



Planning and Evaluation Tracking

College Year: **2009-2010**

Division of: **Center for Teaching & Learning**
 Department of: **Center for Teaching & Learning**

Person Responsible: **Patsy Lemaster**
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Purpose Statement: CTL is dedicated to supporting and advancing teaching and learning by working collaboratively with faculty, staff, and administrators to provide quality services, resources and programs to improve the overall educational experience of our students.

Goal Statements	Objectives/Outcomes (including assessment tools and standards)	Results	Use of Results (including improvements and revisions)
1. Refine and use of CTL database for documenting and tracking goals for individual employee development.	1. After completing CTL plans as a part of the employee performance evaluation process, 40% of AC classified and administrative employees will successfully achieve individual goals as documented by the POD database tracking.	1. According to reports compiled, results were as follows: * 18% - Goals Achieved * 82% - Goals Pending Completion	1. Plan of Action: The information for the 2008-2009 report was recently entered into the database in bulk as a method for catching up on recordkeeping. In the future, employees progress will be entered routinely throughout the year. As a result, calculations will be available throughout the year as needed for tracking and for documentation. The reports for the database need to be updated. During the past few years the evaluation instrument was updated to include review of completed goals by each supervisor. The reports, however, were not updated to include feature. Reporting results are not

able to be accurately verified. Reports will be updated for 2009-2010 PETS.

2. DL Strategic Plan: Enhance employee productivity.

2.a.Divisional representatives and staff of CTL will create a faculty internship process for supporting online faculty and CTL online resource development by September 2009.

2.a.This process was completed as identified by the Distance Learning Strategic Plan for Fall 2009. Applications for interns have been distributed. Dates for application for the coming semesters are also identified.

2.a. CTL will be monitoring the processes and reviewing the application information and receipts throughout the year. If adjustments are needed for the instrument, qualifications or dates, changes will be made accordingly and reported with the next PET.

b.Divisional representatives and staff of CTL will create an elective certification process, based upon peer review, for online course and offer a developmental stipend for course developers by February 2010.

b.This is a new goal identified on the DL Strategic Plan. Discussions are scheduled with the VP Council to create the process for identifying the representatives who will work with CTL on this certification process.

b.CTL will be coordinating the activities related to the elective certification process and stipend guidelines for online courses. Activities will be reported as a part of the 2010-2011 PET.

3. Develop responsive new programs and training to meet documented community needs.

3. CTL, in cooperation with curriculum managers, will identify the criteria, procedures and revenue growth approaches for instructor incentives for online development by January 2010.

3.This is a new goal from the DL Strategic Plan. Strategies for identifying courses and programs to be delivered online for revenue and enrollment growths will be developed in cooperation with curriculum managers. Discussions are scheduled

3. CTL, will be coordinating the activities related to the procedures and revenue growth approaches as well as the related instructor incentives. Activities will be reported as a part of the 2010-2011 PET.

with VP Council
representatives to begin the
process.

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