

AQIP ACTION TEAM TWO
Faculty and Staff Orientation and Professional Development
AQIP Annual Update

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

1. In September, 2006, the team met to work on the second half of our task, faculty and staff professional development. The team felt that it would be most efficient to have co-chairs, one from faculty and one from staff, so that the groups could meet separately to work on issues that apply only to them. Full-committee meetings then occurred periodically to update everyone and share their ideas. Since the original team leader had asked to be relieved of his duties as team leader due to increased responsibilities in other areas, the group elected one faculty and one staff representative to serve in this capacity. An additional faculty member was added to the team to improve the faculty to staff ratio (previously 3:6).

2. The faculty team reviewed the work done during the previous three years by the Faculty Professional Development Committee (PDC). This included a needs assessment faculty questionnaire (administered in Spring 2003), analysis of results from that survey, and the PDC mission and vision statement. After looking through these materials and talking to members of the PDC, the team decided that it would be prudent to build on the work already completed by that committee, particularly the professional development objectives from the mission and vision statements and the survey results identifying professional development needs of the faculty.

3. The staff team created and administered an on-line survey to assess training needs among Evangel staff members. Top priorities reported by the survey include leadership, communication skills, and computer training.

4. The staff team identified resources already in place at Evangel that could address these training needs in addition to job-related conferences. They developed a three-member committee concept to create and maintain leadership and communication seminars. The committee would be composed of two staff and one faculty member who would be responsible for campus training needs.

5. Submitted Faculty and Staff Professional Development report to Steering Committee in February, 2007.

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

1. Met with individual members of the faculty Professional Development Committee.
2. Surveyed staff to determine perceived training needs.

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

We are unsure of our responsibilities at this point. See Sections E and F below.

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

1. Increased participation of stakeholders (staff training needs survey).

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

1. So far we have not received any feedback from the Administration regarding our suggestion that they develop a “This is Evangel” video for recruiting and orienting new faculty and staff. We have not received needed permission to implement any of the recommendations in our first report, such as using the orientation power point presentation and checklists we developed.

2. We need clarification about whether our team is responsible for seeing that the recommendations from both reports (faculty/staff orientation and faculty/staff professional development) are implemented. We have not received any feedback from the Steering Committee other than that we were told that we should not have recommended a solution that requires a significant financial outlay (i.e., hiring an assistant vice president for academic affairs).

F. If you would like to discuss the possibility of AQIP providing you help to stimulate progress on this action project, explain your need(s) here and tell us who to contact and when?

Most of our recommendations require action at the administrative level (for example, hiring an assistant vice president for academic affairs). Our team does not have the authority to implement comprehensive orientation and professional development programs or to create new committees. We are not sure what our responsibilities are now that our reports have been submitted.