1. Assessment Plan - Four Column

PIE - Continuing Education (SCE): Division Office

Unit Goals	Resources Needed	*Where We Make an Impact: Closing the Loop on Goals and Plans*
Use of Data - Expand the use of data for tracking, assessment, planning and reporting to promote students' access to pathways. **Status:** Active		
Student Learning - Enhance student learning through continual improvement of curriculum and delivery, and through development and assessment of SLOs and ILOs. **Status:** Active		

Communication - Increase effectiveness and consistency of communication among stakeholders.
 Status: Active
	Full Funding Requested - Resources to support SCE Division administrative support staff meetings, trainings, and other communication and teambuilding efforts
	 Describe Plans & Activities Supported: (1) Hold regular (quarterly or more often as needed) meetings of SCE administrative support staff to:
	    (a) regularly communicate with employees about current and relevant topics and address issues of strategic importance;
	    (b) discuss topics that focus on understanding and meeting the	

needs of both internal and external stakeholders; and

   (c) promote employee development by providing ongoing trainings to update/improve operational and technical knowledge/skills.

Lead: Cynthia Hoover
One-Time Funding Requested (if applicable): 1500
Type of Request: Non-Instructional Supplies, Professional Development
Planning Unit Priority: Medium
What would success look like and how would you measure it?: Staff members will have a shared understanding of and be more informed of current and changing college, department and division issues and processes that may impact their own duties and responsibilities.

A survey of staff will indicate that the majority either Agree or Strongly Agree that they are more informed of current and changing department and division issues and process that may impact their own duties and responsibilities.

Full Funding Requested - Resources necessary to develop and hold an annual staff retreat
Describe Plans & Activities Supported: Annual staff retreat to engage in communication and team building activities. As reflected in the SCE's Action Plan for 2018 Self

	Study, "communication" emerged as an area for continuous growth, specifically in the areas of cross collaboration within the Division's varied and expansive programs. The Division staff will benefit from a one-day retreat. **One-Time Funding Requested (if applicable):** 7500 **Type of Request:** Professional Development **Planning Unit Priority:** Medium **What would success look like and how would you measure it?:** A survey of staff will indicate that the majority of respondents either Agree or Strongly Agree that the staff retreat was beneficial and the activities were effective in enhancing team building, cross collaboration and better communication within the Division's varied and expansive programs.	
Student Services - Increase access to high quality student services to support student goals and promote pathways for a diverse noncredit population. **Status:** Active		
Professional Development - Implement and promote professional development initiatives that support Continuing Education themes and priorities. **Status:** Active	**Full Funding Requested -** Professional Development **Describe Plans & Activities Supported:** Identify, facilitate, and endorse attendance of regular ongoing professional development opportunities that will benefit SCE Division staff including those areas identified in the SCE Action Plan.	

Unit Goals	Resources Needed	Where We Make an Impact: Closing the Loop on Goals and Plans
	Type of Request: Professional Development **Planning Unit Priority:** High **What would success look like and how would you measure it?:** Staff members who finish a professional development training opportunity will indicate their satisfaction with the training. The number of professional development training opportunities offered by the College attended by SCE staff members will increase by 10 percent.	
Community Value - Provide venues for meeting the educational and enrichment needs of the community where state funds are not available. **Status:** Active		
Partnerships and Funding - Develop internal and external partnerships and secure funding to improve students' educational and career opportunities. **Status:** Active		
Advocacy for Noncredit - Engage with public and private entities to represent and improve support for noncredit student populations. **Status:** Active		
Secure Resources - Secure staffing to assure high-quality instruction and student services and provide physical and technological infrastructure that will support student learning. **Status:** Active	**Full Funding Requested -** Full-time researcher and part-time permanent marketing **Type of Request:** Staffing **Planning Unit Priority:** High	
Growth of programs and services - Expand School of Continuing		

Education program offerings.
Status: Active

Technology Use - Expand the integration of technology within instruction and services to improve student learning.
Status: Active

Full Funding Requested - Computer Facilities Assistant
Describe Plans & Activities Supported: Recruit and hire one (1) Computer Facilities Assistant, Range 79 on the current Unit 262 salary schedule. This additional position will provide necessary IT support to meet the needs of the SCE Division.
On-Going Funding Requested (if applicable): 81006
Type of Request: Staffing
Planning Unit Priority: Medium
What would success look like and how would you measure it?: The additional position of Computer Facilities Assistant will provide necessary IT support to meet the needs of the SCE Division.

A survey of SCE Division staff will indicate that the computer/IT support staff meet the needs of the SCE Division staff in an efficient and timely manner.

Professional development
Describe Plans & Activities Supported: Provide professional development opportunities (conferences, workshops, etc.) for SCE computer/information technology staff, on a rotating basis, to maintain current knowledge of new technologies.
One-Time Funding Requested (if applicable): 4000
Type of Request: Professional

Unit Goals	Resources Needed	Where We Make an Impact: Closing the Loop on Goals and Plans
	Development **Planning Unit Priority:** High **What would success look like and how would you measure it?:** Computer/Information Technology staff will attend professional development opportunities (conferences, seminars, etc.) to maintain current knowledge of technological advances in computer hardware and software. **Full Funding Requested -** Office for the Coordinator, Computer Facilities **Describe Plans & Activities Supported:** Construct an office for the Computer Facilities Coordinator to be located in Bldg 40 (SCE Division) so that the Coordinator will be able to provide the necessary IT support to the SCE Division in a timely and efficient manner. **Type of Request:** Facilities **Planning Unit Priority:** High **What would success look like and how would you measure it?:** A survey of SCE Division staff will indicate that the majority of staff are satisfied or highly satisfied with the response time and service being provided by the IT support staff.	
	Full Funding Requested - Audio/Visual Equipment for the meeting room inside Bldg 40, Room 104B **Describe Plans & Activities Supported:** Purchase and install new Audio/Visual equipment that will enhance presentations during meetings, conferences, etc. Currently there is only a motorized	

screen in the room.
Type of Request: Non-Instructional Equipment
Planning Unit Priority: High
What would success look like and how would you measure it?: The new equipment would be installed and groups would indicate on evaluation surveys that the facilities (room) and equipment were beneficial to the presentations.
Full Funding Requested - Standard issued office equipment for new office for the Computer Facilities Coordinator
Describe Plans & Activities Supported: Purchase new standard issued office equipment including desk, chair, computer equipment, office file cabinets, etc.
One-Time Funding Requested (if applicable): 5000
Planning Unit Priority: High
What would success look like and how would you measure it?: The office equipment would be purchased and the Coordinator would be able to work in the new office

Full Funding Requested - New Employee office equipment, computer equipment and cubicle
One-Time Funding Requested (if applicable): 5000
Type of Request: Non-Instructional Equipment, Non-Instructional Supplies
Planning Unit Priority: High
What would success look like and how would you measure it?: The equipment would be purchased and

Unit Goals	Resources Needed	Where We Make an Impact: Closing the Loop on Goals and Plans
	set up and the new employee will be able to perform his/her job duties efficiently.	