

PLANNING/OUTCOMES DOCUMENT

Name of person(s) completing this form:	Scott Sutton	Curriculum/Department:	Extension Education-Professional Licensure and Certification/Cherokee Center
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Purpose/Mission Statement	Vision Statement, 3-5 years
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<p>The SCC Cherokee Center is committed to the mission of the college and to serving the needs of the community in continuing education training in the field of professional licensure and certification, curriculum offerings, and assisting in the economic growth of the region.</p>	<p>The vision of the Professional Licensure and Certification division of Extension Education is to deliver life-long learning services in a variety of locations and formats, including on-line delivery where appropriate, in a convenient manner; which results in SCC being identified as the best and most comprehensive training provider for the community's educational needs.</p>
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Departmental Strengths	Departmental Weaknesses
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<p>-Experience of staff -Experience working with wide variety of state boards -Large service area/availability of classroom space</p>	<p>-Small instructor pool for some subject areas -Such diversity of needs, some classes will have low enrollment (Inspection classes, Grading contractors, appraisers, etc.)</p>
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Departmental Opportunities	Departmental Threats
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<p>-Increase in number of occupations requiring CE renewal credits -Population growth -Increase in retired population looking to start new part-time career</p>	<p>-Increase of private educational companies doing short classes for exam prep classes (general contractors, plumbing, real estate, etc.) -Changes in board requirements/rules/ regulations.</p>
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College Goals	2004-2005 Department Outcomes/Goals	Success Criteria <small>(e.g. outcomes, enrollment increases)</small>	Plan of Action <small>(including resources needed)</small>
1	Add CE Courses to the Professional Licensure/Certification offerings. (Appraiser/On-line course offerings).	Addition of at least one new professional licensure class.	Work with NC Appraisal Board to offer CE credit classes. Identify instructor and receive Board approval.
1	Create a class for the Cherokee Schools teachers assistants to better train Cherokee Language Teachers on effective teaching methods.	Enrollment of at least 8 students in class.	Work with Tribal Education leaders to create a course outline, and offer the class at a convenient time/location.
1	Continue to aid in increasing the number of curriculum offerings at the Cherokee Center.	Offer at least 8 curriculum classes each semester.	Work with Tribal leaders and appropriate Deans to identify areas that need to be served and schedule those classes.

Criteria Results Be sure to utilize most current data available	End of Year Analysis <small>(Goals achieved, impact of equipment purchased, improvements to program or service, contingencies, etc.).</small> Describe how you used the results to improve your program/department.
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<p>Successfully offered Appraiser course, started the Cosmetology CE course.</p>	<p>There is enough interest to offer another Appraiser course. However, students did find difficulty in finding Appraisers to work with to obtain required hours. Need to identify apprenticeship opportunities, and offer CE course. Cosmetology classes were successful and will continue running in the same format, basing the class each year off of requested topics from the students.</p>
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One CE class was conducted for teacher aides in anecdotal note taking.	Cherokee School System was pleased with this course, but want to focus more on curriculum course offerings.
The number of curriculum classes at the Cherokee Center has not increased.	Need to identify more class space and areas of interest such as real estate, business, and tourism related degree fields to tie into the gaming and tourism market. Need to have fiver run to Cherokee Center to get ITV System operational.

College Goals	2005-2006 Department Outcomes/Goals	Success Criteria <small>(e.g. outcomes, enrollment increases)</small>	Plan of Action <small>(including resources needed)</small>
1	1. Identify an instructor for and successfully offer a 24 hr. Real Estate Broker class under the provisions outlined by the NC Real Estate Commission.	Enrollment of at least 15 students and a pass rate of 75%.	Identify instructor, advertise to RE salespersons and rotate the class offering throughout our service area.
1	2. Add CE courses to the Professional Licensure/Certification offerings. (Real Estate, Activities Coordinator, Locksmith, etc.)	Enrollment of at least 10 students in class, with an 80% completion rate.	Identify areas of Professional Licensure/Certification not currently being served, identify instructors, and obtain board approval.
1	3. Increase enrollment and number of offerings at the Cherokee Center.	20% increase of offerings at the Cherokee Center from previous year.	Work with curriculum to schedule more classes, have the ITV system operational to increase classes, and offer more CE classes.
1	4. Increase enrollment in Professional Licensure classes.	5% increase in enrollment numbers from previous year.	More targeted marketing to specific groups (real estate, plumbing, builders, etc.)

Budget Item Description (Budget items requested from college funds)	Current Year Budget:	Ongoing Operational Budget:	Expansion Budget:
Supplies- Revised Code books for Plumbing, Electrical, etc.		\$0	\$750
Equipment- Fiber to Cherokee Center		\$0	\$?
Travel- Administrative & Instructional		\$2,500	\$3,000
Program Accreditation- Cosmetology Board		\$200	\$200
Other-			
TOTALS			

Progress Notes: