APPENDIX A

Program Action Plan

Operational Plan

Objectives	Activities	Desired Outcomes	Lead	Timeline
To identify, recruit, and select 50 disabled students with IEP's for the fall 2017 semester from the Oxnard Unified School District	Outreach to our five feeder high schools	To increase our FTES and ensure our LS and ACT classes are filled.	Leo Orange	End of summer semester 2017
The student will demonstrate an understanding of and make responsible use of EAC services	The student will meet with an EAC counselor and determine appropriate reasonable accommodations. The student has access to all information, forms, and contacts through the accessible **EAC website.** The counselor will instruct the student on proper procedures involved in using a particular accommodation. The student will receive an instruction sheet that describes the proper procedure for using an accommodation	The students meets the required 1 per semester, totaling 2 per academic year. The student utilizes the recommended services that are prescribed by the EAC counselor, i.e., testing accommodations, note taker, tape recorder, tutoring.	Counselor, Administrative Assistant and Coordinator	Each semester

EAC will monitor the progress of EAC students by sending faculty members with EAC students in their class a questionnaire regarding their current grade, work, attendance, etc.	The Questionnaire will identify Student in need of tutoring services. Student needing alternative accommodations Student progress or lack thereof and appropriate future placement	The questionnaire will be written, sent out, and collected every Spring and Fall semester, stored in the student's file, and utilized by the counselor for further placement the following semester.	Counselor, Counseling Asst, Administrative Asst and Coordinator	Each semester