



The
Canadian Valley
Standard

2010 - 2015

Mission

We prepare people to succeed through quality career and technical education programs and services.

We value:

- Excellence
- Innovation
- Student and workforce success
- Our employees
- Our communities
- Economic development

Vision

Canadian Valley Technology Center sets the standard for innovation in attitude and application. The high quality education helps people reach their career goals. Individuals develop the skills and knowledge that make them the most sought-after employees and students. The professional, dedicated and visionary staff, teachers and administrators use cutting-edge technology to create a positive atmosphere with a high level of excellence and customer service. Faculty and staff pave the way for workforce success and an overall improved quality of life. Canadian Valley also serves as a catalyst for leadership and collaboration. District businesses and industries find innovative, flexible economic development activities and services to meet their current and future needs.

Goals and Performance Measures

Goal 1: Develop unified employee excellence.

Performance Measure 1: We will increase district-wide collaboration by 10% each year.

Performance Measure 2: By 2012, our professional development plan will be individualized.

Performance Measure 3: We will standardize district processes, records and forms by 2015.

Goal 2: Provide training and services that meet the needs of stakeholders.

Performance Measure 1: Increase the effective use of technology by end users, measured individually.

Performance Measure 2: Increase the effectiveness of meeting the needs of our customers as measured by evaluation and follow-up.

Goal 3: Promote the value of CVTC.

Performance Measure 1: Increase the number of students enrolled in full-time programs by 1% per year.

Performance Measure 2: Increase the number of enrollments in short-term courses by 5% per year.




Performance Measure 3: Increase industry penetration 20% by 2015.

Goals, Performance Measures and Actions

Goal 1: Develop unified employee excellence.

Performance Measure 1: We will increase district-wide collaboration by 10% each year.

Committee chairs are in bold type.


ACTIONS	RESPONSIBLE PERSONS	TARGET DATE	DATE COMPLETED
1. Conduct an initial employee satisfaction survey using a bank of computers, with the only distinction being campus assigned. Follow-ups will be conducted yearly.	Bill Kramer Kelly Arnold HR Manager Amy Hughes Mendy Klepper Colleen Dill Afton Brower Neva Wiggins Teresa Williams	October 2010 staff development, then annually 	
2. Set aside one day per semester for departmental/cluster collaboration, including visits to other technology centers.	Greg Taylor Donna Alloway Gayla Lutts Tracy Goyne Instructional Services Richard Farris Loyd Conner Chad Bailey Susan Weaver Cecila Harroald Debra Lawless Mendy Klepper Joyce Locke Nancy Johnson Debra Booth Darci Rains	Begin 2010-2011, then annually	
3. Conduct district-wide events at least twice yearly, in addition to joint in-service meetings.	Erica Miller Amy Hughes All social committees Loretta Boller Retta Hulsey Renee Walker Dayna Ellison	2010-2011 	

Performance Measure 2: By 2012, our professional development plan will be individualized.

ACTIONS	RESPONSIBLE PERSONS	TARGET DATE	DATE COMPLETED
1. Develop a needs assessment to determine training options for all staff.	David Murphy Janie Harris Sharon Mitchell Gloria Green Wendy Bowman Judith Wikel Misti Heston Linda Ludwig Marty Engell Supervisors	2010-2011	
2. Offer training options for all staff on an as-needed basis.	David Murphy Dick Lowe Professional Development committees; Terri Kirby Lisa Bryan Marty Engell Peggy Vincent	2010-2011	
3. Develop a coordinated, district-wide professional development plan.	David Murphy Peggy Castleberry Professional Development Chairpersons; Linda Lavery Wendy Bowman Marty Engell Debbie White	2011-2012	

Performance Measure 3: We will standardize district processes, records and forms by 2015.

ACTIONS	RESPONSIBLE PERSONS	TARGET DATE	DATE COMPLETED
1. Establish a district-wide committee to evaluate all processes, records and forms used.	Linda Lavery Teresa Williams Administration; Robin Ehrlich Amy Perkey Mendy Klepper Evelyn Lanham	2010	

	Ron Osterholt Debra Booth Afton Brower Courtney Aguilar Paulette Franz Peggy Vincent Debbie Gilbert Peggy Castleberry Ginny Howell		
<p>2. Standardize processes, records and forms district-wide, to be maintained by Instructional Services at the El Reno campus.</p> <p><i>This action item will be based on a committee structure established by Performance Measure 3, Action Item 1. It will be conducted by individual departments: BIS, Student Services, Finance, HR, IT, Building Operations/ Maintenance, others as needed.</i></p>	<p>Each department will have a chair. Melissa Briggs Linda Laverty Rhonda Reherman Maria Rivera Courtney Aguilar Kellie Carel Christie Green Peggy Vincent Paulette Franz Debbie Gilbert Kathy Whalen Peggy Castleberry Ginny Howell Teresa Williams Diane Edwards</p>	2012-2015	
<p>3. Convert to a district-wide student accounting system.</p>	<p>George Tiner Bill Bradley Student Services BIS Director of Educational Technology; Bill Hulsey Neil Blitzer Ronnie Bogle Mike Sutterfield Evelyn Lanham Jayne Walters Sonya Gore Sharon Mitchell Anita Followwill Kellie Carel Darci Rains Teresa Williams Tammy Casady Carla Eastep Peggy Castleberry</p>	2015	
<p>4. Establish one intranet for the district.</p>	<p>Bill Chambers Justin Martin Information Technology (I.T.), Marketing; Amy Hughes</p>	2011-2012	




	Don DeWald Evelyn Lanham Sheila McMurry		
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Goal 2: Provide training and services that meet the needs of stakeholders.

Performance Measure 1: Increase the effective use of technology by end users, measured individually.




ACTIONS	RESPONSIBLE PERSONS	TARGET DATE	DATE COMPLETED
1. Establish Information Technology research and development committee, representing all groups and campuses, to analyze I.T. processes and make recommendations.	Bill Chambers Justin Martin Bryan Hawk Michael Meloy Don DeWald Jallane Link Janie Harris Nelson Higgins Michael Harrell Wes McIntosh Neil Blitzer Hital Damani Melisa Hall Kimberly Sledge Traci McNeff Jallane Link Richard Wood	May 2010	
2. Hire a Director of Educational Technology on a district level.	Dr. Greg Winters Neil Blitzer Bill Chambers Anita Followwill Ronnie Bogle Tammy Ridgeway Ryan Copeland Angie Siegrist Linda Lavery	August 2010	
3. Station an I.T. Specialist at the Cowan campus.	Bill Bradley	August 2010	August 2010
4. Develop and conduct an internal district-wide technology survey. Post current technology trends and tips on the internal web site.	George Tiner Bill Chambers Bill Bradley	August 2010	

Performance Measure 2: Increase the effectiveness of meeting the needs of our customers, as measured by evaluation and follow-up.


ACTIONS	RESPONSIBLE PERSONS	TARGET DATE	DATE COMPLETED
1. Define “effectiveness” and develop and conduct a benchmark survey to measure it.	Bill Bradley George Tiner Kelly Arnold, Bill Kramer Erica Miller Amy Hughes Bryan Hawk	May 2011	
2. Follow up on the survey and implement findings.	George Tiner Bill Bradley Donna Alloway	Ongoing	
3. Increase face-to-face contact between faculty and industry.	Traci McNeff Brad Wake George Tiner Bill Bradley Bill Hulsey Dustin Bickley	Ongoing	
4. Evaluate and modify signage on all campuses.	Kelly Arnold Bill Kramer George Tiner Bill Bradley Donna Alloway Heather Rolley Amy Hughes Wendell Myers Bill Smith Justin Martin Richard Wood Requetta Martin Ginny Howell Carla Eastep	August 2010, ongoing	
5. Standardize advisory committee survey tool.	Steve Patterson Howard Griffin George Tiner Bill Bradley Marketing Clint Ellis Linda Laverty	October 2010	

Goal 3: Promote the value of CVTC.

Performance Measure 1: Increase the number of students enrolled in full-time programs by 1% per year.

ACTIONS	RESPONSIBLE PERSONS	TARGET DATE	DATE COMPLETED
1. Develop a committee to research academic offerings and End of Instruction (E.O.I.) exams.	Tracy Goyne Greg Taylor Donna Alloway Gayla Lutts Sandy Denton Mike Sutterfield Amy Lawler Loretta Riddle James Byrd Peggy Castleberry Debra Booth Angela Northcutt Charlotte Wakefield Ginny Howell	January 1, 2011	
2. Participate in one activity per community/sending school.	James Byrd Debra Booth Student Services Marketing Mike Gibson Amy Hughes Susan Weaver Kathy Stamps Cecila Harroald Sonya Gore Cheryl Scott Stephanie Davidson	2010-2011	
3. Develop a first-point-of-contact survey to collect and analyze data for walk-ins and call-ins.	Bill Kramer Kelly Arnold Receptionists Student Services BIS Tosia Maples Carol Blevins Charlotte Breshears Holly Denny Peggy Vincent	July 2010 	

Performance Measure 2: Increase the number of enrollments in short-term courses by 5% per year.

ACTIONS	RESPONSIBLE PERSONS	TARGET DATE	DATE COMPLETED
1. Survey existing students for other interests.	Sharon Mitchell Erica Miller ACE Coordinator Neil Blitzer Maxine Jones Linda Bilbrey	May 2010; ongoing by session	
2. Consult want ads, temporary services and employers for workforce needs.	Sharon Mitchell Janie Harris BIS staff Carol Meese Maxine Jones Bill Hulsey Neil Blitzer Marketing	Ongoing 	

Performance Measure 3: Increase industry penetration 20% by 2015.

ACTIONS	RESPONSIBLE PERSONS	TARGET DATE	DATE COMPLETED
1. Update number of businesses served versus the available market and determine the gap.	Bill Hulsey Angie Lewis Tosia Maples Traci McNeff	July 2010	
2. Use the analysis gap to set goals and monitor progress.	Bill Hulsey Angie Lewis David Murphy Ed Lynch Jack Price Sharon Mitchell Neil Blitzer Tosia Maples	September 2010	