

CCS 2010-11

CAHM Goal: Develop Part-Time Faculty Handbook/Orientation Material

Summary:

A Part-Time Faculty Handbook is currently being created and will be completed by the end of fall term 2009.

Description

A Part-Time Faculty Handbook is currently being created and will be completed by the end of fall term 2009. The Handbook will be embedded in the Faculty Wiki Page. Increased sections have brought additional part-time Faculty to our ranks and the need for a detailed Handbook and orientation video is great at this time. Staff will continue to develop these materials to deliver a broad overview of instructional and equipment related concerns. Safety will be highlighted along with college emergency procedures.

Questions and Answers

How is the initiative linked to the Unit Plans most recently submitted?

- 1. How does it continue the achievement of those goals?**
- 2. If this is a continuation of an initiative started last year, make sure that relationship is clear.**

How is this initiative linked to the efficiencies and productivities plans you had last year?

- 1. How does it continue the achievement of these plans?**
- 2. If this is a continuation of an efficiency or productivity plan started last year, make sure that relationship is clear.**

This initiative is a continuation of a process started last year; working draft completed, Fall term 2009.

This initiative advances the implementation of a long-term process improvement; ongoing submissions afterwards.

Describe the resources needed:

No General fund contribution needed. Fund 6 revenues will support training.

What specific measurable program outcomes do you expect to achieve with this initiative? The outcomes should be specific enough to be measurable. Also, outline the method that will be used to determine the results.

Increased efficiency and productivity, including instructional learning outcomes for new faculty; Revenue enhancement.

Department Priority:

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Unit Resources:

NONE.

Funding Request: Carl Perkins

Funding Request: Curriculum Development

Funding Request: Technology Fee