**Computer Graphics Technology (CGT)**

**Program Advisory Committee Work Plan**

**2011-2012**

|  |  |  |  |
| --- | --- | --- | --- |
| **Annual Goal Area** | **Strategies** | **Timeline** | **Advisory Committee Member Participation** |
| **CURRICULUM**  **Goal(s):** Implement new courses and curricular program offerings. | * Transition students/advisors/faculty/staff from old programs to new programs * Implement new and revised programs * Explore 4-year articulation or upside-down degree options for our programs | Fall 2011  Transition Old  Implement New  Ongoing efforts | All members |
| **FACILITIES & EQUIPMENT**  **Goal(s):** Propose facility layout, renovations, furniture, equipment and staffing needs. | * Surplus old printing and bindery equipment, and clean out old supplies, etc… * Work with ART/CTEC to develop instructional layouts and propose facility use of AA4 “Electronics classroom/lab spaces.” * Identify renovation, furniture and equipment and staffing needs. * Work with HR, IT, Facilities, Instruction and Foundation to estimate costs, funding sources and timelines. | Summer 2011  Surplus/Clean  Renovation  Relocation  Fall 2011  Completed?  Instruction in new facilities? | All members |
| **INSTRUCTIONAL QUALITY & EFFECTIVENESS**  **Goal(s):** Align outcomes, competencies to courses and develop assessment strategies | * Develop assessment methods, tools, materials * Inform, share, train faculty/staff/students * Implement assessment process, data collection, documentation and information analysis. * Determine if outcomes are achieved and/or make suggestions/revisions/improvements. | Summer 2011  Develop  Inform/Share  Train/Learn  Fall 2011  Implement  Manage process  Ongoing efforts | All members |
| **INSTRUCTIONAL AND LEARNING EXPERIENCES**  **Goal(s):** Provide quality instruction and productive learning experiences | * Employ quality instructors who focus on learning and student development * Determine instructor currency with instructional practices, technological tools, communication methods and learning styles. * Provide training and support to instructors (as needed) to expand awareness and maintain instructional quality. * Develop partnership with industry and educational associations to extend learning experiences beyond the classroom (internships, field trips, conferences, seminars, trade shows, guest speakers, job shadowing, mock interviews, industry/professional critiques, etc…) * Informally and formally stay current with student satisfaction, feedback, perspectives and suggestions for improvement. | Ongoing | All members |
| **MARKETING/PUBLIC RELATIONS**  **Goal(s):** Promote our new curriculum offerings and inform students and campus/industry partners of program changes | * Work with the Marketing Dept. to design marketing collateral and promotional materials * Develop informational handouts to help inform and advise existing and new students * Meet with appropriate people on campus to communicate program changes (advisors, credentials, financial aid, counselors, program sponsors, funding source contacts, etc…) * Inform partners of program changes (high school articulation, associations, industry, etc…) | Ongoing | All members |