

**Planning and Research
Division Training Session Minutes
2001-2002**

This year, the Planning and Research Office began Division Training Sessions as part of our continuous improvement process for assessment, planning and budget. The goal of these sessions is to educate WCC employees on the importance of departmental planning and its impact on the college's mission, where they fit in the process and their progress along the way.

A three to four month schedule (October-January) is used to provide the training.

Listed below are the sessions that were held for the 2001-2002 plan year.

Date	Time	Division Head	Divisions/Departments
October 16 th	11:00-12:00 p.m. HS 121	Dr. Bill Radford, Dept. Head	Dental
November 1 st	2:00-4:00 p.m. AZA 205	Paul Compton	Applied Technologies: Air Conditioning, Heating & Refrigeration Drafting & Design Electronics Engineering Industrial Systems Machining Technology Welding Autobody Repair Automotive Aviation
November 5 th	11:00-12:00 p.m. Nursing Board Rm.	Dr. Cindy Archie	Nursing Medical Lab Science
November 8 th	2:00-3:00 p.m. AZA 203	Manuel Dudley, Dept. Head	Human Services Technology
November 26 th	3:30-4:30 p.m. Pine 130	Roy White VP Continuing Education Continuing Education & Workforce Development	Continuing Education VP Continuing Education Basic Skills Business & Industry Center Human Resource Development (HRD) Occupational Extension
November 27 th	2:00-3:00 p.m. WLC Board Rm.	Ken Ritt VP Educational Support Svs Educational Support Services	VP Educational Support Services Bookstore Campus Information Services Distance Education Information Systems Maintenance Media Security
January 25 th	2:00-3:00p.m. Dogwood 130	SJAFB, PIO, Foundation, Planning and Research	SJAFB, PIO, Foundation, Planning and Research

Planning and Research Division Training Session Minutes 2002-2003

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Listed below are the sessions that were held for the 2002-2003 plan year.

Date	Time	Division Head	Divisions/Departments
November 12 th	1:00-2:30 p.m. WLC 212	Ray Burrell Division Head for Business & Computer Technology / Agriculture and Natural Resources	Business & Computer Technology: - Business Administration - Accounting - Computer Technology - Medical Technology - Office Systems Technology Agriculture & Natural Resources: - Forestry Ag Business
November 14 th	1:30-3:00 p.m. Hocutt 270	Ron Prince Division Head Applied Technologies	Applied Technologies: Air Conditioning, Heating & Refrigeration Drafting & Design Electronics Engineering Industrial Systems Machining Technology Welding Autobody Repair Automotive Aviation
November 21 st	2:00-3:30 p.m. AZA 3 rd Fl. Conf. Rm.	Dr. Cindy Archie Division Head for Allied Health Programs	Public Services Human Services
December 11 th	2:00-4:00 p.m. Dogwood Music Rm.	Dr. Ron Taylor Division Head for College Transfer	College Transfer: Liberal Arts Math Science Social Science
December 12 th	3:00-4:30 p.m. Pine 130	Roy White VP Continuing Education Continuing Education & Workforce Development	Continuing Education: VP Continuing Education Basic Skills Business & Industry Center Human Resource Development (HRD) Occupational Extension
January 23 rd	1:00-2:30 p.m. Dogwood 145	Ken Ritt VP Educational Support Srvs Educational Support Services	Educational Support Services: VP Educational Support Services Bookstore Campus Information Services Distance Education Information Systems Maintenance Media Security

**Planning and Research
Division Training Session Minutes
2003-2004**

In 2001, the Planning and Research Office began Division Training Sessions as part of our continuous improvement process for assessment, planning and budget. The goal of these sessions is to educate WCC employees on the importance of departmental planning and its impact on the college's mission, where they fit in the process and their progress along the way.

A three to four month schedule (October-January) is used to provide the training.

Listed below are the sessions that were held for the 2003-2004 plan year.

Date	Time	Division Head	Divisions/Departments
October 21 st	4:15-5:00 p.m. Dogwood 145	Roy White VP Continuing Education Continuing Education & Workforce Development	VP Continuing Education Basic Skills Business & Industry Center Human Resource Development (HRD) Occupational Extension
November 10 th	2:00-3:30 p.m. Dogwood 330	Dr. Beth Spragins Division Head College Transfer	Liberal Arts Math Science Social Science
November 20 th	1:00-2:00 p.m. WLC 212	Ken Ritt VP Educational Support Svcs Educational Support Services	VP Educational Support Services Bookstore Campus Information Services Distance Education Information Systems Maintenance Educational Support Technologies (formally called Media) Security
November 20 th	2:00-3:00 p.m. WLC 212	Ray Burrell Division Head Business & Computer Techn. / Ag & Natural Resources	Business & Computer Technologies: - Business Administration - Accounting - Computer Technology - Medical Technology - Office Systems Technology Agriculture & Natural Resources: - Forestry - Ag Business
December 2 nd	2:00-3:00 p.m. Pine 214	Dr. Cindy Archie Division Head Allied Health	Allied Health Dental Medical Lab Sciences Nursing
December 4 th	1:00-2:00 p.m. WLC Board Room	Ron Prince Division Head Applied Technologies	Air Conditioning, Heating & Refrigeration Drafting & Design Electronics Engineering Industrial Systems Machining Technology Welding Autobody Repair Automotive Aviation
December 11 th	11:00-12:00 a.m. Azalea 335	Duane Everhart Dept. Head Human & Public Services	Human Services Public Services Preschool

December 17 th	9:30-10:30 a.m. Dogwood Office Suite	Training for our office suite: <ul style="list-style-type: none"> • Foundation (Jack Kannan & Amanda Parker) • Coop/Job Referral (Anne Millington, Lorie Waller, Carolyn Plummer) • Public Information (Tara Humphries & Chasity Neumann) • RSVP/Volunteer Wayne (Barbara Stiles & Joy Pearce) • Planning & Research (Robyn Middleton) • Debbie Grady 	Cooperative Education/Job Referral Foundation Public Information Office Planning & Research
January 5 th	2:00-3:00 p.m. WLC Board Room	Training for following areas: <ul style="list-style-type: none"> • Academic Skills (Saundra Smith, Karen Hartley, Chris Denise, & Michael Bloom) • Global Education (Tracey Ivey) • SJAFB (Dwight Mayo) • Library (Shirley Jones & Judy Hodges) • Child Care Center (Carolyn Tyson) • Developmental Education (Miriam Wessell & Irma Wiggins) 	Academic Skills Center Global Education SJAFB Library Preschool Developmental Education

Listed below is the process in which the trainings were conducted:

- Division Training Power Point Presentation
 - Two presentations were developed based on Operational or Educational areas
- 2003-2004 Plan documents for their respective areas

Filed in the Office of Planning and Research are the documentations from each Division Training Session which include transmittals, power point presentation, and their respective planning objectives.