

KRA: Organizational Culture

ADMINISTRATOR: McPhail, Lane, Harvey-Smith

ACTION PLANNING WORKSHEET

OBJECTIVE : 1.4 College will revise language in all appropriate documents to reflect the new emphasis on learning.

Actions Steps	Accountability		Schedule		Resources		Feedback Mechanisms
	Primary	Others	Start	Complete	Dollars	Time	
1. Inventory all college publications to determine the best approach to integrate learning first language in all documents.	P.R./Mktg.	Chanc. Cab. CISL	09/99	11/99			Publications plan that outlines timeline for revision.
2. Revise current publications with learning first language.	P.R./Mktg. V.C. of Lrng.	Chanc. Cab. CISL	11/99	06/00			Revised publications
3. Develop new publications that highlights specific learning first objectives and priorities.	P.R./Mktg. V.C. of Lrng.	Chanc. Cab. CISL	07/00	04/01			Development of new publications.
4. Establish a learning first editorial committee to monitor all CCBC documents and press releases on an ongoing basis.	P.R./Mktg. Lrng. First Editorial Team	Chanc. Cab. CISL	11/00	Ongoing			Establishment of Learning first Editorial Team. Semi-Annual Review of Publications.
5. Develop Learning First promotional material to communicate CCBC's Commitment to a Learning College (Lapel Pins, Caps, etc. Shirts, Etc.)	P.R./Mktg.	Chanc. Cab. CISL	09/00	Ongoing			Distribution of promotional materials throughout the college and community.

