

**Department of Community Education  
Improvement Plan  
2012-2013**

**District Key Result: Efficient and Effective Operations**

**Department Goal: Establish quality indicators in the Adult Enrichment (AE) program area.**

**Supporting Data (evidence of need): Quality standards need to be put into writing and the process followed .**

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<b>Measures:</b>	<b>Targets:</b>
1. Quality indicators are developed within the Adult Enrichment program area.	1. Quality indicators will be implemented.

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<b>Strategies</b>	<b>Person(s) Responsible</b>	<b>Timeline</b>
1. Meet with AE Coordinator to develop standards and evaluation process.	CE Director & AE Coordinator	Nov.- Jan. 2013
2. Gather a focus group of CE users to help define quality.	CE Director & AE Coordinator	December 2012
3. Present indicators to CEAC members and receive feedback and input.	CE Director & Coordinators	March 2013
4. Implement the standards.	CE Director & AE Coordinator	Jan/March 2013
5. Visits to AE classrooms.	CE Director & AE Coordinator	Dec. - March
5. Survey CE instructors and evaluate the feedback.	CE Director & AE Coordinator	Quarterly
6. Consider a MCEA Quality Review.	CE Director	TBD

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*To be completed in June:*

**Accomplished:**                       **Yes**                       **No**                       **In Progress**

**Actual Results:**

**Future Steps:**