

## HCC AQIP Action Project Charter

### The Basics

Project Title	Faculty Academy
Planned Kickoff Date	May, 2006
Planned Completion Date	December, 2007
Project Sponsor	Allan Saaf, Padriac Shinville

### The Project

Business Case (Why is this project important?) <i>AQIP Item D</i>	Professional development for all faculty is part of the mission of HCC. Therefore, a class/cohort approach for new faculty will help us with the professional development process and will also help with a variety of orientation issues for both new and adjunct faculty. Finally, a professionally developed faculty can enhance student learning.
Problem/Opportunity Statement	Our Campus Conversation indicated that new college faculty need specific, dedicated, and intentional development covering a wide range of topics. Existing IDC workshops are perhaps too ad hoc to serve the specific needs new faculty.
Goal Statement	To create a routinely offered course focusing on professional development and orientation issues for new(er) faculty.
Project Description (100 words or less) <i>AQIP Item B</i>	The team will organize a formal "class" for new college instructors about eight weeks in length delivered through the IDC. The class will cover such topics as creating student learning outcomes, rubrics and grading, class presentations, class organization, syllabus construction, classroom assessment techniques, and an introduction to WebCT. A pilot class will be in place by August 2006.
Primary AQIP Category <i>AQIP Item C</i>	Category 4-Valuing People
Organizational areas most affected <i>AQIP Item E</i>	The Instructional Development Center , Academic Support Division, other academic divisions and Human Resources.
Organizational processes most affected <i>AQIP Item F</i>	This will improve new faculty orientation, faculty development and student instruction.
Rationale for the proposed time frame <i>AQIP Item G</i>	A Fall 2006 pilot project seems reasonable. Improvements can then be made for a Spring 2007 second pilot and the formal "final" program can be implemented by Fall 2007.

Describe the plan to monitor the project's progress <i>AQIP Item H</i>	The class will start as a pilot for 5-10 faculty beginning Fall 2006, it will be evaluated during the late fall of 2006. Adjustments will be made for a second pilot of 5-10 faculty to occur for Spring 2007. Overall evaluations will take place late spring and summer 2007, and a final course will be in place for Fall 2007. The assigned project committee will hold the plan accountable to this timetable.
Describe the primary outcome indicators of the project's success <i>AQIP Item I</i>	We will use measures of new faculty satisfaction with both the orientation process and with the course itself. We will monitor the satisfaction levels of faculty "teaching/facilitating" the course. We will have course assignments connected to course learning outcomes that we can collect and assess. Also, Division Chairs will be surveyed to incorporate their overall assessments of course graduates. Finally, we can do longitudinal follow up surveys with course graduates to evaluate long term impacts of taking the course.
Describe any other parameters or constraints on the project	Compensation rates for both faculty taking the course and faculty teaching the course will have to be developed. Also, the relationship between the course and a more complete mentoring program should be addressed.

## The People

Important Stakeholders	Full Time Faculty, Adjunct Faculty, HR, IDC, Division Chairs, Students
Team Leaders	Ed Carroll, Chair; Janice Malak, Vice Chair
Data Resource	IR, HR, IDC, Division Chairs
AQIP Process Resource	Paul Folger
Team Members	Celeste Bradley Student Services/Personal Development Ed Carroll Full-Time Faculty/History Jane Chapman Full-Time Faculty/Biology John Dotta Full-Time Faculty/Art Paul Folger ASC/IDC Janice Malak Full-Time Faculty/Sociology Nanette Marx Full-Time Faculty/Nursing Joe McCauley Full-Time Faculty/Art Sharon Migotsky Full-Time Faculty/Humanities Karen Shaw Full-Time Faculty/Education Todd Simeone Full-Time Faculty/Computer Technology Ed Schupbach Adjunct Faculty/Music Shannon Somogye Library John Wardell Full-Time Faculty/Computer Technology
Date of Charter	5/15/2006