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<th>PLAN</th>
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1. **Goal** - principal purpose and objectives of plan (include how this relates to serving students or increasing student success or supporting (LifeMap))
   - Review and revise documentation for (Transcripts, Graduation Review, and Articulation of Credit).
   - Conduct refresh trainings for Student Deans and Answer Center Staff College wide.
   - Conduct training.

2. **Objectives** - What will be accomplished and measured
   - Provide colleagues with information that will assist them when servicing students at their stations.

3. **Measures and Findings** – How specifically measures will be conducted. How will we know the objective has been achieved?
   - 5 Trainings will be conducted as well as evaluations for the sessions (WC, EC, OC, LNC, and WP).
   - Evaluation and Attendance at trainings

4. **Action Plan** - What is the implementation plan?
   - Update documentation between November – December 2014
   - Create Training schedule by November 2014
   - Conduct trainings January – February 2015

5. **Achievement Summary/Analysis**
   - What was learned from the assessment results? What changes will you make in your initiative for the year to come?

6. **General Education Learning Outcome**

7. **Strategic Plan Outcome**