

Action Plan Short Title: Prescriptive Course Scheduling	
Palm Beach State Goal: The College will practice effective enrollment management to ensure optimal access, retention, program completion, and student success.	Palm Beach State Objective: The College will create and implement course scheduling based on student needs by 2016.
Desired Outcome of the Action Plan: Produce course sequences for students that speed completion.	
Brief Narrative Description of the Action Plan: This objective is a combination of producing a schedule that fits student needs as a start, adds an advising component and technology support through our PantherNet system. We know that students should take courses in a certain sequence to speed their progress towards completion. This action plan will “flesh” out these three components to help our students finish in a timely manner.	
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Action Steps <i>What will be done?</i>	Responsibilities <i>Who will do it?</i>	Timeline <i>Date Range (Month/Year)</i>	Resources Needed <i>Indicate the type of resource (equipment, personnel), the budget or funds needed and the fiscal years for which the funds are needed</i>		
			Resource Type	Funds	Fiscal years
Step 1: Implement a required educational planning session or advisement session for all degree-seeking FTIC students.	Student Services	In place	NA	NA	NA
Step 2: Require all FTIC degree seeking students to take SLS1501.	Academic Affairs	In place	NA	NA	NA
Step 3: Develop sequence course plans for different categories of students	Sequence Committee	8/2014	NA	NA	NA
Step 4: Work with the HETG office to develop a multi-semester advising plan	Academic Services	In progress	NA	NA	NA
Step 5: Develop an implementation plan once multi-semester advising is in place	Academic Services	TBD	NA	NA	NA
Step 6: Determine advising capabilities of any proposed new ERP systems	Ginger Pedersen/ Chuck Zettler	TBD	NA	NA	NA

Action Plan

2012-2018 Strategic Plan

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Step 7: Train Advisement Staff on the new tools and sample course sequences	Academic Services	TBD	NA	NA	NA
Step 8: Implement advisement sequencing and multi-semester advising plans	Student Services	TBD	NA	NA	NA

Assessment Process: *(How will the success of the action plan be measured?)*

If multi-semester advising is implemented by Fall or Spring term 2016-1 or 2016-2

Supporting Resources Required *(e.g., marketing materials from CRM, data from IRE office)*

NA