

## **QUESTIONS FOR DEVELOPING A CONTRACT EDUCATION PROGRAM**

1. What is the business base and potential for contracts?
2. What are the marketing opportunities? What are the available resources?
3. How do the President and Chancellor show their support for this activity?
4. What is the commitment of resources to support the operation?
5. Who will the program report to? How does this next level of supervision demonstrate support for the program?
6. Who will be the program manager? What is the time commitment?
7. What is the level of authority to act?
8. What strong programs are available for delivery to business? Is staff (instructional) available to deliver them?
9. Are human resources and business processes sufficiently flexible to be responsive to business needs?
10. Is there willingness to improve processes, remove barriers, or add resources if necessary to deliver flexible, responsive programs to business?
11. What is the level of understanding/support from faculty for the program?
12. Are there any internal champions for the program?
13. What learning needs exist for those carrying out or supervising the program?
14. If staff are already assigned, is there anything that you feel they should be doing more, better or differently?