

## SACSCOC Strategic Plan Action Plan Template

GOAL 2: To provide relevant and meaningful professional development and training opportunities				
Objectives	Indicators of Success	Action Steps	Time Frame	Status
<p>A. Develop and implement an <i>orientation, training</i> and development program for <i>administrative and administrative support</i> staff</p> <p>(Focus: <i>Commission Staff</i>)</p>	<ul style="list-style-type: none"> <li>• Comprehensive <i>Professional Development</i> program is developed and implemented for Commission staff</li> <li>• Support staff <i>Operations Manual</i> is developed and utilized</li> <li>• <i>Operations Manual</i> for administrative staff is updated/revised/ expanded</li> <li>• <i>In-Service Training</i> program is enhanced/expanded</li> </ul>	<ol style="list-style-type: none"> <li>1. Develop/revise Operations Manuals (Support Staff and Admin Staff)</li> <li>2. Establish a standard New Employee Orientation program</li> <li>3. Fully implement In-Service Training schedule for both admin and support staff</li> <li>4. Establish a standard cycle for updating Manuals.</li> </ol>	<ol style="list-style-type: none"> <li>1. September 2016</li> <li>2. May 2016</li> <li>3. -VP/Admin set into Master Calendar planning; -General training at two retreats; -Admin training 2 x annually at staff meeting; -Support staff quarterly</li> <li>4. March 2017</li> </ol>	<p>In progress</p> <p>In progress</p> <p>Implemented for admin staff</p> <p>In progress</p>

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<p>B. Create and implement a data-driven <i>recruitment</i> process <u>and</u> <i>training</i> program for peer evaluators</p> <p>(Focus: <i>Peer Evaluators</i>)</p>	<b>I. Peer Evaluator Recruitment</b>			
	<ul style="list-style-type: none"> <li>• Priority evaluator recruitment areas (review/function categories, institutional types, demographics) are identified</li> <li>• Evaluator pool will proportionally reflect distribution of institutional types and review committee functions</li> <li>• Number of new evaluators will be equal or greater than the number of deactivated evaluators</li> </ul>	<ol style="list-style-type: none"> <li>1. Complete an in-depth analysis of the current evaluator pool</li> <li>2. Develop a targeted evaluator recruitment plan and present the plan to the Commission staff</li> <li>3. Implement evaluator recruitment plan</li> </ol>	<ol style="list-style-type: none"> <li>1. March 2016 and periodically thereafter</li> <li>2. September 2016</li> <li>3. June 2018</li> </ol>	<p>Initial analysis completed</p> <p>In progress</p> <p>Will begin in 2017</p>
	<b>II. Peer Evaluator Training</b>			
	<ul style="list-style-type: none"> <li>• At least 4 “drive-in” evaluator training workshops are offered annually</li> <li>• At least 3 web-based Camtasia training modules will be developed for peer evaluators</li> <li>• Number of trained peer evaluators is increased from ~300 to at least 500 annually</li> </ul>	<ol style="list-style-type: none"> <li>1. Implement “drive-in” evaluator training program; including evaluator training sessions at the meetings of regional professional associations (e.g., SACUBO, SAIR, NASPA Region III)</li> <li>2. Update Handbook for Review Committees</li> <li>3. Develop a web-based Camtasia module on peer review foundations/ background</li> </ol>	<ol style="list-style-type: none"> <li>1. June 2017</li> <li>2. May 2016</li> <li>3. October 2016</li> </ol>	<p>4 “drive-in” training workshops implemented</p> <p>In progress</p> <p>Draft script developed</p>

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	<ul style="list-style-type: none"> <li>Satisfaction with quality of off-site and on-site reviews by institutions completing decennial reaffirmation reviews is increased by at least 5% compared with 2015</li> <li>Mean rating of peer evaluators by Chairs and VPs is increased by 0.25 compared with 2015</li> <li>At least 75% of training events attendees will find training to be relevant and useful to their needs</li> </ul>	<ol style="list-style-type: none"> <li>Develop a web-based Camtasia module for Academic evaluators</li> <li>Develop a web-based Camtasia module for Library/Learning Resources evaluators</li> <li>Fully implement Coursesite system to require all committee members to complete training modules prior to serving</li> <li>Enhance current face-to-face evaluator training program (New Trustees, Chairs, IE, Academic, Finance evaluators)</li> </ol>	<p>4. March 2017</p> <p>5. September 2017</p> <p>6. June 2018</p> <p>7. June 2018</p>	<p>Compiling background materials</p> <p>Developing outline</p> <p>Testing Coursesite assessment functions</p> <p>Continuously update structure and materials for face-to-face training events</p>
C. Determine the <i>need</i> for multilevel training of member institutions <u>and provide</u> the training, as appropriate  (Focus: <i>IALOs</i> )	<b>I. Professional Development for <i>Institutional Accreditation Liaison Officers (IALOs)</i></b>			
	<ul style="list-style-type: none"> <li>IALO training needs are identified and IALO Training Curriculum is developed</li> <li>At least 75% of IALO information/training events attendees will find training to be relevant and useful to their needs</li> </ul>	<ol style="list-style-type: none"> <li>Design and administer <i>IALO Training Needs Survey</i> to IALOs of member institutions.</li> <li>Develop a comprehensive new IALO Training Curriculum.</li> <li>Implement IALO Training program</li> </ol>	<p>1. May 2016</p> <p>2. December 2016</p> <p>3. June 2018</p>	<p>Developing questionnaire</p> <p>Compiling background information</p> <p>Will begin in 2017</p>

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	<ul style="list-style-type: none"> <li>TBD based on specifics of developed IALO training curriculum</li> </ul>	4. Continue the current Annual Meeting events for IALOs (targeted concurrent staff session + luncheon) at least at the 2015 level	4. June 2018	Conducted at the 2015 Annual Meeting
<b>II. Information/Education for Other Stakeholders</b>				
	<ul style="list-style-type: none"> <li>Webinar on substantive change developed and tested with a pilot group</li> <li>At least 75% of Leadership Orientation attendees will find Orientation materials to be relevant and useful to their needs</li> <li>At least 80% of AM and SI attendees will find these events to be relevant and useful to their professional development needs</li> <li>Maintain the number of information/research sessions facilitated by Vice Presidents at non-SACSCOC professional meetings</li> </ul>	<ol style="list-style-type: none"> <li>Deliver webinars (static and interactive) on substantive change and other topics.</li> <li>Develop a web-based background information Camtasia module(s) for institutions beginning reaffirmation process (re: Leadership Orientation)</li> <li>Offer Leadership Orientation program at the Annual Meeting</li> <li>Increase the “depth” of selected staff sessions at Annual Meeting and Summer Institute</li> <li>Maintain an appropriate number of information sessions and research presentations facilitated by VPs and OTR staff at the non-SACSCOC higher education professional meetings</li> </ol>	<ol style="list-style-type: none"> <li>Fall 2015</li> <li>October 2017</li> <li>December 2016</li> <li>December 2017</li> <li>June 2018</li> </ol>	<p>Pilot webinar conducted in Fall 2015</p> <p>Compiling background materials</p> <p>Evaluating 2015 Orientation</p> <p>Compiled evaluative feedback from the 2015 Annual Meeting attendees</p> <p>In progress</p>