



Planning and Evaluation Tracking

College Year: 2010-2011

Division of: Center for Teaching/Learning

Person Responsible: Patsy Lemaster

Department of: CTL

Person Responsible: Patsy Lemaster

Purpose Statement: CTL is dedicated to supporting and advancing teaching and learning by working collaboratively with faculty, staff, administrators, and students to provide quality services, resources, and programs to improve the overall Amarillo College experience.

Goal Statement #1:

Refine and use of CTL database for documenting and tracking goals for individual employee development.

Objectives/Outcomes (including assessment tools and standards):

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.

Results:

According to reports compiled, results were as follows:

- Goals Achieved – 18%
- Goals Pending Completion – 82%

Use of Results (including improvements and revisions):

Analysis: Results are incomplete. All training is not routinely being checked, identified, tracked, or monitored for employee performance evaluations.

Plan of Action: New, systematic procedures for tracking training need to be developed. Supervisors need to understand the significance of the goals for individuals completing professional development plan training. This will be added to the list of projects for CTL in the future and will be informally assessed internally.

***This goal/objective will be eliminated from reporting in the combined PET tracking instrument for CTL for 2010-2011. Informal, comparative assessments will continue internally.**

Goal Statement #2:

DL Strategic Plan:

Enhance employee productivity.

- a. Create a faculty internship process
- b. Create an elective certification process for online courses and developmental stipends

Objectives/Outcomes (including assessment tools and standards):

- a. Faculty Interns: Divisional representatives and staff of CTL will create a faculty internship process for supporting online faculty and CTL online resource development by September 2009.
- b. Certification for Online Courses: Divisional representatives and staff of CTL will create an elective certification process, based upon peer review, for online courses and offer a developmental stipend for course developers by February 2010.

Results:

- a. Faculty Interns: Objective achieved with 9 faculty interns hired during 2009-2010
- b. Certification for Online Courses: Objective Incomplete/Pending

Use of Results (including improvements and revisions):

Analysis:

- a. Faculty Interns: Divisional representatives and staff of CTL created the faculty internship process and identified two interns for Fall 2009, Pam George and Kay Taylor. The process was repeated according to guidelines again for Spring 2010 with two interns identified. Using similar strategies, five faculty interns were identified for Summer 2010 to develop the online certification with Eastern New Mexico University. Summer interns were funded through the existing Title V grant.
- b. Certification for Online Courses: After completion of the online certification curricula (above), procedures for offering developmental stipends for course developers (already existing) will be reviewed by faculty representatives and CTL staff. Pending favorable discussions and related decisions, the certification process and online peer review processes will be created.

Plan of Action:

- a. Faculty Interns: This objective was achieved. However, the future funding for faculty interns will be reviewed with the existing budget situation.
- b. This objective will be retained and re-evaluated for 2010-2011 but will be eliminated from PET results since it is also a goal of the DE Strategic Plan. With current and future funding issues, stipends may be eliminated.

***This goal/objective will be eliminated from reporting in the combined PET tracking instrument for CTL for 2010-2011. Informal, comparative assessments will continue internally.**

Goal Statement #3:

DL Strategic Plan: Develop responsive new programs and training to meet documented community needs.

Objectives/Outcomes (including assessment tools and standards):

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

Results:

Objective Incomplete

Use of Results (including improvements and revisions):

Analysis:

This objective was presented to members of the VP Council, however, no strategies for outcomes were identified. No plan of action was discussed and/or created.

Plan of Action:

The objective will be retained for 2010-2011 PETS. With the new academic leadership, Deans and VP and VPs Deans Council, a plan of action will be developed for achieving related outcomes.

***This goal/objective will be retained for reporting in the combined PET tracking instrument for CTL for 2010-2011.**