

Unit Plan – PROPOSAL FOR NEW INITIATIVES

Unit: Business

Division or Area to Which You Report: Applied Technology & Business

Name of Person Completing this Form: Jan Novak & Dmitriy Kalyagin

Date: March 11, 2008

Audience: Deans/Unit Administrators, IPBC, Foundation, Grants, Budget,

Purpose: A "New Initiative" is a new project or expansion of a current project that supports college goals. The project will require the support of additional and/or outside funding. The information you provide will facilitate and focus the research and development process for finding outside funding.

Instructions: Please fill in the following information.

Priority Objective or **Strategic Plan Objective** Addressed: 8a, 10c

Objective: (include goal/objective number from Part II of your Unit Plan for reference)

2. Increase the number of students earning certificates and AS degrees in Accounting

Project Description:

The job market for accountants is very strong at all levels. We want to encourage current and potential students to earn certificates and degrees that qualify them for employment in the accounting field.

Expected Outcome:

Increase the number of students pursuing and earning a certificate of achievement in Accounting and/or AS in Accounting

Activity Plan to Accomplish the Objective:

ACTIVITY NO.	ACTIVITY (simple description)	PERSON(S) RESPONSIBLE	TIMELINE (OR TARGET COMPLETION DATE)
2.1	Increase the visibility of the accounting program through on- and off-campus marketing efforts and membership in professional associations	Dmitriy Kalyagin, Jas Bhangal, Wanda Wong	Fall 2009
2.2	Fully leverage our new accounting advisory board to fine-tune our programs	Catherine Pinkas	Ongoing
2.3	Hire a full-time CPA instructor to increase the program's prestige and sponsor an accounting club on campus	Tom Clark	Spring 2009
2.4	Create new accounting courses and certificates to meet industry needs (Payroll Clerk, Income Tax Preparer)	Dmitriy Kalyagin, Jas Bhangal, Wanda Wong	Fall 2009

Resource Requirements:

ACTIVITY NO.	BUDGET CATEGORY AND ACCOUNT NUMBER	DESCRIPTION	COST
	Personnel (staffing and benefits for professional experts, reassigned time, classified personnel).*		
	Supplies		
2.1, 2.2, 2.4	Other	Accounting association memberships (\$425), payroll training courses and certification for faculty (\$7,180), attendance at payroll accounting conferences (\$3,000), program outreach and marketing (\$500), food/material costs for advisory board (\$500)	\$11,605
	Total		\$11,605

Proposed personnel workload may be covered by:

- New Hires: Faculty # of positions _____ Classified staff # of positions _____
- Reassigning existing employee(s) to the project; employee(s)' current workload will be:
 - Covered by overload or part-time employee(s)
 - Covered by hiring temporary replacement(s)
 - Other, explain _____

At the end of the project period, the proposed project will:

- Be completed (onetime only effort)
- Require additional funding to continue and/or institutionalize the project (obtained by/from):
Minimal ongoing funding required for accounting association memberships and advisory board

Will the proposed project require facility modifications, additional space, or program relocation?

- No Yes, explain: _____

Will the proposed project involve subcontractors, collaborative partners, or cooperative agreements?

- No Yes, explain: _____

Do you know of any grant funding sources that would meet the needs of the proposed project?

No Yes, list potential funding sources: