**Occupational Studies Action Items**

As of February 21, 2017

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| Action Item | | Deadline | Responsible Party |
| 1 | Coordinate lower division courses with fall 2017 schedule | 03/01/17 | CIO and Academic Deans |
| 2 | Complete ACCJC Substantive Change Addendum | 03/01/17 | Bonnie Jaros and Michelle Parolise |
| 3 | Establish Learning Center activities/DLAs (e.g. Tutor and Faculty Mentor programs) | 05/01/17 | Kathy Walczak and Michelle Parolise |
| 4 | Complete board policies and administrative regulations | 03/01/17 | BDP Leadership Team members as assigned |
| 5 | Establish a faculty leadership team that includes all upper division instructors in preparation for onsite ACCJC visit | 05/01/17 | Michelle Parolise |
| 6 | Work on articulation of our classes as prerequisites for master’s programs | 04/01/17 | Michelle Parolise |
| 7 | Establish a committee to review PLOs and course SLOs |  | Course authors, ALO and IE&A committee designees |
| 8 | Create OS Student Handbook | 05/01/17 | Michelle Parolise |
| 9 | Hire consultants from OT master’s programs (e.g. CSUDH and USC) | 04/01/17 | Michelle Parolise and Bart Hoffman |
| 10 | Develop BDP OS notebook for onsite ACCJC visit (see other colleges – e.g. Bakersfield) | 09/01/17 | As designated by BDP Leadership Team Chair |
| 11 | Marketing to employers of COTAs (e.g. St Judes’, St. Joseph, hand clinics, skilled nursing facilities, etc. | 03/05/17 | Michelle Parolise, Marcella Hernandez and Judy Iannaccone |
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