United Tribes Technical College Graphic Design Unit Action Plan
2016 – 2020

UTTC Graphic Design Mission Statement

The mission of the UTTC Graphic Design program shall be to provide a strong foundation in graphic design whereby students learn the concepts, skills, and vocabulary to enable them to create and understand design and print as a means of visual expression and communication.

UTTC Graphic Design Vision Statement

UTTC Graphic Design program graduates are immediately ready to enter the graphic design industry.

Graphic Design Department Goals

Goal #1 – Recruit, retain, and graduate competent professionals who meet industry requirements.
Goal #2 – Design and create printable and electronic documents as used in the industry.
Goal #3 – Create a professional quality E-portfolio and marketing packet.

Academic Affairs Strategic Goals 2016-2020: Goal #2 – Build quality programs that will promote student learning and meet or exceed industry standards.

- ### Graphic Design Program Goals 2016-2020: Goal #2 – Design and create printable and electronic document as used in the industry

Strategy 2a: Develop and/or improve academic and technical programs.

PERFORMANCE MEASURE	RESPONSIBLE PARTY	TIMELINE	EVALUATION
• New program developed to include Tribal Arts. • Replace projection equipment and update software programs to meet industry standards	• Department Faculty • Department Chair	• Annually	• Program Review

SUMMARY OF PROGRESS
2016-2017: Tribal Arts joined the Graphic Program and then because of budget allowances Tribal Arts was moved back under General Education. Tribal Arts classes have moved to the Graphic Design space in the Skill Center. Software programs were updated and so were the computers. This update extended the life of the computers for about 5 years. Projection equipment was received and installed for the Graphics Classes and Tribal Arts classes. New Desk for Colleen was ordered and delivered. Graphic Design program is up and running in the remodeled space. **2017-2018:** For students comfort new chairs were ordered in the Graphic Design lab. Researching the possibility of purchasing a new cutter. Reviewing the degree plan to give the students better education in the Graphics field. Planning on removing a course and adding a business course. This will prepare the students for a more versatile job opportunity. **2018-2019:** Graphic Design houses the printing equipment from former print shop on campus. Students create designs for clients on campus. **2019-2020:** Computers in the Graphic Design program were updated with new SSD drives and new metallic graphics cards. This allowed the computers to be able to handle the new software and OS system upgrades.

Academic Affairs Strategic Goals 2016-2020: Goal #4 – Improve and increase technological capacity.

- ### Graphic Design Program Goals 2016-2020: Goal #3 – Create a professional quality E-portfolio and marketing packet.

4a: Use technology in instructional delivery.

PERFORMANCE MEASURE	RESPONSIBLE PARTY	TIMELINE	EVALUATION
• All classrooms equipped with Internet and projection capabilities. • Print shop equipment training	• IT Department • Department Chair	• On-going	• Student final E-Portfolio.

SUMMARY OF PROGRESS
2016-2017: IT installed the projection equipment. Tribal Arts area have computers installed and are being used for research and use the WiFi for the connection Students received extensive training on most of the print shop equipment. All renovations are made and equipment is in place. All equipment is up and running and classrooms are fully functional. **2017-2018:** The new projection equipment is working excellent. I have no plans on changing technology at this time. **2018-2019:** Large color printer was purchased for the print shop so now we own this piece of equipment. Print shops cutter broke down and a new more updated cutter was purchased. **2019-2020:** New equipment for silk screening process was purchased to give students a broader knowledge in the graphic design industry..

UTTC Strategic Plan 2015-2020: Strategic Area #2 – STUDENT SUCCESS AND COMPLETION

2b: Increase degree completion rate
(Added October 2017)

PERFORMANCE MEASURE	RESPONSIBLE PARTY	TIMELINE	MEASURABLE OUTCOME
• Implement the Jenzabar advising worksheets (degree audits) with students and faculty • Refer students for tutoring services and monitor participation • Contribute to discussions about increased effectiveness of FND 108 • Increase use of Jenzabar retention module • Review Academic Advising Handbook at monthly department meetings • Participate in effective academic advising training	• Registrar's Office • Graphic Design Instructor	• Identified as a priority fall 2017 – ongoing as needed	• Accurate advising worksheets (degree audits) for each student • Tutoring schedule and log • First Year Experience course guides and syllabus • Jenzabar retention module print-out • Advising Handbook • Professional Development Summaries

SUMMARY OF PROGRESS
2017-2018: As of August 2018, I have increased my enrollment and all students are doing very well. May 2019 I should have at least 3 graduates. **2018-2019:** May 2019 I had 3 graduates. Jenzabar system was updated and training was developed for all faculty. Retention module was explained and better utilized by faculty. **2019-2020:** New training was implemented for courses because of Covid 19. Faculty had to develop courses for synchronous and asynchronous courses. Early Alerts have been better monitored to help students and instructors keep track of the students' academic success.