College Readiness Center

Mission

The College Readiness Center provides services to meet individual students' needs by preparing them for success in their fundamental academic and career goals.

Vision

The College Readiness Center provides an innovative learning model in developmental education that dramatically improves and increases the success of students and can be replicated through out the state and region.

Core Values

Excellence – We seek excellence in all our endeavors, and we are committed to continuous improvement.

Intellectual Freedom – We believe in ethical and scholarly questioning in an environment that respects the rights of all to freely pursue knowledge.

Integrity – We are committed to the principles of truth and honesty, and we will be equitable, ethical, and professional.

Service – We believe that serving others is a noble and worthy endeavor.

Diversity – We respect others and value diversity of opinion, freedom of expression, and other ethnic and cultural backgrounds.

Stewardship of Resources – We are dedicated to the efficient and effective use of resources. We accept the responsibility of the public's trust and are accountable for our actions.

Goals, Critical Success Factors, Objectives, and Strategies

Goal One: Academic Excellence: Create and uphold high standards of excellence for students, faculty and staff engaged in the teaching/learning process.

Critical Success Factors:

- 80% successfully removing academic deficiencies
- 50% increase of faculty with advanced degree credential
- Retain 60% of developmental students from entry to graduation
- 90% approval rating of faculty by students in developmental course surveys

Objectives:

Objective 1.1: Increase effectiveness of the teaching/learning process and develop improved learning systems.

Strategies:

- Provide professional development for faculty/staff in the art of teaching/learning techniques.
- Implement student survey suggestions for improvement.
- Learn from each other and other faculty and implement best practices.
- Keep researching and looking for better teaching/learning tools.
- Assess and evaluate effectiveness of the teaching/learning process used and modify accordingly.

Objective 1.2: Provide innovative learning environments and resources for our students.

Strategies:

- Utilize and continually improve existing resources to maximize kinesthetic learning opportunities for students.
- Increase e-learning opportunities through advancing technology/software.
- Explore environmental modifications like lighting, furniture, beverages and tailor to help students with various learning styles.
- Hold occasional focus groups and include suggestions from students when appropriate.
- Continue to explore and measure the success of the Open lab concept.

Objective 1.3: Improve curriculum in core developmental subjects.

Strategies:

- Keep researching, implementing, and improving better class content.
- Explore implementing Black Board technology in developmental classes.
- Expand the learning community concepts.
- Provide adequate resources, including time and technology, so that faculty can research and continually enhance academic curriculum.
- Increase the use of technology in all learning areas.

Objective 1.4: Retain a greater number of diverse students including minority populations.

Strategies:

- Recruit more students from the OPTIONS Youth Program activities.
- Continue to improve curriculum on how to build social skills.
- Provide faculty/staff professional development activities in diversity and multiculturalism.
- Implement curriculum activities to instill confidence for our minority students by increasing positive mentoring and modeling.
- Remove barriers and increase multiple chances for students to succeed.
- Encourage participation in campus clubs and organizations.

Objective 1.5: Provide creative opportunities for individual student learning styles**.**

Strategies:

- Class assignments will provide options for different learning styles.
- Vary teaching methods to accommodate different learning styles.
- Provide individualized and competency based models when appropriate.
- Provide professional development for faculty/staff to explore different and new teaching and learning models.

Objective 1.6: Increase resources to improve the quality of educational activities.

Strategies

- Continue to explore and write grants to supplement educational activities.
- Increase partnerships where appropriate.
- Involve more employers in our community.

Goal Two: Provide Research and Creative Activities: Develop creative activities and projects that enhance the core business of the institution and unit and build on the CRC team activities.

Critical Success Factors:

- 75 students enrolled in the alternative education program
- 5 teachers employed to deliver quality learning to alternative program
- 150 clients enrolled in the OPTIONS Youth Program
- 3 additional staff employed in the OPTIONS Youth Program
- WIA grant refunded
- Grant to Bill and Melinda Gates Foundation funded

Objectives:

Objective 2.1: Expand the alternative education program.

Strategies*:*

- Provide better communications with campus population concerning alternative education and the benefit to OSU-Okmulgee.
- Explore a different facility and location.
- Create a system to attract and retain highly qualified staff for the alternative academy.
- Create individualized academic and employment plans for qualifying alternative education participants and increase follow-up opportunities with them.

Objective 2.2: Expand the OPTIONS Youth Program.

Strategies:

- Get refunded in the new RFP process.
- Identify more clients needing services.
- Provide more year round programming activities.
- Provide more variety of summer camps.
- Develop a better system of client case management.
- Increase partnerships with local schools and other community organizations.

Objective 2.3: Develop additional grants for response to the RFP process.

Strategies:

- Write WIA re-authorization grant.
- Write Gates foundation grant.
- Write additional foundation grants.
- Add memberships in professional organizations.

Goal Three: Outreach/Service: Provide services to the local community that increase education and work opportunities for greater numbers of people and especially underrepresented groups.

Critical Success Factors:

- 1000 students participate in bus project
- 600 enrollments in developmental studies each fall term
- 10 community service projects completed by youth program
- 30 students employed in youth program
- 5 student business ideas implemented
- MOU agreement signed by OSU-Okmulgee and Job Corp
- MOU agreement signed by OSU-Okmulgee and Muskogee Creek Nation

Objectives:

Objective 3.1: Deliver Career Education to all 10 schools in the county.

Strategies:

- Implement the Bus project "Careers in Motion".
- Provide additional faculty guest presentations.
- Conduct a parents night informational meeting.
- Get more students invited to campus (mailings, special events, camps).

Objective 3.2: Design and implement WIA Youth Pay project for spring and summer.

Strategies:

- Contact schools where OPTIONS Youth attend for participation.
- Identify WIA Youth who want to participate.
- Develop system including scope of work, payment, other.

Objective 3.3: Become an advanced training center for Talking Leaves and Tulsa Job Corp Centers.

Strategies:

- Assess business and industry in local areas and determine employment and skill needs.
- Develop MOU agreements with key organizational leaders.
- Provide tours, advisement, and marketing through the Youth Program.
- Utilize the OSU-Okmulgee bus for marketing and career activities.
- Utilize additional departments and build relations with Job Corp Centers.

Objective 3.4: Develop new program opportunities for the Muskogee Creek Nation Youth.

Strategies:

- Create a formalized MOU between OSU-Okmulgee and Muskogee Creek Nation.
- Increase communication between the two organizations and continue to build relationships.
- Establish degree programs related to the interest of the Muskogee Creek Nation.

Objective 3.5: Participate in QuESTT EOC Upward Bound program activities.

Strategies:

- Develop the academic program.
- Utilize synergistic lab for the science curriculum.
- Work with other campus departments and provide campus tours.

Goal Four: Student Development: **Increase programs and services for students and clients enrolled in the OPTIONS Youth Program and CRC coursework.**

Critical Success Factors:

- 5% increase in scholarships awarded to participating clients
- 30 graduates per year from OPTIONS Youth Leadership Academy
- 40% of Youth Participants engaged in work experiences
- 100% of the CRC students complete one service learning activity

Objectives:

Objective 4.1: Seek additional scholarship-funding opportunities for clients/students.

Strategies:

- Initiate a scholarship fund within the unit to provide our own scholarship assistance for departmental students.
- Create our own resource room showcasing scholarship and employment opportunities.
- Get a better tie-in to scholarship offices on this and other college campuses.

Objective 4.2: Refine the curriculum for OPTIONS Youth Leadership experiences/ expand to the CRC curriculum.

Strategies:

- Research other leading leadership programs across the Nation.
- Integrate leadership enrichment and development activities into the academic curriculum.
- Utilize current CRC students to create a mentoring program.

Objective 4.3: Increase the number of community and work experiences for youth.

Strategies:

- Initiate the after school work program for youth in the WIA programs.
- Involve the Local Workforce Development Council. (Seek their help)
- Continue the WIA summer work activities for in-school youth.

Objective 4.4: Create service-learning activities.

Strategies:

- Research service learning at other schools and programs.
- Develop standards and guidelines.
- Initiate partnerships with local "not for profit" agencies to provide youth with service learning opportunities and to develop the model.

Goal Five: Leverage Resources: **Increase resources including grant funding streams, institutional, community, schools and business/industry partners.**

Critical Success Factors:

- New computer lab in place in Auto/Hevi CRC extension.
- New English computer lab in place in the CRC.
- New alternative high school built in the community.
- Multiple grants funded including: WIA, NSF, Carl Perkins, Other.

Objectives:

Objective 5.1: Partner with other units to leverage the Carl Perkins funds to expand the computer lab in Auto/Hevi.

 Strategies:

- Coordinate with Dr. Avant.
- Partner with HEVI on technology fee money.

Objective 5.2: Write an ILI grant to the NSF for expansion of the synergistic science lab.

 Strategies:

- Determine due date from NSF.GOV home page.
- Download the RFP and respond.

Objective 5.3: Write a plan and grant to the local Vierson Foundation to build a new countywide alternative school.

 Strategies:

- Write cover letter intent.
- Seek and collect support letters from county schools.
- Write grant.

Goal Six: Faculty and Staff Development: **Increase the skill sets of the CRC and OPTIONS Youth program faculty and staff to grow additional education and community leaders.**

Critical Success Factors:

- 50% increase in faculty degree credentials for the unit
- 100% of faculty and staff receive merit raises
- One person each year from these units receives recognition of leadership activities
- 100% of faculty/staff receive training to enhance skills
- 100% of faculty/staff attend at lease one conference
- 100% of faculty/staff makes at least one presentation at a state or national conference

Objectives:

Objective 6.1: Faculty and staff are provided and supported in their individual development plans.

Strategies:

- Create content of individual plans and determine resources needed.
- Set goals and deadlines.
- Evaluate accomplishments.

Objective 6.2: Unit leaders will set aside and allocate financial resources (in unit budget) to support faculty/staff individual goals identified in individual development plans.

Strategies:

- Percentage of unit budget be set aside for raises or bonus.
- Team establishes criteria for bonus.
- Percentage of budget set aside for seminars.

Objective 6.3: Team leaders will seek conference-supported assistance to complete presentation goals.

Strategies:

- Faculty/staff makes at least one presentation at state or national conference.
- Team leader tries negotiate free fee in lieu of presentation.
- Team leader tries to get conference planners to provide needed equipment so we don't have to carry with us.

Objective 6.4: Unit leaders will make additional efforts when hiring new positions to seek persons of diversity and with diverse ideas to strengthen unit teams**.**

Strategies:

- Unit leader determines criteria needed for new hires.
- Retain present team hiring process. Team hiring interviewing.

Goal Seven: Quality of Life/Economic Development: **Improve the satisfaction of individuals, programs, workplace and other stakeholders with improved learning in developmental education.**

Critical Success Factors:

- 90% approval rating of faculty on student assessments
- 70% pass rate of students taking developmental coursework (each semester)
- 60% graduation rates in technical/occupational programs at OSU-O
- 90% approval rating of employers for this population

Objectives:

Objective 7.1: Enhance Human Development

Strategies:
- Build social skills by providing monthly social activities.
- Staff provides mentoring to students and peer mentoring with students helping students.
- Team building provided through working with partners in lab and activities as groups.
- Confidence building by presenting completion certificates and having graduation activity as end of semester.
- Provide continuing education opportunities for youth and CRC students.
- Create and continually improve activities that provide socialization and enhance the learning community environment.
- Adopt a holistic plan to educate students not only in academics but also in life skills, study habits, job skills, computer skills and work ethics.
- Provide individualized, competency-based instruction utilizing all learning styles and strategies.
- Accent student diversity and utilize associated strengths of diversity in learning teams.

Objective 7.2: Enhance Economic Development

Strategies:

- Improve literacy of clients in the workplace.
- Assist students pursuing opportunities for scholarships.
- Supply better prepared workers to employers.
- Enhance relationships with potential employers to increase job opportunities for students.
- Envision and implement an entrepreneurial curriculum for Youth in our region.
- Create a system of resource referrals for campus and community resources.

Objective 7.3: Enhance Cultural Development

Strategies:

- Improve literacy and literacy instruction.
- Accommodate diverse enrollments and include multicultural curriculum in the CRC that provides an increase in faculty sensitivity, mentoring and modeling of behavior.
- Embrace cultural diversity in the classroom and meet different interests of clients.
- Increase classroom assignments on multicultural issues in the CRC curriculum.

Goal Eight: Partnerships/Collaborations: Increase number and quality of partners that will assist the CRC and OPTIONS Youth Program to achieve strategic plans and goals.

Critical Success Factors:

- Documented internal support and joint projects will increase by 10%
- External agreements and partnerships will increase by 10% of existing
- Documented Business and Industry support will expand by 20%
- 5 local stories in newspaper
- 3 written articles published

Objectives:

Objective 8.1: Expand the WIA Youth Council Membership from LMA #18 with both education and business leaders.

Strategies:

- Create a local WIA Youth Council within LMA #18.
- Recruit business and industry leaders, educators, service industry personnel, and youth stakeholders for development of Youth Council.
- Develop strategic plan for Youth Council including forming task forces.

Objective 8.2: Partner with more units on campus to expand both CRC and OPTIONS Youth Program activities.

Strategies:

- Develop CRC and WIA newsletter including unit report cards for dissemination to campus units.
- Explore possibility of offering remedial Science course through CRC.
- Expand CRC mentoring/tutoring capacity to include outreach to OSU-Okmulgee students that are not in the CRC pipeline.
- Partner with campus clubs to create meaningful activities to the benefit of both the **clubs** and the WIA youth.

Objective 8.3: Increase the number of written MOU agreements among internal and external partners.

Strategies:

- Research the needs of internal and external partners.
- Develop strategies to meet the needs of internal and external partners based on collected data.

Goal Nine: Image Enhancement: Contribute and enhance the university image by being recognized as the leading developmental education program (CRC) and leading WIA Youth program in the state.

Critical Success Factors:

- Receive at least two recognition awards
- Be invited to do two state and/or national presentations at conferences

Objectives:

Objective 9.1: Increase visibility of the CRC and the WIA Youth Programs at the local level.

Strategies:

- Write articles for newspaper, discipline specific magazines, and other relevant publications.
- Contribute news worthy articles to newspapers and other similar media.
- Present at local service clubs such as Rotary, Lions, Service League, and Kiwanis.

Objective 9.2: Increase visibility of the CRC and the WIA programs at the National level.

Strategies:

- Attend and present at state and national conferences included but not limited to WIA Technical academies, Oklahoma Association for the Improvement of Developmental Education, State Department of Career and Technical Education conference, VICA conferences.

Goal Ten: Diversity: Enhance the commitment, practices, knowledge, and attitudes of faculty, staff, and students in the area of cultural awareness.

Critical Success Factors:

- 10% increase in underrepresented students in the AI&P operations
- 10% increase in underrepresented faculty/staff in AI&P operations
- Diversity issues are imbedded into curriculum and activities of WIA and CRC
- 100% of the CRC and Youth staff attended 2 diversity seminars

Ob*jectives:*

Objective 10.1: Hire additional faculty/staff from underrepresented populations.

Strategies:

- Prepare faculty and staff for increasing diversity functions within the CRC and WIA programs.
- Increase marketing to diverse populations.
- Graduate additional students from underrepresented groups.

Objective 10.2: Provide learning opportunities that employ strategies for underrepresented groups of students.

Strategies:

- Create task force to explore diversity curriculum resources and teaching methods.
- Partner with diverse groups such as the Creek Nation, Black Culture Center, religious entities, and woman's organizations.
- Attend state and national diversity seminars.