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.

	HIGHLY DEVELOPED	DEVELOPED	EMERGING	INITIAL	TOTAL	WEIGHTED AVERAGE	
(no label)	46.67% 7	53.33% 8	0.00% 0	0.00% 0	15		3.47
#	FEEDBACK:					DATE	
1	Terms are fairly generic and d	on't say specifically h	now the school is be	eing served.		2/15/2019 1:28 PM	
2	Linking directly to the beta Str meeting goals. It was very hel	•		on evidence f	towards	2/14/2019 7:47 AM	
3	The IS Department continuously enhances the user experience through instant resolution of issues and upgrades of software and hardware.						
4	It is unclear how what is writte of services does not constitute					st 2/13/2019 3:41 PM	
5	Summary includes examples of The detailed list of resources a				s excellence.	2/12/2019 8:44 PM	
6	Very well aligned with KCC M	ssion				2/12/2019 11:06 AM	Л
7	Computer systems on campus the most part, support is adeq use of technology". Do you ha consistent support of the colle availability.	2/12/2019 10:12 AN	Л				
8	Accurately describes the miss	ion and how IS supp	orts the mission.			2/12/2019 8:35 AM	
9	Goals a line with Mission					2/12/2019 7:03 AM	

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.

	Answe	red: 15 Skipped	: 0			
HIGHLY DEVELOPED	DEVELOPED	EMERGING	INITIAL	TOTAL	WEIGHTED AVERAGE	
		1 / 10				

(no label)		40.00% 6	33.33% 5	20.00% 3	6.67% 1	15		3.07
#	FEEDBACK:						DATE	
1		e briefing Paul gave ply answered yes w		t goals are being	met; however	r, this	2/15/2019 1:28 PM	
2		/ to the beta Strategi . It was very helpful t				vards	2/14/2019 7:47 AM	
3	non-Academic	unable to comment of strategic goals are b ent the department fr	eing achieved succ	essfully and cons	istently. The c	only factor	2/13/2019 5:02 PM	
4	No description While progress provides minin	ions say to describe of progress is given s has probably been nal evidence that pla s not in the departme	A link to the Strated made, no description as inform selection of	gic Plan is not a c n of the progress f services to sup	lescription of p is given. Sect port goal achie	progress. ion 2	2/13/2019 3:41 PM	
5		n on share point cou ay want to provide in					2/13/2019 11:56 AM	N
6		lence that goals were had been listed in th			G. I wish thes	e	2/12/2019 8:44 PM	
7	there has not b for the future?	link to external docu been a previous prog The department see cant room for improve	ram review? Aren't t ms to meet most of	he goals listed in the goals indicate	the strategic d in the strate	plan goals	2/12/2019 10:12 AN	Л
8	individuals con	early supports the ten ntinues to be a challe stration of the custor	nge. Customer servi	ce cannot be me	asured fully by	/ metrics of	2/12/2019 8:35 AM	
9	an external linl addition, when	been helpful to have k. Someone reading I go to the linked pa know there is many	the paper form does ge, there is no inform	not have the abi	lity to click the	link. In	2/12/2019 7:32 AM	
10	Goals should b measureable t	pe specific, measura arget?	ole and have a time	reference for ach	ievement. Wh	ere is your	2/12/2019 7:03 AM	

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.

	HIGHLY DEVELOPED	DEVELOPED	EMERGING	INITIAL	TOTAL	WEIGHTED AVERAGE	
(no label)	53.33% 8	40.00% 6	6.67% 1	0.00% 0	15		3.47
#	OTHER (PLEASE SPECIFY)					DATE	
1	Extremely competent. Just on Database Administrator and S (support tickets) each of these struggles with incomplete or ir	he 2/13/2019 5:02 PM					
2	References to an appendix than avigate. Evaluators must be thoughtful analysis.		-			2/13/2019 3:41 PM a	
3	Lots of information. Might be r	nore efficient to sumr	marize for the reade	er.		2/13/2019 11:56 AN	Л
4	Job descriptions were include needed.	d. It appears that staf	ffing is adequate. T	hey say no ch	anges are	2/12/2019 8:44 PM	
5	I am troubled by the lack of br department who is sufficiently	-			•	2/12/2019 10:12 AN	Л
6	As the school continues to gro review it's personnel needs ea		0,			2/12/2019 7:32 AM	
7	Thank you for including job de	scriptions. Explain w	hy your staff is ade	quate or inad	equate.	2/12/2019 7:03 AM	

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.

		Answe	red: 15 Skipped	: 0			
	HIGHLY DEVELOPED	DEVELOPED	EMERGING	INITIAL	TOTAL	WEIGHTED AVERAGE	
(no label)	26.67% 4	73.33% 11	0.00% 0	0.00% 0	15		3.27
#	FEEDBACK:					DATE	
1	None.					2/13/2019 5:02 PM	
2	Identification of trainings atten not provide evidence that atte narrative does not show this.						
3	Appropriate use of web classe	es and off campus se	ssions.			2/13/2019 11:56 AM	1
4	Demonstrates that professional development is occurring. Not sure if all team members are participating. Good to know that funds are being requested for the next year with specific trainings in mind.					2/12/2019 8:44 PM Is	
5	Are you looking at supporting employees train or a percenta employees to obtain certificati	ge of time they spend	d in training? Are yo	ou encouragir	ig your	2/12/2019 10:12 AM	1

6	I would have like to seen explanation why there is need to have KACE and AWS training (while I understand the need, those without an IT background may not).	2/12/2019 7:32 AM
7	Staff regularly attends professional development related to job descriptions.	2/12/2019 7:03 AM
8	Some context would be valuable. Is development on par with other Community Colleges and similar sized institutions? Is there a baseline or a standard for hire? Is there an ideal level of departmental certification (i.e. 75% should be current in "x"), etc.	2/11/2019 11:06 AM

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.

	HIGHLY DEVELOPED	DEVELOPED	EMERGING	INITIAL	TOTAL	WEIGHTED AVERAGE	
(no label)	33.33% 5	40.00% 6	20.00% 3	6.67% 1	15	:	3.00
#	FEEDBACK:					DATE	
1	Although the plan asks for exp	planation, this is anot	her area where the	answer is sin	nply yes.	2/15/2019 1:28 PM	
2	Selected as yes. A list of reso reference to the IS departmen department receiving support	t and not the college	•			2/14/2019 7:47 AM	
3	KCC's equipment and facilities in my opinion.	s appear to be more	future-ready than o	ther compara	ble institutions	s, 2/13/2019 5:02 PM	
4	No narrative, analysis, or thou departments facilities and reso there is nothing written in sect	ources are able to me	eet the current and			2/13/2019 3:41 PM	
5	Boxes checked no explanation	าร.				2/13/2019 11:56 AM	
6	Department did not elaborate storage space.	in the written report.	I appreciate that th	ey want to de	crease their	2/12/2019 8:44 PM	
7	The document does not discury your contention that they have		es and equipment o	r provide evid	ence to suppo	ort 2/12/2019 10:12 AM	
8	Needs explanation even thoug	gh needs are met.				2/12/2019 7:32 AM	
9	Detailed list of equipment prov actively participates on facilitie			rding current f	echnology. IS	2/12/2019 7:03 AM	
10	This is in frame for the Depart would think if assessing for Ca evolving.					2/11/2019 11:06 AM	

Answered: 15 Skipped: 0

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: 15 Skipped: 0

	HIGHLY DEVELOPED	DEVELOPED	EMERGING	INITIAL	TOTAL	WEIGHTED AVERAGE	
(no label)	20.00% 3	60.00% 9	20.00% 3	0.00% 0	15		3.00
#	FEEDBACK:					DATE	
1	Some explanation rather than	a link to the budget v	would have been ap	opreciated.		2/15/2019 1:28 PM	
2	The proposed budget by the d perhaps most of the future nee purchase plans, a higher budg	eds. In reviewing the	department's strate	egic goals and		2/13/2019 5:02 PM	
3	First-hand knowledge indicate costs for services and equipm thoughtful examination.	2/13/2019 3:41 PM a					
4	Raw data is provided. Lots of how priorities are set and how include labor.						1
5	Preparing and managing the b some projects span multiple fi		ment must be a cha	allenge espec	ially since	2/12/2019 8:44 PM	
6	6B. It was my understanding the college. How do you spend the the Canvas LMS? Could you is services support the mission of student workers? Has IS created the the the canvas the	ose funds? Aren't the nclude a more detaile of the university?) and	ey part of the IS buc ed budget (how do d include a summat	Iget? What ar the supported ion of costs fo	e the costs fo I contract or staff, and		1
7	Unsure why no mention of the Administration side of technolo program reviews?					2/12/2019 7:32 AM	
8	List of IS priorities provided an	nually and reviewed	during the budgeta	iry process.		2/12/2019 7:03 AM	
9	Clear identification of core cos and approved budgets. Being been helpful in this section (re table still might have been hel	brand new to the insi cognizing the depart	titution, a bit more l	nistorical cont	ext may have		1

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.

		Answei	red: 15 Skipped	: 0			
	HIGHLY DEVELOPED	DEVELOPED	EMERGING	INITIAL	TOTAL	WEIGHTED AVERAGE	
(no label)	26.67% 4	40.00% 6	26.67% 4	6.67% 1	15		2.87
#	FEEDBACK:					DATE	

5 / 10

1	Instead of accurately describing department weaknesses, the plan describes user weaknesses. What is the department doing to ensure users understand what kind of data is needed to resolve a problem?	2/15/2019 1:28 PM
2	Agreed as listed in 7A and 7B.	2/13/2019 5:02 PM
3	section 7B fails to describe any department weakness or challenge. The items listed are the fault of users, not of the department. this is not a thoughtful evaluation	2/13/2019 3:41 PM
4	I was able to access strategic plan information. This again is the supply of raw data and the reader has to come to conclusions. I would prefer department to summarize and identify strengths and weaknesses. Without departmental self analysis how are strengths repeated or weaknesses addressed?	2/13/2019 11:56 AM
5	This department is unified. Employees have institutional knowledge and provide reliable support. Weaknesses listed seem to be weaknesses of other departments.	2/12/2019 8:44 PM
6	7A. The strengths are described. 7B. The weaknesses discussed do not describe the weaknesses within the department. 7C. Does this fully describe the complete support needed from the college?	2/12/2019 10:12 AM
7	Strengths are described accurately; weaknesses are not. Should include discussion about customer service and customer satisfaction. Support tickets with incomplete information does not accurately describe a department weakness.	2/12/2019 8:35 AM
8	I might have missed it, but I didn't see a process for implementing improvements (7D).	2/12/2019 7:59 AM
9	What are other weaknesses for the department aside from customer issues?	2/12/2019 7:32 AM
10	Data driven decision making. Need measurable targets for goals.	2/12/2019 7:03 AM
11	Demonstrates clear knowledge of opportunities and challenges. Linked references to Strategic Plan (in terms of specific steps to offset stated challenges) were a bit difficult to follow, but as I am brand new, will own this as a personal limitation	2/11/2019 11:06 AM

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: Shortterm planning process recently implemented.Initial: Minimal evidence of planning process.

	HIGHLY DEVELOPED	DEVELOPED	EMERGING	INITIAL	TOTAL	WEIGHTED AVERAGE		
(no label)	33.33% 5	33.33% 5	33.33% 5	0.00% 0	15		3.00	
#	FEEDBACK:					DATE		
1	Linking to the strategic is not a	an outline of new goa	ls.			2/15/2019 1:28 PM	Μ	
2	It is in the Strategic Plan docu	ments and well spelle	ed out.			2/14/2019 7:47 AM	2/14/2019 7:47 AM	
3	Incredible supporting data, es 10 pages viewed.	pecially on the use of	computers by loca	ition and KCC	website's top	o- 2/13/2019 5:02 PM		
4	Section 7D does not provide a complex and multi-faceted; sir committee.	2/13/2019 3:41 PM						
5	Appendix G PowerPoint has lots of information as a budget presentation. I am not sure it addresses the question of assessment and planning for the reader.					2/13/2019 11:56 AM	Λ	
6	Would like to see further expla	anation within this doo	cument.			2/12/2019 8:44 PM		

7	No evidence of assessment data in planning. Technology support should examine emerging and assistive technologies and extend beyond the help desk.	2/12/2019 10:12 AM
8	Again, a summary should be given in this area instead of a link, for the individual who is reading the hard-copy of the report instead of an online version. Goals have been established, but I do not see a plan to achieve those goals.	2/12/2019 7:32 AM
9	This survey question doesn't seem to be synced with the order of the survey completed by respondent (which asks for New Goals under section 7D). That said, my reflection here is the same as abovevia the links to the Strategic Plan, the "Big Goals" seem easily identified, but the specific step by step and evaluative measures were more difficult to track (again with the caveat of the newer status of the evaluator so its very possible I missed something)	2/11/2019 11:06 AM

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: 15 Skipped: 0

	HIGHLY DEVELOPED	DEVELOPED	EMERGING	INITIAL	TOTAL	WEIGHTED AVERAGE	
(no label)	26.67% 4	60.00% 9	13.33% 2	0.00% 0	15		3.13
#	FEEDBACK:					DATE	
1	I was somewhat disappointed attachments, but no analysis o		ed for this report. T	here were a l	ot of	2/15/2019 1:28 PM	
2	The department has well-defined goals in line of KCC's mission, highly qualified staff, proof of 2/13/2019 5:02 PM efficient handling of user issues (support tickets), and a well-justified budget.						
3	Only personal knowledge of th document as written, lacking t		•			2/13/2019 3:41 PM	
4	It is difficult to evaluate depart is a need for analysis, summe			ots of data bu	ut I think there	2/13/2019 11:56 AM	
5	This department is well run an	d always looking to tl	he future.			2/12/2019 11:06 AM	l
6	From my time working here, the IS department functions (and its systems function) better than this document would indicate. The report seems to show that there is minimal future planning and I hope that is not an accurate representation. I understand that it is often difficult to predict the path of new technology.						
7	This was a highly developed p fulfillment.	rogram revue. Thoro	ugh data providing	support of st	rategic goal	2/12/2019 8:25 AM	
8	There is a lot of information in the college's mission. IS is an as a time for the IS Departmen and goals rather than charts a	integral part of the Kentry of	CC community, and	d I see this pr	ogram review		
9	Obviously, updated and well fu are critical to the institution	unctioning hardware,	software, and acce	ess to technol	ogy in genera	I 2/11/2019 11:06 AM	

Q10 Should this non-instructional department review be accepted by CIIC

or sent back to the department lead for further work?

Answered: 14 Skipped: 1

ANSWER CHOICES	RESPONSES	
Accept department review document	85.71%	12
Send back to department lead	14.29%	2
TOTAL		14

Q11 Please highlight the strengths of the department.

Answered: 15 Skipped: 0

#	RESPONSES	DATE
1	This is a very proactive department that meets the needs of the college.	2/15/2019 1:28 PM
2	There is a lot of evidence of the use of data to make decisions and set priorities.	2/14/2019 7:47 AM
3	Reliability of technology, quick resolution of issues, highly qualified staff.	2/13/2019 5:02 PM
4	the department is confident and aggressive in pursuing funding and new technology.	2/13/2019 3:41 PM
5	The department has provided and continues to provide appropriate technology to support the KCC mission.	2/13/2019 11:56 AM
6	Longevity of team members and institutional knowledge.	2/12/2019 8:44 PM
7	The staff that make up the department	2/12/2019 4:52 PM
8	Planning, work flow, commitment to mission, focus on system security.	2/12/2019 11:06 AM
9	Consistent up-time of the systems and evidence that systems that malfunction will be replaced.	2/12/2019 10:12 AM
10	Knowledge and implementation of technical support.	2/12/2019 8:35 AM
11	Strong leadership. The purpose and direction provided by the Director towards strategic goal initiatives are clear and concise.	2/12/2019 8:25 AM
12	Provides overall great tech support to college	2/12/2019 7:59 AM
13	The IS Department works hard and provides a great service to KCC.	2/12/2019 7:32 AM
14	Funding, college wide support, IS control over student fee funds, professional development opportunities, could be highlighted. IS is well funded, staffed, and supported.	2/12/2019 7:03 AM
15	Every experience with this department's Team members (from on-boarding to peripheral support), has been excellent.	2/11/2019 11:06 AM

Q12 Please outline weaknesses of the department.

#	RESPONSES	DATE
1	The biggest weakness is that they don't seem to know what their weaknesses are. Every department has struggles, but none were acknowledged.	2/15/2019 1:28 PM
2	It was indicated that not all budget requests are fulfilled. How the department deals with a less than requested budget was not described.	2/14/2019 7:47 AM
3	None.	2/13/2019 5:02 PM

4	The department's reputation for responsiveness has vastly improved in recent years although this was not discussed in the report. The greatest weakness of the department as evidenced in this report is the department's inability to provide analysis of real weaknesses.	2/13/2019 3:41 PM
5	The document identifies a need to improve communication with departments to identify needs in a timely and proactive fashion.	2/13/2019 11:56 AM
6	The initiatives of many departments steer the direction of this department.	2/12/2019 8:44 PM
7	Better communications (two way), with all aspects of the college	2/12/2019 4:52 PM
8	There are times some faculty and staff struggle with the support request process i.e. not fully addressing issues in the initial support request. The department could improve communication styles to engage staff and press the importance of getting complete information the first time.	2/12/2019 11:06 AM
9	No weakness have been elaborated. Communication with users seems to be a weakness of the department.	2/12/2019 10:12 AM
10	Lack of awareness of satisfaction of the customer.	2/12/2019 8:35 AM
11	None at this time.	2/12/2019 8:25 AM
12	No systematic maintenance schedule was provided showing infrastructure/hardware/software, upgrades and replacements.	2/12/2019 7:59 AM
13	Links in the documents instead of summaries. Not everyone who will read this report will be online.	2/12/2019 7:32 AM
14	Weaknesses should address not only short comings of stakeholder communication but also should include self evaluation and reflection.	2/12/2019 7:03 AM
15	Not a weakness per se, but would encourage thinking about specific weaknesses identified in section 7B. Is this creating a template to reference so submitter can provide more accurate/actionable information?	2/11/2019 11:06 AM

Q13 Please make recommendations for department improvement.

#	RESPONSES	DATE
1	Review areas of improvement honestly and openly in order to set appropriate goals.	2/15/2019 1:28 PM
2		2/14/2019 7:47 AM
3	Based on some instructors' comments, MyKCC grade submission process and related issues could be reviewed.	2/13/2019 5:02 PM
4	1, Always consider the needs of the audience when writing an evaluative report. 2. Pursue student input regarding the usefulness of technology and services, as aggressive as you are in pursuing funding. Anecdotal evidence suggests the department has a greater weakness than it realizes. The youngest generation of students may in fact not find our latest and greatest to actually be of use or interest.	2/13/2019 3:41 PM
5	I would like to see this document less reliant on raw data that the reader has to find and evaluate. I think you can make a stronger case for the good things the department is doing by boiling this data down and providing a clearer picture of what you do and the plan for the future.	2/13/2019 11:56 AM
6	Work with HR to improve onboarding. Perhaps new employees should be shown how to properly submit a support case?	2/12/2019 8:44 PM
7	N.A.	2/12/2019 4:52 PM
8	Some staff members still feel an adversarial relationship with the department. Improve position of being the helpful go to place for answers.	2/12/2019 11:06 AM
9	More in-depth planning to meet the needs of KCC in the future. Train your staff in being more affable and communicative regarding customer needs and issues.	2/12/2019 10:12 AM
10	Consider reevaluating the support ticket system and whether it just provides data or whether it accurately records the satisfaction of the customer.	2/12/2019 8:35 AM

11	A selfish recommendation would be to explore the feasibility of providing rolling enrollment to selected courses.	2/12/2019 8:25 AM
12	Develop maintenance schedule for hardware and software to help lessen upgrades being missed.	2/12/2019 7:59 AM
13	Be aware that not everyone reading this report is tech savvy and may not be able to understand what you are trying to say or do. Unfortunately, I surveyed this report after the CIIC calibration meeting, so my scores are based on that meeting.	2/12/2019 7:32 AM
14	Anonymous student satisfaction surveys. Anonymous stakeholder satisfaction could be helpful. Employees are fearful of providing feedback for fear of repercussions.	2/12/2019 7:03 AM
15	It is evident the Director has a grasp of the department's technological/equipment/staffing needs and a thorough understanding of the industry/trends impacting future actions/campus impacts. Continuing to provide industry peer comparisons (i.e. how does KCC compare to say, TVCC), history, and how the data provided in the report's apendicies will only enhance what's been shared with the committee.	2/11/2019 11:06 AM

Q14 Please enter your name.

#	RESPONSES	DATE
1	Jeanne LaHaie	2/15/2019 1:28 PM
2	Bill Jennings	2/14/2019 7:47 AM
3	Mohammed Shabbir	2/13/2019 5:02 PM
4	Tom Nejely	2/13/2019 3:41 PM
5	Mike Homfeldt	2/13/2019 11:56 AM
6	Margot Casson	2/12/2019 8:44 PM
7	Paul Breedlove	2/12/2019 4:52 PM
8	Charles Massie	2/12/2019 11:06 AM
9	David Edgell	2/12/2019 10:12 AM
10	Joanna Lyons-Antley	2/12/2019 8:35 AM
11	Tracy Heap	2/12/2019 8:25 AM
12	Rick Ball	2/12/2019 7:59 AM
13	Edis	2/12/2019 7:32 AM
14	Jamie Jennings	2/12/2019 7:03 AM
15	Peter Lawson	2/11/2019 11:06 AM