
ACTION PROJECT

Institution: Delta College
Submitted: April 16, 2007

Timeline:

Planned project kickoff date: May 1, 2007
Target completion date: December 30, 2008
Actual completion date:

A. Give this Action Project a short title in 10 words or fewer:

Implement an effective employee professional development planning process.

B. Describe this Action Project's goal in 100 words or fewer:

The goal of this action project is to improve Delta College employees' abilities and skills to carry out departmental action plans and to enhance the ability of the College community to achieve our vision of being "the communities' first choice to learn, work, and grow."

C. Identify the single AQIP Category which the Action Project will most affect or impact:

Primary Category: VALUING PEOPLE

D. Describe briefly your institution's reasons for taking on this Action Project now – why the project and its goals are high among your current priorities:

Our culture is shifting. In the last two years, we have hired a new president, developed new mission, vision, and values statements, developed a new strategic plan, and joined AQIP. This project will support our employees in their successful participation in these new opportunities to move the organization forward. This project also creates an infrastructure that allows for internal agility and prepares employees to effectively contribute in our dynamic learning culture.

Research identifies the positive outcome of investing in/committing to our employees. Watts and Hammons (2002) point out that the need for faculty and staff development has been addressed and researched in literature for over 30 years. They point to several factors that establish professional development as indispensable. Those factors include 1) being well respected as a college so one can compete for limited tax dollars, 2) meeting the needs of the ever-growing “high risk” student, 3) keeping up with instructional technology, and 4) personnel adapting to and leading constant change.

E. List the organizational areas -- institutional departments, programs, divisions, or units – most affected by or involved in this Action Project:

The Center for Organizational Success and Human Resources will be directly affected. This is an institution-wide action project that will ultimately affect all divisions and departments on campus.

F. Name and describe briefly the key organizational process(es) that you expect this Action Project to change or improve:

This action project will improve all performance management processes. It will improve employee retention and may affect the hiring process. In addition, this project will provide employees with the necessary knowledge, skills, and abilities (KSAs) to prepare them to better meet the goals set in the College Strategic Plan and help move the organization toward its vision.

G. Explain the rationale for the length of time planned for this Action Project (from kickoff to target completion):

This pilot project for support staff will take approximately 1.5 years.

TIMELINE

May 1, 2007 – August 1, 2007

- Develop training for supervisors and staff (goal setting, coaching, and professional development planning)

- Develop modules for “Leading and Learning Together” program
- Develop a template for employee professional development plans

August 1, 2007 – October 1, 2007

- Accept applications for the pilot of the “Leading and Learning Together” program (25 participants)
- Notify successful applicants of acceptance into program
- Conduct training for supervisors of participants (in goal setting, coaching, and professional development planning)
- Leadership Culture Course developed

October 1, 2007 – November 30, 2007

- Pilot Delta 101 (1 session will be conducted with supervisors re: goal setting and professional development planning)
- Participants develop professional development plans
- Present to Administrative Professional group for consideration

December 19, 2007 – January 1, 2008

- Application/registration process for Ambassadors Program

January 1, 2008 – June 1, 2008

- Pilot Delta College Staff Ambassadors Program (same 25 participants)
- Continue to develop/refine professional development plans of 25 participants

May 1, 2008 – August 1, 2008

- Participants review/refine plans with supervisors
- Participants work with supervisors (make decision to apply for Leadership Culture Program or go in another direction)
- Effectiveness of Delta 101 and Delta College Ambassadors Program assessed

September 2008 – May 2008

- Leadership Culture Course Pilot (with 10 participants)

May 2008 – December 2008

- Start with Administrative Professional pilot

- Start cycle again
- Evaluate entire pilot (plan, do, check, act)

H. Describe how you plan to monitor how successfully your efforts on this Action Project are progressing:

We will be reporting back to the College community on a regular basis regarding progress in achieving the outcomes of this project.

I. Describe the overall “outcome” measures or indicators that will tell you whether this Action Project has been a success or failure in achieving its goals:

- 100% of participants in this pilot will create a professional development plan
- 80% of participants will have met with supervisor and reviewed their professional development goals by the time they complete Delta 101
- 80% of supervisors (of participants) will attend a professional development training session focused on goal-setting, coaching, and professional development planning
- 60% of participants will demonstrate how they have applied new KSAs in the workplace within 1 year (after completing the Delta College Ambassadors Program
- At the conclusion of the Ambassadors Program, 80% of participants will have taken steps to achieve goals as indicated in their professional development plan

J. Other information (e.g., publicity, sponsor or champion, etc.):

- We will explore ways to expand this project to include all employee groups throughout the pilot process.
- This project will be shared during the annual Learning Days conference.