

Benchmarking Demographic Data Sheet

Organisation _____
Contact Name _____
Country _____ Phone number _____
Email _____
Today's Date _____ Fiscal Year Start _____ End _____

The following series of questions is presented to obtain a clear picture of the various attributes that define your Continuing Education organisation and the larger institution of which it is a part. This picture will allow you to benchmark with other like CE organisations that share similar characteristics and focus areas.

Are you interested in benchmarking your CE organisation with other similar organisations?

- Somewhat Interested Interested Very Interested

1. Please select the type of institution of which your Continuing Education organisation is a part:

- Public Higher Education Institution
 Private not-for profit Higher Education Institution
 For-profit Higher Education Institution
 Professional Organisation
 Corporation/Business
 Other _____

2. For Higher Education Institutions, select one of the following that best describes your type of institution:

For the *United States* and others:

- 2 year institution
 4 year comprehensive institution
 4 year liberal arts institution
 Research institution

For the *European Union* and others:

- 1st cycle
 2nd cycle
 Research institution

Benchmarking Demographic Data Sheet

2a. For organisations not part of Higher Education Institutions, select one of the following that best describes your type of institution:

- Professional Society For Profit Training Company
 Training Organisation within a Company Other

Please describe your organisation: _____

Please complete the following questions to describe your individual Continuing Education organisation. All responses should be for the last complete fiscal year.

3. Structure of your Continuing Education organisation as it relates to the larger institution/company/association of which you are a part:

- Continuing Education Provider Central to an Entire Academic Institution
 Continuing Education Provider Associated with an Individual Department/College/School within an Academic Institution
 Professional Body that Provides Specific Continuing Educational Services for Its Members
 Commercial Provider of Training
 Other _____

4. Activities within your CE organisation: Select all activities in which you engage, placing a 1 by those activities that are primary (most important to your mission, an area of focus, bring in significant revenue, or consume a significant portion of your resources) or a 2 by those activities which are secondary (not central to your mission or revenue stream but are performed, do not consume significant resources).

- ___ Credit Based Education and Training
___ Non-credit Continuing Education and Training
___ Conference Centre Facilities/Services
___ Consulting Services
___ Research Activities
___ Local/National/International Development Projects
___ Career Services
___ Other _____

Benchmarking Demographic Data Sheet

5. Educational Content and Format: On what subject areas do your educational programmes focus? Select all subjects area included in your programming portfolio. Place a 1 by those activities that are primary (most important to your mission, an area of focus, bring in significant revenue, or consume a significant portion of your resources) or a 2 by those activities which are secondary (not central to your mission or revenue stream but are performed or do not consume significant resources).

- | | |
|--|---|
| <input type="checkbox"/> Engineering | <input type="checkbox"/> Computing |
| <input type="checkbox"/> Science | <input type="checkbox"/> Creative Arts (drawing, painting, photography, dance, etc.) |
| <input type="checkbox"/> Management/Business | <input type="checkbox"/> Liberal Arts |
| <input type="checkbox"/> Leadership | <input type="checkbox"/> Teacher Training |
| <input type="checkbox"/> Medicine | <input type="checkbox"/> Industrial/Technical Skill Development |
| <input type="checkbox"/> Nursing | <input type="checkbox"/> Personal Enrichment (cooking, interview skills, fitness, etc.) |
| <input type="checkbox"/> Languages | <input type="checkbox"/> Other _____ |

6. Delivery Format: (please check all that apply)

- Face to Face at Your Centre
- Face to Face at Another Location
- Online/Distance Learning
- Blended Format (within same course)

7. Types of Offerings: (please estimate the percentage of offerings in each area)

- Open Enrolment Courses – Open to the Public
- Standard Courses Offered to an Individual Client Contracting with the Centre (offered either at the centre or the client location)
- Courses Customized for an Individual Client (offered either at the centre or the client location)

Other Attributes: Please provide estimates for the following. Include faculty/instructors in your totals only if they reside in your unit as paid employees – do not include them in this count if they are paid by your unit for their instructional services but they reside in another unit outside of your CE unit.

Benchmarking Demographic Data Sheet

8. Number of employees (full-time equivalents)

- 1 – 10 10 – 25 25 – 50 50 – 100
 100-150 150+

9. Total Annual Income/Revenues from all sources in Millions:

Currency used _____

- 0 – 1 1 – 5 5 – 15 15 – 25
 25 – 50 50-100 100+

10. Annual Enrolments in Continuing Education organisation activities _____

11. Number of offerings (1 course offered twice in one year counts as 2 offerings) _____

Thank you for your participation.

For more information or for electronic versions of this document, please visit our website at <http://daete.up.pt/>

or contact one of the Project Investigators by email at

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