

## **Professional Development Center Annual Report 2010-2011**

### **Developments and Innovations:**

During the 2010 – 2011 academic year the Professional Development Center went through significant restructuring. The majority of the PDC responsibilities were transitioned from the PDC director to two coordinator roles and a part-time instructional support assistant. The Coordinator of Educational Programs and Outreach established procedures for workshops, events and reimbursements, oversaw the coordination and advertising of PDC programming, and oversaw training of the instructional support assistant to handle routine workflow, such as event scheduling and registration. The Coordinator of Online Learning managed the review, approval, and support of online courses as well as the outreach to faculty and staff interested in teaching online. The instructional support assistant implemented procedures for workshops, events, and reimbursements, as well as maintaining the efficiency of the department. With this new structure in place the PDC was able to offer the following in the 2010 - 2011 academic year:

- New Faculty Orientation
- Four New Faculty Re-Oriented Series
- The Fourth Annual Teaching and Learning Conference
- Five Rengas
- Sixteen workshops offered through the Associates Program
- Five Co-Sponsored and Special Topics workshops
- Nine Webinars
- Twenty-four technology workshops covering topics in ANGEL and iTunes U.
- Three award programs
- Assisted in the design of and completed the review of thirteen new online courses

### **Collaborative activities with faculty, other campus units, or external entities:**

The PDC collaborated with the International Education Center and the FACE Center to offer professional development programming, bringing in guest speakers from off-campus. The PDC also collaborated with the Business Incubator on faculty outreach efforts.

### **Assessment of Unit Operations:**

Assessment was carried out in the form of electronic surveys, which assessed the quality and relevance of program offerings in relation to faculty and staff needs.

### **Strengths:**

Established a team-based approach to offering Professional Development programming.

### **Needs:**

Permanent, dedicated funding for staffing the Professional Development Center and a permanent, dedicated facility.

### **Unit Goals 2011-2012:**

- Establish a meeting space dedicated to PDC programming
- Revamp navigation of the PDC website
- Migrate registration system to Google Forms
- Implement a Faculty Authors Series