

SITTING BULL COLLEGE

2008-2013 ACTION PLANS

Curriculum Committee Strategic Goal #1

Goal One: To have integrated a systematic process to determine the feasibility of each future and current academic and vocational program by 2013.

Objectives	Activities	Resources Needed	Primary Responsible Party	Assistance From	Start Date	Review Date	End Date	Measurement Criteria
Objectives One: To have completed the research to determine the feasibility of adding advanced degree programs to the curriculum by 2013.	Training session on feasibility survey.		Curriculum Comm	IR Department	07/01/08		On-going	
	List of programs.		Curriculum Comm	Program Directors	07/01/08		On-going	
	Complete program review process.		Department Chair		07/01/08		On-going	
	Identify partnerships and resources.		Department Chair		07/01/08		On-going	
	Submit to curriculum committee.		Department Chair		07/01/08		On-going	
	Submit to Board of Trustees.		Curriculum Chair		07/01/08		On-going	
Objectives Two: To have completed the research to determine the feasibility of adding certificate and associate degree programs to the curriculum by 2013.	Develop a market study.		Curriculum Comm.	IR Department	07/01/08		Annually	
	Study proposed program and complete program review process.		Department Chair	Program Directors	07/01/08		On-going	
	Identify partnerships and resources.		Department Chair		07/01/08		On-going	
	Submit to curriculum committee.		Department Chair		07/01/08		On-going	
	Submit to Board of Trustees.		Curriculum Chair		07/01/08		On-going	
Objective Three: To have on-going review and modification of the program review process (feasibility study) through 2013.	Pilot the process.		Curriculum Comm		05/01/08		07/31/08	
	Review the process.		Curriculum Comm		07/01/08		Annually	
	Modify the process.		Curriculum Comm		07/01/08		Annually	

**STUDENT LIFE COMMITTEE
WORK PLAN**

Student Life Committee Strategic Goal #2

Goal Two: To have created opportunities for students to actively participate in student centered initiatives by 2013.

Objectives	Activities	Resources Needed	Primary Responsible Party	Assistance From	Start Date	Review Date	End Date	Measurement Criteria
Objective One: To have recruited a net gain of 40 students per academic year for a total of 500 students by 2013.	Review and update enrollment management plan.		Student Life Comm.	VP of Academics	07/01/08		09/01/08	
	Implement enrollment management plan.		VP of Student Services	VP of Student Services				
	Explore the feasibility of on-line foreign students.		Student Life Comm.					
	Review and update tracking system through the use of CAMS.		Student Life Comm. Data Coordinator	VP of Academics VP of Student Services	07/01/08		6/31/13	
Objective Two: To have increased retention 2% per year using the 2005-2006 benchmark of 39/8% through 2013.	Review and update enrollment management plan.		Student Life Comm.	VP of Academics				
	Implement enrollment management plan.		VP of Student Services	VP of Student Services				
	Complete a feasibility study of developing a mentorship program.	Donna Brown	Student Life Comm.	VP of Student Services	07/01/08		09/01/08	
	Coordinate with academics the development of more point-to-point courses over the IVN.		Student Life Comm.	VP of Academics	07/01/08		6/31/13	
	Review and update tracking system through the use of CAMS.		Student Life Comm. Data Coordinator	VP of Academics VP of Student Services	07/01/08		6/31/13	
Objective Three: To have created, revived, and retained a student centered tiospaye through 2013.	Complete a feasibility study of starting an athletic program at SBC.		Student Life Comm.	Data Coordinator	07/01/10		12/31/10	
	Develop and implement student leadership training.		Student Life Comm.	VP of Student Services	10/01/08		01/12/00	
	Explore the possibility of implementing team/trust building activities.		Student Life Comm.	VP of Student Services	10/01/08		01/12/00	
	Provide support to sustain student clubs.		Student Life Comm.	VP of Student Services	07/01/08		6/31/13	
	Provide opportunities for students to attend health and wellness opportunities for students.		Student Life Comm.	VP of Student Services	07/01/08		6/31/13	
	Provide support to sustain student service learning activities.		Student Life Comm.	VP of Student Services Program/club advisors	07/01/08		6/31/13	

**COMMUNITY RELATIONS COMMITTEE
WORK PLAN**

Community Relations Committee Strategic Goal #3

Goal Three: To have created a positive image that demonstrates SBC as an asset to the community by 2013.

Objectives	Activities	Resources Needed	Primary Responsible Party	Assistance From	Start Date	Review Date	End Date	Measurement Criteria
Objective One: To have increased workshops/trainings/outreach by 10% Each year over the previous year through the next five years.	<p>To hold one free workshop in each district per year.</p> <p>Program directors are encouraged to research and write grants outside of the current program to fund CEU workshops.</p> <p>Establish stonger relationships with tribal programs to provide CEU training to tribal employees.</p> <p>Establish stonger relationships with local schools to provide CEU's and continued education for teachers.</p> <p>Explore the feasibility of expanding CEU's.</p>							
Objective Two: To have developed and implemented a system that will give SBC information on community experiences that will be used for decision making on an on-going basis by 2012.	<p>Representatives of SBC need to increase dialogue with district members individually, at the schools and at meetings.</p> <p>At least one survey to measure educational needs will be coordinated and conducted per year (Fall Feast, district meetings, & mail).</p> <p>Increase usage of the digital board for promoting SBC events.</p>							

**COMMUNITY RELATIONS COMMITTEE
WORK PLAN**

Community Relations Committee Strategic Goal #3 Continued

Goal Three: To have created a positive image that demonstrates SBC as an asset to the community by 2013.

Objectives	Activities	Resources Needed	Primary Responsible Party	Assistance From	Start Date	Review Date	End Date	Measurement Criteria
Objective Three: To have established a concrete, visible presence in the community by 2013.	Identify and recommend images to be projected.		Community Relation	Administration	05/01/08			
	Identify enhancement projects, based on the images, in the communities.		Community Relation	Administration	05/01/08			
Objective Five: To have maintained current relationships/partnerships and to establish at least one new relationship/partnership per year through 2013.	Identify how strategic relations should be reported.		Community Relation	Administration	05/01/08			
	Develop tracking system to record and report strategic relationships/partnerships.		Community Relation	Administration	05/01/08			

FACILITIES COMMITTEE WORK PLAN

Facilities Committee Strategic Goal #4

Goal Four: To have maintained a safe and healthy working and learning environment based on SBC's approved standards through 2013.

Objectives	Activities	Resources Needed	Primary Responsible Party	Assistance From	Start Date	Review Date	End Date	Measurement Criteria
Objective One: To have completed at least four new buildings from the campus construction plan by 2013.	SEE BELOW ↓							
<i>Student Center</i>	Secure Funding Hire architect Put out construction bids Select contractor Apply for new and/or renewable permits Completed all construction	Grant Writer	Administration Board Architect	RD Director	03/01/08 04/15/08		12/31/08 02/15/09	Hired Grants Writer Hired Jiran Architect Completed Completed
<i>Financial Operations Center</i>	Secure Funding Hire architect Put out construction bids Select contractor Apply for new and/or renewable permits Completed all construction	Grant Writer	Administration Board Architect	RD Director	03/01/09 12/31/10 02/15/10 03/01/10 04/01/10		12/31/09 01/31/10 02/15/10 03/15/10 12/31/10	Hired Jiran Architect
<i>Trade and Tech Center</i>	Secure Funding Hire architect Put out construction bids Select contractor Apply for new and/or renewable permits Completed all construction	Grant Writer	Administration Board Architect	RD Director	03/01/08 01/15/11 05/01/11 06/15/11 07/01/11 08/01/11		12/31/08 03/01/11 06/01/11 07/01/11 07/15/11 05/15/12	
<i>Dorms</i>	Secure Funding Hire architect Put out construction bids Select contractor Apply for new and/or renewable permits Completed all construction	Grant Writer	Administration Board Architect	RD Director	03/01/08 01/15/10 05/01/10 06/15/10 07/01/10 08/01/10		12/31/08 03/01/01 06/01/10 07/01/10 07/15/10 05/15/11	

FACILITIES COMMITTEE WORK PLAN

Facilities Committee Strategic Goal #4 Continued

Goal Four: To have maintained a safe and healthy working and learning environment based on SBC's approved standards through 2013.

Objectives	Activities	Resources Needed	Primary Responsible Party	Assistance From	Start Date	Review Date	End Date	Measurement Criteria
Objective Two: To have maintained and upgraded all facilities and grounds through 2013	To develop a systemic schedule of maintenance need for each building and grounds.		Maintenance Director VP of Finance	Administration Facilities Committee	07/01/08			Quarterly
	To develop a financial assessment with budget for maintenance department.		Maintenance Director VP of Finance	Facilities Committee	07/01/08			Quarterly
	To develop an annual maintenance plan.		Maintenance Director VP of Finance	Administration Facilities Committee	07/01/10			Annually
Objective Three: To have implemented an emergency/ security plan by 2009.	To review and consolidate mitigation, water systems emergency response plan, and security and emergency preparedness plan.		Facilities Committee	Administration	07/01/08		09/15/08	
	Present plan to board.		Facilities Committee	Administration	07/01/08			
	Implementation of plan.		Facilities Committee	Administration	07/01/08			Quarterly
Objective Four: To have established a facilities department by 2013.	Review duties and responsibilities of all maintenance positions.		Administration	Maintenance Director	08/01/08			
	Complete reorganization plan.		Administration	Facilities Committee Maintenance Director	08/01/08		6/31/13	
	Develop and revise job descriptions.		Administration	Facilities Committee Maintenance Director	07/01/10			
	Implement reorganized facilities maintenance plan.		Administration Maintenance Director	Facilities Committee	07/01/10			
Objective Five: To have transitioned at least 25% of our energy use to more environmentally friendly sources by 2013.	Complete research on the feasibility of at least two alternative forms of energy by 2011. Transition to at least one of these methods by 2013.							

**IYUWASTE COMMITTEE
WORK PLAN**

Iyuwaste Committee Strategic Goal #5

Goal Five: To have provided opportunities four (4) times a year that support and enhance harmony among Sitting Bull College employees by 2013.

Objectives	Activities	Resources Needed	Primary Responsible Party	Assistance From	Start Date	Review Date	End Date	Measurement Criteria
To have provided social awareness/ events at least three (3) times a year through 2013	To develop a needs and interest assessment tool. Administer and compile the data. Decide and implement at least three activities based on the data. Evaluate the effectiveness.	SBC employees Finances	Iyuwaste Comm.	Board	Fall 08	ongoing	Fall 2013	
To have facilitated intercultural aware activities at least three (3) times a year through 2013.	To develop a needs and interest assessment tool. Administer and compile the data. Decide and implement at least three activities based on the data. Evaluate the effectiveness.	SBC employees	Iyuwaste Comm.	Board	Fall 08	ongoing	Fall 2013	
To have published an overall schedule events annually.	Negotiate and schedule activities with other committees. Create a schedule process.	Employees	Committee chairs	Committee members	Fall 08	ongoing	Fall 2013	
To have developed an annually proposed budget.	Explore alternative financing sources. Create a proposed future model for financing.	Employees	Iyuwaste Comm.	Administration	Fall 08	ongoing	Fall 2013	

**TECHNOLOGY COMMITTEE
WORK PLAN**

Technology Committee Strategic Goal #6

Goal Six: To have maintained and integrated a system of technology that provides for technological growth of those Sitting Bull College serves by 2013.

Objectives	Activates	Resources Needed	Primary Responsible Party	Assistance From	Start Date	Review Date	End Date	Measurement Criteria
Objective One: To have offered ten general education on-line courses by 2013.	Pilot two on-line general education course using Moodle. Review pilot courses and make necessary modifications. Continue to develop and implement on-line general education courses. Conduct annual review for on-going relevance. Test the feasibility of national expansion.	Dollars for course development	VP of Academics IT Manager Data Coordinator Faculty	Technology Committee	07/01/08		05/05/09	
					05/01/09		07/01/09	
					08/01/09		On-going	
					On-going		On-going	
Objective Two: To have offered five external technology training sessions by 2010.	Design and set-up annual training. Assess effectiveness of training sessions.	Computer labs Appropriate Software Personnel	Technology Comm.	Community Relations Comm.	Annually		Annually	
Objective Three: To have offered ten internal technology training sessions by 2010	Design and set-up annual training. Assess effectiveness of training sessions.	Computer labs Appropriate Software Personnel	Technology Comm.	Iyuwaste Comm.	Annually		Annually	
Objective Four: To have implemented an on-line admissions process by the fall 2009.	To develop a pilot process for on-line admissions. Review pilot on-line admissions process and make necessary modifications.	Appropriate Software Hardware, and Personnel	IT Manager Data Coordinator Technology Comm.	Registrar Director of Ed Access	Fall 08 Sum 09		Spring 09 Fall 09	

Goal Six: To have maintained and integrated a system of technology that provides for technological growth of those Sitting Bull College serves by 2013.

Objectives	Activates	Resources Needed	Primary Responsible Party	Assistance From	Start Date	Review Date	End Date	Measurement Criteria
Objective Five: To have developed two on-line degrees by 2013.	Conduct a feasibility study to determine interest of on-line degree programs. Develop curriculum. Seek curriculum committee approval. Seek Board of Trustees approval. Prepare for accreditation. Test the feasibility of national expansion.	Appropriate Software Hardware, and Personnel	Data Coordinator Director of Ed Access Faculty Technology Comm.	Student Life Comm.	Fall 10 Fall 11 Spring 13 Spring 13 Spring 13 Fall 13		Spring 11 Fall 12 Spring 13 Spring 13 Spring 13	
Objective Six: To have implemented an annual policies and procedures review process through 2013.	Reviews the policies and procedures annually. Modify as needed. Seek Board of Trustees approval for new and revised policies and procedures.	Personnel	Technology Comm. IT Manager Data Coordinator		Spring 08 Annually Annually		Annually Annually Annually	
Objective Seven: To have developed a replacement cycle for computer hardware and software through 2013.	Research and review hardware software needs. Make recommendations to administration Implement the plan.	Appropriate Software Hardware, and Funding	Technology Comm. IT Manager Data Coordinator	RD Director	Annually Annually Annually		Annually Annually Annually	

**FINANCE COMMITTEE
WORK PLAN**

Finance Committee Strategic Goal #7

Goal Seven: To have improved and continued the financial stability that will support the long-term goals of SBC through 2013.

Objectives	Activities	Resources Needed	Primary Responsible Party	Assistance From	Start Date	Review Date	End Date	Measurement Criteria
Objective One: To have created two new endowments by 2013.	Research and collect data on potential funding sources. Inform the public of giving options. Make initial contact to establish potential giving. Secure and follow-up with funding sources.	Personnel Budget	RD Office	Board Members Administration Staff Faculty	07/01/08		06/30/09	
Objective Two: To increase current endowments by 10% per year based on the amount of the previous year through 2013.	Identify areas of need. Research and collect data on potential funding sources. Inform public of giving options. Make initial contact to establish potential giving. Secure and follow-up with funding sources.	Personnel Budget	Administration RD Office Office	Board Members Administration Staff Faculty	Annually 07/01/08		Annually 06/30/09	
Objective Three: To have established a separate reserve fund for \$1 million by 2013.	Determine reserve amount by end of fiscal year. Establish reserve bank account. Accrued funds into the account. Establish procedure for use of reserve funds.		VP of Finance VP of Finance VP of Finance VP of Finance	Administration Administration Administration Administration Board	Annually 6/31/09 Annually Annually		Annually 07/15/09 Annually Annually	
Objective Four: To have established a uniform procedure to assess the continued viability of the current SBC businesses and the viability of new SB businesses through 2013.	Clarify purpose of SBC business ventures. Review and revise business structure policies. Develop procedures that establishes bench marks for businesses to meet. Meet with business annually to determine satiability. Determine which business will continue.		Finance Committee Administration P&P Committee Administration Administration Board of Trustees Administration Administration Board of Trustees	Board of Trustees Board of Trustees	07/01/08 07/01/08 Annually Annually Annually		07/31/08 6/31/13 Annually Annually Annually	

**FINANCE COMMITTEE
WORK PLAN**

Finance Committee Strategic Goal #7 Continued

Goal Seven: To have improved and continued the financial stability that will support the long-term goals of SBC through 2013.

Objectives	Activities	Resources Needed	Primary Responsible Party	Assistance From	Start Date	Review Date	End Date	Measurement Criteria
Objective Five: To have established and implemented a Resource Plan.	To set ground rules for resource development to ad hoc resource. development committee.		RD Director	Resource Development Ad Hoc Committee	07/01/08		10/01/08	
	The resource development committee will write the resource development plan for the college's fund raising efforts.		RD Director	Resource Development Ad Hoc Committee	10/01/08		03/01/09	
	Implement resource development plan.		RD Director	Resource Development Ad Hoc Committee Administration	03/01/09		6/31/13	
	Review, update, and education SBC board, staff, and faculty in the use of the fund raising process.		RD Director	Resource Development Ad Hoc Committee Administration	07/01/08		6/31/13	
	To have developed a system to support and encourage obtaining grants.		Grants Committee	Administration RD Director Data Coordinator	07/01/08		6/31/13	