Fall 2012: Overview of the Professional Development Center's Planning, Programming & Services
Report by Dawn Eckenrode, PDC Director
10/27/2012

A Timeline: Establishing the Professional Development Center

<u>February 2006:</u>

The Fredonia Plan 2006-2010: <u>http://www.fredonia.edu/fredoniaplan/</u>

> **ACTION ITEM 3: Center for Teaching and Learning Initiative**
>
> Fredonia should seek to consolidate and coordinate ongoing efforts and initiatives from Action Item 2 by creating a Center for Teaching and Learning. This Center would assist faculty, professional staff, and teacher candidates to further improve and add new dimensions to what they already do in the classroom and in designing courses, programs, and curricula. It can help members of the campus community consider, evaluate, implement, and assess pedagogies and activities that promote student hands-on learning, engagement, development, and success. The Center can serve as the coordination point for all campus teaching and learning initiatives…

<u>October 2007:</u>

Formation of the Professional Development Center Committee

> **Committee Charge:**
>
> To collect feedback from the campus community regarding potential services and programming the Center could provide in order to support the educational and professional development needs of faculty and staff.

Search for Professional Development Center Director Initiated

> Position Description was written. VPAA Horvath and Dr. Dick Reddy attended the 2007 Professional and Organization Development Conference <u>http://www.podnetwork.org/</u> to recruit for the position.

<u>March 2008:</u>

Professional Development Center: Summary of Campus Feedback and Final Report
<u>http://www.fredonia.edu/pdc/pdf/PDCReport.pdf</u>

> **Broad Themes:**
>
> 1. The Center should function as a "clearinghouse" for professional development, providing a centralized location for the collection and dissemination of relevant information.
>
> 2. The Center should strive to meet the professional development needs of all SUNY Fredonia employees.

3. The Center should provide continuing professional development opportunities, in addition to programming and services for new employees.

4. The Center should cultivate a culture in which knowledge is shared among diverse constituencies and should provide a gathering place in which this dialogue can occur.

5. The Center should provide consultation and training for technology-related issues and should be provided with the resources necessary to keep abreast of new technological innovations.

Thematic Recommendations for Programming & Services:

- Information Sharing & Networking Resources
- Faculty/Staff Recruitment and Retention
- Effective Teaching & Learning
- Scholarship, Publishing & Grant Writing
- Leadership Development and Communication Skills
- Technology Training & Access

July 2008:

Founding Professional Development Center Director Arrived on Campus

Fall 2008:

Professional Development Center Mission Statement Drafted & Approved by the PDC Advisory Board:

 The SUNY Fredonia Professional Development Center strives to meet the professional development needs of all SUNY Fredonia employees by coordinating and providing educational opportunities for faculty and staff at various stages in their careers, and providing consultation and training opportunities for technology-related issues. The Center's goal is to provide a centralized location for collecting and disseminating information about professional development opportunities taking place on campus and beyond. The Center is committed to fostering a culture in which knowledge and expertise are shared among diverse constituencies and will provide a gathering place in which this dialog can occur.

July 2008-July 2012:

Staffing Transitions

July 2008: 3 full-time employees: Beez Schell, PDC Director and Lisa Melohusky and Janet Mayer, Educational Technologists
Fall 2008 – March 2010: 2 full-time employees: Beez Schell, PDC Director and Lisa Melohusky, Instructional Designer
July 2010 – March 2011: 2 part-time employees: Beez Schell, part-time Director and Chair of Sport Management, and Cheryl Dearth, Instructional Support Assistant. One full-time employee: Lisa Melohusky, Instructional Designer with an add-on appointment as Coordinator of Online Learning. Dawn Eckenrode took on a "20%" appointment as PDC Coordinator of Educational Programs and Outreach

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while retaining "80%" of her job duties as a member of the Reed Library faculty.

March 2011 – July 2012: One part-time employee: Cheryl Dearth, Instructional Support Assistant. One full-time employee: Lisa Melohusky, Instructional Designer with an add-on appointment as Coordinator of Online Learning. Dawn Eckenrode's "20%" appointment as PDC Coordinator of Educational Programs and Outreach absorbed the PDC Director's responsibilities.

July 2012: 2 full-time employees and one part-time employee: Dawn Eckenrode, PDC Director; Christopher Taverna, Technology Training Coordinator; and Cheryl Dearth, Instructional Support Assistant. ****Note:** This restructuring of the PDC has led to the creation of an Office of Online Learning, reporting to the Associate Provost of Curriculum, as a distinct academic unit, creating increased support for the campus' growing number of online course offerings.

For more information on Faculty Development programs, visit the POD Network website:
http://www.podnetwork.org/

- Definitions of faculty development:
  http://www.podnetwork.org/faculty_development/definitions.htm
- Program types: http://www.podnetwork.org/faculty_development/programtypes.htm
- POD Network faculty development centers search engine:
  http://www.podnetwork.org/search.htm#faculty (can limit search by enrollment or institution type)

Programming & Services: Creating a Community of Learning and Engagement for Faculty & Staff

July 2010 – October 2012:

Information Sharing & Networking Resources:

- PDC Website: http://www.fredonia.edu/pdc/
- PDC Coffee Connections
- Three social events each year
- Weekly Listserv Announcements
- Twitter
- Techie Talk
- Planned initiative for 2013: a complete website redesign

Faculty/Staff Recruitment & Retention:

- New Faculty Orientation
- New Faculty Re-Orientation
- Connections Mentoring Program
- Planned initiatives for 2013: development of a orientation program for professional staff

Effective Teaching & Learning:

- Annual Teaching & Learning Conference (Attended by approximately 80-140 SUNY Fredonia teaching faculty each year)
- Instructional Incentive Award for Teaching Innovation: http://www.fredonia.edu/pdc/IncentiveAward.asp
- Professional Development Award for Teaching & Learning: http://www.fredonia.edu/pdc/ProfDevAward.asp
- Associates Series
  - Workshops with a Scholarship of Teaching & Learning (SOTL) emphasis, offered during the Spring/Fall 2012 semesters, include:
    - Refining Student Learning Outcomes
    - Assessment of Student Learning Outcomes
    - Using Fredonia's Google Apps Tools to Amp Up Student Engagement, Collaboration, & Accountability in F2F, Online, & Blended Courses
    - Teaching with Technology in the 21st Century: Learning Opportunities Across the Disciplines
    - How to Create a Sustainable Faculty-Led Study Abroad Program
    - An Experiment in Blended Learning
    - Culturally Responsive Teaching Part I
    - Culturally Responsive Teaching Part II
    - Improving Group Work Performance in the Classroom

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- Working & Learning in Groups
- Teaching With Technology in the 21st Century: A Workshop on Current Best Practices for Instructors
- Putting Google Apps to the Test to Extend the Universal Design for Learning Supports in Online, F2F, & Blended Courses
- (Note: a total of 19 Associate Series workshops were offered in the 2011-2012 academic year)
- "Technology for the Classroom" workshop series – offered by the Coordinator of Online Learning, the PDC Technology Training Coordinator, and their affiliates, these classroom technology workshops focus on instructional support and pedagogy (Note: a total of 20 education technology workshops were offered in the 2011-2012 academic year)
- Holistic Education Renga Learning Community (2012-2013 academic year)
- Annual Teaching Retreat (*has not been offered previous two years)
- Planned Initiatives for 2013: webcast mini-lectures, reinstitution of the Teaching Retreat, Classroom Innovations Open House, Fall Semester professional development day

Scholarship, Publishing, & Grant Writing:

- Research & Writing Colloquium
- 2012 Faculty Research Exhibit
- Associate Series Workshops
- Ongoing collaboration with the Office of Sponsored Programs to offer webinars and workshops for new & mid-career faculty
- Ongoing collaboration with Reed Library to offer workshops on online journals, copyright, and ownership of publications
- Planned Initiatives for 2013: partnering with the Office of Sponsored programs to offer workshops on the Community of Science suite of tools; 2011-2012 Annual Report Goal: Work with the Interim Provost in order to increase professional development support for faculty research

Leadership Development & Communication Skills:

- Participation in the Power of Fredonia Strategic Plan 2012-2017
- Associate Series Workshops
- Attended the POD Leadership Development Institute, Michigan State University, May 2012
- Educational Leadership Advisory Board Webinars
- Planned Initiatives for 2013: Annual Report Goal: Contribute to campus organizational development activities through the provision of programs and services that support the implementation of Baccalaureate Goals, Strategic Plan, and General Education revision; conduct a need assessment in order to facilitate the development of a leadership program for faculty

Technology Training & Access:

- 2012: Through the assessment of unit operations, VPAA Horvath expanded support for integrated learning technologies by adding a full-time Technology Training Coordinator to the PDC staff (Chris Taverna).
- "Technology for the Classroom" workshop series – offered by the Coordinator of Online Learning, the PDC Technology Training Coordinator, and their affiliates, these classroom technology workshops focus on instructional support and pedagogy (Note: a total of 20 education technology workshops were offered in the 2011-2012 academic year)
- "Technology for the Office" workshop series offered by the PDC Technology Training Coordinator and his affiliates- focuses on the use of technology to expand skill sets and increase productivity
- Individualized and group consultation services
- Planned Initiatives for 2013: Annual Report Goal: Develop instructional webcasts and programming which expands support for integrating advanced learning technologies in the classroom and workplace.

Institutional Effectiveness:

Closing the Loop: Continuous Assessment and Continuous Improvement (CACI)

2012 PDC "End of Year" Impact Survey (the full report can be found on the PDC website: http://www.fredonia.edu/pdc/aboutcenter.asp#annual_report)

- This tool measured perceived value of PDC programs, satisfaction with program offerings, and the collegiality of the PDC. Through this process we also collected information on ways to improve outreach to constituents who are currently not using our services, as well as identified future programming needs. This data collected in this report is publicly available at:

Based on the results of the survey, the following Unit Goals were identified in the PDC's 2011-2012 Annual Report (the full report can be found on the PDC Website: http://www.fredonia.edu/pdc/aboutcenter.asp#annual_report)

- Conduct a needs assessment in order to expand offerings tailored to the professional development needs of campus professionals, adjuncts and staff. *(Fredonia as an Engaged Community >> Strategic Action Item >> Support efforts to promote a healthy workplace and productive relationships among groups at SUNY Fredonia)*

- Develop instructional podcasts and programming which expands support for integrating advanced learning technologies in the classroom and workplace. *(Fredonia as a Community of Learning>> Strategic Action Item>> Expand support for integrating advanced learning technologies through increased training and workshops)*

Based on the Power of Fredonia 2012-2017, the following Unit Goals were identified in the PDC's 2011-2012 Annual Report:

- Contribute to campus organizational development activities through the provision of programs and services that support the implementation of Baccalaureate Goals, Strategic Plan, and General Education revision. (*Fredonia as a Community of Learning>> Strategic Item>> Using the principles established in the Baccalaureate Goals, Learning Outcomes Framework*)

- Work with the Interim Provost in order to increase professional development support for faculty research. *(Fredonia as a Community of Learning>> Strategic Action Item>> Expand support for faculty and staff scholarship and creative activity to ensure the intellectual and creative vitality at the heart of a modern university)*

- Contribute to fostering a culture of inclusion on campus by collaborating with the incoming Director of Multicultural Affairs to infuse diversity topics into the slate of faculty programming offered through the PDC. *(Strategic Action Item >> Diversity Matters)*

- Contribute to the creation of a sustainable community by reducing the use of plastic products at PDC events. *(Sustainability >> Strategic Action Item>> Integrate environmental stewardship into all campus practices)*

Based on the 2008 Professional Development Center: Summary of Campus Feedback and Final Report, the following Unit Needs and Unit Goal was identified:

Unit Needs:

As staffing for the PDC has grown to two full-time and one part-time employee, the Center's immediate needs include the creation of an office space that is conducive to the PDC's daily operations and staffing levels.

 Space needs include the need for a physical PDC location that is in close proximity to a collaborative, learner centered, tech-ready teaching facility. This space should also include a roundtable-style conference room seating 15-25 and a lounge area with soft seating.

As programming continues to grow and develop, a full-time secretary will be required in the future.

See pages 6-7 of the2008 Professional Development Center: Summary of Campus Feedback and Final Report for further recommendations: http://www.fredonia.edu/pdc/pdf/PDCReport.pdf

Unit Goal:

Collaborate on space planning initiatives as Academic Affair transitions to Maytum Hall, as well as long term plans for a PDC facility.

Additional assessment tools utilized by the PDC:

- Needs assessment in the form of surveys, focus groups and individual interviews are carried out for all new programming initiatives. 2012-2013 needs assessment initiatives include:
  - Programming needs for Professionals and CSEA staff (Data collected can be found at: http://www.surveymonkey.com/sr.aspx?sm=ebMUO6SH1IPH9rubQnxhGbuOlwB863OS8M5yZ15uAyE_3d password: PDC
  - Faculty leadership skills development (Spring 2013)
  - Programming needs for Operational Facilities staff (Spring 2013)

- Professional Development Center Advisory Board feedback. Meeting minutes can be found on the web at: http://www.fredonia.edu/pdc/BoardMinutes.asp

- Workshop and Programming Evaluations are carried out in the form of electronic surveys administered following PDC workshops and events. These tools measured the quality and relevance of program offerings in relation to faculty and staff needs.

- The Associate Series Workshop Evaluation Template can be found at:
  http://www.fredonia.edu/pdc/aboutcenter.asp#annual_report)
- Teaching & Learning Conference Evaluation Data can be found at:
  http://www.surveymonkey.com/sr.aspx?sm=dBJ06EWD1gAR02K61z0Bika_2bNNNasQw gM40NnJN739s_3d (password: PDC)