



## Planning and Evaluation Tracking

College Year: 2008-2009

Division of: Workforce Development  
Department of: Occupational Education

Person Responsible: Damaris Schlong  
Person Responsible: Linda Reed

**Purpose Statement:** Support the instructional efforts and be a primary supplier of long-term occupational skills instruction for Workforce Development Division.

Goal Statements	Objectives/Outcomes (including assessment tools and standards)	Results	Use of Results (including improvements and revisions)
1. Offer online courses for occupational certification.	1. After completing online SHRM course, exempt HR professionals with at least 2 years of experience will have a pass rate on the national SHRM Certification Exam at least equal to the national benchmark rate.	<p><u>Timeframe: 03/06 – 11/08</u></p> <p>1. Online course developed completely, and the following measurements are in place.</p> <p>Total # of students: _____</p> <p># of students who are HR professionals with at least 2 years of experience: _____</p> <p>AC Pass Rate: _____ (per course)</p> <p>National Benchmark Rate: _____ (as of _____ testing window)</p>	<p><u>Timeframe: 03/06 – 11/08</u></p> <p>1. 02/2006 - SHRM gives approval for AC to offer online class</p> <p>03/2006 - Instructor starts working with E-Learning Center to develop online class.</p> <p>05/2006 - Instructor enrolls in required Online Faculty Development seminar – completed Part 1.</p> <p>11/2006 - Instructor will completed Part 2.</p> <p>03/2007 - Instructor will completed Part 3.</p> <p><b><u>REVISED ACTION PLAN</u></b> Target date for offering online SHRM Certification class: August 2007.</p>

Only exempt HR professionals with 2 years experience are allowed to sit for the certification exam.

NOTE: As of 09/2007-only three students enrolled, therefore, class did not meet minimum of five students and was cancelled. Will offer in Spring 2008.

Spring 2008 – course did not meet minimum enrollments – will promote class for Fall 2008 and *consider* offering as a hybrid class.

***Fall 2008 – course did not meet minimum enrollments. Will not offer course in Spring 2009 – remove from PET Plan***

- 1.2 After completing online Certified Records Management (CRM) course, exempt Records Manager professionals with at least 3 years of experience will have a pass rate on the National CRM Certification Exam at least equal to the National benchmark rate.

**Timeframe: 06/06 - 04/08**

- 1.2. Four students have enrolled  
two students have completed the course.

**Timeframe: 06/06 - 04/08**

- 1.2. Partnered with Gatlin Education Services to offer the Records Management class online for Summer 2006.

Promoted Online Records Management Class to local Association of Record Managers & Administrators.

Developing Gatlin Online class brochure.

Gatlin Brochure mailed 09/2007.

Contacting BWXT to set up class as part of the Records Management Department training matrix.

**ACTION PLAN**

Sustain promotion of class to Records Management Professionals to recruit enrollments.

2 students have completed the course and will take CRM Exam in May 2008 – will track and report results.

4 students have completed the course but no one sat for the test.

***Spring 2009 – roll off of PET Plan but continue to monitor class.***

2. Research, develop, implement, and evaluate a certificate program.

2.1 After researching, developing, and implementing a certificate program, Amarillo College will offer a new certificate program starting in the Fall 2009 to AC service area. The target audience is potential Human Resource professionals and Entrepreneurs.

**Timeframe: 09/08 – 08/09**

2.1. Make selection of certificate program.

**Timeframe: 09/08 – 08/09**

2.1. Two certificate programs being developed:  
Human Resource Certificate  
Entrepreneurship Certificate

**Action Plan: 01/09 - 05/09**

1. Develop curriculum for HR Certificate  
Entrepreneurship Certificate
2. Advertise and Promote new Certificates for Fall 2009