

Action Steps for Dept. Objectives	Completion Date	Progress	Implication for Next Year's Action Step
August			
• Reserve rooms for Dec.	Aug. 2012	Completed	
• Contact HS/plan Conference	Aug. 2012	Completed	
• Look at dates of HS Orientations, myCuesta Mondays & ODAR	Aug. 2012	Completed	
• SARS GRID-check for counselor numbers for HS Orientation, my Cuesta, Mondays and ODAR	Aug. 2012	Completed	
• Create teaching faculty liaisons to local area HS	Aug. 2012	Completed	
• Outreach for recruitment of new ESL students includes presentations and flyers at K-12 schools community organizations, committees and businesses	Aug. 2012	Completed	
• ESL Assessments in Paso Robles, SLO and AG Center	Aug. 2012	Completed	
• ESL Orientation: mandatory for all new ESL students	Aug. 2012	Completed	
• Welcome ESL classroom visits	Aug. 2012	Completed	
September			
• Work on Orientation Booklet	Sept. 2012	Completed	
• Reserve rooms for Local HS Liaison Meeting in February	Sept. 2012	Completed	
• Meet with Online Orientation Committee to check on updates	Sept. 2012	Completed	
• Create Counseling liaisons to Cuesta Departments	Sept. 2012	Completed	
• Conduct myCuesta Orientations	Sept 2012	Completed	
• Assist all ESL students apply for Financial Aid (BOGW and FAFSA)	Sept. 2012	Completed	
• Ongoing outreach as needed	Sept. 2012	Completed	
October			
• Set up application, assessment, and orientation dates	Oct. 2012	Completed	
• Inform "Stake Holders" of key dates (Sande M., Nohemy, Kristin P.)	Oct. 2012	Completed	
• Work on Orientation Booklet check Math/Engl. flow charts, assessment information, degree, and certificate pages	Oct. 2012	Completed	

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October (continued)			
• Cuesta HS Liaisons visit or contact their HS	Oct. 2012	Completed	
• Conduct motivation and retention visits in lower ESL classes (all three sites)	Oct. 2012	Completed	
• Ongoing Financial Aid assistance and presentations	Oct. 2012	Completed	
• Ongoing outreach presentations as needed (vary by site)	Oct. 2012	Completed	
November			
• Nov. 1st application available for local HS students	Nov. 2012	Completed	
• Nov. 14th meet with “Stake Holders” and local HS Liaisons	Nov. 2012	Completed	
• Application workshop at Local HS	Nov. 2012	Completed	
• Application available to Local HS students for Fall 2013	Nov. 2012	Completed	
• Work on Orientation Booklet	Nov. 2012	Completed	
• Send invitations to “Stake Holders” to Local HS Counselors Conference to save the date in February & prepare presentations/CCC Apply opens 11/1	Nov. 2012	Completed	
• Counseling liaisons contact Cuesta Department for possible updates. Invite Teaching Faculty liaisons to attend local HS visits	Nov. 2012	Completed	
• Outreach K-12 schools, businesses, community organizations and committees in preparation for the December assessment	Nov. 2012	Completed	
• Retention classroom visits	Nov. 2012	Completed	
December			
• Work with Committee to update On-Line Orientation	Dec. 2012	In-Progress	
• Counseling liaisons contact Cuesta Departments for possible updates	Dec. 2012	In-Progress	
• Invite teaching faculty liaisons to attend Local area HS visits	Dec. 2012	In-Progress	
• ESL assessment	Dec. 2012	In-Progress	
• Registration	Dec. 2012	In-Progress	
• Outreach for Spring Semester	Dec. 2012	In-Progress	

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January			
Reserve Rooms for:			
• Local HS Counselor Conference	Jan. 2013	In-Progress	
• "Stake-Holder's" February	Jan. 2013	In-Progress	
• Orientation Training-April (3413)	Jan. 2013	In-Progress	
• High School Orientation-last two weeks in May (3301, 3413, 3412,3406) NCC Rooms as well N5004,N2408, N2408, N2411	Jan. 2013	In-Progress	
• MyCuesta Mondays-June and July (3413&3412)	Jan. 2013	In-Progress	
• ODAR(3406, 3413, &3212) June 11	Jan. 2013	In-Progress	
• Send email reminders to HS Counselors about application, assessment and orientation dates	Jan. 2013	In-Progress	
• Bus reservation for HS	Jan. 2013	In-Progress	
• SARS GRID for counselors-make sure we have enough counselors for last week in May first week in June, ODAR myCuesta Mondays update online orientation	Jan. 2013	In-Progress	
• Start FAFSA APPLICATIONS and inform local HS about Cuesta Scholarships	Jan. 2013	In-Progress	
• Invite teaching faculty liaisons to attend area high school visits	Jan. 2013	In-Progress	
• Outreach for recruitment of new ESL students for Spring Semester	Jan. 2013	In-Progress	
• ESL assessments	Jan. 2012	In-Progress	
• Registration	Jan. 2012	In-Progress	
• Orientation	Jan. 2012	In-Progress	
• Welcome Classroom Visits	Jan. 2012	In-Progress	
February			
• Wednesday, second week of February local HS Counselors Conference and "Stake-Holders"	Feb. 2013	In-Progress	
• Let Computer Services know about orientations	Feb. 2013	In-Progress	
• Finalize Orientation Booklet/Print	Feb. 2013	In-Progress	
• Update Online Orientation	Feb. 2013	In-Progress	
• Request HS transcripts for ALL High Schools for placement in Math/Eng. CCC apply-HS student deadline	Feb. 2013	In-Progress	
• Invite teaching faculty liaisons to attend local area HS visits	Feb. 2013	In-Progress	

Action Steps for Dept. Objectives	Completion Date	Progress	Implication for Next Year's Action Step
February (continued)			
• MyCuesta Orientations	Feb. 2013	In-Progress	
• FAFSA Workshops	Feb. 2013	In-Progress	
• Outgoing outreach as needed	Feb. 2013	In-Progress	
March			
• FAFSA and Cuesta College Scholar- ships Applications due 3-2-13	Mar. 2013	In-Progress	
• Financial Aid	Mar. 2013	In-Progress	
• Applications due one week before assessment tests	Mar. 2013	In-Progress	
• Assessment tests for local HS	Mar. 2013	In-Progress	
• Finalize narrative for HS Orientations	Mar. 2013	In-Progress	
• Finalize Online Orientation	Mar. 2013	In-Progress	
• Motivation/retention visits	Mar. 2013	In-Progress	
• Outreach as needed	Mar. 2012	In-Progress	
April			
• Assessment testing for local HS when needed if possible at the end of April	Apr. 2013	In-Progress	
• Practice run for orientation training	Apr. 2013	In-Progress	
• Supplies for each orientation room	Apr. 2013	In-Progress	
• CCC apply for Summer 4/1	Apr. 2013	In-Progress	
• Local High School assessments	Apr. 2013	In-Progress	
• Ongoing outreach as needed	Apr. 2013	In-Progress	
• Retention Visits	Apr. 2012	In-Progress	
May			
• Narrative for myCuesta Mondays Last two weeks in May conduct local HS orientation 9:30am-12:00:pm (Financial Aid 11:30 am)	May 2013	In-Progress	
• 5/21(SLO),			
• 5/22(Morro Bay),			
• 5/23 (AG)			
• 5/25(Paso-two sessions)			
• (Templeton in Paso)			
• 5/31 make up (100 student orientations)	May 2013	In-Progress	
• Local High School assessments/Outreach	May 2013	In-Progress	
• ESL Mock Registration in all 3 sites	May 2013	In-Progress	

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June			
<ul style="list-style-type: none"> • Make up Orientation for local HS May 31st (100 students); 1:30-4:00pm in Rooms 3412, 3413,3301, 3406 	Jun. 2013	In-Progress	
<ul style="list-style-type: none"> • ODAR second Monday in June 11th (75 students) 1:30-4:00pm (Financial Aid at 3:30pm) Rooms 3412, 3413 & 3406 	Jun. 2013	In-Progress	
<ul style="list-style-type: none"> • MyCuesta Mondays (50 students per Mon) except June 25th 1:30-4:00pm (Financial Aid at 3:30)Rooms 3412 &3213 	Jun. 2013	In-Progress	
<ul style="list-style-type: none"> • Review what worked and what didn't work 	Jun. 2013	In-Progress	
<ul style="list-style-type: none"> • ESL Assessments 	Jun. 2013	In-Progress	
<ul style="list-style-type: none"> • Outreach for Summer Classes 	Jun. 2013	In-Progress	
July			
<ul style="list-style-type: none"> • MyCuesta Mondays (50 students per Mon) 1:30-4:00pm (Financial Aid at 3:30)Rooms 3412 & 3413 	Jul. 2013	In-Progress	
<ul style="list-style-type: none"> • MyCuesta Mondays on July 2, 9,& 16 	Jul. 2013	In-Progress	
<ul style="list-style-type: none"> • Registration 	Jul. 2013	In-Progress	
<ul style="list-style-type: none"> • Welcome classroom visits 	Jul. 2013	In-Progress	
<ul style="list-style-type: none"> • Ongoing outreach 	Jul. 2013	In-Progress	

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