

# OKEFENOKEE TECHNICAL COLLEGE STRATEGIC PLAN 2006-2007 Update



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# MISSION

The mission of Okefenokee Technical College is to provide high quality technical and adult education and training services to meet the needs of the citizens and employers of its service area. This mission will be accomplished by:

- Providing quality competency-based associate degree, diploma and technical certificate of credit programs to prepare students for initial employment or career advancement
- Providing accessible adult education programs to prepare students for continued education and training
- Providing customized job training and education to contribute to the development of business and industry
- Providing the opportunity for life-long learning through continuing education and personal enrichment classes.

# VISION

The vision of Okefenokee Technical College is that Okefenokee Technical College will be recognized as the leader in and provider of choice for technical education, adult education, business and industry training, continuing education and economic development in the region.

# VALUES

The values that are fundamental to all Okefenokee Technical College plans, programs, and services include:

- Belief in the value of the individual
- Belief that all people should have access to equal educational opportunity
- Belief in the value of education as a benefit to individuals and society as a whole
- Belief in the value of work as an integral and necessary part of healthy and growing individuals, cultures, and economies
- Belief in the value of local community input and involvement in education
- Belief that literacy and English proficiency are essential for people to function well and be self-sufficient in today's society
- Belief that the vast majority of Georgians should gain training beyond a high school diploma to gain satisfying employment and adequate wages
- Belief that Okefenokee Technical College should fulfill its mission by serving students, employers, and economic developers as its primary customers
- Belief that Okefenokee Technical College should design programs and services to meet the needs of its customers and thereby provide training that satisfies business and industry specifications
- Belief that Okefenokee Technical College should incorporate use of leading-edge technology into all programs, services, and operations
- Belief that Okefenokee Technical College should provide training in occupational competencies that enable students to become technically proficient
- Belief that Okefenokee Technical College should provide education in work ethics and attitudes that enable students to become responsible employees and employers

# Organizational Structure

In order to fulfill the mission set out above Okefenokee Technical College (OTC) has an organizational structure consisting of divisions: Instructional Services, Student Services, Economic Development Programs and Administrative Services. The goals and objectives established in this plan will be the responsibility of one of these divisions. Following is a capsule description of the work of each division.

## Instructional Services

Okefenokee Technical College supports the economic growth and stability of the region and meets the educational needs of individuals and communities by providing quality technical training and retraining through a coordinated system of technical programs. The primary role of Okefenokee Technical College is to plan for and administer high quality postsecondary technical programs throughout the Service Delivery Area (SDA). Okefenokee Technical College ensures equal access to all segments of the population. Okefenokee Technical College is also responsible for joint planning and coordination of programs and services with other public agencies and organizations to provide citizens with a seamless education system. Technical education services are provided to improve the social and economic well being of Georgia's citizens.

### Associate Degree Programs (AAT)

Accounting  
Administrative Office Technology  
CIS-Microcomputer Specialist  
CIS-Networking Specialist  
Criminal Justice Technology  
Early Childhood Care and Education  
Forestry Technology  
Medical Laboratory Technology  
Respiratory Care Technology  
Surgical Technology  
Technical Studies  
    Drafting  
    Electronics  
Health Studies  
    Practical Nursing  
    Radiology

### Diplomas

Accounting  
Air Conditioning Technology  
Automotive Collision Repair  
Automotive Fundamentals  
Automotive Technology  
Business Office Technology  
Computer Information Systems  
Cosmetology  
Criminal Justice Technology  
Drafting  
Early Childhood Care and Education  
Electronics Fundamentals  
Electronics Technology  
Environmental Horticulture  
Forest Technology  
Industrial Systems Technology  
Marketing Management  
Medical Assisting  
Paramedic Technology  
Practical Nursing  
Radiologic Technology  
Surgical Technology  
Welding and Joining Technology

## **Technical Certificates of Credit**

A+ CompTIA Certification  
AC-DC Circuit Technician  
Advanced Networking Specialist  
Advanced Entrepreneurship  
Air Conditioning Repair Specialist  
Assistant Food Purchasing Agent  
Auto-Body Repair Assistant  
Automotive Brake Technician  
Automotive Collision Repair Major Assistant  
Basic Electronics  
Carpentry Framing  
Central Service Assistant  
Certified Construction Worker  
Certified Customer Service Specialist  
Certified Manufacturing Specialist  
Certified Nurse Assisting  
CISCO CCNA Specialist  
CISCO CCNP Specialist  
Child Development Associate-I  
Computer Applications Specialist  
Computer Essentials  
Commercial Truck Driving  
Drafting Aide  
Electrical Technician  
Electrical Assistant  
Entrepreneurship  
Emergency Medical Technician  
Forest Technician's Assistant  
Fundamental Electrical Maintenance Technician  
Gas Tungsten Arc Welding  
General Office Assistant  
Horticulture Maintenance Technician  
Human Resource Technician  
Imaging Science Technician  
Industrial Mechanical Technician  
Infant and Toddler Childcare Specialist  
Land Surveying Technician  
Landscape/Greenhouse Installation Technician  
Locomotive Electrical Systems  
Locomotive Mechanical Systems  
Medical Coding  
Medical Transcription  
Nail Technician  
Nurse Technician  
Office Accounting  
Paint and Refinishing Specialist  
PC Operations  
Phlebotomy Tech  
Property Maintenance Technology  
Salon Receptionist  
Shielded Metal Arc Welding (Basic, Plate, Pipe)  
Web Site Designer  
Wire Welding

## **Student Services**

Student Services Department provides diversified opportunities and services to the Okefenokee Technical College student body. Total enrollment increased from 1,395 in FY 1998 to 3601 in FY 2004. Our 949 graduates were placed in 359 different area businesses and industries. In an effort to remove one of the primary barriers to completing an education, OTC opened a licensed Child Care Center to serve 96 children. Students of OTC, Waycross College, and Ware County High School have first priority in placing their children there. Listed below are student services offered through Okefenokee Technical College:

### **STUDENT SUPPORT SERVICES**

- Admissions/Enrollment Management
- Career Planning/Placement/Counseling
- Child Care Center
- Community Development Services
- Developmental Studies
- Diversity/Equity Education
- Financial Aid
- Georgia Fatherhood
- Georgia Occupational Award of Leadership
- Interagency Collaboration
- Job Placement/Development
- Library/Media services
- New Connections to Work
- Services for the Disadvantaged
- Services for Persons with Disabilities
- Student Activities/Organizations
- Student Assessment/Testing
- Tech Prep and Joint Enrollment
- Technical Support Services

## **Economic Development Programs**

Okefenokee Technical College promotes and supports economic development in our SDA by providing comprehensive, customized training to new, expanding, and existing businesses. Quick Start training is offered as an incentive to new or expanding manufacturing and service operations. Okefenokee Technical College assists existing businesses by providing training resources to help them adapt to competitive and technological challenges. The institution provides training for related industry groups, supports industries that are part of the economic base of the SDA, and supports industries that provide high skill, high wage jobs. By offering these quality services, Okefenokee Technical College attracts new businesses to the SDA and positions existing regional companies for success.

## **Customized Contract Training**

### **Continuing Education**

- Continuing Education Classroom/On-line Courses
- Existing Industry Training Services
- Non-Credit Courses
- Professional Development Courses
- Personal Enrichment Courses
- Real Estate Courses

### **Off Campus Training**

- Alma Technical Center
- Adult Education Training Centers (Brantley, Charlton, Clinch, & Pierce)

### **QuickStart Training Program for Manufacturing and Service Industries**

- Company Orientation
- Core Skills Training
- Job-Specific Skills Training
- Productivity Enhancement Training
- Employee Involvement Training
- Human Resource Development Training

## **Adult Education**

A role of Okefenokee Technical College is to provide a comprehensive literacy program for citizens through the Office of Adult Literacy and adult literacy service providers. The Adult Literacy program services all Georgians that are sixteen years or older who need basic, general, and specialized skills instruction. These persons may be immigrants, incarcerated, adults with disabilities, chronically unemployed, homeless and/or minorities. Okefenokee Technical College's Office of Adult Education Program administers the General Educational Development (GED) program and awards the GED high school diploma to successful examinees. It also facilitates cooperation among state and local entities for the purpose of improving adult literacy efforts in its region. Therefore, the Office of Adult Literacy has two primary roles: it provides direct services through the technical colleges and service delivery areas, and it coordinates services with other organizations.

- Adult Basic Education
- Education for Adults with Disabilities
- English Literacy Program (ESP)
- Full-time Literacy Teacher Program
- Workplace Learning Programs
- Georgia Tax Credit for Adult Basic Skills Education

- Governor's Award for Achievement in Workplace Learning
- Certified Literate Community Program (CLCP)
- Family Literacy Program
- General Educational Development (GED) Testing Program
- Exceptional Adult Georgian in Literacy Education (EAGLE) Awards

## **Administrative Services**

The Administrative Services division supports the entire student population, faculty, and staff. Administrative Services is responsible for the business operations of the college.

- Purchasing
- Accounts Payable
- Revenue
- Asset Management
- Human Resources

## **Overview of Okefenokee Technical College Goals**

**Goal 1: Student Success through Technical Programs**

**Goal 2: Student Access to Seamless Technical Education**

**Goal 3: Improved Literacy Skills through Adult Education**

**Goal 4: Training and Services for Economic Development**

**Goal 5: Educational Awareness for Community Development**

**Goal 6: Accountability through Effective and Efficient Management**

**Goal 7: Development of OTC's Internal Workforce**

**Goal 8: Information Technology for Extended and Enhanced Services**

## **Goal 1: Student Success through Technical Programs**

The increased numbers of students who benefit from quality technical college Technical Certificate of Credit (TCC), diploma, and associate degree programs will improve the competitiveness of Georgia's workforce.

### **Desired Long-term Outcome:**

Okefenokee Technical College will increase the number of students who enroll in, graduate from, and obtain employment related to Technical College TCC, diploma, and associate degree programs annually.

### **Objectives**

1.A. Increase the number of qualified workers employed or available for employment in our service area by increasing the number of citizens utilizing and benefiting from Okefenokee Technical College's programs and services.

#### Enrollment

- Unduplicated credit enrollment will increase by 5% per year.
- FTE will increase by 5% annually.
- The number of students who enter OTC during high school or within one year of high school will increase by 7% annually.

#### Employment

- The number of diploma/degree students who are employed by October 1 of the following fiscal year will increase by 3% annually.
- The number of TCC program graduates who are employed will increase by 7% annually.

#### Continued Education

- The number of TCC program graduates who continue their education will increase by 7% annually.
- The number of students who complete continuing education classes will increase by 3% annually.

1.B. Okefenokee Technical College will develop and implement new credit programs as needed to respond to current and emerging employment market demands each year from FY2004 through FY2006.

- One new Industrial Technology program will be added
- Accounting Technology Diploma program will be added
- One new class in an existing allied health program will be added.

1.C. Okefenokee Technical College will review and revise program offerings and curricula to provide credit programs that respond to current and emerging business and industry trends, meet employment market demands, reflect student

interests and needs, and keep pace with technological change each year from FY2004 through FY2006.

1.D. Assist entry-level, incumbent, and dislocated workers to achieve or maintain employment by providing short-term programs.

- Increase by 5% the number of dislocated workers who complete TCCs.

1.E. Okefenokee Technical College will increase the number of students who are prepared to receive information technology, medical, industrial, and other occupational and professional certifications and licensures by FY2004, and each year from FY2004 through FY2006.

- The number of students receiving third party professional certifications will increase by 5%.
- Of the students enrolled in OTC programs requiring licensure, 75% will successfully complete state and /or national certification/licensure tests for their programs.

1.F. Okefenokee Technical College will increase the number of graduates from industrial technology programs by promoting an understanding of the value of careers in these fields each year from FY2004 through FY2006.

- The number of graduates from OTC's industrial technology programs will increase by 5%.

## **Goal 2: Student Access to Seamless Technical Education**

An easily accessible, seamless educational continuum will enable Georgia's students to progress toward technical careers.

### **Desired Long-term Outcomes:**

Okefenokee Technical College will increase the number of students who enroll in technical education programs during or immediately after completing their high school education or GED. Okefenokee Technical College will create increased options to enable those technical college graduates who wish to continue their education.

### **Objectives:**

2.A. Improve career opportunities for young adults by increasing the number of students entering Okefenokee Technical College.

- The number of courses taught for high school students by OTC instructors will increase by 20%.

2.B. Okefenokee Technical College will collaborate with secondary education and other higher education entities to develop increased options for seamless education by FY2004.

- The number of students who enter post-secondary technical education during high school or within one year of high school will increase by 7% annually.

2.C. Okefenokee Technical College will develop and implement a plan to sustain education-to-career strategies, such as those used in the Tech Prep and School-to-Work projects that encourage high school students to enter technical college programs by FY2005.

- Tech Prep Coordinator will implement the plan developed to sustain the Tech Prep strategies.

2.D. Okefenokee Technical College will develop and implement collaborative strategies with the high schools to increase the number of high school seniors who can achieve the admission test scores required to enter their preferred technical programs without needing to complete developmental coursework by FY2005.

- Okefenokee Technical College will increase by 5% the number of students in its service delivery area who are given the ASSET.

2.E. Okefenokee Technical College will provide programs and services to increase the number of students who are able to overcome educational barriers and obtain training for employment each year from FY2004 through FY2006.

- Okefenokee Technical College will provide programs and services to meet Federal Perkins III Accountability Core Indicator I: Student attainment of challenging state established academic, and vocational and technical skill proficiencies.

2.F. Okefenokee Technical College will increase the number of students who gain employment as a result of special programs such as the New Connections to Work Program, the Georgia Fatherhood Program, or other similar programs that assist people in overcoming barriers to job preparation education and gainful employment each year from FY2004 through FY2006.

- Georgia Fatherhood will meet program job placement requirements as set by the state.
- New Connections to Work will meet program training goals as set by the state.

2.G. Okefenokee Technical College will collaborate with other state agencies to help increase the number of their clients referred to training programs and other services offered by technical college and adult literacy service providers by FY2004 and each year from FY2004 through FY2006.

- The number of Workforce Investment Act (WIA) clients served by Okefenokee Technical College will increase by 5%.

2.H. The Okefenokee Technical College will collaborate with secondary education to increase positive outcomes for alternative and non-traditional school students through assisting them with technical programs.

- The Tech Prep Coordinator will visit the alternative schools in the service area to inform students and faculty of opportunities at Okefenokee Technical College.
- The number of alternative and nontraditional high school students who take the Okefenokee Technical College placement exam will increase by 5%.

### **Goal 3: Improved Literacy Skills through Adult Education**

Georgia adults and their families will have improved literacy skills, English proficiency, and educational attainment.

#### **Desired Long-term Outcome:**

OTC's adult education will reduce illiteracy and increase educational attainment in Georgia by increasing the number of students who achieve higher literacy skills levels or achieve a GED annually.

#### **Objectives:**

3.A. Increase the basic skills of the workforce in our service delivery area by providing and supporting adult education services, GED instruction and testing, and English Literacy Program (ELP) classes throughout the service area.

##### **Enrollment**

- The number of adult education students will increase by 2% annually

##### **Progress**

- The number of students awarded level ABE awards of completion for improved literacy skills will increase by 1% annually.
- The number of English Literacy Program students who achieve an improved literacy level as shown by passing standardized tests will increase annually by 1%.

#### Completion

- The number of students who obtain a GED diploma will increase by 2% annually.

#### Continuing Education

- The technical colleges and the adult literacy service providers/GED testing centers will increase the number of GED students who enter technical college credit programs each year from FY2002 through FY2006.

3.B. Contribute to the effectiveness of Okefenokee Technical College's business and industries through partnerships among companies and adult education providers to improve employee literacy.

- Establish one CLCP in OTC's service delivery area.
- The number of companies who contract with Adult Education for literacy skills development will increase by 5% annually.

3.C. The OTC adult education center will meet or exceed federally negotiated performance measures regarding the percentage of students demonstrating improvement in literacy skill levels in reading, writing, and speaking the English language, numeracy, problem-solving, English language acquisition, and other literacy skills each year from FY2004 through FY2006.

3.D. The OTC adult education center will meet or exceed federally negotiated performance measures regarding percentage of students placed in, retained in, or completing postsecondary education, training, unsubsidized employment or career advancement each year from FY2004 through FY2006.

3.E. The OTC adult education center will meet or exceed federally negotiated performance measures regarding the number of students who receive a secondary school diploma or its recognized equivalent each year from FY2004 through FY2006.

3.F. The OTC Adult Education Center will expand access to adult literacy, GED, and ELP instruction via traditional classrooms, remote-site classrooms, television, satellite, and/or online instruction each year from FY2004 through FY2006.

3.G. The OTC Adult Education Center will implement an improved data collection, data storage, and data reporting system for adult literacy services students by FY2004.

- The OTC adult education center will implement automated GED scoring to meet new federal guidelines and provide ongoing training and material support for the system.

3.H. The OTC adult education center will initiate adult literacy instruction that will improve students' awareness of health issues and practices.

- The percentage of students receiving information regarding the availability of community health services will increase by 5%.

#### **Goal 4: Training and Services for Economic Development**

Quick Start services and Okefenokee Technical College customized services for business and industry will provide economic development for Georgia.

##### **Desired Long-term Outcome:**

Quick Start and Okefenokee Technical College customized business and industry programs and services will increase the number of employees and prospective employees served annually.

##### **Objectives:**

4.A. Contribute to the improved performance of Okefenokee Technical College's business and industries by providing customized, company-specific training and services to employees of existing business and industries through the technical college.

- 80% of the companies that use Okefenokee Technical College for customized training, will rate overall satisfaction with the training.
- The number of companies contracting for customized training will increase by 15% annually.

4.B. Okefenokee Technical College will increase the number of students graduating from certified training TCC programs each year from FY2004 through FY2006.

- The number of students completing Certified Customer Service Specialist and Certified Construction Worker will increase by 50% annually.

4.C. Okefenokee Technical College will increase services to support economic development and to contribute to the creation and retention of jobs for Georgia through Quick Start and technical college economic development programs each year from FY2004 through FY2006.

- 80% of the companies that use Quick Start services will be satisfied with the work performance of Quick Start trainees.

## **Goal 5: Educational Awareness for Community Development**

The increased availability of continuing education, strengthened community involvement, and heightened public awareness of the benefits of technical and adult education will contribute to the economic prosperity, quality of life, and “education culture” of Georgia’s communities.

### **Desired Long-term Outcome:**

Technical colleges and adult literacy service providers will increase the market penetration of DTAE programs and services throughout the state annually from FY2004 through FY2006.

5.A. The OTC adult education center will continue to progress towards the implementation of at least one CLCP in the service delivery area.

- One new CLCP will be developed and implemented in the OTC service delivery area.

5.B. Okefenokee Technical College will implement a communications and public awareness strategy.

- The current communications and public awareness strategy will be reviewed and updated in FY2004.

5.C. Okefenokee Technical College and the Office of Technical Education will develop and implement a statewide strategy for recruiting students by FY2004 and continue the strategy each year, with annual refinements through FY2006.

- OTC will develop a system to measure inquiries to local technical education, adult literacy, and economic development programs each year. A 5% increase in mail outs to prospective students, the number of students who call and request information about the school or its programs, and the number of students who request information about the school or its programs through the OTC website will occur.
- OTC will increase enrollment in their continuing education programs and courses by 3% each year from FY2004 through FY2006.

5.D. Okefenokee Technical College will expand its role as a center for the SDA communities by FY2004.

- Okefenokee Technical College will expand its involvement in the communities served by increasing development of partnerships with other local entities and by increasing individual administration and faculty participation in civic organizations and activities by FY2004. All faculty and staff activities will be documented.

## **Goal 6: Accountability through Effective and Efficient Management**

Effective, adequately supported, and efficiently managed DTAE technical education, adult literacy education, and economic development programs and services will be available for all Georgians.

### **Desired Long-term Outcome:**

Okefenokee Technical College will improve effectiveness and efficiency by matching increasing demand for programs and services with adequate physical, fiscal, and management resources.

### **Objectives:**

6.A. Okefenokee Technical College will increase funding for technical and adult education through use of private/state matching grants and other resource development practices each year.

- Achieve equipment donations to successfully match the Department of Technical and Adult Education (DTAE) matching fund allotment for Okefenokee Technical College each year.
- Foundation donations will increase by 10% each year.

6.B. Okefenokee Technical College will provide improved institutional research and planning functions in conjunction with comprehensive statewide information services and local information services that support monitoring, analysis, evaluation, planning, financial planning, and accountability reporting functions each year with annual refinements.

- The Institutional Effectiveness plan that has been implemented in preparation for Council on Colleges (COC) accreditation will be updated annually.

6.C. Okefenokee Technical College will increase efficiency of resource use through collaborations with business and industry, chambers of commerce, public agencies, advisory committees, and other groups.

- OTC will meet 100% of its DTAE allocation for matching funds
- Renovations and equipment will be provided for donated space in Charlton, Brantley, and Pierce counties.

6.D. Okefenokee Technical College will seek resources for additional/improved facilities each year or until appropriate facilities reach equilibrium with demand.

- Complete design and construction of Phase 1 of Master Plan, Allied Health, Library and Economic Development Building
- Purchase and renovation of SREMC Building in Alma
- Acquisition and renovation of Pierce County Health Department
- Construction of Commercial Truck Driving Range

- Construction of greenhouse for Environmental Horticulture program

6.E. Okefenokee Technical College will initiate and/or complete design, construction and/or renovation of additional facilities to meet future needs that will be caused by growing enrollments each year.

- Phase 2 designs consisting of a new personal services area, developmental services area, classrooms for related studies, student services office, and bookstore will be completed.
- Phase 3 designs consisting of a new environmental horticulture program area, forestry program area, diesel mechanics program area, residential and commercial wiring program area, and a construction cluster area will be completed.

6.F. Okefenokee Technical College will increase security/safety for students, faculty, and staff as required each year.

- Provide additional lighting in the parking lot at the Alma campus.
- Update the Safety and Operations plan bi-annually
- Update alarm system codes for the buildings on the Waycross campus
- Alarm all buildings on the Waycross campus

6.G. Okefenokee Technical College, supported by the Office of Information Technology, Planning, and Development and the Office of Technical Education, will seek to provide new and replacement industry-standard instructional equipment and instructional technology to meet program demands each year.

- OTC faculty will seek equipment donations for their programs from vendors in amounts to meet or exceed OTC's annual matching funds allocation from DTAE.
- Funds for new and replacement equipment will be budgeted annually for each instructional program using local, state, and federal funding sources.
- School-wide infrastructure equipment will be budgeted annually based on input from the OTC Information Technology Committee and tech support staff.

### **Goal 7: Development of OTC's Internal Workforce**

Citizens' and businesses' statewide demands for quality technical education, adult literacy, and economic development programs will be met by a sufficient, qualified workforce.

**Desired Long-term Outcome:**

Okefenokee Technical College will match customer demand by increasing the number and qualifications of personnel who provide technical and adult education programs and services.

**Objectives:**

7.A. Provide programs and services with sufficient qualified personnel to meet the rapidly growing needs for expanding Okefenokee Technical College, adult education services and economic development programs.

- All new OTC instructors will meet COC credentialing standards when hired.
- Provide a part-time librarian for the Alma campus
- Add full-time Medical Assisting Instructor
- Add full-time EMT/Paramedic Instructor
- Add Director of Curriculum
- Purchase and install a library security system to protect library materials

7.B. The Office of Administrative Services (OAS), in conjunction with the Office of Adult Literacy and the technical colleges, will implement an improved internal workforce development, management, and training system for all employees by FY2003.

- OTC will continue to work with DTAE on the Workforce Planning project.
- OTC will encourage appropriate staff to complete Microsoft certifications.
- OTC will continue to encourage staff to attend courses pertinent to their job duties.
- OTC will employ faculty at the appropriate educational level required by COC.
- OTC will continue sending new instructors to the Instructor Training Institute.
- OTC will continue to utilize performance evaluations to identify training needs.
- Departmental Vice President's within OTC will work with their staff to schedule training to ensure all their staff members have adequate training to successfully perform their job functions. OTC will continue school-wide staff development in areas that pertain to all staff.

7.C. OAS and OTC will ensure that each technical college has sufficient personnel to provide a basic collegiate management team and an adequate Information Technology (IT) team by FY2006.

- OTC will budget for adequate management and IT staffing.
- OTC will continue to encourage staff development for its management and IT team.

7.D. Okefenokee Technical College OAS will ensure that faculty and staff qualifications meet applicable requirements for seamless transfer of credits among educational levels by FY2006.

- All OTC new instructors will meet COC credentialing standards when hired.

7.G. Okefenokee Technical College AS will implement an ongoing staff training system that provides appropriate yearly training for every employee based on each employee's job needs.

- Each staff member will develop a staff development plan at his or her annual performance review.
- The results of the previous year's staff development plan will be discussed as a part of the annual performance review.
- OTC will continue scheduling school-wide staff development in areas that pertain to all staff, including school-wide staff development on the required topics that must be presented to all staff annually.
- OTC will document that each staff member has received staff development on required topics.

## **Goal 8: Information Technology for Extended and Enhanced Services**

The infusion of appropriate technologies throughout OTC will extend and enhance programs and services for the citizens of its service area.

### **Desired Long-term Outcome:**

Okefenokee Technical College will increase access to and training for information technology to extend and enhance technical education, adult literacy, and economic development services annually.

### **Objectives:**

8.A. Increase effectiveness and efficiency of educational and informational programs and services through expanded use of technology.

- All CIS and BOT instructors will have or be working toward vendor certifications for the courses they teach.
- The number of students who select CIS and vendor certification programs of study will increase by 5% annually.
- GALILEO usage will increase by 5% annually.

8.B. Increase educational and informational opportunities for all citizens and communities of Okefenokee Technical College's service area by improving their access to technical education, customized business and industry training, and adult education through the use of technology.

- Okefenokee Technical College will add one on-line TCC per year.
- One virtual course will be created at OTC annually.
- The number of students taking Georgia Virtual Technical College (GVTC) courses will increase by 5% annually.
- The number of students taking Okefenokee College's on-line courses will increase by 5% annually.

8.C. The GVTC and OTC will increase student enrollments and course completions through expanded online course offerings and student services each year from FY2004 through FY2006.

- The number of online classes offered by OTC will increase by 8% each year
- The unduplicated enrollment in OTC online classes will increase by 15% each year.
- The duplicated enrollment in OTC online classes will increase by 15% each year.
- All online courses will incorporate work ethics training.
- All online instructors will be Blackboard certified.
- Non-credit on-line enrollment will increase by 5% each year.

8.D. The Office of Information Technology, Planning, and Development (OITPD) and OTC will ensure that all DTAE programs and services are enhanced by achieving and maintaining technological parity; sufficient Local Area Network (LAN) and Wide Area Network (WAN) network capacity; standard platforms, versions, hardware, and software; and security systems by FY2004 and each year from FY2004 through FY2006.

- The Wide Area Network connection at the main campus will be a T-1 circuit provided by GTA.
- The Wide Area Network connection at the Alma campus will be a T-1 circuit provided by AccessATC.

8.E. OITPD and OTC will ensure that information technology services are secure from intrusion, interception, or other interference by FY2004 and each year from FY2004 through FY2006.

8.F. Okefenokee Technical College and the GVTC, with support services from the Office of Information Technology, Planning, and Development (OITPD), will increase availability of and participation in on-campus and remote web-enabled

programs and services for the citizens and corporate citizens of Georgia each year from FY2004 through FY2006.

- Online brochures will be available at the registration desk and in the career center.
- An electronic online student manual will be available through the OTC website.
- The electronic online student manual will be updated quarterly to ensure accurate and up-to-date information.

8.G. Okefenokee Technical College, in coordination with the OITPD, will provide increased nonstop, on-demand learning opportunities via the GVTC each year from FY2004 through FY2006.

- OTC online classes will be posted electronically through GVTC each quarter to allow for advance registration.
- All locally developed online classes will be offered through GVTC.

## **Goal 9: Increase Student Learning and Achievement**

### **Objectives:**

- 9A. Student will demonstrate ability to organize and communicate knowledge and ideas in a logical and purposeful way.
- 9B. Student will demonstrate ability to recognize and use accepted patterns of grammar and structure in speech and writing.
- 9C. Student will demonstrate ability to articulate understanding of course material acquired through listening, reading, graphics, computations, experiments, and electronic media.
- 9D. Student will demonstrate ability to use appropriate models and concepts such as the "scientific method" to solve problems.
- 9E. Student will demonstrate ability to distinguish between observations, inferences, and relationships in works under investigation.
- 9F. Student will demonstrate ability to comprehend and communicate data presented graphically and/or mathematically.
- 9G. Student will demonstrate ability to perform basic mathematical operations.
- 9H. Student will demonstrate ability to pass certification exams.
- 9I. Student will demonstrate ability to pass licensure exams.

Revised March 28, 2006