

# Unit Plan: Accomplishments and Goals

**Unit: Computer Application Systems**

**Division or Area to Which You Report: Applied Technology and Business**

**Author(s) of this Unit Plan: Wayne Phillips**

**Date: March, 2008**

*Audience: IPBC; Deans/Unit Administrators; Budget Committee*

*Purpose: To provide evidence of progress on Strategic Planning Priorities from previous year and to provide input into planning for subsequent years.*

*Instructions: 1) Insert the Goals & Objectives from your last year's unit plan "Part II, Section 2: Goals/Objectives (What you Hope to Accomplish)" into "Section 1: Accomplishments" below ([2007-08 Unit Plans](#) can be found here).*

*2) Update accordingly, reflecting upon the activities you've undertaken in the past year. Be brief. No more than two pages.*

*3) In Section 2, please include your new, revised, or continuing goals for the next year (some may be the same as before). No more than one page.*

***Please make sure to number and list goals in PRIORITY ORDER (1, 2, 3, ETC.). This will determine where any new resources may be allocated.***

*Be sure to include accomplishments and goals related to [Strategic Planning Priorities](#), including student learning.*

**Note:** Priority Objectives and Strategic Plans are hyperlinked. Use Chabot [Enrollment Management Committee Reports](#) to generate Student Success and Equity data reports by course, discipline, and term. Use these data to inform your goals and objectives. **(Note: Reports are only available on PC. If you are a Mac user, please have your dean print a copy)**

## Section 1: Accomplishments from Last Year's Unit Plan (What You Have Done):

No.	Goal/Objective from last year's Unit Plan	Activities Undertaken to Achieve the Goal/Objective	Results	<a href="#">Priority Objective / Strategic Plan Goal</a>	Accomplished? Yes / No / In Process	Did you receive additional funds to support this goal/objective? Yes/No
	None (no unit plan submitted last year)					

**Section 2: Goals/Objectives (What You Hope to Accomplish):**

No.	Goal/Objective	What you hope to accomplish	Proposed Activities Completed to Achieve Goal/Objective	<a href="#">Priority Objective / Strategic Plan Goal</a>	Time Frame (semester, year, five years, etc.)	Are you including a request for additional resources in this unit plan? Yes/No If yes, what type? **
1	Improve student success and retention	Reduce student drops, especially in self-paced lab and online courses	<ul style="list-style-type: none"> <li>• Improve attendance tracking in CAS lab</li> <li>• Promote orientation session for online courses</li> </ul>	6b, 4g, 8h	One year	No
2	Increase breadth of course offerings	Expand course offerings to better represent computer applications used in today's society	<ul style="list-style-type: none"> <li>• Launch Cisco CCNA networking courses Fall '08</li> <li>• Propose new CAS courses in Fall '08 for launch in Fall '09</li> </ul>	4g, 8h	Two years	Yes: 0.47 additional FTEF for CCNA (already submitted) for Fall '08, and 0.23 additional FTEF software licenses for new CAS courses Fall '09

\*\* List types such as "equipment," "supplies," "staffing," "contractual services," etc...