



LASSEN COMMUNITY COLLEGE

Department: Incarcerated Education

(Review Date: May 2022)

Indicate, by number, the Strategic Goal(s) each Administrative Unit Outcome will support. Specifically describe the assessment method(s) used to measure each outcome and the achievement target that will determine successful completion of the outcome.

Strategic Goal	AUO	ASSESSMENT MEASURE /TARGET
2, 4	Distribute mid-terms and finals for all correspondence courses to all coordinators at least one week prior to exam dates.	Measure: Student Roster Data mailing date Target: 90% of all mid-terms and finals distributed on time. Baseline: Academic Year 2021-2022 AUO Data Source: Spreadsheet created by Correspondence staff stored on P-drive
2, 4	Distribute printed course packets for all correspondence courses to all institutions a minimum of one week prior to semester start.	Measure: Student Roster Data mailing date Target: 70% of all printed course packets distributed on time. Baseline: Academic Year 2021-2022 AUO Data Source: Spreadsheet created by Correspondence staff stored on P-drive
2, 4	Respond to Student Inquiry Forms or forward to the correct department (Counseling, Financial, Admissions and Records, etc.) within 5 business days of receipts.	Measure: Tracking Data Target: 70% of all Student Inquiry Forms responded to within 5 business days of receipt. Baseline: Academic Year 2021-2022 AUO Data Source: Spreadsheet created by Correspondence staff stored on P-drive