

**Q1 SUPPORT OF THE COLLEGE MISSION** Highly Developed: Exhibits ongoing and systematic evidence of mission achievement. Developed: Exhibits evidence that planning guides program and services selection that supports the college's mission. Emerging: Evidence that planning intermittently informs some selection of services to support the college's mission. Initial: Minimal evidence that plans inform selection the of services to support the college's mission.

Answered: 13 Skipped: 0

	HIGHLY DEVELOPED	DEVELOPED	EMERGING	INITIAL	TOTAL	WEIGHTED AVERAGE
(no label)	15.38%	84.62%	0.00%	0.00%	13	3.15
	2	11	0	0		

#	FEEDBACK:	DATE
1	Great description of providing access for improving job placement & income attainment...	5/17/2018 4:33 PM
2	Access! Great connection to workforce.	5/17/2018 9:25 AM
3	Relationship between department roles and mission are well-described.	5/3/2018 4:03 PM
4	Stated in the document "The department provides the community with skilled workers who meet the needs of local businesses and the regional job market" but no indications of how CE is achieving those results. Would have liked to have some explanation.	4/30/2018 8:19 AM
5	Might make a tighter relationship to workforce training and a core mission that is supported by CE.	4/28/2018 4:01 PM
6	Template instructions only ask the Department to "summarize" and "Describe." Does not ask for any evidence or analysis. In this section Community Ed adequately describes their functions as meeting the college's core theme of access, but does not discuss their role in Prosperity (student success) which they should.	4/24/2018 2:23 PM

**Q2 ACCOMPLISHMENTS IN ACHIEVING STRATEGIC GOALS** Highly Developed: Exhibits ongoing and systematic evidence of goal achievement. Developed: Exhibits evidence that planning guides services selection that supports goal achievement. Emerging: Evidence that planning intermittently informs some selection of services to support the goal achievement. Initial: Minimal evidence that plans inform selection of services to support goal achievement.

Answered: 13 Skipped: 0

	HIGHLY DEVELOPED	DEVELOPED	EMERGING	INITIAL	TOTAL	WEIGHTED AVERAGE
(no label)	7.69%	76.92%	15.38%	0.00%	13	2.92
	1	10	2	0		

#	FEEDBACK:	DATE
1	Excellent progress being made toward goals; only challenge is not having a baseline to compare to previous goals.	5/17/2018 4:33 PM

## Non-Instructional Department Review: Community Education

2	Department efforts at goal achievement show good focus on program selection and efforts at geographic expansion and partnership building.	5/3/2018 4:03 PM
3	I would have like more information on how CE was achieving their goals. I feel that they are doing an exceptional job, but do not have the needed data or documentation (at least for this report) to support their accomplishments. This is the time to brag!!!	4/30/2018 8:19 AM
4	Good use of direct connections to partnership, and open access that links directly to strategic plan.	4/28/2018 4:01 PM

**Q3 PERSONNEL SUMMARY** Highly Developed: Employs a sufficient number of qualified personnel to maintain its support and operations functions, and job duties accurately reflect duties, responsibilities and authority of the position. Developed: Employs an adequate number of qualified personnel to maintain its support and operations functions, and job duties accurately reflect the majority of job duties, responsibilities and authority of the position. Emerging: Has a plan to employ an adequate number of qualified personnel to maintain its support and operations functions, and job duties accurately reflect the majority of job duties, responsibilities and authority of the position. Initial: Staffing is insufficient to meet the needs of the program.

Answered: 13   Skipped: 0

	HIGHLY DEVELOPED	DEVELOPED	EMERGING	INITIAL	TOTAL	WEIGHTED AVERAGE
(no label)	0.00%	53.85%	38.46%	7.69%		
	0	7	5	1	13	2.46

#	OTHER (PLEASE SPECIFY)	DATE
1	The CE team is doing great work - it seems like there is a need to increase the staffing in order to support an expansion of the programs and services that they have planned for future growth.	5/17/2018 4:33 PM
2	Continued growth sees a need for more staff in order to offer needed program/courses.	5/17/2018 9:25 AM
3	Review indicates that staffing is stretched by many and diverse functions of the department and more support staffing is needed.	5/3/2018 4:03 PM
4	Staffing is currently adequate. Many departments could use more staff. However, resources are finite, so it would be good to see a plan that doesn't include increased staffing.	5/1/2018 12:23 PM
5	Please remove "Current staff is adequate, however" from the paragraph, it minimizes your needs. With CE growing, there IS a need for more staff!	4/30/2018 8:19 AM
6	Summarize job duties in a more concise list or paragraph. The request to add staff needs some support, as is, justification is missing. Why increase? Will the position pay for itself etc.	4/28/2018 4:01 PM
7	The narrative clearly indicates that greater opportunity for revenue to the college exists if the facility space and personnel needs are addressed. Plans to have these needs met are not adequately discussed.	4/24/2018 2:23 PM

**Q4 STAFF DEVELOPMENT** Highly Developed: Exhibits ongoing and systematic support of professional development opportunities. Developed: Exhibits support of regular professional development opportunities. Emerging: Evidence of intermittent professional

## development opportunities.Initial: Minimal evidence of professional development opportunities.

Answered: 13 Skipped: 0

	HIGHLY DEVELOPED	DEVELOPED	EMERGING	INITIAL	TOTAL	WEIGHTED AVERAGE
(no label)	0.00%	84.62%	15.38%	0.00%		
	0	11	2	0	13	2.85

  

#	FEEDBACK:	DATE
1	Glad to see PD involvement not only for the core CE team, but for specific programs/instructors as well.	5/17/2018 4:33 PM
2	Review shows support for staff development for coordinator, support and Work Study staff and faculty, although unmet needs are listed.	5/3/2018 4:03 PM
3	I like the paragraph about the wilderness survival instructor. What and Why. Import to show benefit of developmental experience. The list is long but what does KCC get from the investment in these committees and trainings?.	4/28/2018 4:01 PM
4	This section appears adequate.	4/24/2018 2:23 PM

**Q5 FACILITIES AND EQUIPMENT** Highly Developed: Facilities and resources meet current and future needs of the college. Developed: Facilities and resources meet current needs of the college Emerging: Evidence of a plan to have facilities and resources meet current and future needs of the college. Initial: Minimal evidence that facilities and resources meet current and future needs of the college.

Answered: 13 Skipped: 0

	HIGHLY DEVELOPED	DEVELOPED	EMERGING	INITIAL	TOTAL	WEIGHTED AVERAGE
(no label)	0.00%	23.08%	69.23%	7.69%		
	0	3	9	1	13	2.15

  

#	FEEDBACK:	DATE
1	The need exists to provide more/better dedicated space for the CE offices and classes.	5/17/2018 4:33 PM
2	CE is trying to make use of the space they have, however it is not adequate. With the varied courses offered (medical, physical ed, etc.) there is a great need for adjustable, usable space.	5/17/2018 9:25 AM
3	Currently adequate but as enrollment continues to grow so does the need for additional space/equipment.	5/16/2018 3:43 PM
4	The lack of adequate facilities is largely out of the control of the department, but should be addressed.	5/15/2018 12:52 PM
5	Several areas of weakness are listed in this area, although potential solutions to these problems are well-described.	5/3/2018 4:03 PM
6	Review states space is "mostly adequate" for courses. There is no detailed plan to address this to move the needle to "adequate." Separate office space would be ideal, but several staff members have to book a room in advance for private meetings. Review indicates "plans to discuss individual workspaces." A plan to discuss is not really a solid plan.	5/1/2018 12:23 PM

## Non-Instructional Department Review: Community Education

7	Facility and space issues are presented but not accompanied by ideas for solutions. Is the issue space or coordination of space? Compare to your section "7 c. Describe support needed" where you have problem and solutions.	4/28/2018 4:01 PM
8	This is a good analysis. The difficulties related to storage space and coordinating classroom space with Academic Affairs MUST be addressed and should not be allowed to continue in the current situation. Coordinated planning with Academic Affairs and Facilities should be a high priority to present the best possible face to the public.	4/24/2018 2:23 PM

**Q6 BUDGET** Highly Developed: Financial resources meet current needs and are projected to meet future needs. Developed: Financial resources meet current needs. Emerging: Evidence of a plan to acquire financial resources to meet current needs. Initial: Minimal evidence that financial resources meet current needs.

Answered: 13   Skipped: 0

	HIGHLY DEVELOPED	DEVELOPED	EMERGING	INITIAL	TOTAL	WEIGHTED AVERAGE
(no label)	7.69%	46.15%	38.46%	7.69%	13	2.54
	1	6	5	1		

#	FEEDBACK:	DATE
1	This is a tough one, because the department is technically over budget due to adding classes. But, the additional income from those classes covers the overage and actually increases profits. So, would recommend that the new year's budget include built-in costs for a pre-determined number of added classes.	5/17/2018 4:33 PM
2	Review indicates that revenue more than covers unplanned overages but, because of the recurring unanticipated costs, this cannot be relied upon.	5/3/2018 4:03 PM
3	A 31% margin is impressive.	5/1/2018 12:23 PM
4	Explain how the economic contribution to KCC has improved/ changed. Page 3 table, expenses down slightly, income up considerably, and page 2 headcount slightly up. This is a significant development that could use a clear explanation. Overages due to program success that are offset by a similar increase in income are not a budgetary problem.	4/28/2018 4:01 PM
5	There is some duplication from the previous section here, but the narrative adequately discusses budgeting. It is clear that the department has the potential to grow, but such growth is a balancing act with costs.	4/24/2018 2:23 PM

**Q7 STRENGTHS AND WEAKNESSES** Highly Developed: Strengths and weaknesses are described accurately and thoroughly. Developed: Most strengths and weaknesses are described accurately and thoroughly. Emerging: Some strengths and weaknesses are described accurately and thoroughly. Initial: Minimal evidence that strengths and weaknesses are described accurately and thoroughly.

Answered: 13   Skipped: 0

	HIGHLY DEVELOPED	DEVELOPED	EMERGING	INITIAL	TOTAL	WEIGHTED AVERAGE
(no label)	15.38%	69.23%	7.69%	7.69%	13	2.92
	2	9	1	1		

## Non-Instructional Department Review: Community Education

#	FEEDBACK:	DATE
1	Good overview of strengths & weaknesses.	5/17/2018 4:33 PM
2	Need a better description of points. For example, describe what "stability in staffing" means.	5/17/2018 9:25 AM
3	Overbooked rooms is a campus wide dilemma and makes it difficult for all departments. Outlining a better system would help campus wide.	5/16/2018 3:43 PM
4	Review indicates a strong awareness of areas of strength and weakness and potential solutions to problems described.	5/3/2018 4:03 PM
5	CE is on an upward trajectory. I think there are a few more strengths that need to be put on paper. I like the weakness list tied to some proposed solutions.	4/28/2018 4:01 PM
6	A bullet list is not a good way of describing and analyzing strengths and weaknesses for an audience that does not know the department in detail. This section was the hardest to read and understand. the "Support Needed" section is best and contains much valuable analysis that should be discussed with two VPs.	4/24/2018 2:23 PM

**Q8 NEW GOALS AND PLAN** Highly Developed: Multiyear planning process with evidence of use of assessment data in planning. Developed: Multiyear planning process with some assessment data. Emerging: Short-term planning process recently implemented. Initial: Minimal evidence of planning process.

Answered: 13   Skipped: 0

	HIGHLY DEVELOPED	DEVELOPED	EMERGING	INITIAL	TOTAL	WEIGHTED AVERAGE
(no label)	7.69%	53.85%	38.46%	0.00%		
	1	7	5	0	13	2.69

#	FEEDBACK:	DATE
1	Details of plan seemed to all be for short-term timeline (Fall 2018). No evidence/details to support a long-term multiyear planning process.	5/17/2018 4:33 PM
2	Long term?	5/17/2018 9:25 AM
3	Clear and reasonable shorter-term goals with some but multiyear planning with timeline and assessment metrics are not in evidence.	5/3/2018 4:03 PM
4	Measures are too vague: "Our measure of progress will be the implementation of the processes and procedures to meet these goals."	5/1/2018 12:23 PM
5	Well developed goals and plans.	4/28/2018 4:01 PM

**Q9 OVERALL PROGRAM EVALUATION** Highly Developed: Evidence of ongoing systematic use of planning in selection of programs and services. Developed: Program exhibits evidence that planning guides program and services selection that supports the college. Emerging: There is evidence that planning intermittently informs some selection of services to support the college. Initial: Minimal evidence that plans inform selection the of services to support the college's mission.

Answered: 13   Skipped: 0

## Non-Instructional Department Review: Community Education

	HIGHLY DEVELOPED	DEVELOPED	EMERGING	INITIAL	TOTAL	WEIGHTED AVERAGE
(no label)	0.00%	84.62%	15.38%	0.00%		
	0	11	2	0	13	2.85

#	FEEDBACK:	DATE
1	Overall, very strong approach in terms of services provided to support the department's strategic goals as well as that of the College.	5/17/2018 4:33 PM
2	Needs more details and supporting information	4/30/2018 8:19 AM
3	I think CE is heading in the right direction and has some growing pains. Areas of concern and opportunity are identified with many linked to goals, plans, and proposals for change.	4/28/2018 4:01 PM

### Q10 Should this non-instructional department review be accepted by CIIC or sent back to the department lead for further work?

Answered: 13   Skipped: 0

ANSWER CHOICES	RESPONSES
Accept department review document	76.92% 10
Send back to department lead	23.08% 3
TOTAL	13

### Q11 Please highlight the strengths of the department.

Answered: 13   Skipped: 0

#	RESPONSES	DATE
1	This department has been as responsive as possible with shifting circumstances and lack of space and funding. This program review includes solid suggestions for improving CE.	5/21/2018 7:55 AM
2	Great improvement in the expansion of programs and services for CE students.	5/17/2018 4:33 PM
3	Individual cost analysis for each course. Department profit margin of 31%. Offer job related licenses and certifications.	5/17/2018 12:42 PM
4	Variety of courses offered is beginning to meet the needs of the community for workforce training.	5/17/2018 9:25 AM
5	Erica has done a fantastic job of adding CE courses and this is clearly shown in her review.	5/16/2018 3:43 PM
6	Diversity of offerings, improvements in sustainability.	5/16/2018 12:25 PM
7	Diverse offerings	5/16/2018 11:25 AM
8	The department is extremely flexible in the face of big challenges.	5/15/2018 12:52 PM
9	Staff flexibility and work capacity, staff knowledge of college systems and possibilities for change, staff communication with college and community partners.	5/3/2018 4:03 PM
10	Positive CMA and	5/1/2018 12:23 PM
11	Appears to be a cohesive department. Training and continuing education is highlighted for all members	4/30/2018 8:19 AM
12	From the outside of the department I see steady improvement and I think Erica is making progress in developing systems and making improvements.	4/28/2018 4:01 PM
13	Doing an outstanding job of increasing the college's presence in the community. Increasing rapidly despite staffing constraints.	4/24/2018 2:23 PM

## Q12 Please outline weaknesses of the department.

Answered: 13 Skipped: 0

#	RESPONSES	DATE
1	The CE department has managed well under challenging circumstances.	5/21/2018 7:55 AM
2	Could use more detail & planning on the specific timelines of future goals, as well as a longer-term plan for subsequent years.	5/17/2018 4:33 PM
3	Need for private space for the CE Coordinator. Closer alignment with Academic Affairs.	5/17/2018 12:42 PM
4	Space/classrooms are not adequate to meet the needs of the varied courses. Also, there is a need for more staff in order to offer more courses and for staff to complete the required daily operations.	5/17/2018 9:25 AM
5	The inability to have stable room scheduling, lacking in staff and class room space, adding courses that were never included in the budget all make it difficult to be proactive.	5/16/2018 3:43 PM
6	Staffing, inefficient registration process	5/16/2018 12:25 PM
7	Course reviews.	5/16/2018 11:25 AM
8	Space and budgetary issues need to be addressed	5/15/2018 12:52 PM
9	Some organizational components of college space, accounting, payroll, registration, and other resource management are not working well for CE.	5/3/2018 4:03 PM
10	Planning seems to some extent to have been recently introduced. There is no solid and detailed multi-step plan to address classroom space and scheduling conflict issues.	5/1/2018 12:23 PM
11	Not enough supporting documentation. The department has needs but are not explained thoroughly.	4/30/2018 8:19 AM
12	There are a lot of moving parts to CE. It seems that with the new spaces on campus some clarity on how CE is to function along side Academic programs as an equal partner needs to be clarified. Some systems have been identified that need modification and improvement are identified.	4/28/2018 4:01 PM
13	The situation as described is not sustainable without increased commitment from the college.	4/24/2018 2:23 PM

## Q13 Please make recommendations for department improvement.

Answered: 13 Skipped: 0

#	RESPONSES	DATE
1	Follow the suggestions made in this program review in terms of staffing, work space, and coordination with academic affairs.	5/21/2018 7:55 AM
2	Outline multiyear goals for the department.	5/17/2018 4:33 PM
3	N/A	5/17/2018 12:42 PM
4	Streamline processes such as registration and payroll. Add additional staff (per budget, if possible).	5/17/2018 9:25 AM
5	None	5/16/2018 3:43 PM
6	Work with student services to make enrollment process more efficient and improve customer service.	5/16/2018 12:25 PM
7	If instructors need training for Canvas, have them contact Distance Ed or work with DE to schedule training.	5/16/2018 11:25 AM
8	This department seems to have some problems that are beyond their ability to solve. They need to work with administrators to ensure the program can run more efficiently.	5/15/2018 12:52 PM



## Non-Instructional Department Review: Community Education

9	None.	5/3/2018 4:03 PM
10	Create a detailed plan to address classroom space and scheduling conflict issues.	5/1/2018 12:23 PM
11	Brag about your department and be vocal about your needs	4/30/2018 8:19 AM
12	Evaluate, refine and implement systemic improvements that are outlined in how CE functions.	4/28/2018 4:01 PM
13	Serious thoughtful discussions should be had with Facilities, and Academic Affairs to identify possible options and alternatives. Just "need more staff" isn't sufficient.	4/24/2018 2:23 PM

### Q14 Please enter your name.

Answered: 13   Skipped: 0

#	RESPONSES	DATE
1	Ronda Wery	5/21/2018 7:55 AM
2	Joseph	5/17/2018 4:33 PM
3	Elizabeth White-Hurst	5/17/2018 12:42 PM
4	Peggy Bullock	5/17/2018 9:25 AM
5	Robin	5/16/2018 3:43 PM
6	Alex Jenner	5/16/2018 12:25 PM
7	Pat Hockersmith	5/16/2018 11:25 AM
8	Jeanne LaHaie	5/15/2018 12:52 PM
9	Meg Buchanan	5/3/2018 4:03 PM
10	Franklin Clark	5/1/2018 12:23 PM
11	Edis	4/30/2018 8:19 AM
12	Mike Homfeldt	4/28/2018 4:01 PM
13	Tom Nejely	4/24/2018 2:23 PM