**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 2011Transition OldImplement NewOngoing 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 2011Surplus/CleanRenovationRelocationFall 2011Completed?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 2011DevelopInform/ShareTrain/LearnFall 2011ImplementManage processOngoing 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 |