PET FORM
Planning and Evaluation Tracking
(2012-2013 Assessment Period)

Division of: Continuing Education

Person Responsible for this Division: Kim Davis

Department of: Continuing Education, Healthcare Ed., Workforce

Primary Person Responsible for this Form: Megan Eikner, Kimberly Crowley, Leslie Shelton

Purpose Statement (With Last Updated Date): **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) No Excuses Goal V – Attainment of credentials results will also be analyzed.

Outcome/Objective Statement:

AC staff will give each student attending AC occupational specific classes an end of course evaluation including the questions below. 90% of the students will complete and return the form, thus allowing CE to capture baseline data and assess the primary intent of each participating student.

 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)**
    o 2011-2012 Data: Numbers = __N___ divided by __Y___ and Percentage =s __X__%
       Data to be determined. We are collecting data, but the Director of Continuing Education is currently learning how to access the information in Class Climate. Division plans to meet with IR regarding data collection.
- **Analysis**
    o **Provide Previous Data/Result Analysis**
       Analysis/evaluation completed quarterly beginning Quarter 2, 2013
- **Improvements**
    o **List any Improvements Made in the 2011-2012 (Last Academic) Year:** No improvement to report at this time.
    o **Evaluate Why Improvements Were Successful/Were Not Successful:** We were neither successful/Unsuccessful. This goal will be repeated for at least a five year period.
    o **What Budget Implications Were Involved with this Improvement? (Please Provide Cost Estimate/Details):** No budget implications to report at this time.

- **Recommendations/Actions for 2011-2012**
  - **Person Responsible (Who will complete the action?)**
    Data gathering: Kim Crowley, Leslie Shelton, Megan Eikner
    Data compilation: Megan Eikner
  - **Action Plan:** Evaluate results quarterly and make revisions as needed. We plan to evaluate responses and look at curriculum redesign if necessary as well as additional knowledge or programs areas we may need to add to the proper department course offering list.
  - **Expected Time Frame Needed to Implement Action Plan:**
    - ➢ January 2013
  - **What Budget Implications Are Involved with this Action? (Please Provide Cost Estimate/Details):** No budget impact at this time.

Goal Statement #2:
Improve administrative access to critical statistical reports used in enrollment analysis, marketing and all levels of decision making.

Outcome/Objective Statement
(Revised for 2012-2013):
After identifying and sending at least three key CE Division employees to receive training, these employees will serve as proficient report creation/revision contacts for divisional staff. Consultants will prove proficiency by successfully building, running, and modifying divisional reports on an "as-needed basis" and as requested by CE Dean or Department Directors. Success of reports will be contingent on the Business Object's software output results.

- **Results (Provide Numbers and Percentages for Quantitative Data)**
  - 2011-2012 Data:
    IT organized very limited seat training with Business Objects professionals on-site. Two CE Division employees were trained, but they are not considered proficient users at this time.

- **Analysis**
    Provide Previous Data/Result Analysis
    Analysis/evaluation completed quarterly ending Quarter 3, 2012. Benchmark has not been met at the current time. Because seating was limited, one seat was forfeited to another department within the college who also needed the training for CE reports. Currently, individuals must work with IT to revise pre-built reports to gain the exact information needed.

- **Improvements**
  - **List any Improvements Made in the 2011-2012 (Last Academic) Year:** Two employees attended training. Training enrollment was limited and one CE division seat was given to another department by the CE Dean.
  - **Evaluate Why Improvements Were Successful/Were Not Successful:** The training did not proceed as planned by IT nor the Business Objects professionals on-site. Attendees did not receive the knowledge they had hoped for.
  - **What Budget Implications Were Involved with this Improvement? (Please Provide Cost Estimate/Details):** No budget implications to report at this time.

- **Recommendations/Actions for 2011-2012**
    - o **Person Responsible (Who will complete the action?):** Kim Davis
    - o **Action Plan:** Appoint key personnel to train for objective. Divisional staff will continue to gain the knowledge needed by self-taught method and working with IT. Additional/revised Divisional staff will either be trained by IT staff one on one or dedicate the time to learn the reporting system. Individuals should understand the reporting tool well enough to revise their own reports as needed on an ad-lib basis. Assigned employees will become proficient and provide training and support as needed throughout the division. Assigned employees will also stay current on any changes regarding Business Objects reporting and will share information throughout the division.
    - o **Expected Time Frame Needed to Implement Action Plan (Please provide specific deadline date):**
        - ➢ August 31, 2013
        - ➢ Divisional goal will be that assigned staff complete this task before the end of 12-13 fiscal year.
    - o **Budget Information Needed for Future Action (Cost/Details):** No budget impact at this time.