**Annual Administrative Unit Assessment Plan**

<table>
<thead>
<tr>
<th>Name of Unit:</th>
<th>WNC Child Development Center</th>
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<tbody>
<tr>
<td>Administrative Unit</td>
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<tr>
<td>Responsible Person:</td>
<td>Andrea Doran</td>
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<td>Assessment Team Member/s:</td>
<td>Andrea Doran (Director), Sally Morgan (Child Care Worker II), Devoria Sanger (Child Care Worker II), April Livesay (Admin. Assist. III), Lori Magnanti (Faculty, ECE)</td>
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<tr>
<td>Date Submitted:</td>
<td>September 30, 2008</td>
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<tr>
<td>College Mission:</td>
<td>Western Nevada College inspires success in our community through opportunities that cultivate creativity, intellectual growth and technological excellence, in an environment that nurtures individual potential and respects differences.</td>
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<tr>
<td>College Strategic Plan Goals:</td>
<td>1. Improve student success in program completion and graduation rates. 2. Ensure institutional excellence in teaching, programs and services. 3. Embrace our college's many communities and respond to their diverse needs.</td>
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<tr>
<td>Unit Mission:</td>
<td>Through a quality program, Western Nevada Community College's Child Development Center will provide nurturing and developmentally appropriate care for Children and families.</td>
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This form allows all groups engaged in the on-going assessment process at WNC to document their assessment activities. The form includes a plan for the coming year’s project. Those responsible for annual assessment of administrative units are required to complete an assessment of at least one outcome each year but may assess more than one if they choose. (Copy and paste the tables if more than one objective is assessed.)

Completed assessment plans are to be electronically submitted to Catherine Boedenauer in IR (boedenau@wnc.edu) by October 1, 2008 for posting on the assessment Web site.
## Annual Administrative Unit Assessment Plan

### Assessment Plan
**Year:** 2008-2009

#### Outcome #1

<table>
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<tr>
<th>Program Goal:</th>
<th>Establish a curriculum and training schedule for Parents in order to address their needs in the areas of positive behavior and guidance, general and co-parenting.</th>
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<tbody>
<tr>
<td><strong>Outcome:</strong></td>
<td>An annual schedule for training opportunities for parents as well as the establishment of a curriculum of specific parent training topics.</td>
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</table>
| **Assessment Methods and Criteria for Success:** | • Survey parents regarding concerns of parenting  
• Establish a curriculum for training  
• Schedule quarterly opportunities for training  
• Re-assess competency and needs  

**Curriculum possibilities**  
• Choices and Limit Setting Parts 1 & 2  
• Co-Parenting |
| **Planned Use of Results:** | Results of the surveys will be used to plan curriculum materials based on parent needs assessments. Training effectiveness will be assessed by training evaluations by parents and continued feedback. |

**Program Goal:** What program goal will drive the assessment activities this coming year? This goal is a statement of what the program wants to accomplish or become over the next several years in terms of staff development, service, or a co-curricular initiative.

**Outcome:** Which administrative outcome will be the focus for this year’s assessment project? Examples of administrative outcomes are described below.

- What a unit intends to accomplish in terms of a level or volume of activity. *Example:* number of payroll transactions processed.
- Efficiency of the unit’s processes. *Example:* departmental cost per purchase order.
- Compliance with external standards. *Example:* maintain financial accountability with state government, Federal grantors, and private funding entities.
- The ability of customers after services have been utilized. *Example:* faculty’s ability to utilize lab equipment after completing training by computing services.
- Customer satisfaction at the institution, unit, or specific offered service level. *Example:* students will be satisfied with library circulation services.

**Assessment Methods and Criteria for Success:** Describe assessment methods to be used and the criteria for success. To come up with the specific measure for your outcome, ask the following questions:

- What will provide us with this information?
- How will we know if this is being accomplished?
- What kind of data can we use to show that we are attaining this outcome?
- How will the assessment be accomplished?

Assessments are overseen by Institutional Research (IR) and the Program and Assessment Review Committee (PARC).
Annual Administrative Unit Assessment Plan

- Who will take part?
- When will assessment activities take place?
- How should the unit perform on the means of assessment if it is operating as it should be?

You must have some proposed data target upon which you can judge your success. It gives the department a goal for performance and helps ensure that assessment results are used to make improvements.

**Planned Use of Results:** Describe how your results will be used to make improvements.