Alamo Colleges District

Name of Project: Faculty Development Program

Date: January 25, 2017

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WORK PLAN		
Faculty Development Advisory Board Members (FDAB)	**Department**	**College or DSO office**
1. Dr. Beth Tanner	Vice President Academic Success	Palo Alto College
2. Veronica Rosas-Tatum	Chair of Business Management	Palo Alto College
3. Rena Denham	Faculty, Philosophy	Palo Alto College
4. Dr. Amy Whitworth	Vice President Academic Success	Northwest Vista College
5. Trina Cowan	Chair of Social Sciences	Northwest Vista College
6. Cindy Magruder	Faculty, Geology	Northwest Vista College
7. Dr. Jothany Blackwood	Vice President Academic Success	San Antonio College
8. Dr. Teanna Staggs	Chair of Natural Sciences	San Antonio College
9. Dr. Tiffany Cox Hernandez[1]	Chair of Public Policy and Service *(Faculty Representative)*	San Antonio College
10. Christopher Beardsall	Dean of Applied Science and Technology	St. Philip's College
11. Cynthia Pryor	Chair of Social and Behavioral Sciences	St. Philip's College
12. Jen Osborne	Faculty, English	St. Philip's College
13. Jason Malcolm	Chair of English and Education	Northeast Lakeview College
14. Dianna Torres-Lee	Faculty, Mathematics	Northeast Lakeview College
15. Dr. Alan Cottrell	Interim VPAS / Dean of Arts and Sciences	Northeast Lakeview College
16. Ruth Dalrymple	Associate Vice Chancellor Academic Partnerships and Initiatives	Alamo Colleges District
17. Linda Boyer-Owens[1,2]	Associate Vice Chancellor HR and Organizational Development	Alamo Colleges District
18. Dr. Carmen Mercédez[1]	Director Instructional Professional Development	Alamo Colleges District

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[1] *Certified in Prosci Change Management,*
[2] *Certified in Project Management*

1. Final Design Principles
   - Ensure a clear strategic plan for faculty development that allows for flexibility in focus and unique offerings at each College

   - Clearly define the responsibilities of faculty development staff at DSO, each College, and the Faculty Fellows as they work toward common goals.

   - Plan for change management to be incorporated in design, communication, and implementation.

2. Teamwork and Interpersonal Communication Principles
   - Meetings will be held at the DSO when possible.
   - Team members will communicate by email.
   - FDAB team is the designated Ad Hoc Team appointed by the EFC. The FDAB team is composed of 18 members: 1 Academic Administrator,1 Chair per College and 1 FT Faculty Member per College; and from Alamo Colleges District the AVC HR/OD, the Director of Instructional Professional Development and the AVC Academic Partnerships and Initiatives
   - The 3 (or more) members of the FDAB who are certified in Prosci Change Management will ensure that the project is supported by the principles and practices of excellent change management.
   - The member(s) of the FDAB that is certified in Project Management will ensure adherence to the principles and practices of excellent project management.

3. Evaluation Plan
   Develop a plan for evaluating the success of the recommended faculty development program, both at the Colleges and by DSO staff.

   Develop a strategy for continuous improvement to align with evaluation plan.

   - Who will be responsible for evaluation?

   - How often should the plan be evaluated?

   - Who is responsible for continuous improvement?

   - How will you measure success of the faculty development program?

   How will Faculty Development Fellows be evaluated?

4. Communication Plan between Faculty Development Advisory Board and Faculty Fellow
   Linda Boyer-Owens and Carmen Mercedez will take meeting notes and document the work products such as the project plan.

5. Scheduled Meetings for Team

Date/Event	Time	Location
January 4, 2016 Faculty Development Advisory Board Retreat	9:00am - 5:00pm	San Antonio Area Foundation at Pearl Brewery
January 11, 2017 FDAB Meeting/Work Session	11:00am - 1:00 pm	HR/OD Conference Room
February 1, 2017 FDAB Meeting/Work Session	11:00am - 1:00 pm	HR/OD Conference Room
February 15, 2017 FDAB Meeting/Work Session	2:00pm – 4:00 pm	HR/OD Conference Room
March 6-7, 2017 Valencia College Site Visit to explore Faculty Development at Valencia Facilitated Work Session at Valencia's Collaborative Design Center for Faculty Development Design using Human Design Thinking model	2 full days	Valencia College, Florida Faculty Development Department and Collaborative Design Center
March 15 2017 FDAB Meeting/Work Session	2:00pm – 4:00 pm	HR/OD Conference Room
April 5, 2017 FDAB Meeting/Work Session	11:00am - 1:00 pm	HR/OD Conference Room
April 19, 2017 FDAB Meeting/Work Session	2:00pm – 4:00 pm	HR/OD Conference Room
May 3, 2017 FDAB Meeting/Work Session	11:00am - 1:00 pm	HR/OD Conference Room
May 17, 2017 FDAB Meeting/Work Session	2:00pm – 4:00 pm	HR/OD Conference Room
Possibly May 26, 2017 *Present findings/suggestions to EFC*	*TBA*	*Killen #108/109*
Possibly May 29, 2017 *EFC takes recommendation(s) to the PVC*	*TBA*	*Killen #104*

6. Timeline with Deliverables and Persons Responsible (see attached worksheet)
   - Target full implementation date for faculty development program: Fall 2017
   - Next meeting of Faculty Development Advisory Board: February 1, 2017

7. Contact information for the Sponsor:

   Linda Boyer-Owens
   lboyer-owens@alamo.edu
   210-485-0230

INITIAL DRAFT - PROJECT TIMELINE

As of: January 11, 2017

Step, Task, or Deliverable	Owner: FDAB Team	Due Date	% Complete
Select Hires for vacant Faulty Development Positions so they can start in early January 2017	FDAP Search Committee [BT, AW, LBO, CM, TC, CB, RD, TS]	December 15, 2017	100%
Conduct 1st FDAB Strategic Planning Retreat	FDAB - All	January 4, 2017	100%
Select first 2 FD Faculty Fellows so they can start in early January 2017	FDAB – All	January 4, 2017	100%
Plan needs assessment of Faculty Development Needs. Allow for broad range of needs and broad range of learning methods	Communication Team [JO, CP]	January 31, 2017	0%
Develop Canvas Shell for communication on with FDAB	Communication Team [JO]	January 31, 2017	0%
Provide from AlamoTALENT data/reports on recorded FD offerings, providers and participants	Leadership/Advocacy Team [LB]	February 24, 2017	0%
Submit major faculty development cost items for inclusion in the FY18 budget	Leadership/Advocacy Team [LB, CM, RD, VT, TS, TC]	February 28, 2017	0%
Create questions template for collecting the Inventory of offerings and faculty talent for teaching fellow faculty Inventory all offerings being made available now by the Colleges and the District	Communication Team [DT, TC] FDAB College Reps @ College& Fellows available	February 28, 2017	0%
Create script for conversations about FD that will draw rich input on what is needed and wanted. Create information to inform the conversation; to share with faculty participants (prior offerings, etc.) Conduct Needs Assessment in a dialog format at senates, SLI, academic departments in a barrier free form of participation – "what do you want to learn?"	CB, DT, VPAS & VPSSs FDAB College Reps @ College & Fellows available	February 28, 2017	0%
Integrate Faculty Development into Strategic Plan	Leadership/Advocacy Team [LB, CM, RD, VT, TS, TC]	February 28, 2017	25%
Compile Needs Assessment Input and format for use	Communication Team [JO, CP]	February 28, 2017	0%
Compile Inventory Offerings Input and format for use	Communication Team [JO, CP]	February 28, 2017	0%
Prepare for Valencia Site Visit & Work Session	FDAB - All	February 28, 2017	0%
Conduct Valencia Site Visit	FDAB - All	March 6, 2017	0%
Conduct FD Design Work Session at Collaborative Design Ctr.	FDAB - All	March 7, 2017	0%
Collect Recognition Data	Communication Team	March 31, 2017	0%
Refine Faculty Fellow Role	Leadership/Advocacy Team	April 7 2017	0%
Define College Roles	Content/Program Plan Team	April 14, 2017	0%
Create Program Structure	Content/Program Plan Team	April 28, 2017	0%
Develop "very excellent" calendar of offerings for faculty development for Summer 2017 and Fall 2017	Content/Program Plan Team	April 28, 2017	0%

Refine Communication Role in Faculty Development	TBD	April 28, 2017	0%
Refine Processes – Improvements, etc. • Establish ongoing processes for needs assessments and inventories, etc.	TBD	April 28, 2017	0%
Create PR/Communications Plan		May 1, 2017	0%
Complete selection of 3 remaining Faculty Fellows	FDAB - All	May 1, 2017	0%
Identify existing digital tools and portals for Faculty Development and for Cross-College/Cross-District Communication about Faculty Development	Communication Team	May 17, 2017	0%
Set the Faculty Development Calendar for '17/18	FDAB - All	May 17, 2017	0%
Present final recommendations to EFC	EFC/FDAB Members	TDB / May 26, 2017	0%
Present final recommendations to PVC	EFC/FDAB Members	TBD / May 29, 2017	0%
Create the Faculty Development Site with places for FD resources and information sharing	Communication Team	May 31, 2017	0%

FDAB Project Plan Teams

Communication Team
- Initial Key Issues: ID College teaching awards criteria; gather information on what Professional Development is needed
- Team: Jason, Cindy P., Jen, Rena,

Content/Program Plan Team
- Initial key Issues: Establish a clear, goals-oriented plan
- Team: Amy, Chris, Tiffany, Cindy M. , Alan, Beth

Leadership/Advocacy Team
- Initial key Issues: Develop Administration and Faculty buy-in for plan
- Team: Amy, Chris, Tiffany, Cindy M. , Alan, Beth

January 24, 2017 /LBO