Strategic Plan for the Word Processing Department

Drawn from the College’s overall Strategic Plan, this document provides focus for the Word Processing Department over the years 2008-2010.

Mission: The Word Processing Department is committed to excellent service that encourages and provides an organizational climate that fosters scholarship, recognizes the worth of individuals and encourages the professional growth of each person in support of Wayne College and its initiatives.

The priorities in this plan derive directly from the initiatives in the Strategic Plan, as referenced below.

**Priority 1: Diverse teaching-learning opportunities, programs, and services.**

A. Establish and carry out appropriate levels of staffing. (2B)
B. Encourage diversity and inclusive excellence in students’ learning experience at the College by having appropriate hours, manpower, and machinery to carry out jobs given to us. (2E)

**Priority 2: Workforce Development**

A. Aid in developing brochures and posters to advertise new entry-level career path programs. (3B)
B. Continue being a participant in the Student Success and Retention Task Force to help decide which technical programs are flourishing and help them become a part of Wayne College’s curriculum (3B)
C. As a member of the Student Success and Retention Task Force, help develop a partnership with area businesses by developing programs that strengthen skills of workforce. (3A)

**Priority 3: Engagement with the community**

A. Encourage members of the department to participate in local events and activities such as the Heart Walk. (4A)
B. Help develop brochures, nametags, invitations, etc for community cultural events such as Shakespeare. (4B)
C. Be support staff for the development of new off-site educational opportunities. (4C)
D. Be aware of any new developments in current off-site educational programs by supplying support services to personnel in these areas (4D)
E. As a member of the Student Success and Retention Task Force, help increase partnerships with other schools to encourage curriculum sharing for new career opportunities. (4F)
Priority 4: Facilities and Technology

A. Make sure that there are enough student/faculty/staff copiers in the new Student Life Building and work closely with supervisors to make that a reality. (5B)
B. Work with the technology department, librarians and faculty to help develop a teaching-learning resource center, especially the support needs of the facility. (5D)
C. Participate in the 2001 Campus Master Plan. (5E)

Priority 5: Institutional Effectiveness and Continuous Improvement

A. Participate in implementing a method to measure the achievement of the College's state learning outcomes. (6A)
B. Be involved in implementing continuous improvement principles and practices throughout the college through workshops, task forces, and committees. (6D)
C. Continue being accountable for each of the areas that Word Processing is involved in through participation in committees or task forces that concentrate on marketing, enrollment, staffing, etc. (6E)