



## **Education Department 3-Year Strategic Plan: AY 2016 – 2019**



**Updated on January 12, 2017 by:**

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## History

The Early Childhood Certificate program began in 1988 and the department plans to celebrate and market the program's 30<sup>th</sup> anniversary in AY2018. The Education Certificate and Associate Degrees began in 1995, so in AY2020 it will be their 25th year anniversary! The Associate of ECE started in 1992 (in AY2017 will celebrate 25 years). These programs remain strong with our department consistently producing one of the highest number of graduates at the College. In 2007, the Education Department developed a licensed practical nursing program which was then combined with the Medical Assisting Program and moved out from Education Department's purview. The Cosmetology program (over 20 years in existence) was moved from the Math Department and added under Education in 2009.

## Vision and Strengths

As the College prepares for its upcoming accreditation visit in March 2018, the Education Department is taking several steps to improve its programs and processes in order to be more student-centered such as the update and revision of curricula including a more stream-lined Cosmetology program. The Certificate in Education Program's technical requirements were revised due to UOG making significant changes to their requirements which were effective in Fall 2016. We also started testing an electronic sign-in system for students in Spring 2017 which will provide important data as to advisement issues and student needs. Prior to this we have been surveying students electronically every semester since AY2014.

Plans to expand our department are on-going with the hiring of two FT faculty (one for ECE and the other for ED) and in Fall 2016 we requested a FT faculty for ASL/interpreting, the hiring of two FT faculty for Cosmetology and the reinstitution of the Sign Language Interpreter Certificate Program which is pending approval. One faculty was able to get certification to teach online which will enable the department to offer online and/or hybrid courses as another option for students. Another faculty recently received training in order to implement a community and/or professional interpreter training program at the College.

Our strength is in our visibility, collaboration, and leadership in the community. We hold several events, activities, and professional development opportunities every semester to include fitness fairs, mall recruitment events, Special Olympics, Cardboard Challenge, and many workshops to those who work in various professions within the education field. In addition to this we continue over the

years to provide support to multimillion dollar grants under public health to train childcare providers. Although the Cosmetology program is currently on hold in order to revamp the curricula, there is high interest in the program. An interest survey conducted at the end of Fall 2016 indicated that 313 students are interested in pursuing this profession. There is also a high interest in sign language interpreting with 294 students who expressed interest given the same survey. Expansion opportunities will include a plan to offer community interpreter training and move all the foreign language under one department (from Hospitality/Tourism to Education).

### *Institutional Strategic Master Plan (ISMP) Goals/Initiatives for 2016-2019*

1. **Retention and Completion:** *Strengthen and improve curriculum and educational delivery to provide a student-centered educational experience that fosters retention and completion to prepare our students for engagement in a global workforce.*
2. **Conducive Learning Environment:** *Transform the campus into a facility conducive for learning and teaching with a genuine sense of family spirit and dialogue among employees who are committed to student access and student success.*
3. **Improvement and Accountability:** *Enhance the existing integrated planning, review, and evaluation processes that provide for the allocation of resources based on assessment results and college-wide priorities, in order to boost improvement and accountability.*
4. **Visibility and Engagement:** *Promote the Guam Community College brand to achieve regional, national, and international recognition.*

### *Department Objectives*

1. Explore the development of new programs, improvement of existing programs, and expand the types of instructional methods offered (Cosmetology, ECE, ED, Sign Language and Professional Interpreting Program) – Related to ISMP #1
2. Prepare Graduates who are professional with the skills needed in their respective careers of cosmetology, interpreting, education and/or early childhood education. – Related to ISMP #1
3. Incorporate STEAM (Science, Technology, Engineering, Art, and Math) throughout the curriculum. – Related to ISMP #2
4. Faculty will serve as leaders by attending and offering professional development opportunities. – Related to ISMP #1
5. Expand program by hiring additional FT faculty (one for ASL/interpreting and two for Cosmetology) – Related to ISMP #3

6. Actively recruit students and market programs and courses through activities/events. – Related to ISMP #4

## Timeline

### *Fall 2016– Spring 2019*

#### *1<sup>st</sup> Quarter (August – October)*

ISMP Goal #	Department Objectives	Annual Program Budget Goal	Tasks	AY2016-2017	AY2017-2018	AY2018-2019
		FTE (Education, ECE, ASL)	Ensure that all curriculum current – review courses and update as needed Promote completion of Student Education Plans (SEP)	Upgrade curriculum and SEPs as needed	Upgrade curriculum as needed and ensure all students have completed SEPs by the end of their first semester in program.	Upgrade curriculum and SEPs as needed
			Improve transition and DCAPS from secondary ECE to post-secondary ECE	Work with counselors and admin to revamp process	Start DCAPS process earlier in program	Monitor and assess changes
			Expand instruction methods offered.	Develop an online course version at the 100 level technical level.	Offer more online and/or hybrid course offerings. Encourage one additional FT to receive online certification.	Analyze course results of traditional versus online.
		FTE (Interpreter)	Develop/revise courses for interpreter program	Submit curricula for Interpreter Program	Seek approval of curricula.	Offer newly revised interpreter courses

	Faculty will serve as leaders by attending and offering professional development opportunities	FTE (Cosmetology)	Upgrade cosmetology courses	Revise curricula based on RIF committee report	Obtain program/course approval.	Implement new program/courses
			Choose appropriate curricula	Review and compare Pivot Point with Milady	Obtain Cosmetology Advisory approval	Adopt new curricula
		All FTE	Ensure that all FT faculty participate in professional development	All faculty to participate in professional development	All faculty to participate in professional development	All faculty to participate in professional development
		\$40k	Upgrade facilities as needed to support STEAM.	Collect data, quotes, etc. for grant application.	Submit grant for improving programs (i.e. kiln, cosmetology equipment, etc).	Purchase desk stations and computers for each of our classrooms in Bldg E.
			Model Practicum Sites	Develop a list of exceptional practicum sites and model mentors	Revise list as needed and provide practicum students better suggestions	Implement and revise as needed.
			Assessment updates Submit budget for department	How to improve inventory –find new program	Implement new inventory program	Make changes if needed to budget
			Secure rooms on campus for proposed additional expansion of program.	Meet with advisory committees for input on revamping Rooms A6-A9 for Cosmetology	Continue preparing rooms at bldg. A and if not ready look into MOU with Mariacy's	Implement program

<b>4</b>	<b>Visibility and Engagement</b>	\$5000	Participate in recruitment and marketing efforts	Participate in recruitment and marketing efforts	Participate in recruitment and marketing efforts	Participate in recruitment and marketing efforts
	Faculty will serve as leaders by attending and offering professional development opportunities.		Promote department's programs.	Use new dept. logo for ordering promotional items.	Secure items with new logo (i.e. t-shirts, brochures, banners, totes).	Use and give away promotional items.
			FTE (Education, ECE, ASL)	Faculty volunteer to give trainings, workshops, organize forums etc. for community.	Faculty volunteer to give trainings, workshops, organize forums etc. for community.	Faculty volunteer to give trainings, workshops, organize forums etc. for community.
			Partner with local community organizations.	FT faculty each responsible for partnering with 1 org.	Continue to develop partnerships.	Continue to develop partnerships.

***2nd Quarter (November - January)***

<b>ISMP Goal #</b>	<b>Department Objectives</b>	<b>Annual Program Budget Goal</b>	<b>Tasks</b>	<b>AY2016-2017</b>	<b>AY2017-2018</b>	<b>AY2018-2019</b>
			Ensure that all curriculum current – review courses and update as needed	Upgrades ongoing to include new cosmetology	Upgrades ongoing	Upgrades ongoing
		\$1000	Offer better assistance to students needing to improve writing skills	Request work study student specifically assigned for tutoring our students in English	Seek training for faculty in applying English writing strategies in the classroom	Continue to apply new strategies and avail students to tutoring.

	existing programs, and expand the types of instructional methods offered	\$10k	Explore expansion of course/program offerings	Determine costs and feasibility	Implement plan (i.e. ECE at another HS campus, contract with Mariacy's for Cosmetology)	Monitor new program location.
	Incorporate STEAM	\$20k	Implement more technology throughout courses.	Implement more technology throughout courses.	Implement more technology throughout courses.	Implement more technology throughout courses.
	Faculty will serve as leaders by attending and offering professional development opportunities	\$500	All faculty to participate in 1-2 professional development activities	All faculty to participate in 1-2 professional development activities	All faculty to participate in 1-2 professional development activities	All faculty to participate in 1-2 professional development activities
		\$10k	Upgrade facilities as needed to assist in integration of STEAM	Cosmetology facility Upgrade facilities as needed	Cosmetology facility Upgrade facilities as needed	Cosmetology facility Upgrade facilities as needed
		\$30k	Provide essential supplies and equipment	Provide essential supplies and equipment	Provide essential supplies and equipment	Provide essential supplies and equipment
			Assessment updates Submit budget for department	How to improve inventory –find new program	Implement new inventory program	Make changes if needed to budget
		\$100k	Hire new faculty for ASL and Cosmetology	Memo with justification requesting 1 FT Faculty for ASL/interpreting	Follow up and secure position for ASL. Advocate for hiring of two FT faculty for Cosmetology.	Monitor department needs.

<b>4</b>	<p>Visibility and Engagement</p> <p>Actively recruit students and market programs and courses through activities/events.</p>		All faculty to participate in recruitment and marketing efforts	All faculty to participate in 1-2 additional recruitment and marketing efforts	All faculty to participate in 1-2 additional recruitment and marketing efforts	All faculty to participate in 1-2 additional recruitment and marketing efforts
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**3rd Quarter (February – April)**

<b>ISMP Goal #</b>	<b>Department Objectives</b>	<b>Annual Program Budget Goal</b>	<b>Tasks</b>	<b>AY2016-2017</b>	<b>AY2017-2018</b>	<b>AY2018-2019</b>
			Ensure that all curriculum current – review course and update as needed	Ongoing	Ongoing	Ongoing
			Develop courses for cosmetology program	Submit all revisions in Acalog with Cosmetology Advisory Committee approval	Follow up on status and implement program.	Monitor program.
			Increase level of education of current childcare workers	Work with CE in identifying teachers certified and willing to train caregivers under CCDF grant	Implement timeline and courses for childcare workers under CCDF grant	Monitor effectiveness of program grant.
			All faculty to participate in professional development	All faculty to participate in 1-2 professional development	All faculty to participate in 1-2 professional development	All faculty to participate in 1-2 professional development



		\$5k	Purchase needs for graduation	Assist- explore other ways to raise \$\$	Assist -explore other ways to raise \$\$	Assist -explore other ways to raise \$\$
			ESO Sparkling Toast and other activities	ESO advisors assist students	ESO advisors assist students	ESO advisors assist students
		\$10k	Incorporation of STEAM (the arts)	Seek material and/or training for incorporating more art in the ECE and ED programs	Obtain material/training for the arts (i.e. pottery, painting)	Obtain additional material/training in the arts.
		\$30k	Provide essential equipment and supplies for operations	Provide essential equipment and supplies for operations	Provide essential equipment and supplies for operations	Provide essential equipment and supplies for operations
<b>3</b>	<b>Improvement and Accountability</b>		Assessment requirements	Inventory upgrades	Inventory upgrades	Inventory upgrades
<b>4</b>	<b>Visibility and Engagement</b>  Actively recruit students and market programs and courses through activities/events.		All faculty to participate in recruitment and marketing efforts	All faculty to participate in 1-2 additional recruitment and marketing efforts	All faculty to participate in 1-2 additional recruitment and marketing efforts	All faculty to participate in 1-2 additional recruitment and marketing efforts

**4th Quarter (May – July)**

ISMP Goal #	Department Objectives	Annual Program Budget Goal	Tasks	AY2016-2017	AY2017-2018	AY2018-2019
			All faculty to participate in recruitment and marketing efforts	Upgrade as needed	Upgrade as needed	Upgrade as needed
			Obtain a Certificate in Online Teaching	Upgrade online offerings.	Upgrade as needed	Upgrade as needed
		\$20k	Upgrade facilities and equipment as needed	Upgrade facilities and equipment as needed	Upgrade facilities and equipment as needed	Upgrade facilities and equipment as needed
		\$20k	Provide essential equipment and supplies for operations	Provide essential equipment and supplies for operations	Provide essential equipment and supplies for operations	Provide essential equipment and supplies for operations
<b>3</b>	<b>Improvement and Accountability</b>		Develop a better tracking method for student advisement	Install and test new system.	Implement new system	Analyze results of new system implementation
<b>4</b>	<b>Visibility and Engagement</b>  Actively recruit students and market programs and courses through activities/events.		All faculty to participate in recruitment and marketing efforts	All faculty to participate in 1-2 additional recruitment and marketing efforts	All faculty to participate in 1-2 additional recruitment and marketing efforts	All faculty to participate in 1-2 additional recruitment and marketing efforts