



Northeast Tech Strategic Plan, 2016 - 2021

Mission

Preparing Individuals for Successful Careers

Vision

Northeast Technology Center will provide resources and programs designed to support students' diverse academic, social, and emotional needs. Effective and dedicated professional educators, administrators and support staff will challenge students with a rigorous curriculum that considers individual learning styles. We will be an institution of excellence that exemplifies best practices in instruction, student services, facilities, safety and security. Northeast Technology Center completers will be prepared to assume leadership roles as students in colleges and universities, as professionals in their chosen careers and as citizens in this rapidly changing world.

Core Beliefs

"There are two educations. One should teach us how to make a living and the other how to live." – John Adams

1. We believe that education for the 21st Century includes rigorous and relevant academic, technical, and problem-solving skills that prepare students for the next level of education.
 2. We believe that strong instructional leadership and highly qualified personnel work as colleagues to deepen knowledge and improve instructional practice, creating a rich academic environment.
 3. We believe that a learning organization practices the sharing of knowledge, the adoption of new principles, and continuous growth.
 4. We believe effective communication connects parents, teachers, students, and the community, fostering trust and interdependence.
 5. We believe that all members of the learning community must promote respect for self, respect for others, and respect for community.
 6. We believe all students can achieve high standards and are entitled to demonstrate their knowledge and skills in ways which recognize their individual abilities, talents, and learning styles.
 7. We believe in modeling democracy by giving voice to all who are directly affected by the school, including students, and addressing all forms of unfairness and injustice.
 8. We believe quality facilities matter.
 9. We believe in fostering a culture of continuous improvement by using student assessment and program evaluation data to continuously improve school culture, organization, management, curriculum, and instruction.
 10. We believe in enabling our students to choose from programs planned by educators, employers, and students that integrate challenging academic studies and work-based learning.
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Goal 1: Improve Student Success with High Quality Instruction, Curriculum and Methods

Objectives and Strategies:

A) Provide High Quality Curriculum and Instructional Support

- 1) Increase the curriculum budget.
- 2) Provide support to continually update and enhance the curriculum to meet the changing needs of industry.
- 3) Support instructors with extra duty time to develop curriculum
- 4) Provide up-to-date textbooks or other curricular medias for instruction
- 5) Provide web based resources to enhance the delivery of industry specific instruction
- 6) Provide support for the integration of best practices into the classroom of every program.
- 7) Provide support for instructor and industrial coordinator visits with industry partners

B) Align curriculum and instruction with relevant industry credentials, certificates and licenses

- 1) Provide instructors of like programs with the opportunities to meet and discuss curriculum and best practices
- 2) Maintain a 100% test rate for WorkKeys
- 3) Align program curriculum to ODCTE defined Level 1 and Level 2 industry certifications and licenses when determined relevant and applicable

C) Utilize the Latest Technologies, Equipment and Best Practices to Improve Job and Instructional Performance

- 1) Meet with advisory committees, industry leaders and vendor representatives for equipment recommendations
 - 2) Research new technologies and equipment through workshops, conferences, trade journals and magazines
 - 3) Tour other statewide technology centers for best practices in action.
 - 4) Provide the necessary monetary support to meet technology and equipment needs.
 - 5) Utilize the Moodle LMS, when appropriate, for grading and instructional purposes.
 - 6) Continually evaluate and integrate new technologies when appropriate to enhance the job or instruction
 - 7) Research the needs for additional Mobile Labs.
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D) Promote High Quality Instructional Delivery Methods

- 1) Promote instruction methods that include:
 - a) Industry guest speakers and field trips
 - b) Career Readiness Skills
 - c) Problems based learning
 - d) Project based learning
 - e) Utilization of online resources
 - f) Work based experiences
 - g) Assessment Techniques

E) Provide the Students With a 24/7 Web-Based Method of Checking Grades and Attendance.

- 1) Develop a process for the utilization of a Student Management System to provide 24/7 access to the students and parents of all programs.
- 2) Continually evaluate and modify the process of providing student information to ensure efficiency.

F) Improve Instructional Collaboration Between the NTC Internal Divisions.

- 1) Develop a process of collaboration between the BIS, Short Term and Full-Time Program divisions to share the curriculum and instruction for industry skill sets that are in high demand.

Goal 2: Promote Growth and Sustainability

Objectives and Strategies:

A) Evaluate Measures to Ensure that the Programs are Preparing Students for Success and Providing a High Economic Impact for the Communities that NTC Serves.

- 1) 80% of the students are program completers
- 2) 80% of the completers of each program are positively placed into jobs that utilize the skills for which they were trained.
- 3) All full-time programs maintain a minimum capacity of 80%

B) Research and Pursue Additional Funding for Growth Opportunities.

- 1) Determine facilities and services that would require additional funding
 - 2) Research the available avenues for additional funding
 - 3) Pursue additional funding if feasible.
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C) Continuously Evaluate Industry Needs for Expanded Instructional Offerings through the BIS and ACD Divisions.

- 1) Survey the NTC service area businesses and industries through all avenues to determine their training needs.

D) Determine in-District Process(es) to Assure that the Current ODCTE Accreditation Method is Implemented Throughout the District

- 1) Assigned District personnel will attend ODCTE meetings and remain current with the ODCTE Accreditation Process
- 2) Develop an accreditation team to collaborate and develop the processes required to be compliant with the current ODCTE accreditation instrument
- 3) Provide professional development experiences to assure that all administrators, faculty and staff understand and implement the required accreditation measures.

E) Research New Instructional Offerings which are in High Demand and Based on Industry Needs.

- 1) Meet with local industries, local chambers and other industry organizations for new occupational areas
- 2) Determine the occupational projected outlook, salary range and skill requirements
- 3) Determine the NTC Division to provide the training (i.e. Full-Time, ACD, BIS)
- 4) Determine relevant industry accreditations and certifications

F) Develop Processes Between Campus Locations and Divisions that Promote Efficient Electronic-Based Communications.

- 1) Align the operational process(es) to utilize a centralized student management system for recording financial transactions and financial aid operations
- 2) Develop and align student enrollment and reporting processes across the district
 - a) Align full-time student enrollment and state reporting processes
 - b) Align BIS student enrollment and state reporting processes
 - c) Align short-term student enrollment and state reporting
- 3) Develop and utilize a transcript which meets the requirements of all programs

G) Develop a Districtwide Practice of Energy Conservation

- 1) Create a committee to determine the base-line information and energy conservation strategies
 - 2) Develop and utilize an energy management evaluation tool
 - 3) Review the energy management practices at each campus annually and update the energy conservation needs and strategies.
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H) Provide Quality Instructional Facilities at All NTC Locations

- 1) Continuously evaluate all facilities to ensure maximum impact on instruction
- 2) Maintain and update the 5-Year Capital Improvement Plan
- 3) Evaluate the Capital Improvement Plan annually to determine progress.

I) Sustain an Environment of Safety, Awareness and Preparation

- 1) Each campus will maintain a Safety Committee which will continually evaluate current campus safety practices to ensure maximum safety practices.
 - 2) Provide NTC Representation at School Safety conferences and workshops
 - 3) Revise the Emergency Procedures Guide Annually
 - 4) Ensure that the Emergency Procedures Guide is posted at all locations
 - 5) Provide update training and drills to ensure that all NTC personnel and students are knowledgeable on the processes required for multiple emergency scenarios.
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Goal 3: Instill a Culture of Continued Professional Growth and Development

Objectives and Strategies:

A) Provide Continual and Quality Professional Development Experiences

- 1) All employees will develop a Professional Development Plan which targets professional growth
- 2) Support the instructors toward obtaining instructional improvement training opportunities
- 3) Support all employees toward obtaining technical skills improvement training opportunities
- 4) 100% of employees will participate in all District required professional development activities
- 5) Utilize alternative methods of offering professional development that meets multiple learning styles and time schedules

B) Integrate Technology and Best-Practices to Improve Job and Instructional Performance.

- 1) Provide the faculty with opportunities to increase their current skill level utilizing the Moodle learning Management System
- 2) Support all faculty and staff to continually evaluate and integrate current and new technologies when appropriate to enhance their job or instruction.
- 3) Provide the faculty and staff with continual training to effectively utilize the District's student management system.

C) Integrate a Districtwide Professional Development (PD) Leadership Team

- 1) Maintain a Professional Development Team which consists of representation from each division, campus, parents, and higher education.
 - 2) The Districtwide PD Team will meet periodically
 - 3) The Districtwide team will collaborate with respective campus personnel on all professional development activities.
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Goal 4: Develop Efficient Internal and External Communication Processes

Objectives and Strategies:

A) *Improve the Communication Process of Program Related Information Between Students, Parents, Business, Industry and School Personnel.*

- 1) Utilize a common student management system to efficiently track and report student progress, attendance and financial status between appropriate school personnel
- 2) Determine a pilot group to utilize a system and determine best-practices
- 3) Develop a process to communicate student progress, attendance and financial status upon demand to students and parents.
- 4) Provide training of best-practices to all staff and teachers for District-wide implementation
- 5) Implement a process of communicating NTC Services to all partners.

B) *Improve Northeast Technology Center's target audiences' perceptions of career training and education.*

- 1) Measure the current audience perceptions of NTC and career technology in general.
- 2) Identify the information that the target audiences are lacking
- 3) Select the communication tools that will be used for sharing specific information with the target audiences.
- 4) Monitor and react to changes in enrollment and customer feedback as measured through surveys.

C) *Improve and Align the Marketing and Communications Efforts Across the District.*

- 1) Redefine the brand of the Marketing Department within the District to include communications.
 - 2) Provide collaboration between the Marketing Department and the Student Advisors to support recruiting while increasing awareness and interest in the program offerings.
 - 3) Research and expand new marketing options for Full-Time, Adult Education and BIS.
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Goal 5: Improve Community, Educational and Industry Partnerships

Objectives and Strategies:

A) *Research the Needs of the Secondary Schools in the NTC Service Area for Partnership Opportunities.*

- 1) Utilize survey data and input from the area secondary school personnel to determine specific sending school needs that NTC could provide assistance
- 2) Determine the funds required to provide assistance
- 3) Proceed through appropriate channels if assistance is deemed possible

B) *Strengthen Business and Industry Partnership Opportunities*

- 1) Review the Advisory Committee member listing for each program annually to replace members which have not been active or in attendance at meetings
- 2) Utilize survey assessments to determine industry needs that NTC could provide assistance.
- 3) Provide activities that will increase the interaction between teachers and employers as well as providing students with additional employment possibilities.
- 4) Increase and document the number of business contacts.
- 5) Host activities at each campus for area business and industry partners which promote awareness and provide an opportunity for input.

C) *Strengthen Relationships with NTC Community Patrons*

- 1) Host events at each campus which will provide the opportunity for community patrons to tour the facilities and understand the NTC mission
 - 2) Promote community based offerings and activities through Adult Education.
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