

<b>Veterinary Assisting- Fresno and Bakersfield Plan as of July 2016</b>			
<b>Task Title</b>	<b>Assigned to</b>	<b>Task Status</b>	<b>Month</b>
Present Evaluation proposal for Veterinary Assisting program- Fresno and Bakersfield campus to Senior Management	Joseph Holt	Completed	Oct-15
Define and prepare Veterinary Assisting program- Fresno and Bakersfield campus curriculum requirements	Carole Brown	Completed	Dec-15
Prepare feasibility data for Veterinary Assisting program- Fresno and Bakersfield campus	Joseph Holt	Completed	Jan-16
Present Veterinary Assisting program- Fresno and Bakersfield campus proposal and recommendation to Senior Management for approval to execute and implement	Joseph Holt	Completed	Jan-16
Prepare marketing budget and 2-year student enrollment projections for Veterinary Assisting program- Fresno and Bakersfield campus	Joseph Holt	Completed	May-16
Present Veterinary Assisting program- Fresno and Bakersfield campus campus facility and program proposal to Board of Governors for approval to proceed	Joseph Holt	Completed	May-16
Prepare equipment list: furniture, equipment, supplies, textbook requirement for Veterinary Assisting for Fresno and Bakersfield campus	Ralph Ortiz	Completed	Jun-16
Set-up Veterinary Assisting program- Fresno and Bakersfield campus project accounting and complete full budget estimate	Scott Perry	Completed	Jun-16
Prepare and submit ACCJC Substantive Change to establish a Veterinary Assisting program at our existing Fresno and Bakersfield campuses	Crystal VanderTuig	In Progress	Aug-16
Prepare computer and software installation and access plan for Veterinary Assisting program- Fresno and Bakersfield campus	David Mendes	Not Started	Sep-16
Gain ACCJC approval for Veterinary Assisting program- Fresno and Bakersfield campus	Crystal VanderTuig		Nov-16
Prepare and submit application to the Bureau for Private Postsecondary Education for approval of the Veterinary Assisting program at our existing Fresno and Bakersfield campuses	Crystal VanderTuig		Nov-16
Prepare and launch Veterinary Assisting program- Fresno and Bakersfield campus on website	Beth Hyde		Dec-16
Provide Product Knowledge to Fresno and Bakersfield admission team	Wendi Oliveira		Dec-16
Submit Veterinary Assisting program IS equipment list for procurement for Fresno and Bakersfield campuses	David Mendes		
Prepare and launch Veterinary Assisting program in learning management system for Fresno and Bakersfield campuses	Adam Lefave		
Prepare and launch Veterinary Assisting program in student records system for Fresno and Bakersfield campuses	Cheyenne Reyes		
Launch marketing and workshop campaign for Fresno and Bakersfield campuses	Beth Hyde		
Deliver Veterinary Assisting program New Student Orientation for Fresno and Bakersfield campuses	Sumer Avila/ Nick Gomez		
Deliver Veterinary Assisting program first day of student instruction for Fresno and Bakersfield campuses			
Evaluate Veterinary Assisting program development process for Fresno and Bakersfield campuses	Angela Heinz		Sep-17
Move Veterinary Assisting program for Fresno and Bakersfield campuses to standard report process	Joseph Holt	Dec-17	