**Academic Program Review**

**Action Plan**

**Date: 12/1/12**

**Degree or Certificate Reviewed: Medical Assistant**

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| **Actions to be taken which will be incorporated into operational plan goals** |
| Goal 1: Accredit certificate MA program by CAAHEP |
|  | Cost/Resource Implications:  |
| Timeline for Achievement: February 2014  |
| Measure of Success: Program will become accredited. |
| Goal 2: Maintain budget for the 2012-2013 year |
|  | Cost/Resource Implications: Will be able to track cost of resources |
| Timeline for Achievement: August 2013 |
| Measure of Success: Will have data to support program |
| Goal 3: |
|  | Cost/Resource Implications: |
| Timeline for Achievement: |
| Measure of Success: |
| Goal 4: |
|  | Cost/Resource Implications: |
| Timeline for Achievement: |
| Measure of Success: |
| **Actions to be taken which will occur outside the operational plan goals** |
| Action 1: |
|  | Cost/Resource Implications: |
| Timeline for Achievement: |
| Measure of Success: |
| Action 2: |
|  | Cost/Resource Implications: |
| Timeline for Achievement: |
| Measure of Success: |
| Action 3: |
|  | Cost/Resource Implications: |
| Timeline for Achievement: |
| Measure of Success: |
| Action 4: |
|  | Cost/Resource Implications: |
| Timeline for Achievement: |
| Measure of Success: |