

## Center for Excellence in Teaching and Learning

### Academic Affairs

### Administrative Unit Assessment

FY 18 (July 2017-July 2018)

### Department and Assessment Report Information

Prepared on:7/25/2018 11:42:42 AM	By:darryl.hancock@mga.edu
For which department or area are you reporting?	Center for Excellence in Teaching and Learning
What is the name and MGA email address of the person responsible for this report?	Dr. Darryl Hancock darryl.hancock@mga.edu

### Departmental Mission and Goals

The mission and goals of the department should be consistent over a 5 year period, although some institutional changes may necessitate and prompt a change in mission or goals for specific departments. In this section, you will report the mission statement for your department as well as the long term goals (5 year range) for the department.

<b>What is the mission statement for this department/area? Your mission should explain why the department/area exists and who it serves.</b>	MGA's Center for Excellence in Teaching and Learning (CETL) provides guidance and leadership with regard to opportunities for professional development of faculty and staff in areas of teaching, practical application of learning theory, academic scholarship, and the use of the learning management system and technology.
<b>What are the goals for this department? These should be the "big things" the department/area intends to accomplish within 5 years.</b>	To assist faculty in creating strong instruction; To maintain and promote the effective use of the learning management system; To create professional learning opportunities; To promote and assist scholarly endeavors; To promote a culture of professional growth and creativity.

## Objectives

Each year, every department should identify objectives the department hopes to accomplish in the next year. These should align with departmental goals and the MGA strategic plan. In the next section you will be reporting on the objectives you set and whether or not you achieved them in FY 18. Later in the document you will report on objectives you hope to accomplish in the coming fiscal year, FY19.

### Objective 1

<b>Objective 1: What was this department's first objective for this fiscal year? Objectives should be specific, measurable, and achievable within one year.</b>	CETL will plan and delivery workshops on multiple campuses focused on instructional improvement and critical MGA policies.
<b>Objective 1: How did your department measure this objective? (Survey, budget number, number of participants, jobs completed, measurable time and/or effort)</b>	15 Workshops presented presented over 31 scheduled events with 297 faculty/staff in attendance for approximately 501 training hours.
<b>Objective 1: What was your target outcome for this objective? (1.e. 80% participation, 5% enrollment growth, 7% change in engagement)</b>	As this was the first year the CETL has existed, these numbers function as a baseline.
<b>Objective 1: At what level did the department/area achieve on this objective? (This should be a number, i.e. 82%, 6%, 345 attendees, 75% engagement)</b>	96% of the workshops were attended by at least one faculty or staff member.
<b>Objective 1: Did your department meet this objective?</b>	The department met this objective.
<b>Objective 1: What did your department learn from working toward this objective? What changes will you make based on this effort next year?</b>	Future efforts will focus on increasing attendance, archiving presentations, and determining methods to better measure the use of workshop information.

## Objective 2

<b>Objective 2: What was this department's second objective for this fiscal year? Objectives should be specific, measurable, and achievable within one year.</b>	Support and improve use of the Learning Management System.
<b>Objective 2: How did your department measure this objective? (Survey, budget number, number of participants, jobs completed, measurable time and/or effort)</b>	Webinar attendance (83) and individual support sessions (email, phone, person-to-person).
<b>Objective 2: What was your target outcome for this objective? (1.e. 80% participation, 5% enrollment growth, 7% change in engagement)</b>	Sessions available for instruction; 100%. Individual requests/questions; 100%.
<b>Objective 2: At what level did the department/area achieve on this objective? (This should be a number, i.e. 82%, 6%, 345 attendees, 75% engagement)</b>	100%; workshops/training were available in multiple ways to anyone who needed assistance. All requests for assistance were addressed.
<b>Objective 2: Did your department meet this objective?</b>	The department met this objective.
<b>Objective 2: What did your department learn from working toward this objective? What changes will you make based on this effort next year?</b>	There is a need to focus on specific LMS tools and individual department needs.

### Objective 3

<b>Objective 3: What was this department's third objective for this fiscal year? Objectives should be specific, measurable, and achievable within one year.</b>	Prepare institution for transition to Daylight Learning Management System; i.e. significant update to Desire2Learn.
<b>Objective 3: How did your department measure this objective? (Survey, budget number, number of participants, jobs completed, measurable time and/or effort)</b>	Delivery of workshops on multiple campuses (all), webinars, and flyer alerts.
<b>Objective 3: What was your target outcome for this objective? (1.e. 80% participation, 5% enrollment growth, 7% change in engagement)</b>	100% of faculty and staff using Daylight would be informed and make a smooth transition to the new system.
<b>Objective 3: At what level did the department/area achieve on this objective? (This should be a number, i.e. 82%, 6%, 345 attendees, 75% engagement)</b>	Uncertain, but the fact that help desk requests did not rise, indicates efforts to provide information and support to prepare for the transition were effective.
<b>Objective 3: Did your department meet this objective?</b>	The department met this objective.
<b>Objective 3: What did your department learn from working toward this objective? What changes will you make based on this effort next year?</b>	Different measurement for outcomes are needed.

#### Objective 4

<b>Objective 4: What was this department's fourth objective for this fiscal year? Objectives should be specific, measurable, and achievable within one year.</b>	Design and develop/redevelopment 25 fully-online or hybrid courses.
<b>Objective 4: How did your department measure this objective? (Survey, budget number, number of participants, jobs completed, measurable time and/or effort)</b>	Number of courses designed and developed/redeveloped
<b>Objective 4: What was your target outcome for this objective? (1.e. 80% participation, 5% enrollment growth, 7% change in engagement)</b>	Target was to complete 25 courses.
<b>Objective 4: At what level did the department/area achieve on this objective? (This should be a number, i.e. 82%, 6%, 345 attendees, 75% engagement)</b>	26 courses were completed within the 2017-2018 year.
<b>Objective 4: Did your department meet this objective?</b>	The department met this objective.
<b>Objective 4: What did your department learn from working toward this objective? What changes will you make based on this effort next year?</b>	There is a need for greater recognition for the importance of strong course development.

## Future Plans

<p><b>Please identify at least four measurable objectives for the next fiscal year. In listing the objectives, please use the format shown in these examples.1) The Department of X will improve services levels by 5% as measured by our satisfaction survey. 2) The department to X will provide training in ABC for at least 73 MGA faculty and staff.</b></p>	<p>1) Plan and delivery workshops on multiple campuses focused on instructional improvement and critical MGA policies that deliver 500 hours of training; 2) Address 100% of support request for the Learning Management System; 3) Develop a fully-online training courses for faculty developing/redeveloping online courses; 4) Develop/redevelop 30 fully-online or hybrid courses.</p>
<p><b>Based on this assessment, please share your thoughts on the current status and future direction of this department or area.</b></p>	<p>If allowed to follow our mission, CETL will continue to address the instructional development needs of MGA.</p>

Form run:

Tuesday, February 12, 2019

