

# OKEFENOKEE TECHNICAL COLLEGE STRATEGIC PLAN FY2004-FY2008



Okefenokee Technical College  
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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 enables students to become technically proficient
- Belief that Okefenokee Technical College should provide education in work ethics and attitudes that enables 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.

- Associates Degree of Applied Science
- Diploma
- Technical Certificate of Credit

### **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 3,137 in FY 2002. Our 623 graduates were placed in 209 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:

- 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
- Off Campus Training
- QuickStart Training Program for Manufacturing and Service Industries
- Adult Education

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

## **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:**

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.
- Graduates - Unduplicated credit graduates will increase by 5% per year.
- Placement - The number of diploma/degree/TCC students who are employed by October 1 of the following fiscal year will increase by 3% annually.
- Licensure - Graduates tested will met or exceed the licensure pass rate for their programs. Practical Nursing, Radiologic Technology, Respiratory Care, Cosmetology, Commercial Truck Driving

1.B. Develop and implement new credit programs as needed to respond to current and emerging employment market demands business and industry trends, meet employment market demands, reflect student interests and needs, and keep pace with technological change.

- Develop and implement new credit programs

## **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:**

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. Increase enrollment from high school to post secondary education.

- 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.

### **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
- 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.

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

Quick Start services and technical college customized services for business and industry will provide economic development for Georgia.

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

Quick Start and 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.

- The number of companies contracting for customized training will increase by 75% annually.

### **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.

#### **Objectives:**

5.A. Develop and implement a strategy for recruiting students.

- A 5% increase in the number of students who call and request information about the school or its programs.

**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. Increase funding for technical and adult education each year.

- Foundation donations will increase by 10% each year.

6.B. Increase security/safety for students, faculty, and staff as required each year.

- 85% of the students feel the learning environment is safe and secure.

**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. Implement an ongoing staff training system that provides appropriate yearly training for every employee based on each employee's job needs.

- Schedule 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.

**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 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.

- The number of students taking Okefenokee College's on-line courses will increase by 5% annually.

## **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.