| | Mission: NPC creates, supports and promotes lifelong learning. | | | | | **Form #1** |

INITIATIVE & PRIORITY WORK SHEET

Goal Responsible (GR) Person: Deans, Learning Tech Committee Chair, Prof. Dev. Committee Chair, IS | **Overall Responsible (OR) Person: Wei Ma, Faculty in Educational Technology**

YEAR 1: GOALS		RESOURCES				
Description of Assigned Goals	**Needed College Resources**	**Operational Budget Requirements**	**Capital Budget Requirements**	**Challenges or Barriers**	**Can Complete In 1 Year? (if no, move to year 2 or 3)**	**List any unexpected barriers encountered during implementation:**
2016-2017 Strategic Priority #2b:		See Supporting		See Supporting Doc		
Goal #1. Create a faculty mentoring	faculty, dept. chairs, division deans, IS	$18,000	$18,000	Faculty time/load	No	
Goal #2. Promote faculty participation and	faculty, LTC, PD, IS	$0	$0	Faculty time/load	Yes, and	
Goal #3. Assess the need for an elearning	faculty, LTC, IS	$0	$0		Yes	
YEAR 2: GOALS	**RESOURCES**					**Why were these goals NOT included in year 1?**
Goal #1. Create a faculty mentoring	faculty, dept. chairs, division deans, IS	Included in	Included in	Faculty time/load		Year 1: development; Year 2
Goal #2. Promote faculty tech literacy and	faculty, LTC, PD, IS	$0	$0	Faculty time/load		Year 1: development; Year 2
YEAR 3: GOALS	**RESOURCES**					**Why were these goals NOT included in year 1 or 2?**
Approval Signatures and Date	**Approval Signatures and Date**	als suggested to be deleted or placed on the "Opportunity Board." (Add brief rationale - leave blank if nor				
GR:	GR:					
GR Supervisor:	GR Supervisor:					
OR:	OR:					
Approval Signatures and Date	**Approval Signatures and Date**					
GR:	GR:					
GR Supervisor:	GR Supervisor:					
OR:	OR:					

Mission: NPC creates, supports and promotes lifelong learning.							**Form #2**
OPERATIONAL PLAN							
This form is ONLY completed for year 1 goals. List goals in order of importance, 1 being top priority.							
Department Name				**Fiscal Year of Execution:**			
GOAL #	SUPPORTS STRATEGIC PLAN #	GOAL DESCRIPTION	# OF STEPS TO COMPLETE GOAL	DEADLINE FOR GOAL COMPLETION	ASSIGNED TO	RESOURCES NEEDED	MEASUREMENT OF COMPLETION
1	2b	Create a faculty mentoring program	7	Steps 1 - 4: end of SP17; Step 5: before FA17; Steps 6 & 7: end of FA17	Dean Belknap, Dean Henderson, Dean Erdman, Dean Jackson	faculty participants, training developers and facilitators, department chairs, division deans, release time	The mentoring program is developed and implemented

GOAL JUSTIFICATION

Mentoring is a critical component of professional development for all faculty through collaboration between a mentee (a faculty member less experienced with instructional technology) and a mentor (a faculty member experienced with instructional technology). Faculty mentors can contribute significantly to the development of their mentees' pedagogical and technological skills, leading to improved technological competency, faculty self-efficacy, job satisfaction, and collegial networking.

DETAIL OF ACTION STEPS

GOAL # 1	DESCRIPTION OF STEPS	Time Estimage
Step 1	Develop mentoring policy and procedure (to lay out definition, criteria, method, process, evaluation, etc.)	3 months (Fall 2016)
Step 2	Develop mentor training (a new ISW?)	3 months (Fall 2016 & Spring 2017)
Step 3	Recruit faculty mentors (AS 2, CTE 2, EDU&CCP 1, NAH 1) - mentors can also serve as departmental ed. tech. facilitators	4 months (Fall 2016)
Step 4	Train the mentors	1 month (Spring 2017)
Step 5	Identify mentees and match mentees and mentors	1 month (before Fall 2017)
Step 6	Mentoring	4 months (Fall 2017)
Step 7	Evaluate program effectiveness (if the mentee is under probation, this can be tied to his/her probationary review); get	1 month (Fall 2017)
Step 8		
Step 9		
SPASC APPROVAL?	APPROVAL DATE:	

		Mission: NPC creates, supports and promotes lifelong learning.					**Form #2**

OPERATIONAL PLAN

This form is ONLY completed for year 1 goals. List goals in order of importance, 1 being top priority.

Department Name	**Fiscal Year of Execution:**

GOAL #	SUPPORTS STRATEGIC PLAN #	GOAL DESCRIPTION	# OF STEPS TO COMPLETE GOAL	DEADLINE FOR GOAL COMPLETION	ASSIGNED TO	RESOURCES NEEDED	MEASUREMENT OF COMPLETION
2	2b	Promote faculty participation and buy-in through multimodal trainings	5	05/01/17	LTC chair, PD chair, IS Director	faculty participants, video producers, IS, LTC, PD, admin	Multimodal trainings and guidelines developed and implemented

GOAL JUSTIFICATION

Lack of faculty participation and buy-in is one of the main causes of "frustration" during the process of technology integration in the classroom. Providing multimodal trainings based on faculty's needs, and institutionalizing procedures that encourage faculty participation, can help address this issue.

DETAIL OF ACTION STEPS

GOAL # 2	DESCRIPTION OF STEPS	Time Estimage
Step 1	Assess faculty needs for tech support and training through online surveys, interviews, classroom observations, feedback	2 months (Fall 2016)
Step 2	Develop/modify multimodal trainings based on the needs assessment and existing resources (4th Fri., ISW, IS trainings,	6 months (Fall 2016 and Spring 2017)
Step 3	Create guidelines that encourage faculty participation in technology integration, training, and best practices sharing.	2 months (Spring 2017)
Step 4	Update NPC Distance Education Guidelines by incorporating the multimodal training resources and guidelines	2 months (Spring 2017)
Step 5	Implement the new faculty technology training procedures as stated in the updated NPC Distance Education Guidelines	Fall 2017 and beyond
Step 6		
Step 7		
Step 8		
Step 9		
SPASC APPROVAL?	APPROVAL DATE:	

OPERATIONAL PLAN

This form is ONLY completed for year 1 goals. List goals in order of importance, 1 being top priority.

Department Name		Fiscal Year of Execution:				

GOAL #	SUPPORTS STRATEGIC PLAN #	GOAL DESCRIPTION	# OF STEPS TO COMPLETE GOAL	DEADLINE FOR GOAL COMPLETION	ASSIGNED TO	RESOURCES NEEDED	MEASUREMENT OF COMPLETION
3	2b	Assess the need for an elearning or distance education center	2	12/01/16	LTC chair	input from faculty, staff, IS, deans	Recommendations made to SPASC

GOAL JUSTIFICATION

With the increased use of and demand for technology in education, there might be a need to create a central structure that consolidates available resources and facilitates the training, research, consulting, development, and evaluation agenda regarding best pratices in technology-enhanced learning environments for faculty more effectively and efficiently.

DETAIL OF ACTION STEPS

GOAL # 3	DESCRIPTION OF STEPS	Time Estimage
Step 1	Assess the need for and the feasibility of an elearning center; research other institutions' practices	3 month (Fall 2016)
Step 2	Make recommadations to SPASC	
Step 3		
Step 4		
Step 5		
Step 6		
Step 7		
Step 8		
Step 9		

SPASC APPROVAL?	APPROVAL DATE:	