#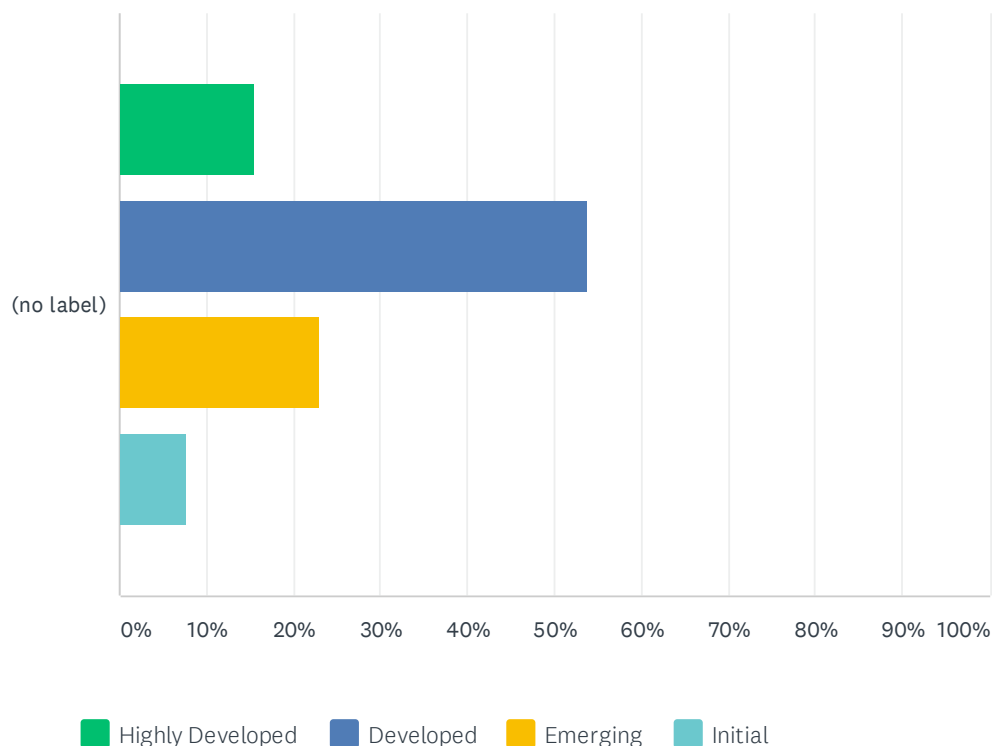 Q1 SUPPORT OF THE COLLEGE MISSIONHighly Developed: Exhibits ongoing and systematic evidence of mission achievement.Developed: Exhibits evidence that planning guides program and services selection that supports the college's mission.Emerging: Evidence that planning intermittently informs some selection of services to support the college's mission.Initial: Minimal evidence that plans inform selection the of services to support the college's mission.
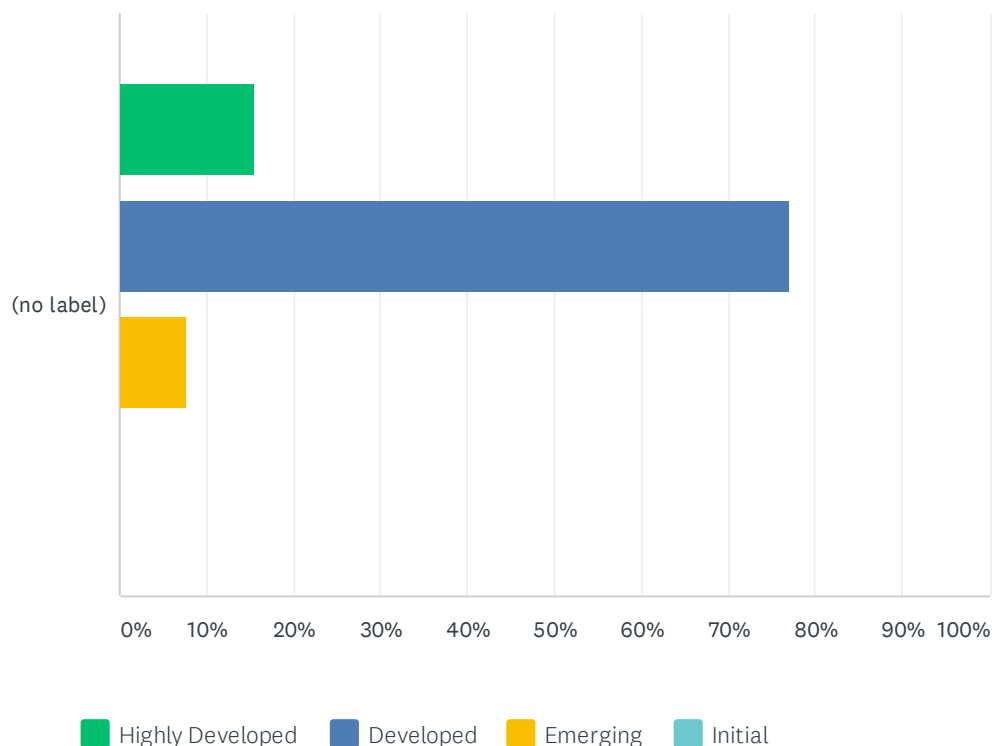
Answered: 13   Skipped: 0

	HIGHLY DEVELOPED	DEVELOPED	EMERGING	INITIAL	TOTAL	WEIGHTED AVERAGE
(no label)	15.38% 2	53.85% 7	23.08% 3	7.69% 1	13	2.77

Non-Instructional Department Review: Grants

#	FEEDBACK:	DATE
1	The Resource Development office has demonstrated that they pursue grants that fund ongoing projects.	2/20/2020 10:30 AM
2	Grant mission work is aligned with strategic initiatives	2/20/2020 7:41 AM
3	KCC would not be the same without the grants department. Through the grants they have successfully written, they have assisted everyone to serve KCC's mission to our students and community.	2/19/2020 2:04 PM
4	While I know that the grants department has been highly successful, none of that evidence is clear in this section - it's very general.	2/18/2020 4:19 PM
5	Outline of supports tied to strategic plan.	2/11/2020 12:25 PM
6	Looking forward to a Grants Advisory Committee" and the development of score card/metrics to clarify and provide evidence that planning really does guide program and services. Would have been good to have completed that project and presented it in this review.	2/10/2020 2:28 PM
7	More specific documentation needed of the good work you are doing	1/30/2020 1:08 PM

Q2 ACCOMPLISHMENTS IN ACHIEVING STRATEGIC GOALSHighly 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.
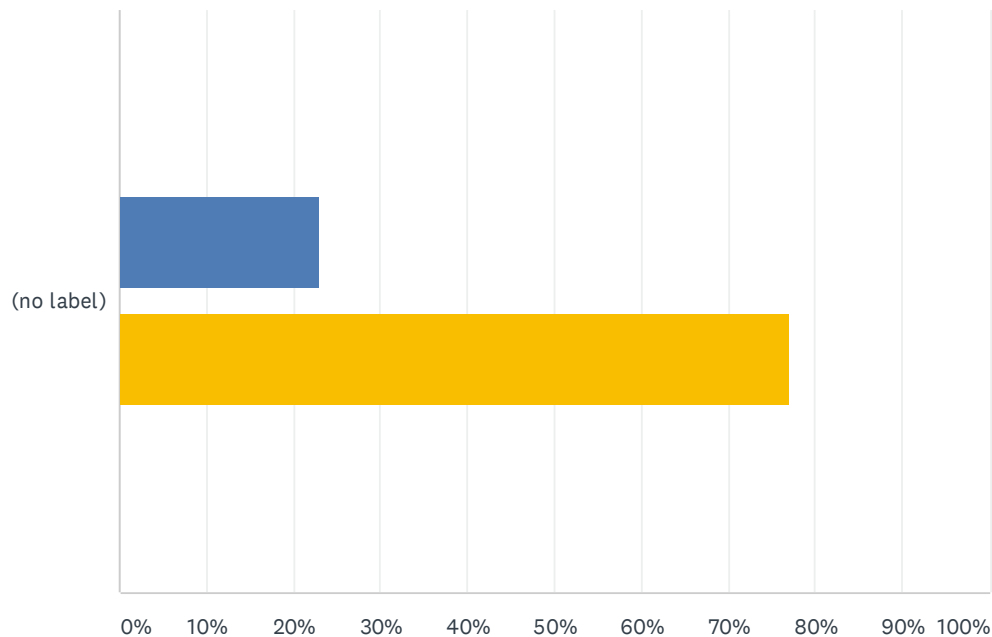
Answered: 13   Skipped: 0

🟩 Highly Developed   🟦 Developed   🟨 Emerging   🟦 Initial

	HIGHLY DEVELOPED	DEVELOPED	EMERGING	INITIAL	TOTAL	WEIGHTED AVERAGE
(no label)	15.38% 2	76.92% 10	7.69% 1	0.00% 0	13	3.08

#	FEEDBACK:	DATE
1	HEPP and Title III are two examples.	2/20/2020 10:30 AM
2	The document shows evidence of continuous improvement by using a "lessons learned" process and working with the grantors to achieve success.	2/19/2020 2:04 PM
3	This section is strong with clear evidence and data.	2/18/2020 4:19 PM
4	Goals were not always communicated in measurable terms - was there an actual increase in acquisitions, did we foster relationships with grantors - how would we know if we did? Limited evidence provided, other than verbal assurances.	2/10/2020 2:28 PM
5	Infrastructure is well thought through and in process of being implemented.	1/30/2020 1:08 PM

Q3 PERSONNEL SUMMARYHighly 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
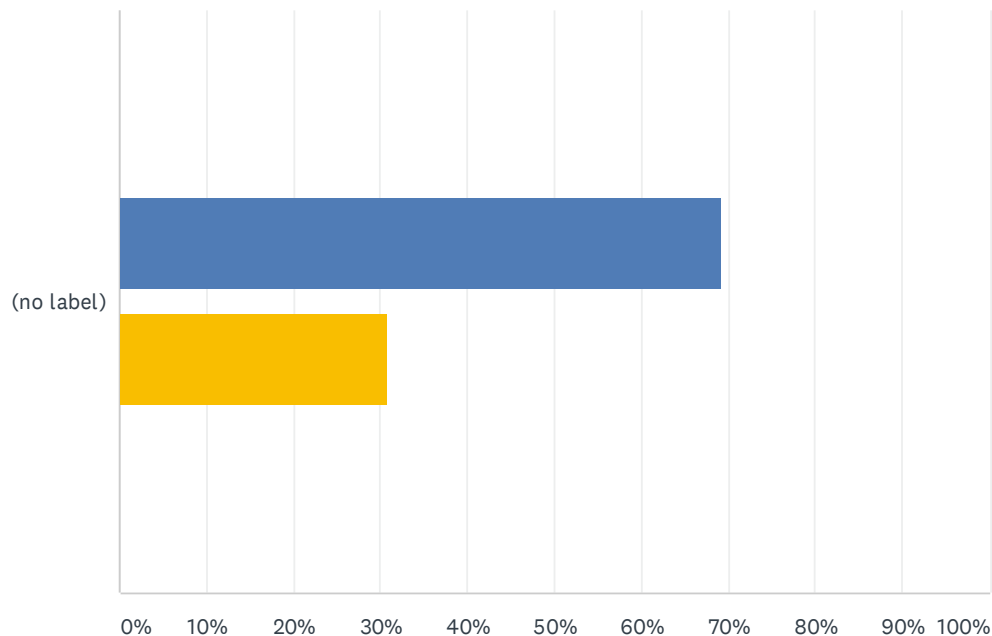
	HIGHLY DEVELOPED	DEVELOPED	EMERGING	INITIAL	TOTAL	WEIGHTED AVERAGE
(no label)	0.00% 0	23.08% 3	76.92% 10	0.00% 0	13	2.23

Non-Instructional Department Review: Grants

#	OTHER (PLEASE SPECIFY)	DATE
1	Needs additional support. Position needs ot be fiilled	2/20/2020 7:41 AM
2	It appears a job is to be posted soon that will address this area.	2/19/2020 3:51 PM
3	Looks like there is an adequate structure of personnel to maintain growth.	2/19/2020 2:04 PM
4	I'm not sure when this plan was finalized, but the grants coordinator position is listed as "currently in the final stages of development and posting." This position was hired November 12.	2/18/2020 4:19 PM
5	The report clearly indicates all goals were met - why is there a need to hire another staff person? Is this the best use of college resources if goals are currently being met?	2/10/2020 2:28 PM
6	While the grant department is doing great with its current staff size, additional members (as planned) will ease the increasing load.	2/3/2020 9:41 AM
7	Please give more information about the bandwidth the new Grant accountant will give, and specifics about this position. Great information about the multi phase approach, can you say who will be responsible for the implementation and monitoring of this? Also the Campus Advisory Committee duties might be made more specific, with time requirements and compensation.	1/30/2020 1:08 PM

Q4 STAFF DEVELOPMENTHighly 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.
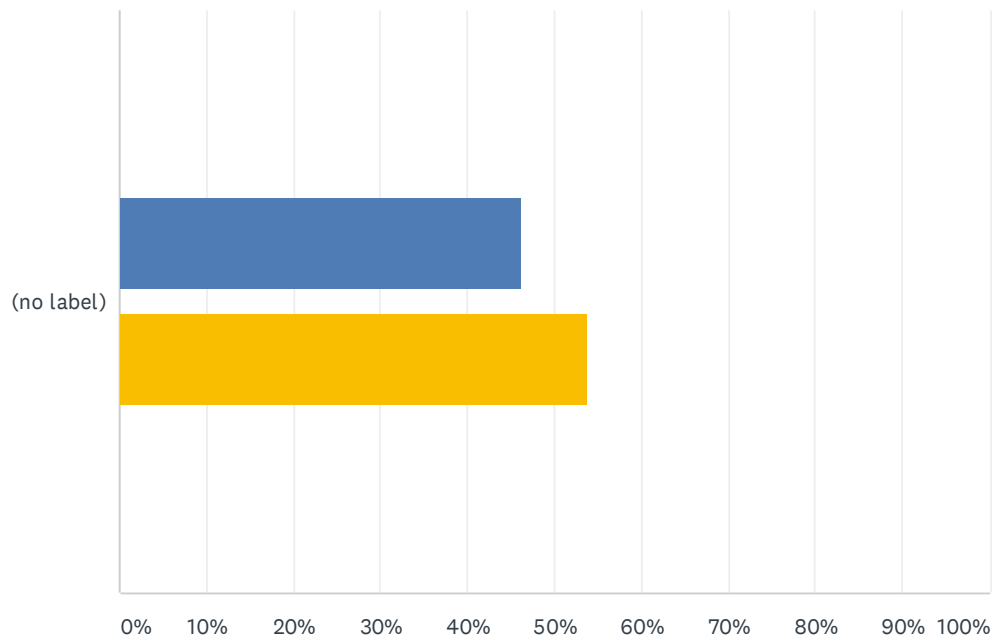
Answered: 13   Skipped: 0

Highly Developed   Developed   Emerging   Initial

	HIGHLY DEVELOPED	DEVELOPED	EMERGING	INITIAL	TOTAL	WEIGHTED AVERAGE
(no label)	0.00% 0	69.23% 9	30.77% 4	0.00% 0	13	2.69

#	FEEDBACK:	DATE
1	Trainings align with work responsibilities. May need additional training for CE work	2/20/2020 7:41 AM
2	Evidence of the use of relevant PD opportunities in the area.	2/19/2020 2:04 PM
3	This section could definitely be more refined. The verbiage is fairly vague.	2/18/2020 4:19 PM
4	Identify specific needs in director and coordinator development, and plan to address the need.	2/11/2020 12:25 PM
5	There was limited evidence in the report regarding how the professional development that was documented benefitted or enhanced the department.	2/10/2020 2:28 PM
6	In 4B, could you be more specific in how the continuing familiarization process will take place, and which statewide associations will be useful for your team's professional development?	1/30/2020 1:08 PM

Q5 FACILITIES AND EQUIPMENTHighly Developed: Facilities and resources meet current and future needs of the college.Developed: Facilities and resources meet current needs of the collegeEmerging: 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.
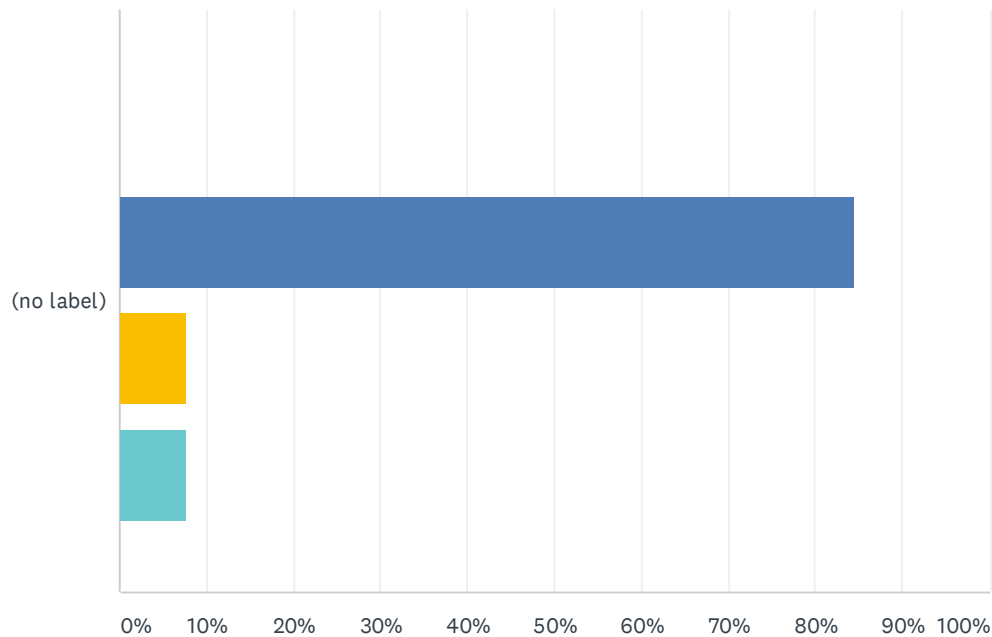
Answered: 13   Skipped: 0

■ Highly Developed   ■ Developed   ■ Emerging   ■ Initial

	HIGHLY DEVELOPED	DEVELOPED	EMERGING	INITIAL	TOTAL	WEIGHTED AVERAGE
(no label)	0.00% 0	46.15% 6	53.85% 7	0.00% 0	13	2.46

#	FEEDBACK:	DATE
1	Loaner laptops are available from the IS Help Desk until you have the opportunity to budget for one.	2/20/2020 10:30 AM
2	Needs additional space for support staff. Needs laptop.	2/20/2020 7:41 AM
3	A minor budget item with fulfill their equipment needs.	2/19/2020 2:04 PM
4	This section needs more attention.	2/18/2020 4:19 PM
5	Needs lap top	2/10/2020 2:28 PM

Q6 BUDGETHighly 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.
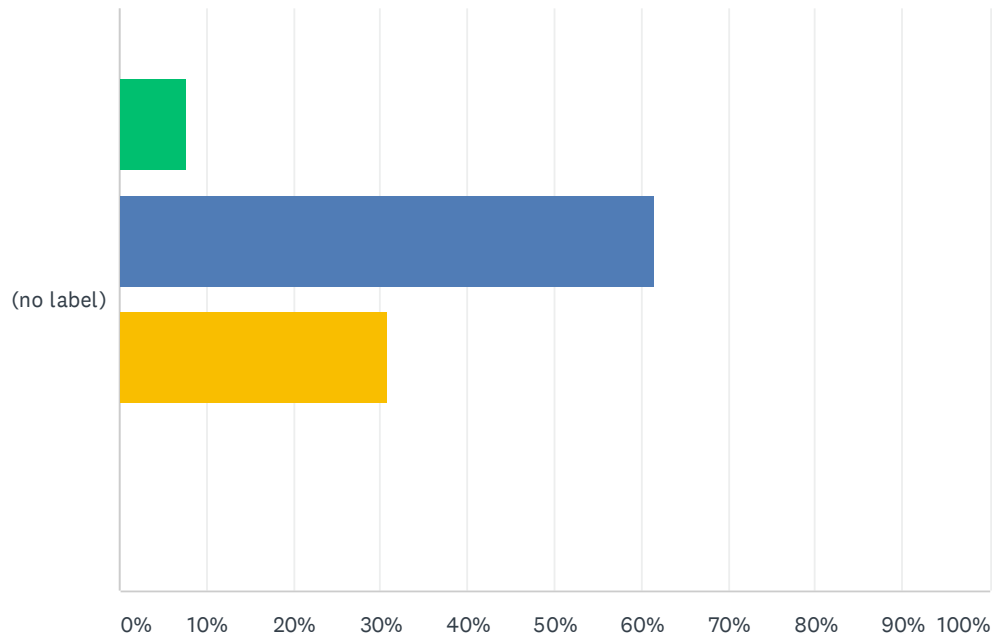
Answered: 13   Skipped: 0

Highly Developed   Developed   Emerging   Initial

	HIGHLY DEVELOPED	DEVELOPED	EMERGING	INITIAL	TOTAL	WEIGHTED AVERAGE
(no label)	0.00% 0	84.62% 11	7.69% 1	7.69% 1	13	2.77

#	FEEDBACK:	DATE
1	Great ROI for KCC.	2/19/2020 2:04 PM
2	This question is addressed only in generalities. Also, in the budget itself, there's $75 set aside for travel, but under staff development a need for training is identified.	2/18/2020 4:19 PM
3	Current budget seems out of whack. Director notes explains to some degree what is happening. this area and plan needs some attention.	2/11/2020 12:25 PM

Q7 STRENGTHS AND WEAKNESSESHighly 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

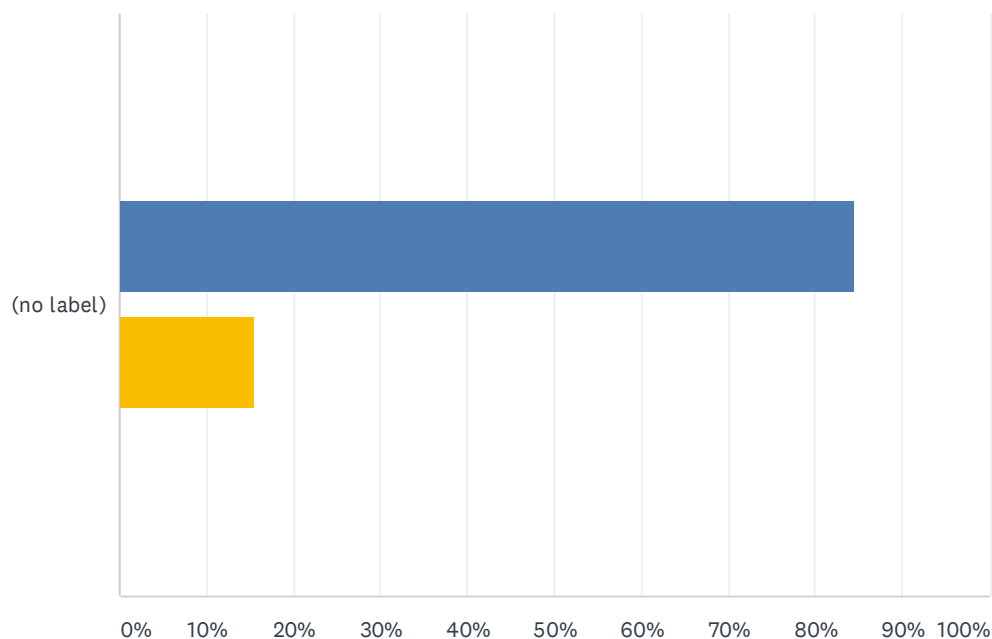

Highly Developed   Developed   Emerging   Initial

	HIGHLY DEVELOPED	DEVELOPED	EMERGING	INITIAL	TOTAL	WEIGHTED AVERAGE
(no label)	7.69% 1	61.54% 8	30.77% 4	0.00% 0	13	2.77

Non-Instructional Department Review: Grants

#	FEEDBACK:	DATE
1	The review did a good job of identifying the strengths and weaknesses. A lot of progress has been made in this department. As stated their is still room for clarity.	2/20/2020 10:30 AM
2	Although personnel transitions were mentioned during the presentation of this review, the department proved they can move forward to meet KCC's goals.	2/19/2020 2:04 PM
3	There are a lot of missed opportunities to describe what the grants department is doing. In the first section there are $ instead of actual numbers. There's no proof of what follows.	2/18/2020 4:19 PM
4	Concerning that "not all grants originate through the Resource Department......." They should at least be filtered, evaluated, and managed through the department. I think addressing the weakness would improve your review.	2/11/2020 12:25 PM
5	Evidence beyond writer's assurance and opinion of strengths is sometimes lacking. Lack of holistic measurements/metrics is indeed a weakness in this department and would have assisted in the compilation of this review. Lack of a comprehensive Diversity, Equity and Inclusiveness (DEI) lens at the institutional policy and practice level affects the entire institution, not just this department.	2/10/2020 2:28 PM
6	It is a very good point that there needs to be a continuing need to address campus community confusion about the roles and responsibilities of your staff verses the responsibilities of department that is submitting the proposal. I would like to suggest a clear discussion with concerned people at the beginning, and an implementation of time lines for both your team and the department team to help clarify duties and expectations.	1/30/2020 1:08 PM

Q8 NEW GOALS AND PLANHighly 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.
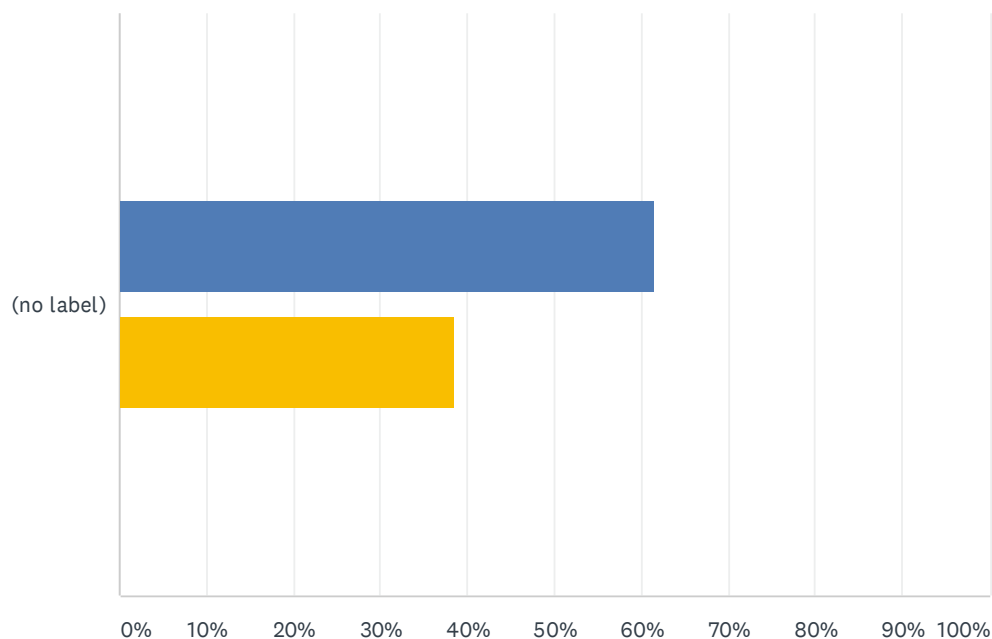
Answered: 13   Skipped: 0

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

#	FEEDBACK:	DATE
1	Has plans for both short term and long term.	2/20/2020 10:30 AM
2	Difficult to make plans until the grant is awarded. There is evidence of a process to manage grants throughout the grant cycle.	2/19/2020 2:04 PM
3	This is a place where the actual work of the grants department is clear.	2/18/2020 4:19 PM
4	Goals are primarily for fund acquisition, which is a primary measurement of success. Some time to develop goals on "how to", management, and department efficiencies might be recommended.	2/11/2020 12:25 PM
5	Goals are measurable and appear appropriate based on the program review.	2/10/2020 2:28 PM

Q9 OVERALL PROGRAM EVALUATIONHighly 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.
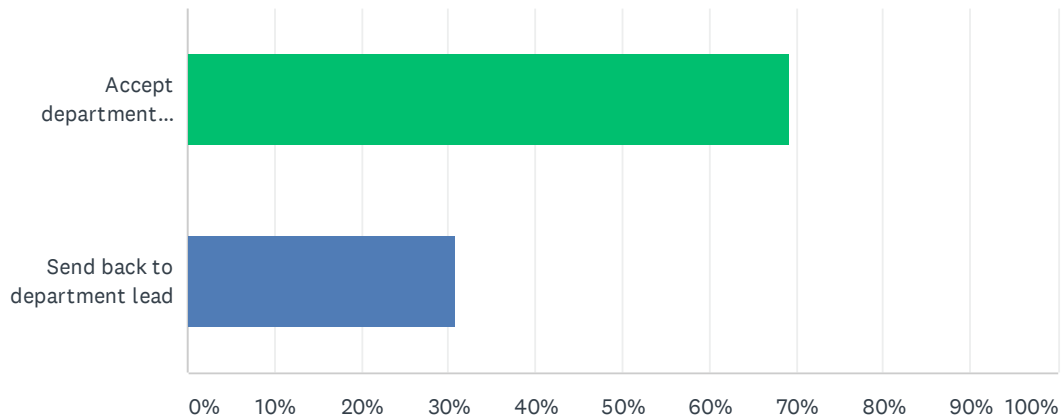
Answered: 13   Skipped: 0

Highly Developed   Developed   Emerging   Initial

	HIGHLY DEVELOPED	DEVELOPED	EMERGING	INITIAL	TOTAL	WEIGHTED AVERAGE
(no label)	0.00% 0	61.54% 8	38.46% 5	0.00% 0	13	2.62

#	FEEDBACK:	DATE
1	There is plenty of good work going on in grants, but the data to support that fact just isn't evident in this program review.	2/18/2020 4:19 PM
2	I think the department is experiencing some growing pains due to some very successful applications. I would suggest that some evaluation be given to how grants are selected and what KCC criteria is, in order to meet needs. Grant management is not addressed fully.	2/11/2020 12:25 PM
3	Agree that establishing an Advisory Committee, increasing collaboration with college staff/faculty and a score card of metrics will assist this program in planning to guide program and services.	2/10/2020 2:28 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	69.23%	9
Send back to department lead	30.77%	4
TOTAL		13

Q11 Please highlight the strengths of the department.

Answered: 13 Skipped: 0

#	RESPONSES	DATE
1	The department is pursuing a large number of funding sources at the same time.	2/20/2020 10:30 AM
2	Organization Documentation Clearly defined deliverables	2/20/2020 7:41 AM
3	It feels like this department is building a lot of momentum recently.	2/19/2020 3:51 PM
4	Planning for improvements	2/19/2020 3:11 PM
5	Creating a process for grant submittal and working with department leads is a great strength.	2/19/2020 2:55 PM
6	Well developed plans and strong community partnerships	2/19/2020 2:44 PM
7	Experienced personnel in key positions.	2/19/2020 2:04 PM
8	Under strengths, there are some hard numbers to back up what has been happening with grants.	2/18/2020 4:19 PM
9	A number of grants and some significant funds have been acquired.	2/11/2020 12:25 PM
10	Successful acquisition and management of grant funds.	2/10/2020 2:28 PM
11	The Team has proven effective with working with other departments to find and apply for grants. In addition, the grant department has set up meetings with grant administrators of the grants not awarded to find out what they can do better next time.	2/6/2020 7:46 AM
12	Current personnel is doing a phenomenal job!	2/3/2020 9:41 AM
13	Incredible amount of work that they do, and at a very high standard. They work well with other departments to put together the required information in a timely manner.	1/30/2020 1:08 PM

Q12 Please outline weaknesses of the department.

Answered: 13   Skipped: 0

#	RESPONSES	DATE
1	Campus confusion about job responsibilities between Resource Development and the Business Office	2/20/2020 10:30 AM
2	Staffing inconsistencies Need for additional office space Need for technology support	2/20/2020 7:41 AM
3	Transition is difficult and in reality whole team relatively recently transitioned into the program. That slows progress, but as mentioned in the previous strengths, there is now a lot of momentum.	2/19/2020 3:51 PM
4	Need exceeds personnel	2/19/2020 3:11 PM
5	New employees in the department can be a challenge as everyone is learning their role.	2/19/2020 2:55 PM
6	Internal organization	2/19/2020 2:44 PM
7	Getting new personnel up to speed in the management of the various grants.	2/19/2020 2:04 PM
8	Staffing transitions have been difficult.	2/18/2020 4:19 PM
9	Maybe its there, but not evident from report of how KCC identifies needs and grants are selected. With the number of grants and the amount of dollars management is critical. Also concerned with how will these programs be sustained when the grant dollars run out?	2/11/2020 12:25 PM
10	Limited data and seems to operate somewhat in a silo.	2/10/2020 2:28 PM
11	None that have not already been pointed out in the program review. This is a new(ish) team and they are doing a great job keeping up with the demands.	2/6/2020 7:46 AM
12	While the current personnel is performing very well, additional staff is clearly needed to help lighten the load.	2/3/2020 9:41 AM
13	This review would benefit from more specific data about the work they do	1/30/2020 1:08 PM

Q13 Please make recommendations for department improvement.

Answered: 13   Skipped: 0

#	RESPONSES	DATE
1	Reach out more to individual departments to determine other funding needs.	2/20/2020 10:30 AM
2	Increase college presence and awareness	2/20/2020 7:41 AM
3	It feels like there is a lot going on in Grants. I appreciate recent communications indicating what's in consideration and what the priorities are.	2/19/2020 3:51 PM
4	If personnel requests are not approved, plans need to be developed for increased collaboration with departments that are benefiting from the grant	2/19/2020 3:11 PM
5	The creation of a committee where faculty and staff can have input would be helpful so that we could learn more of what your needs are and how the campus community can help.	2/19/2020 2:55 PM
6	Improve internal communications	2/19/2020 2:44 PM
7	Keep looking for opportunities.	2/19/2020 2:04 PM
8	This document needs evidence to back up what has been written. While some sections are well written, others lack specificity.	2/18/2020 4:19 PM
9	I'm not clear if need is driving our grant selection or fund availability is driving KCC grant program.	2/11/2020 12:25 PM
10	Establish Advisory Committee, improve collaboration across campus, develop score card/metrics to measure success and quality of program.	2/10/2020 2:28 PM
11	NA, the work they do is important and they have a good team going.	2/6/2020 7:46 AM
12	No recommendations, keep up the good work!	2/3/2020 9:41 AM
13	There is a need for an additional staff member as is suggested in this review, to work closely with departments and ease the pressure of the deadlines.	1/30/2020 1:08 PM

Q14 Please enter your name.

Answered: 13   Skipped: 0

#	RESPONSES	DATE
1	Paul Breedlove	2/20/2020 10:30 AM
2	Jamie Jennings	2/20/2020 7:41 AM
3	Bill Jennings	2/19/2020 3:51 PM
4	Tom Nejely	2/19/2020 3:11 PM
5	Peggy Bullock	2/19/2020 2:55 PM
6	Rick Ball	2/19/2020 2:44 PM
7	David Edgell	2/19/2020 2:04 PM
8	Jeanne LaHaie	2/18/2020 4:19 PM
9	Mike Homfeldt	2/11/2020 12:25 PM
10	Allison Sansom	2/10/2020 2:28 PM
11	EW	2/6/2020 7:46 AM
12	Ian Kautzman	2/3/2020 9:41 AM
13	Janice Silvestri	1/30/2020 1:08 PM