



Special School District

Community/Adult Education
Program Evaluation

Dennis Mix, Chair

Board Approved: October 12, 2010



Program and Service Evaluation Community Education/Adult Education

Executive Summary

As required by the Missouri School Improvement Plan (MSIP) standards, school districts must evaluate Community/Adult Education biennially. The focus of the present report is: *How is the SSD Adult Education department meeting career education needs of the community as outlined in MSIP Standard 7.6?* Based on stakeholder review of the data, strengths, concerns and recommendations are noted.

Results

Strengths of program/service:

- Active advisory committee members who are subject matter experts in their fields present information to the department regarding new requirements, improvements in technology and practices, and serve as a sounding board for new training initiatives.
- In fiscal year 2009, the Adult Education Department added a marketing facilitator position. This position is charged with increasing awareness in the community of the different programs offered as well as working with career centers to act as a resource for dislocated workers.
- In 2005, the SSD Board of Education elected to allow the Adult Education Department to carry over funds from previous fiscal years to provide funds in a reserve account for program investment and new program development. Over the last three fiscal years the department has over \$336,000 in reserve. This self-sufficiency reduces budget pressure on the Technical Education Division and allows maximum investment into the high school programs. By being self-sufficient, we can, for example, replace equipment that can be dual-utilized by both the secondary and post-secondary schools. This allows the secondary side to use their funds in other areas.
- Practical Nursing (PN) completion rates are improving towards the goal of 80%. A focus for all staff and faculty, improvements in LPN completion rates are where we expect to see our greatest growth over the next several years.
- National Council Licensing Exam (NCLEX) pass rates for the PN program have consistently met or exceeded the 80% standard set by the Missouri State Board of Nursing.

Concerns regarding program/service:

- PN completion rate improvement efforts consist of improving instruction through professional development, proactive counselor intervention, creation and implementation of additional learning opportunities/experiences, and high quality student intake. Efforts to improve these four areas must continue to be consistent, results driven, and well within current budget parameters.



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- Economic factors may impede our ability to successfully enroll at maximum capacity which may have a negative impact on the amount of budget available to provide improvement in equipment, supplies, and instructor development.

Recommendations regarding program/service:

- Continue to effectively invest in instructor development through online learning, professional organization membership and peer training opportunities to improve student achievement.
- Continue to work with business, industry, labor, and area agencies to identify new opportunities for program expansion and improvement.
- Continue to identify and develop new customers for services while continuing to market to existing customers and businesses.
- Continue to manage budget priorities in line with department goals to ensure programming matches community needs.
- Continue developing data teams to gather formative data such as Noel-Levits, Fundamentals Knowledge Exam, and Technical Skills Assessment to establish goals, select appropriate instructional strategies and track improvements against results indicators.



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Program Evaluation Question

How is the SSD Adult Education department meeting career education needs of the community as outlined in MSIP Standard 7.6?

I. Program/Service Information

1. Name of Program or Services:

Community Education/Adult Education

2. Personnel Responsible for Evaluation (list):

Dennis Mix, Administrator of Adult Education

3. Demographic Description of Program:

Location(s): South Technical School: Sunset Hills – Serves the South County area, Jefferson, and Franklin Counties in Missouri, and Illinois residents in the vicinity south of I-64.

North Technical School: Florissant – Serves the North County area, St. Charles, Warren, and Lincoln Counties in Missouri, and Illinois residents north of I-64.

Metropolitan Education and Training Center (MET Center) – Houses the Practical Nurse program and a short-term Certified Nurse Assistant (CNA) program. These programs serve students throughout St. Louis City, the North County area, and the eastern metropolitan area.



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Number of staff – 2010-2011:

Position	North Tech	South Tech	MET Center
Administrator	0	1	0
Marketing Facilitator	0	1	0
Customized Training			
Supervisor	0	1	0
Trainers	0	2	0
PN Program			
Coordinator	0	1	0
Instructors	0	4	4
Site Facilitator/Instructor	0	0	1
Financial Aid Specialist	0	1	0
Secretaries	0	1	1
Short-Term Programs			
Evening Supervisors	2	2	0
Secretaries	0	2	0
Part-Time Instructors	4	16	1
Total	6	32	7

Participants: Community Education/Adult Education enrollment is on a first come, first served basis, with the exception of the Practical Nursing program. The Practical Nursing program requires a high school diploma or GED, an entrance examination and a screening process based on previous grades, medical clearances, recommendations, and interviews. With all other Community Education/Adult Education programs, anyone who has reached the age of 18 may enroll in classes. High school students may enroll with their parent's approval.

Length of program/service: Community Education/Adult Education programs vary in length. The Practical Nursing program is 1440 hours, taking a full year to complete the program. Other courses range from 175 hours to modules of 36 hours and the combination of semester or quarter courses may take as long as two years to complete.



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4. Date of Evaluation:

September 2010

5. Goal/Objective of Program:

Goal: To be the best source of career and technical training programs and services based on the most current research, practice, and industry standards.

Mission: To work collaboratively with business and industry to equip students with the knowledge, competencies, self-confidence and self-esteem to be successful in today's changing workplace by providing career-focused technical training that results in meaningful employment opportunities for our students.

Vision: To provide a learning experience that is meaningful and valuable to both the student and the employers of our community.

6. Brief description of relationship between program goals, CSIP and MSIP Standards:

MSIP Standard 7.6 states the following: The school district provides or arranges with other local groups, agencies, and organizations to provide educational, career education, recreational, cultural, enrichment and/or other services for the local community. CSIP Goal IV is as follows: Promote, facilitate, and enhance parent, student, and community involvement in Local Educational Agency (LEA) / District educational programs. The goal of the Adult Education is consistent with the above standard/goal by promoting learning opportunities for adult learners in the community in the area of career education.

II. Evaluation Criteria for Programs/Services Offered

- Advisory Committee Process
- Public Awareness Activities
- Access and Enrollment Procedures
- Program Maintenance and Growth Planning
- Program Data



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III. Description of Stakeholders Engagement in Program Evaluation:

The program evaluation committee consisted of stakeholders including business representatives in the community and SSD staff. The program evaluation committee met twice during the year to discuss the evaluation. Agenda items included discussions regarding semi-annual healthcare job fairs, LPN curriculum and course start dates. Committee members and their respective roles are listed below.

Name	Role
Dennis Mix	Administrator of Adult Education
George Neimeyer	Evening Supervisor, South Tech
Russ Andrews	Evening Supervisor, South Tech
Nick Detering	Evening Supervisor, North Tech
Carol Robinson	Evening Supervisor, North Tech
Susan Winchester	Practical Nurse Program
Angela Kendall	Marketing Facilitator
Kathy Gilmore	VP Delmar Gardens
Michelle Tanurchis	HR Delmar Gardens
Ronda Griffin	Nazareth Living Center
Sharon Bateman	Bethesda Health
Jeff Swank	Friendship Village of South County
Greg Bonebrake	Bonebrake Heating and Cooling

IV. Results

Advisory Committee

The purpose of the Community Education/Adult Education Program operated by the Special School District is to provide technical education programs and courses related to the preparation and advancement of a career. The adult program provides adults the opportunity to attain skills for personal use and broaden their general education through professional and cultural enrichment.

The programs offered through Community Education/Adult Education are categorized as follows: Preparatory, Apprenticeship, Upgrading, and Customized Training. Adult programming is provided at North and South Technical Schools, and the Metropolitan Education and Training Center (MET Center). Adult courses are also offered on-site for private sector customers through the Customized Training function.



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Developing positive relationships with the public, business and industry, trade unions, and governmental agencies is a large part of the Community Education/Adult Education department's mission. Attaining this goal is valuable not only to the growth and success of the department but also to the positive image of technical training, the technical high schools, and to Special School District as a whole. The utilization of the advisory committees plays an important role in connecting business and industry with technical education. Advisory committees are made up of business, industry, and labor representatives as well as educators. Advisory committees provide valuable advice and assistance for program improvement to meet the changing need of the workforce. In addition to programming and curricular advice, advisory committees are a key factor in public relations by facilitating collaboration between the school and community. Representatives from Community Education/Adult Education meet with Missouri Career Center representatives and various local agencies such as Better Family Life, MERS Goodwill, and St. Louis Agency on Training and Employment (S.L.A.T.E.). Through these contacts, additional information regarding community programming needs and services are obtained.

Many local organizations, park departments, school districts, community colleges, and hospitals offer a wide variety of enrichment courses, yet it is a goal of Community Education/Adult Education to make learning accessible and meet the needs of the community. The Adult Education Department makes every effort to offer the variety and quality of programming that meets the needs of the community.

Public Awareness

The Adult Education department added a Marketing Facilitator position to the full-time staff in July 2008. This individual is tasked with communicating with people outside the organization, representing the organization to business customers, the public, government, and other external sources to promote the organization's services. The most significant impact of this position thus far has been a significant increase in applications for the Licensed Practical Nursing program and the development of key relationships with business leaders in the community. Additionally, we mail out program catalogs to over 2,700 businesses in our database that show the potential to benefit from our programming. We do this mailing twice each year just prior to the start of the semester.

Access and Enrollment Procedures

Students may register for Community Education/Adult Education classes either by phone, by mail, or in person. Students registering by phone must have a debit or credit card. We require students to pay the full amount of tuition prior to the first day/night of class; however, a minimum \$50 deposit at the time of registration must be made. Students registering by mail may fill out an enrollment form, list the classes they want to take and then pay by check or credit card. Students registering in person must come to South Technical High School between the



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hours of 8 a.m. and 4 p.m., Monday through Friday. During the semester we add evening hours from 4 p.m. to 9:30 p.m., Monday through Thursday.

Community Education/Adult Education does not have a staff person available in the summer or during the school day throughout the school year at North Technical High School for student registration. Community Education/Adult Education office hours are 4 p.m. to 9:30 p.m., Monday through Thursday, during the semester.

The Adult Education Department also has a representative available to answer questions, display information, and distribute brochures during Open Houses and Parent's Nights at both North and South Technical Schools. In addition, Department representatives attend community meetings, serve on advisory committees for various trades, visit career centers, and attend job fairs.

One major shortfall in the past was our communication via the Internet. Our competitors, both public and private, have web sites with links to their technical programs. Students attending these schools have the ability to register and pay for classes on-line. We now have an online presence (<http://www.appliedtech-stl.com>) and have implemented the first stage of online registration by offering the LPN entry exam registration and payment through online means.

Program Maintenance and Growth

When the State Board of Education approves a school district as an Area Vocational Technical School (AVTS) provider, it is implicit in the approval that due to the cost of equipping and maintaining an AVTS facility, the AVTS will serve both high school students and adults. Thus, a district operating an AVTS also agrees to operate appropriate Community Education/Adult Education programs.

The financial goal of the Adult Education Department is to be self-sufficient. In planning tuition and fee schedules, every attempt is made to cover teacher and staff salaries, supplies, advertising, and then to retain a percentage of money for program improvement and equipment purchases. With that goal in mind, it is also the responsibility of Community Education/Adult Education to be proactively responsive to the needs of business and industry. As such, it must be able to quickly implement programs, which are immediately responsive to workforce needs. To do this properly, Community Education/Adult Education must operate on a shorter financial cycle than other district programs.

For example, a long-term program such as Practical Nursing fits the district budget cycle since it operates on an on-going annual cycle. Customized Training, on the other hand, is more responsive to annual fluctuations in training needs and economic conditions. Even more so, short-term programs are reliant upon pressing needs of small business and industries which necessitates an almost immediate need to develop, fund, and implement training programs.



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Community Education/Adult Education has often in the past, and will likely continue in the future, maintained higher levels of revenue than expenditures. Currently these excess funds are placed in a reserve account for future growth reducing the timeline for funding new programs. By setting aside excess revenues in profitable years, funds are banked, and then with proper approval, withdrawn as needed without having to request additional subsidies from the Board for new program initiatives. This provides a more expeditious mechanism for funding short-term programs, which are responsive to the needs of business and industry. Over the last three fiscal years the department has over \$336,000 in reserve. Start up costs for courses depend on the equipment needs of the course, the salary requirement for the instructor/s and the requirement to secure a facility for training.

Program Data

Short-term program enrollment data for evening programs at both North and South Tech and the MET Center are reported in Table 1.

Table 1. Short-term program enrollment data (NTEC/STEC Evening Classes)

Spring 2006	Fall 2006	Spring 2007	Fall 2007	Spring 2008	Fall 2008	Spring 2009	Fall 2009	Spring 2010
577	437	481	375	395	432	335	378	338

As noted above, overall enrollment has declined somewhat from 2006 levels. This is due in part to decreased enrollment in programs for which jobs are limited due to the state of the current economy (e.g., carpentry, electrical). Also, organizations for which NTEC/STEC provides the primary training (e.g., Independent Electrical Contractors) are enrolling fewer individuals for training due to economic factors. The Missouri Career Centers have opportunities to provide funding for certain types of training or specific groups of individuals. For example: displaced employees from the auto industry can receive up to 13k in funds for retraining. We see many of these displaced workers in our LPN program. With unemployment rates at current levels, we expect to see enrollment rise as more employees readdress their career goals. Completion rates are not tracked for the short-term evening programs as these programs provide training for employees to upgrade specific skills to meet the company's needs and may not require the completion of all offered courses within a plan of study. A list of short-term programs is included in Appendix A.

Fully accredited by the Missouri State Board of Nursing, Applied Technology Services offers a one-year Practical Nursing program at the Metropolitan Education and Training Center in Wellston and at South Tech High School in Sunset Hills. This comprehensive program prepares students to take the Missouri State Board of Nursing National Council Licensing Exam – Practical Nursing (NCLEX-PN) exam which is the final step in attaining licensure as a Practical



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Nurse. Enrollment capacity is 56 students per year at each site beginning with the 10/11 school year. Course completion rates (Table 2) and State Board pass rates (Table 3) are presented below.

Table 2. Practical Nursing Completion Rates

Year	Enrolled	Completed	Percent
09/10	106	79/6*	75%*
08/09	100	58	58%
07/08	100	62	62%
06/07	100	62	62%

* Indicates 79 fully completed with 6 awaiting TSA comprehensive final as of September 14th 2010. The potential completed could be as high as 85 completers equating to 80% for the 09/10 year.

Completion rates are projected to continue to improve due to improvements in student selection, training equipment, student services and improvements in instructional methods. Our goal is to consistently achieve an 80% course completion rate at each campus and we have made significant progress towards this goal.

To further improve completion rates we began using the Noel-Levitz Student Retention Predictor with the August 2010 MET Center class. This inventory provides data which we can use to identify students who may be at risk or have special needs and initiate appropriate interventions. The inventory provides data in the following four broad areas:

Students with High Overall Risk Index – This index is derived from a combination of academic, motivational, and demographic factors that may result in a student’s failure to succeed academically and/or persist to the next term.

Students with High Acknowledged Academic Needs – This index represent those basic challenges that, if not addressed, stand to put many students’ entire academic experiences at risk.

Students with a High Level of Apprehension – This index represent those areas of concern that often converge to overshadow students’ perceived opportunities for successful academic experiences.

Students who are Highly Receptive to Assistance – This index is an indicator of students’ willingness to acknowledge and accept support services provided by the institution, regardless of their needs. It captures students’ receptivity to help in three areas of student support: academic, career, and financial.



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Table 3. Practical Nursing Program State Board Pass Rates (NCLEX)

MET Center

Year	Candidates Tested	Candidates Passed	Percent
2009	26	25	96%
2008	25	25	100%
2007	26	25	96%
2006	25	24	96%
2005	32	28	88%
2004	9	9	100%
Total	143	136	95%

South Tech

Year	Candidates Tested	Candidates Passed	Percent
2009	34	33	97%
2008	36	35	97%
2007	44	42	95%
2006	36	36	100%
2005	29	28	97%
2004	34	33	97%
Total	213	207	97%

Missouri

Year	Candidates Tested	Candidates Passed	Percent
2009	1,366	1,221	89%
2008	1,321	1,187	90%
2007	1,297	1,194	92%
2006	1,256	1,147	91%
2005	1,298	1,180	91%
2004	894	838	94%
Total	7,432	6,767	91%

National

Year	Candidates Tested	Candidates Passed	Percent
2009	63,532	54,465	86%
2008	61,772	52,889	86%
2007	60,238	52,560	87%
2006	56,947	50,040	88%
2005	53,213	47,390	89%
2004	37,881	33,937	90%
Total	333,583	291,281	87%



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The pass rates above suggest that the overwhelming majority of graduates from the LPN program have learned the competencies necessary to pass state board exams and begin their career as a Licensed Practical Nurse. The Missouri State Board of Nursing expects all LPN schools to consistently meet or exceed an 80% pass rate. We have consistently exceeded that standard for the last 6 years.

V. Discussion

Strengths

- Active advisory committee members who are subject matter experts in their fields present information to the department regarding new requirements, improvements in technology and practices, and serve as a sounding board for new training initiatives.
- In fiscal year 2009, the Adult Education Department added a marketing facilitator position. This position is charged with increasing awareness in the community of the different programs offered as well as working with career centers to act as a resource for dislocated workers.
- In 2005, the SSD Board of Education elected to allow the Adult Education Department to carry over funds from previous fiscal years to provide funds in a reserve account for program investment and new program development. Over the last three fiscal years the department has over \$336,000 in reserve. This self-sufficiency reduces budget pressure on the Technical Education Division and allows maximum investment into the high school programs. By being self-sufficient, we can, for example, replace equipment that can be dual-utilized by both the secondary and post-secondary schools. This allows the secondary side to use their funds in other areas.
- Practical Nursing (PN) completion rates are improving towards the goal of 80%. A focus for all staff and faculty, improvements in LPN completion rates are where we expect to see our greatest growth over the next several years.
- National Council Licensing Exam (NCLEX) pass rates for the PN program have consistently met or exceeded the 80% standard set by the Missouri State Board of Nursing

Concerns

- PN completion rate improvement efforts consist of improving instruction through professional development, proactive counselor intervention, creation and implementation of additional learning opportunities/experiences, and high quality student intake. Efforts to improve these four areas must continue to be consistent, results driven, and well within current budget parameters.
- Economic factors may impede our ability to successfully enroll at maximum capacity which may have a negative impact on the amount of budget available to provide improvement in equipment, supplies, and instructor development.



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Recommendations

- Continue to effectively invest in instructor development through online learning, professional organization membership and peer training opportunities to improve student achievement.
- Continue to work with business, industry, labor, and area agencies to identify new opportunities for program expansion and improvement.
- Continue to identify and develop new customers for services while continuing to market to existing customers and businesses.
- Continue to manage budget priorities in line with department goals to ensure programming matches community needs.
- Continue developing data teams to gather formative data such as Noel-Levits, Fundamentals Knowledge Exam, and Technical Skills Assessment to establish goals, select appropriate instructional strategies and track improvements against results indicators.

Person responsible to champion action plan:
Dennis Mix, Administrator of Adult Education

Timeframe for reporting updates to Board of Education:
Biennial – See Appendix B for Update on 2008-2009 Recommendations

Date: _____
Signature of Administrator Responsible for Chairing Evaluation



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Appendix A

Adult Education: Short Term Programs

Adult Education Short-Term Programs

Auto Collision Paint Technology
Auto Collision Repair Technology
Carpentry I - Framing
Carpentry II - Exterior Finish & Trim
Carpentry III - Maintenance
Carpentry IV - Finish Carpentry
General Building Maintenance I & II
Plumbing I - III
Electrical Theory I, DC
Electrical Theory II, AC
Industrial Troubleshooting
Designing Electrical Systems
Residential Wiring
Commercial Wiring
Industrial Wiring
HVACR I - IV
EPA Review and Exam
Machine Shop I - IV
Arc Welding I - III
Oxyacetylene Welding
Pipe Welding I - III
MIG Welding I - II
TIG Welding I - II
Pipe MIG Welding I - II
CMT Challenge
Certified Medication Technician
Insulin Administration
CNA Challenge
Certified Nurse Assistant



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Appendix B

Follow-up to 2008-2009 Program Evaluation Recommendations

- 1. Continue to effectively invest in instructor development through online learning, professional organization membership and peer training opportunities to improve student achievement.**
 - a. Instructional staff attends new teacher orientation and complete Central Missouri State University (CMSU) coursework in the field of education. Additionally, several instructors are preparing for advanced nursing certifications such as “Certified Pediatric Nurse” which is a national certification. We have also accomplished several in-service training sessions for specific topics such as Moodle (online learning systems), test and measurement, and how to gather and study student performance data.

- 2. Continue to work with business, industry, labor and area agencies to identify new opportunities for program expansion and improvement.**
 - a. The increase in funds from FY09 (\$288K) to FY10 (490K) was due to an increase in client companies. In FY10, one client company immediately declined their awarded \$20K bringing the total down to \$470,000. Year-end surplus of funds at the state level allowed for us to gain an additional \$48K for a FY10 total of \$518K. FY11 saw a statewide budget cuts to the Customized Training Program. Funds were at \$14.8 million in FY10, cut to \$9.8 million in FY11. This budget cut caused a reduction in funding for 80% of our client companies with the other 20% remaining at the same funding level as FY10. The Customized Training Program relies on Federal Stimulus dollars this year and the past two years. These Federal stimulus dollars will no longer be available going forward. FY12 could see a total elimination of the Customized Training budget due to lack of funds. This is not a certainty, but just one possibility. Other possibilities include the Customized Training Program budget remaining the same as this current fiscal year with funding from the state, or we could see the budget increasing to the previous level. This will be unknown until July 1, 2011 when the Governor makes his decision.

- 3. Develop and implement the department’s marketing strategy to identify and develop new customers for services while continuing to market to existing customers and business.**
 - a. A 2-year marketing strategy has been accomplished this year identifying strengths, weaknesses, opportunities and threats. This strategy was implemented and we expect to see enrollment increase as a result.



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- 4. Continue to manage budget priorities in line with department goals to ensure programming matches community needs.**
 - a. The Adult Ed and Customized Training departments realized a net profit of over \$280,000.00 for FY2010 indicating strong support of the programs and services we offer to the community and client companies.

- 5. Develop data teams to gather and establish goals, select appropriate instructional strategies and track improvements against results indicators.**
 - a. Faculty and staff have been involved in the gathering and study of data within the department. At the end of each calendar year, student performance data is tabulated and presented by the Administrator of Adult to the staff. Discussions relating to changes in instructional strategies are discussed and decisions are implemented. We believe this has had a significant impact on our PN program completion rates jumping from 58% last year to 75% this year with a potential for that number to be adjusted as high as 80%.