**Clark College T-TEN Program Advisory Committee Work Plan**

**2016-2017**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Annual Goal Area** | **Applicable Program**  **Clark College Toyota T-TEN Program** | **Strategies** | **Timeline** | **Advisory Committee Member Participation** |
| **CURRICULUM**  **Goal(s):** |  |  |  |  |
| Curriculum development & review |  | Review 1-2 courses at every meeting. | Start Fall 2016 | All |
| Review Program Requirements |  | Report on ASE requirements | Ongoing |  |
| **INSTRUCTIONAL QUALITY & EFFECTIVENESS**  **Goal(s):** |  |  |  |  |
| Internship |  | Review Mentor Assessments – (Professionalism/ | Ongoing | All |
| Discuss and Complete Program Level Outcome Assessment Project |  | Faculty work with O&A liaison and perform assessment, then report to committee. | Fall 2016 | Faculty Assess,  All Review |
| **FACILITIES & EQUIPMENT**  **Goal(s):** |  |  |  |  |
| Finalize Equipment Plan |  | Discuss and plan during committee meeting. | Spring 2016 | All |
| Conduct facility evaluation |  | Perform during spring meeting. | Spring 2016 | All |
| **Marketing/Public Relations**  **Goals:** |  |  |  |  |
| Discussion on Recruiting and Dealer engagement in the process |  | Review and discuss affective recruiting strategies | Fall 2016 | All |
| Committee member recruitment |  | Recommend one more auto technician to make roster 50-50% | Ongoing | All |

**Updated 5/13/16**