

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

Division of: **Continuing Education**

Person Responsible for this Division: **Kim Davis**

Department of: **Personal Enrichment**

Person Responsible for this Form: **Luke Morrison**

Purpose Statement: **To celebrate learning that creates happiness and growth** (Updated May 20, 2010).

Goal Statement #1:

Improve Gymnastics Program quality and customer service (AC Strategic Plan through 2015: Strategy 1.1).

Strategy 1.1 Adjust instruction and services based on assessment data.

Outcome/Objective Statement:

After the creation of a new emergency contact information database of parent/guardian(s) (of gymnastic students), and the subsequent population of that database, Gymnastics Program staff will be able to successfully contact 95% of parent/guardians within 30 minutes of the first contact attempt (AC Strategic Plan through 2015: Task 1.1.1.5.3).

Task 1.1.1.5.3 Add instructional programs and academic support or student support services that are deemed critical to the "success of students"

- **Results (Provide Numbers and Percentages for Quantitative Data)**

- **2010-2011 Data:** Numbers = X out of Y and Percentage =s N %
X = # of parents/guardians contacted successfully within 30 minutes of first contact attempt
Y = # of emergency contact attempts made
N = X/Y = % of successful contacts made
- **2010-2011 Data Results:** Numbers = 9 out of 9 and Percentage =s 100 %
* **As of October 10, 2011 the following results have occurred:**
 - Updated Release and Hold Harmless Form has been created and is being utilized
 - Emergency Contact Log has been created and is being utilized
 - In-house Parent/Guardian Information Contact Procedure has been created and is being utilized
 - Centralized colleague database did not prove feasible at this time. As a result, we have opted to create our own in-house emergency contact procedure and database.

- **Analysis**

- The internal procedures, database and informational retrieval system developed has proven successful.

- **Improvements**

- Further improvements to follow pending additional evaluation results

- **Recommendations/Actions for 2011-2012**

- Person Responsible (Who will complete the action?): **Charlotte Modersitzki and Luke Morrison**
- Action Plan: **Continue assessment and evaluation of in-house procedures.**
- Expected Time Frame Needed to Implement Action Plan (Please provide specific deadline date):
 - **August 2012**