

Goals (Appendix D)

GOALS	ACTION TO BE TAKEN	COMPLETION DATE	PERSON ASSIGNED
Mid-range goals (next 3 years)			
1. Organize the OrgSync App to better inform students of certificates and requirements to successfully complete certificates—new student communication app. Update the department website. (S5, S6, W1)	1. List all Certificates of Achievement, Associates in Arts degrees, and Department certificates 2. List semester-by- semester plans 3. Create a section to add current job opportunities and fairs 4. Encourage faculty to use OrgSync 5. Increase communication with present and past students	Spring 2017	Barbara Soden
2. Add BCOT 247, Managerial Business Communications, to all degrees/certificates in the Business Division either as a requirement or elective (S7, O5)	Meet with Accounting, Law, Real Estate, & the Women Studies departments	Fall 2017-Fall 2019 Fall 2017: Persuade business departments to add BCOT 247 to their programs. Fall 2018: Cooperating departments would rewrite degrees and certificates, and submit in Spring 2018 for approval. Fall 2019: The change is in the catalog.	Mageya Sharp Barbara Soden
3. Increase degrees/certificates by 3 percent (S6, S9, S10, S12, W1, W4, W5, W8, T1, T2, T4)	1. Update brochures and pull sheets 2. Add semester-by-semester plan for each degree/certificate on the department website 3. Encourage faculty to add a link to the department website on their individual syllabus	2018-2019	Mageya Sharp Barbara Soden

<p>4. Reestablish high school articulation</p> <p>(S9, S10, S12, O2, T3)</p>	<ol style="list-style-type: none"> 1. Work closely with Educational Partnership Coordinator to contact local high schools 2. Distribute current department brochures and pull sheets to the high schools 3. Contact the 4 feeder High Schools: Garr, Bellflower, Downey, and El Camino 	<p>2017-2018</p>	<p>Barbara Soden</p>
<p>5. Create a department certificate for business communication classes</p> <p>(S5, W2)</p>	<p>Create a list of business communication classes that will be beneficial to the students in the business community and award this department certificate upon completion</p>	<p>Fall 2016</p>	<p>Mageya Sharp</p>
<p>6. Create and establish a system to track students who acquire jobs or job advancement as a result of the BCOT Department.</p> <p>(W7)</p>	<p>Work with Research and Planning to develop such a tracking system</p>	<p>2017-2020</p>	<p>Barbara Soden Mageya Sharp</p>
<p>7. Change the current policy that restricts a full-time instructor to teach completely online if their program requires this change.</p> <p>(W6)</p>	<p>Work with the Union to include the contract language that permits the level of online instruction that the department thinks is best for the program and students. The BCOT Department already has approval from the Chancellor's Office to teach their program completely online, and all the courses in the Department have Curriculum approval for online teaching.</p>	<p>2017-2018</p>	<p>Barbara Soden Mageya Sharp</p>

Long Term Goals			
<p>1. Explore the advantages and possibilities of reestablishing the Department's Work Experience program</p> <p>(O1, O4, W3, W7)</p>	<ol style="list-style-type: none"> 1. Determine current needs in the office technology industry 2. Determine the criteria for office technology students to become successful in the legal, medical, and administrative fields 3. Create an initial list of industries utilizing office technology skills 4. Follow through with contacts to create job placement opportunities, partnerships, volunteer opportunities, and stronger contacts in the business community 5. Use contact list of possible employers for student placement 6. Partner with industry to create internship positions 7. Work closely with the Business Information Worker Program to build stronger relationship with businesses 	2020-2021	Barbara Soden Mageya Sharp
<p>2. Study the feasibility of internships with local businesses</p> <p>(O1, O4, W3)</p>	<ol style="list-style-type: none"> 1. Create an initial list of viable industries interested in offering student internship positions 2. Build stronger contacts in the business community with the help of BCOT Advisory Committee 	2020-2021	Barbara Soden Mageya Sharp