

EVALUATION OF COMMUNITY EDUCATION CLASSES

AR 7070

Students in each Community Education class shall have the opportunity to complete a written evaluation form at the end of each class series. Evaluations are distributed by the class leader who then collects completed forms, reviews them, and returns them to the Community Education Office. Verbal comments to Community Education staff and to class leaders are accepted also.

Community Education staff members shall visit classes to perform evaluations of instructors and of class progress. In addition, members of the college staff, faculty, administration and Governing Board are encouraged to attend Community Education classes, not only to benefit from the presentation, but also to assess the quality of the classes and to make recommendations for improvement. The combined written and oral evaluations of students and staff serve as the basis for recommendation to repeat classes and/or engage the services of class leaders.

An annual report to the Governing Board includes evaluation of the program in terms of number of classes offered and held, total student enrollments, selected student profiles and other information.