



Making a Difference!

**DEPARTMENT OF COMMUNITY EDUCATION
IMPROVEMENT PLAN
2013-2014**

Department Goal #1:

To Support and help to strengthen Coordinators competencies in the areas of: leadership, communications, relations, management partnerships and budget management.

District Key Result: Effective and Efficient Operations

Supporting Data (evidence of need): CE does not have formal evaluation process or tool in place for coordinators. Having an evaluation process helps employees accomplish both personal and department goals and serves as a framework to work by.

Measures:	Targets:
Coordinator Evaluations	Coordinators will show improvement in at least two areas w/i the competency guide

Strategies	Person(s) Responsible	Timeline
Research evaluation tools	Kim	Aug- Oct 2013
Choose an evaluation tool and determine process	Kim/HR/ Coordinators	Oct. /Nov 2013
Implement the new evaluation tool/process with Coordinators	Kim/ Coordinators	Dec.- May 2014
Review the process for effectiveness	Kim/ Coordinators	Aug 2014

To be completed in July:

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

Actual Results:

Future Steps:



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Department Goal #2:

To _____.

District Key Result:

Supporting Data (evidence of need):

Measures:	Targets:

Strategies	Person(s) Responsible	Timeline

To be completed in July:

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

Actual Results:

Future Steps: