

Continuing Education

Office or Department of Academic Affairs
Administrative Unit Assessment
Year Reporting: FY 20 (July 2019 to July 2020)

Department and Assessment Report Information

Prepared on 9/21/2020 13:31:30 PM	Prepared by 9/21/2020 13:31:30
For which department or area are you reporting?	Continuing Education
What is the name and MGA email address of the person responsible for this report?	Kevin Cantwell, kevin.cantwell@mga.edu

Departmental Mission and Goals

The mission and goals of the department should be consistent over a 5 year period, although some institutional changes may necessitate and prompt a change in mission or goals for specific departments. In this section, you will report the mission statement for your department as well as long term goals (5 year range) for the department.

What is the mission statement for this department/area? Your mission should explain why the department/area exists and who it serves.	This mission of Continuing Education is to offer educational enrichment and professional training programs that promote the values of lifelong learning, cultural exploration, and career enhancement.
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What are the goals for this department? These should be the "big things" the department/area intends to accomplish within 5 years. *To support the mission of the University by providing life-

Objectives

Each year, every department should identify objectives the department hopes to accomplish in the next year. These should align with departmental goals and the MGA strategic plan. In the next section you will be reporting on the objectives you set and whether or not you achieved them in FY20. Later in the document you will report on objectives you hope to accomplish in the coming fiscal year, FY21.

Objective 1

Objective 1: What was this department's first objective for this fiscal year? Objectives should be specific, measurable, and achievable within one year.	Continuing Education will maintain at least three programs that are identified as fall, spring, and summer.
Objective 1: Detail how your department measured this objective? (Survey, budget number, number of participants, jobs completed, measurable time and/or effort)	Updated CE site; program brochures; program ads.
Objective 1: What was your target outcome for this objective? (1.e. 80% participation, 5% enrollment growth, 7% change in engagement)	TARGET OUTCOME: 3 PROGRAMS 60%; 4 PROGRAMS 80%; 5 PROGRAMS 100%
Objective 1: At what level did the department/area achieve on this objective? (This should be a number, i.e. 82%, 345 attendees, 75% engagement)	95% CE offered leadership/employee development programs for employees of Robins Air Force Base for both fall 2019 and spring 2020. Additionally CE offered employee development classes for staff members as Middle Georgia State University in spring 2020, paid for by revenue from the previous year's revenue; this was the New Leader Colloquium. CE offered a free public lecture in February 2020, paid for by revenue from the previous year's revenue. In summer of 2020, CE offer

attended than expected with 24 audience members and 18 surveys completed for a 75% response rate. On a 1-7 scale, 3 of the 6 questio

<p>Objective 1: What did your department learn from working toward this objective? What changes will you make based on this effort next year?</p>	<p>We had a fall cultural program planned but because of unplanned complications for the speaker, we had to re-schedule it for February, which is not a good month.</p>
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Objective 2

Objective 2: What was this department's second

Objective 3

<p>Objective 3: What was this department's third objective for this fiscal year? Objectives should be specific, measurable, and achievable within one year.</p>	<p>The Budget and Provost offices of the University will analyze annual allocations against expenses to recommend adjustments as needed.</p>
<p>Objective 3: Detail how your department measured this objective? (Survey, budget number, number of participants, jobs completed, measurable time and/or effort)</p>	<p>Annual CE Budget lined to individual programs salaries, registrations, advertising, and other expenses.</p>
<p>Objective 3: What was your target outcome for this objective? (1.e. 80% participation, 5% enrollment growth, 7% change in engagement) Objective 3: At what level did the department/area achieve on this objective? (This should be a number, i.e. 82%, 6%, 345</p>	<p>CE breaks even or generates revenue.</p>

Objective 4

Objective 4: What was this department's fourth objective for this fiscal year? Objectives should be specific, measurable, and achievable within one year.	n/a
Objective 4: Detail how your department measured this objective? (Survey, budget number, number of participants, jobs completed, measurable time and/or effort)	n/a
Objective 4: What was your target outcome for this objective? (1.e. 80% participation, 5% enrollment growth, 7% change in engagement)	n/a
Objective 4: At what level did the department/area achieve on this objective? (This should be a number, i.e. 82%, 6%, 345 attendees, 75% engagement)	n/a
Objective 4: Did your department meet this objective?	The department met this objective.
Objective 4: What did your department learn from working toward this objective? What changes will you make based on this effort next year?	n/a

Future Plans

