

FACULTY AND STAFF DEVELOPMENT

Introduction

Every institution of higher education in the United States is always interested in providing the best educational experience that it possibly can for its students. To achieve this goal the faculty must possess knowledge and skills in order to create a positive, challenging learning environment. One avenue to invest in improving faculty is to provide resources for their continuing professional development. Lawson State encourages faculty members to stay current in their respective fields and to obtain additional degrees or specializations. Emerging new technologies and the academic base are the two areas that the institution is concentrating on.

Dr. Bruce Crawford, Vice President for Instructional Services is the lead person for this activity. Ms. Geraldine White provides critical support.

Findings

This activity has two (2) objectives and seven ongoing performance indicators which are scheduled through September 2012. The ones listed for 2007-2008 are shown below and followed by a discussion of each one.

Objective 1: To assist 10% of the full-time faculty (64 baseline) and 5% of the full-time staff (55 baseline) with enhancing and upgrading their skill level through formal education.

Performance Indicators:

- 1.1 By November annually through 2011, applications for formal training will be developed and disseminated to faculty and staff.
- 1.2 By December annually through 2011, 10% of faculty and 5% of staff will be selected for reimbursement for formal educational training.
- 1.3 By September 31, annually through 2011, a schedule of on-campus professional development opportunities will be listed on the campus internet.
- 1.4 By October 31, annually through 2011, a roster of faculty and staff participating in skill enhancement will be available with relevant documentation.

Status: Objective completed and well documented.

This objective has been completed for the 2007-2008 grant year and every indication points to the same happening throughout its four year remaining years of the five year grant. Employees who desire to take formal academic courses were required to apply on a locally developed form in October 2007. The Professional Development Committee met and selected ten (10) persons to receive reimbursement of \$700 each for academic coursework. An additional seven (7) persons were selected in May to receive academic training to improve job performance. Consequently, a total of twenty-two (22) persons received financial support for coursework during this grant period. With a baseline of sixty-four (64) faculty and fifty-five (55) staff, this objective was exceeded.

The institution requires that each recipient submit a written professional development report on coursework and the impact that the classes had on their job performance. The following persons received degrees with assistance under this Professional Development Assistance Program.

<u>Individual</u>	<u>Institution</u>	<u>Degree</u>
Ms. Margaret Robinson	University of Alabama	Ph.D.
Ms. Pier Wilkerson	Athens State University	B.S.
Ms. Katrina Dudley	Alabama A & M University	M.A.

The following on-campus professional development opportunities were provided for faculty/ staff by the internet.

Date	Conference by Internet
August 31, 2007	WEAVE Online
September 19, 2007	Distance Learning Training during Chancellor's Visit
October 26, 2007	Tegrity Tutorial
November 6, 2007	Books in Print Tutorial
November 16, 2007	WEAVE Online Tutorial
November 28, 2007	Retention using Technology Webinar
January 3, 2008	2008 Spring In-Service
January 28, 2008	Student Learning Outcomes and Use of Results
March 15, 2008	Compliance Certification
March 2008	Corporate Services Training
June 3, 2008	Assessment Training for Student Learning Outcomes
June 12-13, 2008	The Creative Leadership Camp

Impressive attendance records and sign-in sheets for participants are on file in the activity director's office.

Rating: 4.5

Objective 2: To provide on-campus professional development opportunities to 100% of the faculty and staff.

Performance Indicators:

By September 31, annually through 2012 a minimum of four (4) on-campus professional development opportunities will be offered for all faculty and staff.

Status: This objective was completed and well documented.

Since this objective will be ongoing throughout the grant years, (2007-2012), a series of professional development opportunities have been planned. Applications a total of nineteen (19) professional development opportunities were offered during the first quarter alone, with faculty and staff members attending conferences, seminars, and workshops. All activities were designed to enhance job performance and instructional effectiveness.

In addition, the following on-campus workshops were provided for faculty members.

Date	Subject	Attendance
October 31, 2007	National Leagues for Nursing Accredited Commission Workshop	32
November 14, 2007	Assessment Training on Student Learning Outcomes	32
November 20, 2007	Tegrity Workshop	18
November 23, 2007	Blackbaud Workshop	9
November 21-22, 2007	AS/400 & Website Training Workshop	28
January 16, 2008	Ethics Training	37

Sixteen members of the faculty/ staff participated in the Alabama College Association Conferences as presenters. Approximately one hundred (100) faculty and staff members attended this conference.

The following is a list of presentations made at this conference by Lawson State faculty/staff.

ALABAMA COLLEGE ASSOCIATION CONFERENCE

NOVEMBER 2007

Name	Description of Presentation	Discipline
Chantae Calhoun	Effective Teaching Practices in Undergraduate Classrooms	Science Education
Kesha Mallory James	Powerpoint or PowerPointless: Making Presentations Better	Business Education
Rachel Morgan	The Importance of Media Awareness and the Incorporation of Helpful Media in Instruction	Career/Technical Education
Margaret Robinson Calvin Briggs	Cultural Impact of Technology on Teaching and Learning: Extending Access and Deepening Understanding of Abstract Concepts through Investigation and Problem Solving	Business Technology Education Mathematics Education
Elijah Anthony	The Role of Diversity in Advising for Retention	Career/Technical Education
Mark A. Whigham	Best Practices for Incorporating Certifications Into the Classrooms	Business Technology Education
Geri Albright Janet Martin Leigh Hays	Crisis Communications	Public Relations Office
Brian Moore	Heating, Ventilation, Air Conditioning and Refrigeration Workshops	Career/ Technical Education
Chief Walter Williams	ACS Colleges and National Security Issues	Police/ Safety Department
Regina Doritey	ACA Executive Board Member- Participating in all Aspects of the Conference-Planning Stage of Closure of ACA	President's Office
Dr. Cynthia Anthony	ACA Executive Board Member- Participating in all Aspects of the Conference-Planning Stage of Closure of ACA	Dean of Students Office
Dr. Bruce Crawford	President, Instructional Officers' Association, presiding over the Instructional Officers' Association meeting and serving as a participant in the Commission on Administration session on Monday afternoon.	Vice-President of Instructions
Dr. Perry Ward	President, Instructional Officers' Association, presiding over the Instructional Officers' Association meeting and serving as a participant in the Commission on Administration session on Monday afternoon.	President's Office

The following persons attended professional development activities during this grant year.

**Professional Development Conferences, Seminars and Workshop
October – December 31, 2007**

Date	Individual Attending Meeting	Department	Purpose	Travel Point
11/15-18/07	Cedric Burden	Humanities	The National Council of Teachers of English Conference	New York, NY
11/14-17/07	Vyavuke Masimasi	Humanities	The National Council of Teachers of English Conference	New York, NY
11/28-12/01/07	Shelly Millender, III	Enrichment	The National Reading Conference	Austin, Texas

Reports, including travel reports, are on file to support these activities. Evaluations of each activity reflect considerable thought, interest, and commitment.

Rating: 4.5

Adequacy of Resources

This activity operated on a small budget of \$38,250. It appears to have been adequate for purposes of objective attainment.

Summary, Impact, and Recommendations

This activity has done an excellent job of maximizing limited resources in achieving the objective that the College has set for itself. The goal is to have all faculty members with at least a masters degree in developmental education and technical education courses. The use of a Professional Development Committee to serve recommend persons to receive grants training and formal education opportunities is an excellent idea. There appears to be widespread interest in the program as evidenced by the number of requests for assistance that are received.

Professional development activities, both on and off campus are well attended and there is evidence that interaction is being impacted by this activity. Records are well kept and readily available. The activity was well managed and documentation was excellent.

The one recommendation relates to budget which could be _____ as funds become available to increase and broaden this very effective activity.

Documentation

Plan of Operation 2007-2008

Activity Budget 2007-2008

Implementation Strategy and Timelines, 2007-2008

Budget Expenditures Year-to-Date 2007-2008

Quarterly Progress Reports October 2007-June 2008

List of Computer Technology Workshops

Professional Development Committee Minutes

Professional Development Opportunities Appendix

Letters of ____ Approval

Reports of Professional Development Activity Impact

Travel Requisitions and Reports

Copies of Check Disbursement Lists

Persons Interviewed

Dr. Bruce Crawford, Activity Director

Ms. Geraldine White, Program Analyst