

**RACPSCE Meeting**  
**Thursday, June 11, 2015**  
**USG BoR #6031**

**9:00 AM** Welcome and RACPSCE Officer nominations for 2015 – 16

**9:30 AM** Chief of

**Atlanta Regional Commission and Michael Alexander is the research division chief at the Atlanta Regional Commission.**

**Share the Burning Glass Technologies Report that consists of data gathered from web crawlers about jobs and job skills that are in high demand.** This information will be very beneficial as you investigate and plan your programming for fall and the remaining FY16 (July 2015 to June 2016). You will hear about trends in skills needed for existing job postings.

**10:15 AM** Break

**10:30 AM** Design an action plan to gather quantitative and qualitative data for the Presentation to Regents in October 2015 (video and annual report) using FY15 data. Clearly define data points and identify collection tool.

- CEUs awarded – Cat I, II and III (Reference USG CE Policy and Procedures Manual)
- Number of people touched – Annual enrollments, enrollments by zip code, include those outside of GA
- Certificates for certificate programs awarded
- Number of courses offered (one course offered in the spring and fall would be two)
- Types of courses – F2F, online, hybrid
- Customized/contract training programs and organization names – numbers of affiliation agreements/MOUs/training contracts, number of employees trained, number of courses/certificate programs, number of participants that were promoted
- Revenue generated- gross revenue, ranges

- Chambers of commerce or other governmental activity- regular attendee, board members, active participant
- CE representation on local/state/regional/national/international

Also, Dr. Staton stopped in to visit with us and is looking forward to our annual report! He was very encouraging and remains to be one of our biggest advocates!

For the month of July, we will be collecting FY15 data from you to create the annual report. I will send you a link to a survey.

We are gathering information from each institution such as number of enrollments, number of courses