



Planning and Evaluation Tracking

College Year: **2009-2010**

Division of: **Center for Teaching & Learning**
 Department of: **Professional/Organizational Development**

Person Responsible: **Patsy Lemaster**

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Purpose Statement: To prepare employees, provide resources and promote a learning culture to position for change and lifelong learning.

Goal Statements	Objectives/Outcomes (including assessment tools and standards)	Results	Use of Results (including improvements and revisions)
1. Offer Supervisors/Managers Training, New Employee Orientation, New Faculty Academy, Part-time Certification and Mindleaders (online training resource) opportunities to increase the primary skill-levels of college employees .	1. a,b,c,d After completing training, AC employees participating will respond that the training was worthwhile and helped them to achieve their objective for participating with an average rating of "4", (agree/strongly agree.)	1.a,b,c,d 2009-2010 Results: Responses from participants reflecting that training was worthwhile and helped them to achieve their objective for participating were as follows: a.New Employee Orientation Average rating = 4.4% (strongly agree/agree) b. Adjunct Faculty Certification Spr 09 Program canceled c. New Faculty Academy Average rating = 4.6% (strongly agree/agree) d.Supervisors/Managers Average rating = 4.2% (strongly agree/agree)	1.a,b,c,d Plan of Action: This goal will be retained, monitored, and repeated for Fall 2010.
	1. e. After completing training 75% of participants will respond that they "learned more than expected, "	1. e. 2009-2010 Results: Resonses from participants were as follows: Mindleaders Responses:	1.e. Plan of Action: This goal will be retained, monitored, and repeated for Fall 2010.

"found the information needed," or "learned what they expected."

- * 4% -No, But I found other useful information.
- * 37% -I learned more than I expected.
- * 35% -Yes, I found the information I needed.
- * 24% -I learned what I expected.

2. Automate enrollment and reporting process.

2. After receiving instruction, all AC employees will enroll in CTL courses using CTL enrollment self-service on the average of 40% of the time as identified through a customized Colleague reporting process.

2. 2009-2010 Results:
Most enrollments are currently being received using CTL enrollment self-service. Approximately 80% of the enrollments are received electronically. The other 20% are being handled personally through individual email or telephone contact.

2. Plan of Action:
This process is fully integrated at the time. This measure will be deleted for the next evaluation period. (Deleted for reporting in 2009-2010).

3. Increase opportunities for faculty to develop professional skills and knowledge through a combination of the following:
a. Educational leaders brought to campus for faculty presentations
b. Internal development planned and led by the College's own faculty
c. Creation and support of special interest groups and communities of practice.

3. After attending workshops and/or communities of practice offered, AC faculty participants will "agree" (average rating) of "4" on activity evaluation instrument) that the training opportunity was worthwhile and helped them to achieve their personal goals.

3. 2009-2010 Results:
Results from selected workshops/training as identified are as follows:
a. Educational leaders brought to campus for faculty presentations:
Average rating = 4.7% (strongly agree/agree)
b. Internal development planned and led by the College's own faculty.
Average rating = 4.4% (strongly agree/agree)
c. Creation and support of special interest groups and communities of

3. Plan of Action:
CTL is currently working to offer/create opportunities as identified for AC faculty and staff for the year. Statistics will be tracked for 2010-2011 PET results. Data for enhancing programs will continue to be identified and used for planning.

practice.
Average rating = 4.8%
(strongly agree/agree)

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

4. After completing CTL plans as a part of the employee performance evaluation process, 40% of AC classified and administrative employees will successfully achieve such goals as documented by the POD database tracking.

4. According to reports compiled, results were as follows:
*18% Goals Achieved
*82% Goals Pending Completion

4. Plan of Action:
The reports for the database will be updated. Information however, has been entered during the past few years, the evaluation instrument was updated to include review of completed goals by each supervisor. The reports were not updated to include this feature. As a result. Reporting results are not able to be accurately verified. Reports will be updated for 2009-2010 PETS.

5. DL Strategic Plan: Encourage interaction between faculty and students.

5. Student services and CTL will offer professional development training to any interested AC employees regarding engaging students via pedagogy by Fall 2009.

5. New Goals for Fall 2009:
Strategies for addressing are being conducted with Student Services and will be expanded Fall 2010.

*This goal will be moved to CTL and deleted from POD in 2010-2011
5. Plan of Action:
*New goal for Fall 2009. Activities are being planned and will be reported in 2010-2011 PETS.

6. DL Strategic Plan:
Provide training to meet
needs identified by staff
professional development
plans.

6.a. CTL will provide online
resources for training
faculty for online
development by August
2009.

b. After receiving training
from the Division Chairs,
VP/Dean of Instruction in
collaboration with CTL,
50% of the Department
Chairs will explain at least 5
best practices for online
instruction and one reason
why all AC faculty should
receive such training.

7.

7.

6.a. New goals for Fall 2009
Workshops are being
offered. Results will be
reported during Fall 2010.

b. Fall 2009 Results New
Goal
Training and resources
are being developed.
Results will be reported
during Fall 2010.

7.

6. Plan of Action:
* New goal for Fall 2009.
a. Activities will be
monitored and
measured by evaluation
results for Fall 2010
b. Plan of Action:
An Evaluation survey
will be developed and
results will be reported
Fall 2010.

7.