

PET FORM
Planning and Evaluation Tracking
(2011-2012 Assessment Period)

Division of: Continuing Education

Person Responsible for this Division: Kim Davis

Department of: Continuing Education/Consulting
Healthcare Education/Workforce Training

Person Responsible for this Form: Megan Eikner, M. J. Coats, Kim Crowley, Leslie Shelton

Purpose Statement: To support instructional efforts of Continuing Education (Updated May 20, 2010)

Goal Statement #1:

Determine the occupational relevance of our course offerings to students seeking education to improve their employability (AC Strategic Plan through 2015: Strategy 1.1).

Outcome/Objective Statement:

After capturing baseline data to assess the primary intent of each student attending AC occupational specific classes, 90% of students complete an evaluation form with the following questions:

1. For which of the following reasons are you taking this class:

- a. Career exploration
- b. Maintain current license/certification.
- c. Obtain new license/certification
- d. Career advancement
- e. Other

(AC Strategic Plan through 2015: Task 1.1.2)

- Results (Provide Numbers and Percentages for Quantitative Data)
 - **2011-2012 Data:** Numbers = N divided by Y and Percentage = X %
N=number of responses
Y=enrolled students
X=percentage
- Analysis
 - Provide Previous Data/Result Analysis
Analysis/evaluation completed quarterly beginning Quarter 2, 2012
- Improvements
 - Not Applicable
- Recommendations/Actions for 2011-2012
 - Person Responsible (Who will complete the action?)
Data gathering: Kim Crowley, Leslie Shelton, Megan Eikner
Data compilation: M.J. Coats
 - Action Plan: Evaluate results quarterly and make revisions as needed.

- Expected Time Frame Needed to Implement Action Plan:
 - [August 31, 2012](#)
 - Budget Information Needed for Future Action (Cost/Details): [Unknown](#)
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Goal Statement #2:

Improve administrative access to critical statistical reports used in enrollment analysis, marketing and all levels of decision making.

Outcome/Objective Statement

After identifying at least three key CE Division employees, these individuals will become trained experts in the Business Objects software.

- Results (Provide Numbers and Percentages for Quantitative Data)
 - **2011-2012 Data:** Numbers = N out of Y and Percentage =s X %
N= number of employees trained in Business Objects software
Y= number of employees in the division
X= percentage of division employees considered trained experts
 - Analysis
 - Provide Previous Data/Result Analysis
[Analysis/evaluation completed quarterly ending Quarter 3, 2012.](#)
 - Improvements
 - [Not Applicable](#)
 - Recommendations/Actions for 2011-2012
 - Person Responsible (Who will complete the action?): [Kim Davis](#)
 - Action Plan: [Appoint key personnel to train for objective.](#)
 - Expected Time Frame Needed to Implement Action Plan (Please provide specific deadline date):
 - [August 31, 2012](#)
 - Budget Information Needed for Future Action (Cost/Details): [Unknown](#)
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