

## Hibbing Community Education Instructor Survey

The Hibbing Community Education Department would like to thank you for being an instructor in our program. We are looking for ways of improving our department for instructors and class participants. Your feedback is an important part of this effort. We appreciate your honest opinion and constructive comments. Please return this survey to the Hibbing Community Education office within a week of finishing your class.

Please use the following scale to rate your experience related to each of the statements/questions below:

- |                     |                    |
|---------------------|--------------------|
| 1 Very Poor         | 4. Good            |
| 2 Needs Improvement | 5. Excellent       |
| 3 Average           | N/A Not Applicable |

1. Interaction with Community Education Staff:

- |   |   |   |   |   |   |
|---|---|---|---|---|---|
| a. Friendly, helpful<br>NA                | 1 | 2 | 3 | 4 | 5 |
| b. Efficient<br>NA                        | 1 | 2 | 3 | 4 | 5 |
| c. Answered my questions thoroughly<br>NA | 1 | 2 | 3 | 4 | 5 |
| d. Provided timely follow-up<br>NA        | 1 | 2 | 3 | 4 | 5 |
| e. Professional, knowledgeable<br>NA      | 1 | 2 | 3 | 4 | 5 |

Comments:

2. The Community Education staff provided the following support in a timely, professional manner:

- |   |   |   |   |   |   |
|---|---|---|---|---|---|
| a. Community Education Instructor Handbook<br>NA      | 1 | 2 | 3 | 4 | 5 |
| b. Assistance writing class description<br>NA         | 1 | 2 | 3 | 4 | 5 |
| c. Confirming, canceling, rescheduling classes<br>NA  | 1 | 2 | 3 | 4 | 5 |
| d. Notification of changes/scheduling conflicts<br>NA | 1 | 2 | 3 | 4 | 5 |
| e. Printing class handouts<br>NA                      | 1 | 2 | 3 | 4 | 5 |

f. Ordering supplies and equipment NA	1	2	3	4	5
g. Class supply lists to registered participants NA	1	2	3	4	5
h. Updated class enrolment rosters NA	1	2	3	4	5
i. Instructor fees and pay NA	1	2	3	4	5

Comments:

3. The facilities and equipment provided met the needs for my class and participants:

1 2 3 4 5 NA

Comments:

4. Please rate the clarity and usefulness of the following written materials:

a. Class Planning Form NA	1	2	3	4	5
b. Instructor Expectations and NA Letter of Understanding	1	2	3	4	5
c. Instructor's Handbook NA	1	2	3	4	5

Comments – Please give feedback on clarity and usefulness of materials:

5. Do you have any comments or improvement suggestions for the following:

a. Community Education Website:

b. Community Education Catalog/Community Connections:

c. Marketing Efforts throughout Hibbing Community Education:

Thank you for taking the time to assist Hibbing Community Education in our improvement endeavors. Please send the completed survey to [meghpott@hibbing.k12.mn.us](mailto:meghpott@hibbing.k12.mn.us) or return to the Community Education office via the address at the front of the packet.