

Action Plan Example: Forsyth Tech

Below is an excerpt from Forsyth Tech's Disrupt the Divide action plan, shared as an example that other colleges can adapt to structure their own plans. It highlights one of three strategies the college designed to advance its overarching goal. This sample strategy action plan template includes a clear goal, milestones, detailed tasks, and assigned roles. We intentionally chose to present only one strategy in full; the other two are noted at the bottom of the table but are not shown in detail. Dates have been removed for this example, but teams should add specific deadlines when completing their own action plans.

Strategy 1: Develop and implement an evening/weekend nursing pathway by offering hybrid instructional components, weekend and evening clinical options, and at least one evening out-rotation at both campuses based on the scheduling needs of learners.			
Milestones	Tasks	Deadline	Who Is Responsible?
Develop hybrid instructional components and secure NC Board of Nursing approval, if applicable.	Review existing nursing curriculum to identify courses suitable for hybrid delivery.	XX/XX/XX	Nursing faculty
		XX/XX/XX	Program coordinators
	Design a hybrid course structure (online and in-person components).	XX/XX/XX	VP of health sciences
	Submit materials to the NC Board of Nursing for approval, if required.	XX/XX/XX	Program coordinators
	Finalize the curriculum for a fall 2026 launch.		
Identify and schedule weekend/ evening clinical sites for fall 2026, including at least one evening rotation at both campuses.	Assess partner capacity for weekend and evening rotations.	XX/XX/XX	Compliance coordinator, program coordinators
	Finalize clinical site agreements and schedules for both campuses, if needed.	XX/XX/XX	Clinical education coordinator, program coordinators
	Confirm that there is at least one evening clinical rotation at both campuses to meet learner scheduling needs.	XX/XX/XX	Compliance coordinator, program coordinators

Recruit and prepare faculty members for evening/weekend program delivery.	Identify instructional needs and faculty load requirements.	XX/XX/XX	VP of health sciences, program coordinators
	Post and advertise faculty openings.	XX/XX/XX	HR, VP of health sciences, program coordinators, marketing
	Interview, hire, and onboard new faculty members.	XX/XX/XX	HR, program coordinators
Launch the first evening/weekend nursing pathway cohort.	Revamp the admissions process.	XX/XX/XX	Student services
	Market the new program to potential students for the spring 2027 start.	XX/XX/XX	Marketing
	Enroll the first cohort and confirm student supports.	XX/XX/XX	Student services
	Deliver hybrid courses and clinical rotations in fall 2026.	XX/XX/XX	Nursing faculty
	Monitor student progress and gather faculty feedback.	XX/XX/XX	Program coordinator, clinical coordinator, nursing faculty
Evaluate program outcomes and persistence.	Analyze fall 2026 enrollment growth, demographics, and course completion data.	XX/XX/XX	Program coordinator, clinical coordinator, nursing faculty
	Evaluate fall-to-spring persistence and identify improvement areas.	XX/XX/XX	Program coordinator, clinical coordinator, nursing faculty
Strategy 2: Integrate wraparound services with Forsyth Cares and other community partners.			
Strategy 3: Explore and design a mentorship model that includes peer and alumni mentors.			



Building a Future
That Works
For Everyone

BOSTON | WASHINGTON, DC | OAKLAND, CA

JFF.ORG