

Program of Work 2014-2015

Information/Communication

A. Welcome Letter to new members by email

Responsibility: President
Completion: December
Results: Letter sent out to all in February with information on spring workshop and mini guidance grant

B. Letter(s) to general membership by email

Responsibility: President
Completion: December
Results: Letter sent out to all in February with information on spring workshop and mini guidance grant

C. Continue Guidance Update and post on website/email to members. Targeted dates: October, December, February, and May

Responsibility: Reporter/Advisor/Executive Committee
Completion: No Guidance Updates/reporter office unfilled. Emails sent to membership included:
November – Draft Pictorial Directory
January – awards information
February – President's email on spring workshop and mini guidance grant; Updated Pictorial Directory
April – Spring Workshop information, retirees information
Results: Guidance Updates this will be re-instated for 2015-16

D. Update Website

Responsibility: Reporter/Executive Committee
Completion: Fall 2014/Spring 2015
Results: Delayed/technical difficulties connecting with webmaster

E. Update pictorial directory

Responsibility: Vice President/Advisor
Completion: Fall 2014
Results: Completed: update occurred in fall/emailed to membership in February

Growing the Association

A. New Member Orientation in conjunction with New Student Services Academy

Responsibility: Vice President/Advisor
Completion: July 2015
Results: Completed – XXX number attended the New Student Services Academy

B. Grow PAC membership

Responsibility: Executive Committee/Advisor/PAC Representative
Completion: Ongoing
Results: Monitor and Check PAC Statistics; this topic covered in detail in May 2015 executive meeting

C. Continue with Spring Workshop for Guidance Members. Develop survey to get feedback on what the members would like.

Responsibility: Executive Committee/Advisor/President Elect
Completion: Fall 2014 for Survey and Spring 2015 for Workshop
Results: Survey completed and sent by email to members in December. Spring Workshop held April 10. Addressed 3 needs out of the top 5 from the survey results.
Attendance: 57 Overall Satisfaction Rating: 4.2

D. Continue Guidance Member Mini Grant for one more year

Responsibility: Executive Committee
Completion: June 2015
Results: 1 grant awarded

Leadership

A. Encourage membership to pursue office positions as well as state and national OkACTE officer/representative positions

Responsibility: Executive Committee/Advisor/Past President
Completion: Ongoing
Results: Jan Bell from Tulsa Technology Center will begin term as ACTE National Vice President for Guidance/Career Development