# Charter

<table>
<thead>
<tr>
<th>Group</th>
<th>Office of Continuing Education and Training (OCET)</th>
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| **Scope**              | **Start**: March 15, 2019  
**End**: March 14, 2020                |
| **Vision**             | 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.  
Be the first choice for personal and professional growth and inspire individuals to thrive both personally and professionally…”  
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.” |
| **Mission**            | Continuing Education and Training provides excellent workforce, continuing, and distance education programs to help people excel in work and life.  
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.  
offers/ provides impactful learning experiences…” |
| **Goals**   **Objectives** | To lead the organization in achieving OCET’s vision and mission  
To improve internal collaboration and build infrastructure support based on function  
To identify training needs and deliver quality programs with a focus on innovation  
To meet or exceed all continuing education key performance indicators  
To assess classes/programs and to evaluate effectiveness of OCET Campus Council and develop continuous improvement plans  
To restructure campus continuing ed to maximize resources, performance, bridge to credit, enrollment/revenue  
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  
To instill learners’ confidence throughout each course.  
To generate sustainable revenues that financially support our ongoing programs and operations. |
| **Values and** **Principles** | Kūpono  
Be fair, honest, respectful, truthful, helpful, forgiving collaborative, accountable, selfless, committed |
<p>| <strong>Committed</strong> <strong>Resources</strong> | TBD |</p>
<table>
<thead>
<tr>
<th>Participants</th>
<th><strong>Executive Team:</strong></th>
<th><strong>Subcommittees:</strong></th>
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<tbody>
<tr>
<td></td>
<td>Carol Hoshiko</td>
<td>Functional teams: Operations, Marketing &amp; Outreach, Program, Destiny Registration System, User Experience, Fiscal and Reporting</td>
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<td>John Richards</td>
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<td></td>
<td>Karen Boyer</td>
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3/29/19