

Occupational Therapy Assisting- Fresno Plan as of March 2018				
Task Title	Assigned to	Task Status	Month	
Present Occupational Therapy Assisting program selection rubric and feasibility data to Senior Management	Angela Heinz	Completed	May-17	
Secure contract with Interim Program Director				
Submit Letter of Intent to the Accreditation Council for Occupational Therapy Education (ACOTE)				
Begin obtaining verbal confirmation from clinical sites to host future Occupational Therapy Assisting students for clinical experience	Jerry Franksen		Jun-17	
Define and prepare Occupational Therapy Assisting program curriculum requirements; begin curriculum development	Carole Brown			
Prepare Occupational Therapy Assisting program marketing budget and 2-year student enrollment projections	Angela Heinz			
Determine campus facility options for Occupational Therapy Assisting program in Fresno	Steve Perry		Oct-17	
Prepare Occupational Therapy Assisting program equipment list: furniture, equipment, supplies, textbook requirement	Ralph Ortiz		Jan-18	
Set-up Occupational Therapy Assisting program project accounting and complete full budget estimate for Fresno	Scott Perry		Feb-18	
Present Occupational Therapy Assisting program proposal and recommendation for Fresno to Senior Management for approval to execute and implement	Angela Heinz			
Prepare Occupational Therapy Assisting program space allocation plan and facility concept drawings for Fresno	Steve Perry			
Present Occupational Therapy Assisting program facility and program proposal to Board of Governors for approval to proceed	Angela Heinz		Mar-18	
Prepare and submit ACCJC Substantive Change to establish Occupational Therapy Assisting program in Fresno	Crystal VanderTuig			In Progress
Prepare and submit application to the Bureau for Private Postsecondary Education for approval of the Occupational Therapy Assisting program	Crystal VanderTuig		Not Started	Jul-18
Obtain written agreements from clinical sites to host future Occupational Therapy Assisting students for clinical experience	Angela Heinz			
Complete curriculum development	Carole Brown			Feb-19
Submit application to ACOTE for "Candidacy Status"	Greg Osborn			Mar-19
Prepare Occupational Therapy Assisting program computer and software installation and access plan for Fresno	David Mendes			May-19
Prepare the Occupational Therapy Assisting program architectural drawings for Fresno	Steve Perry			
Obtain construction bids for the Occupational Therapy Assisting program classrooms in Fresno				
Confirm contractor and build-out timeline for Fresno				
Obtain remodel permit for Fresno				
Recruit and train Occupational Therapy Assisting program staff for Fresno	Jerry Franksen	Jul-19		
Provide Occupational Therapy Assisting program Product Knowledge to Fresno's admission team	Wendi Oliveira			
Submit Occupational Therapy Assisting program IS equipment list for procurement for Fresno	David Mendes			
Prepare and launch Occupational Therapy Assisting program in learning management system for Fresno	Adam Lefaive			
Prepare and launch Occupational Therapy Assisting program in student records system for Fresno	Cheyenne Reyes			
Secure "Candidacy Status" from ACOTE	Angela Heinz			Aug-19
Launch Occupational Therapy Assisting program marketing and workshop campaign for Fresno	Joseph Holt			
Deliver New Faculty Orientation to Fresno Occupational Therapy Assisting faculty	Ash Carter			
Complete Occupational Therapy Assisting program lab furniture and equipment installation for Fresno	Ralph Ortiz			Dec-19
Deliver New Student Orientation to Occupational Therapy Assisting students in Fresno	Jerry Franksen			Jan-20
Deliver Occupational Therapy Assisting program first day of student instruction for Fresno	Greg Osborn	Mar-20		
Complete and submit Self Study to ACOTE	Greg Osborn	May-20		
Complete On-Site Evaluation with ACOTE	Greg Osborn			
Evaluate Occupational Therapy Assisting program development process for Fresno	Angela Heinz	Sep-20		
Secure accreditation from ACOTE	Greg Osborn			