



TATC

Tooele Applied Technology College

Institutional Strategic Plan

2016 – 2021

Approved by TATC Board of Directors – July 20, 2009

Amendments Approved by TATC Board of Directors – April 7, 2010

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TOOELE APPLIED TECHNOLOGY COLLEGE

Institutional Strategic Plan 2016-2021

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Mission, Vision, and Values

Mission Statement

The Tooele Applied Technology College provides rewarding, competency-based, affordable, and accessible career preparation for youth and adults to meet the needs of Utah employers.

Vision Statement

Our strength is in our difference. The Tooele Applied Technology College concentrates on providing competency-based, flexible, affordable, high tech and focused workforce training for high wage jobs and complementary services in an open-entry/open-exit environment.

Statement of Values

At the Tooele Applied Technology College we value:

- Our students, employers, community and their successes.
 - Development and delivery of cutting-edge, career-focused technical training.
 - Education and training opportunities for youth and adult students.
 - Veterans.
 - Being recognized as the employer choice for technical training.
 - Local and statewide economic development.
 - Entrepreneurship and excellence.
 - Diversity of people and ideas.
 - Innovation and creativity.
 - Honest and ethical behavior.
 - An environment that fosters quality teaching and functional learning.
 - Using resources efficiently and an environmentally friendly facility.
 - Faculty and staff professional development.
 - Partnerships with business, industry, education, civic and community partners and other stakeholders.
 - Our reputation and leadership role within the community.
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Executive Summary

Background The Tooele Applied Technology College (TATC) has an interesting, sometimes challenging history dating back to 1992. The TATC has evolved from a service region under the governance of the Utah State Office of Education, which provided training solely to secondary students, to a member institution of the Utah College of Applied Technology (UCAT). The Utah College of Applied Technology, the tenth public institution of higher education in the State, was created by the Legislature in 2001. UCAT, comprised of eight regional colleges designated as UCAT campuses, provides competency-based job training in an open-entry environment to adults and high school students. During the 2009 General Session of the Utah Legislature, UCAT governance was transitioned from the State Board of Regents to the UCAT Board of Trustees within the Utah System of Higher Education; and the TATC was established to serve Tooele County. TATC began operations on July 1, 2009. TATC received Tooele City funds, Utah State University property and legislative appropriations for capital development in 2011. Under the watchful eye of the Department of Facilities Construction and Management, Method Studio Inc. designed and Hughes General Contractors constructed the new state-of-the-art, LEED Silver certified 74,000 square foot facility. TATC conducted its Ribbon Cutting ceremony for the new facility on June 5, 2013. During the first year of operations in the new facility, TATC enjoyed a student membership hour increase of 43%.

Focus The TATC Five-year Strategic Plan focuses upon the following goal areas:

- Mission and Role
- Identity
- Board of Directors
- Financial Resources
- Human Resources
- Instructional Services
- Student Services
- College Development
- Facilities

The Strategic Plan The Strategic Plan is a dynamic document that is reviewed and updated annually by faculty, staff, administration and Board. The plan is comprised of several components, including the mission, vision and values of the institution.

This five year plan specifies goal areas with aligned objectives and measurable strategies, including the person responsible for the objective and timelines when the objective should be accomplished. The Board reviews an annual report to evaluate progress toward achieving the objectives.

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Introduction

History

In June 2001, a special session of the Legislature passed House Bill 1003, creating the Utah College of Applied Technology (UCAT), the state's tenth and newest institution of the Utah System of Higher Education under the State Board of Regents. Beginning September 1, 2001, nine former Applied Technology Centers and Service Regions were organized under the new Utah College of Applied Technology. In creating UCAT, the Legislature changed how the Career and Technology Education (CTE) entities were governed and organized.

During the 2009 General Session of the Utah Legislature, significant changes occurred for the delivery of CTE in the state. House Bill 15 modified the governance structure for post-secondary, prohibited UCAT from offering degrees or awarding credit, consolidated the Salt Lake County portion of the Salt Lake • Tooele Applied Technology College (SLTATC) with the Salt Lake Community College (SLCC) Skills Center to form the SLCC School of Applied Technology, and the Tooele County portion of the SLTATC was continued to create the Tooele Applied Technology College (TATC). In this manner on July 1, 2009, TATC began Career and Technical Education programs and services to the citizens, communities and employers of Tooele County.

Senate Bill 131 Utah College of Applied Technology Governance Amendments was passed during the 2016 General Session of the Utah Legislature, effective May 10, 2016. The bill changed the title of the UCAT "President" to the Utah College of Applied Technology "Commissioner of Technical Education" and re-designates a UCAT "Campus" to "Applied Technology College".

Tooele Applied Technology College	2016 - Present
Tooele Applied Technology College "Campus"	2009 – 2016
Salt Lake • Tooele Applied Technology College	2001 – 2009
Wasatch Front South (WFS) Applied Technology Center	1999 – 2001
WFS Applied Technology Center Service Region	1995 – 1999
Wasatch Front South Consortium	1992 – 1995

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Introduction, Continued

Accreditation Efforts to obtain Accreditation with the Council on Occupational Education (COE) served as the foundation for the institution's first five-year strategic plan—a formal analysis and presentation of much of what had been accomplished at the SLTATC since 2003. In September of 2006, SLTATC received full national accreditation from COE. The establishment of TATC in 2009 required a reaffirmation of accreditation, in November of 2010 TATC was granted full accreditation from COE. The College completed the COE self-study process and hosted a successful reaffirmation site visit in October of 2016. The College anticipates reaffirmation from the Commission of COE. Efforts continue to build positive relationships with all stakeholders, particularly with local government, Tooele County School District (TCSD), Utah State University (USU) and Tooele County businesses, to develop an ongoing strategic plan for the future. The initial 2003-2008 Strategic Plan served as a guide for the strategic planning process and continues with the creation of the following plan.

Today's Focus

At the present time, the College has effectively established its role in Tooele County, by:

- Emphasizing the open-entry/open-exit (OE/OE), competency-based nature of TATC and its importance to the community.
- Revising and refining Instructional programs, curricula, enrollment processes and student services to truly reflect an OE/OE approach to enrollment and a competency-based approach to instruction.
- Continuing efforts to establish a lasting partnership with TCSD to help meet the CTE needs of high school students.
- Establishing an ongoing process for pathway development, articulation and cooperative program efforts with TCSD and USU.
- Placing an emphasis on adding diversity to the College and providing outreach to individuals who are members of our ethnic minority populations.

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Introduction, Continued

The Strategic Plan

Foundation The institution has become an important, recognized education and training partner in Tooele County. The TATC Strategic Plan is grounded in the history of the institution, the unique characteristics of Tooele County, and the tremendous potential that exists for this institution to grow and thrive.

TATC supports Governor Herbert's Vision 2020 Goal with a focus on TATC's role in providing a postsecondary certificate. Additionally, elements of the State Education Plan Guiding Principles and Framework Anchors have been incorporated into the TATC Strategic Plan. Anchors include:

- Increase Content Proficiency and Achievement for all Students
- Expand Access, Participation and Completion
- Enhance Educator Preparation and Professional Practice
- Identify and Target Resources to Maximize Outcomes
- Meet Critical Economic and Employer Needs
- Enhance Partnerships
- Adopt Innovative and Evidence-Based Practices
- Enhance Outcome Reporting

Focus The Five-year Strategic Plan focuses upon the following goal areas:

- Mission and Role
- Identity
- Board of Directors
- Financial Resources
- Human Resources
- Instructional Services
- Student Services
- College Development
- Facilities

Objectives Specific objectives and measurable strategies to achieve those objectives have been established for each of these goal areas.

TATC continues to make progress toward existing goals and objectives, and will annually review and revise the strategic plan in order to move the College forward. Obtaining input and feedback is a routine element of the planning process, not only from the College's internal community but from members of the community who are external to the College and are also stakeholders in the future of the institution.

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Goal Area 1: Mission and Role

Objective 1: Review mission, vision and value statements for TATC.

Measurable Strategies

1. Review mission, vision and statement of values with board members annually.
2. Review mission, vision and statement of values with faculty and staff annually.

Responsibilities

1. President
2. President

Schedule

1. Annually (June – September)
2. Annually (June – September)

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Goal Area 1: Mission and Role, Continued

Objective 2:

Develop cooperative relationships with the Tooele County School District (TCSD) and Utah State University (USU) to capitalize on the strength of each institution and maximize education and training opportunities for community members.

Measurable Strategies

1. Meet with representatives from TCSD on an ongoing basis to enhance and support a continued role for the TATC.
 2. Meet annually with TCSD Superintendent, Associate Superintendents and CTE Director to coordinate program offerings.
 3. Develop a marketing strategy for 7-12 grade students, consistent with TATC's mission.
 4. Continue to develop and implement local career pathways.
 5. Explore course to course articulation, specifically for industry recognized certifications.
 6. Continue agreements that allow high school students to transfer certificate course work to high school elective credit.
 7. Continue agreements that allow high school students to receive TATC competencies for high school course work successfully completed.
 8. Continue the development and promotion of articulation agreements that allow students to transfer TATC certificate course work to USU for an Associate of Applied Science degree.
 9. Develop, in cooperation with TCSD and USU, a marketing approach that capitalizes on the educational and training benefits provided by each institution and the articulation pathways that can be achieved across all institutions in the county.
-

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Goal Area 1: Mission and Role, Objective 2, Continued

- Responsibilities**
1. President
 2. President, VP Instruction
 3. President, VP Student Services, Marketing Specialist
 4. President, VP Instruction
 5. President, VP Instruction
 6. President, VP Instruction
 7. President, VP Instruction
 8. President, VP Instruction, VP Student Services
 9. President, VP Student Services, Marketing Specialist
-

- Schedule**
1. Ongoing
 2. Annually (April-May)
 3. Ongoing
 4. January 2017
 5. January 2017
 6. Ongoing
 7. Ongoing
 8. Ongoing
 9. January 2017
-

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Goal Area 1: Mission and Role, Continued

Objective 3:	Promote TATC as the school of choice for open-entry/open-exit, competency-based job training in Tooele County.
Measurable Strategies	<ol style="list-style-type: none">1. Continue to educate the community on the advantages of focused, competency-based job training in an open-entry/open-exit environment.2. Continue to utilize social media to promote the value of technical training for all learners.3. Develop, in cooperation with TCSD and USU, a joint campaign that emphasizes the strength of having these institutions in the county, all of which provide a different emphasis and which, together, provide comprehensive education and training opportunities for secondary and adult students.
Responsibilities	<ol style="list-style-type: none">1. Board, President, Faculty, Staff2. VP Student Services, Marketing Specialist3. President
Schedule	<ol style="list-style-type: none">1. Ongoing2. Ongoing3. July 2017

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GOAL AREA 2: Identity

Objective 1:	Maintain accreditation through the Council on Occupational Education.
Measurable Strategies	<ol style="list-style-type: none">1. Review TATC curriculum, resources, policies, plans and processes against COE standards. Identify areas of strengths / weaknesses and make necessary revisions to ensure compliance.2. Complete and submit COE annual report.3. Apply for COE program approval and substantial program changes as appropriate.
Responsibilities	<ol style="list-style-type: none">1. President, Faculty, Staff2. VP Student Services, VP Instruction3. VP Instruction (COE Liaison)
Schedule	<ol style="list-style-type: none">1. Ongoing2. Annually (December)3. Ongoing

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Goal Area 2: Identity, Continued

Objective 2: Expand community outreach and marketing plan to build name and brand recognition for TATC.

Measurable Strategies

1. Continue to collect data that reflect where TATC students come from and how they arrive at the College.
2. Collect and analyze data on student withdrawals and potential students who chose not to enroll. Conduct follow-up calls with students who chose not to enroll.
3. Review the comprehensive community and outreach marketing plan (to include social media) that is supported by data and revised annually to reflect current needs of:
 - Public Education
 - Higher Education
 - Business and Industry

Responsibilities

1. VP Student Services
2. VP Student Services
3. VP Student Services, Marketing Specialist

Schedule

1. Ongoing
2. Biannually (January & July)
3. Annually (July)

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Goal Area 2: Identity, Continued

Objective 3:	Ensure the College's position as a significant contributor to economic development in Tooele County.
Measurable Strategies	<ol style="list-style-type: none">1. Continue Custom Fit outreach that includes service to new and existing businesses, particularly in the manufacturing sector.2. Actively support and participate in the newly organized Coalition for Tooele County Economic Development.3. Actively participate in the DWS Wasatch Front South Service Area and continue to develop relationships with the targeted industries as identified by the DWS Wasatch Front South Service Area.4. Actively participate in Tooele County Chamber of Commerce activities and events.5. Promote the Tooele Business Resource Center.6. Secure funding and construct the Business Resource / Entrepreneurial Center
Responsibilities	<ol style="list-style-type: none">1. TBRC Director2. President3. President4. President, TBRC Director, Marketing Specialist5. President, TBRC Director, Marketing Specialist6. President, TBRC Director
Schedule	<ol style="list-style-type: none">1. Ongoing2. Ongoing3. Ongoing4. Ongoing5. Ongoing6. 2016-2021

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Goal Area 3: Board of Directors

Objective 1:

Direct annual strategic planning efforts.

Measurable Strategies

1. Planning and External Relations Committee continues to meet on a regular basis to review strategic planning efforts, provide input, and update the five-year Strategic Plan on an annual basis.
 2. Report to and gather input from the full Board on Strategic Plan objectives.
-

Responsibilities

1. President, Planning and External Relations Committee
 2. Planning and External Relations Committee, Board
-

Schedule

1. Ongoing
 2. Annually (June – September)
-

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Goal Area 3: Board of Directors, Continued

Objective 2: Direct a coordinated approach to build legislative, business, industry and community support for the TATC.

- Measurable Strategies**
1. Continue to contact and meet with key legislators, business, industry and community leaders to build awareness of and advocate for TATC.
 2. Attend functions and provide updates on TATC activities, growth and needed support to which legislators are present.
 3. Continue to identify and build relationships with city and county officials, community organizations and associations to support TATC.
 4. Continue to inform legislators and community leaders about TATC activities.
 5. Report at board meetings on contacts made and outcomes of these meetings/contacts.
 6. TATC Board members continue to educate and promote TATC within their company/organization, including programs, courses and services offered; Custom Fit, and the Tooele Business Resource Center.
-

- Responsibilities**
1. President, Board
 2. President, Board
 3. President, Board
 4. President, Board
 5. President, Board
 6. President, Board
-

- Schedule**
1. Ongoing
 2. Ongoing
 3. Ongoing
 4. Ongoing
 5. Ongoing
 6. Ongoing
-

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Goal Area 3: Board of Directors, Continued

Objective 3:	Review and approve the College's annual report, audits and financial position.
Measurable Strategies	<ol style="list-style-type: none">1. Finance and Audit Committee and Board continue to meet routinely to review the College's financial reports, audits, etc.2. Continue to review the College's financial position and provide input as it relates to the strategic plan as a whole.
Responsibilities	<ol style="list-style-type: none">1. President, Finance/Audit Committee, VP Finance2. President, Board, VP Finance
Schedule	<ol style="list-style-type: none">1. Ongoing2. Ongoing

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Goal Area 4: Financial Resources

Objective 1:

Maintain existing and secure additional financial resources.

Measurable Strategies

1. Refocus on TATC's Institutional Development Campaign.
 2. Continue annual scholarship events.
 3. Seek annual donations from companies for program specific scholarships.
 4. Seek ongoing and one-time appropriations from the Utah Legislature.
 5. Establish an annual balanced budget.
 6. Identify and pursue grants as appropriate.
 7. Meet or exceed annual Performance-based Funding goals.
-

Responsibilities

1. President, Executive Staff, TBRC Director
 2. President, Executive Staff
 3. President, Executive Staff, TBRC Director, Program Managers, Director of Nursing/Allied Health
 4. President, Board
 5. President, Executive Staff, Audit Committee, Board
 6. President, Executive Staff, Program Managers, Director of Nursing/Allied Health
 7. President, Executive Staff
-

Schedule

1. Ongoing
 2. Ongoing
 3. Ongoing
 4. Annually (November – March)
 5. Annually (April – May)
 6. Ongoing
 7. Annually (June)
-

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Goal Area 4: Financial Resources

Objective 2: Implement Federal Financial Aid

- Measurable Strategies**
1. Maintain a successful financial audit.
 2. Implement Federal Financial Aid Program, Policies and Processes.
-

- Responsibilities**
1. President, Audit Committee, VP Finance
 2. VP Finance and VP Student Services
-

- Schedule**
1. January 2017
 2. December 2016
-

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Goal Area 5: Human Resources

Objective 1: Review standard descriptions for all TATC positions and ensure that all are classified in a consistent manner.

Measurable Strategies

1. Continue to ensure all job descriptions are reviewed by employees and supervisors, signed by employees and placed in personnel files.
2. Review job descriptions, revise if necessary and ensure that employees sign off as a standard part of the annual performance evaluation process.
3. Develop a new job classification system that establishes a range with defined steps based upon appropriate factors (certifications, degrees, essential functions, experience, etc.) for all faculty, classified, professional and executive positions.

Responsibilities

1. VP Finance
2. VP Finance
3. President, VP Finance

Schedule

1. Annually (July – August)
2. Annually (July – August)
3. March 2017

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Goal Area 5: Human Resources, Continued

Objective 2:	Encourage and support ongoing professional development for faculty, staff and administration.
Measurable Strategies	<ol style="list-style-type: none">1. Assist employees in the creation of an annual professional development plan.2. Maintain an environment that supports faculty activities that allow instructors to remain involved with industry and current on the latest technology.3. Encourage employees to submit proposals for funding to attend professional development activities.4. Establish educator specific training for faculty from industry.
Responsibilities	<ol style="list-style-type: none">1. Supervisory Staff2. Supervisory Staff3. President, Supervisory Staff4. VP Instruction, Program Managers, Director of Nursing/Allied Health, Faculty
Schedule	<ol style="list-style-type: none">1. Annually (June-August)2. Ongoing3. Ongoing4. June 2017

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Goal Area 5: Human Resources, Continued

Objective 3: Review the salary and benefit schedule that addresses the local market, and college-wide needs and is consistent with salaries at peer institutions.

- Measurable Strategies**
1. Evaluate current salaries against comparable UCAT positions and other comparable data as appropriate.
 2. Re-evaluate salary ranges annually using minimum, maximum and midpoint figures for each job classification category to include COLA increases.
 3. Ensure that all TATC positions are within appropriate salary ranges.
-

- Responsibilities**
1. President, VP Finance
 2. President, VP Finance
 3. President, VP Finance
-

- Schedule**
1. Annually (September – October)
 2. Annually (September – October)
 3. Annually (September – October)
-

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Goal Area 6: Instructional Services

Objective 1: Ensure that all instructional programs have a sound curriculum supporting instruction that incorporates leading edge industry practice, technology and equipment.

Measurable Strategies

1. Continue schedule for review of all program curricula.
 2. Continue to meet regularly with Employer Advisory Committees (EAC) to ensure that course and program competencies, instructor, facility and equipment are current with industry trends.
 3. Implement recommendations (as able) provided by each EAC.
 4. Encourage industry partners and EAC members to donate equipment and resources to enhance students' hands-on experiences.
 5. Continue to revise, refine, and/or restructure delivery methods and curriculum to provide optimal learning experiences and workforce preparation for TATC students.
-

Responsibilities

1. VP Instruction, Program Managers, Director of Nursing/Allied Health
 2. VP Instruction, Program Managers, Director of Nursing/Allied Health, Faculty
 3. VP Instruction, Program Managers, Director of Nursing/Allied Health, Faculty
 4. VP Instruction, BRC Director, Program Managers, Director of Nursing/Allied Health, Faculty
 5. VP Instruction, Program Managers, Director of Nursing/Allied Health, Faculty
-

Schedule

1. Ongoing
 2. Biannually (Fall & Spring)
 3. Annually
 4. Ongoing
 5. Ongoing
-

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Goal Area 6: Instructional Services, Continued

Objective 2: Continue to utilize and strengthen Employer Advisory Committees (EAC).

- Measurable Strategies**
1. Maintain clear expectations and procedures for EAC members as contained in the EAC Handbook.
 2. Meet regularly to obtain EAC input and provide feedback to EACs on how and when recommendations were implemented.
 3. Continue procedures to maintain clear and regular communication between VP of Instruction, Faculty, Program Managers, Director of Nursing/Allied Health, Placement Specialist and EAC Members.
 4. Invite EAC members to TATC events.
-

- Responsibilities**
1. VP Instruction, Program Managers, Director of Nursing/Allied Health
 2. VP Instruction, Program Managers, Director of Nursing/Allied Health, Placement Specialist
 3. VP Instruction, Program Managers, Director of Nursing/Allied Health
 4. VP Instruction, Program Managers, Director of Nursing/Allied Health
-

- Schedule**
1. Ongoing
 2. Ongoing
 3. Ongoing
 4. Ongoing
-

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Goal Area 6: Instructional Services, Continued

Objective 3:	Expand program offerings, as appropriate, and continue to establish articulation agreements, educational pathways and partnership opportunities with Utah State University (USU) and the Tooele County School District (TCSD).
Measurable Strategies	<ol style="list-style-type: none">1. Utilize enrollment figures and projections by program, survey data, workforce demand data, input from EAC's and Board members, etc. to determine when program expansion and/or new program development is appropriate.2. Establish articulation agreements with USU and educational pathways with TCSD, as appropriate.3. Ensure that articulation agreements and educational pathways are widely marketed and information is made readily available to TCSD and USU personnel, TATC students and the Tooele Community.
Responsibilities	<ol style="list-style-type: none">1. President, Executive Staff, Board2. President, Executive Staff, Program Managers, Director of Nursing/Allied Health3. President, Executive Staff, Program Managers, Director of Nursing/Allied Health, Marketing Specialist
Schedule	<ol style="list-style-type: none">1. Ongoing2. Ongoing3. Ongoing

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Goal Area 6: Instructional Services, Continued

Objective 4:

Serve secondary students.

Measurable Strategies

1. Enhance CTE opportunities for high school students.
 2. Coordinate with TCSD to help achieve regional goals and to develop and implement local pathways.
 3. Coordinate with representatives from TCSD to identify goals that can be accomplished.
 4. Maintain consistent, ongoing communication mechanisms for outreach to high school students via TCSD and high school personnel.
-

Responsibilities

1. President, Executive Staff, Program Managers, Director of Nursing/Allied Health, Board
 2. President, Executive Staff, Program Managers, Director of Nursing/Allied Health
 3. President, Executive Staff
 4. President, Executive Staff, Program Managers, Director of Nursing/Allied Health, Marketing Specialist
-

Schedule

1. Ongoing
 2. Ongoing
 3. Ongoing
 4. Ongoing
-

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Goal Area 7: Student Services

Objective 1:

Expand services to students.

Measurable Strategies

1. Implement a standardized system to manage financial aid.
 2. Expand to employers and explore assessment services to be offered (academic assessment, and industry certification exams for College programs).
 3. Continue placement services and EAC participation for student and employer follow-up.
 4. Expand career, pre-enrollment, advisement and post-enrollment assistance.
 5. Continue to expand services to veterans.
 6. Promote dental services for TATC students.
-

Responsibilities

1. VP Student Services, VP Finance
 2. VP Student Services
 3. VP Student Services, Student Development, Veteran Services Coord.
 4. VP Student Services, Student Development, Veteran Services Coord.
 5. Veteran Services Coordinator
 6. President, VP Student Services
-

Schedule

1. January 2017
 2. Ongoing
 3. Ongoing
 4. July 2017
 5. Ongoing
 6. Ongoing
-

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Goal Area 7: Student Services, Continued

Objective 2: Refine student information system processes to meet institutional and student needs.

Measurable Strategies

1. Continue to collect and analyze student progress data.
 2. Follow the Satisfactory Progress Tracking plan to provide support and appropriate interventions for students who are not making satisfactory progress toward program completion.
 3. Continue to collect and analyze student outcome data.
 4. Continue to follow procedures that involve faculty to identify key elements of retention and completion.
 5. Continue to utilize procedures and Student Development Coordinator to increase student retention and program completion.
 6. Produce “at-a-glance” report of all students on one page for each faculty to immediately see the full picture of the class.
-

Responsibilities

1. President, Executive Staff
 2. VP Student Services, Student Development Coordinator
 3. President, Executive Staff, Student Development Coordinator
 4. President, Executive Staff, Student Development Coordinator
 5. Executive Staff, Student Development Coordinator, Faculty
 6. VP Student Services
-

Schedule

1. Ongoing
 2. Ongoing
 3. Ongoing
 4. Ongoing
 5. Ongoing
 6. December 2016
-

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Institutional Strategic Plan 2016-2021

Goal Area 8: College Development

Objective 1: Fully utilize on-line technology, including the Student Information System, in support of all college functions.

- Measurable Strategies**
1. Establish written process to ensure consistency of information and data between Northstar, Canvas, College Website and all related published materials.
 2. Increase the utilization of Canvas to enhance instruction.
 3. Explore the possibility of accessing programs off-site.
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- Responsibilities**
1. President, Executive Staff, Marketing Specialist, Director of IT
 2. Executive Staff, Program Managers, Director of Nursing/Allied Health, Faculty
 3. Executive Staff, Program Managers, Director of Nursing/Allied Health, Director of IT
-

- Schedule**
1. January 2017
 2. Ongoing
 3. January 2017
-

TOOELE APPLIED TECHNOLOGY COLLEGE

Institutional Strategic Plan 2016-2021

Goal Area 8: College Development, Continued

Objective 2: Use the annual instructional planning process as the foundation for sound management decisions.

Measurable Strategies

1. Continue to use the annual instructional planning process to assess current and ongoing needs in the areas of curriculum, equipment, learning resources, facilities, faculty, student services and in-service opportunities.
2. Use instructional planning results in the annual budget process, beginning with base budget allocation to ensure the stability of ongoing efforts and also using a budget prioritization process for new requests against available resources.
3. Use the results of the prioritization process to develop programs and services that are consistent with growth, expansion and available resources.

Responsibilities

1. President, Executive Staff, Program Managers Director of Nursing/Allied Health, Faculty, Director of IT
2. President, Executive Staff, Program Managers, Director of Nursing/Allied Health
3. President, Executive Staff, Program Managers, Director of Nursing/Allied Health

Schedule

1. Annually (February – April)
2. Annually (April – May)
3. Annually (June)

TOOELE APPLIED TECHNOLOGY COLLEGE

Institutional Strategic Plan 2016-2021

Goal Area 9: Facilities

Objective 1:

Capital Development and Improvement

Measurable Strategies

1. Create a long-term plan for Capital Improvement.
 2. Create a long-term plan for Capital Development.
 3. Secure funding to construct the BRC/Entrepreneurial Center
 4. Secure Capital Improvement funds to expand the Cosmetology lab.
 5. Secure funding for Construction Technology lab furniture and program equipment.
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Responsibilities

1. President, VP Finance, Facilities Manager
 2. President, Board, Executive Staff, Facilities Manager
 3. President, BRC Director, Facilities Manager, Board
 4. President, Facilities Manager
 5. President, BRC Director
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Schedule

1. January 2017
 2. March 2017
 3. 2017-2018
 4. March 2018
 5. March 2018
-

TOOELE APPLIED TECHNOLOGY COLLEGE
Institutional Strategic Plan 2016-2021

Goal Area 9: Facilities, Continued

Objective 2: Emergency Procedures

- Measurable Strategies**
1. Continue to develop and update processes and procedures.
 2. Provide ongoing training and drills for students and staff.
-

- Responsibilities**
1. Facilities Manager
 2. Facilities Manager
-

- Schedule**
1. Ongoing
 2. Ongoing
-

TOOELE APPLIED TECHNOLOGY COLLEGE

Institutional Strategic Plan 2016-2021

Goal Area 9: Facilities, Continued

Objective 3:	Health, Safety and Environmental Compliance
Measurable Strategies	<ol style="list-style-type: none">1. Pursue training opportunities for the Facilities Manager and other staff as appropriate.2. Safety Team meets regularly to identify, discuss and resolve health, safety and/or compliance issues.3. Identify areas that need improvement and take necessary action.4. Ensure all departments and programs are aware of policies and procedures that affect their area.
Responsibilities	<ol style="list-style-type: none">1. VP Finance, Facilities Manager2. Facilities Manager, Safety Team3. Facilities Manager, Safety Team4. Executive Staff, Facilities Manager
Schedule	<ol style="list-style-type: none">1. Ongoing2. Ongoing3. Ongoing4. Ongoing
