

Non-instructional Support Services Review Template

Instructional
Unit Name: Development

Unit Review Leader: Susan Thomason
Today's Date: 12/5/2013

1 Unit Description

Share information about your unit for other people such as, general public, deans, VP's, support staff, and the greater Austin community. This is an opportunity to promote your unit, share information to ground requests for resources and funding, promote collaboration and inform and recruit students. Once this information is pulled together, units will update this on a yearly basis.

1.1 What is your Mission?

(What is the purpose of the unit? What do you do?)

To further the mission and student success goals of the college by providing quality instructional support for faculty and staff to:

1. Develop an evidence-based teaching and learning environment to reach diverse student populations.
2. Develop excellence in instruction through effective and innovative teaching practice
3. Use current and emerging instructional strategies and technologies to advance the campus-based and online student-centered classroom
4. Evaluate learning outcomes that are based on student needs
5. Participate in continuous improvement through culture of research, planning, engagement, and equity.

1.1.1 How does the mission of the unit support the mission of the college?

We support the college's mission by improving the learning environment for students in classroom and distance learning courses. We have provided support for ALL of the programs identified in the college's mission including:

- * Vocational and technical programs
- * Freshman- and sophomore-level academic courses
- * Continuing adult education
- * Special instructional programs and tutorial service
- * Counseling and advising designed
- * Technology, library, media, and testing services
- * Contracted instruction programs

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1.2 Please tell us who you serve.

(Faculty, staff, external partners, distance learning, students, etc.)

While our primary clients are students (F2F and Online), our direct service is primarily to faculty. We have also served staff in the student services area with projects of instructional nature including the college's Online Orientation and the THECB mandated Pre-Assessment Activity.

1.3 What services or products does the unit provide?

(1) Instructional Design to include: Curriculum Development, Course Redesign, Competency-Based instruction, Assessment/Student Learning Outcomes, Distance Learning Course Design and Development. (2) Training and Workshops on Instructional Practices and Technologies. (3) Multimedia Design and Production.

1.3.1 What is the impact of your unit's activities on students or other key stakeholders?

A greater number of students are successful when they participate in activities, courses or programs that have had support from Instructional Development.
.....One example is the Criminal Justice Online courses which have the highest success rates of all distance learning programs at ACC. Our department funded the development of online courses for criminal justice through an innovation grant in 2001. Our staff provided training and worked with all of the Criminal Justice faculty to design their courses and program.
.....Another example is the Online Orientation which became one of the key elements of our Achieving the Dream Leader College Status award. Data show that students who complete the Online Orientation persist at greater rates than those that do not. In particular men of color have greater persistence when they complete the Online Orientation that we designed.

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1.3.2 What are your unit's goals and what A-1 initiatives are they mapped to?

Board Policy A-1 Intended Outcomes

Student Success Initiatives

- SSI1 Increase persistence (term-to-term & fall to fall)
- SSI2 Complete developmental and adult education course progression to credit courses
- SSI3 Increase completion of all attempted courses with a "C" or better
- SSI4 Increase degree/certificate graduates and transfer rates
- SSI5 Increase success equity across all racial/ethnic/gender/income groups

Institutional Effectiveness

- IE1 Balanced instructional offerings among the College's mission elements;
- IE2 A teaching and learning environment that encourages students to be active, life-long learners;
- IE3 Accessible and affordable post-secondary and higher education programs and services for all who qualify and have the ability to benefit;
- IE4 Enrollments reflecting diverse and traditionally underserved populations in numbers that represent the local populations of our Service Area;
- IE5 Job placement from career workforce programs into family-wage careers;
- IE6 Efficiently administered programs and services that create an institution that is a good place to work, learn, and otherwise experience the higher-education process.

| Goal # | Unit Goal (description) | Board Policy A-1 | | | | | | | | | | | |
|--------|---|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|-------------------------------------|--------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|
| | | SSI1 | SSI2 | SSI3 | SSI4 | SSI5 | IE1 | IE2 | IE3 | IE4 | IE5 | IE6 | |
| | Example goal: Promote the use of accurate and accessible information in a professional and ethical manner by ACC organizational units. | | | | | | | | | | | | |
| UG1 | Provide quality instructional support to help faculty improve the learning environment for students. | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| UG2 | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| UG3 | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| UG4 | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| UG5 | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

- this table will link to other areas in this report
- If you need more space than this table allows, contact OIEA for a separate form.

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1.3.2 What are Unit Outcomes and Unit Measures?

► Each unit may have up to 2 separate measures to support each Unit Outcome

| Goal # | Unit Goal (description) | Outcome # | Unit Outcome (description) | Measure # | Unit Measure (description) |
|--------|---|-----------|---|-----------|--|
| | Example goal: Promote the use of accurate and accessible information in a professional and ethical manner by ACC organizational units. | | Example outcome: Maintain a system [The Information Portal System "TIPS"] that allows staff and faculty to access enrollment-related data for planning and decision making . | | Example measure: Measure usage of TIPS by computing average number of TIPS users per month for fiscal year. |
| UG1 | Provide quality instructional support to help faculty improve the learning environment for students. | UO1.1 | Instructional Development will provide quality instructional support to faculty. | UM1.1.1 | Measure the impact of services by reporting on project evaluation data. |
| | | | | UM1.1.2 | |
| | | UO1.2 | Faculty will be aware of services provided by Instructional Development | UM1.2.1 | Measure faculty awareness of Instructional Development services by reporting faculty responses to annual survey. |
| | | | | UM1.2.2 | |
| | | UO1.3 | | UM1.3.1 | |
| | | | | UM1.3.2 | |
| | | UO1.4 | | UM1.4.1 | |
| | | | | UM1.4.2 | |
| | | UO1.5 | | UM1.5.1 | |
| | | | | UM1.5.2 | |
| UG2 | 0 | UO2.1 | | UM2.1.1 | |
| | | | | UM2.1.2 | |
| | | UO2.2 | | UM2.2.1 | |
| | | | | UM2.2.2 | |
| | | UO2.3 | | UM2.3.1 | |
| | | | | UM2.3.2 | |
| | | UO2.4 | | UM2.4.1 | |
| | | | | UM2.4.2 | |
| | | UO2.5 | | UM2.5.1 | |
| | | | | UM2.5.2 | |

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| Goal # | Unit Goal (description) | Outcome # | Unit Outcome (description) | Measure # | Unit Measure (description) |
|--------|-------------------------|-----------|----------------------------|-----------|----------------------------|
| UG3 | 0 | U03.1 | | UM3.1.1 | |
| | | | | UM3.1.2 | |
| | | U03.2 | | UM3.2.1 | |
| | | | | UM3.2.2 | |
| | | U03.3 | | UM3.3.1 | |
| | | | | UM3.3.2 | |
| | | U03.4 | | UM3.4.1 | |
| | | | | UM3.4.2 | |
| | | U03.5 | | UM3.5.1 | |
| | | | | UM3.5.2 | |
| UG4 | 0 | U04.1 | | UM4.1.1 | |
| | | | | UM4.1.2 | |
| | | U04.2 | | UM4.2.1 | |
| | | | | UM4.2.2 | |
| | | U04.3 | | UM4.3.1 | |
| | | | | UM4.3.2 | |
| | | U04.4 | | UM4.4.1 | |
| | | | | UM4.4.2 | |
| | | U04.5 | | UM4.5.1 | |
| | | | | UM4.5.2 | |
| UG5 | 0 | U05.1 | | UM5.1.1 | |
| | | | | UM5.1.2 | |
| | | U05.2 | | UM5.2.1 | |
| | | | | UM5.2.2 | |
| | | U05.3 | | UM5.3.1 | |
| | | | | UM5.3.2 | |
| | | U05.4 | | UM5.4.1 | |
| | | | | UM5.4.2 | |
| | | U05.5 | | UM5.5.1 | |
| | | | | UM5.5.2 | |

➤ this table will link to other areas in this report

➤ If you need more space than this table allows, contact OIEA for a separate form.

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2.5.2 Unit Outcomes Assessment

| Measure # (linked from 1.3.2) | Unit Measure (description) (linked from 1.3.2) | Unit Baseline data (for the unit measure) | Unit Current Data (for the unit measure) | Unit Target data (for the unit measure) | Unit Current Status (% of target data) | Outcome # (linked from 1.3.2) |
|----------------------------------|--|---|--|---|--|-------------------------------------|
| | Example unit measure: <i>Measure usage of TIPS by computing average number of TIPS users per month for fiscal year.</i> | | | | | |
| UM1.1.1 | <i>Measure the impact of services by reporting on project evaluation data.</i> | 0.00 | 0.50 | 0.30 | 1.67 | UO1.1 |
| UM1.1.2 | | | | | | UO1.1 |
| UM1.2.1 | <i>Measure faculty awareness of Instructional Development services by reporting faculty responses to annual survey.</i> | 0.10 | 0.10 | 0.50 | 0.20 | UO1.2 |
| UM1.2.2 | | | | | | UO1.2 |
| UM1.3.1 | 0 | | | | | UO1.3 |
| UM1.3.2 | 0 | | | | | UO1.3 |
| UM1.4.1 | 0 | | | | | UO1.4 |
| UM1.4.2 | 0 | | | | | UO1.4 |
| UM1.5.1 | 0 | | | | | UO1.5 |
| UM1.5.2 | 0 | | | | | UO1.5 |
| UM2.1.1 | 0 | | | | | UO2.1 |
| UM2.1.2 | 0 | | | | | UO2.1 |
| UM2.2.1 | 0 | | | | | UO2.2 |
| UM2.2.2 | 0 | | | | | UO2.2 |
| UM2.3.1 | 0 | | | | | UO2.3 |
| UM2.3.2 | 0 | | | | | UO2.3 |
| UM2.4.1 | 0 | | | | | UO2.4 |
| UM2.4.2 | | | | | | UO2.4 |
| UM2.5.1 | | | | | | UO2.5 |
| UM2.5.2 | | | | | | UO2.5 |
| UM3.1.1 | | | | | | UO3.1 |
| UM3.1.2 | | | | | | UO3.1 |
| UM3.2.1 | | | | | | UO3.2 |

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| Measure # (linked from 1.3.2) | Unit Measure (description) (linked from 1.3.2) | Unit Baseline data (for the unit measure) | Unit Current Data (for the unit measure) | Unit Target data (for the unit measure) | Unit Current Status (% of target data) | Outcome # (linked from 1.3.2) |
|----------------------------------|---|--|---|--|---|----------------------------------|
| UM3.2.2 | | | | | | U03.2 |
| UM3.3.1 | | | | | | U03.3 |
| UM3.3.2 | | | | | | U03.3 |
| UM3.4.1 | | | | | | U03.4 |
| UM3.4.2 | | | | | | U03.4 |
| UM3.5.1 | | | | | | U03.5 |
| UM3.5.2 | | | | | | U03.5 |
| UM4.1.1 | | | | | | U04.1 |
| UM4.1.2 | | | | | | U04.1 |
| UM4.2.1 | | | | | | U04.2 |
| UM4.2.2 | | | | | | U04.2 |
| UM4.3.1 | | | | | | U04.3 |
| UM4.3.2 | | | | | | U04.3 |
| UM4.4.1 | | | | | | U04.4 |
| UM4.4.2 | | | | | | U04.4 |
| UM4.5.1 | | | | | | U04.5 |
| UM4.5.2 | | | | | | U04.5 |
| UM5.1.1 | | | | | | U05.1 |
| UM5.1.2 | | | | | | U05.1 |
| UM5.2.1 | | | | | | U05.2 |
| UM5.2.2 | | | | | | U05.2 |
| UM5.3.1 | | | | | | U05.3 |
| UM5.3.2 | | | | | | U05.3 |
| UM5.4.1 | | | | | | U05.4 |
| UM5.4.2 | | | | | | U05.4 |
| UM5.5.1 | 0 | | | | | U05.5 |
| UM5.5.2 | 0 | | | | | U05.5 |

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| Measure # <small>(linked from 1.3.2)</small> | Unit Measure (description) <small>(linked from 1.3.2)</small> | Unit Baseline data <small>(for the unit measure)</small> | Unit Current Data <small>(for the unit measure)</small> | Unit Target data <small>(for the unit measure)</small> | Unit Current Status <small>(% of target data)</small> | Outcome # <small>(linked from 1.3.2)</small> |
|--|---|--|---|--|---|--|
|--|---|--|---|--|---|--|

2.5.3 If you have qualitative data that cannot be entered in data table above, please describe them

We are collecting data on current levels of awareness (December 2013) and will track changes (increase/decrease) in May 2014.

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3 Improvement Plan

Outline your unit's objectives (improvements) based on the challenges and opportunities you determined in the analysis section (Part 2). Include a list of the objectives (improvements) you propose and measures for success.

3.1 Unit Objectives (improvements), Measures, Challenges or opportunities

(data linked to table 4)

| Objective # | Objectives (Improvements) | Objective Measure | Objective Baseline data | Objective Target data | Opportunity or challenges identified | Responsible person | Related Unit Outcome # | Related Unit Outcome |
|-------------|---|---|-------------------------|-----------------------|---|-------------------------------|------------------------|--|
| | <i>Example: Develop a new workshop curriculum to train faculty and staff on how to access enrollment-related data through TIPS.</i> | <i>Example: Measure participation in OIEA workshops by computing number of participants at OIEA training sessions during fiscal year.</i> | | | <i>Example: Review of activity accessing TIPS indicated that most TIPS users were OIEA staff; need to expand use of TIPS to more staff and faculty.</i> | | | |
| OB1.1 | Develop and implement a revised evaluation process to gather information about the impact of projects supported by Instructional Development. | A new process to collect and report project evaluation data and impact on students/users. | 5.00 | 20.00 | Follow-up with faculty to ensure data is collected. | Susan Thomason & Teresa Moore | UO1.1 | Instructional Development will provide quality instructional support to faculty. |
| OB1.2 | Develop and implement a targeted information campaign about Instructional Development services to increase awareness. | Survey faculty to measure the levels of awareness of services. | 0.00 | 50.00 | Return of survey responses. | Susan Thomason & Nancy Holden | UO1.2 | Faculty will be aware of services provided by Instructional Development |
| OB1.3 | | | | | | | UO1.3 | 0 |
| OB1.4 | | | | | | | UO1.4 | 0 |
| OB1.5 | | | | | | | UO1.5 | 0 |
| OB2.1 | | | | | | | UO2.1 | 0 |
| OB2.2 | | | | | | | UO2.2 | 0 |
| OB2.3 | | | | | | | UO2.3 | 0 |
| OB2.4 | | | | | | | UO2.4 | 0 |
| OB2.5 | | | | | | | UO2.5 | 0 |
| OB3.1 | | | | | | | UO3.1 | 0 |
| OB3.2 | | | | | | | UO3.2 | 0 |
| OB3.3 | | | | | | | UO3.3 | 0 |
| OB3.4 | | | | | | | UO3.4 | 0 |
| OB3.5 | | | | | | | UO3.5 | 0 |
| OB4.1 | | | | | | | UO4.1 | 0 |
| OB4.2 | | | | | | | UO4.2 | 0 |
| OB4.3 | | | | | | | UO4.3 | 0 |
| OB4.4 | | | | | | | UO4.4 | 0 |
| OB4.5 | | | | | | | UO4.5 | 0 |

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| Objective # | Objectives (Improvements) | Objective Measure | Objective Baseline data | Objective Target data | Opportunity or challenges identified | Responsible person | Related Unit Outcome # | Related Unit Outcome |
|--------------------|----------------------------------|--------------------------|--------------------------------|------------------------------|---|---------------------------|-------------------------------|-----------------------------|
| OB5.1 | | | | | | | UO5.1 | 0 |
| OB5.2 | | | | | | | UO5.2 | 0 |
| OB5.3 | | | | | | | UO5.3 | 0 |
| OB5.4 | | | | | | | UO5.4 | 0 |
| OB5.5 | | | | | | | UO5.5 | 0 |

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| Objective # | Objectives (Improvements) | Objective Measure | Objective Baseline data | Objective Target data | Opportunity or challenges identified | Responsible person | Related Unit Outcome # | Related Unit Outcome |
|-------------|---------------------------|-------------------|-------------------------|-----------------------|--------------------------------------|--------------------|------------------------|----------------------|
|-------------|---------------------------|-------------------|-------------------------|-----------------------|--------------------------------------|--------------------|------------------------|----------------------|

3.2 Does the unit have sufficient control over the objectives (improvements) and key strategies to implement them effectively?

YES NO

3.2.1 If not, please describe your unit plans to successfully implement this objective (improvement).

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3.3 Objectives and Key Strategies with Timeline and Costs

➤ (NO more than 3 strategies for each objective (improvement))

| Objective Key Strategy # | Objective Key Strategy | Timeline | Related Facilities Needs (details) | Related Staffing Needs (details) | Related Equip/Tech Needs (details) | Other Related Needs (details) | Total costs | Related Objective (Improvements) | Related Objectives (Improvements) |
|--------------------------|--|--------------|------------------------------------|----------------------------------|------------------------------------|-------------------------------|-------------|----------------------------------|--|
| Example | OIEA staff will develop content for a new TIPS training workshop. | Year 1 | | | | | \$ 100 | OB1.1 | |
| Example | OIEA staff will create a short video that will be posted on the website demonstrating how to use TIPS. | Year 2 | | | | | \$ 1,500 | OB1.1 | |
| Example | OIEA staff will offer at least one new workshop through Professional Development Office. | Year 3 | | | | | \$ 20,000 | OB1.1 | |
| OKS1.1.1 | Project Profile Emails | 2014 January | 0 | 0 | 0 | 0 | \$ - | OB1.1 | Develop and implement a revised evaluation process to gather information about |
| OKS1.1.2 | Information Sessions | 2014 January | 0 | 0 | 0 | \$600 refreshments | \$ 600 | | |
| OKS1.1.3 | | | | | | | | | |
| OKS1.2.1 | Evaluation Plan | 2014 March | 0 | 9.5 hours/week for 36 weeks | 0 | 0 | \$ 8,550 | OB1.2 | Develop and implement a targeted information campaign about Instructional |
| OKS1.2.2 | Evaluation Process | 2014 March | 0 | 9.5 hours/week for 36 weeks | 0 | 0 | \$ 8,550 | | |
| OKS1.2.3 | | | | | | | | | |
| OKS1.3.1 | | | | | | | | OB1.3 | 0 |
| OKS1.3.2 | | | | | | | | | |
| OKS1.3.3 | | | | | | | | | |
| OKS1.4.1 | | | | | | | | OB1.4 | |
| OKS1.4.2 | | | | | | | | | |
| OKS1.4.3 | | | | | | | | | |

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| Objective Key Strategy # | Objective Key Strategy | Timeline | Related Facilities Needs (details) | Related Staffing Needs (details) | Related Equip/Tech Needs (details) | Other Related Needs (details) | Total costs | Related Objective (Improvements) | Related Objectives (Improvements) |
|--------------------------|------------------------|----------|------------------------------------|----------------------------------|------------------------------------|-------------------------------|-------------|----------------------------------|-----------------------------------|
| OKS1.5.1 | | | | | | | | OB1.5 | |
| OKS1.5.2 | | | | | | | | | |
| OKS1.5.3 | | | | | | | | | |
| OKS2.1.1 | | | | | | | | OB2.1 | 0 |
| OKS2.1.2 | | | | | | | | | |
| OKS2.1.3 | | | | | | | | | |
| OKS2.2.1 | | | | | | | | OB2.2 | |
| OKS2.2.2 | | | | | | | | | |
| OKS2.2.3 | | | | | | | | | |
| OKS2.3.1 | | | | | | | | OB2.3 | 0 |
| OKS2.3.2 | | | | | | | | | |
| OKS2.3.3 | | | | | | | | | |
| OKS2.4.1 | | | | | | | | OB2.4 | |
| OKS2.4.2 | | | | | | | | | |
| OKS2.4.3 | | | | | | | | | |
| OKS2.5.1 | | | | | | | | OB2.5 | |
| OKS2.5.2 | | | | | | | | | |
| OKS2.5.3 | | | | | | | | | |
| OKS3.1.1 | | | | | | | | OB3.1 | 0 |
| OKS3.1.2 | | | | | | | | | |

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| Objective Key Strategy # | Objective Key Strategy | Timeline | Related Facilities Needs (details) | Related Staffing Needs (details) | Related Equip/Tech Needs (details) | Other Related Needs (details) | Total costs | Related Objective (Improvements) | Related Objectives (Improvements) |
|--------------------------|------------------------|----------|------------------------------------|----------------------------------|------------------------------------|-------------------------------|-------------|----------------------------------|-----------------------------------|
| OKS3.1.3 | | | | | | | | | |
| OKS3.2.1 | | | | | | | | OB3.2 | |
| OKS3.2.2 | | | | | | | | | |
| OKS3.2.3 | | | | | | | | | |
| OKS3.3.1 | | | | | | | | OB3.3 | |
| OKS3.3.2 | | | | | | | | | |
| OKS3.3.3 | | | | | | | | | |
| OKS3.4.1 | | | | | | | | OB3.4 | |
| OKS3.4.2 | | | | | | | | | |
| OKS3.4.3 | | | | | | | | | |
| OKS3.5.1 | | | | | | | | OB3.5 | |
| OKS3.5.2 | | | | | | | | | |
| OKS3.5.3 | | | | | | | | | |
| OKS4.1.1 | | | | | | | | OB4.1 | |
| OKS4.1.2 | | | | | | | | | |
| OKS4.1.3 | | | | | | | | | |
| OKS4.2.1 | | | | | | | | OB4.2 | |
| OKS4.2.2 | | | | | | | | | |
| OKS4.2.3 | | | | | | | | | |
| OKS4.3.1 | | | | | | | | | |

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| Objective Key Strategy # | Objective Key Strategy | Timeline | Related Facilities Needs (details) | Related Staffing Needs (details) | Related Equip/Tech Needs (details) | Other Related Needs (details) | Total costs | Related Objective (Improvements) | Related Objectives (Improvements) |
|--------------------------|------------------------|----------|------------------------------------|----------------------------------|------------------------------------|-------------------------------|-------------|----------------------------------|-----------------------------------|
| OKS4.3.2 | | | | | | | | OB4.3 | |
| OKS4.3.3 | | | | | | | | | |
| OKS4.4.1 | | | | | | | | OB4.4 | |
| OKS4.4.2 | | | | | | | | | |
| OKS4.4.3 | | | | | | | | | |
| OKS4.5.1 | | | | | | | | OB4.5 | |
| OKS4.5.2 | | | | | | | | | |
| OKS4.5.3 | | | | | | | | | |
| OKS5.1.1 | | | | | | | | OB5.1 | 0 |
| OKS5.1.2 | | | | | | | | | |
| OKS5.1.3 | | | | | | | | | |
| OKS5.2.1 | | | | | | | | OB5.2 | |
| OKS5.2.2 | | | | | | | | | |
| OKS5.2.3 | | | | | | | | | |
| OKS5.3.1 | | | | | | | | OB5.3 | |
| OKS5.3.2 | | | | | | | | | |
| OKS5.3.3 | | | | | | | | | |
| OKS5.4.1 | | | | | | | | OB5.4 | |
| OKS5.4.2 | | | | | | | | | |
| OKS5.4.3 | | | | | | | | | |

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| Objective Key Strategy # | Objective Key Strategy | Timeline | Related Facilities Needs (details) | Related Staffing Needs (details) | Related Equip/Tech Needs (details) | Other Related Needs (details) | Total costs | <i>Related Objective (Improvements)</i> | <i>Related Objectives (Improvements)</i> |
|---------------------------------|-------------------------------|-----------------|---|---|---|--|--------------------|--|---|
| OKS5.5.1 | | | | | | | | OB5.5 | 0 |
| OKS5.5.2 | | | | | | | | | |
| OKS5.5.3 | | | | | | | | | |

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| Objective Key Strategy # | Objective Key Strategy | Timeline | Related Facilities Needs <small>(details)</small> | Related Staffing Needs <small>(details)</small> | Related Equip/Tech Needs <small>(details)</small> | Other Related Needs <small>(details)</small> | Total costs | Related Objective <i>(Improvements)</i> | Related Objectives <i>(Improvements)</i> |
|--------------------------|------------------------|----------|--|--|--|---|-------------|--|---|
|--------------------------|------------------------|----------|--|--|--|---|-------------|--|---|

3.4 Describe how the evaluation measures are appropriate and relevant for the proposed objectives (improvements).

1) If faculty are aware of our services and clearly understand what we do, they are more likely to (a) know when to call us for help, (b) use our services to help address their instructional needs. 2) By improving the process of data collection on the impact of projects on students, we can determine if the projects we support are successful, gauge their level of success and determine if the learning environment has been improved.

3.5 Describe the process used to evaluate the results of your improvements (objectives), and indicate who participated in the review.

The results of our improvements will be evaluated by Instructional Development staff each summer semester.

Non-instructional Support Services Review Template

4 Evaluation and Reporting

Present the quantitative and qualitative information (data) you collected after implementing each proposed solution/strategy in your unit plan, and write a summary of results and analysis of future needs. This section is to be completed after your unit's objectives (improvements) have been implemented and data has been collected on the success of the improvements.

4.1 Evaluation of Implemented Objectives

(some data linked to table 3.1)

| Objective # | Objectives (Improvements) | Objective Measure (conditions/ criteria) | Objective Baseline data | Objective Current data | Objective Target data | Current data (as % of target) | Related Unit Outcome |
|-------------|---|---|-------------------------|------------------------|-----------------------|-------------------------------|----------------------|
| Example | Develop a new workshop curriculum to train faculty and staff on how to access enrollment-related data through TIPS. | Measure participation in OIEA workshops by computing number of participants at OIEA training sessions during fiscal year. | | | | | UO1.1 |
| OB1.1 | Develop and implement a revised evaluation process to gather information about the impact of projects supported by Instructional Development. | A new process to collect and report project evaluation data and impact on students/users. | 5.00 | | 20.00 | 0% | UO1.1 |
| OB1.2 | Develop and implement a targeted information campaign about Instructional Development services to increase awareness. | Survey faculty to measure the levels of awareness of services. | 0.00 | | 50.00 | 0% | UO1.2 |
| OB1.3 | 0 | 0 | 0.00 | | 0.00 | #DIV/0! | UO1.3 |
| OB1.4 | | | | | | #VALUE! | UO1.4 |
| OB1.5 | | | | | | #VALUE! | UO1.5 |
| OB2.1 | 0 | | | | | #VALUE! | UO2.1 |
| OB2.2 | | | | | | #VALUE! | UO2.2 |
| OB2.3 | 0 | | | | | #VALUE! | UO2.3 |
| OB2.4 | | | | | | #VALUE! | UO2.4 |
| OB2.5 | | | | | | #VALUE! | UO2.5 |
| OB3.1 | 0 | | | | | #VALUE! | UO3.1 |
| OB3.2 | | | | | | #VALUE! | UO3.2 |

Non-instructional Support Services Review Template

| <i>Objective #</i> | <i>Objectives (Improvements)</i> | <i>Objective Measure (conditions/ criteria)</i> | <i>Objective Baseline data</i> | <i>Objective Current data</i> | <i>Objective Target data</i> | <i>Current data (as % of target)</i> | <i>Related Unit Outcome</i> |
|--------------------|----------------------------------|---|--------------------------------|-------------------------------|------------------------------|--------------------------------------|-----------------------------|
| OB3.3 | | | | | | #VALUE! | UO4.3 |
| OB3.4 | | | | | | #VALUE! | UO3.4 |
| OB3.5 | | | | | | #VALUE! | UO3.5 |
| OB4.1 | | | | | | #VALUE! | UO4.1 |
| OB4.2 | | | | | | #VALUE! | UO4.2 |
| OB4.3 | | | | | | #VALUE! | UO4.3 |
| OB4.4 | | | | | | #VALUE! | UO4.4 |
| OB4.5 | | | | | | #VALUE! | UO4.5 |
| OB5.1 | 0 | | | | | #VALUE! | UO5.1 |
| OB5.2 | | | | | | #VALUE! | UO5.2 |
| OB5.3 | | | | | | #VALUE! | UO5.3 |
| OB5.4 | | | | | | #VALUE! | UO5.4 |
| OB5.5 | 0 | | | | | #VALUE! | UO5.5 |

Non-instructional Support Services Review Template

| Objective # | Objectives (Improvements) | Objective Measure (conditions/ criteria) | Objective Baseline data | Objective Current data | Objective Target data | Current data (as % of target) | Related Unit Outcome |
|-------------|---------------------------|--|-------------------------|------------------------|-----------------------|-------------------------------|----------------------|
|-------------|---------------------------|--|-------------------------|------------------------|-----------------------|-------------------------------|----------------------|

4.2 Briefly summarize the degree to which the targets were met.

➤ *Note the key strategies or activities designed to implement the objectives (improvements)*

4.3 What impact did your implemented improvements (objectives) have on the unit's goals and outcomes?

Non-instructional Support Services Review Template

| <i>Objective #</i> | <i>Objectives (Improvements)</i> | <i>Objective Measure (conditions/ criteria)</i> | <i>Objective Baseline data</i> | <i>Objective Current data</i> | <i>Objective Target data</i> | <i>Current data (as % of target)</i> | <i>Related Unit Outcome</i> |
|--------------------|----------------------------------|---|--------------------------------|-------------------------------|------------------------------|--------------------------------------|-----------------------------|
|--------------------|----------------------------------|---|--------------------------------|-------------------------------|------------------------------|--------------------------------------|-----------------------------|

4.4 Briefly describe how the results of the improvements contributed to advancing the mission and goals of the college.

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