

DCAD DEPARTMENT ASSESSMENT FRAMEWORK

Department: Human Resources

Fiscal Year Assessed: 2009/2010

GOAL 1: Maintain system of personnel resource allocation that ensures adequate faculty, staff and administration is available and aligns with the College's Strategic Plan.

DCAD Mission Reference
DCAD's mission is to educate talented and dedicated students to become art makers, idea generators, problem solvers, and visual communicators who can redefine the way we perceive and experience the world around us. It also serves as a visible stakeholder, cultural anchor, and catalyst for the revitalization of downtown Wilmington.
DCAD Strategic Plan Reference
Strategic Goal 3: BUILD INFRASTRUCTURE Strategic Goal 5: PLAN FOR THE FUTURE
DCAD Outcomes (measurable, subset of goal)
Staffing decisions are aligned with the Strategic Plan and Department Goals
Assessment Methods/ Measures
Staffing plans supported by budget
What / Who is being assessed
Chief Administrator – staff/faculty budget process related to the Mission of the College
Frequency of Assessment Administration
Annually
Reliability/Validity Information
Budget dollars allocated to support strategic and department goals are a valid and reliable measure. However, gap analysis should be done in the future for a more reliable outcome.
Standard or Criterion or Benchmark (percentage expected to “meet” or “exceed” expectations for the outcomes)
Target FY 2009/2010 FY10 there were no plans to add staff/faculty.
Results (Actual Level of Achievement)
Met target – hired 1 full-time employee

FY10 Actions Taken (comprehensive, narrative analysis to address results)

Actions narrative – (supported by results)

FY10 there were no plans to add staff/faculty. However, due to goals in Operations the College terminated the building management company and hired the maintenance person directly saving the College money.

FY11 Actions to be taken (comprehensive, narrative analysis to address results)

Catherine Drabkin decided to step down as Dean and return to full-time faculty as Area Coordinator of Fine Arts. The College also needs a position to guide its ongoing assessment, but cannot afford two new full-time positions. The Dean was not full-time position at the time Dean Drabkin stepped down. Previously, the President was the Dean and Director of the College.

<u>Action</u>	<u>Person Responsible</u>	<u>Implementation Date</u>	<u>Results</u>
1. Hire Dean / Director of Institutional Assessment	Chief Administrative Officer	July 1, 2010	Met Target

Closing the loop

FY11 Update August 2011

The position was filled by a qualified Dean in July 2010 and the Registrar added Research Coordinator to her position description. However, the requirements of the combined position of Dean / Director of Institutional Assessment were ambitious with the amount of work that needs to be accomplished.

FY12 Actions to be taken (comprehensive, narrative analysis to address results)

1. Hire a part-time librarian – budgeted
2. Hire a Director of Institutional Assessment (take out of Dean's Office) – budgeted
3. Hire part-time recruiter for fall 2011 – budgeted
4. Hire part-time technology support

Version #2 – 10/25/04

DCAD DEPARTMENT ASSESSMENT FRAMEWORK

Department: Human Resources

Fiscal Year: 2009/2010

GOAL 2: Provide adequate faculty and staff professional training

DCAD Mission Reference
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DCAD Strategic Plan Reference
Strategic Goal 4: MAXIMIZE USE OF EXISTING RESOURCES Strategic Goal 5: PLAN FOR THE FUTURE
DCAD Outcomes (measurable, subset of goal)
a. Each area coordinator attends professional development program / conference b. Each area coordinator/department attends an accreditation conference and/or workshop
Assessment Methods/ Measures
a. Area Coordinator Professional Development Schedule with budget allocation b. Department accreditation Training Schedule with budget allocation c. On-Site Accreditation Workshops with budget allocation
What / Who is being assessed
Chief Administrative Officer, Dean – staff/faculty development
Frequency of Assessment Administration
Annually
Reliability/Validity Information
New rotation schedules must be effectively communicated in order for this measure to be effective.
Standard or Criterion or Benchmark (percentage expected to “meet” or “exceed” expectations for the outcomes)
Target FY 2009/2010 a. Target: 3 area coordinators to attend professional development b. Target: 3 department heads to attend accreditation training c. On-Site accreditation workshops: FY10 not applicable (new target for FY11)

FY10 Results (Actual Level of Achievement)

Actions narrative – (supported by results)

- a. Target not met – The Illustration Area Coordinator was the only full-time faculty to attend a professional conference that was partially paid for by DCAD. Some budget dollars were allocated, but not enough to cover all expenses to meet this target in attending a conferences. In addition, a systematic approach that is clearly communicated needs to be developed since not all area coordinators can attend conferences each year.
- b. Target not met - The President attended a NASAD conference. Budget dollars were not available due to the prediction of lower or no growth in new student enrollment.
- c. FY10 not applicable (new target for FY11)

Closing the loop

FY11 Actions to be taken (comprehensive, narrative analysis to address results)

1. More budget dollars to be allocated for professional development for area coordinators
2. With the planned hiring of a Dean/Director of Institutional Assessment, training in assessment is a priority for this office. In addition, budget dollars will need to be allocated in support.
3. Add on-site training workshops.

<u>Action</u>	<u>Person Responsible</u>	<u>Implementation Date</u>	<u>Results</u>
1. Budget for AC Professional Development	C.AO. / Dean	TBD 2010/2011	
2. Budget for Staff /Faculty to Attend accreditation training	C.AO. / Dean	TBD 2010/2011	
3. Budget and hire consultant to give workshops at DCAD	C.AO. / Dean	TBD 2010/2011	

FY12 Actions to be taken (comprehensive, narrative analysis to address results)

<u>Action</u>	<u>Person Responsible</u>	<u>Implementation Date</u>	<u>Results</u>
1. Budget for AC Professional Development	C.AO. / Dean	TBD 2011/2012	
2. Budget for Staff /Faculty to Attend accreditation training	C.AO. / Dean	TBD 2011/2012	
3. Budget and hire consultant to give workshops at DCAD	C.AO. / Dean	TBD 2011/2012	