



Department Goals for 2007-2008

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Department Goals for 2007-2008

Administrative Departments

◆ Alumni Relations

Continue to develop programs to improve and expand efforts to increase Alumni Association membership.

Continue involvement in initiatives to increase the base of support for the College.

Provide opportunities for alumni to become involved in the Alumni Association, Foundation activities and the College.

Ensure Alumni data information is current and accurate.

Increase contact with all alumni to reacquaint and foster relationships between the College and its alumni to enhance future support.

◆ Athletics

Maintain GPA's of student-athletes to consistently exceed the GPA of the overall student body of NIC, for all athletic programs.

Increase financial support of athletic programs through external resources, by identifying new resources for fundraising efforts and activities.

Enhance the positive image of the athletics department amongst faculty, on the campus, and in the community.

Finish in the upper division of the Scenic West Athletic conference in all sports and compete nationally for at least three of our seven intercollegiate sports.

Develop interest or new programs to increase community traffic on campus either as visitors of athletic events or to learn more about new technological program sponsored by the athletics department. The purpose of this goal is to increase male population on campus and improve communication with the Admission Department's target market group.



Department Goals for 2007-2008

◆ Business Office

Work with IT resources and available tools to produce more user-friendly financial operational reports that allow for more flexibility.

Continue to seek ways to streamline and improve processes within the Business Office to facilitate campus purchases, travel and student accounting.

Continue to enhance on-line business services and information available to students. Begin process of implementing a web presence for the Business Office that would provide employees with information and resources for services including Payroll and Accounts Payable.

Implement a purchasing card program for the campus

◆ Campus Safety

Organize a tabletop emergency exercise training session using the new crisis response manual, and include appropriate NIC staff and local emergency responders.

Continue on-going training throughout the year for parking and security personnel to maintain a high degree of professionalism.

◆ College Relations

Create and deliver a Visual Identity Guideline booklet using the best practices of branding principles to promote NIC's values. Utilize the guidelines to produce publications, printed collateral materials, electronic communication pieces, an institutional image library, and other key visual elements.

Assist in celebrating the college's 75th anniversary.

Support our department's mission to deliver effective media relations by cultivating college success stories, achievements, highlights, and benefits.

Mentor new employees and facilitate understanding of college mission, services and programs. Maintain a supportive work environment that balances workload, deadlines, and fun. Facilitate department communication.

Continue to work across the college campus to incorporate best practices in marketing to promote the college, its services, and programs. Continue to focus marketing efforts on student recruitment.

Continue to support and facilitate best practices of website design that incorporates branding elements and marketing messages. Lead and support efforts to successfully implement complete NIC website redesign.



Department Goals for 2007-2008

◆ Community Relations

Work with College Relations staff and others on campus to refine and improve our admissions-related marketing initiatives, aimed at increasing student enrollment.

Work with the incoming President to assist him/her in the transition to NIC, get him/her out to meet with key community leaders, politicians, etc., and provide him/her with background on key issues so he/she can be effective early in their tenure at NIC.

Be an effective spokesperson for NIC, working with the media, public officials and community leaders, on issues of a critical/controversial nature.

Improve NIC's stature amongst state legislators. This will be done in conjunction with the President and the Board of Trustees.

Continue to work with other personnel in the Community/College Relations department to effectively promote the institution and to improve understanding and appreciation of the college in the community and region.

◆ Computer Services: Administrative Computing

Select and adopt components for NIC's application development environment for vendor, student and staff contributed systems.

Enable student recruitment, simplify system access, and improve communications by developing a portal system.

Improve management of digital identity for staff and students to coordinate service access.

Improve enrollment management capabilities by supporting the prioritized initiatives of the Datatel Steering Group and improving reporting from the Colleague system.

Wireless network access will be extended and secured to more students and staff according to the rollout plan.

Reduce management costs and extend groupware and collaboration services by transitioning from current directory, groupware and network services.



Department Goals for 2007-2008

◆ Computer Services: Communications

Assess and mitigate network threats to ensure availability of services. Develop a realistic phased plan to improve the situation.

Improve services to the Bonners Ferry Center by acquiring and implementing standard communications.

Ensure business continuity and improve uptime by acquiring internet bandwidth from multiple providers.

Research available options to lower regional WAN circuit costs if possible.

Extend the benefits of IP telephony to college programs at all locations.

◆ Custodial Services

Develop and print a new custodial department/personnel handbook for all custodial staff.

Continue on-going training programs for the supervisor, leads and custodial staff to enhance their skills in working with equipment, products and together as a team.

Purchase two new carpet extractors for custodial crew, new vacuums and van.

◆ Development/Foundation

Develop and implement a more comprehensive annual giving campaign to expand resources for priority needs.

Create and implement a plan to address the perception of value of NIC to the community.

Provide appropriate support for future College expansion and special initiatives.

Facilitate an integrated fund-raising plan utilizing NIC Foundation, Alumni Relations, and Grant Development functions.

Support the Foundation Board, committees, and volunteers to accomplish strategic outcomes.

◆ Grants

Foster campus and community collaboration.

Develop relationships with external agencies.

Communicate grant opportunities to NIC community.

Develop additional federal funding sources.

Support special funding and initiatives.



Department Goals for 2007-2008

◆ Grounds Services

Complete major renovation of the lawn and landscape of the Spokane River side of the NIC beach.

Complete Boswell Hall landscape and irrigation renovation.

Complete the Rose Garden and Story Tour project per the 9 point agreement with the CDA Tribe and NIC.

◆ Human Resources

Create online "Management Portal" through which managers can obtain tools and resources to improve overall performance and effectiveness.

Enhance the HRIS function to install and implement the HR functions within Datatel for more effective employee management.

Develop and implement a comprehensive supervisor training course and employee development program.

Review and revise the recruitment and hiring processes to improve effectiveness of new hires, streamline the hiring process, and ensure legal compliance in hiring practices.

Review and revise employment related policies, procedures and practices to ensure legal compliance.

Develop employee handbook to communicate policies, practices and procedures in an easy-to-understand format.

Establish new performance management program, metrics and tools for all employees.

◆ Mail-Copy Center Services

Purchase needed equipment items: Punch, coil inserter and extra dies, electric collator, pallet jack, puller and load strap.

Continue outside training for staff on updated postal regulations and procedures, and have staff tour other colleges to gain insight on how their services are provided.



Department Goals for 2007-2008

◆ Physical Plant

Complete the remaining remodeling/renovation project for the Bonners Ferry facility. Seek out and secure extra classroom space for the Ponderay Center in the Bonner Mall.

Increased facility condition assessments to include a methodology for determining priorities for buildings and systems that can be related to safety, M & O costs, or mission & goals.

Seek increased funding through DPW for NIC projects to include a one-card system for the campus.

◆ Planning, Assessment and Research

Support the continued development of coordinated institutional research services and projects

Develop and implement the department review process for support departments and administrative departments

Continue implementing NIC's Outcomes Assessment Plan through the scheduled activities and surveys, and through projects that focus on best practices in assessment

Continue developing college-wide system of planning and assessment that leads to the documentation of institutional effectiveness and continuous improvement

Coordinate the preparation of the self-study report for the five-year interim accreditation visit in Spring 2008.

Track annual progress for 07-08 for NIC's Strategic Plan

◆ Transportation

The fleet needs to be of high quality so people can get home. Our vehicles are also moving bill boards. Appearance is important to us so we strive to have clean and well repaired equipment.

Keep communications with other departments efficient and pleasant.

Provide scheduling in a simple and easy to use format.

The highest priority is for safe travel. This is accomplished by adhering to college travel policy.

Coordinate repairs for other departments so that the cost and convenience is as favorable as can be done.



Department Goals for 2007-2008

Student Services Departments

◆ Admissions Office

Increase efficiency and workflow in the Admission's Office

Involve faculty and staff more with the admissions and recruiting process.

Design and implement recruitment plan for non-traditional students

◆ Advising Services

Create a modular advisor training program.

Prepare the Student Education Plan Module of Datatel for implementation within two months following activation of the Datatel Degree Audit Module.

Create a Datatel users manual specific to Advising Services processes.

◆ American Indian/Minority Student Advising

Design and order a set of table and pop-up tents for use during recruitment events.

Create a pop-up display for use during recruitment events to increase number of students who attend NIC.

Create a job description and training manual for a work study student.

◆ ASNIC

The Associated Students will continue to build relationships with surrounding Student Governments as we recognize the possibility of institutional partnerships in the future.

The Associated Students will continue to promote and support educational programs in the form of hosting future speaker series that enrich the lives of students at North Idaho College.

The Associated Students will increase the support and participation in our surrounding Outreach Centers.



Department Goals for 2007-2008

◆ Career Services

In order to better use Career Services to increase both enrollment and retention, collaborate with Advising Services, Admissions, and the Vice Presidents for Student Services and Instruction, to develop a plan to better help our prospective and current students explore and identify appropriate career goals by identifying 1) at least one way to better connect Career Services with Advising, 2) at least one way to better connect Career Services with Admissions, and 3) at least one strategy that involves Career Services in the college-wide retention efforts.

Continue to develop a marketing plan to ensure that all students are aware of Career Services and of the multiple opportunities available to them through this department to help them identify and reach their academic and career goals.

Begin to expand Career Services to students through the development of materials to be incorporated into a Career Services Guide that can be given to students. This guide may eventually take the form of a booklet and/or a mini-CD.

◆ Center for Educational Access

Development of a comprehensive, campus-wide, self-evaluation and transition plan to identify and correct both physical and programmatic compliance requirements pertaining to the Americans with Disabilities Act.

Community Interpreters will have an awareness of and understanding of the process by which they may become RID/NAD certified or the EIPA equivalent by using our newly acquired lab located in the Center for Educational Access.

Develop and provide Assistive Technology training for NIC Staff required to independently assist students while using it, which will include training on Jaws, Kurzweil, Dragon Naturally Speaking, Digital Recorder, Scanning, and accessible stations.

◆ Center for New Directions

Create a program designed to increase the number of women participating in educational programs non-traditional for their gender.

Inform professional-technical students and instructors of the counseling services available at the Center for New Directions and how they can help increase retention and completion of programs

Provide a minimum of six Opportunities classes for women in transition to help them prepare for entry into educational programs or employment.



Department Goals for 2007-2008

◆ Conferencing and Events

Establish areas of fiscal responsibility between Music, Drama, College, Public Schools, and general public entities for use of Schuler Performing Arts Center.

Establish guidelines and procedures for Facility and Equipment rental and invoicing for the use of Satellite properties of North Idaho College.

Upgrade Audio equipment used in Conferencing and Event Department to include complete set-up for State Board of Education meeting (microphones, amplifier and speakers).

◆ Counseling Services

Design a counseling approach that quickly assesses student counseling needs, identifies the full range of resources available to the student in meeting those needs, and takes proactive steps in connecting the student to specific resources.

◆ Financial Aid

The Financial Aid Office will work to adapt to the new systems implemented by the new Director.

The Financial Aid Office will correct R2T4 and Pell Reconciliation procedures.

Financial Aid office will implement the FACOD system.

◆ Registrars Office

Implement E-Advising Module within Datatel.

Develop the Registrar's Office website. This will allow services to be available online enhancing customer service.

Implement the Degree Audit Module within Datatel.

◆ Schuler Auditorium

Evaluate the policies and procedures and rate card. Establish new rental and cost rates to assist operation of fiscal budget.

Design a web page that can be presented to NIC web designer. This would include needs of buttons and next pages. Having a complete package with digital photos, diagrams, calendar layouts, technical information and staff introduction. Explore the possibilities of video tour.

Develop a staffing practice that is economical to NIC/Schuler Auditorium and is fair and attractive to the technical staff of Schuler.



Department Goals for 2007-2008

◆ Student Activities

Student Activities will design and implement tools for measuring the satisfaction of participants in its various programs.

Student Activities areas will implement programs that support the newly established Orientation efforts provided to connect new students to North Idaho College activities and services.

Student activities will design and implement three new programs each semester in order to offer new possibilities for student involvement.

◆ Student Activities: Events, OARS and OL

Design and implement a system for measuring the satisfaction of participants in the Orientation, Retention, and Student Events programs.

The Student Events Board will seek out and implement programming targeted at non-traditional NIC students.

The Orientation Leaders program will implement a communication plan which includes blogs, emails, and postcard communications with students in their first semester at NIC.

◆ Student Activities: Outdoor Pursuits

Design and implement evaluations to improve and expand operations

Increase student participation within Outdoor Pursuits.

Diversify offerings.

Design and implement a new marketing scheme to attract more student involvement

◆ Student Activities: Recreational Sports

Design and implement a system for measuring the satisfaction of participants in the Rec. Sports program.

Design and implement two new Activities Center programs per semester aimed at the non-traditional student participant populations.

Explore opportunities to update the operations and equipment of the Activities Center.



Department Goals for 2007-2008

◆ Student Health Services

Investigate feasibility and legal issues for a secure system for email communication with students about health issues.

Implement one evidence-based environmental health promotion strategy to support student wellness by May 30, 2008.

To redesign a more interactive student health service website by March 31, 2008.

◆ Testing Center

Design a model for developing the Testing Center.

◆ TRIO - Student Support Services

Make paperwork and forms more accessible to students and student employees by providing them on the departmental website.

Automate the Early Warning System (4th Week Progress Reports) by investigating ways to merge student schedule data with instructor data.

Create a TRIO/SSS participant handbook.



Department Goals for 2007-2008

Academic Departments

American Indian Studies

As called for in 2004 American Indian Studies Program Review, develop and implement second semester of American Indian History course, HIST 241: 1800 to Present. Curriculum Council approval by Fall 2007, and offered Spring 2008.

Develop online student evaluation supplemental questions to determine and insure delivery of Curriculum Council approved AIST Program course curricula. Achieve by October 2007.

To support Native American student academic success, persuade Student Services to hire full-time Native American Student Retention Specialist/Advisor. Convert current American Indian-Minority Student Advisor to Native American Outreach Specialist/Recruiter. Achieve by August 2007.

Restore full-time tenure track history instructor position and reassign as American Indian Studies/History Instructor. Achieve by August 2007. Note: Not new but restoration of pre-existing position.

Secure Seiter Hall Geology classroom lab, prep room, and instructor office, or alternative facility, as interim American Indian Studies classroom and Native American student support center. Designate by August 2007, available by January 2008.

Develop structure for AIST Learning Communities and course block registration system. Achieve by January 2008.

Anthropology

Structure the curriculum to offer practical, scientific, and cultural perspectives of the human experience.

Insure courses that meet the needs of students who plan to pursue a degree in anthropology at a four-year college or university.

Work with diversity issues and promote the infusion of diversity into our department and curricula.

Compliment the career goals of students pursuing other degrees by broadening their educational reparatory and meeting cultural diversity requirements.

Provide high quality instruction that promotes lifelong learning and allows students to develop the capabilities needed to understand the past and meet the complexities and challenges of the future.

Consistently address and promote the General Education Abilities for our students.



Department Goals for 2007-2008

◆ **Biology**

Review and edit the catalog descriptions of the classes offered through the department.

Qualify the learning outcomes for the departmental offerings

Work with major transfer institutions on articulation agreements to allow students easier transition when transferring from NIC.

◆ **Business Administration**

Improve the collaboration with University of Idaho and Lewis and Clark State College.

Design and implement initiatives that increase the students' engagement in BUSA departmental opportunities and promote their achievements. Develop a departmental award system for the best students in Accounting, Business, Computer technology, and Economics. Faculty nominations for each award will be evaluated to determine the recipients of the award.

Ensure adequate training in Microsoft Vista and Office 2007 for all full-time faculty who teach computer classes as well as those interested in professional development.

Implement the updated Student Learning Outcomes Assessment model provided by the Outcomes Assessment Office.

◆ **Chemistry**

Work with major transfer institutions on articulation agreements to allow students easier transition when transferring from NIC.

Review and edit the catalog descriptions of the classes offered through the department.

◆ **Child Development**

Participate in state-wide Professional Development System in Early Childhood Education

Re-evaluate the articulation agreement with 4-year institutions

Expand recruitment efforts for both the CDA certificate and AA/AAS degrees

Evaluate course content and include early learning standards for documenting of articulation agreement

Review and update child development course descriptions



Department Goals for 2007-2008

◆ College Skills Division

Determine General Education courses' reading placement scores.

Update the catalog descriptions for all the CSC courses. Delete classes that are no longer being offered.

Track probationary students in the following College Skills courses - - CSC 010, CSC 013, CSC 100, CSC 104, CSC 105.

◆ Computer Science

Refine content and learning outcomes for the classes taught in CS.

Develop courses needed to offer a transfer program with the U of I and articulate transfer with the University of Idaho.

Refine catalog descriptions of courses offered by CS.

◆ Education

Maintain positive relationships between the five northern counties' K-12 schools and NIC's Field Experience Program.

Hire fulltime education program coordinator/instructor to insure continuity and quality in the program.

◆ English

Formalize a mentoring process for new part-time faculty.

Continue to advance writing across the curriculum across campus and across disciplines.

Complete the development of entrance and exit essays for English 102 and complete the development of an assessment tool for exit essays (rubric).



Department Goals for 2007-2008

◆ Fine Art

The Fine Art Department will continue to define and maximize appropriate physical space for the art/studio and lecture classes.

To provide a range of traditional courses that allow art students to experience a broad foundation and assist in the realization of their objectives.

Continue the Visiting Artists Program which provides the opportunity for students to interact with artists outside NIC. This interaction encourages community interaction with the Fine Arts Department.

Continue to develop and expand students' artistic capabilities and aesthetic awareness through sound foundational skills and exposure to the potentials of art. Continue to keep faculty informed and current in the visual arts by attending classes, conferences and/or workshops.

◆ Geology/Geography

Provide for the maintenance of departmental faculty excellence and engage in curriculum development to increase the depth and breadth of departmental offerings

Qualify learning outcomes in the following areas: General (Freshman-level) Geology, Sophomore-level transfer geology, Regional Geology, and the Geographical sciences.

Construct class schedules that will allow the department to serve as many students as possible in their pursuit of higher education at other institutions in the region.

◆ Graphic Design

Provide a full range of graphic design courses relating to Graphic Design national standards, including an on-going integration of new visual communication technologies courses into the curriculum to prepare students for work.

Evaluate competencies and required skills needed for Graphic Design majors and engage transfer agreements with region high schools.

Secure a commitment to immediate and on-going financial and technical support (new personnel) for the Graphic Design program and its students.

Develop long-term strategies to incorporate the Graphic Design program activities within the community (non-profit, businesses and other college departments).



Department Goals for 2007-2008

◆ History

The History Department needs to fill the full time, tenure-track History position we are losing at the end of the 2006-07 academic year.

The tenure-track History faculty would benefit, and thus so would the department, from attendance at either the national or regional American Historical Association conferences, to help ensure awareness of current trends in the field. Thus, the History Department would like funds set aside for tenure-track faculty to attend either the national or Western branch of the AHA conferences.

The History Department should replace the full time, tenure-track position that it lost due to Bundy retirement, which would, in theory, give the department three full time instructors and thereby give greater continuity to the roughly 30 courses offered each semester

◆ Humanities

Continue to establish a pool of speakers with honoraria for their presentations.

Continue to purchase original artifacts to display and discuss for the HUMS 101 classroom and to purchase upgraded teaching materials.

Continue to establish ways to recruit more instructors for HUMS 101.

Continue to coordinate with the NIC library to purchase materials for HUMS 101.

Continue to enhance the Humanities website.



Department Goals for 2007-2008

◆ Journalism

Update course syllabi to include statements regarding general studies, understanding and accommodating disabilities and working with "new" technology such as the Internet, digital photography and related computer equipment.

The Sentinel needs a new printer. We need continual computer updating to accommodate continuing changes in hardware and software for learning purposes and to be compatible with the LCC MacLab and The Coeur d'Alene Press, where the Sentinel is printed. Ideally, Journalism would have enough Macintosh machines (12) to have its own lab in our building. This would eliminate scheduling and equipment conflicts with the LCC Lab and allow odd-hour use.

Editing class, ComJ 254, needs to be extended to three credits for the instruction to include newspaper page layout and design on computers. Sentinel class, ComJ 100, needs to have either News Writing (ComJ 121) and/or Beginning Photo (ComP 181 or ComP 183) as a recommended prerequisite or co-requisite.

Develop a Journalism department newsletter to mail to alumni and benefactors and to be available online with The Sentinel website. Workstudy and practicum students are working on this with the Instructor.

Maintain general excellence of the program and The Sentinel.

◆ Mathematics

Review and refine learning outcomes for all mathematics course offerings.

Review and provide feedback on articulation agreements from major transfer institutions.

Review and edit the college catalog descriptions for all mathematics course offerings.

◆ Modern Languages

Make connections with area high schools with the goal of increasing awareness of College's language programs and course offerings, which might lead to an increase in enrollment.

Complete review of course syllabi for static template.



Department Goals for 2007-2008

◆ Music

Improve the quality and amount of educational space within the music department. Upgrade the presentation systems used in music classrooms.

Improve advertising for music public events.

Provide appropriate equipment for quality education in music courses. The department will continue to develop and adjust a schedule of basic maintenance and replacement for such equipment. From this schedule, an adequately funded budget will be developed.

Improve recruiting process by systematically reaching out to area high school band and choral directors through school visitations and special public events.

Provide quality music education to all students and community members participating in music courses and performance groups, building on the strengths and quality of the faculty members, who will continue to study and restructure/develop appropriate music courses.

◆ Nursing - Associate Degree

Develop method for: selecting best candidates most likely to successfully complete) for admission; early identification of at-risk students; providing resources to support success in testing, technical skills development and clinical performance

Analyze, evaluate and refine the Systematic Plan for Program Review.

Complete revision of clinical evaluation tool(s) and process and implement revised process.

Secure administrative support for actions directed toward recruitment and retention of qualified nursing faculty.

◆ Philosophy

Implement 2001 Philosophy Program Review recommendation to cluster philosophy faculty in a departmental office complex.

Develop common language/wording for stating learning outcomes for all courses taught by multiple instructors.

Implement 2006 Program Review recommendation by determining a new 200 level philosophy course.

Identify scientifically valid assessments for the General Educational Abilities of Critical/Creative Thinking and Problem Solving, and Valuing/Ethical Reasoning.



Department Goals for 2007-2008

◆ Photography

Partner with Instructional Technology to recommend computer hardware upgrades for Bay 3 in the campus Open Computer Labs.

Continue facilities and equipment repair and replacement process to provide students with a relevant, quality experience.

Transition curriculum towards digital photography.

◆ Physical Education and Dance

Explore the opportunity to eventually offer a Fitness Specialist and Athletic Trainer Aide Certification Program and A.A.S Degree.

Review the Sports Recreation Management (PE and Dance) Department instructional publications and make revisions as needed.

Continue to expand our department course offerings for both traditional and non-traditional students in order to meet the needs and interest of the students and community.

◆ Physics and Engineering

Review course descriptions, prerequisites, articulation agreement and submit revisions to the appropriate personnel.

Hire a physics instructor to fill the vacancy.

Hire a lab technician that will serve physics/engineering as well as geology/geography and assure that only lab classes are held in Seiter 305.

◆ Political Science

To provide a rigorous and empowering education for our transfer students to four year colleges and universities.

To teach and encourage all students how to recognize and evaluate individual and group political behavior for effective social responsibility and citizenship in society.

Encourage all students to be active members of our democracy

To encourage students to become aware of the importance of political, social and economic issues of our times.

To encourage students to understand and appreciate all forms of diversity in our global society.



Department Goals for 2007-2008

◆ Psychology

Encourage at least one tenured member in psychology to attend one regional or national conference on a regular basis (every three years at a minimum).

Psychology faculty members will meet to exchange ideas, review departmental needs, and make recommendations regarding such needs. We will meet at least once per semester.

Participate in NIC's "Career Exploration & Goal Setting Day" during "Student Success Week" (or at another time, if necessary), to promote and inform students of career options in Psychology. This will become an annual event.

Establish a lecture series of local speakers for the Psi Beta Honor Society. Ideally, we would provide the speakers with an honorarium.

◆ Social Work

Work actively to maintain CSWE program accreditation

Continue to work in partnership with NICHE to develop NIC and LCSC social work programs that have a sound curricular foundation, provide continuity across both programs and meet student/community needs.

Encourage faculty to grow professionally.

◆ Sociology

Identify and retain qualified adjunct faculty.

Integrate service-learning as an option in more courses.

Sociology faculty will periodically meet to address needs and state of department.

Meet minimum enrollments for all classes.

◆ Speech Communication

Explore options, workability and feasibility (based on course outcomes) of a COMM 101 course being delivered solely as an Internet course.

Update and refresh faculty awareness and perspectives concerning the teaching methodology and innovations in Speech Communication.

Continuing excellence of teaching Speech Communication courses using updated and innovated technology that is expected and used in the modern workplace.

In efforts to implement support systems that aid in students success, the department is working with the NIC Web Designer, Chris Pfeiffer, to create the Communication Department website in conjunction with the new NIC full website design.



Department Goals for 2007-2008

Theatre

Visit area high schools to raise awareness of NIC program, making contact with interested students.

Meet at least minimum amount of enrollment for all courses and sections.

Continue community involvement in department productions.

Send students to outside college level theatre activities such as the Kennedy Center American College Theatre Festival or professional theatre tour/workshop, increasing department involvement with KCACTF.

Raise visibility of department on campus and in the community through a dinner theatre performance.



Department Goals for 2007-2008

Professional-Technical Departments

◆ Accounting Assistant Program

Explore articulation, with the end result being a complete articulation agreement, with Lewis Clark State College. LCSC offers a B.S. in Bookkeeping that ties very closely with NIC's A.A.S. Accounting Assistant

Create a flow-chart for use in Advising Handbook. Specifically, provide questions and time flow for Accounting Assistant Program. This flowchart would also affect Business majors and Medical Billing students.

◆ Allied Health

Align ALTH 107 contact hours per credit.

◆ Applied Technology (ATEC)

Collaborate with T & I program instructors to create employer contacts and incorporate materials into ATEC course, thereby assisting with placement of professional-technical students.

Update the ATEC prefixes and course titles to better reflect the course content and make the course more attractive to all students.

Evaluate and revise course curriculum to optimally prepare students for employment; thereby assisting with placement of professional-technical students.

◆ Automotive Technology

Implement an Automotive Maintenance Technician program for the summer semester of 2007.

Continue to implement PowerPoint presentations, as well as a broad variety of Elmo appropriate documents into classroom instruction where appropriate.

Maintain program enrollment at 24 students.

Continue to take steps to reduce student attrition, through internships, and some selective admission practices.

Explore the scope and direction of teaching Hybrid vehicle technology.



Department Goals for 2007-2008

◆ Business and Office Technology

Expand online and hybrid course offerings.

Promote course-related industry certification for students.

Explore the possibility of a BUSO certificate offered completely online.

Explore the possibility of a Computer Applications Technical Certificate.

Ensure that classroom and faculty computers meet requirements for software upgrades based on industry standards.

◆ Carpentry

Incorporate other NIC Professional-Technical programs, as appropriate, into the Carpentry program's efforts to build and market the annual "Raffle House"

Develop a marketing plan and presentation for the carpentry program

Incorporate new technologies into classroom delivery.

Work with the NIC Foundation to obtain a lot for the annual "Raffle House" one year in advance of actual construction

◆ Collision Repair Technology

Establish I-car gold class starter kit for incoming students--Fall 2007

With the assistance of my division chair continue to work on securing late model mock-up cars (Spauldings)

Increase recruiting efforts. Focus more on visiting small school students.

◆ Computer Information Technology Program

Increase student retention through better informing potential students of necessary time and financial resources needed for successful program completion.

Annually evaluate and revise program course offering to optimally prepare students for employment, thereby attracting the greatest number of students.

Maintain and build more articulation agreements to both high schools and higher education institutions

Facilitate growth and ease of access to program courses to high school students and members of the business community



Department Goals for 2007-2008

◆ Culinary Arts

Set up bakery case in deli.

Update point of sales system to include debit/credit cards and kitchen printer for bakery and pantry area.

Include job shadow into CULA 151

Upgrade equipment in kitchen lab.

◆ Diesel Technology

Provide a high-quality Diesel Technology Program to meet student and community needs by upgrading existing mock-up equipment and training aids.

Explore program expansion options such as evening and summer courses as well as online offerings.

Continue to develop and foster strong training partnerships with industry to meet educational and training needs.

Provide a safe and effective laboratory learning environment by replacing worn and outdated tools and equipment with newer tools and equipment with modern safety features.

◆ Drafting Design and Technology

Provide world class instruction in the drafting design technology program in concert with NIC mission statement through continued assessment and value added improvements in student expectations and industry needs.

◆ Human Resources Assistant Program

Offer one of the HRA program core courses in the evening each semester in an attempt to provide more flexible schedule of courses to enable non-traditional students and others in the community who are interested in taking courses but cannot do so due to time constraints of employment and/or other obligations.

Increase the visibility of the HRA program in area schools and communities.

Ensure that support systems are in place to improve student success and goal attainment.



Department Goals for 2007-2008

◆ Human Services

Design and implement the NW Human Services Assoc. Spring Conference to be held at North Idaho College with Spokane Falls Community College Human Services Program.

Increase enrollment in Human Services Program

Design and implement an aging certificate in collaboration with LCSC Center for Rural Aging

◆ HVAC/R

Obtain or construct electrical troubleshooting test boards for the HVACR Lab

Make application for PAHRA Programmed Accreditation

Initiate investigation and initial development of a dual enrollment program with local High Schools for the NIC Technology Program

◆ Landscape Technology

Offer extended delivery in the form of night and weekend classes. Either can be semester or workshop oriented to cover the most demographic groups.

Establish articulation at University of Idaho. Focus on Landscape Architecture.

Develop display garden at RTB, and Armory grounds.

Reach full enrollment for 07-08, and maintain full retention.

◆ Law Enforcement

Ensure that North Idaho College grows to meet current community needs.

Ensure that North Idaho College efficiently and effectively responds to the educational and training needs of P.O.S.T. Region 1.

Meet the Law Enforcement community's educational and training needs within North Idaho College's role and as a partner with Idaho Police Officer Standards and Training (P.O.S.T.), recognized as the leader in Law Enforcement basic training in P.O.S.T. Region 1.



Department Goals for 2007-2008

◆ Machine Technology

Continue to pursue articulation with Secondary schools across Idaho that teach Machine Technology to an agreed upon standard. Manage current agreement with the Daryl Denis Tech center in Boise.

Update CNC turning machines and instruction

Add increased emphasis on "lean manufacturing" to curriculum. M160.

Develop and implement live tooling curriculum for CNC Lathe

Revise our recruiting strategies to include a newly designed, one page brochure to replace the current outdated tri-fold pamphlet.

◆ Maintenance Mechanic/Millwright

Continue to increase program awareness among area high school students.

Work with advisory committee to identify program technical content areas that need additional depth.

Update the Maintenance Mechanics/Millwright program on-line Web page

Cultivate/develop more work-based learning activities for students

◆ Nursing - Practical Nursing

Update the Practical Nursing curriculum to reflect the changes that are occurring statewide through the Division of Professional Technical Education.

Focus on the implementation of computerized testing tools and the effectiveness of didactic testing strategies.

Continue to attract enough qualified applicants to maintain current enrollment at the Coeur d'Alene campus and at the distance sites.

Increase recruitment efforts by focusing on junior and senior high school students.



Department Goals for 2007-2008

◆ Outdoor Power/Recreational Vehicle Technology

Obtain more motorcycle and powersports vehicles to use as lab mock-ups. This will free us of having to rely so heavily on customer generated lab projects for the students.

To gain more program sponsorships from powersports industry.

Try to obtain more storage space to hold the many mock-up vehicles this program requires to operate successfully.

Develop a night or weekend class offering in the OPRV program.

Attend the much needed update training the industry has to offer. In particular, the fuel injection and engine training course at S&S Cycles in Wisconsin.

Obtain a soda blasting system to improve on parts cleaning capability in shop and to be in step with what industry has switched to for engine cleaning needs.

◆ Pharmacy Technology

Implement a better plan for introducing high school students to the Pharmacy Technology program, including classes they can take while still in high school.

Explore several National Accreditation programs for the Pharmacy Technology program.

Continue to add to the marketing plan to increase enrollment.

Continue PR work in the community to increase support.

◆ Radiography Technology

Develop utilization of WebCT for clinical education courses for competency assessment and discussion boards.

Increase clinical affiliations to accommodate increased numbers of students.

Continue to work through the accreditation process with the Joint Review Committee on Education in Radiologic Technology for initial accreditation

Evaluate the program's outcomes assessment plan's effectiveness in measuring program and student goals.



Department Goals for 2007-2008

◆ **Resort/Recreation Management**

Increase recruitment and retention for students pursuing a RRM certificate or degree.

Provide students with a broad range of technical skills current with industry standards that are appropriate to hotel management, restaurant and food service management, and commercial outdoor recreation leadership.

Identify RRM resources that effectively respond to the educational and training needs of the resort/recreation community.

◆ **Trades & Industry Division**

Explore creative scheduling and delivery of current T & I programs, including summers, evening, and flip schedules

Improve Advisory Committee participation for all T & I programs

Utilize needs assessment surveys to determine local area needs for expansion of existing programs

Explore and implement new recruitment and retention strategies

◆ **Welding Technology**

Expand program to include evening course offerings and possible second year to further meet expanding industry needs.

Improve and upgrade necessary tools and equipment at the Industrial Park welding facility

Develop strong community links through advisory committee and industry contacts.



Department Goals for 2007-2008

Workforce Training, Community Ed or ABE Departments

ABE/GED

Expand effective small class offerings in all regional sites to better meet student need

Enhance community partnerships and collaborative efforts within our service area.

Obtain additional grant funding to sustain current instructional offerings and expand new projects.

Improve student outcomes-completion, obtain employment, retain employment, acquire GED, and/or transition to post-secondary education as outlined in the federal performance indicators.

Advance student assessment, both pre- and post-testing using the TABE and CASAS according to federal performance indicators.

Continue to provide GED Testing throughout the North Idaho area.

Community Education

Identify and effectively utilize resources and methods to service new student markets.

Effectively prepare and market course offerings in published course catalogs while utilizing web-based enrollment systems and supplemental public relations methods.

Partner and collaborate with community organizations, businesses, and individuals to access instructional talent, class resources, and instructional sites.

Expand the variety and number of Community Education class offerings to meet our communities' educational needs for leisure learning and personal enrichment.

Work, in consultation with division chairs, to increase numbers of senior learners served by credit-bearing programs.



Department Goals for 2007-2008

◆ Customized Training

Update promotional materials for Customized Training to include an emphasis on business sector specific marketing materials i.e., Lean and SOJT. Additionally, update Customized Training website to include: downloadable workforce related data and credible applicable workforce issues resources.

Explore opportunities for joint projects and increased collaboration with Workforce Development, community professional organizations, and appropriate community grant funding opportunities.

Prepare for Microsoft Office 2007 and Vista Operating System training requests from community members and businesses. Install software in computer lab on compatible hardware; secure and train an experienced instructor; market capability when available.

Expand Customized Training regional client base to include previous customers, high growth businesses, community business sectors, and small, medium and large businesses, as well as non-profit organizations by establishing Customized Training as a reputable, quality, and economical training provider responsive to community business workforce training needs.

◆ Qualified Worker Retraining Program

Service delivery and resource allocation to qualified individuals resulting in attainment of outcome measurements as established by WIA federal regulations and the state of Idaho.

Continue developing, maintaining and strengthening program/college relationships with Idaho Commerce and Labor and the Workforce Development Council.

Build and maintain collaborative working relationships with local businesses, professional organizations, social service agencies and educational institutions/departments to maximize available resources for program participants and program development.

Collaboration with One-stop partners to identify and address local and regional employment trends and training needs that lead to program and participant success as specified by WIA regulations, Idaho Workforce Development Council and Idaho Commerce and Labor

◆ Workforce Development and Apprenticeships

Build and maintain collaborative working relationships with PTE division chairs and managers.

Expand course offerings at satellite sites.

Develop new revenue positive programs in response to community needs.

Conduct environmental scanning to collect information to identify workforce training needs and opportunities.

Facilitate economic growth in Northern Idaho



Department Goals for 2007-2008

Instructional Support Departments

◆ Children's Center

Place more emphasis on reflective practice and the Reggio philosophy.

Continue to strive to ensure the Center is meeting the needs of enrolled parents by forming a parent relations committee.

Continue to explore and implement resources, activities and site visits of enhanced diversity awareness by forming a diversity awareness committee.

◆ Computer Services: Instructional Computing

Improve technology knowledge of faculty using PC's and the new telephone system.

Develop standardization of teaching classrooms including a plan addressing equipment replacement.

Improve instructional technology use by coordinating efforts of faculty and IT support departments.

Wireless network access will be extended to more students and instructors in a secure manner according to the rollout plan.

Improve instructional computing support for program initiatives at all outreach centers.

◆ Computer Services: Labs

Standardize the teaching functions in the Bay 5 Lab.

Complete the open lab at the Bonners Ferry Center.

Improve services to students and instructors using Macintosh computers for graphics, publishing and music classes.

Improve student convenience by moving ID card issuance to the Edminster Student Union and coordinating with emerging One Card services.

Assess faculty satisfaction with lab services for instruction and student support.

◆ Distance Education

Develop strategies to improve teaching and learning with technology.

Develop strategies for scalable growth.



Department Goals for 2007-2008

◆ Instructional Media Services

IMS Library staff purchased, loaded and will implement the use of iPods for the delivery of select A/V library reserves content to enhance student accessibility to library A/V reserves.

IMS staff continues discussions with appropriate constituents, e.g. DE and IT staff and collaboratively create list of possible solutions to improving A/V support and services to general classrooms at distant sites.

IMS staff works with appropriate campus constituents, e.g. Administrative Services, faculty, etc. to develop protocols and policies regarding centralized purchasing of A/V equipment and media resources to save dollars and support standardization of A/V equipment and establish installation schedules across NIC's service area.

IMS staff implementation of the streaming delivery of A/V content to students via WebCT and to enhance the graphical design of faculty web pages.

◆ Molstead Library

Work with Information Technology staff to encourage the adoption of student campus e-mail/portals so that library staff can administer the web-based nationally normed library survey instrument LibQual+ to students and staff. Survey data will be used to improve library services and collections.

Work with General Education Committee to integrate Information Literacy into appropriate course offerings, e.g. English 102. Better promote the use of TILT (Texas Information Literacy Tutorial) in English courses.

Grow e-reserves service which is now in a test phase that will require a new fulltime faculty position to implement and maintain.

◆ Professional Technical Student Support Services

Work with Tech Prep and Dual Credit to increase visibility of short and long term technical education options for Tech Prep/Dual Credit students continuing their studies at North Idaho College and develop an information resource on articulation agreements and their status (pending, active, inactive, etc).

Create a viable, flexible, and efficient production schedule for Professional Technical Student Support Services that is accessible to interested and involved parties.

Expand, improve, and implement focused communication to incoming Professional-Technical students through the development of OARS workshops, informational letters, and a compilation of flyers to support the goal of increased program entrance, retention, and completion.

Expand marketing resources and materials within Professional-Technical Student Support Services for student recruitment.



Department Goals for 2007-2008

Auxiliary Services Departments

◆ Auxiliary Services

Develop a set of specific "Student Learning Outcomes" for all operations within Auxiliary Services. This will include statement, outcome wanted and measurable assessment method.

Develop, evaluate and implement a plan to locate a campus wide "One Card" operation within the Student Union.

Develop a contingency fund for Auxiliary Service Operations to provide for needed expenditures as defined by a set of criteria for this fund.

◆ Bookstore

Reach resolution on Textbook Information concerns by August 15, 2007. This will involve several instructional departments on campus and will be resolved by involvement of the Vice President for Student Services and the Vice President for Instruction, based on discussions and timelines set by the vice-presidents.

Develop website to include at least 50 items of General Merchandise available for on-line sale, in addition to textbooks, by January 2008.

Develop a bookstore security plan including funding source and installation of video camera security throughout the sales floor by May 2008

◆ Food Services

Incorporate specific "Student Learning Outcomes" into the daily operation of Food Services. Utilizing proper nutrition guidelines with menu and recipe management. This will include a statement, outcome wanted and a measurable assessment method.

Create a plan to replace the present location of the Educated Cup coffee shop in accordance with the Student Union plan to remodel a location for a "One Card" office within the Student Union Building.

Develop a priority list of anticipated equipment needs and replacement. This list will be based on the following: recent equipment purchases, preventive maintained evaluations, age of existing equipment and the need to improve production methods.



Department Goals for 2007-2008

◆ Residence Hall

Establish a Residence Hall Faculty Mentoring Pilot Program. Weekly coffee hour between faculty and students to discuss specific topics. Goal is to develop a relationship between instruction and resident students.

Develop a plan to change the Senior Resident Assistant position into a part-time position for an NIC employee. Instead of having student staff for this position, this position would be filled by full-time employee working part-time for Residence Life and part-time elsewhere on campus.

◆ Student Union

Develop job description, funding and office location for a position to coordinate and support daily Union operations.

Develop Art in the Union program with a mission statement and policies to support the process for acquiring/display and exhibition of Art in the Union.

Remodel location in Union upon approval of a campus wide "One Card" office as noted in Auxiliary Services 2007-2008 goals.