

### Action Plan Form and Directions

<b>Program Name</b>	
<b>Person Completing This Plan</b>	

**Program strengths:**

What are the two (2) largest strengths of the program? What steps can you take to maintain or improve on these strengths? The action plans should be completed as to how the program can sustain these strengths over the long term.

### Action Plan: Strengths

**List Strength 1:**

**Action Plan:**

Action to be taken:	
Resources needed for maintenance:	
Timeline:	
Measurement: How will success be measured?	

**List Strength 2:**

**Action Plan:**

Action to be taken:	
Resources needed for maintenance:	
Timeline:	
Measurement: How will success be measured?	

**Program Challenges:**

What are the two (2) largest challenges facing the program? Complete action plans for each. These are items the program identifies requiring the most improvement. Collaboration amongst the team is necessary to develop an action plan.

**Action Plan: Challenges**

**List Challenge 1:**

**Action Plan:**

Proposed solution:	
Action to be taken:	
Resources needed:	
Timeline:	
Measurement: How will success be measured?	

**List Challenge 2:**

**Action Plan:**

Proposed solution:	
Action to be taken:	

Resources needed:	
Timeline:	
Measurement: How will success be measured?	

**Program Comments, Dean, PRC, and VPAA Review and Feedback**

*Step 1 – Program Coordinator or Lead Instructor to complete. Then, send to your dean.*

Name of person(s) completing the Action Plan:	
Date Completed:	
Additional Comments, if none, state "None at this time."	
Signature of person(s) completing:	
Date Submitted to the Dean:	
Name of Dean:	

*Step 2 – Deans, review the action plans and complete the following. Once completed, send to the PRC.*

Dean name:	
Date Completed:	
Comments:	
Dean Signature:	
Date Submitted to the PRC:	

*Step 3 – PRC to review the action plans, then forward to the VPAA for review.*

PRC members reviewing:	
Date Completed:	
Comments/Summary:	
Date submitted to the VPAA:	

*Step 4 – VPAA review.*

VPAA name:	
Date Completed:	
Comments/Summary:	
Date submitted to the PRC:	

\*\*After all steps are completed, the PRC will return the completed Action Plan to the programs and their dean.