

# PLANNING/OUTCOMES DOCUMENT

<b>Name of person(s) completing this form:</b>	Scott Sutton	<b>Curriculum/Department:</b>	Extension Education-Professional Licensure and Certification/Cherokee Center
<b>Purpose/Mission Statement</b>		<b>Vision Statement, 3-5 years</b>	
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.		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.	
<b>Departmental Strengths</b>		<b>Departmental Weaknesses</b>	
<ul style="list-style-type: none"> <li>-Experience of staff</li> <li>-Experience working with wide variety of state boards</li> <li>-Large service area/availability of classroom space</li> </ul>		<ul style="list-style-type: none"> <li>-Small instructor pool for some subject areas</li> <li>-Such diversity of needs, some classes will have low enrollment (Inspection classes, Grading contractors, appraisers, etc.)</li> <li>-SCC does not own the Cherokee Center location</li> </ul>	
<b>Departmental Opportunities</b>		<b>Departmental Threats</b>	
<ul style="list-style-type: none"> <li>-Increase in number of occupations requiring CE renewal credits</li> <li>-Population growth</li> <li>-Increase in retired population looking to start new part-time career.</li> </ul>		<ul style="list-style-type: none"> <li>-Increase of private educational companies doing short classes for exam prep classes (general contractors, plumbing, real estate, etc.)</li> <li>-Changes in board requirements/rules/ regulations.</li> </ul>	
<b>College Goals</b>	<b>2005-2006 Department Outcomes/Goals</b>	<b>Success Criteria</b> (Method for measuring extent to which outcome is achieved)	<b>Plan of Action</b> (including resources needed)
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.)

<b>Criteria Results for 2005-06 Outcomes</b> Be sure to utilize most current data available	<b>End of Year Analysis</b> (Goals achieved, impact of equipment purchased, improvements to program or service, contingencies, etc.). <b>Describe how you used the results to improve your program/department.</b>
Identified instructor and obtained approval to offer the Broker Transition Course from the	Have advertised the course and have enough for the class to be held on December 4-7, 2006.

NC Real Estate Commission.	15 students have pre-registered. This should provide an opportunity to advertise to and increase the number of Real Estate Update and Elective students served.
Added two on-line courses to our Medical Coding schedule. Anatomy and Physiology I & II were added.	The Anatomy and Physiology class Part I was conducted. This should help increase the number of on-line students, and improve their employability as coders.
The number of classes at the Cherokee Center has not increased.	With the Fiber Optic cable not being connected to the Cherokee Center, the ITV System was removed. This resulted in a decrease in curriculum offerings. Classes should increase once the Cherokee Higher Education Center is constructed. Plans are to move SCC Cherokee Center to that new facility.
Professional Licensure students served has increased.	Number of students served in my area has increase by 21% from the July to June time period as compared to last year. As more Boards require continuing education and with population increases, SCC continuing education should show a steady increase in students, and improve our image as a life-long learning services provider.

<b>College Goals</b>	<b>2006-2007 Department Outcomes/Goals</b>	<b>Success Criteria</b> <small>(e.g. outcomes, enrollment increases)</small>	<b>Plan of Action</b> <small>(including resources needed)</small>
<b>1</b>	Add new CE offerings such as Code Enforcement Officials CE, Pharmacy Tech, Pesticide Licensing/Renewal.	Enrollment of at least 10 students and 90% completion rate for certification.	Identify instructor, advertise to specific demographics, coordinate with specific boards for approval.
<b>5</b>	Work with the Cherokee Tribal Government to move the Cherokee Center to a new Higher Education Complex to better serve the Cherokee Reservation.	Move the Cherokee Center to the Higher Education Center.	Work with Tribal leaders to move to the new center for more classroom space, and increased course offerings.
<b>1</b>	Increase number of students served in Professional Licensure/Certification.	Increase number of students served by 5% from previous year.	Target marketing to specific groups, continue to add CE offerings.
<b>1</b>	Increase curriculum offering at the Cherokee Center.	20% increase of offerings at the Cherokee Center.	Work with curriculum departments to schedule more General Education, Early Childhood, and Gaming Management at Cherokee.

<b>Budget Item Description (Budget items requested from college funds)</b>	<b>Current Year Budget:</b>	<b>Ongoing Operational Budget:</b>	<b>Expansion Budget:</b>
Supplies- Revised Code books for Plumbing, Electrical, and Building.			\$1,000
Equipment-Fax Machine			\$500
Travel-Administrative & Instructor Travel		\$2,500	\$3,000
Program Accreditation-Approval from Boards/Processing fees.		\$300	\$400
Other-CD-ROM purchase budget for on-line (reimbursed from student)		\$1500	\$2000

TOTALS			\$6900
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**Mid-point Review**

**Progress Notes:**