



## Planning and Evaluation Tracking

College Year: 2010-2011

**Division of:** Center for Teaching/Learning

**Person Responsible:** Patsy Lemaster

**Department of:** Professional/Organizational Development

**Person Responsible:** Patsy Lemaster

### **Purpose Statement:**

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

### **Goal Statement #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.

### **Objectives/Outcomes (including assessment tools and standards):**

1. 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).
2. After completing training, 75% of participants will respond that they "learned more than expected," "found the information needed," or "learned what they expected."  
See numbers below.

### **Results:**

Responses from participants reflecting that training was worthwhile and helped them to achieve their objectives for participation were as follows:

1. Training was worthwhile and helped them to achieve their objective for participating:
  - a. New Employee Orientation  
Average Rating = 4.5% (strongly agree/agree)
  - b. Adjunct Faculty Certification  
Average Rating= 4.3% (strongly agree/agree)
  - c. New Faculty Academy  
Average Rating = 4.8% (strongly agree/agree)
  - d. Supervisors/Managers Certification  
Average Rating = 4.4% (strongly agree/agree)

2. Participants responding they “learned more than expected,” “found the information needed,” or “learned what they expected.”

MindLeaders Responses:

- a. Responses from Participants (91% exceeded goal of 75%)
  - I learned more than I expected – 46%
  - Yes. I found the information I needed. – 27%
  - I learned what I expected. – 18%
- b. Other Responses
  - No. But, I found other useful information . – 9%

**Use of Results (including improvements and revisions):**

Analysis: Results indicate that the goal and related objectives were achieved.

Plan of Action: This goal will be retained, tracked, and compared for 2010-2011 PETS.

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

## Goal Statement #2:

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

## Objectives/Outcomes (including assessment tools and standards):

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 professional/personal goals.

## Results:

Results from selected workshops/training as identified are as follows:

- a. Educational leaders brought to campus for faculty presentations = 4.6%
- b. Internal development planned and led by the college's own faculty = 4.8%
- c. Creation and support of special interest groups and communities of practice = 4.6%

## Use of Results (including improvements and revisions):

Analysis:

The goal and related outcomes were achieved.

Plan of Action:

This goal has been met for several years consecutively and will be reviewed/revised for 2010-11 PETS.

**\*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:**

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

### **Objectives/Outcomes (including assessment tools and standards):**

After completing professional development 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.

### **Results:**

According to reports compiled, results were as follows:

- Goals Achieve - 18%
- Goals Pending Completion - 82%

### **Use of Results (including improvements and revisions):**

Analysis:

Database entries are incomplete and reports are inaccurate since many individual employee goals for professional development are not being entered and/or reported.

Plan of Action:

New resources for individual, electronic learning and related assistance are being added by CTL. As a result, not all training is being defined and/or tracked. This measurement is no longer effective in identifying professional growth. This objective will be removed from PETS for 2010-2011.

**\*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 #4:

DL Strategic Plan: Encourage interaction between faculty and students.

#### Objectives/Outcomes (including assessment tools and standards):

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

#### Results:

SEMESTER OFFERED	TRAINING SESSIONS	Evaluation Results
FALL 2009	Captivate Your Students	4.8
	Online Social Network Training	5.0
	Online Learning Styles: Tips	5.0
	Scrantron Training	4.3
	Using Gradebooks in AC Online	5.0
	<b>Average</b>	<b>4.8</b>

SEMESTER OFFERED	TRAINING SESSIONS	Evaluation Results
SPRING 2010	Meeting Unique Needs of Students Economic Stresses	4.8
	Engaging Online Students	5.0
	Advising Modules	4.3
	Jing as a Teaching Tool	5.0
	AC Online Wikis, Blogs & Podcasts	5.0
	<b>Average</b>	<b>4.8</b>

#### Use of Results (including improvements and revisions):

Analysis: This goal was achieved. Specific training identified to achieve this goal are listed above with evaluation results indicating that the training was “worthwhile and helped them to achieve their objective for participating” using the ranking scale below:

Ranking	Response
5	Strongly Agree
4	Agree
3	Uncertain
2	Disagree
1	Strongly Disagree

Plan of Action: This goal will be eliminated from CTL PET for 2010-11 results. Data will continue to be tracked and evaluated as a part of the Distance Education Strategic Plan.

**\*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 #5:

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

### Objectives/Outcomes (including assessment tools and standards):

- 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 five best practices for online instruction and one reason why all AC faculty should receive such training.

### Results:

- a. This goal objective was achieved. Online resources for training faculty for online development included the following:
  - Angel training
  - AC Online Instructors Toolbox
  - Online Learning Styles –Tips
  - SoftChalk Introduction
  - SoftChalk Activities
  - SoftChalk QuizPoppers
  - SoftChalk StyleBuilder
  - SoftChalk Media
  - SoftChalk & Merlot Webinar
  - Captivate and video resources for Word, Excel, Power Point, and other applications
- b. The Best Practices instrument and its use was questioned by Faculty Senate during 2009-2010. As a result, related goals and objectives were not achieved.

### Use of Results (including improvements and revisions):

Analysis:

- a. Online resources continue to be developed by CTL. New personnel will be dedicated to increasing resources throughout the coming year as well as existing personnel who have been assigned multiple related projects. This goal will continue to be tracked as a part of the DE Strategic Plan but will be eliminated from CTL PET for the future.
- b. The Best Practices instrument will be reviewed and revised as needed. This goal and objective will be forwarded to the coming year. With SACS criteria information being updated and new leadership within the institution, practices related to the use of Best Practices will be strengthened. This goal/objective will be eliminated from the CTL PET for the future but will continue to be tracked through the DE Strategic Plan.

Plan of Action:

**\*This goal/objective will be eliminated from reporting in the combined PET tracking instrument for CTL for 2010-2011. Progress and related data will continue to be monitored through the DE Strategic Plan.**