

Reedley College SEP Awareness/ Strategic Actions

Challenges: Limited time, complicated message,
Opportunities: High Impact, low cost
Success Measure: Increased appointments & increased SEP Completion rates

Specific Actions HOW	Items Needed for completion	Individual(s) Responsible for Implementation	Completed during FA 12	Spring Begin Date End Date	Budget Allocation
Change computer screens on campus to reflect message	<ul style="list-style-type: none"> • Screen Saver Message - PDF 	Michelle/ Gary		1/21/14 to 2/28/14	\$0
Place posters in Bathrooms (need to purchase additional Plexiglas sign holders for MOR = \$)	<ul style="list-style-type: none"> • Posters • Additional Plexiglas Holders 	Michelle/ Student Activities		1/21/14 to 2/28/14	\$100
Place Posters throughout the Campuses	<ul style="list-style-type: none"> • Posters (11X20) 	Mario/Sandra/ SSLC		1/21/14	\$0
Stamp	<ul style="list-style-type: none"> • Stamps 	SSLC		1/21/14 to 2/28/14	\$100
Blackboard/WebAdvisor/RC Marquee/Social Media	<ul style="list-style-type: none"> • Text 	Lucy		1/21/14 to 2/28/14	\$0
Add SEP verbiage to bottom of GE and Major Sheets			Future Project	Future Project	
Sidewalk Chalk	<ul style="list-style-type: none"> • Chalk 	Student Activities	X	Week of 2/10/14	\$20
Target “High Capacity” areas: Offer on-the-spot services <ul style="list-style-type: none"> ○ SEP A ○ ESARS appointment sign ups ○ Express Counseling- Quick Stop Monday-Thursday rotation 	<ul style="list-style-type: none"> • Adjust grids for currently assigned Express Counselors to reflect M/T & W/Th rotation 	Chris Spomer		1/21/14 to 2/28/14	Allocated

<p>through the following areas:</p> <ul style="list-style-type: none"> a. Student Information Center b. Tutorial Center c. FEM Library d. Writing Center 	<p>of services on campus</p> <ul style="list-style-type: none"> • Marketing: SARS call/email; received message in error • Signage throughout campus • Create Form for “Quick fix SEP” • Submit Facility Request 				
Training front line workers	<ul style="list-style-type: none"> • Informational Materials 	Michelle		Week of 1/20/14	\$0
<p>Create a student driven “commercial” contest with cash prizes</p> <ul style="list-style-type: none"> ○ SEP explanation ○ Enrollment Priorities 	<ul style="list-style-type: none"> • Info Sheet for students • Prize Money 	Michelle / Student Activities		<p>Contest: 1/21- 2/6</p> <p>Air time: 2/10-2/28</p>	\$500 MAA Funds
“No SEP” rosters to faculty	<ul style="list-style-type: none"> • Rosters • Letters 	Mario/Sandra	X	Week of 1/20/14	\$0
<p>SEP Workshops for Like groups</p> <ul style="list-style-type: none"> ○ CTE ○ 1-15 Units ○ 16-30 Units 	<ul style="list-style-type: none"> • SEP completion materials 	Chris Spomer	CTE -X	1/21/14 to 2/28/14	\$0
<p>Extreme SEP</p> <ul style="list-style-type: none"> ○ Express Counseling Evenings 4-7pm Saturday, January 25th 9-3pm Saturday , February 1st 9-3pm <p>***Data for Counseling apts. will be reviewed by Michelle & Chris on 02-03.</p>	<ul style="list-style-type: none"> • Offer Schedule C for additional service hours all sites • Adjust Grids Add Counselors: 2-RC 1-Madera 1-Oakhurst 	All	X	<p>Week of:</p> <p>01/28-1/30 02/04-02/06 02/11-02/13 02/18-02/20 02/25-02/27</p>	Allocated

Adjustments may be recommended at this time.	Reflecting evening & Saturday apts. Facilities request for all sites <ul style="list-style-type: none">• Request office support for all sites (Susan, Jane, Patty, Sophie)				
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