

AQIP TEAM II QUESTION RESPONSES

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

AQIP Team 2 is tasked with “DEVELOPING PROCESSES & PROCEDURES TO PROVIDE NEW HIRE ORIENTATION AND ONGOING PROFESSIONAL DEVELOPMENT OF FACULTY & STAFF”.

STEP 1: After initial assignment, the team divided the task into four target areas of attention. These areas are Faculty Orientation, Staff Orientation, Faculty Professional Development, and Staff Professional Development. The Faculty and Staff Orientation processes were chosen as first concentration areas for a couple of reasons.

The major reason is that orientation lends itself to an easier and shorter term of study, discovery, documentation, and implementation of changes than professional development. A second reason is that any changes implemented as a result of the efforts can be quickly identified by the Evangel community, sending a strong signal that the AQIP process is vital. Hopefully this will aid in maintaining a high level of interest and enthusiasm for AQIP committee work and encourage future involvement in the program. Thus the orientation process was identified as the proverbial “low hanging fruit” of our AQIP task.

STEP 2: Orientation processes presently used on campus were researched by members and presented to the committee. Results of this research are found in attachment #2. At the same time, New Hire Orientation Recommendations and Best Practices were solicited. The inputs are listed in attachment #3.

STEP 3: An all-encompassing checklist that can be used by any office or department on campus to aid the new hire orientation process was developed. The goal of the checklist is to standardize the process whenever possible, while providing the flexibility needed for each department/work area to address specific requirements unique to their expertise. This checklist with commentary appears in attachment #4.

STEP 4: The checklist was sent to committee members first, giving them time to check its utility in their own work areas, solicit input, suggest corrections, and come back with their findings.

STEP 5: The checklist was then e-mailed to all department heads and work area supervisors to evaluate its utility from their perspective. Persons providing feedback were invited to appear before the committee to ensure their concerns were understood, or have their e-mail comments presented. Forwarding of the checklist to the steering committee was delayed by some late-arriving feedback from supervisors and department heads and the committee used this input, refining the checklist wherever possible. We forwarded the checklist with the idea that steps suggested should immediately be tried on a small scale with feedback and further refinement taken prior to the new academic year.

Also, supplementary materials suggested in the checklist need some lead time for development. For example, the committee suggests preparing a videotape featuring

President Spence and other top administrators introducing themselves while explaining the Evangel vision. This can be used when personal appearances are not possible. The primary goal of the video is to make sure new hires realize the Evangel vision early in their employment without waiting months for a group large enough to warrant a formal orientation. This problem is more prevalent on the staff side than faculty, where the semester calendar cycle ensures that new hires can be more easily grouped for a formal orientation process. (Note: The “Evangel Vision” video could also be used for recruiting and to accompany grant proposals.)

Additional recommendations enhancing the orientation process were also provided in the interim report and should be put into practice alongside the checklist. The extent of their usefulness should be evaluated in practical form prior to full implementation campus wide.

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

A list of the committee members and a short biography of each is located in attachment #1. Its purpose is to provide background of committee members so specific questions of subject matter expertise and adequate campus work area representation may be adequately answered.

Committee members met weekly, or bi-weekly, starting in the summer of 2005 to formulate the plan, study the process, determine recommendations, and develop and assemble materials to instruct others on the findings and recommendations. A separate notebook detailing each meeting’s agenda and outcomes is held by the committee chair and will be turned over to the steering committee.

Describe your planned next steps for this Action Project.

An interim report with recommendations on new hire orientation was forwarded to the steering committee for action in June. It is the intention of the action committee to resume with the more formidable task of professional development in the upcoming semester. We plan on taking the same approach of discovery used in the orientation process: understanding what is taking place now, brainstorming and researching in order to develop a vision of where we would like to be in the future, then develop a plan to reach the established goals. It is our prediction that this portion of the assignment will take longer than the redesign of our orientation process. We are also anxious to see what is done with the recommendations forwarded on that process, which we can hopefully use as a tool to generate renewed interest and enthusiasm for the AQIP process.

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

We are awaiting any reaction to the recommendations forwarded. It is our understanding that our role was to formulate recommendations to be acted upon or rejected for identified reasons in another phase of the AQIP process.

What challenges, if any, are you still facing in regard to this Action Project?

The greatest challenge for this committee still lies ahead as studying, understanding and formulating recommendations for the professional development of both staff and faculty is a daunting task. We look forward to the challenge but also are realistically evaluating that the

process may take longer than the time left on the charter of this action project. The second most challenging obstacle is our need to rejuvenate the membership of the committee. We recommend replacing Dr Palmer who left the University with another faculty member, rotating the chairmanship among the committee members for the upcoming year, and adding an additional staff or faculty member.

Attachment 1

AQIP Team 2 Members and Biographies

Dale Garrett

Assistant Professor of Social Sciences

Lt. Col. (retired) Dale L. Garrett has been an Assistant Professor at Evangel since January 2003, when he retired as a Lt. Col. from the USAF. He has a B.A. in Education from West Liberty State College, an M.A. in Administrative Management from Central Michigan University, is an Air War College graduate, and has received certification in Spanish from Defense Language Institute in Monterrey, California. Lt Col. Garrett was a three-time squadron level commander, served in Desert Shield/Storm as a war planner, and flew several combat missions. His military decorations include the Bronze Star, two Defense Meritorious Service Medals, and two Air Medals.

Professor Garrett's prior work experiences before the USAF include teaching at Real Life Christian Academy, playing semi-pro football, directing a group home for troubled youth, and instructing at a small Bible school in Jamaica, West Indies.

Ocki Haas

Human Resources Supervisor

Ocki Haas is the Human Resources Supervisor at Evangel University, and has been at Evangel since July 23, 2001. She holds bachelor's degrees in Business Administration and Biblical Studies from Evangel University and Central Bible College and received certification in human resources training through the Management Development Institute of Southwest Missouri State University. Her responsibilities include overseeing employee benefits, payroll, and human resources functional areas of the Business and Finance Office.

Prior work experience involves taxes and accounting at two different CPA firms in Springfield. Born and raised in South Korea until 1972, Ocki has lived in various states in the U. S. and has been an Ozarks resident for the past 16 years.

Robert Harley

Assistant Professor of Physical Education

Coach Robert Harley is the Offensive Coordinator & Quarterback Coach of Evangel University's football team. He began his 4th year on the Evangel football coaching staff in 2005. Harley, 41, joined the Evangel staff in May of 2002 and coached the offensive line for two years (2002-03) and in 2004 was named the offensive coordinator and quarterback coach. Coach Harley also handles the recruiting coordinator duties. His offensive linemen won seven All-Heart of America Athletic Conference honors and one was a first team pick. His offensive linemen have also earned four all-America honors.

Harley came to Evangel from Greenville (Ill.) College, where he was the head football coach for 4 seasons (1998-01). He made steady improvement in the Panthers' program and finished with an 18-23 record. Greenville had a 7-33 record in the four years prior to his employment. While at Greenville Coach Harley's teams led the Illini-Badger Conference in passing three years in a row and were the conference total offensive leader two years. In 2000, Harley's Greenville team advanced to the Victory Bowl, which was only the second postseason appearance in school history. The Panther's 6-4 record in 2000 was the first winning mark at the school in 7 years and that team ranked No. 6 nationally in total offensive yards (498) and No. 3 in passing yards (350).

Rob has also coached at Eastern Oregon University (1996-97); Azusa Pacific (Calif.) University (1995) and the University of Redlands (Calif.) (1991, 1993-94) as an assistant. Harley graduated from the University of Redlands in 1992 and earned his masters degree from the same school in 1995.

Russ Murphy

Mechanical Department Supervisor

Russ Murphy graduated from Evangel University with a B.A. in Management. In addition, he holds several trade licenses within the City of Springfield including Master of Mechanical Systems and Journeyman Gas Fitter. He assumed his first position at Evangel as Technical Trades Assistant in 1990, working in the plumbing and electrical units. In 1992 he became lead technician in the HVAC shop and in 1999 was promoted to Mechanical Department Supervisor, placing him in charge of several crucial elements of the University's physical plant facilities operations including HVAC, Preventive Maintenance, and the Boiler House.

Michael Palmer, Ph.D.

Professor of Philosophy

Dr. Michael Palmer has been a member of the Evangel faculty since 1985 and chaired the Department of Biblical Studies and Philosophy from 1992- 2003. Since 2003 he has been the director of Project Envision and was largely responsible for Evangel University receiving this prestigious grant. Dr. Palmer earned a B.A. and M.A. in Philosophy from the University of Montana, and a Ph.D. in Philosophy from Marquette University in 1984. In 1980 Dr. Palmer was selected as a Visiting Research Fellow at Cornell University.

In addition to having numerous articles published, Palmer edited and contributed to Elements of a Christian Worldview and authored Names, Reference, and Correctness in Plato's Cratylus. Dr. Palmer has been recognized in *Who's Who Among America's Teachers, 4th edition* (1998) and *6th edition* (2000) and in 2002 won the E.M. and Estella Clark Award for Excellence in Teaching, Scholarship and Service.

Peggy Reed, Ed.D.

Associate Professor of Education

Dr. Peggy Reed joined the Evangel University Education Department in 1985. Her duties have included directing the campus preschool (1985-1997), designing and teaching Early Childhood Education courses, supervising student teachers, advising Early Childhood majors, and serving on a variety of faculty and departmental committees.

Peggy earned a bachelor's degree in Elementary Education from Evangel College in 1976, a master's degree in Elementary Education with an Emphasis in Early Childhood from Southwest Missouri State University in 1982, and an Ed.D. in Middle and Early Childhood from Nova University in 1990. Throughout her tenure at Evangel, Dr. Reed has attended and presented at numerous educational conferences, contributed to professional publications, and volunteered countless hours in public schools. Currently, she reads to preschoolers once a month as part of the Ozarks Literacy Council's Pre-literacy program.

Prior to coming to Evangel, Dr. Reed was a kindergarten teacher at Fair Play Elementary School in Fair Play, Missouri. She also substitute taught in two other school districts.

Nathan Sutton, M.S.

Web Editor/Designer

Nathan Sutton has been a "Web master" at Evangel for over four years. He interacts regularly with the various departments and key individuals and as a Web consultant gains regular insight about various programs within the sundry departments. He has a master's degree in industrial/organizational psychology, providing him with extensive background in assessment, training, interviewing, and job analysis in a business environment.

Sharon "Elaine" Tate

Humanities Department Secretary

Elaine Tate has been employed at Evangel since May 1989. She worked in the ROTC Department for three years as departmental secretary, where she was responsible for the accuracy of the details on government forms and awareness of the various regulations affecting those students within the program. Ms. Tate moved to the Humanities Department when ROTC downsized and now supervises 22 work-study students while performing secretarial services for 14 full-time and 8 part-time faculty.

Elaine has training in secretarial services and was recognized for achievement on the Civil Service and State Merit Exams. She worked for the US government for two years prior to coming to Evangel and has attended numerous training seminars.

Dennis Whaley, MS

Director of University Relations

Dennis Whaley has been the Director of University Relations for the past four years, with responsibility for interacting with the public and conducting the annual giving drive, including supervising the student call center. Dennis creates programs for the Association of Evangel University Family & Friends and hosts pastors and local businesspersons, showing them campus development firsthand.

Mr. Whaley has served as assistant pastor at three different churches, worked as a faculty member at Southwestern A/G University as well as serving in their Development Office, and coordinated several volunteer activities for Convoy of Hope headquartered in Springfield Mo. He has served on the executive board of the Evangel University Alumni Association and president of its Springfield Alumni Chapter. He also serves on the six-member staff affairs committee at Evangel. Mr. Whaley holds a bachelor's degree in Communications and a master's in Educational Administration.

Kathy White

Director of Financial Aid

Kathy White is Director of Financial Aid at Evangel where she supervises 8 full time employees and 12 work-study students. She serves on the Campus Planning Council, SSEIT Team, Scholarship Committee and Financial Aid Committee. Ms. White is active in OAKFAP, where financial directors across the Ozarks meet monthly, and MASFAP, the Missouri Association of Student Financial Aid Personnel. Ms. White began employment at Evangel in July of 1993 after working five years at the Assemblies of God Theological Seminary.

Her certifications and training include Total Quality Management (TQM), Essentials of Effective Supervision (SMSU), MASFAA Summer Institute (comprehensive Financial Aid training), Federal Income Tax training, and NASFAA (National Association of Student Financial Aid Administrators). She also receives annual training in the following areas: PowerFAIDS Software, CAMS, U.S. Department of Education, Missouri Department of Higher Education, and USA Funds.