

Assessment Report Worksheet #3

Human Resources Office	October 1, 2011- September 30,2012
Unit/Office/Program (3-1)	Assessment Period Covered (3-2)
() Formative Assessment (3-3)	
() Summative Assessment (3-4)	Submitted by & Date Submitted (3-5)
	Endorsed by: (3-5a)

Evaluation Question (Are human resources needs being met per office and campus?)(3-6):
Yes.

First Means of Assessment for Evaluation Question Identified Above (from your approved assessment plan 3-7)):

<p><i>1a. Means of Unit Assessment & Criteria for Success (3-8):</i></p> <ul style="list-style-type: none"> a) Annual retention rate b) Annual turnover rate c) Qualification of all new faculty d) Qualification of all new management and professional staff
<p><i>1b. Summary of Assessment Data Collected (3-9):</i></p> <p>Employee retention rate is:</p> <ul style="list-style-type: none"> a. Faculty -88% [99 total faculty vs. 11 who departed] b. Staff- 92.75%[262 total staff vs. 19 who departed] <p>Employee turnover rate is:</p> <ul style="list-style-type: none"> a. Faculty – 12% b. Staff -7.25% <p>Employee Qualification</p> <ul style="list-style-type: none"> a. Faculty hired who meet MQs – Out of 12 hired, one didn't meet the MQs b. Administrators hired who meet MQs –All 4 hired meet MQs c. Professional staff hired who meet MQs – All 8 hired met MQs
<p><i>1c: Use of Results to Improve Program/Unit Impact/Services[Closing the loop] (3-10):</i></p> <p>Results are to be shared with relevant parties who will input into an appropriate improvement plan that is linked to the HR Master Plan.</p>

Second Means of Assessment for Evaluation Question Identified Above (from your approved assessment plan) (3-11):

<p><i>2a. Means of Unit Assessment & Criteria for Success:</i></p> <ul style="list-style-type: none"> a) Assessment of reasons for reasons behind the departure of the 30 personnel and link it to the Recruitment Initiative under the HR Master Plan.
<p><i>2b. Summary of Assessment Data Collected:</i></p> <p>There is a pattern at the college where the retention is always above 90% and faculty turnover is always lower than non-faculty staff. Each year ends with the same pattern;</p>

some people come and others go. Of the 30 folks who departed this year;

- b) Four of them were results of termination,
- c) Three were laid off due to unsuccessful of grant proposal,
- d) Two were forced resignations,
- e) Eight were family related,
- f) Three went to pursue further education abroad,
- g) Three left to accept other jobs [2 locally and 1 abroad]
- h) Seven didn't give detail as to their reasons.

Based on the reasons above, there is not much the college could do to retain these personnel except provide other employment opportunities for those who were laid off and HRO has done so. Some of them maybe hired back to fill other vacant positions. For the faculty hired who didn't have a master's degree, a written notification is provided to employee and supervisor is notified to ensure a master degree plan in part of the assessment, budget and professional development plan for this individual.

2c: Use of Results to Improve Program/Unit Impact/Services [Closing the loop]:

Results will be used to assess the recruitment process for improvement.

Third Means of Assessment for Evaluation Question Identified Above (from your approved assessment plan) (3-12):

3a. Means of Unit Assessment & Criteria for Success:

- a) **Annual advertisement report**
- b) **Recruitment Process**

3b. Summary of Assessment Data Collected:

- 1. **8 positions from previous years are being re-advertised**
- 2. **9 positions are advertised 2x within this year**
- 3. **14 positions transmitted to adhoc committees from February to July are still with the adhocs**
- 4. **17 of those 38 personnel hired this year reflect the actual vacancy announcements made within this year; the 21 are from previous years.**

The conclusions from the above indicated a need to improvement the recruitment process at all stages from creating a position to advertising and hiring.

3c: Use of Results to Improve Program/Unit Impact/Services[Closing the loop]:

Fall 2012 will include improvement plan for recruitment process.

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() **Summative Assessment (3-4)**

October 1, 2011- September 30,2012
Assessment Period Covered (3-2)

Submitted by & Date Submitted (3-5)

Endorsed by: (3-5a)

Evaluation Question (Are new positions based on correct HR need assessments and enrollment indicators? 3-6):

NO

First Means of Assessment for Evaluation Question Identified Above (from your approved assessment plan 3-7)):

1a. Means of Unit Assessment & Criteria for Success (3-8):

Zero % of newly created and approved positions within this year and used the established procedures.

1b. Summary of Assessment Data Collected (3-9):

1c: Use of Results to Improve Program/Unit Impact/Services[Closing the loop] (3-10):

Second Means of Assessment for Evaluation Question Identified Above (from your approved assessment plan) (3-11):

2a. Means of Unit Assessment & Criteria for Success:

2b. Summary of Assessment Data Collected:

Procedures are located online, emailed to supervisors and discussed in meetings. However, when new positions are developed, the procedures were not used at all. The only positions that complied with policies are those temporary contracts that are processed for 6 months while vacant full-time positions are being advertised. This works because the policy as recently modified is clear and the contracts come through HR for processing and input.

2c: Use of Results to Improve Program/Unit Impact/Services [Closing the loop]:

The procedures must be complied with and used beginning with a formal notice to the VPs during this budget development process. The Academic Master provides for specific guidelines for personnel needs as well.

Third Means of Assessment for Evaluation Question Identified Above (from your approved assessment plan) (3-12):

3a. Means of Unit Assessment & Criteria for Success:

3b. Summary of Assessment Data Collected:

3c: Use of Results to Improve Program/Unit Impact/Services[Closing the loop]:

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Evaluation Question [What is the % personnel that completed communication training by campus and position type? 3-6]:
ZERO

First Means of Assessment for Evaluation Question Identified Above (from your approved assessment plan 3-7)):
<i>1a. Means of Unit Assessment & Criteria for Success (3-8):</i>
<i>1b. Summary of Assessment Data Collected (3-9):</i>
<i>1c: Use of Results to Improve Program/Unit Impact/Services[Closing the loop] (3-10):</i>

Second Means of Assessment for Evaluation Question Identified Above (from your approved assessment plan) (3-11):
<i>2a. Means of Unit Assessment & Criteria for Success:</i> There were further changes at the college; these trainings are taken care off by other divisions. Although a training proposal was presented to relevant party, it was not completed and no training was then implemented.
<i>2b. Summary of Assessment Data Collected:</i>
<i>2c: Use of Results to Improve Program/Unit Impact/Services [Closing the loop]:</i> See above.

Third Means of Assessment for Evaluation Question Identified Above (from your approved assessment plan) (3-12):
<i>3a. Means of Unit Assessment & Criteria for Success:</i>
<i>3b. Summary of Assessment Data Collected:</i>
<i>3c: Use of Results to Improve Program/Unit Impact/Services[Closing the loop]:</i>