

**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: 10 Skipped: 0

	HIGHLY DEVELOPED	DEVELOPED	EMERGING	INITIAL	TOTAL	WEIGHTED AVERAGE
All Respondents	40.00% 4	60.00% 6	0.00% 0	0.00% 0	10	3.40

#	FEEDBACK:	DATE
1	Major department functions and projects are directly tied to KCC mission.	7/11/2018 11:20 AM

**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: 10 Skipped: 0

	HIGHLY DEVELOPED	DEVELOPED	EMERGING	INITIAL	TOTAL	WEIGHTED AVERAGE
(no label)	20.00% 2	70.00% 7	10.00% 1	0.00% 0	10	3.10

#	FEEDBACK:	DATE
1	Since the department is project- and task-based, measurement of goals is completion of projects and tasks.	7/11/2018 11:20 AM
2	Very general goals have been established. Could have more specific and measurable goals for the future.	7/10/2018 5:08 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: 10 Skipped: 0

	HIGHLY DEVELOPED	DEVELOPED	EMERGING	INITIAL	TOTAL	WEIGHTED AVERAGE
(no label)	10.00%	20.00%	70.00%	0.00%		
	1	2	7	0	10	2.40

#	OTHER (PLEASE SPECIFY)	DATE
1	Given the high quality products the department produces, I believe the department employs an adequate number of personnel. A part-time student worker might provide an advantage, but I don't think the case for a part-time staff member has been adequately made.	7/11/2018 11:20 AM
2	How does our current staffing model compare with other colleges and public agencies? I like your idea of using student workers to expand reporting on-campus and off-campus opportunities.	7/10/2018 5:08 PM
3	Org chart or job description maybe would help?	7/10/2018 10:24 AM

**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: 10 Skipped: 0

	HIGHLY DEVELOPED	DEVELOPED	EMERGING	INITIAL	TOTAL	WEIGHTED AVERAGE
(no label)	10.00%	90.00%	0.00%	0.00%		
	1	9	0	0	10	3.10

**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: 10 Skipped: 0

	HIGHLY DEVELOPED	DEVELOPED	EMERGING	INITIAL	TOTAL	WEIGHTED AVERAGE
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(no label)	10.00%	30.00%	60.00%	0.00%	10	2.50
	1	3	6	0		

#	FEEDBACK:	DATE
1	Plans to add equipment.	7/11/2018 3:01 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: 10 Skipped: 0

	HIGHLY DEVELOPED	DEVELOPED	EMERGING	INITIAL	TOTAL	WEIGHTED AVERAGE
(no label)	10.00%	40.00%	50.00%	0.00%	10	2.60
	1	4	5	0		

**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: 10 Skipped: 0

	HIGHLY DEVELOPED	DEVELOPED	EMERGING	INITIAL	TOTAL	WEIGHTED AVERAGE
(no label)	30.00%	60.00%	10.00%	0.00%	10	3.20
	3	6	1	0		

**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: 10 Skipped: 0

	HIGHLY DEVELOPED	DEVELOPED	EMERGING	INITIAL	TOTAL	WEIGHTED AVERAGE
(no label)	20.00%	60.00%	20.00%	0.00%	10	3.00
	2	6	2	0		

#	FEEDBACK:	DATE
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## Non-Instructional Department Review: Public Information Office

1	Goals provided are project- and task-based, and some are ongoing, so therefore there may not be a specific timeline.	7/11/2018 11:20 AM
2	Goals should be specific, measurable and have a time reference.	7/10/2018 5:08 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: 10   Skipped: 0

	HIGHLY DEVELOPED	DEVELOPED	EMERGING	INITIAL	TOTAL	WEIGHTED AVERAGE
(no label)	10.00%	80.00%	10.00%	0.00%		
	1	8	1	0	10	3.00

#	FEEDBACK:	DATE
1	More detail would need to be provided regarding budget, facilities, and technologies and resources utilized to support this work. Marketing and the PI frequently work together but I am not seeing overlappiness with regards to resources, staff and supports.	7/10/2018 5:08 PM

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

Answered: 9   Skipped: 1

ANSWER CHOICES	RESPONSES
Accept department review document	100.00%   9
Send back to department lead	0.00%   0
TOTAL	9

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

Answered: 10   Skipped: 0

#	RESPONSES	DATE
1	The PIO office provides a wide array of services to the college. The deliverables from this department are very professional and well planned.	7/12/2018 8:17 AM
2	Quality materials that reflect positively on the College are produced.	7/11/2018 3:01 PM
3	.	7/11/2018 11:58 AM
4	PIO is knowledgeable, skilled, and professional. She produces high-quality products and supports the KCC mission. Strong professional development activity.	7/11/2018 11:20 AM

## Non-Instructional Department Review: Public Information Office

5	A full time designated, very talented, staff person.	7/10/2018 5:08 PM
6	Public information does an outstanding job of connecting with the community	7/10/2018 3:05 PM
7	PD seemed good	7/10/2018 10:24 AM
8	Has helped put KCC into the community spotlight.	7/10/2018 10:01 AM
9	professional, well crafted media that promotes the colleges initiatives.	7/5/2018 12:12 PM
10	The variety of ways in which the department engages with the community is a clear strength.	7/3/2018 4:38 PM

### Q12 Please outline weaknesses of the department.

Answered: 10   Skipped: 0

#	RESPONSES	DATE
1	Nothing noted at this time.	7/12/2018 8:17 AM
2	Short staff and limited resources	7/11/2018 3:01 PM
3	.	7/11/2018 11:58 AM
4	Could use some software upgrades/purchases. The case for additional staffing is not strong, and this department of one is exceptionally talented and effective. Perhaps a student worker would be of help, but the need for a part-time staff member is not clear.	7/11/2018 11:20 AM
5	Limited technology and resources. Lack of independent budget for accountability.	7/10/2018 5:08 PM
6	The department is understaffed and could use extra help.	7/10/2018 3:05 PM
7	Would like a better sense of needed equipment?	7/10/2018 10:24 AM
8	Staffing needs.	7/10/2018 10:01 AM
9	Lack of support staff.	7/5/2018 12:12 PM
10	Small size of the department limits what it can do.	7/3/2018 4:38 PM

### Q13 Please make recommendations for department improvement.

Answered: 10   Skipped: 0

#	RESPONSES	DATE
1	Timing is everything and it is noted that the document originated prior to Founder's Hall completion. Strategic plans have also most likely been updated or renewed. Is it possible to create a photo repository where Marketing, PIO, and staff can share photos? Managing this could turn into a mess, but there are some great photos from staff and students from events that might serve as a benefit to the PIO office and others in need of photographs for presentations.	7/12/2018 8:17 AM
2	None that weren't addressed in the review.	7/11/2018 3:01 PM
3	Bring planning and goals up to date from the 2014-17 to the new goals all departments have created. If goals are project-based, each project should have a timeline	7/11/2018 11:58 AM
4	I would like to see the department cross train or enlist help from other staff members before hiring additional staff.	7/11/2018 11:20 AM
5	Qualify and quantify your strategic goals.	7/10/2018 5:08 PM
6	Continue to pursue the addition of a student worker and other supports as needed.	7/10/2018 3:05 PM
7	Develop a budget that would help support needs	7/10/2018 10:24 AM

## Non-Instructional Department Review: Public Information Office

8	Hire a work-study student or part-time help. It appears as if the needs of the department is growing quicker than anticipated.	7/10/2018 10:01 AM
9	Continue to work creatively on budget to obtain equipment to further enhance the media output from the department.	7/5/2018 12:12 PM
10	N/A	7/3/2018 4:38 PM

### Q14 Please enter your name.

Answered: 10   Skipped: 0

#	RESPONSES	DATE
1	Bill Jennings	7/12/2018 8:17 AM
2	Paul	7/11/2018 3:01 PM
3	Tom	7/11/2018 11:58 AM
4	Franklin Clark	7/11/2018 11:20 AM
5	Jamie Jennings	7/10/2018 5:08 PM
6	Jeanne LaHaie	7/10/2018 3:05 PM
7	Chris Stickle	7/10/2018 10:24 AM
8	Edis	7/10/2018 10:01 AM
9	Tracy Heap	7/5/2018 12:12 PM
10	Alex Jenner	7/3/2018 4:38 PM