

Professional Development Center Annual Report 2012 – 2013

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Developments & Innovations:

New Programs:

- Technology for the Office Training Series (17 unique offerings, 4 presenters, 133 attendees)
- ASU/OSU Training Program (4 workshops, 64 attendees)
- FREDTalks (4 discussions, 32 attendees)
- Holistic Education Renga (6 discussions, 8 members)
- Productivity Book Club (6 discussions, 9 attendees)
- Coffee Connections (18 gathering, 95 attendees)

Continuing Programs:

- New Faculty Orientation (12 attendees)
- New Faculty Re-Orientation (5 sessions, 47 attendees)
- Associates Program (23 workshops, 11 presenters, 88 attendees)
- Special Topics Workshops (19 workshops, 8 presenters, 109 attendees)
- Renga Learning Communities (3 learning communities, 22 members)
- Technology for the Classroom Series (18 workshops, 2 presenters, 61 attendees)
- 6th Annual Teaching & Learning Conference (16 sessions, 108 attendees)
- Connections Mentoring Program (7 mentoring matches)
- Educational Advisory Board Webinars (5 sessions, 2 attendees)
- Techie Talks (6 sessions, 38 attendees)
- Three Social Mixers for Faculty and Staff
- Professional Development Award for Teaching & Learning (19 proposals, \$23,320.00 requested, \$9,000.00 distributed to 11 award winners)
- Instructional Incentive Award for Teaching Innovations (11 applications, \$18,811.00 requested, \$10,000 distributed to 5 award winners)
- Amy Everett Award (2 applicants, \$250.00 distributed)

For workshop descriptions, please visit: <http://www.fredonia.edu/pdc/current.asp>

Innovations and Collaborations:

- Creation of a dedicated PDC Space
- Website Redesign
- Implemented a new calendaring and registration system
- Enhanced Social Media Presence: Twitter/Google Group/Weekly podcast
- Revision of Instructional Incentive Award for Classroom Innovations to connect to Baccalaureate Goals
- Campus Collaborations: Office of Sponsored Programs, Academic Advising, Baccalaureate Goals Implementation Team, Human Resources, Reed Library, Online Learning, International Education, and the Employee Assistance Program

- Collaborating with the Academic Affairs secretaries to revamp the Master Calendar
- Collaborated with 15 individual faculty and staff members in developing and delivering the Associate Series and Renga Learning Community programs
- Collaborated with the PDC Advisory Board in the review of 32 award proposals and the development of the PDC's new physical space
- Collaborated with the Teaching & Learning Conference co-chairs and the PDC Advisory Board on the organization of the 7th Annual Teaching & Learning Conference

Assessment of Unit Operations:

Assessment was 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. A sample of the workshop evaluation template is available on the PDC website.

A needs assessment for UUP Professionals and CSEA Staff was conducted in Summer 2012. This tool measured interested and perceived skill levels for a variety of technology topics, as well as interest in topics related to leadership, communication, assessment, and cultural responsiveness. We used this information to identify future programming needs.

A needs assessment for Operational Facilities CSEASTaff was conducted in Fall 2012 in collaboration with Human Resources and Joint Labor Management. This tool measured interested and perceived skill levels for a variety of technology topics.

We administered an "End of Year" impact survey which was open to all faculty and staff in Spring 2013. 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 ideas for incentives programs and ways the PDC can support campus special initiatives. We also identified future programming needs.

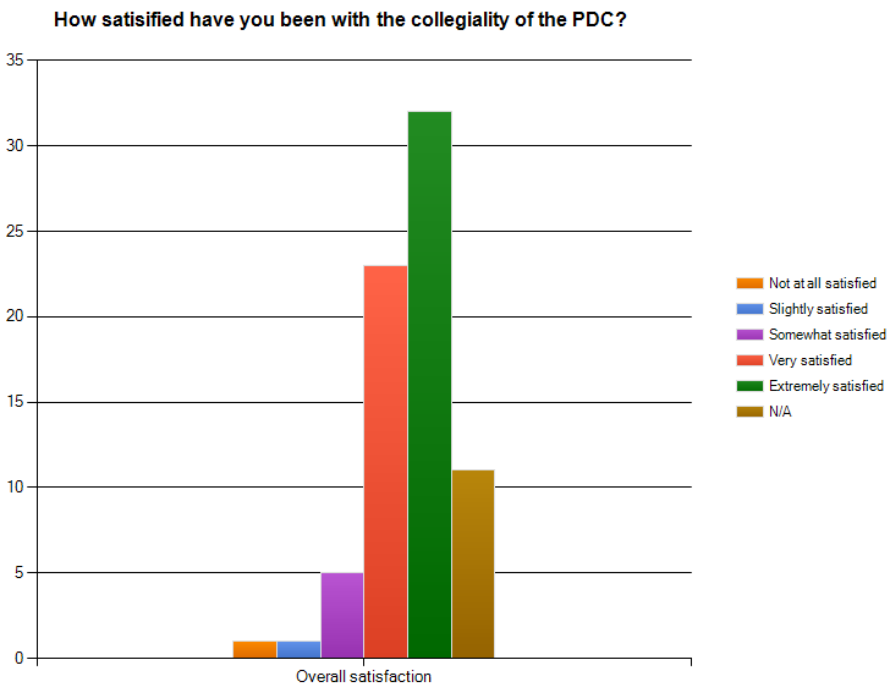
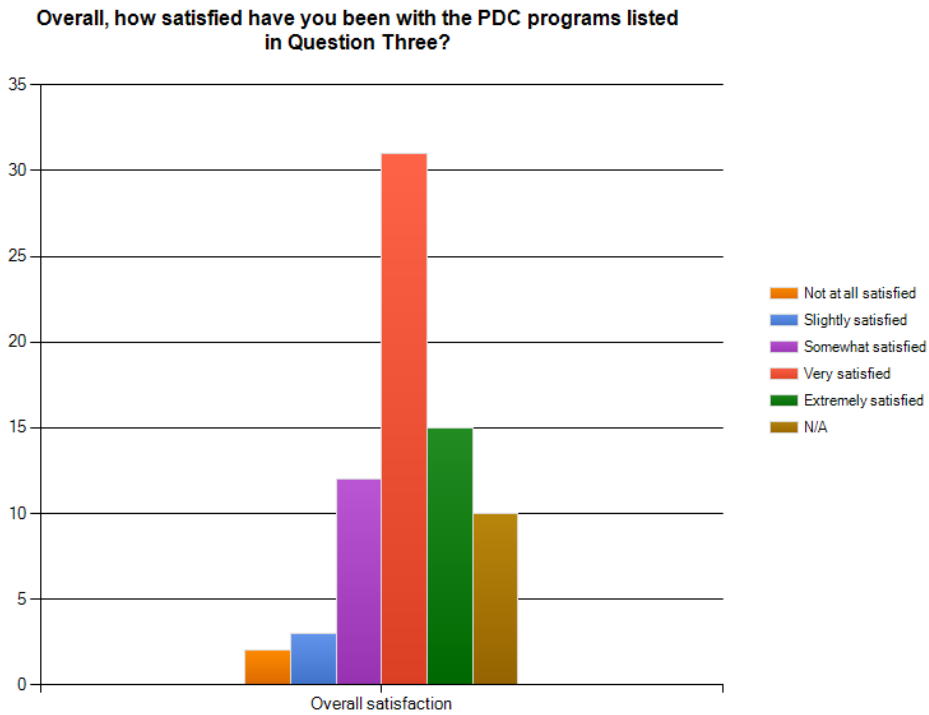
We sought feedback from the Professional Development Advisory Board on a wide variety of topics.

We administered a satisfaction survey following the 6th Annual Teaching & Learning Conference

The full results our unit's assessment activities and the meeting minutes of the PDC Advisory Board can be found on our website:

<http://www.fredonia.edu/pdc/aboutcenter.asp>

Overall, faculty and staff are satisfied with the Professional Development Center's programs and services:



We implemented the following changes as the result of our assessment activities:

- Expanded the number of offerings geared towards Professional and CSEA staff
- Expanded the scope of technology offerings available to both faculty and professionals
- Developed a series of programming geared toward the Operational Facilities Staff
- Collaborated with the Interim Provost for Special Initiatives to provide informational forums to the campus community related to campus planning and assessment initiatives
- Worked with the Academic Affairs leadership to create a physical space dedicated to faculty and staff development
- Revised the session format for the keynote speaker of the Teaching & Learning Conference and expanded campus access to our guest speaker.
- Developed “Special Topic” programming based on survey responses

In doing so, we made progress on the following unit goals from 2012:

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 needs assessment in order to expand offerings tailored to the professional development needs of campus professionals, adjuncts and staff.

Contribute to fostering a culture of inclusion on campus by infusing diversity topics into the slate of programming offered through the PDC.

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

Based on the results of our assessment activities, a review of the PDC’s unit goals from 2012, and the Power of Fredonia Strategic Plan, the following Unit Goals were developed for the upcoming year:

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)

Conduct a needs assessment in order to expand offerings tailored to the professional development needs of adjuncts.

(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)

Work with the Provost in order to increase incentives professional development support for faculty research and scholarship, and service learning initiatives.

(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 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)

Contribute to fostering a culture of inclusion on campus by infusing issues related to diversity and cultural competency into the slate of faculty programming offered through the PDC. *(Strategic Action Item >> Diversity Matters)*

Strengths:

Dedicated Staffing and Expanded Programming Opportunities: The 2012-2013 academic year was the first time in three years that the Professional Development Center was populated with a full-time staff dedicated to faculty and staff development. The current organizational model is working well and as a result we have been able to expand programming to reach a broader campus audience and provide a greater breadth of programming.

Physical Space: Due to collaborative effort on the part of the Academic Affairs leadership, the 2012-2013 academic year brought about the creation of a physical space dedicated to faculty and staff professional development activities. The need for such a space was first identified in *the 2008 Professional Development Center: Summary of Campus Feedback and Final Report*.

Needs:

Equipment and Furnishing: In order for the physical space to be fully functional for faculty and staff use, a plan for adequately furnishing and equipping the Professional Development Center will need to be developed and a source of funding will need to be identified.

Incentive and Award Programs: Based on feedback from faculty and staff needs assessment activities, there is a perceived campus need for increased support and recognition for faculty research and scholarship, teaching effectiveness, and service learning initiatives (also a requirement of the Carnegie Community Engagement Classification). A need for recognition of staff contributions to the culture of learning was also indicated.