Ongoing

Cost: To be determined within existing budget

### **Objective 11.2: Expand class offerings and/or degree offerings to meet transferability needs to four-year institutions.**

#### *Implementation Steps:*

1. Research needed courses.
2. Meet with administration for approval.

Responsibility: Chair and Faculty

Anticipated Completion Date: August 2014

Cost: Determined by cost of added courses (minimum \$1000)

### **Objective 11.3: To recommend the hire a full-time science instructor to assist with the increasing size of classes and to reduce the number of classes being taught by adjunct faculty.**

#### *Implementation Steps:*

1. Establish cost factors.
2. Make a proposal.
3. Meet with Administration for approval.
4. Advertise job opening.

Responsibility: Chair and VP Academic Affairs

Anticipated Completion Date: August 2015

Cost: \$35,000 - \$45,000 (depending on experience)

### **Objective 11.4: To continue upgrading the equipment list with multiple apparatus in the physics and chemistry labs to meet the needs of larger classes.**

#### *Implementation Steps:*

1. Establish needed and replacement equipment.
2. Seek funds by increasing budget.
3. Seek funds by writing for Endowed Professorship.



4. Seek funds by writing for other federal and state funded monies.

Responsibility: Faculty

Anticipated Completion Date: August 2015

Cost: \$2,000 - \$4,000

**Objective 11.5: To obtain and upgrade models for anatomy lab, replace any broken or worn out equipment and models for anatomy and physiology.**

*Implementation Steps:*

1. Establish cost factors.
2. Build cost into yearly budget for 3 consecutive years.

Responsibility: Chair and Faculty

Anticipated Completion Date: August 2015

Cost: \$25000-\$45,000

**Business Division**

The Division of Business at Carl Albert State College provides the following degrees and options to our students:

**Associate of Arts in Business Administration Accounting**  
**Associate of Arts in Business Administration Business Education**  
**Associate of Arts in Information Systems**  
**Associate of Applied Science Computer Technology**  
**Certificate Business Technologies**

*Goals:*

- Provide students high quality education opportunities.
- To develop and implement current state of practice business programs.
- Provide responsive, community-oriented education courses to meet academic, vocational or leisure time needs.
- To advise students who are interested in Business and Technology related degrees.
- To offer Carl Albert students opportunities in business and technology related fields.

**Objective 12.1: Establish a stronger web presence:**

*Implementation Steps:*

1. Utilize campus tools to create instructor web pages.
2. Provide contact information for students.
3. Post online copies of office schedules.

Responsibility: Business Division Faculty and TIS

Anticipated Completion Date: Ongoing

Estimated Cost: \$2400

**Objective 12.2: Participate in faculty development opportunities:**

*Implementation Steps:*

1. Attend the ASCUE conference summer of 2012 (Association of Small Computer Users in Education).
2. Maintain membership for applicable faculty members to the National Association of Photoshop Professionals.

Responsibility: Business Division Faculty

Anticipated Completion Date: Ongoing

Estimated Cost: Variable

**Objective 12.3: Provide opportunities for students to meet community members who are positive business mentors:**

*Implementation Steps:*

1. Invite guest speakers to classes.
2. Transport students to area businesses to meet business professionals.

Responsibility: Business Division Faculty

Anticipated Completion Date: Ongoing

Estimated Cost: \$2000

**Objective 12.4: Maintain current software and hardware in Business Center classrooms**

*Implementation Steps:*

1. Stay current with operating systems and updates.
2. Keep software applications updated.

Responsibility: Business Division Faculty and TIS

Anticipated Completion Date: Ongoing

Estimated Cost: \$2400

**Objective 12.5: Establish and maintain student capstone projects and rework current goals and objectives and updating of course materials.**

*Implementation Steps:*

1. Assign each graduating student an advisor for capstone project.
2. Develop alternative projects for individual business degrees.
3. Develop database and reporting model for assessment.
4. Refine curriculum based on results.
5. Rework all tests and projects for current state of practice.

Responsibility: Business Division Faculty

Anticipated Completion Date: Ongoing

Estimated Cost: \$2400

**Objective 12.6: Maintain divisional accreditation.**

*Implementation Steps:*

1. Attend regional or national meetings.
2. Maintain current documentation for reporting.

Responsibility: Business Division Faculty

Completion Date: Completed and Maintaining

Estimated Cost: \$6000 Yearly

**Objective 12.7: Provide equal opportunity for off-site students and orientation and navigation of the online environment.**

*Implementation Steps:*

1. Provide web offerings to support off site students (Business Degree 100% online)/
2. Develop a brochure and online site that directs students to information of navigation of the online environment.

Responsibility: Business Division Faculty

Completion Date: Fall 2012

Estimated Cost: \$1000

**Objective 12.8: Develop program scheduling designed to maximize students hours invested and course offering possibilities.**

*Implementation Steps:*

1. Survey area workplace.
2. Consult advisory committee.
3. Contact peer institutions to seek successful alternatives.

Responsibility: Business Division Faculty

Completion Date: Ongoing

Estimated Cost: \$0

**Objective 12.9: Develop a program option under the current Information Technology Program for Cyber-Security.**

*Implementation Steps:*

1. Survey Industry Trends as it applies to this field of expertise.
2. Bring Administration on board in the form of a proposal.
3. Seek Regents Approval for an additional program option.

Responsibility: Business Division Faculty (Computer Science)

Completion Date: Fall 2013

Estimated Cost: TBD

**Objective 12.10: Develop a program option under the current Business Administration Program for Human Resources.**

*Implementation Steps:*

1. Survey Industry Trends as it applies to this field of expertise.
2. Bring Administration on board in the form of a proposal.
3. Seek Regents Approval for an additional program option.

Responsibility: Business Division Faculty

Completion Date: Fall 2013

Estimated Cost: TBD

**Objective 12.11: Develop a program option under the current Business Administration Program for Supervision or Workplace Leadership.**

*Implementation Steps:*

1. Survey Industry Trends as it applies to this field of expertise.
2. Bring Administration on board in the form of a proposal.
3. Seek Regents Approval for an additional program option

Responsibility: Business Division Faculty  
Completion Date: Fall 2013  
Estimated Cost: TBD

**Objective 12.12: Offer Computer Industry Specific Certification Training and Testing**

*Implementation Steps:*

1. Survey product and compatibility with present offerings.
2. Survey Industry Trends to determine the state of Specialist Certifications.

Responsibility: Computer Science Faculty  
Completion Date: TBD  
Estimated Cost: TBD

**Objective 12.13: Develop applicable internship opportunities for enhanced Student Training.**

*Implementation Steps:*

1. Survey area industry.
2. Consult advisory committee for possible leads.
3. Contact Industry and develop agreements.

Responsibility: Business Division Accounting Faculty  
Completion Date: TBD  
Estimated Cost: TBD

**Objective 12.14: Develop an in-house recruiting process to bring undecided students into the Business Division.**

*Implementation Steps:*

1. Contact Student Affairs for names of Students.
2. Work with Recruiting to coordinate efforts.

Responsibility: Business Division Faculty  
Completion Date: TBD  
Estimated Cost: TBD

**Objective 12.15: Work with other divisions on campus to build cooperative alliances in house for sharing of expertise and resources.**

*Implementation Steps:*

1. Survey product and compatibility with present offerings.
2. Consult advisory committee.

Responsibility: Technology Division Faculty  
Completion Date: TBD  
Estimated Cost: TBD

**Objective 12.16: Survey course information from transfer institutions to ensure that student's completing courses in the Business Division are equipped to compete with peers once they enter junior/senior level courses at universities.**

*Implementation Steps:*

1. Research if universities regularly provide this information to our institution and its location.

2. Survey transfer institutions for specific information on our graduations.

Responsibility: Business Division Faculty

Completion Date: Ongoing

Estimated Cost: TBD

**Objective 12.17: Hire Full Time Division Assistant.**

*Implementation Steps:*

1. Write Justification for Full Time Status.
2. Administrative Approval.
3. Advertise.
4. Interview and Hire.

Responsibility: Business Division Faculty and Administration

Completion Date: TBD

Estimated Cost: TBD

**Objective 12.18: Hire Full Time Micro Computer Applications Instructor.**

*Implementation Steps:*

1. Write Justification for Full Time Status.
2. Administrative Approval.
3. Advertise.
4. Interview and Hire.

Responsibility: Business Division Faculty and Administration

Completion Date: TBD

Estimated Cost: TBD

**Technology Division**

Carl Albert State College offers the following technology programs in its Technical Occupations Division:

**Associate of Arts in Child Development**

**Associate of Arts in Hotel Restaurant & Tourism Management**

**Associate of Arts in Telecommunications**

**Associate of Applied Science in U.S. Navy Technical Education**

**Associate of Applied Science in Child Development**

**Associate of Applied Science in Culinary Arts**

**Associate of Applied Science in Hotel Restaurant & Tourism Management**

**Certificate in Food Handling/Management**

**Certificate Specialized Studies**

**Certificate of Mastery Child Development**

**Objective 13.1: Expand marketing and publicity through the use of technology to increase technical program viability.**

*Implementation Steps:*

1. Continue to update brochures and program promotional material.

2. Increase program profile through presentation by former graduate employees on the High School level.
3. Organize industry representatives to meet with interested parties.

Responsibility: Program Director, Public Relations Department, Campus Recruiting.

Completion Projection: Ongoing

Estimated Cost Projection: \$1000

**Objective 13.2: Upgrade Network Lab to full computer lab for dual utilization. Computer Lab/Network Lab.**

*Implementation Steps:*

1. Needs/Time Frame Assessment.
2. Request Funding.

Responsibility: Business Division Faculty and TIS

Completion Date: In process

Estimated Cost: \$20,000

**Objective 13.3: Seek Professional Accreditation for the Child Development Program.**

*Implementation Steps:*

1. Research NAEYC and determine accreditation procedures and costs.
2. Write reports and upgrade programs to meet guidelines.
3. Locate funding source.
4. Prepare for site visit.

Responsible party: Child Development Instructor

Completion Date: As warranted by program growth and budget

Estimated Cost: TBD

**Objective 13.4: Update Child Development Courses to stay current with industry standards.**

*Implementation Steps:*

1. Implement two new courses to the degree program.
2. Meet with Academic Affairs and Registrar for approval.

Responsible party: Child Development Instructor

Completion Date: Spring 2013

Estimated Cost: TBD

**Objective 13.5: Restructure our current and approved Hotel Restaurant/Tourism Management Program.**

*Implementation Steps:*

1. Bring Administration on board in the form of a proposal.
2. Hire a full time faculty member to teach Hotel Restaurant /Tourism Management.
3. Seek Regents Approval for an additional program option.

Responsibility: Business/Technology Division Faculty and CASC Administration

Completion Date: Fall 2013

Estimated Cost: \$40,000

**Objective 13.6: Hotel Restaurant/Tourism Management Program Internships.**

*Implementation Steps:*

1. Contact Industry for partnerships and for cooperative agreements.
2. Develop advertising and print media to support the HTMR Program.

Responsibility: HRTM Instructor

Anticipated Completion Date: Fall 2013

Estimated Cost: TBD

**Objective 13.7: Maintain Culinary Arts Program with Kiamichi Technology Center.**

*Implementation Steps:*

1. Survey instructional staff and course offerings to maintain viability of program.
2. Consult advisory committee (Kiamichi).

Responsibility: Technology Division Faculty

Completion Date: Ongoing

Estimated Cost: TBD

**Objective 13.8: Survey Business and Industry to determine current state of practice and employment trending.**

*Implementation Steps:*

1. Develop Instrument.
2. Determine Target.
3. Complete Survey.
4. Publish Results.

Responsibility: Business and Technology Faculty and Staff

Completion Date: Ongoing

Estimated Cost: TBD

**Objective 13.9: Work with other divisions on campus to build cooperative alliances in house for sharing of expertise and resources.**

*Implementation Steps:*

1. Survey compatibility with present offerings.
2. Consult advisory committee.

Responsibility: Technology Division Faculty possibly Faculty Association

Completion Date: TBD

Estimated Cost: TBD

## **HEALTH SCIENCES DIVISION**

The Division of Health Sciences implements applied science degrees (AAS) in Nursing, Physical Therapist Assistant, and Radiologic Technology. The division also implements an Associate in Allied Health Science (AS) degree with an option in Athletic Training and a Certificate of Completion in Dietary Management. The mission of the CASC Health Sciences Division is to prepare students who can successfully pass the respective licensure exam and function as a beginning practitioner in a variety of structured health care settings in the CASC service area or transfer to a university setting and complete the professional degree. The division faculty believes that the curricula are sufficient to accomplish this outcome.

The faculty concurs with the mission of the college by recognizing the AAS degree program as one that enables the graduate to obtain employment in the field of study. The Division of Health Sciences prepares graduates who possess the skills, attitudes, and values necessary to maintain, restore and promote health throughout the life cycle. The faculty believes that in addition to promoting technical expertise, it is the obligation of the educational program to foster attitudes and values necessary to promote lifelong learning and competently practice in the evolving health care system.

### **Department of Allied Health**

#### **Objective 14.1: Work with the Office of Academic Affairs to provide health care programs that meet the needs of the health care community.**

##### *Implementation Steps:*

1. Assess the CASC service area to determine healthcare job market trends.
2. Participate in state and national healthcare organizations to promote networking among healthcare professionals and educational programs.
3. Increase the number of web based courses offerings in Health Science.
4. Upgrade laboratory equipment for the professional programs within the Division at both the Poteau and Sallisaw campuses.
5. Increase classroom, office and laboratory space for health science programs at the Poteau and Sallisaw campuses.
6. Increase the marketing programs of all Health Science programs.

Responsibility: Division Chairperson, Program Directors

Anticipated Completion Date: May 2016

Estimated Cost: \$200,000

#### **Objective 14.2: Develop and implement a Mission statement for the Division with goals and assessment strategies.**

##### *Implementation Steps:*

1. Develop and revise as needed a Division Mission statement and Goals.
2. Develop Division outcomes and objectives/benchmarks to assess the Division's compliance with its Mission and Goals.

Responsibility: Division Chairperson, Program Directors, Faculty

Anticipated Completion Date: May 2012

Estimated Cost: \$0



**Objective 14.3: Provide expanded facilities that will accommodate the growth of the Health Sciences Division.**

*Implementation Steps:*

1. Explore prospects for construction of a new Health Sciences Division building or renovation of existing structures to accommodate all of the Health Sciences programs including classrooms, laboratories, computer laboratories, conference rooms, restrooms, and study areas/break areas for the Health Science students.
2. Work with administration in obtaining funds to complete Implementation Step 1 of Objective 16.3.
3. Provide advisement that is more student friendly by having all of the Health Science advisors/faculty under one roof.
4. Plan for all of the classrooms in the Health Sciences building (new or renovated) to contain updated state of the art teaching tools.
5. Plan for all of the Health Sciences program laboratories to have updated state of the art laboratory equipment.
6. Plan for each Health Science program to have its own dedicated computer lab.
7. Increase the number of staff in the Health Science Division from 2-3.

Responsibility: Division Chairperson, Program Directors, CASC Administration, CASC Grants Department

Anticipated Completion Date: May 2016

Estimated Cost: \$3,000,000

**Department of Athletic Training**

**Objective 15.1: Implement a smooth transfer process for students that pursue a BS degree in athletic training.**

*Implementation Steps:*

1. Obtain name change from Oklahoma State Board of Regents in Higher Education from Pre-Athletic Training to Sports Medicine Education.
2. Secure dedicated classroom space for Sports Medicine courses on the Poteau campus of Carl Albert State College.
3. Provide inclement weather clothing for Sports Medicine students.
4. Initiate Sports Medicine student organization approved by the Office of Student Affairs at Carl Albert State College.

Responsibility: Program Director

Anticipated Completion Date: May 2016

Estimated Cost: \$1,500/year

**Department of Nursing Education**

**Objective 16.1: Implement a marketing program to increase positive perceptions of the Associate in Applied Science (Nursing) program and enhance the quality of the applicant pool.**

*Implementation Steps:*

1. Sponsor/conduct seminars to draw area healthcare organizations to the CASC campus.

2. Distribute news releases about the National Council Licensure Examination (NCLEX-RN) results, number of applicants to the nursing program, and other positive statistics and student organizational activities to news agencies in the CASC service area.
3. Communicate NCLEX-RN results, appreciation for their support and other positive information to Nursing Directors and Chief Executive Officers of clinical agencies utilized for clinical experience by nursing students.
4. Increase the number of public relations articles to the news media about the accomplishments of the nursing program and the students.

Responsibility: Program Director, Public Relations Director, CASC Recruiter

Anticipated Completion Date: August 2016

Estimated Cost: \$2,500/year

**Objective 16.2: Maintain full approval of the Oklahoma Board of Nursing and accreditation from the National League for Nursing Accreditation Commission.**

*Implementation Steps:*

1. Review and revise the nursing curriculum as necessary.
2. Participate in continuing education for nursing faculty to identify and respond to changes in nursing education and nursing practice.
3. Prepare a self-study report in anticipation of an Oklahoma Board of Nursing survey visit in spring 2013.
4. Prepare revisions for the Department of Nursing Education section of self-study for North Central Association of Colleges and Schools reaccreditation visit in the fall 2013.
5. Maintain membership in the National League for Nursing.
6. Ensure that all full time faculty members hold a master's degree in Nursing or are working towards it as specified by the Oklahoma State Board of Nursing

Responsibility: Nursing faculty and Nursing Program Director

Anticipated Completion Date: March 2016

Estimated Cost: \$6,000

**Objective 16.3: Expand facilities to accommodate the growth of the nursing program and Health Sciences Division.**

*Implementation Steps:*

1. The Division of Health Sciences will move into a new or renovated Health Sciences Center that is large enough to encompass the entire Health Science Division which includes Nursing, PTA, and RADT.
2. The new Health Science Center would supply students with additional space for remediation study outside of classroom and lab space with wireless technology, as well as, one that has stained concrete floor which will allow students to enjoy snacks while studying.
3. This new Health Science Center will have at least 6 bathroom stalls for female students and 4-6 for men on each floor so that students do not miss class because of insufficient number bathroom facilities.
4. The new Health Science Center will have a conference room on each floor level that will supply enough room to seat 16 people for student conferences.
5. Investigate and apply for grants to assist in funding new equipment for the building.

Responsibility: Health Science Division Faculty and staff.

Anticipated Completion Date: May 2015  
Estimated Cost: \$2,000,000

**Objective 16.4: Maintain a comprehensive program assessment plan.**

*Implementation Steps:*

1. Monitor retention data and implement strategies for improved.
2. Investigate the level of student satisfaction with the program.
3. Conduct a study focusing on the measurement of critical thinking among nursing students.
4. Participate in the assessment of the General Education coursework.
5. Analyze graduate employment patterns and rates.
6. Maintain a pass rate above the national average for first-time takers of the NCLEX-RN.

Responsibility: Nursing Faculty, Program Director, Nursing Alumni Association

Anticipated Completion Date: May 2016

Estimated Cost: \$8,000

**Objective 16.5: Produce graduates with a level of competency to meet the evolving needs of the service community.**

*Implementation Steps:*

1. Employ clinical sites, which provide varied educational experiences consistent with changes in healthcare.
2. As necessary, review and revise the nursing curriculum maintain competencies.
3. Develop community partnerships for clinical education.

Responsibility: Nursing faculty and Nursing Curriculum Committee.

Anticipated Completion Date: May 2016

Estimated Cost: \$2,000/year

**Objective 16.6: Expand the use of technology within the nursing program.**

*Implementation Steps:*

1. Maintain the web page for the Department of Nursing.
2. Design additional opportunities for web-based education.
3. Update audio-visual and computer software that is outdated.
4. Administer the majority of the examinations at the Level I via computer to prepare graduates for taking the NCLEX-RN which is now being administered by Computer Adaptive Testing
5. Establish a nursing computer lab.
6. Obtain a grant to assist with the cost of updating the computer lab.
7. Continue faculty development in the area of technology.

Responsibility: Nursing Faculty, Program Director and Telecommunications Dept.

Anticipated Completion Date: May 2016

Estimated Cost: \$150,000

**Objective 16.7: Encourage nursing graduates to further their nursing education.**

*Implementation Steps:*

1. Provide early advisement of necessary course work for associate of science degree.
2. Institute exchange visits between faculty of BSN programs.

3. Provide a transfer day for students to a four-year college that offers a BSN degree.
4. Foster relationships of faculty between nursing programs.

Responsibility: Nursing Faculty and Program Director.

Anticipated Completion Date: May 2016

*Estimated Cost: \$2,000/year*

### **Department of Radiologic Technology**

#### **Objective 17.1: To continue with outreach to the public to keep them aware of this program's existence and the benefit of the profession to the community and its graduates.**

##### *Implementation Steps:*

1. Maintain CASC Radiology Department web site to keep the public informed about the profession and the program.
2. Have faculty and second year students attend and participate in the annual OSRT educational seminar.
3. Encourage student membership in state and national radiology organizations.
4. Participate in the College Health Fair.
5. Participate in recruitment and information programs through area public and technical education schools.

Responsibility: Program Director, Campus Recruiter, Clinical Coordinator

Anticipated Completion Date: Ongoing

Estimated Cost: \$2,000/year for the Program; \$300/year per student for the student

#### **Objective 17.2: Maintain Joint Review committee on Education in Radiologic Technology accreditation.**

##### *Implementation Steps:*

1. Continually conduct program assessment including: exit surveys of graduates, alumni surveys, employer surveys, teaching effectiveness, educational resources, etc. (see Program Assessment Plan in the RT Student Handbook).
2. Continually review and update the program's curriculum to ensure properly educated entry-level radiography graduates.
3. Maintain recognition of clinical affiliates.
4. Implement and continually review various Program policies & procedures to protect the student and better ensure quality education.
5. Assess students in various domains and for educational survival skills.
6. Pay applicable accreditation fees.
7. Develop documents in support of reaccreditation.
8. Participate in site-visit by an on-site evaluation team.

Responsibility: Program Director, Clinical Coordinator, Health Sciences Chair

Anticipated Completion Date: Ongoing

Estimated Cost: \$1,500/year for continuing accreditation and \$5,000/3 years for accreditation process

#### **Objective 17.3: Maintain continuous review of the Radiology curriculum and courses.**

##### *Implementation Steps:*

1. Utilize guidelines and suggestions from the most current Curriculum guide sponsored by the American Society of Radiologic Technologists.
2. Review and edit as needed course syllabi and objectives to engage all of the learning domains.
3. Revise curriculum to incorporate entry level imaging theory for computed tomography and complementary cross-sectional anatomy.
4. Obtain and review course evaluations.
5. Obtain and review mock registry results, overall and subsets.
6. Obtain and review registry results, overall and subsets.
7. Obtain and update computer based mock registry testing materials.
8. Develop course goals that are congruent with Division and College goals.
9. Develop objectives and benchmarks/outcomes for each course to determine if the Program goals are being met.

Responsibility: Program faculty, Program Director

Anticipated Completion Date: Ongoing for all steps

Estimated Cost: \$500 for content development

**Objective 17.4: Continue to build teaching resources to complement the curriculum.**

*Implementation Steps:*

1. Continue to obtain and update computer based mock registry testing materials.

Responsibility: Program faculty, Program Director

Anticipated Completion Date: Ongoing

Estimated Cost: \$2,500/year

**Objective 17.5: Review, revise as needed, and utilize the Program's assessment plan.**

*Implementation Steps:*

1. Complete current assessment activities as designated in the plan.
2. Review data collected through assessment activities and determine if benchmarks and outcomes have been met in support of the Program's Goals and Mission statement.
3. Review assessment outcomes & benchmarks and their related activities to determine if they still assess Program success.
4. Revise assessment outcomes & benchmarks and their related activities as needed to assess Program success.

Responsibility: Program faculty, Program Director

Anticipated Completion Date: Annually, ongoing

Estimated Cost: \$2,000/year

**Objective 17.6: Obtain classroom/laboratory space on the CASC main campus.**

*Implementation Steps:*

1. Participate in health sciences plans for growth and development.
2. Determine physical facility needs of Program.
3. Obtain competitive bids for updated radiography equipment
4. Work with the CASC Grants department to determine if grants are available to underwrite the cost of the equipment.

Responsibility: Program Director, Health Sciences Chair

Anticipated Completion Date: 2016

Estimated Cost: \$150,000

**Objective 17.7: Develop professional on-line courses.**

*Implementation Steps:*

1. Assess learning needs of area professionals.
2. Develop course outlines and syllabi including objectives.
3. Obtain approval for proposed course.
4. Implement courses.
5. Assess effectiveness.

Responsibility: Program faculty, Program Director, Clinical Instructors

Anticipated Completion Date: May 2016

Estimated Cost: \$500/course

**Objective 17.8: Develop a reward mechanism for the clinical instructors from the College.**

*Implementation Steps:*

1. Review other reward mechanisms utilized by the College.
2. Review reward mechanisms utilized by other radiography programs in the area.
3. Determine interest of clinical instructors.
4. Review appropriateness of selected strategies for Program environment.

Responsibility: Program faculty, Program Director

Anticipated Completion Date: May 2016

Estimated Cost: \$2,000/year

**Department of Physical Therapist Assistant Education**

**Objective 18.1: Continue to promote public awareness of PTA program at CASC and to increase public awareness of the profession of Physical Therapy.**

*Implementation Steps:*

1. Public proclamation of Nation Physical Therapy Week by city mayor.
2. Work site analysis of offices at CASC upon request.
3. CASC staff “stress buster” massages.
4. Participation with AHEC workshops at area high schools.
5. Participation with Upward Bound Math/Science workshops.
6. Participation with College Health Fair.
7. Faculty/staff in-service over back care and prevention
8. Attend High School recruiting events with college high school relation’s staff.
9. Continue active student organization.
10. Distribution of program information packets to area high school counselors.
11. Being maintained on a registry by APTA that may be accessed via Internet.
12. Periodically update CASC PTA website.
13. Make information packets/application packets available on CASC PTA website.

Responsibility: Faculty/staff/students of CASC PTA program

Anticipated Completion Date: Reevaluated/Ongoing

Estimated Cost: \$1,500.00/year

**Objective 18.2: Develop “Health Sciences Club” to promote cooperation/unity between the student organizations of the Health Sciences Division.**

*Implementation Steps:*

1. Meet with other CASC Allied Health Program Directors to determine feasibility
2. Extend invitation for membership to students not currently enrolled in Division professional program.
3. Make membership dues inexpensive for all students
4. Invite guest lecturers to club meetings.
5. Identify faculty advisor.
6. Draft constitution.

Responsibility: Health Sciences Faculty/students

Anticipated Completion Date: 2014

Estimated Cost: \$1,000/year

**Objective 18.3: To continue the development and refinement of PTA curriculum.**

*Implementation Steps:*

1. Send graduate surveys for input.
2. Send clinical faculty surveys.
3. Classroom evaluations.
4. Instructor evaluations.
5. Faculty review of current texts.
6. Faculty Development for didactic faculty.
7. Student input.

Responsibility: PTA Faculty/Students

Anticipated Completion Date: Reevaluated/Ongoing

Estimated Cost: \$1,000/year

**Objective 18.4: Continue to sponsor APTA Clinical Instructor Credentialing Workshop.**

*Implementation Steps:*

1. Identify best time/date for workshop.
2. Make and send flyers to CASC/area Clinical Instructors.
3. Procure adequate space at College for workshop.
4. Identify and contact instructors for course.

Responsibility: ACCE

Anticipated Completion Date: Reevaluated/Ongoing

Estimated Cost: \$3,000

**Objective 18.5: Full time PTA faculty to attend 40 clock hours of faculty development each academic year to keep current knowledge of physical therapy theory for teaching purposes.**

*Implementation Steps:*

1. Review of journals, newsletters, and flyers for appropriate conference.
2. Check budget for available funds.
3. Initiate purchase order.
4. Make appropriate reservations.

Responsibility: PTA faculty

Anticipated Completion Date: Reevaluated/Ongoing

Estimated Cost: \$7,000.00/year

**Objective 18.6: Maintain and develop clinical education sites for PTA program.**

*Implementation Steps:*

1. Weekly visits to current clinical facilities.
2. Visits to clinical facilities not currently contracted.
3. Student solicitation of clinical facilities.
4. Yearly clinical instructor meeting.

Responsibility: PTA faculty and Students

Anticipated Completion Date: Reevaluated/Ongoing

Estimated Cost: \$3,000/year

**Objective 18.7: Obtain guest lecturers from PT and medical community for classroom instruction.**

*Implementation Steps:*

1. Send questionnaires to potential instructors for interest.
2. Student solicitation of current CI's.
3. Personal visits to clinicians
4. Assess needs in each course.

Responsibility: PTA faculty/Students

Anticipated Completion Date: Beginning of each semester and ongoing

Estimated Cost: \$1,000

**Objective 18.8: Retain CAPTE accreditation.**

*Implementation Steps:*

1. Complete Biennial Accreditation Reports as required.
2. Maintain program excellence.
3. Pay annual accreditation fees.
4. Continued compliance with CAPTE guidelines.

Responsibility: PTA faculty/Staff/Students

Anticipated Completion Date: Reevaluated/Ongoing

Estimated Cost: \$2,500/year

**Objective 18.9: Maintain integrity and high quality education in the CASC PTA education program.**

*Implementation Steps:*

1. Send yearly graduate surveys.
2. Summarize and view comments made by clinical instructors and students from clinical performance tool.
3. Employer surveys.
4. Clinical instructor feedback.
5. Course evaluations.
6. Instructor evaluations.
7. PTA faculty to attend faculty development.

Responsibility: PTA faculty and staff

Anticipated Completion Date: Reevaluated/Ongoing



Estimated Cost: \$2,000/year

**Objective 18.10: Maintain 80% pass rate for last three years for graduates taking FSBPT licensure exam.**

*Implementation Steps:*

1. Administer licensure practice exams.
2. Assess need for further instruction in weaker areas based upon past graduates performance on licensure exam.
3. Structure regular exam questions in same format as licensure exam.
4. Students to attend workshops on successful licensure exam testing techniques.

Responsibility: PTA faculty and staff

Anticipated Completion Date: Reevaluated/Ongoing

Estimated Cost: \$2,000/year

**Objective 18.11: Develop Blackboard supplemented PTA courses**

*Implementation Steps:*

1. Assess which courses could be offered via Internet.
2. Establish curriculum.
3. Instructor training if required.
4. Post content to Blackboard.
5. Enroll students.

Responsibility: PTA faculty

Anticipated Completion Date: Fall 2014

Estimated Cost: \$0

**Objective 18.12: Facilitate students to join the APTA as student members.**

*Implementation Steps:*

1. Attend 1-2 OPTA meetings/year in Tulsa or OKC area as a class.
2. Provide OPTA and APTA literature to students individually and discuss information in class.
3. Strongly encourage membership in professional organization to students.
4. Invite guest speaker to CASC from professional organization.

Responsibility: PTA faculty

Anticipated Completion Date: Reevaluated/Ongoing

Estimated Cost: \$1,000/year

**Objective 18.13: Educate clinical instructors in the proper use of the clinical evaluation tool.**

*Implementation Steps:*

1. Provide video on the use of the clinical evaluation tool to clinical instructors.
2. In-service training to clinical instructors in clinical facilities.
3. Yearly clinical instructor meeting.

Responsibility: ACCE

Anticipated Completion Date: Reevaluated/Ongoing

Estimated Cost: \$500/year

**Objective 18.14: Post PTA/PT jobs in central location for current students, graduates, and prospective students.**

*Implementation Steps:*

1. Identify external office and personnel to maintain.
2. Send all PTA/PT job offerings to office.

Responsibility: PTA Director/Staff

Anticipated Completion Date: Ongoing

Estimated Cost: \$0

**Objective 18.15: Maintain accurate alumni database.**

*Implementation Steps:*

1. Track PTA graduates and ask for updated information of place of work, address, phone number, etc.
2. Provide online form for alumni to fill out and submit to CASC online.
3. Train staff.

Responsibility: Director/Staff

Anticipated Completion Date: Ongoing

Estimated Cost: \$500

**Objective 18.16: Place graduate surveys on PTA website for better return rate and convenience.**

*Implementation Steps:*

1. Post graduate survey forms to web.
2. Compile data.

Responsibility: PTA faculty

Anticipated Completion Date: Reevaluated/Ongoing

Estimated Cost: \$0

**Objective 18.17: Acquire updated and new equipment for PTA lab for use by increased number of students to PTA program and for use by Sports Medicine program.**

*Implementation Steps:*

1. Assess current equipment.
2. Take recommendations for additional equipment from faculty and students.
3. Check prices for new equipment.
4. Check departmental budget.
5. Use available Perkins Funds.

Responsibility: PTA faculty

Anticipated Completion Date: Reevaluated/Ongoing

Estimated Cost: \$10,000

**Objective 18.18: PTA faculty to attend Combined Sections Meeting sponsored by the American Physical Therapy Association with Student Physical Therapist Assistant Club Officers.**

*Implementation Steps:*

1. Check SPTA club budget/PTA department budget.
2. Apply for Health Science Professorship.

3. Check prices for registration/travel/lodging/meals.

Responsibility: PTA faculty

Anticipated Completion Date: Ongoing

Estimated Cost: \$10,000

**Objective 18.19: Maintain quality admissions standards for admission to PTA education program.**

*Implementation Steps:*

1. Assess current standards.
2. Make recommendations to PTA Admissions/Advisory Committee.
3. Update all program material.

Responsibility: PTA faculty/Admissions/Advisory Committee

Anticipated Completion Date: Ongoing

Estimated Cost: \$0

**Objective 18.20: Develop and maintain a comprehensive program assessment plan using WEAVE Online program purchased by college.**

*Implementation Steps:*

1. Evaluate current assessment plan.
2. Attend training for use of WEAVE Online.
3. Input updated assessment plan.
4. Implement plan.

Responsibility: Program Director

Anticipated Completion Date: March 2012, ongoing

Estimated Cost: \$0

**Health Physical Education and Recreation Division**

The Division of Health Physical Education and Recreation (HPER) prepares students for successful transfer to four-year institutions to pursue careers in teaching health and/or physical education, coaching athletics, and leading recreation programs. It also prepares students for avocations of sports officiating. Professional development opportunities are available to public school teachers who will be entering responsibilities of coaching through the offering of HPER 2103 Care and Prevention of Athletic Injuries.

**Objective 19.1: Incorporate service learning in HPER curriculum.**

*Implementation Steps:*

1. Meet with HPER faculty to determine appropriate measures to seek service learning opportunities.
2. Survey area institutions/recreations programs for locations.
3. Implement once evaluation instrument is devised.

Responsibility: Division Chairperson and HPER faculty

Anticipated Completion Date: May 2012

Estimated Cost: \$1000 (for materials)

**Objective 19.2: To Participate in More Professional Development Opportunities.**

*Implementation Steps:*

1. Explore availability of HPER conferences, workshops, etc.
2. Identify funds and/or apply for academic professorship.
3. Schedule, attend, and compile follow-up report.
4. Implement practices learned in courses/curriculum.

Responsibility: Division Chairperson and faculty

Anticipated Completion Date: May 2012

Estimated Cost: \$3000/year

**Objective 19.3: Identify Additional Classrooms for HPER and Equip With Multimedia Technology.**

*Implementation Steps:*

1. Work with administration to locate appropriate space.
2. Work with administration and Construction/Maintenance to modify space.

Responsibility: Division Chairperson, Administration, Faculty, Construction/Maintenance

Anticipated Completion Date: May 2013

Estimated Cost: TBD

**Objective 19.4: Explore the Increase of Options to HPER Degree.**

*Implementation Steps:*

1. Conduct survey assessing student interest (such as Recreation, Personal Trainer, etc.).
2. Survey institutions to determine transferability.
3. Develop additional courses.
4. Seek administrative approval as required.
5. Apply for academic professorship as part of initial funding.

Responsibility: Division Chairperson and HPER Faculty

Anticipated Completion Date: May 2014

Estimated Cost: \$2000 (Initial start-up)

**Objective 19.5: Build HPER Health and Fitness Complex.**

*Implementation Steps:*

1. Work with Administration to identify location.
2. Secure funds and/or develop funding plan.
3. Administration secures bids for construction.
4. Develop plan for ongoing maintenance.

Responsibility: Division Chair, HPER Faculty, Administration

Anticipated Completion Date: May 2015

Estimated Cost: TBD (Based on available funding)

**Fine Arts and Communications Division**

The Division of Fine Arts & Communications offers only university-parallel programs in the form of the Associate in Arts Degree in English, pre-journalism, film studies, art, music, and speech/theatre. This division offers the largest segment of the core curriculum in the form of English composition and humanities requirements, as well as several courses which satisfy

elective requirements. Courses in foreign language, broadcasting, and reading also are offered. All of these courses will transfer to baccalaureate institutions within the state.

The Division of Fine Arts & Communications supports the mission of the college by preparing students for successful transfer to baccalaureate institutions. Following are the purposes of the division:

- To provide programs for transfer to four-year colleges or universities;
- To provide programs that develop knowledge and skills which students need for initial employment and advancement in the academic, artistic, musical, Film Studies and journalism fields;
- To keep division courses relevant and in line with the requirements of transfer institutions through regularly reviewing and self-evaluating, modifying existing programs, and implementing new courses as needed.

The Division of Fine Arts & Communications is the most diverse division on campus. The music, art, and drama programs work together to stage productions, which can also offer practical experience for design students. The writing courses (composition and creative expression) benefit students in majors such as film studies, office science, research sciences, law, journalism, and computer science. Additionally, much of what is offered within this division serves the purpose of giving all students a broader education and broader view of the world.

The Art Department continues to emphasize two-dimensional work in drawing, figure drawing, photography, and display art while adding courses in three-dimensional work such as sculpture, metal work, and ceramics.

The Music Department emphasizes academics, performance study, ensemble experience, and practical application technique. The department also includes a concentration on voice and dance, piano and other instrumental instruction. Practical experience includes annual production of a musical with performers selected through open auditions of students, faculty, staff, and community residents. The consistent participation of local residents, as well as members of the college community, attest to the popularity and success of the program and gives valuable feedback as to the types of productions the public wants to see.

Staging the annual musical is a cooperative effort with the Speech/Theatre Department, which also produces an annual drama or comedy. The annual play is also open to student and community participation and gives students additional opportunities for practical experience in the theatre arts.

Faculty within the division fully understands that many of the division's objectives are highly dependent upon continued prosperity of higher education in Oklahoma, significant budget increases, and availability of capital improvement funds. Objectives that are contingent on increased funding are indicated by an asterisk.

**Objective 20.1: Continue to measure outcomes for assessment of each major and course in the division.**

*Implementation Steps:*

1. Develop a list of possible ways to measure student major/course outcomes.
2. Decide general policies for student major/course outcomes among the departmental staff members.
3. Establish a departmental policy for attendance.
4. Incorporate policies and outcome measures in course syllabi.
5. Follow up on faculty evaluation to make sure student major/course outcomes are in content of all courses.

Responsibility: Fine Arts & Communications Faculty, Division Chairman

Date of Completion: Ongoing

Estimated Cost: \$0

**Objective 20.2: To examine and update syllabi to include course objectives that better reflect assessment measures for each course in the division curriculum.**

*Implementation Steps:*

1. Conduct faculty meetings to review existing major curriculum programs and course syllabi.
2. Establish and write new major curriculum programs and course syllabi to include
  - a. Policies and assessment criteria
  - b. Department policy for attendance
3. Follow up on faculty evaluations to make sure that updated syllabi include student course outcome and departmental attendance policy.

Responsibility: Fine Arts & Communications Faculty, Division Chairman

Date of Completion: Ongoing

Estimated Cost: \$0

**Objective 20.3: To expand course offerings.**

*Implementation Steps:*

1. Meet with Academic Vice-President to determine needs.
2. Ask Academic Affairs Committee to approve needs.
3. Submit for State Regents approval.
4. Find/assign an instructor.
5. Add to course schedule.

Responsibility: Fine Arts & Communications Faculty, Division Chairman

Date of Completion: Ongoing

Estimated Cost: \$400 per semester hour if overload or taught by adjuncts

**Objective 20.4: To revise and update degree plans to reflect current academic standards and practices and to better facilitate transfer of courses.**

*Implementation Steps:*

1. Research current academic standards and policies of transferring colleges/universities.
2. Develop core and elective course plans for each degree offered in the department.
3. Present revised degree plans for approval: Academic Affairs, Regents

Responsibility: Fine Arts & Communications Faculty, Division Chairman

Target Date of Completion: Fall 2012

Estimated Cost: \$0

### ***Art Program***

The Art Department continues to place a great emphasis on two-dimensional art with the addition of three-dimensional art classes. Due to changes in the Art program, CASC can now better prepare their Art Majors for future academic and employment demands/opportunities by not only requiring art students to experience drawing and drawing-related mediums, but also experience such mediums as painting and three-dimensional projects. Students are expected to participate in semester art shows displaying their artwork, which gives them additional experience as artists.

The Art program also includes a concentration in Graphic Design, advertising illustration, and typography. Art students who are working on a career in Graphic Design will be able to work with local companies as interns, gaining valuable career experience.

The department provides students learning experiences in the traditional art disciplines through courses in photography and illustration.

#### **Objective 20.5: To develop student outcome measures for art majors.**

##### *Implementation Steps:*

1. Design pre-instruction and post instruction tests and other measures.
2. Monitor and maintain file of results.

Responsibility: Art Faculty, Division Chairman

Date of Completion: Ongoing

Estimated Cost: Within existing budget

#### **Objective 20.6: To replace the art laboratory furniture with new furniture that will be comfortable and practical.**

##### *Implementation Steps:*

1. Determine the number of tables and chairs needed. (15 sets)
2. Select type of furniture suited to the production of student art. (Completed)
3. Determine cost. (Quotes are done)
4. Request funding.

Responsibility: Art Faculty, Division Chairman

Date of Completion: Summer 2014

Estimated Cost: \$4500.00

#### **Objective 20.7: To upgrade and develop the photography classes with additional lab equipment to accommodate the changing needs of technology in the field of photography.**

##### *Implementation Steps:*

1. Repair existing medium format camera.
2. Add additional lenses to medium format system.
3. Purchase large format camera with lenses.
4. Purchase 4x5 enlarger.

5. Determine cost.
6. Request funding.

Responsibility: Art Faculty, Division Chairman

Date of Completion: Summer 2015

Estimated Cost: \$3,200

**Objective 20.8: To design and equip the Hamilton Complex with a student art gallery. This gallery would allow the students to display their work without public desecration to their work.**

*Implementation Steps*

1. Get approval for gallery to be built.
2. Determine where a gallery could be placed within the Hamilton Complex building.
3. Design gallery and determine size of gallery.
4. Research costs and obtain bids from local contractors.
5. Get approval and request funding.
6. Arrange for gallery to be built.

Responsibility: CASC President, Garry Ivey, Art Faculty, Division Chairman

Date of Completion: Fall 2013

Estimated Cost: Determined once approved.

***Foreign Language***

Foreign Language instruction at Carl Albert State College is not viewed as an extra but as a practical necessity for all college's students that helps hold communities together, enhances the area economy, and ensures all area citizens can access all services available to native-born Americans. The foreign language courses at CASC form a keystone in bridges linking the community to the college and are a critical articulation point between secondary and more advanced language courses.

Following are the primary purposes of the foreign language courses:

- To emphasize communication and proficiency-based instruction;
- To articulate foreign language programs with area secondary schools and four-year colleges and universities;
- To promote the importance of acquiring a second language;
- To create special-purpose foreign language courses for occupational/technical curricula;
- To establish faculty development programs for both full-time and part-time faculty;
- To build effective placement tests.
- To facilitate student learning in the four basic skill groups: listening, speaking, reading, and writing.

**Objective 20.9: To provide a peer-tutoring system.**

1. *Implementation Steps:*
2. Select upper-level foreign language students.
3. Write a peer-tutoring manual.
4. Conduct an orientation.



5. Provide extra credit for peer tutors.
6. Schedule weekly tutoring sessions.

Responsibility Foreign Language Faculty, Division Chairman

Anticipated Date of Completion: Fall 2013

Estimated Cost: \$0

### ***Journalism Program***

The curriculum of the journalism program continues to undergo change to meet new demands and to accommodate students' needs. In addition to altering the curriculum to facilitate smoother transfer to a four-year curriculum, the program has upgraded the student radio station to a low-power FM transmitter. Students now have their own station—**KVIK 88.5 FM**—to operate throughout each school day to provide news and information about the college and its activities and to play a variety of music.



Journalism students are required to work as staff members of the student newspaper, the “**Viking Banner**,” and also as staff on **KVIK** to gain hands-on experience in both print and broadcast journalism.

Following are the primary purposes of the journalism program:

- To prepare students for transfer to a four-year institution, taking with them a good basic education in both print and electronic journalism;
- To prepare students who wish to enter the work force after two years at CASC for employment in either print or electronic journalism;
- To serve the college and the community through the production of news and sports programming and journalistic writing for publication;
- To serve area media by providing potential employees with training and experience in print and broadcast journalism.

**Objective 20.10: To continue to improve methods for developing student outcome measures for journalism graduates. Current evaluation procedures include a standardized Capstone Test, which is a comprehensive exam covering the material covered during the two years of Journalism study and an in-depth exit interview evaluating the student’s college experience.**

#### *Implementation Steps:*

1. Review procedure for evaluating journalism graduates.
2. Determine with division chairperson any changes in testing or other measures are appropriate.
3. Initiate new procedures as needed.

Responsibility: Journalism Faculty, Division Chair

Date of Completion: Ongoing

Estimated Cost: \$0

**Objective 20.11: Update syllabi to improve objectives and to include outcome measures for each class.**

*Implementation Steps:*

1. Develop a list of possible ways to measure student major/course outcomes.
2. Decide general policies for student major/course outcomes among departmental staff.
3. Incorporate policies and outcome measurement criteria in course syllabi.
4. Follow up on faculty evaluation to make sure student major/course outcomes are part of course content.

Responsibility: Journalism Faculty, Division Chair

Date of Completion: Ongoing

Estimated Cost: \$0

**Objective 20.12: To expand course offerings, including expanded photography classes, with an emphasis on digital photography and computer graphics. This would involve purchase of digital cameras for student use and addition of appropriate computer software.**

*Implementation Steps:*

1. Meet with division chairperson and vice president for academic affairs to determine needs.
2. Establish criteria for new course offerings
3. Add to schedule

Responsibility: Journalism Faculty, Division Chair

Date of Completion: Fall 2013

Estimated Cost: \$2,000

### ***Music Program***

**Objective 20.13: To continue to build a music library that will include software that will teach and remediate students.**

*Implementation steps:*

1. Confer with instructors from peer area music departments concerning their success and use of software.
2. Obtain music tutorial software
3. Implement online music theory opportunities for music students

Responsibility: Music faculty, Division Chairman

Date of Completion: May 2015

Estimated Cost: \$1,000

**Objective 20.14: To equip the music department with multimedia technology to aid in the instruction of choreography and for use in lecture, choral, and classroom studies.**

*Implementation steps:*

1. Research equipment and costs.
2. Research sources of instructional materials.
4. Purchase instructional materials.

Responsibility: Music Faculty

Date of Completion: May 2013  
Estimated Cost: \$1,500

**Objective 20.15: To build a mixed chorus program.**

*Implementation steps:*

1. Require vocal music majors to enroll in mixed chorus
2. Advertise the availability of mixed chorus in media
3. Recruit at area high schools and the Scholar's program

Responsibility: Music faculty, Division Chairman

Date of Completion: May 2014

Estimated cost: \$420 per credit hour for adjunct instructor

**Objective 20.16: To designate a dedicated piano practice room solely for student use.**

*Implementation steps:*

1. Move adjunct faculty to another office.
2. Move music department when additional space becomes available.

Responsibility: Music Faculty, Division Chairman

Date of Completion: Fall 2013

Estimated Cost: Within existing budget

***Theatre Program***

**Objective 20.17: To design and equip the Hamilton Complex with a black box theatre. This theatre would allow students to produce one act performances to smaller audiences; it would allow various speech/theatre/English classes to perform any variety of interpretive works; and it would allow CASC to sponsor shows designed for a smaller audience.**

*Implementation:*

1. Get approval for the black box theatre to be built.
2. Determine where a theatre could be placed.
3. Design the theatre and determine size.
4. Research costs and obtain bids from local contractors.
5. Get approval and request funding.
6. Arrange for the theatre to be built.

Responsibility: CASC President, Garry Ivey, Speech/Theatre Faculty, Division Chairman

Date of Completion: ASAP

Estimated Cost: Determined once approved.

**Objective 20.18: To refurbish the lighting in the auditorium with LED lights. This will include installing new lighting dimmer panel and adding new wiring from the panel to the stage lights.**

*Implementation steps:*

1. Get bids from lighting companies
2. Establish cost
3. Obtain funding
4. Gain approval for purchase

5. Hire contractors and schedule renovations

Responsibility: Theatre and speech faculty, Division Chairman, Vice President in charge of maintenance

Date of completion: September of 2016

Estimated cost: \$45,000

**Objective 20.19: To equip the auditorium backstage area with water in the dressing rooms and laundry facilities**

*Implementation steps:*

1. Get bids from plumber
2. Establish cost
3. Obtain funding
4. Gain approval
5. Hire plumber and schedule renovation

Responsibility: Theatre and speech faculty, Division Chairman, Head of Maintenance

Estimated cost: \$1500.00

Date of completion: August 2013

**Social And Behavior Science Division**

The Division of Social and Behavioral Science offers the Associate in Arts degree in social science, sociology/psychology, criminal justice, and pre-law. The division supports the mission of the college by offering a large segment of general education/core curriculum classes to prepare students for successful transfer to baccalaureate degree-granting institutions. The faculty also provides guidance to students who are interested in degrees in the social and behavioral sciences and to students who wish to become teachers in the social and behavioral sciences. Furthermore, the faculty provides distance learning courses to off-campus sites.

***Goals:***

- To provide programs for transfer to four-year colleges or universities;
- To prepare students to meet the challenges of the emerging global society;
- To provide an appreciation for human values and ethics in the global society.

Eastern Oklahoma and the service area of the college, in particular, continues to be one of the fastest growing areas in the state. Enrollment at the college continues to increase substantially and the Division of Social and Behavioral Sciences must expand accordingly. Faculty within the division fully understand that many of the division's objectives are highly dependent upon continued prosperity of higher education in Oklahoma, significant budget increases, and availability of capital improvement funds.

**Objective 21.1: To maintain student capstone projects.**

*Implementation steps:*

1. Assign each graduating student an advisor for capstone project.
2. Develop alternative projects for individual Social & Behavioral Sciences majors.

3. Develop a database and reporting model for assessment.
4. Refine curriculum based on assessment.

Responsibility: Social & Behavioral Sciences Faculty, Division Chairman

Anticipated Completion Date: On going

Cost: \$0

**Objective 21.2: Complete in-house development of web-based course for Oklahoma History.**

*Implementation Steps:*

1. Design courses.
2. Submit courses for approval.
3. Put courses online.
4. Include courses in class schedule.

Responsibility: History Faculty, Division Chairman

Anticipated Completion Date: August 2012

Cost: \$1,500

**Objective 21.3: Develop and offer an AA Degree for Social Work.**

*Implementation Steps:*

1. Develop degree plan.
2. Submit plan to CASC regents for approval.
3. Submit plan to State Regents for approval.
4. Design courses
5. Include courses in class schedule.

Responsibility: Faculty, Division Chair

Anticipated Completion Date: August 2014

**Objective 21.4: Add one full-time faculty member in the division of Behavioral Sciences (Psychology-Sociology)**

*Implementation Steps:*

1. Meet with Academic Dean and other administrators as needed to get approval and determine salary.
2. Advertise through office of Human Resources for individual with specialty in Psychology and Sociology.
3. Establish a selection committee.
4. Conduct interviews.
5. Place name before local Board of Regents for approval.

Responsibility: Division Chairman.

Anticipated Completion Date: August 2015

Cost: Establish pay scale with benefits.

**Pre-Law Program**

The Pre-Law program consists of two areas of emphasis. One area of emphasis offered is for those students interested in pursuing a degree in preparation for entering law school. This degree path is a general education degree plan, for students which will be entering a four year institution, which will be required to declare a major field of study other than law. This is due to law schools nonspecific preparatory degree requirements.

The second area of emphasis in Pre-Law is for those students interested in pursuing a career in criminal justice. This degree path has a much narrower field of study and has within it the Colligate Officers Program (COP). This program provides a way for students to obtain the education and training needed to become a certified peace officer in the state of Oklahoma.

**Objective 22.1: Develop a committee made up of local area law enforcement department head, to determine new direction and possible short comings within the Criminal Justice Instructional offerings. The ultimate goal is to provide more qualified officers for Departments with our area.**

*Implementations Steps:*

1. Determine size of committee.
2. Search for qualified committee members and send invitations.
3. Arrange for introductory luncheon to explain our expectations and the end result we hope to see.
4. Through a continuing process, implement recommended and approved changes.

Responsibility: Criminal Justice Faculty

Anticipated Completion Date: Continuing process – first meeting to be held in summer of 2013

Cost: \$500 annually

**Objective 22.2: Continue to improve and expand our Service Learning component within the Colligate Officers Program.**

*Implementation Steps:*

1. Identify other agencies willing to participate.
2. Develop agency agreements.
3. Train peer officer.
4. Recruit students.
5. Make Placements.

Responsibility: Criminal Justice Faculty

Anticipated Completion Date: ongoing

Cost: \$0

**Objective 22.3: Improve the technology used in teaching to match the movement being made in law enforcement in the use of computer technology.**

*Implementation Steps:*

1. Determine the area most critical.
2. Determine cost and feasibility.
3. Submit the plan for approval.
4. Acquire equipment.

Responsibility: Criminal Justice Faculty

Anticipated Completion Date: ongoing

Cost: TBD

### **SALLISAW CAMPUS**

Carl Albert State College in Sallisaw has grown from renting rooms in the local public school to a modern campus with two buildings housing over 40 full-time staff and faculty as well as a student body of around 800. The facilities include a library with virtually limitless online capabilities, classrooms with multi-media options, along with comfortable office spaces for staff and faculty. The campus maintains a fully functioning bookstore along with a learning resource center open to all CASC students. Four federal programs are housed on the Sallisaw campus: Student Support Services, Upward Bound North, Talent Search, and the Educational Opportunities Center. Power I, a TANF program, is also housed on the campus.

The Vice-President of CASC @ Sallisaw oversees the day to day activities of the campus and works with faculty/staff, Division Chairs, other Vice-Presidents as well as the CASC President to ensure the campus is meeting the needs of all, including students and outside constituents of the institution. Other support staff includes an Office Manager, Bookstore Clerk, Business Office Specialist, and Financial Aid Specialist. The Delores O'Guin Mitchell library is staffed by part-time help.

The campus has nine full academic programs and provides the majority of courses for the remainder of the programs offered by CASC. Faculty is well-qualified and student centered. Adjunct faculty is utilized as needed and receives orientation twice a year along with full-time faculty. Faculty handbooks are provided for all faculty.

#### **Objective 23.1: Expand and enhance the quality of the CASC Sallisaw faculty.**

##### *Implementation Steps:*

1. Hire at least one full-time faculty member in the areas of Accounting/Business/Economics, Computer Science, HPER, and Political Science
2. Hire an additional full-time science instructor
3. Expansion of full-time faculty to correspond to the goal of a 60/40 ratio of full-time to adjunct faculty and regulated by course demands

Responsibility: Vice-President of CASC @ Sallisaw, VICE-PRESIDENT OF ACADEMIC AFFAIRS, Division Chairs, CASC President

Anticipated Completion Date: Fall 2014

Estimated Cost: Minimum \$32,000 salary + benefits for each full-time instructor

##### *Approximate costs:*

Accounting instructor: Need CPA \$35,000 + benefits

Business instructor: Using current salary scale:\$26,000 - \$28,000 + benefits

Computer Science: Current salary scale

HPER: Current salary scale

PoS: Current salary scale

Total of about \$150,000 + benefits, approximately \$200,000

#### **Objective 23.2: Expand CASC Sallisaw Support Staff**

*Implementation Steps:*

1. Reception area is to be staffed by an Office Manager, one full-time receptionist, and one part-time receptionist. This arrangement is to be supplemented by the appropriate number of work-study employees
2. Establish a position of Full-time Administrative Assistant to the Vice-President of CASC @ Sallisaw. The duties of this position will include secretarial support and an assortment of duties commonly associated with the position
3. Hire a full-time librarian to oversee the day-to-day operations of the Delores O'Guin Mitchell Library
4. Hire a part-time public relations person

Responsibility: Vice-President of CASC @ Sallisaw

Anticipated Completion Date: Fall Semester 2014

Estimated Cost: TBD

*Item 1:* Full-time receptionist \$8.00/hr minimum+ benefits; pay subject to experience; \$15,600 + benefits

Part-time receptionist \$7.00/hr with no benefits, 5 hours per day for the weeks the campus is opened. (44 – 45 weeks) or approximately \$7875 salary

*Item 2:* \$22,500 annual salary + benefits

*Item 3:* Salary based on education and experience. Full-time + benefits.

*Item 4:* Added duty

**Objective 23.3: Expand and enhance Library holdings as is deemed appropriate for the student population.**

*Implementation steps:*

1. CASC Sallisaw full-time librarian, in conjunction with the CASC Head Librarian, will monitor and maintain holdings that remain current and applicable to students pursuing various degree plans
2. CASC Sallisaw full-time librarian will remain current on technological advances associated with library holdings

Responsibility: Vice-President of CASC @ Sallisaw, Director CASC Library system

Anticipated Completion Date: On going

Estimated Cost: TBD

**Objective 23.4: Upgrade the technological resources and capabilities of the Sequoyah County Campus.**

*Implementation Steps:*

1. Request input from faculty and staff regarding necessary upgrades
2. Ensure each classroom has internet access complete with multi-media equipment, computers and projection screens
3. Provide on-line access for internet applications, distance learning, and staff/student multimedia presentations
4. Install learning software for accounting, mathematics, biological science and other curriculum offerings as determined.

Responsibility: Vice-President of CASC @ Sallisaw, Faculty and Staff, CASC President and TIS

Anticipated Completion Date: TBD

Estimated Cost: TBD



**Objective 23.5: Functioning student union***Implementation steps:*

1. Purchase and install stove and vent hood
2. Purchase additional kitchen equipment: grill and deep fryer
3. Determine menu selection
4. Identify hours of operation
5. Inventory tables and chairs and purchase needed items
6. Hire adequate staff, including a union manager
7. Train staff

Responsibility: Vice-President of CASC @ Sallisaw, CASC President, Assistant to the President

Anticipated Completion Date: TBD

Estimated Cost: Equipment: \$3500; Staffing: dependent on number of employees

**Objective 23.6: Community Center***Implementation steps:*

1. Determine requirements for facility
2. Determine staffing needs
3. Secure architect and contractors
4. Secure community support
5. Secure funding
6. Begin building
7. Hire staff and faculty

Responsibility: CASC President, Vice-President of CASC @ Sallisaw, Assistant to the President, City Officials

Anticipated Completion Date: TBD

Estimated Cost: TBD

**Objective 23.7: Equipment—Laminating machine, color printer, and industrial size shredder***Implementation steps:*

1. Price laminating machine
2. Price color printer
3. Price industrial size shredder
4. Order machines
5. Determine placement of equipment
6. Set up controls for usage, utilizing the Sallisaw office manager
7. Train users as needed.

Responsibility: Vice-President of CASC @ Sallisaw and Office Manager

Anticipated Completion Date: Fall 2012

Estimated Cost: \$3000

**Objective 23.8: Landscaping Mayo Center***Implementation steps:*

1. Hire someone to design and landscape the front of the Mayo Center

Responsibility: Assistant to the President, Vice-President of CASC @ Sallisaw

Anticipated Completion Date: Fall 2012  
Estimated Cost: \$1000

**Objective 23.9: Add new programs to the Sallisaw campus**

Suggested programs: Occupational Therapist Assistant, Medical Records and Health Information Technicians, and other health care field degrees.

*Implementation steps:*

1. Determine funding needs including staff, equipment, and classroom needs
2. Begin process with the OSRHE
3. Begin advertising the program
4. Begin hiring process
5. Schedule classes

Responsibility: Vice-President of Academic Affairs and Vice-President of CASC @ Sallisaw

Anticipated Completion Date: Fall 2013

Estimated Cost: Salary for Program Director, Equipment Cost--TBD

**Objective 23.10: Convert SE 8015 into science lab**

*Implementation steps:*

1. Steps to be determined by the Assistant to the President

Responsibilities: Vice-President of CASC @ Sallisaw, Assistant to the President

Anticipated Completion Date: Spring 2013

Estimated Cost: TBD

**Objective 23.11: Explore the viability of expanding the budget for the Sallisaw campus to more adequately reflect the campus operations**

*Implementation steps:*

1. Work with Vice-President of Business Operations to begin process
2. Complete process

Responsibility: Vice-President of Business Operations and Vice-President of CASC @ Sallisaw

Anticipated Completion Date: Fall 2013

Estimated Cost: TBD

**Objective 23.12: CASC Sallisaw Sign on the oval**

*Implementation steps:*

1. Select sign design
2. Install sign

Responsibility: Vice-President of CASC @ Sallisaw

Anticipated Completion Date: Spring 2012

Estimated Cost: \$1000

**Objective 23.13: Develop and utilize systematic faculty evaluation.**

*Implementation steps:*

1. Research evaluation instruments and develop appropriate one for CASC Sallisaw
2. Institute use of evaluation

Responsibility: Vice-President of CASC @ Sallisaw, Vice-President of Academic Affairs  
Division Chairs

Anticipated Completion Date: Summer 2012  
Estimated Cost: TBD

**Objective 23.14: Remodel front office and computer lab into one stop admissions, financial aid, business, and testing center.**

*Implementation steps:*

1. Develop floor plan
2. Determine alternative offices for any faculty/staff moves
3. Determine alternative class room for computer lab
4. Determine timeline and temporary offices for front office and other offices affected
5. Determine needs for any new furniture and technology
6. Begin project
7. Complete project

Responsibility: Vice-President of CASC @ Sallisaw, Assistant to the President

Anticipated Completion Date: Fall 2013

Estimated Cost: TBD

**Objective 23.15: Outdoor seating areas**

*Implementation steps:*

1. Determine seating areas
2. Determine types of seating
3. Order seating
4. Prepare areas
5. Install seating

Responsibility: Vice-President of CASC @ Sallisaw, Assistant to the President

Anticipated Completion Date: Fall 2013

Estimated Cost: TBD

**Objective 23.16: Direct dial telephone system**

*Implementation steps:*

1. Determine costs
2. Install system
3. Training, if any, on system

Responsibility: Vice-President of CASC @ Sallisaw, Assistant to the President

Anticipated Completion Date: Fall 2014

Estimated Cost: TBD

**Objective 23.17: Install desktop computers in all adjunct offices plus shared printer for offices on 2nd floor of new building.**

*Implementation steps:*

1. Determine number of computers needed
2. Purchase and install computers and printer

Responsibility: Vice-President of CASC @ Sallisaw, TIS

Anticipated Completion Date: Fall 2012

Estimated Cost: TBD

**Objective 23.18: Hire an IT specialist for the Sallisaw campus.**

*Implementation steps:*

1. Determine job description, experience needed, and salary
2. Post position
3. Hold interviews and select applicant

Responsibility: Vice-President of CASC @ Sallisaw, TIS

Anticipated Completion Date: Spring 2013

Estimated Cost: \$25,000 + Benefits

**Objective 23.19: Add second computer lab for classroom use**

*Implementation steps:*

1. Determine room to be converted
2. Purchase and install computers

Responsibility: Vice-President of CASC @ Sallisaw, TIS

Anticipated Completion Date: Spring 2013

Estimated Cost: TBD

**Objective 23.20: Set up transfer office on Sallisaw campus**

*Implementation steps:*

1. Set aside area in Vice-President's office
2. Buy necessary equipment including laptop
3. Contact other colleges and universities for information

Responsibility: Vice-President of CASC @ Sallisaw

Anticipated Completion Date: Fall 2012

Estimated Cost: TBD

**Objective 23.21: Part-time Student Activities person to oversee Sallisaw student activities**

*Implementation steps:*

1. Work with Student Affairs to hire part-time student affairs specialist
2. Work with specialist to plan events
3. Put events on the calendar

Responsibility: Vice-President of CASC @ Sallisaw, Vice-President of Student Affairs

Anticipated Completion Date: Spring 2013

Estimated Cost: TBD

## **STUDENT AFFAIRS**

### ***Mission:***

The Office of Student Affairs is dedicated to offering quality programs and services that facilitate student recruitment, admissions, enrollment, advisement, financial assistance, and involvement to provide a positive college experience and to insure students are prepared to succeed both educationally and personally.

### ***Goals:***

- Provide exceptional student-centered services and activities;
- Create and maintain a safe and secure campus environment for all students;
- Offer a rich variety of intellectual, cultural, social and recreational activities for students;
- Encourage healthy behaviors and attitudes among students;
- Increase appreciation for human values, diversity, and life-long learning;
- Promote responsible citizenship in the community and the global society;
- Serve as an advocate for student needs and concerns;
- Encourage professional development of staff to improve student experiences;
- Promote linkages with faculty and academic units to provide unified educational experiences for students.

Within the purview of Student Affairs are the following departments: Recruiting, Admissions, Student Life, Residential Life, Athletic Program, Intramural Sports, Counseling and Career Center, Testing, Campus Police, Financial Aid, the TRiO Programs, and Power I.

### **Recruitment**

The Office of High School and College Relations directs the recruitment efforts of CASC through high school visits, on campus workshops for counselors, hosting campus events, attending college days/career fairs, mail correspondence, emails and selected social media. Through these methods of contact, admission, scholarships, financial aid, housing, and other pertinent information relevant to students beginning college is disseminated.

The Director of High School and College Relations (DHSCR) categorizes the schools in primary and secondary markets based on the number of students from each school who attend CASC. The recruitment efforts of this office are enhanced by the contacts generated by the TRIO programs (Educational Talent Search, Upward Bound, Upward Bound Math/Science, and the Educational Opportunity Center) as well as visits to area high schools by the performance of CASC's New Horizon Show Choir and other outreach activities.

With the bombardment of marketing measures by competitive institutions, we must maintain progressive marketing materials and initiatives to capture the attention of prospective students. In concert with other departments and divisions, we must provide thorough and immediate information relevant to a prospect's needs and interests as they initiate the college experience.

**Objective 24.1: To develop a “one-stop shopping” marketing piece that includes all first-time student applications (admissions, scholarship, housing, etc) and information about Carl Albert State College.**

*Implementation Steps:*

1. Coordinate development with Registrar, Scholarship Coordinator, and Residential Life Coordinator.
2. Meet with Marketing/PR Director to determine layout and design.
3. Secure bids.

Responsibility: DHSCR, Student Affairs, Registrar, Residential Life Coordinator, and Marketing/PR Director

Anticipated Completion Date: August 2012

Estimated Cost: \$8,000

**Objective 24.2: To achieve capability for prospective students to apply for admission, scholarships, and housing online.**

*Implementation Steps:*

1. Meet with Admissions Office, Financial Aid Office, Residential Life Coordinator, and TIS.
2. Schedule training on its implementation.
3. Publicize to prospective students.

Responsibility: DHSCR, Registrar, TIS, Residential Life Coordinator, Financial Aid, and Marketing/PR Director

Anticipated Completion Date: May 2013

Estimated Cost: NA

**Objective 24.3: Develop a Welcome Center on the Poteau Campus to enhance the campus tour experience for prospective students and their families.**

*Implementation Steps:*

1. Survey current students on ideas relevant to prospective students’ needs and wants.
2. Meet with Director of Student Life and Assistant to the President to develop ideas.
3. Make Welcome Center the first stop for prospective students and families to showcase the Campus offerings and recruiting materials.

Responsibility: Recruiting staff, Director of Student Life, and Assistant to the President

Anticipated Completion Date: July 2013

Estimated Cost: \$5,000

**Objective 24.4: To expand recruitment staff with the hiring of a secretary which would allow for more interaction and communication with prospective students and families through various channels including mail outs, social networking, and personal contact.**

*Implementation Steps:*

1. Develop job description.
2. Publicize job opening.
3. Conduct interviews.
4. Secure office equipment and materials.

Responsibility: Student Affairs, Human Resources

Anticipated Completion Date: July 2012

Estimated Cost: \$26,000

**Objective 24.5: To develop an initiative targeting high school juniors.**

*Implementation Steps:*

1. Recruiters meet with each department seeking ideas and input.
2. Make a decision on the type of initiative (special day, targeted mail-outs, activity, etc).
3. Finalize arrangement within budgeted cost.

Responsibility: Recruiting staff

Anticipated Completion Date: January 2014

Estimated Cost: \$3,000

**Objective 24.6: To continue to improve departmental marketing materials.**

*Implementation Steps:*

1. Work with Marketing/PR Director to develop brochure for each degree program.
2. Secure bids.
3. Distribute through various venues to prospective students.

Responsibility: DHSCR, Recruiter, Marketing/PR Director, Academic Division Chairs

Anticipated Completion Date: Ongoing

Estimated Cost: \$5,000

**Student Life and Residential Life**

***Mission:***

The mission of Student Activities and Residential Life is to offer students a wide range of activities outside the classroom setting. CASC recognizes the importance of developing students through leadership roles in organizations and special interest groups. Each student has the opportunity to develop worthwhile skills and express their talents through activities offered at CASC. Residential Life allows students to develop as unique individuals and mature as young adults.

Residential Life provides students the opportunity to experience the unique academic and social environment of on-campus living. One of the goals of the Student Affairs Department is to create and maintain a safe and secure campus environment for students while offering a rich variety of intellectual, cultural, social and recreational activities for students.

**Objective 25.1: Train Residential Program staff to serve as professional representatives of the CASC Residential Housing.**

*Implementation Steps:*

1. Interview and select students to serve as Residential Program staff for CASC Residential Housing.
2. Prepare workshops and training for Residential Program staff in the areas of safety and security, counseling, emergency response efforts, sexual assault education, diversity, mental and emotional health, leadership, crisis management, communication, supervision, and academic and personal development.

Responsibility: Residential Life Coordinator

Anticipated Completion Date: April of each school year  
Cost: \$500

**Objective 25.2: Review policies and procedures, revising and updating the Residential Program Handbook.**

*Implementation Steps:*

1. Review existing Residential Housing policies, procedures, and housing materials.
2. Revise and update as necessary.
3. Research other colleges and university policies and procedures.
4. Seek approval of all changes and revisions in policies and procedures.
5. Update Emergency policy and procedures.

Responsibility: Vice-President of Student Affairs and Residential Life Coordinator  
Anticipated Completion Date: Ongoing  
Cost: \$0

**Objective 25.3: Upgrade cable services for residential students.**

*Implementation Steps:*

1. Contact area cable providers for information on contracting services through the college instead of per individual.
2. Increase base cost for dorm to help pay the cost.
3. Seek approval of increased dormitory cost.
4. Update Residential Housing materials regarding revised cost.

Responsibility: Vice-President of Student Affairs, Residential Life Coordinator, Assistant to the President  
Anticipated Completion Date: Fall 2014  
Cost: Within existing budget

**Objective 25.4: Offer a variety of meal plan options for residential students.**

*Implementation Steps:*

1. Survey residential housing students to determine the changing needs of the students.
2. Report survey findings for discussion/negotiation with Food Services Committee and Food Services Department.
3. Design new flexible meal plans that could be offered.

Responsibility: Vice-President of Student Affairs, Food Service Director, Residential Life Coordinator  
Anticipated Completion Date: Fall 2014  
Cost: Within existing budget

**Objective 25.5: CASC Poteau Campus – Vike House**

*Implementation Steps:*

1. Present plan for the remodeling/renovation of current VIKE House facility to incorporate a housing office.
2. Staff office during VIKE House hours of operation.
3. Replace/update broken equipment and/or amenities.
4. Evaluate student satisfaction to determine effective facility usage.

Responsibility: Director of Student Life, Residential Life Coordinator



Anticipated Completion Date: Fall 2012  
Cost: \$2,000

**Objective 25.6: CASC Poteau Campus – Student Life Center/**

*Implementation Steps:*

1. Provide student-friendly environment to assist students in all facets of student life.
2. Provide current information and materials on Residential Housing, student activities, campus clubs and organizations, and volunteer/community service opportunities.
3. Provide personal consultations, coordinate workshops, academic counseling, and assist in crisis intervention.
4. Organize a comprehensive housing file on each student, including vaccination information, academic plans, leadership activities, etc.
5. Assist Campus Police with the development, updating and implementation of safety/security policies and procedures.
6. Work with TIS to update Student Life information on CASC website.

Responsibility: Vice-President of Student Affairs, Director of Student Life, Residential Life Coordinator

Anticipated Completion Date: Ongoing

Cost: Within existing budget

**Objective 25.7: Enhance the current Residential Program Orientation for housing students to aid in the transition to college life.**

*Implementation Steps:*

1. Provide organized procedure for dorm check-in.
2. Present topics to students about the following areas of college life: rules and regulations, emergency policies and procedures, staff introductions, academic expectations, student activities, leadership opportunities, drug/alcohol education, sexual assault education, mental/emotional health education, and maintenance procedures.
3. Provide campus tour.
4. Develop mentor relationship with current student leaders.
5. Assist students in the preparation and completion of all required paperwork.

Responsibility: Residential Life Coordinator

Anticipated Completion Date: Fall 2012

Cost: Within existing budget

**Objective 25.8: Enhance current Student ID cards.**

*Implementation Steps:*

1. Conduct research with other colleges and universities on their student ID applications.
2. Meet with potential ID card vendors to find the product to meet the needs of our student body.
3. Create Student ID cards that are swipe-accessible for the purpose of payments, meal charges, purchases, identification, and security.
4. Work with TIS to install support technology points at all necessary institutional locations for ID functionality.
5. Evaluate new and improved ID processes for student success and satisfaction.

Responsibility: Vice-President of Student Affairs, Director of Student Life, Residential Life Coordinator, TIS

Anticipated Completion Date: Fall 2014

Cost: \$10,000

**Objective 25.9: Improve Welcome Week Activities at Poteau and Sallisaw Campuses.**

*Implementation Steps:*

1. Create a fun-filled week of student activities for college students at both campuses.
2. Coordinate this week with the local communities to include them in the festivities.
3. Ask local business owners to place “Welcome CASC students” on signage, storefronts, and advertising outlets.
4. Coordinate discounts for college students with local business owners.

Responsibility: Director of Student Life

Anticipated Completion Date: Fall 2012

Cost: Within existing budget

**Objective 25.10: Expand Student Activities at Poteau and Sallisaw Campuses.**

*Implementation Steps:*

1. Plan and implement on-campus and off-campus student activities including recreational activities, cultural activities, and community service projects.
2. Maintain a calendar for all student activities including clubs/organizational activities and community service projects.
3. Develop and maintain a list of community service projects and civic engagement projects performed by each on-campus club and organization.
4. Present a student recognition event for students who excel in service areas.
5. Host a “Connection Carnival” to showcase campus clubs and organizations; familiarize student with opportunities for involvement; and act as a connection point for students, faculty/staff, and community members.

Responsibility: Director of Student Life

Anticipated Completion Date: Fall 2012

Cost: Within existing budget

**Objective 25.11: Student Leadership Program.**

*Implementation Steps:*

1. Provide leadership materials, such as information on campus clubs and organizations.
2. Provide leadership-learning opportunities to students via workshops, seminars, and educational experiences.
3. Provide opportunities to observe, analyze, and participate in leadership experiences.
4. Develop mentor relationship with current student leaders.

Responsibility: Director of Student Life, Title III Program

Anticipated Completion Date: Fall 2012

Cost: Within current budget

**The Scholars Program**

The Scholars Program at Carl Albert State College is designed to provide educational opportunities to highly motivated students based on academic achievement and leadership ability. New scholar students entering the fall semester are selected through an application and interview process during the previous spring semester. A total of 100 scholars are on campus each year. Their scholarship includes tuition, room, a portion of their meal costs, and the opportunity to take a leadership class with the CASC President. Books are included if a student scores 28 or higher on the ACT.

**Objective 26.1: Improve leadership skills of freshmen and sophomore scholars.**

*Implementation Steps:*

1. Offer the leadership class to further leadership skills.
2. Provide leadership-learning opportunities to scholars via workshops, seminars, field trips, and educational experiences such as: leadership training, resume writing, social etiquette, and time management.
3. Provide opportunities to observe, analyze, and participate in leadership exercises.
4. Match sophomores with freshmen to help mentor and mold skills.
5. Provide leadership materials, such as types of leadership styles, information on campus clubs and organizations, etc.

Responsibility: Scholars Program Coordinators

Anticipated Completion Date: Fall 2012

Cost: Within existing budget

**Objective 26.2: Create a higher standard for all scholars.**

*Implementation Steps:*

1. Develop a committee to discuss new standards for scholars.
2. Revise the full-value contract for scholars to include academic standards, community service participation, club and organization membership, and campus involvement.
3. Increase program eligibility standards.
4. Create student outreach to local schools.

Responsibility: Scholars Program Coordinators

Anticipated Completion Date: Fall 2012

Cost: Within existing budget

**Objective 26.3: Develop a review committee for all first year scholars.**

*Implementation Steps:*

1. Develop a committee to review all first year scholars.
2. Meet individually with all scholars about their progress.
3. Set goals for sophomore year.

Responsibility: Scholars Program Coordinators

Anticipated Completion Date: Fall 2012

Cost: Within existing budget

**Objective 26.4: Establish guidelines to help all scholars succeed academically.**

*Implementation Steps:*

1. Work with division chairs to create academic evaluation form.
2. Monitor academic progress on a regular basis.

3. Develop academic/student support for at-risk scholars.
4. Provide academic counseling to students in need.

Responsibility: Scholars Program Coordinators

Anticipated Completion Date: Fall 2013

Cost: Within existing budget

**Objective 26.5: Enhance Incentive Program.**

*Implementation Steps:*

1. Enhance the Incentive Program in which a select number of Scholars Program students will take an educational trip for those students who have been actively involved in the Scholars Program. These students will be selected based upon active involvement in on-campus clubs/organizations and community service projects, attendance at required Scholars Program meetings, and completed and punctual activity sheets and grade check forms.
2. The Scholars Program Coordinators will select these students based on their participation in the Scholars Program and will select the location for the educational trip.

Responsibility: Scholars Program Coordinators

Anticipated Completion Date: Fall 2012

Cost: Within existing budget

**Objective 26.6: Develop transfer program to assist Scholars Program students with transferring to a 4-year institution.**

*Implementation Steps:*

1. Create master list of probable transfer institutions for Scholars Program students;
2. Monitor transfer progress.
3. Assist students with applications, scholarships, recommendation letters, and resumes.
4. Coordinate with Transfer Coordinator and Guidance Center to aid in the academic transition of scholars.

Responsibility: Scholars Program Coordinators, Transfer Coordinator, Guidance Center

Anticipated Completion Date: Fall 2012

Cost: Within existing budget

**Objective 26.7: Student Outreach and Role Modeling.**

*Implementation Steps:*

1. Establish working relationships with local community members and school districts.
2. Provide scholar sponsored events such as Special Needs Carnival, Senior Day, etc.
3. Survey local community members and school districts.
4. Volunteer at individual school districts such as reading to elementary students, tutoring, etc.
5. Evaluate satisfaction of local community members and school districts to determine effectiveness of student outreach and role modeling.

Responsibility: Scholars Program Coordinators

Anticipated Completion Date: Fall 2012

Cost: Within existing budget

**Objective 26.8: Explore option of adding a commuter component to the existing Scholars Program.**

*Implementation Steps:*

1. Survey current Scholars Program participants to determine need for commuter component.
2. Develop a committee to discuss survey findings and determine scholarship requirements.
3. Work with administration to determine scholarship award.
4. Revise scholarship application.
5. Publicize commuter component of Scholars Program.
6. Evaluate student satisfaction to determine effectiveness of expanding Scholars Program.

Responsibility: Scholars Program Coordinators, Vice-President of Student Affairs, Recruiting Staff

Anticipated Completion Date: Fall 2014

Cost: Within existing budget

**Athletic Program**

The Athletic Program at Carl Albert State College is an integral part of the overall educational mission of the College. Programs sponsored by CASC are in compliance with the highest recognized standards of the institution and the National Junior College Athletic Association (NJCAA). The Athletic Program is a member of the Oklahoma Collegiate Athletic Conference and offers four sports for men and women. Men's sports include basketball and baseball. Women's sports include basketball and softball.

The College supports the need for encouraging the development of programs, support services and activities which are necessary to meet the needs of the student-athletes. By setting this standard, CASC will always strive to an expectation of high academic and behavioral standards that contribute to an experience of dignity and excellence.

**Objective 27.1: Continue to increase outside revenue sources by establishing a stronger leadership role through the Viking Club.**

*Implementation Steps:*

1. Identify people who already have an interest in the Athletic Program at CASC.
2. Establish leadership positions within the Viking Club.
3. Utilize the governing board to help recruit other people and expand the base of support for the Athletic Program.
4. Create an active atmosphere for all members through monthly functions.

Responsibility: Athletic Director and Head Coaches

Anticipated Completion Date: Fall 2013

Cost: \$1,000

**Objective 27.2: Develop and strengthen community support for athletics through an Athletic Development Foundation and the hiring of a Sports Information Director.**

*Implementation Steps:*

1. Develop a Foundation to specifically fund athletics and sustain a successful sports program.

2. Create a position of Sports Information Director to inform all areas of the media and the community about the Athletic Program.
3. Increase promotional opportunities in the community with CASC student athletes.
4. Create a CASC Athletic Hall of Fame.

Responsibility: Athletic Director

Anticipated Completion Date: Fall 2014

Cost: \$35,000

**Objective 27.3: Enhance current athletic housing facilities to help optimize the recruiting efforts of the Athletic Program.**

*Implementation Steps:*

1. Create a Needs Assessment Survey with each head coach.
2. Prioritize needs and establish goals for completion.
3. Establish an aggressive funding campaign for improvements.

Responsibility: Athletic Director

Anticipated Completion Date: Fall 2014

Cost: \$20,000 per year plus outside donations

**Objective 27.4: Strengthen relationship between Residential Life and the Athletic Program.**

*Implementation Steps:*

1. Establish responsibilities for all assistant coaches in Residential Life.
2. Encourage participation of assistant coaches in Student Life activities.
3. Establish a line of communication between the Athletic Department, Student Life, and Residential Life.

Responsibility: Athletic Director, Head Coaches, Assistant Coaches, Residential Life

Coordinator, Director of Student Life

Anticipated Completion Date: Fall 2012

Cost: \$0

**Intramural Sports**

The Intramural Sports program is a campus component of Student Affairs designed to enhance the experience of student life for both traditional and nontraditional students by providing athletic activities and competitions throughout the academic year. This program uses athletics as a catalyst to promote several proactive institutional stances including: the importance of physical and emotional wellness; the social growth of collegiate students through campus involvement; the development of important life concepts such as teamwork, positive interaction, and inner strength; and the promotion of our valued institutional community and respect for all of its members.

**Objective 28.1: Upgrade the Intramural Sports facilities, equipment, and fields on the Poteau and Sallisaw Campuses.**

*Implementation Steps:*

1. Assess the current facilities and fields utilized for intramural sports on both campuses.
2. Assess the current equipment inventory; update a list of goods needed to conduct sports activities properly.

3. Purchase all necessary goods needed to build (if necessary) and maintain playing field areas.
4. Coordinate use of other athletic facilities with the Director of Athletics.

Responsibility: Athletic Director and Assistant Coaches

Anticipated Completion Date: Ongoing

Estimated Cost: \$6,000/year

**Objective 28.2: Strengthen and enhance the Intramural Sports program for Poteau and Sallisaw Campuses to be more comprehensive.**

*Implementation Steps:*

1. Survey the current student body to determine the interests in specific sporting events and activities.
2. Assess the types of sporting activities currently offered in order to determine program effectiveness.
3. Develop a stronger participation incentive-based system to attract more students to the program.
4. Conduct evaluations to assess student satisfaction/success.

Responsibility: Athletic Director and Assistant Coaches

Anticipated Completion Date: Ongoing

Estimated Cost: \$3,000/year

**Objective 28.3: Develop and strengthen relationship between Intramural Sports and the Athletic Program.**

*Implementation Steps:*

1. Establish responsibilities for all Assistant Coaches in Intramural Sports;
2. Encourage participation of Assistant Coaches in Intramural Sports;
3. Establish communication between the Athletic Program and the Intramural Sports Program.

Responsibility: Athletic Director and Assistant Coaches

Anticipated Completion Date: Fall 2012

Estimated Cost: N/A

**Counseling and Career Center**

CASC's Career Center encompasses a variety of services provided by the Career Center Coordinator. These include management of the Carl Perkins Vocational and Applied Technology Education program, college major counseling, academic advisement of General Studies majors and concurrently enrolled high school students, career planning, retention of at-risk students, transfer counseling, testing, job placement, and an annual high school academic contest. Because of the breadth of these services, personal contact is maintained with a majority of current students, as well as prospective students from area high schools.

**Carl Perkins Program**

**Objective 29.1: Continue as an independently funded program under the Carl Perkins Vocational Technical Act.**

*Implementation Steps:*

1. Encourage enrollment in vocational and technical programs to increase the number of students who are served by the Carl Perkins funding.
2. Develop materials about the vocational and technical programs for prospective students of CASC.
3. Enhance academic counseling efforts with students in the vocational and technical programs for their continued success.
4. Focus the use of Perkins funds to specific areas such as Allied Health and the Nursing Program.

Responsibility: Career Center Coordinator

Anticipated Completion Date: Ongoing

Cost: Within existing budget

**Objective 29.2: Coordinate with vocational and technical programs to place their graduates into area occupations.**

*Implementation Steps:*

1. Work with businesses and CASC instructors to insure that students are being properly trained in areas of need.
2. Offer workshops and training sessions on job interview skills, resume preparation and other job-seeking skills so that students are better prepared to enter the work force upon graduation.
3. Utilize the Internet to assist students in finding jobs through the Oklahoma Employment Department, the Oklahoma Marketplace (an internet site provided by the Oklahoma State Regents for Higher Education), and various other online services;
4. Assist graduates in creating professional quality resumes and cover letters.

Responsibility: Career Center Coordinator, Student Support Services Staff

Anticipated Completion Date: Ongoing

Estimated Cost: \$500

**Career Center**

**Objective 30.1: Continue one-to-one college major and career counseling with CASC students, aided by a variety of techniques and technologies.**

*Implementation Steps:*

1. Oklahoma Career Information Systems as well as the Human Metrics website will be used in at the Poteau and Sallisaw Campuses to help guide students through the process of choosing a college major and/or career.
2. Design and maintain a Career Center page on the CASC website to provide the most up-to-date information available to students including the areas of college majors, college transfer, career planning, and job information.
3. Focus on the individual student and his/her needs. A list of general studies students will be obtained from the Admissions Office each semester. These students will receive a letter from the Career Center Coordinator asking that they make an appointment to discuss career options. Students will be given the opportunity to do individual career testing and receive one-on-one counseling to determine a college major and career direction.



4. Workshops will be given at various times throughout the semester to introduce students to careers and opportunities. These will focus on college majors, career opportunities and advancement (in our region as well as nationally), and four-year college information for the transferring student.

Responsibility: Career Center Coordinator, Student Affairs Staff, Faculty

Anticipated Completion Date: Ongoing

Estimated Cost: Within existing budget

### **Objective 30.2: Introduce all new freshmen to the Career Center.**

#### *Implementation Steps:*

1. Speak at Freshmen Orientation and pass out flyers to all Freshmen Orientation students to advise them of the location and mission of the Career Center.
2. Actively advertise the Career Center on campus through workshops, updates on the Career Center website, flyers, posters, etc. dealing with activities connected with the Center.

Responsibility: Career Center Coordinator, Freshmen Orientation Instructors

Anticipated Completion Date: Ongoing

Estimated Cost: \$250

### **Transfer Counseling**

### **Objective 31.1: Assist CASC students who are transferring to four-year institutions so that a smooth transition occurs.**

#### *Implementation Steps:*

1. Gather new material each year that includes applications for admission, scholarship information, college catalogs and contact names and phone numbers for college relations personnel at four-year colleges and universities.
2. Encourage early application by transferring students for admissions and scholarships.
3. Encourage attendance at transfer enrollment days and special orientation days for transferring students.
4. Utilize the Internet for current information about colleges and universities nationwide. Bookmark websites of colleges and universities in Oklahoma and surrounding states on the Career Center Website.
5. Continue to enlarge the library of books, software and other media to assist students in acquiring information regarding transfer options.
6. Bring representatives from various four-year colleges and universities to campus to provide face-to-face contact and appropriate information to CASC students.

Responsibility: Career Center Coordinator, Academic Advisors, Student Support Services, Student Affairs

Anticipated Completion Date: Ongoing

Estimated Cost: Within existing budget

### **Retention Coordination**

### **Objective 32.1: Improve the speed and quality of retention efforts.**

#### *Implementation Steps:*

1. Maintain the Viking Alert system that allows instructors to communicate academic deficiencies and/or excessive absences to the Career Center Coordinator via the computer network.
2. Mail letters to students who have been identified by instructors as being at-risk academically because of absences, test scores, etc. These letters encourage the students to visit with the instructor or an academic advisor regarding options.
3. Acquire the list of students each semester who have been placed on Academic Probation. Work with instructors, advisors, students and Academic Affairs to put into place a contract agreement for students who are at risk. The contract would give students information about how to get help with difficult classes, and by signing it they would agree to be more responsible for seeking help through tutoring, etc.

Responsibility: Career Center Coordinator, TIS, Faculty

Anticipated Completion Date: Ongoing

Estimated Cost: \$500 per semester

### **Career Center Recruitment Efforts**

**Objective 33.1: Offer Residual ACT testing at appropriate times during the year to facilitate enrollment for college classes as well as application into specialized programs such as Nursing Radiography and Physical Therapy Assistant.**

*Implementation Steps:*

1. Check college's calendar for application deadlines and special enrollment periods so that ACT Residual tests can be scheduled to the best advantage for students.
2. Publicize dates, times and requirements for ACT Residual testing at the CASC Poteau campus and at the Sallisaw Campus. Place this information on-line through the CASC Website and e-mail it to every office on campus so that they have the most current test schedule.
3. Make information packets and applications for ACT National tests available upon request.
4. Have current information regarding test preparation for students who make such requests.

Responsibility: Career Center Coordinator, Student Affairs Staff

Anticipated Completion Date: Ongoing

Estimated Cost: Within current budget

### **Scholastic Meet**

**Objective 34.1: Improve Scholastic Meet procedures.**

*Implementation Steps:*

1. Make all Scholastic Meet information available on-line and create an on-line form for school entries.
2. Continue to improve and speed up the test scoring and final standings by modifying the computer program in use for the Scholastic Meet.
3. Change or modify tests offered based on state requirements and school participation.
4. Monitor satisfaction of participating schools by utilizing evaluations to improve services at the meet.

5. Involve on-campus clubs and organizations to provide activities for students who are waiting to test or who have finished testing.

Responsibility: Scholastic Meet Coordinator, Student Affairs Staff, Faculty

Anticipated Completion Date: Ongoing

Estimated Cost: Within existing budget

### **CASC Campus Police Department**

The Carl Albert State College Campus Police Department is dedicated to enhancing the opportunity for students, faculty, and staff to participate in the educational experience by providing a safe and orderly environment. This is accomplished by providing a professional, cooperative, customer driven service that is both flexible and responsive to the needs of all.

As a service organization, the department believes in providing service to its community. Carl Albert State College has continued to see growth and as a result has seen the need for an expansion of its protective services. Two primary areas that are the cause for the most concern are the need to expand personnel and improve communication.

Carl Albert State College continues to expand the availability of residential housing on the main campus, while at the same time the Sallisaw campus has experienced tremendous growth. This growth brings with it added responsibilities to the Campus Police; therefore, a plan is recommended to expand those services.

**Objective 35.1: To hire a campus police officer for the CASC Sallisaw Campus as the campus continues to grow with more students and more programs. With growth comes the necessity of a campus police presence to provide a safe, orderly environment for faculty, staff and students at this campus.**

*Implementation Steps:*

1. Develop officer schedule.
2. Advertise position.
3. Conduct interviews.
4. Request final approval from President and Board of Regents.

Responsibility: Director of Campus Police, Vice-President of Sallisaw Campus, Vice-President of Student Affairs

Anticipated Completion Date: Spring 2012

Estimated Cost: \$35,000

**Objective 35.2: Update and expand the CASC emergency communications system to allow for better and additional modes of communication within college departments and with outside emergency responding agencies.**

*Implementation Steps:*

1. Evaluate current communication systems utilized on the Poteau and Sallisaw Campuses.
2. Prepare list of options to enhance current systems.
3. Make recommendations for approval and purchase of communication equipment.
4. Request final approval from President and Board of Regents.

Responsibility: Director of Campus Police, Vice-President of Student Affairs

Anticipated Completion Date: Fall 2012  
Estimated Cost: \$10,000

**Objective 35.3: Implementation of a Care and Response Evaluation (CARE) Team who will receive specialized training in identification, evaluation, and response to emergency situations.**

*Implementation Steps:*

1. Threat Assessment Committee identifies key individuals to serve on the CARE Team.
2. Individuals selected approved by the Vice-President of Student Affairs.
3. Training scheduled.
4. Regular meetings and activities to practice response skills on a regular basis.

Responsibility: Director of Campus Police  
Anticipated Completion Date: Fall 2012  
Estimated Cost: \$5,000

**Objective 35.4: Development of response packs for Care and Response Evaluation (CARE) Team members to carry equipment needed for emergency incidents.**

*Implementation Steps:*

1. Determine needs of equipment that will be required to equip pack for CARE members.
2. Locate and price needed items.
3. Request funding through purchasing system.
4. Obtain approval from Vice-President of Student Affairs and the President.

Responsibility: Director of Campus Police  
Anticipated Completion Date: Fall 2012  
Estimated Cost: \$5,000

**Objective 35.5: Employment of one additional officer to provide weekend protection by Campus Police to residential housing students.**

*Implementation Steps:*

1. Approval of Regents for new position.
2. Advertise position.
3. Conduct interviews.
4. Request final approval from President and Board of Regents.

Responsibility: Director of Campus Police  
Anticipated Completion Date: Fall 2016  
Estimated Cost: \$40,000

**Student Financial Aid**

The mission of the CASC Financial Aid Office is to provide the students of Carl Albert State College a means of obtaining their educational goals. Realizing that financial aid is a vital part of most students' education, we are dedicated to providing the highest level of service as it relates to information, timeliness and accuracy. We are committed to total compliance with Federal and State regulations and college policies.

**Objective 36.1: Improve the quality and scope of printed and online Financial Aid information provided by the Financial Aid Office.**

*Implementation Steps:*

1. Develop a comprehensive Financial Aid brochure to be included in new student packets, online and available at the Financial Aid Offices of the Poteau and Sallisaw Campuses.
2. Develop and implement a monthly Financial Aid news bulletin to publish online and email to students.
3. Continue to use and refine information on the Financial Aid Office television network.
4. Re-implement office staff access to update Financial Aid website information in order to keep students informed in a timely manner.
5. Re-implement the “Ask a Question” button on the Financial Aid website for students to ask questions at any time and receive responses from Financial Aid staff.

Responsibility: Financial Aid Director, Financial Aid staff, TIS

Anticipated Completion Date: Fall 2012

Estimated Cost: Within current budget

**Objective 36.2: Increase student use of Internet for Financial Aid purposes.**

*Implementation Steps:*

1. Continue to include Internet information in Financial Aid publications.
2. Continue to offer workshops to students regarding how to file Financial Aid applications online.

Responsibility: Financial Aid Director and Staff

Anticipated Completion Date: Fall 2012 and ongoing

Estimated Cost: Within current budget

**Objective 36.3: Refine Satisfactory Academic Progress Report process in an effort to report to students in a timely manner.**

*Implementation Steps:*

1. Continue working with TIS and PX staff to update existing program.
2. Meet with Admissions/Registrar’s personnel and Academic Administration to get ideas and plan changes to get the desired results.
3. Test improvements to program.

Responsibility: Financial Aid Director, TIS, Vice-President of Academic Affairs

Anticipated Completion Date: Fall 2012

Estimated Cost: Within current budget

**Objective 36.4: Implement PX Programmer/Support position within the TIS to increase speed and efficiency to the overall financial aid process.**

*Implementation Steps:*

1. Continue to develop methods to increase speed and efficiency to process, package and pay student financial aid.
2. Utilize current technology for communication with students primarily through CASC email.
3. Utilize current technology to allow students the opportunity to view their financial aid status, documents needed, and accepting/declining awards online.

4. Continue to utilize current technology to view Admissions/Registration information online.
5. Utilize current document imaging program to allow electronic documents to be processed and immediately input student information into the system and increase staff productivity.
6. Increase document imaging program licenses and scanners to increase all staff productivity.
7. Automate scholarship application process.
8. Continue to improve the automation of Federal, State, and Institutional reporting.
9. Attend conferences and training for FA updates regarding regulations.

Responsibility: Vice-President of Student Affairs, Financial Aid Director and staff, TIS

Anticipated Completion Date: Summer 2012 and ongoing

Estimated Cost: Within current budget

**Objective 36.5: Implement a Compliance Officer.**

*Implementation Steps:*

1. To ensure Federal and State Regulations are being met.
2. To facilitate communication between the necessary offices including Financial Aid, Business Office, Admissions/Registrar and Information Technology.
3. Act as information research officer to improve quality and accuracy of Federal, State, and Institutional reporting.

Responsibility: Vice-President of Student Affairs, Vice-President of Academic Affairs, Vice-President of Business Operations, TIS

Anticipated Completion Date: Fall 2014

Estimated Cost: \$40,000

**Objective 36.6: Improve and refine the Default Prevention Process.**

*Implementation Steps:*

1. Continue to develop methods and avenues to help students understand their loan repayment options.
2. Continue to gather information and ideas from other Financial Aid Offices and Loan Servicers to help manage and lower loan default rates.

Responsibility: Financial Aid Director and staff

Anticipated Completion Date: Fall 2012 and ongoing

Estimated Cost: Within current budget

**Objective 36.7: Increase student awareness of Federal College Workstudy positions.**

*Implementation Steps:*

1. Post available positions on the CASC website.
2. Broadcast available positions on the college television network in the Student Union and in the Financial Aid Office.
3. Include website and television network information in Welcome Letter.

Responsibility: Financial Aid Director, Federal Workstudy Coordinator

Anticipated Completion Date: Spring 2013

Estimated Cost: Within current budget

## Admissions Office

### ***Mission:***

The mission of the CASC Admissions Office is to provide excellent student services, to maintain the integrity of student academic records, to give accurate information on policy and course transferability, and to increase the efficiency by which these services are delivered. To this order, the following objectives will be implemented:

### **Objective 37.1: Improve Correspondence with Students.**

#### *Implementation Steps:*

1. Develop more effective methods of communication by mailing letters to first-time students to explain and reinforce pre-enrollment and add/drop dates, and degree planning.
2. Develop email communication patterns for all students, by focusing emails for graduation and degree check results and Veteran student correspondence.
3. Begin correspondence with students who send applications to explain admissions process, documents they need to complete admissions process, and tie enrollment to the complete application packet.

Responsibility: Admissions Office

Anticipated Completion Date: Ongoing

Estimated Cost: Within current budget

### **Objective 37.2: Upgrade Telephone Etiquette for Office.**

#### *Implementation Steps:*

1. Train workstudy students and employees in proper telephone etiquette.
2. Prepare common responses for handling a variety of hard to handle issues.

Responsibility: Admissions Office

Anticipated Completion Date: Ongoing

Estimated Cost: Within current budget

### **Objective 37.3: Upgrade Computer Hardware and Software.**

#### *Implementation Steps:*

1. Consult with TIS for larger monitor for front desk/
2. Upgrade desktop monitor at front desk station with larger monitor for employee viewing.

Responsibility: Admissions Office

Anticipated Completion Date: Ongoing

Estimated Cost: \$500

### **Objective 37.4: Purchase Hardware and Software for Microfiche Conversion.**

#### *Implementation Steps:*

1. Consult with TIS for converting micro-images to store permanent electronic record storage.
2. Purchase and install equipment to electronically convert micro-image to store permanent electronic record storage.
3. Save image to existing Laserfiche network.
4. Utilize student and office staff to convert images.

Responsibility: Admissions Office  
Anticipated Completion Date: Summer 2014  
Estimated Cost: \$10,000

**Objective 37.5: Increase Efficiency in Data Entry and Retrieval.**

*Implementation Steps:*

1. Transfer Class Schedules from Academic Affairs to Admissions Office responsibility to eliminate duplication of keypunch and reduce error
2. Produce online admissions form to eliminate manual keypunch, minimize operator errors and reduce time per student wait
3. Install and train all office personnel on electronic transmissions of SPEEDE transcripts and procedures
4. Enforce and advertise the requirement that upon admissions, all documents need to be submitted, with enrollment not being permitted until all applicable paperwork has been turned in
5. Place all admissions, transfer coursework, test scores, and high school data into student records upon initial admissions.

Responsibility: Admissions Office, TIS, Academic Affairs  
Anticipated Completion Date: Fall 2012  
Estimated Cost: Within current budget

**Objective 37.6: Customize PX System for Admissions Office.**

*Implementation Steps:*

1. Develop screens to record VA, FERPA, Academic holds, and Cohort information.
2. Develop checks or screens for missing data entry elements/information.
3. Develop reports for common enrollment, VA, graduation, etc.
4. Develop validations for each data element field.
5. Develop room scheduling checks/reports.

Responsibility: Admissions Office, TIS  
Anticipated Completion Date: Summer 2012  
Estimated Cost: Within current budget

**Objective 37.7: Increase Reporting Efficiency.**

*Implementation Steps:*

1. Develop report to examine ACT deficiencies and current enrollment.
2. Develop report for UDS reporting fields check of missing data.
3. Develop report for NSLC reporting fields check list.
4. Develop report for IPEDs reporting fields check list.

Responsibility: Admissions Office, TIS  
Anticipated Completion Date: Summer 2012  
Estimated Cost: Within current budget

**Objective 37.8: Organize Management Information Retrievals.**

*Implementation Steps:*

1. Train Admissions staff to extract information from PX system for reporting purposes and investigating missing information after data entry.



2. Train Admissions staff to store and extract electronically stored permanent files.
3. Write batch programs to automate frequent requests and reports which include:
  - a) Suspension and Probation each semester.
  - b) President's and Dean's Honor Rolls each semester.
  - c) Annual UDS, IPEDs, and NSLC common reporting data statistics.
  - d) Others as needed.

Responsibility: Admissions Office, TIS

Anticipated Completion Date: Summer 2012

Estimated Cost: Within current budget

### **Objective 37.9: Redesign and Design Web Site and Online Services.**

#### *Implementation Steps:*

1. Redesign for student friendly reading and logical format.
2. Link sites to transfer institutions such as NSU, OU, SOSU, ECU, UCO and U of A.
3. Specify links to Veteran's Affairs and International student application and enrollment information.
4. Develop and implement online application.

Responsibility: Admissions Office, TIS

Anticipated Completion Date: Fall 2012

Estimated Cost: Within current budget

### **Objective 37.10: Broad International Student Services.**

#### *Implementation Steps:*

1. Have International Advisor join organizations and attend conferences for professional development and training.
2. Develop guidelines of admissions consistent with state and international regulations.
3. Develop web page within Admissions Office online information.
4. Secure on-campus housing commitments for 10 International students per year.

Responsibility: Admissions Office, Student Affairs, Residential Life Coordinator

Anticipated Completion Date: Fall 2014

Estimated Cost: \$1,500

### **Objective 37.11: Enhance Communication with Sallisaw Campus.**

#### *Implementation Steps:*

1. Travel to Sallisaw Campus each semester to explain CASC admissions, enrollment, VA, and degree/graduation check procedures.
2. Appoint someone to be available to assist Sallisaw staff during peak enrollment times.
3. Develop Skype-type on-line visual communications to view off-campus personnel and students and to allow communications with veterans, new, concurrent, and graduating students.

Responsibility: Admissions Office, TIS

Anticipated Completion Date: Fall 2012

Estimated Cost: Within current budget

### **Objective 37.12: Improve Efficiency of Permanent Records and Files.**

#### *Implementation Steps:*

1. Purge hard files of unnecessary documents.
2. Store permanent records to electronic storage.
3. Run academic records at the end of add/drop period and check for missing information.
4. Maintain and train on best practices for document storage.

Responsibility: Admissions Office, TIS

Anticipated Completion Date: Fall 2012

Estimated Cost: Within current budget

**Objective 37.13: Develop Equivalencies Table.**

*Implementation Steps:*

1. Compile list of equivalencies on general education coursework from Oklahoma colleges and common transfer institutions.
2. Publish guidelines and equivalency tables for CLEP, Advanced Standing and Advanced Placement/Departmental tests testing, fees, and reporting.

Responsibility: Admissions Office

Anticipated Completion Date: Fall 2012

Estimated Cost: Within current budget

**Objective 37.14: Maintain Effective Veteran Educational Services.**

*Implementation Steps:*

1. Train personnel for Veteran enrollment and certification practices.
2. Communicate with Veteran students during enrollment, application process, and graduation via online methods.

Responsibility: Admissions Office

Anticipated Completion Date: Fall 2012

Estimated Cost: Within current budget

**FEDERAL TRiO PROGRAMS**



Carl Albert State College is fortunate to host seven Federal TRiO Programs through grants from the United States Department of Education. These outreach and support programs help disadvantaged youth and adults successfully navigate the educational system, from middle school through college and graduation.

The seven Federal TRiO programs on CASC campuses generate approximately \$2.5 million a year in federal funds and over the four-year life of the grants are valued at approximately \$10 million. These funds provide employment to approximately 35 staff to serve over 3,100 middle school, high school, college, and adult clients a year in seeking their educational pursuits.

**Objective 38.1: Evaluate all TRiO programs utilizing the Council for the Advancement of Standards in Higher Education (CAS) self-study guidelines.**

*Implementation Steps:*

1. Provide necessary training and materials to TRiO Director and Coordinators.
2. Each Coordinator will meet with their staff and explain CAS process.
3. Each Project will gather materials for evidence to determine level of achievement.
4. Documents (evidence) will be analyzed by TRiO Director and Coordinators.
5. CAS Committees will be formed and trained for each TRiO Project.
6. Each CAS Committee will be brought together for a luncheon meeting and evidence will be presented to them.
7. CAS Committee will determine level of achievement.
8. Organize self-study results and report outcomes.
9. Each program's staff, in conjunction with TRiO Director, will study results and formulate plan of action to improve program performance and accountability.
10. Follow-up annually to assure desired improvements are being attained.

Responsibility: TRiO Director, Project Coordinators

Anticipated Completion Date: 2014/ongoing

Estimated Cost: \$1,800 for supplies and meeting necessities (divided by 7 TRiO programs)

**Objective 38.2: Implement more Staff Development Training to increase teamwork, knowledge, and morale of all TRiO Staff.**

*Implementation Steps:*

1. Determine types of training needed and set timeline,
2. Purchase materials and/or speakers.
3. Provide training sessions within each program and with TRiO overall.
4. Evaluate results to determine effectiveness and make revisions for next training.

Responsibility: TRiO Director, Project Coordinators

Anticipated Completion Date: 2013

Estimated Cost:\$3,000 (divide by 7 TRiO Programs)

**Objective 38.3: House all of the on campus TRiO Programs in a building together to increase collaboration between programs and efficiency of programs.**

*Implementation Steps:*

1. Make request known to CASC Director of Construction and Maintenance.
2. If approved, include TRiO facility in long range capital plans and the CASC Master Plan.
3. Implement plans to move buildings and/or construct office space as needed.

Responsibility: TRiO Director, CASC President, CASC Assistant to the President

Anticipated Completion Date: 2015

Estimated Cost: \$70,000

**TRiO: Educational Opportunity Center**

**Objective 39.1: Implement the CAS Self-Assessment for TRiO and Other Educational Opportunity Programs, which will identify strengths and deficiencies in relation to thirteen predetermined components in the standardized assessment.**

*Implementation Steps:*

1. Confer with TRiO Director and other CASC TRiO Project Coordinators concerning manner in which self-assessment will be conducted for all programs.
2. Consult with EOC staff concerning plan of self-assessment.

3. Gather documents of evidence for thirteen components.
4. Present documents to TRiO Director and TRiO Project Coordinators for review.
5. Organize assessment committees for thirteen components.
6. Conduct assessment of thirteen components in relation to EOC Program.
7. Analyze data from self-assessment.
8. Create and implement plans of improvement for those areas deemed deficient.

Responsibility: Project Coordinator and Staff

Anticipated Completion Date: At least by end of current five-year grant-2016

Estimated Cost: \$600

**Objective 39.2: Increase public awareness of EOC throughout target areas by utilizing free methods of advertisement.**

*Implementation Steps:*

1. Each academic advisor will research available methods of free advertisement within his/her target area.
2. Each academic advisor will implement advertisement awareness by utilizing those various free alternatives.
3. If needed, project coordinator will proofread materials and write articles etc.
4. Various methods will include, but are not limited to public radio announcements, public television services, public newspaper announcements, etc.
5. Campaign will be ongoing throughout grant period.

Responsibility: Project Coordinator and Staff

Anticipated Completion Date: Ongoing

Estimated Cost: \$0

**Objective 39.3: Create and implement our new program goal concerning reaching the military-connected population in our target area.**

*Implementation Steps:*

1. EOC military-connection specialist will create a network of key staff members in governmental offices and with veteran coordinators at the various postsecondary institutions to reach and to assist the military-connected population.
2. EOC will use a media campaign to notify the public of our free services including those related to the military-connected.
3. The military-connection specialist will create a Military-Connected Resource Booklet to distribute to EOC clientele.
4. Military-connection specialist will create each military-connected client a comprehensive plan to access all available resources and to improve his/her education and employability.

Responsibility: EOC Military-Connected Specialist, Project Coordinator, and Staff

Anticipated Completion Date: Ongoing

Estimated Cost: \$3000 including cost of travel, materials, and advertising

**TRiO: Student Support Services**

**Objective 40.1: Improve SSS Assessment and Resource Center**

*Implementation Steps:*

1. Explore additional on-line workshop materials and cost of implementation.
2. Incorporate workshops in orientation of new SSS students.
3. Increase utilization of workshops to increase students' personal awareness. These may include personality assessments, career inventories, learning styles, academic strengths and weaknesses.
4. Utilize information to form long and short term goals for students.
5. Improve accessibility by making them available both in the office and on the web.

Responsibility: SSS Coordinator and SSS Staff

Completion Date: Spring 2013

Estimated Cost: \$7,500

**Objective 40.2: Improve Freshman Success Scholarship Program**

*Implementation Steps:*

1. Utilize existing scholarship pool for possible recipients.
2. Develop a true freshman cohort group.
3. Decrease remediation courses/change perception of SSS from remedial to scholarship utilizing various forms of media.
4. Explore additional/alternative classes for Scholarship class.

Responsibility: SSS Coordinator

Completion Date: Fall 2013

Estimated Cost: \$500

**Objective 40.3: Develop Freshman Success Scholarship Program at Sallisaw Campus**

*Implementation Steps:*

1. Establish a learning community model program with students enrolled in at least 3 core classes together during their first semester of their freshman year.
2. Recruit and educate instructors regarding the model program and implement co-teaching partnerships.
3. Establish a cohort group to help retain students and improve academic retention utilizing tutoring and supplemental instruction.
4. Expand tutoring to include a tutoring lab in conjunction with the Learning Resource Center.

Responsibility: SSS Coordinator, Trio Director, Vice-President of Student Affairs, and Sallisaw Staff

Completion Date: Fall 2015

Estimated Cost: \$5,000

**Objective 40.4: Office Renovations and Improvements**

*Implementation Steps:*

1. Contact maintenance department.
2. Construct restroom facilities within the current building (HH 130).
3. Install carpet in building to decrease noise and improve appearance of office.

4. Erect permanent walls between offices within SSS for confidentiality purposes.
5. Add additional storage closets to house records and files.

Responsibility: TRiO Director and SSS Coordinator, and Assistant to the President

Completion Date: 2013

Estimated Cost: \$15,000

#### **Objective 40.5: Office Renovations and Improvements**

##### *Implementation Steps:*

1. Improve the outside looks of the office to make more inviting to students.
2. Replace outside door with a new door that includes a window.
3. Paint the door an inviting color with a sign on the door indicating this is the SSS office.
4. Or erect an outdoor sign indicating this is the SSS Office.

Responsibility: TRiO Director, SSS Coordinator, and Assistant to the President

Completion Date: 2013

Estimated Cost: \$2000

#### **TRiO: Educational Talent Search - Poteau**

Educational Talent Search is a federally funded program designed to help a limited number of disadvantaged youth get the most from their public school education and enroll in a post-secondary educational institution. Applicants who meet federal eligibility requirements are accepted into the program through a needs-assessment ranking system. Talent Search participants receive services free of charge at sites in their schools and/or communities and through trips to various educational and cultural locations.

This program fits into the mission of CASC by preparing students from the 6th grade through high school graduation for success in post-secondary education. Talent Search staff work with the participants to help them understand and implement the procedures for successfully applying for financial aid, scholarships, and college admission. Career assessments and career counseling help participants formulate their goals while academic advisement helps them prepare academically to reach their goals. The staff plans and promotes college and cultural visits to help the students decide on the best place to complete their education. CASC is a frequent site of these visits.

The students we work with are better prepared to succeed in college than if they had not received our services. They are also more likely to attend college than similar students who do not receive these services. As a natural by-product of their relationship with CASC Talent Search staff, frequent visits to the CASC campus through the program and the appropriate CASC information we provide to them, Talent Search participants are more likely to attend CASC than if they had not been part of the CASC Talent Search Program.

#### **Objective 41.1: Provide In-Service training for School Districts for our target schools.**

##### *Implementation Steps:*

1. Contact schools and set up dates to conduct workshops at local school in-service meetings.

2. Present Talent Search information to make school personnel aware of the benefits of our program.
3. Distribute Talent Search promotional materials to attending school faculty.

Responsibility: Talent Search Coordinator and Staff

Anticipated Completion Date: Ongoing

Estimated Cost: \$600

**Objective 41.2: Develop and maintain community support with individuals, business and civic clubs primarily in, but not limited to, those in LeFlore County to provide opportunities such as scholarships, job shadowing, and donation of items for student incentives.**

*Implementation Steps:*

1. Consult with ETS staff about ideas.
2. Maintain an updated list of business, industry, and individuals to approach.
3. Seek approval from CASC President's office before approaching businesses.
4. Meet with business and industry leaders as well as individuals to secure support for our students.
5. Be cognizant of and take appropriate action on new sources of support.

Responsibility: Talent Search Coordinator and Staff

Anticipated Completion Date: Ongoing

Estimated Cost: \$100

**Objective 41.3: Increase the utilization of the ETS website and Social Media Sites**

*Implementation Steps:*

1. Involve staff and CASC IT personnel for new ideas and recommendations.
2. Continually research ways to improve and enhance the website.
3. Elicit feedback from ETS participants seeking input for improvement.
4. Research other website venues such as Facebook or Twitter for use along with CASC website.

Responsibility: Talent Search Coordinator and Staff

Anticipated Completion Date: Ongoing

Estimated Cost: \$0

**TRIO: Educational Talent Search—Sallisaw**

**Objective 42.1: Develop community support with individuals and businesses in Sequoyah and LeFlore County to provide the following opportunities: scholarships, job shadowing, and donation of items for student incentives.**

*Implementation Steps:*

1. Consult with ETS staff about ideas.
2. List possible businesses and individuals to approach.
3. Meet with individuals and businesses to enlist their support for our program.

Responsibility: Project coordinator and staff

Anticipated Completion Date: May 1, 2013

Cost: \$300

**Objective 42.2: Annual STEM Summer Conference**

*Implementation Steps:*

1. Approval from CASC to host conference.
2. Work with other TRiO programs on planning, attending and cost sharing.
3. Develop network of those who can present and/or provide displays.

Responsibility: Project Coordinators, Director of Sallisaw Campus

Anticipated Completion Date: Summer 2013

Estimated Cost: \$4,000

**Objective 42.3: Create Youtube videos that explain, scholarships, admissions process, FAFSA, etc.**

*Implementation Steps:*

1. Staff and ETS participants discussion of what to create.
2. Creation of script with ETS and our participants.
3. Filming.
4. Editing.
5. Uploading to Youtube.

Responsibility: TRiO Director and Guidance Specialists

Anticipated Completion Date: Summer 2012

Estimated Cost: \$300

**TRIO: Upward Bound - South**

Upward Bound is a college preparation program designed to encourage students to develop the academic skills and motivation necessary for success in post-secondary education. The program focuses on providing equal opportunity for perspective first-generation college students who, because of income level or other disadvantages, may not continue their education. Upward Bound serves 105 high school students from 10 target schools in Eastern Oklahoma. In partnership with school systems, community-based agencies, and an engaging team of educators with many years of experience in TRIO programs, the CASC Upward Bound program provides year-long continuous academic advisement, instruction and preparation, technology access, and various forms of assistance to eligible and qualified participants in an effort to increase their post-secondary educational opportunities.

**Objective 43.1: Maintain a Collegiate Resource Center that will aid students with the research and application processes of their chosen institution(s) of higher education.**

*Implementation Steps:*

1. Identify resources and educational tools needed to develop the collegiate center.
2. Survey students to determine what collegiate materials are needed.
3. Establish a collegiate resource center display in the Upward Bound office.
4. Collect and distribute materials designed to aid college bound students in their academic pursuits.
5. Conduct evaluations to assess student satisfaction/success.

Responsibility: Program Coordinator and staff

Anticipated Completion Date: Ongoing

Estimated Cost: \$2,000/year



**Objective 43.2: Improve the physical structure of operating office space in order to: ensure security of information exchanges for staff members and students; create situational privacy for counseling, advising, and administrative components; and secure program materials and supplies.**

*Implementation Steps:*

1. Go through proper procedures to secure approval and support from CASC President, Vice-President of Business Operations and Assistant to the President.
2. Meet with the CASC Business and Physical Plant department staff to determine the best way to meet our program's structural needs.
3. Allow the CASC Physical Plant department to develop and execute a construction plan based on the needs discussed at our previous meetings.
4. Begin use of our upgraded facility.

Responsibility: Program Coordinator and staff, TRIO Director, Vice-President of Business Operations, and the Assistant to the President

Anticipated Completion Date: December, 2014

Estimated Cost: \$10,000

**Objective 43.3: Develop and maintain an updated multimedia presentation for Upward Bound recruiting and public relations purposes.**

*Implementation Steps:*

1. Secure support from CASC's Public Relations and TISs.
2. Select a group of Upward Bound participants, staff members, and parents of participants to provide input, organize, and produce the presentation.
3. Purchase the video equipment, editing software, and projection tools needed to produce and display the presentation.
4. Conduct evaluations to assess the presentation quality/effectiveness.

Responsibility: Program Coordinator and staff, Public Relations and TISs.

Anticipated Completion Date: Ongoing

Estimated Cost: \$3,000/year

**Objective 43.4: Develop and cultivate relationships with the members of the UB staff and community workforce agencies, in order to enhance our summer job shadow program component.**

*Implementation Steps:*

1. Work with other divisions, community agencies, and civic organizations to develop a shared commitment to the program job shadow program.
2. Conduct regular meetings with program staff and these groups to maximize work placement efficiency.
3. Obtain institutional memberships to civic organizations within the community to enhance relationships that may be of value to the program.

Responsibility: Program Coordinator and staff

Anticipated Completion Date: Ongoing

Estimated Cost: \$1,000/year

**Objective 43.5: Upgrade program policies and procedures to ensure effectiveness and efficiency.**

*Implementation Steps:*

1. Implement and comply with CAS standards.
2. Improve staff efficacy through continued educational and professional training.
3. Conduct staff and program evaluations to ensure program success.

Responsibility: Program Coordinator and staff

Anticipated Completion Date: Ongoing

Estimated Cost: \$10,000/year

**TRIO: Upward Bound – North**

Upward Bound is a college preparation program designed to develop the academic skills and motivation necessary for success in post-secondary education. The program focuses on providing equal opportunity for prospective first-generation college students who, because of income levels or other disadvantages, may not otherwise be able to pursue higher education. Upward Bound serves 50 students from five high schools in Sequoyah County in eastern Oklahoma. In partnership with schools, community-based agencies, and engaging a team of educators with many years of experience in TRIO programs, the Upward Bound program provides year-long continuous academic advisement, instruction and preparation, technology access, and assistance to eligible qualified participants in an effort to increase their post-secondary educational opportunities.

**Objective 44.1: Increase the utilization of the Upward Bound-North Website.**

*Implementation Steps:*

1. Brainstorm with UBN staff for ideas.
2. Research other Upward Bound websites.
3. Meet with CASC webmaster to inform them of what needs to be added to the website.
4. Gather workshop materials to upload to the site. These materials will be utilized by students who are unable to attend regularly scheduled Upward Bound North meetings.
5. Educate students on how to utilize the website through multimedia demonstrations including, but not limited to: power point presentations and instructional videos.
6. Get student feedback and try to incorporate their ideas.

Responsibility: Project Coordinator and staff

Anticipated Completion Date: January 1, 2013

Estimated Cost: \$0

**Objective 44.2: Develop community support with financial institutions in Sequoyah County to provide workshops for students and their parents with information regarding financial literacy.**

*Implementation Steps:*

1. Brainstorm with UBN staff for ideas.
2. List possible businesses/individuals to approach
3. Meet with businesses/individuals to recruit their support.
4. Becoming actively involved with in the community, i.e.: join the Chamber of Commerce.

5. Meet with speakers to develop informational workshops that will help our students and their families learn the best ways to handle their financial situations for now and in the future.

Responsibility: Project Coordinator and Staff

Anticipated Completion Date: August 1, 2013

Estimated Cost: \$0

**Objective 44.3: Develop the Upward Bound-North Beautification Project. Give UBN students the opportunity to landscape a section of the Sallisaw campus, and periodically clean the campus, providing students with community service hours and keeping the CASC-Sallisaw Campus clean.**

*Implementation Steps:*

1. Brainstorm with UBN staff for ideas.
2. Secure support from the Director of TRIO Programs and Vice-President of CASC @ Sallisaw.
3. Brainstorm with UBN students and try to incorporate some of their ideas.
4. Meet with the Physical Plant department to determine the best and most cost efficient landscaping ideas.
5. Develop lesson plan that shows what students will learn and how this will help prepare them for college and career opportunities.
6. Consult local nurseries for price information.
7. Have a regular campus clean-up day.

Responsibility: Project Coordinator and Staff, TRIO Director, Vice-President of CASC @ Sallisaw and the Assistant to the President

Anticipated Completion Date: Ongoing

Estimated Cost: \$1,500/first year & \$400/year there after

### ***TRIO: Upward Bound Math/Science Program***

Upward Bound Math/Science is a college preparation program designed to provide opportunities to 74 disadvantaged students, from 5 target schools, in eastern Oklahoma, in the effort to aid those students in their pursuit of post-secondary education. This target area is comprised of isolated and economically deprived communities, most of which contain poorly funded and ill-equipped school systems, which often are unable to meet the needs of the disadvantaged citizens.

Oftentimes, program participants have not been academically challenged to excel in their perspective schools, so the UBMS program supplements classroom instruction with hands-on field experiments, on-going research projects, area foundation tours, and collaboration projects with local centers of learning and culture. Staff members constantly seek new techniques, curriculum, services, and activities for program participants. All program services and activities are provided to comply with institutional, state, and federal regulations, as well as the objectives set forth by grant guidelines, in order to enhance program effectiveness for the success of the students served.

**Objective 45.1: Establish cooperative agreements with institutions of higher learning to expand research and cultural opportunities for students.**

*Implementation Steps:*

1. Survey students to establish research and cultural interest.
2. Contact and develop relationships with departmental chairpersons of institutions in which students are interested.
3. Plan research and cultural activities with institutions of interest for the summer residential program component.
4. Organize follow-up activities with these institutions during the academic year.
5. Conduct evaluations to assess research/cultural success.

Responsibility: Program Coordinator and staff

Anticipated Completion Date: Ongoing

Estimated Cost: \$15,000/year

**Objective 45.2: Improve the physical structure of operating office space in order to: ensure security of information exchanges for staff members/students; create situational privacy for counseling, advising, and administrative components; provide science lab and computer station space; and secure program materials and supplies.**

*Implementation Steps:*

1. Secure support from CASC Business and Physical Plant departments.
2. Meet with the CASC Business and Physical Plant department staff to determine the best way to facilitate our program's structural needs.
3. Allow the CASC Physical Plant department to develop and execute a construction plan, based on our previous meetings.
4. Begin use of our upgraded facility.

Responsibility: Program Coordinator and staff, TRIO Director, and Vice-President of Business Operations, and the Assistant to the President

Anticipated Completion Date: December, 2016

Estimated Cost: \$15,000

**Objective 45.3: Develop and maintain an updated multimedia presentation of Upward Bound Math/Science for recruiting and public relations purposes.**

*Implementation Steps:*

1. Secure support from CASC Public Relations and TIS.
2. Select a group of Upward Bound Math/Science participants, staff members, and parents of participants to provide input, organize, and produce the presentation.
3. Purchase the video equipment, editing software, and projection tools needed to produce and display the presentation.
4. Conduct evaluations to assess the presentation's quality/effectiveness.

Responsibility: Program Coordinator and staff, Public Relations and TISs

Anticipated Completion Date: Ongoing

Estimated Cost: \$3,000/year

**Objective 45.4: Increase student access to resources for math/science-related labs and experiment centers.**

*Implementation Steps*

1. Consult CASC departmental chairpersons within the divisions of Math and Science to find new educational resources.

2. Plan for lab use and technical support with departmental chairpersons.
3. Research resource information using available tools including the Internet.
4. Evaluate participant need for lab access.

Responsibility: Program Coordinator and staff, Math and Science Departments

Anticipated Completion Date: Ongoing

Estimated Cost: \$5,000/year

**Objective 45.5: Upgrade program policies and procedures to ensure effectiveness and efficiency.**

*Implementation Steps:*

1. Implement and comply with CAS standards.
2. Improve staff efficacy through continued educational and professional training.
3. Conduct staff and program evaluations to ensure program success.

Responsibility: Program Coordinator and staff

Anticipated Completion Date: Ongoing

Estimated Cost: \$600.00

**POWER I**

POWER I is a welfare-to-work initiative. The POWER I mission is to facilitate the educational process of an unemployed workforce and to locate employment opportunities for this same clientele. Carl Albert State College partners with the Department of Human Services, the Oklahoma State Regents For Higher Education, Workforce Oklahoma, Area Healthcare Facilities, Kibois Area Transit System and others to make POWER I a successful and accessible program for those who qualify. The program is designed to enhance, prepare and create a competitive workforce. POWER I clients receive specialized vocational training in many areas that increase social awareness, workforce skills, and personal growth. Clients participate in on-the-job-training, internships, workforce designed computerized training, and college classes.

POWER I has established community based partnerships. These collaborative efforts allow POWER I clients to have access to many different fields of interest. While researching various occupational fields, POWER I clients participate in work-site internships to provide the necessary “hands on” work component mandated by the federal government.

As a result of those essential partnerships, POWER I is able to meet its program goals and objectives. While working with clients, POWER I provides a very valuable community service. It is the primary goal of POWER I to assist our clients in becoming a more experienced, focused, and accomplished employee.

To promote this primary goal, POWER I staff has identified four objectives:

**Objective 46.1: To identify and select eligible TANF recipients to participate in POWER I.**

1. Will work in conjunction with the local Department of Human Services offices to identify and select participants for the program.
2. Client placement will be made through referrals from DHS.

Responsibility: Power I staff

Anticipated Completion Date: Ongoing  
Estimated Cost: N/A

**Objective 46.2: To provide eligible participants with training and skills development to enhance their ability to succeed in the workplace.**

1. Clients will be advised and encouraged to pursue vocational training that conforms to their area of interest.
2. Specialized internship placement will be incorporated into this training.

Responsibility: Power I staff

Anticipated Completion Date: Ongoing

Estimated Cost: \$4,800.00 yearly (in current budget)

**Objective 46.3: To provide participants with a network of support that will increase their ability to succeed as self-reliant members of the community.**

1. POWER I clients are introduced to a variety of community-based resources that will enhance their support network.
2. Clients are encouraged to make those necessary connections that can extend past the current level of participation.

Responsibility: Power I staff and community partners

Anticipated Completion Date: Ongoing

Estimated Cost: N/A

**Objective 46.4: To assist clients, upon completion of their vocational training, in finding suitable employment that will allow them to become self-sufficient.**

1. POWER I employs Program Specialists, whose specific job description requires them to work with the local Workforce Oklahoma office, community organizations, and Workforce Investment Board in finding appropriate internship placements for clients.
2. Program Specialists are also involved in helping clients find suitable long-term employment.

Responsibility: Power I staff

Anticipated Completion Date: Ongoing

Estimated Cost: N/A

## **SPECIAL EVENTS**

The Special Events Committee builds goodwill for the college by delivering the CASC message personally to its constituents in interesting, time-effective, creative ways that support the CASC mission; help achieve specific goals; help fund-raise or friend-raise; and/or highlight programs unique to CASC.

### **Objective 47.1: Provide organizational support for all CASC special events as they are planned and conducted throughout the academic year.**

#### *Implementation Steps:*

1. Appoint a Special Events Committee with membership from key areas across the campus.
2. With the SE Committee membership, determine events and set dates for events.
3. Meet with the SE Committee throughout the year and assign responsibilities and duties for each event.
4. Follow up each event with performance evaluation and feedback.

Responsibility: Chair/Special Events Coordinator

Completion Date: Ongoing

Cost: TBD

### **Objective 47.2: Conduct annual CASC Development Foundation activities**

#### *Implementation Steps:*

1. With the Foundation CEO, determine events and goals of each event.
2. Assign committee members specific responsibilities and duties.

Responsibility: Special Events Coordinator

Completion Date: Ongoing

Cost: As budgeted by Foundation

### **Objective 47.3: Assist with multi-cultural campus events when needed, which will encourage students to be responsible and effective citizens with an appreciation for human values and ethics in a global society**

#### *Implementation Steps:*

1. With Special Events Committee, determine events.
2. Assign duties and responsibilities.
3. Work with faculty to encourage parallelism with class assignments and participation from students.
4. Actively seek feedback from the campus community to determine effectiveness in meeting objective.

Responsibility: Special Events Coordinator

Completion Date: Ongoing

Cost: As budgeted through Student Affairs

## **HUMAN RESOURCES**

The Human Resources Department will serve as a strategic partner in supporting the mission of Carl Albert State College. Our goals are to deliver our services in the most efficient and effective manner possible. Our core values are teamwork, professionalism and accountability, and we strive to treat others with dignity, respect, fairness and understanding. We value our people and our distinct role within the organization, and we will grow and develop by responding to the college's growing and changing needs.

### **Objective 48.1: Employee Development Training through online Learning Management System**

#### *Implementation Steps:*

1. Review and explore online training mechanisms for harassment & discrimination training and other pertinent training areas.
2. Evaluate material covered, presentation, and cost of implementation.
3. Present opportunities to the President for consideration and approval.
4. If approved, make preparations for setting up the usage rights of employees and supplying customization to training program..

Responsibility: HR Department, President

Anticipated Completion Date: October 2012

Estimated Cost: \$5,000

### **Objective 48.2: Obtain an Online Leave Management System**

#### *Implementation Steps:*

1. Review and explore online Leave Management Systems.
2. Match the needs of CASC to capabilities of systems.
3. Present the opportunities to the President for consideration and approval.

Responsibility: HR Department, President

Anticipated Completion Date: July 2013

Estimated Cost: TBD

### **Objective 48.3: Expand Human Resources Office space to include a conference room separate from an office, where interviews, new-hire orientations and training can take place.**

#### *Implementation Steps:*

1. Survey available office space that would best fit those needs.
2. Prepare a report and recommendation to the President.
3. President makes determination.

Responsibility: HR Department, President

Anticipated Completion Date: January 2014

Estimated Cost: TBD (Depending on space, furnishings, and equipment currently available and determination of future needs)

### **Objective 48.4: Implement an Employee Recognition Program**

#### *Implementation Steps:*

1. Get list of all full-time employees and their hire dates to determine years of service.



2. Explore options of recognition awards.
3. Determine frequency and time of recognition presentations.
4. Obtain approval from the President.

Responsibility: HR Department

Anticipated Completion Date: Fiscal Year 2013

Estimated Cost: TBD (Depending on types of awards chosen)

**Objective 48.5: Create and distribute comprehensive Employee Handbook**

*Implementation Steps:*

1. Evaluate current Policy & Procedure manual personnel sections.
2. Determine and report what needs to be added and/or updated.
3. Present copy of updated employee handbook to President (based on Board-approved policies).
4. If approved, print and bind copies for distribution to all new employees.
5. Place online in HR section of the CASC website for employee access.

Responsibility: HR and Webmaster

Anticipated Completion Date: June 2014

Estimated Cost: \$500 for printing and binding materials

**Objective 48.6: Grow and improve the Human Resources website to include online policies and procedures.**

*Implementation Steps:*

1. Work closely with President to determine content.
2. Work closely with Webmaster to determine implementation and upkeep.
3. Update and provide current materials to Webmaster to place online.

Responsibility: HR Department and webmaster

Anticipated Completion Date: Ongoing

Estimated Cost: \$0

**Objective 48.7: Workforce Plan Studies by Department.**

*Implementation Steps:*

1. Work closely with Department Heads and Supervisors to review workload of each employee.
2. Review of staff salaries, credentials, and years of experience to identify salary deficiencies and inequities.
3. Propose strategies for improving deficient staff salaries over a length of time.
4. Realignment of resources if needed.
5. Present analysis for consideration and approval of President.

Responsibility: HR Department, Supervisors, and Department Heads

Anticipated Completion Date: June 2016

Estimated Cost: Minimal

**Objective 48.8: Online Student Employment webpage.**

*Implementation Steps:*

1. Evaluate and determine posting procedures with Financial Aid.
2. Work with Financial Aid to create and post processes, descriptions, and instructions.

3. Present material for consideration and approval of President.

Responsibility: HR Department, Financial Aid

Anticipated Completion Date: June 2016

Estimated Cost: \$0

**Objective 48.9: Incorporate the Coordination of Employment Benefits into the HR Department.**

*Implementation Steps:*

1. Obtain approval from the President to shift benefits responsibilities to HR.
2. Work with Business Office to realign duties of Benefits Coordinator to HR.
3. Have the HR representatives obtain the OSEEGIB training and contacts to enhance benefits programs for employee services.

Responsibility: HR Department, President, Vice-President of Business Operations

Anticipated Completion Date: June 2015

Estimated Cost: Minimal

**Objective 48.10: Automate HR processes through a Human Resources Information System (HRIS).**

This would include; attendance tracking; FMLA, OSHA, Workers Comp, and applicant tracking; benefits management with web-based enrollment; email alerts; reports; employee position and salary history, etc.

*Implementation Steps:*

1. Explore and evaluate available software.
2. Make comparisons of cost and flexibility of meeting CASC needs.
3. Consult with IT for interfacing capabilities.
4. Consult with the President for specific needs of the college, and approval.

Responsibility: HR Department, President, Information Technology

Anticipated Completion Date: June 2016

Estimated Cost: TBD

**TELECOMMUNICATIONS AND INFORMATION SERVICES**

The Computer Services department was renamed in 1996 to the Telecommunications and Information Services department. The name was changed to indicate a new focus in the area of wide-area connectivity including the Internet and distance learning. The department is dedicated to meeting all of CASC's technology needs. The mission of the TIS department is as follows:

- To assist student success through the integration of information technology hardware, software, and a professional support team.

**Objective 49.1: Analyze all Computerized Business Processes.**

Beginning April 2010 CASC undertook at Enterprise Resource Planning (ERP) software conversion. We would like to evaluate and document all of our current ERP processes in registration, financial aid and business office operations with the goal to increase our efficiency and data integrity. This will be a combination of internal and external evaluations.

*Implementation steps:*

1. Document current policies and procedures for entering and processing data

2. Compare policies and procedures with recommended State and Federal reporting requirements
3. Compare policies and procedures with recommended ERP vendor recommendations
4. Consult with SIS vendor over any inconsistencies with policies and ERP configurations.
5. Submit documentation to ERP committee for evaluation of inter-office impact
6. Implement any recommended changes to ERP or policies and procedures

Responsibility: Telecommunications department with assistance from Academic Affairs office, Student Affairs office, Registrar's office, Financial Aid office, Business office, bookstore, and faculty.

Date of Completion: December 2013

Cost: \$9,000.00.

### **Objective 49.2: Disaster Recovery Data Center**

Inclement weather or fire can have disastrous implications for IT data systems. CASC must ensure that all critical data is secure and backed up to a designated off location site in the event of a natural disaster. Housing a backup data system in a safe house will be one of the steps in helping CASC reach this objective.

*Implementation steps:*

1. Grant department submits grant proposal.
2. Proposal accepted
3. Safe room with Data closet designed and built
4. Server purchased, installed, and configured

Responsibility: Telecommunications department with assistance from physical plant.

Date of Completion: January 2014

Estimated Cost: \$376,000.00 - \$396,000.00

### **Objective 49.3: Network and Data Redundancy**

Inclement weather or fire can have disastrous implications for IT network systems. CASC must ensure that the network infrastructure is redundant:

*Implementation Steps:*

1. Bid for redundant network devices.
2. Purchase, install, and configure network devices i.e., router and switches
3. Bids for offsite data storage
4. Purchase and configure offsite storage devices and processes

Responsibility: Telecommunications department with assistance from physical plant.

Date of Completion: January 2017

Estimated Cost: \$100,000.

Estimated Annual Cost \$6,000. - \$8,000.

### **Objective 49.4: Implement Campus Wide Portal Reporting System**

CASC is responsible Federal and State agencies for submitting annual reports on time and without substantial errors. These reports are human resource intensive. In order to meet the weekly demand for institutional reports PX Web Query offers a possible solution to offset lower

level reporting demands. PX Web Query is a portlet software that will be installed into our current JICS portal, and will allow non-technical users to create quick and simple reports for their department without the assistance of IT staff.

*Implementation steps:*

1. Discover software availability date and cost
4. Purchase, install, configure, test, train, and go-live

Responsibility: Telecommunications department

Date of Completion: July, 2013

Estimated Cost: \$20,000.00

**Objective 49.5: Increase Telecommunication Information system's Staff**

The past decade has seen an increase in mobile access of information via smart phones, ipads, and pad devices. The demand for mobile programming will increase as will the plethora of devices. The department of Telecommunication Information Systems will need to meet this demand, but the department is currently under staffed and under trained to meet this demand. The search and hire for the right candidate with the programming skills to take CASC into the mobile generation will be critical to keep pace with the convergence of mobile technology with education.

*Implementation steps:*

1. Create job description.
2. Find candidate and hire

Responsibility: Telecommunications Department, HR

Date of Completion: January 2014

Estimated Cost: \$30,000 - \$35,000 (annual)

**Objective 49.6: Upgrade Core Network Infrastructure**

As part of the American Recovery and Reinvestment Act, \$4.7 billion was given to NTIA to support the deployment of broadband infrastructure. The Oklahoma Community Anchor Network (OCAN), led by the Oklahoma Office of State Finance is a collaborative effort with funds provided by the NTIA to extend and complete an existing state network with OneNet, to bring affordable broadband service to community anchor institutions in rural and under-served communities across the state. CASC's Poteau and Sallisaw campuses have been selected as an anchor institution. In order to take advantage of this opportunity, CASC will need to upgrade its current routers and switches to access the 10gb fiber backbone provided by OCAN.

*Implementation steps:*

1. Bid and purchase routers.
3. Install, configure, and go live

Responsibility: Telecommunications department

Date of Completion: December, 2012 - June 2013

Estimated Cost: \$40,000

**Objective 49.7: Increase Technology Training.**

CASC is increasing reliance on technology for both teaching and campus operations. It is incumbent upon all CASC employees to remain current with new technology. TIS employees must attend training sessions for advanced skills. TIS must provide CASC employees with training opportunities on applications critical to job functions.

*Implementation steps:*

1. Continue to identify technology training needs for CASC employees.
2. Provide training opportunities.
3. Construct a sub-web on our current website that provides helpful hints, tips, training videos and online chat functionality to support faculty and staff technology development. Hold “brown bag” lunch how to seminars for using software specific to CASC job function.

Responsibility: Telecommunications department and all CASC employees.

Date of Completion: Ongoing

Estimated Cost: \$9,000 annually

**Objective 49.8: Decrease Computer Replacement Cost**

The TIS department has cataloged all computers used by CASC. We have created a comprehensive spreadsheet listing assets, life cycle and replacement cost. This analysis gives an accurate view of budget needs to maintain CASC computer requirements. CASC currently uses Dell computers and pays between \$900 to \$1200 for each computer purchased. The average amount paid per computer being \$1050 for 700 computers, with a life-cycle of five years; the annual maintenance to replace systems totals \$147,560. To offset this cost IT would like to investigate with Dell computers a substantial saving plan through a leasing program.

*Implementation steps:*

1. Work with CFO, President and Regents to show how computer maintenance costs are derived
2. Work with Dell to see if a lease agreement might be reached to increase PC cost savings

Responsibility: Telecommunications Department, Business Office and President

Date of Completion: Ongoing

Estimated Cost: TBD

**Objective 49.9: Research Cloud document Creation, Shared Editing, and Storage for CASC Employees**

In 2011 TIS migrated our OneNet email accounts to Google Mail. One advantage migrating to Gmail is all CASC employees have access to Google Docs. Google Docs is a web-based office suite that allows users to create, edit, and share word processing documents, spreadsheets, and presentations at no additional cost to the institution. Microsoft offers SkyDrive which is a web-based office suite with MS Word, Excel, and PowerPoint and allows users to create, edit, and share word processing documents, spreadsheets, and presentations at no additional cost to the institution.

*Implementation steps:*

1. Begin researching security issues for Higher Education using free cloud office-suite solutions.
2. Determine Feasibility of implementation

Responsibility: Telecommunications Department

Date of Completion: ongoing

Estimated Cost: \$1,500.

**Objective 49.10: Upgrade wireless Access Points for students and CASC Employees.**

The TIS department is proud of our campus network. CASC has fiber optic cable between all buildings. The current network backbone is 1Gbps (gigabits per second) with 100 Mbps (megabits per second) to each campus computer. We must consider our portable computing needs and increase bandwidth demands due to high demand for multi-media streaming. With the recent BTOP grant CASC will have access to a 10gb fiber backbone at both Poteau and Sallisaw campuses. Employees and students could utilize wireless connections to maintain connection while at lunch, in the library or in the dorms. The 802.11N technology has a blend of speed and security making it a viable solution for CASC.

*Implementation steps:*

1. Purchase and install, and replace wireless access points.
2. Secure wireless access points.

Responsibility: Telecommunications department.

Date of Completion: July 2013

Estimated Cost: \$50,000

#### **Objective 49.11: Find NAC solution for Poteau and Sallisaw Networks**

A Network Access Control (NAC) system should be acquired for both networks. A NAC system will quarantine any computer not meeting cyber security standards. This will serve to protect us if a computer is plugged into our network.

*Implementation steps:*

1. Find NAC solution
2. Install

Responsibility: Telecommunications Department

Date of Completion: December 2013

Estimated Cost: \$20,000 – \$30,000

#### **Objective 49.12: Investigate Open Source LMS**

It is important to keep our Learning Management System (LMS) up to date. The CASC faculty engaged in our distance learning efforts should have the latest tools and training available to them. CASC recently renewed our Blackboard license with increased functionality at a significant cost savings, however it is also important for CASC to maximize cost savings by monitoring open source LMS products such as Moodle, SAKAI for course management viability and cost savings. LMS cost are sure to increase for licenses within the next 5 years.

*Implementation steps:*

1. Research current open-source LMS options available
2. Compare each available LMS to current Blackboard 9.1 and Desire 2 Learn platforms.
3. Review finding with online committee for recommendations.

Responsibility: Telecommunications Department, Online Committee.

Date of Completion: Ongoing

Estimated Cost: \$1,000 Training; \$16,500 ongoing software license cost plus OneNet hosting costs

#### **Objective 49.13: Upgrade all clients' machines to Microsoft Windows 8.**

The soon to be released version of the operating system has advantages over Windows 7. The increased boot speed is impressive, and Smart Screen technology for detecting potentially malicious sites found in Internet Explorer 8 will be built right into the OS to allow any file

downloaded to a Windows 8 computer to be checked out by the system. We will have to phase in this upgrade as our older system may not run Windows 8.

*Implementation steps:*

1. IT testing to ensure driver compatibility and security promised of OS.
2. Introduce new operating system to faculty and staff and evaluate feedback
3. Clean install on client machines being careful to lose no staff or faculty data

Responsibility: Telecommunications Department

Date of Completion: June 2015

Estimated Cost: This upgrade is included in our annual campus agreement with Microsoft

**Objective 49:14 Upgrade the Technological Resources and Capabilities of the Sequoia County Campus.**

*Implementation Steps:*

1. Request input from Vice-President of CASC, faculty and staff at Sallisaw campus in regards to necessary upgrades
2. Ensure each classroom has internet access complete with multi-media equipment, computers, projection screens, and smart boards
3. Ensure adequate employee and student WiFi coverage over Sallisaw campus

Responsibility: IT Dept. Vice-President of CASC @ Sallisaw, Faculty and Staff, CASC President and

Date of Completion: TBD

Estimated Cost: TBD

**Objective 49:15: Hire work-study IT Support for the Sallisaw Campus.**

*Implementation steps:*

1. Post work-study position
2. Hold interviews and select applicant

Responsibility: IT department, V.P of CASC at Sallisaw

Date of Completion: Spring 2013

Estimated Cost: \$9,500

**Objective 49:16: Research utilizing WIMAX spectrum licenses for community access**

*Implementation Steps:*

1. Research community wireless needs e.g., hospital, law enforcement
2. Research possible solutions with spectrum

Responsibility: IT department, President

Date of Completion: Fall 2014

Estimated Cost: TBD

**Objective 49:17: Research utilizing Mobile devices, such as IPADS, Droid PADS, and Windows 7 & 8 PADS. Faculty, staff, and students are using smart phone and pad technology to access documents, websites, and internet applications. It is important for the TIS department explore the best avenues for utilizing this evolving technology to better serve our campus.**

*Implementation Steps:*

1. Research community wireless needs e.g., hospital, law enforcement

2. Research possible solutions with spectrum  
Responsibility: IT department, President  
Date of Completion: Fall 2014  
Estimated Cost: \$7,500. - \$9,000

### **PHYSICAL PLANT**

The office of the Physical Plant is responsible for maintaining a campus environment, which supports the College's educational objectives. The morale of faculty, staff, students, and community is directly affected by their surroundings where they live and work. They have the right to expect a reasonable level of physical comfort, and the physical appearance of the Poteau and Sallisaw Campus', as well as Kerr Conference Center is also important to the quality of the educational experience of the student. The Physical Plant Department provides both campus' and the Kerr Conference Center with a clean, safe, and well maintained working and learning environment, which is conducive to the goals set forth in the Carl Albert State College Mission and Purpose Statement.

#### ***Physical Plant Goals:***

Evaluate the campus capital needs and update the five-year Campus Master Plan as needed

#### **Objective 50.1: Continually update the five year Campus Master Plan for Capital Projects to include new construction and renovation projects.**

##### ***Implementation Steps:***

1. Work on the development of campus master plan with architect.
2. Assess ongoing academic needs for the upcoming school year by Division Chairs, Vice-President's the President.
3. Submit proposals to CASC President's Cabinet to review.
4. Submit proposals to CASC Board of Regents for approval.
5. Submit five-year Campus Master Plan to OSHRE for approval.

Responsibility: Assistant to the President

Anticipated Completion Date: Ongoing

Cost: \$ 4,000

#### **Objective 50.2: Expansion of current Costner-Balentine Student Center building.**

##### ***Implementation Steps:***

1. Consult with architect on design features.
2. Consult with interior & cafeteria design planner.
3. Secure OIFA Bond funds.
4. Award contract.

Responsibility: Assistant to the President

Anticipated Completion Date: Ongoing

Cost: \$ 1,500,000

#### **Objective 50.3: Acquire land that is continuous to the Poteau Campus.**



*Implementation Steps:*

1. Research and review current available property.
2. Negotiate with property owner for purchase price.
3. Secure funds.

Responsibility: Assistant to the President

Anticipated Completion Date: Fall 2014

Cost: \$1,000,000

**Objective 50.4: Resurfacing of parking areas due to age and heavy usage.**

*Implementation Steps:*

1. Review current and future parking needs.
2. Install related curbs, gutters and sidewalks.
3. Include parking needs on the five-year Capital Project.
4. Submit proposals to CASC Board of Regents for approval.
5. Award contract for initiation of project.

Responsibility: Assistant to the President

Anticipated Completion Date: Ongoing

Cost: \$ 150,000

**Objective 50.5: Develop a plan for directional signage.**

*Implementation Steps:*

1. Survey campus for informational signage needs.
2. Determine location and type of signage required.
3. Installation of signs by the Physical Plant Personnel.

Responsibility: Assistant to the President

Anticipated Completion Date: Ongoing

Cost: \$10,000

**Objective 50.6: Place standing seam metal roofing on all remaining “flat” roofs on campus.**

*Implementation Steps:*

1. Secure funding for such projects.
2. Determine order of buildings to be done depending on greatest need.

Responsibility: Assistant to the President

Anticipated Completion Date: Ongoing

Cost: \$5,500,000

**Objective 50.7: Surface parking lots and streets adjacent to student housing to include concrete curbs and guttering.**

*Implementation Steps:*

1. Secure funding for such projects.
2. Construct between semesters when students are absent from campus.

Responsibility: Assistant to the President

Anticipated Completion Date: Ongoing

Cost: \$ 75,000

**Objective 50.8: Construct a 20 room/40 student dormitory on the CASC Poteau's campus.**

*Implementation Steps:*

1. Work with the CASC Development Foundation and the LCEA to secure funding.
2. Submit bids to CASC Board of Regents for approval.
3. Award contracts.

Responsibility: Assistant to the President

Anticipated Completion Date: Summer 2014

Cost: \$ 600,000

**Objective 50.9: Construct a new multi-story classroom building on the Poteau campus of CASC.**

*Implementation Steps:*

1. Complete a needs analysis to determine specific features and lab requirements.
2. Plan development of building with architect.
3. Secure funding for project through the Oklahoma Capitol Master Lease Program.

Responsibility: Assistant to the President

Anticipated Completion Date: February 2014

Cost: \$ 6,000,000

**Objective 50.10: Renovate and upgrade the Kerr Conference Center.**

*Implementation Steps:*

1. Evaluate cost of renovation.
2. Secure funding.
3. Award contract.

Responsibility: Assistant to the President/KCC Director

Anticipated Completion Date: Planning

Cost: \$ 100,000

**Objective 50.11: Continually evaluate the future residential housing needs.**

*Implementation Steps:*

1. Survey the students of CASC in the Fall & Spring semesters for housing needs.
2. Begin planning process if additional housing is needed.
3. Secure funding.
4. Develop dorm architectural prints to include current building codes.

Responsibility: Assistant to the President

Anticipated Completion Date: Ongoing

Cost: \$ 700,000

**Objective 50.12: Renovation of Johnson Hall Classroom Building.**

*Implementation Steps:*

1. Develop remodel plan.
2. Review renovation plans and cost with architect.
3. Secure funding.
4. Develop architectural prints and specifications.

Responsibility: Assistant to the President

Anticipated Completion Date: Planning

Cost: \$500,000

**Objective 50.13: Purchase a computerized Inventory tracking system.**

*Implementation Steps:*

1. Research and determine best system to purchase based on need.
2. Secure funding.
3. Award contract for system and maintenance.

Responsibility: Food Service Director/TIS

Anticipated Completion Date: Fall 2013

Cost: \$ 20,000

**Objective 50.14: Renovation and expansion of Food Service Kitchen, Storage, Bakery, Office and Dining Room seating areas.**

*Implementation Steps:*

1. Forecast number of student body for the next ten years.
2. Determine needs of Food Service.
3. Consult with architects.
4. Secure funding.
5. Award contract.

Responsibility: Food Service Director/Assistant to the President

Anticipated Completion Date: Fall 2014

Cost: \$ 1,500,000

**THE CASC DEVELOPMENT FOUNDATION**

The CASC Development Foundation was established in 1979. The CASC Board of Regents, the college's administration and a group of community leaders envisioned Carl Albert State College growing beyond a small commuter school into an institution with housing and scholarship incentive programs that would entice students of excellence and attract quality instructors to teach those students. The Foundation, a non-profit corporation, accepts donations from the private sector and solicits grants to accomplish these goals. An agreement for Exchange of Services was entered into between the Board of Regents and the Foundation. This agreement serves as the vehicle to allow cooperation between the two governing entities.

The mission of the CASC Development Foundation is to significantly impact the academic and scholarship enrichment programs at CASC. The specific goals of the Foundation are threefold:

- Build a residential campus
- Establish an endowment fund for scholarships
- Create an academic enrichment program

The CASC Development Foundation has grown from 30 Trustees to 65 Trustees. The Bill J. Barber and W.D. Hoffman Scholars Centers, built in 1984 and 1986 respectively, were the first residential housing constructed on campus. Since that time two Students in Free Enterprise (SIFE) Living Centers and three Leader Centers have been added. These residential suites provide housing for 274 students and were named in honor of their sponsoring donors, Nell and

Lattie Hoyle, Dr. E.A. “Jack” Gedosh, Kate “Katie” Ollie, George and Rosemary McBee, and Beverly McMillen-AES. The residential units have an appraised value of more than \$2,500,000.

The Foundation’s cash assets totaled \$6,600,000 as of December 31, 2011 and its scholarship programs continue to ease the financial cost of the educational opportunities available at CASC. The endowed scholarship fund has grown to \$3,500,000, with the interest providing many scholarships each year. Contributions exceeding \$63,000 are also raised annually through community and faculty/staff contributions to the Scholars Program. The growth at CASC Sallisaw provided the incentive for the Foundation to create the Sallisaw Committee for Excellence, which raises \$36,500 annually to fund scholarships for 44 entering freshmen from Sequoyah County and 10 non-traditional Sequoyah County students. The Foundation’s latest venture was a long-range capital campaign to raise an endowment sufficient to provide a \$700 scholarship for each student residing in the residential centers.

Endowed professorships provide academic enrichment. Contributions of \$25,000 or more are matched by the OSRHE. Since 1992 twenty-one endowed professorships have been established with a total value of \$1,900,000. This program directly supports excellence and innovation in classroom teaching. All CASC faculty may apply for a professorship, outlining how the funds would be used for advanced study or for equipment and materials. The professorship is awarded for one year and the recipient receives the interest earned from the total capital investment to enhance academic professional development.

**Objective 51.1: Increase scholarship endowments**

*Implementation Steps:*

1. Create a permanent endowment at CASC Sallisaw.
2. Develop a brochure on planned giving to invite gifts to the Foundation.
3. Sponsor a seminar with guest lecturer detailing services we can provide through the planned gift program. Provide a session for the public and for the trustees, faculty and staff.

Responsibility: CEO of Development Foundation

Anticipated Completion Date: Ongoing

Cost: \$2,500

**Objective 51.2: Expand scope of Trustee committee structure**

*Implementation Steps:*

1. Empower Trustees for leadership roles.
2. Schedule monthly luncheons with small Trustee groups to develop rapport, assess strengths and plan involvement.
3. Utilize Trustees in solicitation of funds.

Responsibility: CEO of Development Foundation

Anticipated Completion Date: Ongoing

Cost: \$5,000

**Objective 51.3: Improve donor recognition**

*Implementation Steps:*

1. Design, purchase and install attractive donor wall for the Sallisaw campus and other locations on Poteau campus.

Responsibility: CEO of Development Foundation

Anticipated Completion Date: Fall semester 2014; ongoing thereafter

Cost: \$25,000 initially; \$5,000 annually thereafter

**Objective 51.4: Think outside the box for academic enrichment**

*Implementation Steps:*

1. Ongoing review of guidelines for award of endowed professorship, stressing innovative applications.
2. Provide formal recognition of recipients and donor.
3. Monitor interaction of recipient and community awareness.

Responsibility: CEO of Development Foundation

Anticipated Completion Date: May annually

Cost: \$5,000

## **BUSINESS OFFICE**

### ***Mission Statement:***

The CASC Business Office ensures fiscal accountability by following state and federal guidelines as well as generally accepted accounting principles in managing college funds, student accounts, payroll, and accounts payable. Attention to the fiscal health of the College contributes to the overall mission of providing affordable and accessible education and ensuring student success.

### ***Goals:***

- Provide sound stewardship of all college funds;
- Apply sound accounting practices in recording and reporting all transactions;
- Provide the support necessary for strengthening of academic programs and institutional effectiveness; and
- Provide accurate and timely financial information for institutional management.

### **Objective 52.1: The Business Office staff will develop their report writing skills to better utilize the reporting capabilities of our administrative software.**

#### ***Implementation Steps:***

1. Develop a plan with staff members and CASC TIS to develop the ability to write reports that meet the individual needs of the software users and give staff the ability to generate their own reports rather than relying on the TIS for this necessary task.
2. Consult the software vendor when necessary for technical support in developing and retrieving reports.

Responsibility: Vice-President of Business Operations, Business Office staff, and TIS.

Anticipated Completion Date: Begin August 2012 and ongoing as needed

Estimated Cost: \$0

### **Objective 52.2: Continue the cross training of CASC Business Office personnel in order to deal with staffing limitations.**

#### ***Implementation Steps:***

1. As time and resources permit, familiarize personnel with the major tasks of other personnel in the Business Office by permitting them to occasionally work with one another, observe the other's work and do hands-on training with their co-worker.

Responsibility: Vice-President of Business Operations and Staff

Anticipated Completion Date: Ongoing

Estimated Cost: Estimated personnel time cost of \$5,000 to \$7,000 per year.

### **Objective 52.3: Replace carpet and baseboards to coordinate with other offices in Hemphill Hall.**

#### ***Implementation Steps:***

1. Meet with the Assistant to the President to develop preliminary plans.
2. Construction crew implements and completes carpet installation.

Responsibility: Vice-President of Business Operations, Assistant to the President, and CASC Construction Staff.

Anticipated Completion Date: January 2013

Estimated Cost: Estimated at \$5,000

**Objective 52.4: Complete set up of bank account in Sallisaw for deposits to be made locally.**

*Implementation Steps:*

1. Finalize plans through OSF to open bank account in Sallisaw and begin making deposits at that location.
2. Work with Information Technology Services to distinguish between Sallisaw and Poteau deposits in Student Billing and Accounts Receivable modules.
3. Establish a set of procedures for Student Accounts Manager-Sallisaw in recording and making daily deposits.

Responsibility: Vice-President of Business Operations, Student Accounts Manager-Sallisaw, Office of State Finance personnel, and TIS.

Anticipated Completion Date: July 1, 2013

Estimated Cost: \$300 for deposit slips and bags

**Objective 52.5: Investigate options for utilizing student debit cards for financial aid refunds and other student payments.**

*Implementation Steps:*

1. Research various student debit card options by contacting vendors for information related to card usage, features, and costs.
2. Meet with CASC personnel including the President, Financial Aid, Student Affairs, and Business Office to discuss best options from research.
3. Make a selection from available options if an affordable and customer-friendly option is identified.

Responsibility: Vice-President of Business Operations, Assistant Finance Officer, President, Director of Financial Aid, and VP of Student Affairs.

Anticipated Completion Date: July 1, 2014

Estimated Cost: Variable depending on vendor

**Objective 52.6: Continue to develop list of vendors that will accept electronic payment of invoices.**

*Implementation Steps:*

1. Work with personnel at OSF to determine which state vendors are set up to accept electronic payments.
2. Test our accounts payable system to ensure electronic payments are transmitted successfully.

Responsibility: Assistant Finance Officer, Accounts Payable staff, and TIS.

Anticipated Completion Date: Ongoing

Estimated Cost: Costs will be reduced to elimination of cost of paper checks

**Objective 52.7: Finalize Distributed Purchasing System training and implementation.**

*Implementation Steps:*

1. Identify departments and office not yet utilizing the DPS capabilities for creating electronic requisitions.
2. Schedule and conduct training sessions with the appropriate personnel.
3. Provide continued support for current and new personnel.

Responsibility: Assistant Finance Officer, Accounts Payable staff, and departmental personnel.

Anticipated Completion Date: July 1, 2012

Estimated Cost: \$0

### ***CASC Bookstore***

**Objective 53.1: Construct a Shipping/Receiving Area within the Bookstore. This area would eliminate clutter from customer sight as well as speed up time efficiency of handling merchandise.**

*Implementation Steps:*

1. Develop plans to install a wall to designate a Shipping/Receiving Area within the Storage Area of The Bookstore.
2. Designate this area for all outgoing internet shipping and incoming shipments of textbooks and supplies.

Responsibility: Bookstore Personnel, Construction-Maintenance Director

Anticipated Completion Date: Fall 2014

Estimated Cost: \$10,000

**Objective 53.2: Update Bookstore Website. Redesign and update the Bookstore website to allow students to view clothing and gift items available at the store. Also, provide a link of the textbooks used for each class.**

*Implementation Steps:*

1. After arrival of all new merchandise for the fall semester, take digital photos. Send photos to webmaster with descriptions and costs.
2. Work with TIS to link with POISE System so that when a student enrolls the texts for each course is linked to their schedule.

Responsibility: Bookstore Personnel

Anticipated Completion Date: Fall 2013

Estimated Cost: \$0

**Objective 53.3: Purchase a Scantron/Test Materials Vending Machine. This machine will be owned and stocked by the Bookstore, but will be placed in either the Ollie Center or the Reed Math/Science Building. This machine will carry scantrons, blue books, pencils, and other miscellaneous items students may need for courses. The machine takes currency and credit/debit cards.**

*Implementation Steps:*

1. Decide which building would accommodate the machine.
2. Decide which machine would best suit the needs of the students.
3. Purchase and install machine—working with Physical Plant/Maintenance Personnel.

Responsibility: Bookstore Personnel, Assistant to the President

Anticipated Completion Date: Fall 2012

Estimated cost: \$7,000



**Objective 53.4: Continue to improve the Sallisaw Bookstore. Restructure the layout of the store to better accommodate students. Install a new counter in a more permanent location that would allow better traffic flow. Additional textbook shelving and display areas for merchandise.**

*Implementation Steps:*

1. Determine a better traffic flow for store and students.
2. Design a more efficient front counter.
3. Purchase display racks/tables for clothing and merchandise.
4. Purchase additional textbook shelving to match the current style.

Responsibility: Bookstore Personnel (Poteau & Sallisaw), Assistant to the President, Sallisaw Administration.

Anticipated Completion Date: Fall 2012

Estimated Cost: \$10,000

**Objective 53.5: Investigate possibility of Textbook Rental Program.**

*Implementation Steps:*

1. Investigate different Textbook Rental Options.
2. Decide what option is best for CASC Bookstore.
3. Design publicity.
4. Implement program.

Responsibility: Bookstore Personnel, Vice-President of Business Operations

Anticipated Completion Date: Fall 2013

Estimated cost: \$0

## **MAIL ROOM**

**Objective 54.1: Expand Total Office space for both Copy and Mail room.**

*Implementation Steps:*

1. Select committee to identify current and future needs.
2. Based on the committee's findings, work with physical plant personnel to design new office space.
3. Design the office so that there is a designated workspace for the mailroom and printing and switchboard center.
4. Develop plan to continue office operations during renovation.
5. Develop plans to relocate all the paper supplies a short distance from office

Responsibility: Mailroom Director

Anticipated Completion Date: TBD

Estimated Cost: TBD

**Objective 54.2: To purchase or lease office equipment to keep up with the increased job requests and the continual growth of the college.**

*Implementation Steps:*

1. Purchase a state-of-the-art industrial shredder. Est. cost \$1,000-\$2,500
2. Purchase a state of the art industrial paper cutting table. Est. cost \$600-\$2,500
3. Purchase a new Heavy-duty dolly to help transport heavy job request across campus. Est. cost \$150-\$500

4. Continue to renegotiate new contracts as they expire for state-of –the-art copy machines and postage machines to handle increase job requests.

Responsibility: Mailroom Director

Anticipated Completion Date: TBD

Estimated Cost: \$1,750-\$5,500

**Objective 54.3: Investigate feasibility and cost of upgrading PBX switchboard system to accommodate the increase in phone lines.**

*Implementation Steps:*

1. Investigate current capabilities and future needs of phone line expansion.
2. Seek quotes from vendors and identify the most feasible proposal.
3. Arrange adequate work space for the PBX operators. Sound proof room or a separate location.

Responsibility: Mailroom Director

Anticipated Completion Date: 2015

Estimated Cost: TBD