

Charter

Group	Office of Continuing Education and Training (OCET)	
Scope	Start: March 15, 2019 End: March 14, 2020	
Vision	<p>Continuing Education and Training (OCET) at Kapi`olani CC will be the first choice for local, national, and international discerning students and clients by offering impactful learning experiences.</p> <p>Be the first choice for personal and professional growth and inspire individuals to thrive both personally and professionally...”</p> <p>Believe passionately in the power of education to make a difference in people’s lives and improves the quality of our communities where we live and work.”</p>	
Mission	<p>Continuing Education and Training provides excellent workforce, continuing, and distance education programs to help people excel in work and life.</p> <p>Continuing Education and Training provides innovative and high quality learning opportunities in the program areas of business, culinary, culture and language, health, hospitality, and enrichment all while delivering on service that is customer-focused.</p> <p>offers/provides impactful learning experiences...”</p>	
Goals Objectives	<p>To lead the organization in achieving OCET’s vision and mission</p> <p>To improve internal collaboration and build infrastructure support based on function</p> <p>To identify training needs and deliver quality programs with a focus on innovation</p> <p>To meet or exceed all continuing education key performance indicators</p> <p>To assess classes/programs and to evaluate effectiveness of OCET Campus Council and develop continuous improvement plans</p> <p>To restructure campus continuing ed to maximize resources, performance, bridge to credit, enrollment/revenue</p> <p>To design/implement effective and efficient processes and procedures enabling a high-level of customer service to our students, client organizations and internal KCC units</p> <p>To instill learners’ confidence throughout each course.</p> <p>To generate sustainable revenues that financially support our ongoing programs and operations.</p>	
Values and Principles	Kūpono	Be fair, honest, respectful, truthful, helpful, forgiving collaborative, accountable, selfless, committed
Committed Resources	TBD	

Participants	<u>Executive Team:</u> Carol Hoshiko John Richards Karen Boyer	<u>Subcommittees:</u> Functional teams: Operations, Marketing & Outreach, Program, Destiny Registration System, User Experience, Fiscal and Reporting
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3/29/19