

IMPROVING PROFESSIONAL DEVELOPMENT FOR ALL EMPLOYEES

ACTION PROJECT TEAM

2009 ANNUAL UPDATE [SUBMITTED—09/14/09]

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[A]. Describe the past year's accomplishments and the current status of this Action Project.

Describe concrete achievements: meetings, data gathered and analyzed, plans made or implemented, changes in processes, and measured results. If you haven't made much progress, explain why you think things are moving slower than planned.

Professional Development is the first of MCC's AQIP Action Projects to reach CQI Step 7: Adjust, Standardize and Plan Further. The Team's recommendation was made in January 2008. Since that time:

- 137 workshops have been conducted in the CTL since the last annual update; workshops included reading circles, workplace and management topics, as well as personal enrichment sessions.
- Attendance records are regularly kept and analyzed.
- Session evaluation forms have been revised and expanded and results are tracked in a central database.
- To address the Team's recommendation to include all college faculty, staff and administrators, the former advisory council (CTLAC) has been renamed and doubled in size; the Professional Development Advisory Council (PDAC) meets to advise the Executive Dean, Director of the CTL, and faculty consultants.
- Workshops have been expanded to include all employees.

A new Interim Executive Dean with experience and background in training, program development and experiential learning was hired. A new mission statement was adopted: "The office of Professional Development through its CTL is dedicated to creating a culture of continuous learning for all faculty, staff and administrators at Mott Community College."

Professional Development will be officially retired during the Fall 2009 Semester. [200 words]

[B]. Describe how the institution involved people in work on this Action Project.

AQIP wants Information about motivation and communication: how you kept this Project on the institution's priority list, how you maintained general awareness of the importance and progress of the Project, and how you kept those working on it directly active and motivated.

The CTL Director sends regular e-mail announcements to all MCC faculty and staff about upcoming professional development activities. In addition to e-mail, the following communication activities have taken place:

- Value statements have been written to support the mission statement
- A newly-revised Course Guide was published listing events and workshops throughout the Fall 2009 semester.
- The Course Guide includes a “submission form” for the suggestion of future activities including Mott Scholar, Brown Bag Professional Development Sessions, Reading Circles, Personal Enrichment, and Webinars.
- The Professional Development web page is still a rich source of information for faculty, however many change orders are in process to create a consistent message for MCC Professional Development and to describe the full scope of offerings and resources available to all employees of MCC-
- Through the Fulbright Foundation, the CTL is hosting a visiting scholar on campus for several weeks. The scholar will participate in numerous interdisciplinary professional development activities.
- A special presentation has been scheduled for the September Board of Trustee meeting to share the progress being made in the area of professional development.
- Announcements regarding professional development opportunities are made regularly at meetings of college faculty and staff. [200 words]

[C]. Describe your planned next steps for this Action Project.

Be specific about the next critical steps you are planning to move the Action Project ahead. If your planning is vague or there is no planning at this point, explain why.

The Center for Teaching and Learning (CTL) is scheduled to move into newly-renovated space in the MCC Library during the coming academic year. This location is more central to campus faculty and staff and will better accommodate the professional development and training activities of the CTL. In addition to the expansion and move, the following action steps are planned:

- Continue to build on the success of New Faculty Orientation, which places new faculty in cohorts which meet monthly throughout the semester.
- The administrative assistant position, currently shared between Professional Development and Planning, Research & Quality, will become fully-dedicated to Professional Development and Experiential Learning and will move to the new space in the Library
- Faculty-reassigned position(s) will be created specifically for continued technology training, such as last year’s rollout of Gmail to the college community.
- Specific hours have been identified for drop-in technical support as well as scheduled training and other training as needed.
- Meetings have been scheduled with individual Deans and Directors to encourage input from all areas of the campus for professional development offerings. [181 words]

[D]. Describe any “effective practice(s)” that resulted from your work on this Action Project.

Share practices (or processes, policies, procedures, or initiatives) that could be adopted or adapted at other institutions. AQIP is most interested in practices that would give value (better educational services, cost-savings, improved morale, more satisfied stakeholders, etc.) to another institution if they copied your innovation. If you believe that your work on this Project has little or no value for other institutions, explain why.

One effective practice that evolved from this Team’s work was MCC’s first experience in transitioning from an AQIP Action Project to a permanent department and initiative on our campus. Through the leadership of the Vice President for Academic Affairs, the Team’s recommendation was taken from Step 5 (Implement Best Strategies) through Steps 6 & 7 which requires the monitoring of results and adjustments for further improvements. In addition, the following effective practices have resulted from our work on this project:

- Full-time faculty reassigned time was created to support the CTL.
- Part-time faculty reassigned time was created to support specific areas of professional development i.e. technology and experiential learning.
- The Director of the Center for Teaching and Learning obtained certification with NCSPD; the certification is a year-long mentoring process that includes the construction of a portfolio. [138 words]

[E]. What challenges, if any, are you still facing in regards to this Action Project?

This is an opportunity to get constructive, actionable feedback and advice from our review process. Use this question to specify where your blocks, gaps, sticking points, or problems are. If you have already fashioned strategies to deal with any challenge you face, share both the challenge and your strategy for meeting it.

A primary challenge facing professional development as it ceases to be an AQIP Action Project will be engagement of all MCC employees, including staff and administration. For many years, professional development at MCC has been focused primarily on faculty development. A long-term culture shift to all-employee development will take time. In addition, the following challenges remain:

- Moving to the new space in the MCC Library and building awareness about activities in the new CTL
- Identifying the appropriate organizational placement of other established professional development initiatives. A collaborative structure is in place now. Training vs. professional development has also been a clarifying point as well as legal responsibility for campus-wide information disbursement i.e. sexual harassment training and emergency response systems. [122 words]