

ACTION PLANNING WORKSHEET

Title of Group: Institutional Overall	Team Members: (please list) FoE Steering Committee
Strategic Direction #? 1, 2, 3, 4, 5	Please Indicate # 1
Vital Initiative #? Example 1.1, 1.2, . . .	Please Indicate # 1.1, 1.2, 1.3
Priority #?	Please indicate #
What? Strategic Objective (Please state in measurable terms)	Professional Development Improvements
How? Strategies (Please list each strategy) <ul style="list-style-type: none"> • • • 	<ul style="list-style-type: none"> • Implement and encourage participation in informational workshops and professional development opportunities for all employees to better understand new students and their diverse characteristics. This includes providing sufficient resources (time and funds) for these pursuits. • Devise a method to acknowledge, recognize, and reward excellence in teaching new students. • Develop orientation and mentoring programs for recently hired faculty and student service staff with an emphasis on understanding new student issues and concerns. Implement training for continuing faculty and staff with an emphasis on the same. • In-service speakers or activities that focus on student success should be presented or provided for all administration, faculty and staff.
Budget? Estimated Costs	TBD
When? Timeline	2009-2010
Who? Team or Responsible Persons for leading strategic objectives	Professional Development Committee
Measurements/Accountability Key Performance Indicators (KPI)— How do we know if we are on the right track?	Time and funds are available for professional development activities regarding first year students for all employees. Employees utilize and share information from professional development activities and are rewarded, recognized or acknowledged for their efforts.
Ultimate Goal —How do we know if we are successful?	New student issues and concerns are addressed more effectively by staff and faculty.