**Administrative Unit**

**Assessment Plan**

**The University of New Mexico**

**A. Unit and Date**

1. Unit: *UNM-Los Alamos, AGB*

2. Department/Division: *Community Education*

3. Submission Date: April 10, 2017

**B. Contact Person(s) for the Assessment Plan**

|  |  |  |
| --- | --- | --- |
| First and Last Name | Title | UNM Email Address |
| 1. Gabe Baca | Program Manager | gbaca@unm.edu |
| 1. Vacant | Program Coordinator |  |

C. Mission Statement

The mission of the UNM-Los Alamos Community Education Unit is to enrich the community by providing engaging and relevant lifelong learning opportunities for people of all ages.

**D. Unit Goal(s), Outcomes & Assessment Matrix**

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| --- | --- | --- | --- | --- | --- | --- |
| Broad Goals | Student Learning and/or Administrative Unit Outcomes | Univ. Goals/  UNM Strategic Plan/UNM-LA Strategic Plan | When Assessed  \*\* | Assessment Method(s)/  Activity, unit, etc. if relevant | Direct/  Indirect | \*Criteria to determine success |
| *Goal 1: A goal of UNM-Los Alamos Community Education is to develop and offer enrichment, professional development, and Summer Program for Youth classes that are responsive to community interests, needs, and/or demands.* | *AUO 1.1: Community Education will offer new enrichment classes every fall, spring, and summer semester to community members.* | *UNM 2020 Goal 1 and 3/UNM-LA Strategic Implementation Plan Goal II* | *Fall/Spring/Summer*  *Fall/Spring/Summer* | *Update and provide printed schedule each semester/session (i.e. provide a copy of the schedule; provide a copy of the spreadsheet tracking enrollment and classes, etc.)*  *Review feedback from students and community members regarding interests, needs, and demands (i.e. provide a copy of email or calendar entry for meeting, agenda, etc.)* | *Direct*  *Indirect* | *Mail updated printed schedule per semester/session*  *Conduct at least 1 meeting per semester/session to discuss classes to be included in schedule.* |
| *AUO 1.2: Community Education will gather information from community members regularly regarding their interests, need, and/or demands for enrichment classes.* | *UNM 2020 Goal 1 and 3/UNM-LA Strategic Implementation Plan Goal II* | *Fall/Spring/Summer*  *Spring 2017*  *Fall 2017* | *Conduct and collect course evaluation at the end of each course (i.e. copy of aggregated data, etc.)*  *Create an online survey to administer to the broader community (i.e. copy of the survey)*  *Administer an online survey to the broader community (i.e. advertise per link in printed schedule, social media, local media, etc.)* | *Indirect*  *Direct*  *Direct* | *Collect all course evaluations for each course offered per semester/session*  *Develop the survey by the end of spring 2017*  *Administer the online survey at least once every other fall* |
| *AUO 1.3: Community Education will partner with at least one organization to offer online enrichment classes and/or professional development classes annually.* | *UNM 2020 Goal 1 and 3/UNM-LA Strategic Implementation Plan Goal II* | *Spring*  *Summer*  *Fall/Spring/Summer*  *Fall/Spring/Summer* | *Identify and select partners (i.e. email correspondence)*  *Review, submit for approval, and sign relevant partnership contract. (i.e. email correspondence, signed agreement)*  *Ensure that all relevant additional enrichment/professional development classes are included in the printed schedule (i.e. printed schedule, track all new and recurring enrichment/professional development classes via spreadsheet)*  *Promote and advertise all relevant additional enrichment/professional development classes (i.e. flyers, press releases, etc.)* | *Direct*  *Direct*  *Direct*  *Direct* | *We will select at least one partner to offer enrichment/professional development classes by the end of the spring semester*  *All partnership agreements will be approved and signed before the start of the fall semester*  *All relevant new enrichment/professional development classes will be included in printed schedule*  *Market all relevant new enrichment/professional development classes via at least two media outlets.* |
| *AUO 1.4: Community Education will identify and recruit appropriate instructors to develop and teach enrichment courses as needed.* | *UNM 2020 Goal 1 and 3/UNM-LA Strategic Implementation Plan Goal II* | *Fall/Spring/Summer*  *Fall/Spring/Summer*  *Fall/Spring/Summer* | *Advertise for instructors via Web page and printed schedule (i.e. screen shot of web page, copy of printed schedule)*  *Solicit referrals from current faculty, staff, and associates (i.e. email correspondence)*  *Collect and process signed noncredit instructor agreement forms for all new and returning instructors per class (i.e. track number of signed agreements received against active classes)* | *Direct*  *Direct*  *Direct* | *Advertise for new instructors via at least two media outlets.*  *Solicit referrals from faculty, staff and associates at least three times a year*  *A signed agreement form will be collected for each class held* |
| *AUO 1.5: Community Education will host a community engagement summer program for students in grades 1-10.* | *UNM 2020 Goal 1 and 3/UNM-LA Strategic Implementation Plan Goal II* | *Summer*  *Summer*  *Spring*  *Summer*  *Spring/Summer*  *Spring/Summer* | *Promote and advertise the Summer Program for Youth (i.e. flyers, press releases, printed schedule, etc.)*  *Conduct the Summer Program for Youth (i.e. signed agreement forms, sign-in sheets, time sheets for student workers)*  *Advertise for instructors for the Summer Program for Youth (i.e. email correspondence, copy of printed schedule, etc.)*  *Collect and process signed noncredit instructor agreement forms for all new and returning instructors per class associated with the Summer Program for Youth (i.e. track number of signed agreements received against active classes)*  *Maintain an effective registration process for the Summer Program for Youth for parents and students (i.e. registration spreadsheet, screenshot of webpage)*  *Ensure that all appropriate instructional and class materials for students and instructors are provided (i.e. IPRs, receipts, etc.)* | *Direct*  *Direct*  *Direct*  *Direct*  *Direct*  *Direct* | *Market all relevant Summer Program for Youth classes in at least two media outlets.*  *Conduct the Summer Program for Youth each summer.*  *Advertise for new instructors via at least two media outlets.*  *A signed agreement form will be collected for each class held*  *Community Education will collect all the required documentation for each student.*  *Community Education will request and/or collect a list of supplies from each instructor.*  *Community Education will order and distribute all approved supplies.* |
| *Goal 2: A goal of UNM-Los Alamos Community Education is to develop and offer customized training that is responsive to business and organization needs, and/or demands.* | *AUO 2.1: Community Education will provide customized training classes to the surrounding community based on business and organization needs, and/or demands.* | *UNM 2020 Goal 1 and 3/UNM-LA Strategic Implementation Plan Goal II* | *Fall/Spring/Summer* | *Provide classes*  *Review feedback from students after each course* | *Direct*  *Indirect* | *Copies of agreements and/or evidence of revenue*  *Collect all course evaluations for each course offered* |
| *AUO 2.2: Community Education will identify and recruit appropriate instructors to develop and/or teach courses as needed.* | *UNM 2020 Goal 1 and 3/UNM-LA Strategic Implementation Plan Goal II* | *Fall/Spring/Summer* | *Advertise for instructors via Web page and printed schedule*  *Solicit referrals from current faculty, staff, and associates* | *Direct*  *Direct* | *Signed Noncredit Instructor’s Agreement Form*  *Signed Noncredit Instructor’s Agreement Form* |
| *AUO 2.3: Community Education will expand its customer base.* | *UNM 2020 Goal 1 and 3/UNM-LA Strategic Implementation Plan Goal II* | *Fall/Spring/Summer* | *Market program and Contact potential customers* | *Direct* | *Copies of emails, calendar appointments, and/or meeting notes* |

**1. Who:** State explicitly whether the unit’s assessment will target all students/clients and/or a sample for each outcome. Address the validity of any proposed sample of students. [NOTE: *Although one size does not fit all and it does depend on the assessment method, sampling should not be taken lightly. Best practices indicate that sampling approximately 20% of the student population (or student participants) is valid and reliable if the number exceeds 99. Otherwise, a valid rationale has to be provided for samples that are less than 15% of the student population (or student participants).*]

*Community Education and Customized Training classes: All students*

*Summer Program for Youth classes: All parents of 1st-6th grade student participants; All students (7th-10th grades)*

**2. When will the outcomes be assessed? When and in what forum will the results of the assessment be discussed?**

*[Briefly describe the timeframe over which your unit will conduct the assessment of its student learning and/or administrative unit outcomes selected for the one, two, or three year plan and/or complete the following table. For example, provide a layout of the semesters or years (e.g. 2016-17, 2017-18, and 2018-19), list which outcomes will be assessed and which semester/year the results will be discussed and used to improve student learning (e.g.; discussed with unit staff, relevant faculty, advisory boards, students/clients, etc.)] Add rows to table as needed.*

*The UNM-Los Alamos Community Education department will use a one-year assessment cycle. Information regarding when each outcome will be assessed, and the assessment methods for measuring outcomes, is outlined in the table above in Section D. The evidence/data that will be collected regarding each assessment method is outlined in the table above in Section D.*

**3. What is the unit’s process to analyze/interpret assessment data and use results to improve and/or maximize performance on the outcomes?**

*Briefly describe:*

*1. who will participate in the assessment process (the gathering of evidence, the analysis/interpretation, recommendations).*

*2. what is the process for considering the implications of assessment/data for change:*

*a. to assessment mechanisms themselves,*

*b. to curriculum/program/activities design,*

*c. to service delivery and/or client’s knowledge*

*…in the interest of improving services, resources, unit, etc.*

*3. How, when, and to whom will recommendations be communicated?*

*The UNM-Los Alamos Community Education Program Manager will be responsible for the gathering of evidence/data and information. During the summer session, all staff associated with Community Education will meet to analyze and evaluate the data/evidence in order to determine how and where to improve our assessment practices, services, etc. Recommendations will communicated to the Dean of Instruction as needed.*