

PBCC Goal: The College will develop effective enrollment management to ensure optimal access, retention, program completion and student success.		PBCC Objective: The College will improve classroom space utilization by 3% a year for the next three years.	
Strategy to Address the Objective: II. Investigate technology to support effective scheduling and space utilization.			
Desired Outcome of the Strategy: Adoption of Scheduler Software			
Brief Narrative Description of the Strategy and Plan:			
Team Members: Bob Ames, Bill Buntin, James Duffie, Brian Kelley, Barry Moore, Tony Parziale, Roger Ramsammy, Lourdes Rey, Jacqueline Rogers, Paula Souza, James Storms, Ed Willey		Submitted by: Dr. Bernadette Russell, Chair	Date: 9/21/09

Action Steps <i>What will be done?</i>	Responsibilities <i>Who will do it?</i>	Timeline <i>By when?</i> <i>(Day/Month)</i>	Resources <i>A. Resources Available</i> <i>B. Resources Needed (financial, human, political & other)</i>	Potential Barriers <i>A. What individuals or offices may resist?</i> <i>B. How?</i>	Involvement <i>A. What groups are involved?</i> <i>B. How are they involved?</i>
Step 1: Review the current system and determine the scope of PBCC's requirements	Team will be appointed by the College wide Provosts and provide recommendations to the Executive Leadership Council	September 2010	A. System Requirements Document B. Consultant to develop a plan	A. Budget Business Processes Culture	A. Executive Leadership Council B. All college departments
Step 2: Review existing scheduling capabilities (Panthernet)	Appointed Team Executive Leadership Council	Feb 2010	A. Current Practice B. Academic and Student Services Deans	A. Culture Campus Practices related to decentralized scheduling	A. Executive Leadership Council
Step 3: Identify software schedule programs including sub modules	Appointed Team/Consultant		A. Panthernet System B. Consultant Budget	A. B.	A. Executive Leadership Council

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Step 4: Identify Business Processes to support automated schedulers	IT/MTIS Appointed Team Executive Leadership Council		A. B. Consultant Budget	A. Funds	A. Information Technology Media Technology and Instructional Support Services Academic Affairs Campus Provosts B.
Step 5: Vendor fair to display and demonstrate new technology	Consultant Information Technology Media Technology and Instructional Support Services Executive Leadership Council Appointed Team		A. Consultant B.		A. B.
Step 6: Make recommendation: Acquisition of software and its management to President	Executive Leadership Council		A. Funds	A. Funds Institutional Culture Business processes Consensus	A. Executive Leadership Council

Evidence of Success: *(What evidence will be provided that progress is being made? What are the benchmarks of success?)*

Agreement on business practices/Identification of a scheduler package

Assessment Process: *(How will the outcomes of the strategy be measured? What are the specific measures?)*

System utilization and effectiveness of the system as an automated scheduler.

Request for Funds (Are funds required to implement the action plan?)

Describe the need for funds	Type of Funding	Amount Needed	Date Needed
Requires funding Capitol and personnel	<input type="checkbox"/> Materials/Supplies <input type="checkbox"/> Personnel <input type="checkbox"/> Other		
	<input type="checkbox"/> Materials/Supplies <input type="checkbox"/> Personnel <input type="checkbox"/> Other		
	<input type="checkbox"/> Materials/Supplies <input type="checkbox"/> Personnel <input type="checkbox"/> Other		

Progress Report: (To be completed during the action plan at determined points)

Date:	Describe Progress:	Barriers to Implementation:	Submitted by:	Current Status:
				<input type="checkbox"/> Green <input type="checkbox"/> Yellow <input type="checkbox"/> Red
				<input type="checkbox"/> Green <input type="checkbox"/> Yellow <input type="checkbox"/> Red
				<input type="checkbox"/> Green <input type="checkbox"/> Yellow <input type="checkbox"/> Red
				<input type="checkbox"/> Green <input type="checkbox"/> Yellow <input type="checkbox"/> Red
				<input type="checkbox"/> Green <input type="checkbox"/> Yellow <input type="checkbox"/> Red
				<input type="checkbox"/> Green <input type="checkbox"/> Yellow <input type="checkbox"/> Red

Green = On schedule
Yellow = Delayed
Red = Very behind schedule