



### ASSESSMENT PLAN

College/Division: **Vice President of Instruction**  
 Department/Unit: **Dean of Community Services**  
 Planning Unit : **Dean of Community Services**  
 Administrator : **Jan Huffstutler**  
 Period: **FY06**  
 Plan Status: **Administrative Response to UAP**  
 Current Date/Time: **3/9/2006 11:27:47 AM**

This plan currently has 1 outcomes.

Move To: [Outcome 1](#)

Send it Back for Changes

Finalize and Lock the Plan

#### General Plan Information

Planning Unit  
 Mission :

Outcome 1

[Return To Top](#)

#### Description & Methodology

**Goal**  
 The department will reduce the number of course cancellations due to the lack of enrollment.

**Outcome Description**  
 5% fewer courses will be cancelled due to the lack of enrollment.

**Implementation Strategy**  
 The department will develop and implement a course evaluation process to aid in the selection of the courses to be offered (new offerings and repeat offerings) so as to reduce courses that are not meeting community needs.  
 A. Student Evaluations (a continuation of the already existing method)  
 B. Staff evaluation of taught courses  
 C. Staff will complete "Instrument to Determine Optimal Tolerance" (IDOT Sheet) to determine if a new course is to be offered.

#### Assessment Method

A. Student responses will be collected and documented at the end of each course. An end of the year report will be presented by the Course Management Coordinator to identify problem areas within courses which could relate to courses not making. The student evaluation outcomes will be considered in the replication of the course in future schedules.  
 B. Staff will complete a check list at the completion of each course to respond to the following items: student evaluation responses were positive, students made progress in the course based on the grades of student outcomes, the teacher was accountable with course completion and providing necessary documentation for course completion, the course remains marketable, and the course is cost effective, based on the current course costing formula. (This process can be over-ridden by "administrative judgment" by at least one departmental coordinator and the dean.)  
 C. The staff will complete the IDOT Sheet projecting the acceptance of these factors: financial feasibility, resource requirements, people to be served, external factors, hassle factor, and professional judgment (which can over-ride the results with the signature of one coordinator and the dean). The tolerance level on the IDOT sheet must be between 10 to 15 to consider offering the course--unless over-ridden by professional judgment.

**Criterion (Expected Outcome)**

A. At least 80% of the student evaluation responses will be positive. (Student choices for each category are: Excellent, Good, Fair or Poor. A positive response is either Excellent or Good.)

- B. \* 80% of the student evaluation responses will be positive (rated as "excellent" or "good")  
 \* 80% of the students will receive a "P" for pass, "S" for satisfactory or and "A", "B" or "C" for grades ranging from 70% to 100% accuracy in the course (based on the instructor grades of student outcomes).  
 \* The instructor will be 100% accountable with course completion and documentation (to continue that teacher as the course instructor).  
 \* As evidence that the course is still marketable, there will be no more than a 20% decline in enrollment in this and similar courses.  
 \* The course will be 100% cost effective based on the current costing formula.

**Relationship to Unit Mission**

Since the mission of the Community Services Department is-- to provide quality workforce skills training, professional continuing education and personal enrichment opportunities to meet the educational needs of the citizens of our service delivery area, this goal focuses on "meeting those needs"--as evidenced by community citizens participating in classes.

**Relationship to Strategic Plan Goal**

Since goal #3 is to -- increase community involvement through a variety of continuing education courses, services, and activities for participants of diverse ages, interests, and needs that satisfy training requirements and promote independent and lifelong learning. This goal focuses on meeting the "interests and needs" of the community. One indicator of the department's success in meeting the community "interests and needs" is enrollment in classes. The number of classes planned, scheduled and completed reflects the department's ability to meet these "interests and needs".

**Strategic Planning Goals****Operational Budget Implications**

The budget impact should be positive in that funds would not be encumbered or spent for classes that do not make. However, this reduction of class cancellations would not appreciably impact the operational budget since the department generally does not expend funds until it is anticipated that classes will be conducted.

**Personnel Budget Implications**

The personnel budget will not be impacted. The work load for existing staff will be offset. Staff will invest more time in assessing the potential success of a course prior to it being scheduled, rather than investing time dealing with the course cancellation and student tuition refunding process.

**Equipment Budget Implications**

The equipment budget will not be appreciably impacted. There could be some savings associated with not acquiring resources that would not be utilized by cancelled classes. However, resource expenditures generally come after the department is reasonably certain that a category of classes will be successful.

**Personal Notes**

One of the purposes for the selection of this course cancellation goal is to assist with the department's public relations. It is not a positive experience for students to be told that the class they are seeking is cancelled.

**Administrator Comments and Departmental Response**[Add Comment](#)

No comments exist.

**Status: Not Approved**

[Approve](#)