

MONTGOMERY COLLEGE TRUSTEE INFORMATION REPORT PROFESSIONAL DEVELOPMENT AND TRAINING

SEPTEMBER 2008
(Index #2008.4.3)



PREPARED BY
THE OFFICE OF
HUMAN RESOURCES

Executive Summary

The opportunities for employee growth and enrichment are plentiful and readily available through a variety of departments through out the institution and its community. The three leading providers of internal training and development at Montgomery College are the Center for Teaching and Learning (CTL), the Human Resources' Center for Professional and Organizational Development (CPOD), and the Office of Distance Learning (DL). Collectively, they provide approximately 70% of Montgomery College's internal professional development programming. While all three of these departments share a mission to promote and support continuous learning for College employees, each has content areas of focus and expertise that make them distinct.

Through training, development programs and consulting services, the Center for Professional and Organizational Development works to enhance the organizational and technology skills and abilities of individuals, teams and departments. The Center for Teaching and Learning cultivates and supports the art of teaching by providing a variety of professional development opportunities that encourages faculty creativity, innovation, and continuous improvement in instruction to enhance student learning. By focusing on both pedagogical and technical training, the Office of Distance Learning educates and supports faculty in their preparation to offer courses in an online environment. Additional departments, such as the Office of Equity & Diversity, Business Services, the Office of the Vice President for Academic Initiatives and Partnerships, as well as various functional areas within the Office of Human Resources also play a critical role in supporting the continuous learning and growth of our College employees.

During FY 2008, faculty, staff, and administrators participated in **591 activities and programs** to enhance and expand their knowledge and skills. Through these workshops, lecture series, symposia, fellowships, and institutes, several College departments and programs collectively provided **1,792 contact hours** of training and development and served **6,569 employee participations**.

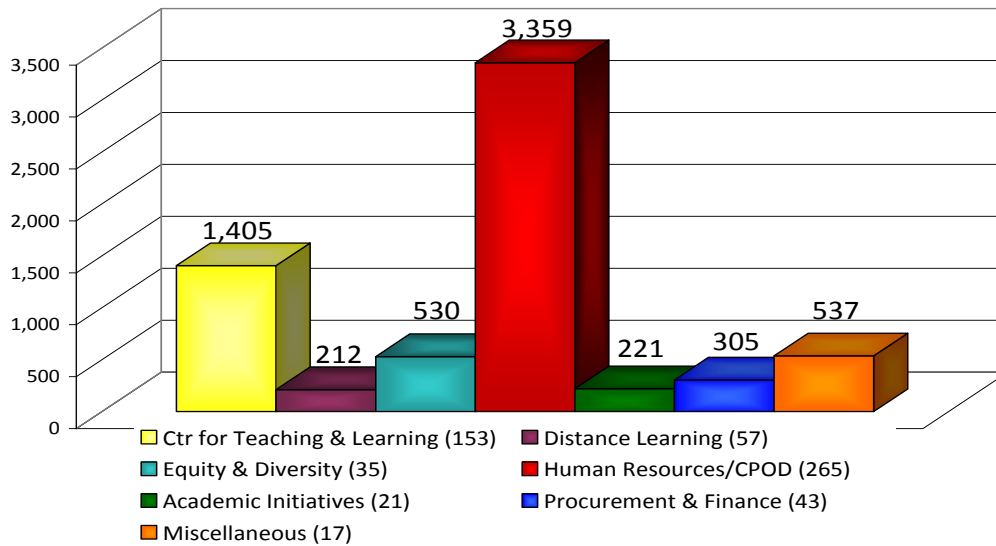
Five-Year History of Professional Development Activity

Year	Activities	Contact Hours	Participations	Notes
2008	591	1,792	6,569	Does not include Staff Professional Day activities (estimated 300-350 in attendance).
2007	560	1,434	6,468	Decrease due to elimination of Wellness data and enforcement of pre-registration requirements.
2006	776	1,961	10,353	Spike in participations due to new on-line tutorials and MC Learns initiative.
2005	648	1,785	6,991	
2004	629	3,050	6,720	Spike in contact hours due to Web Time-Entry training and multiple sessions of MC Management.

Collegewide Training and Development

The graph below reports the total number of participations, as well as the total number of activities (noted in parenthesis), provided by each sponsoring department.

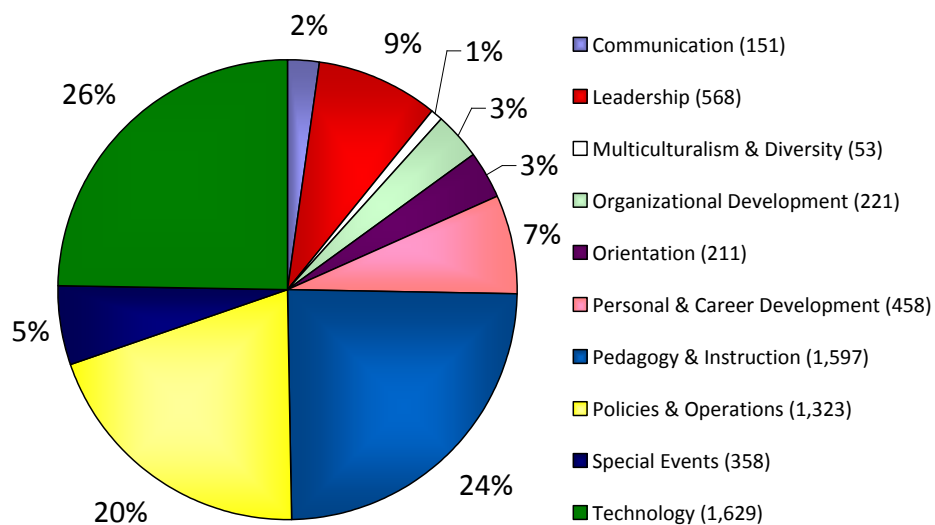
Participations and Activities by Department



Note: "Miscellaneous" represents a variety of department, discipline, and campus sponsored activities from both the academic and administrative divisions.

The following graph represents the total number of employee participations by Learning Category (tracks or strands) for FY 2008.

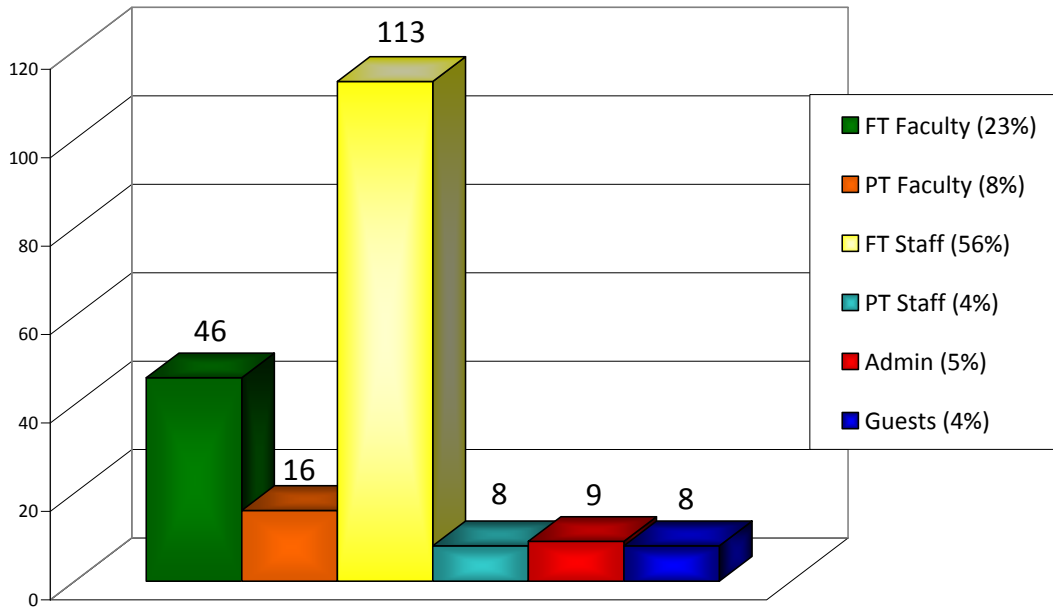
Participation by Learning Category



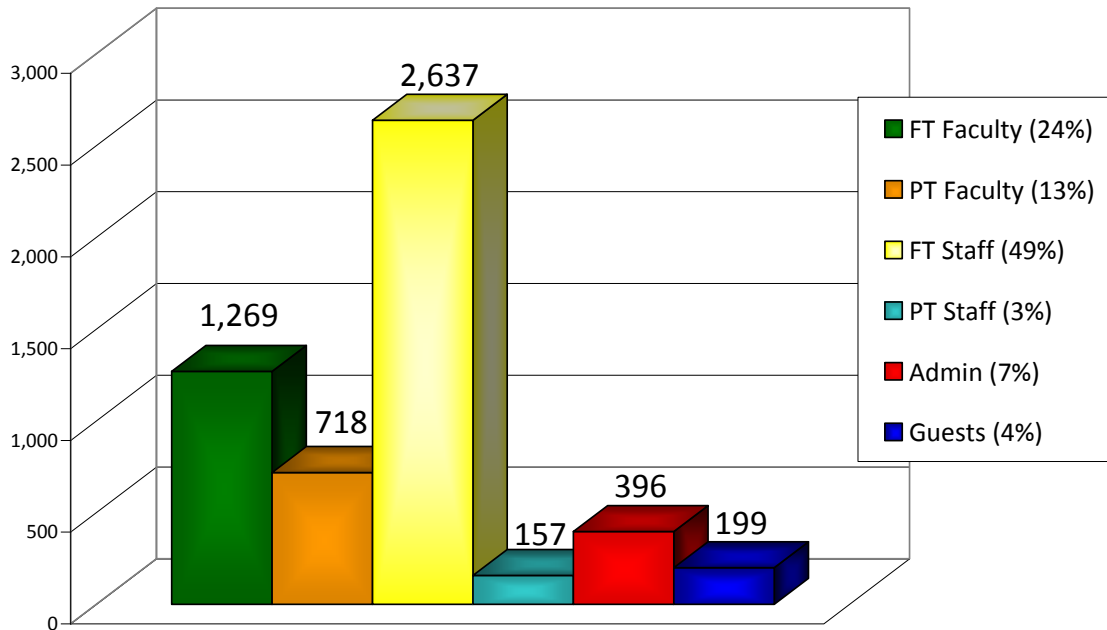
Participations and Activities by Employee Type

The following two graphs provide the number of employee participations by position type for one-time, stand-alone classes and workshops, as well as multi-activity, sequenced programs.

Employee Participation in Multi-Activity Programs

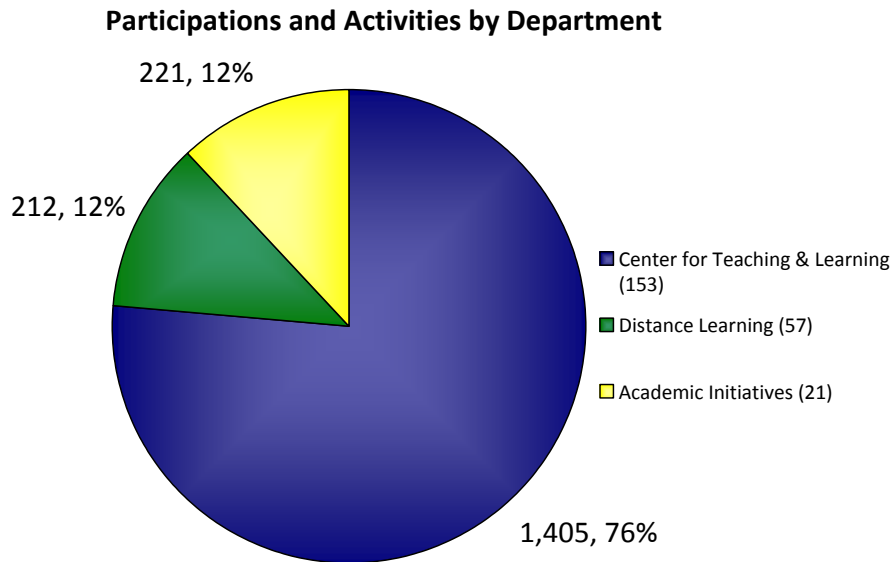


Employee Participation in Stand-Alone Classes & Workshops



Academic and Instructional Professional Development

Over the course of the year, **231 activities and programs** were planned and provided for faculty and staff working in the instructional and service areas that impact student learning and development. These activities, ranging from year-long fellowships to 45-minute workshops, provided a total of **1,838 participants** the opportunity to enhance their content knowledge and teaching skills. Examples include workshops on the use of podcasting in the classroom, fundamentals of good teaching, online resources for student research, grade management, and civility on campus. The following graph reports the total number of participations and percentage, as well as the total number of activities (noted in parenthesis), provided by each sponsor in FY 2008.



Leadership Development

A variety of internal programs are in place to develop faculty, staff, and administrators and ensure that employees are well prepared to lead and manage through out all levels and areas of the institution.

Internal Leadership and Management Development Programs	Number of Participants
Leadership Development Institute <i>Introductory to Intermediate – Leadership theories and best practices for all College employees</i>	20
MC Management <i>Introductory to Intermediate – Management and leadership skills for new managers and/or managers who are new to the College</i>	15
Facilitative Leadership Workshop <i>Intermediate to Advanced – Skills and tools for leading work groups and teams</i>	28
Facilitative Leadership Train-the-Trainer Seminar <i>Advanced – Training to certify internal instructors to teach the FL workshop</i>	5
Total Number of Participants	68

Organizational Development & Consulting

The OHR Center for Professional & Organizational Development provides customized training and organizational consulting to meet the specialized needs of teams and departments to help them achieve organizational goals and be more effective in their work. Examples of some of the activities include: meeting design, facilitation, strategic and operational planning, team-building, and innovation retreats for departments, disciplines, and collegewide projects and initiatives.

Time Period	Activities	Employees Served	Hours
Quarter 1 (July – September)	7	183	125
Quarter 2 (October – December)	4	33	64
Quarter 3 (January – March)	9	137	118
Quarter 4 (April – June)	5	42	94
Total	25	395	401

Internal Technology Training

The College provides a host of technology-oriented courses, as well as teaching and learning tools, to help all employees maximize the effective use of technology in their jobs.

Type of Technology Training	Number of Participants
Banner <i>Classroom-based instruction on various applications and functions of the College's administrative system</i>	209
General Technology & Standard Software <i>Orientation to resources; instruction on multiple applications, from basic to advanced levels</i>	1,241
Web CT/Distance Learning <i>Training for faculty members on the use of online tools to enhance, blend, or teach courses on the Internet</i>	169
On-line Tutorials <i>Multimedia, web-based training on Acceptable Use Policy, Banner, Banner Time Entry and My MC for employees and students</i>	1,438
Total Number of Participants *Includes some students	3,057*

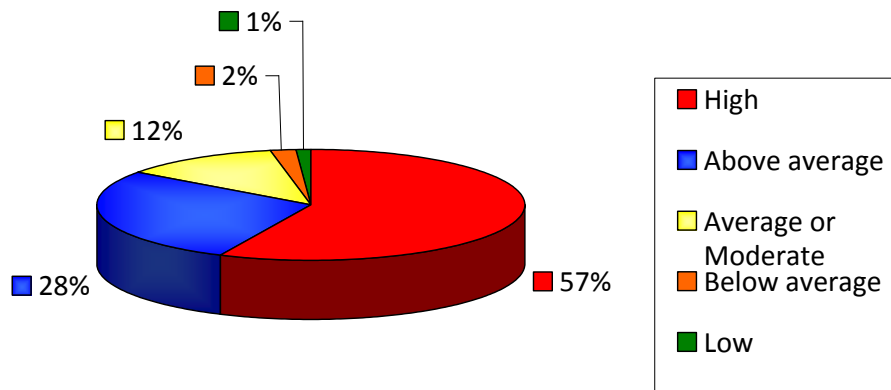
Individual Professional Development Opportunities

Description of Activity	Number of Participants	
	2007	2008
Administrative Associate	7	4
CTL Fellows and Projects	26	25
DL Course Development	8	16
Educational Assistance Program	825	1,893
Faculty Retraining	4	1
Learning Communities	33	27
Sabbatical Leave	7	11
Scholarly Activity	2	1
Smithsonian Fellows	13	15
Tuition Waiver	245	242
Professional Development Leave	17	12

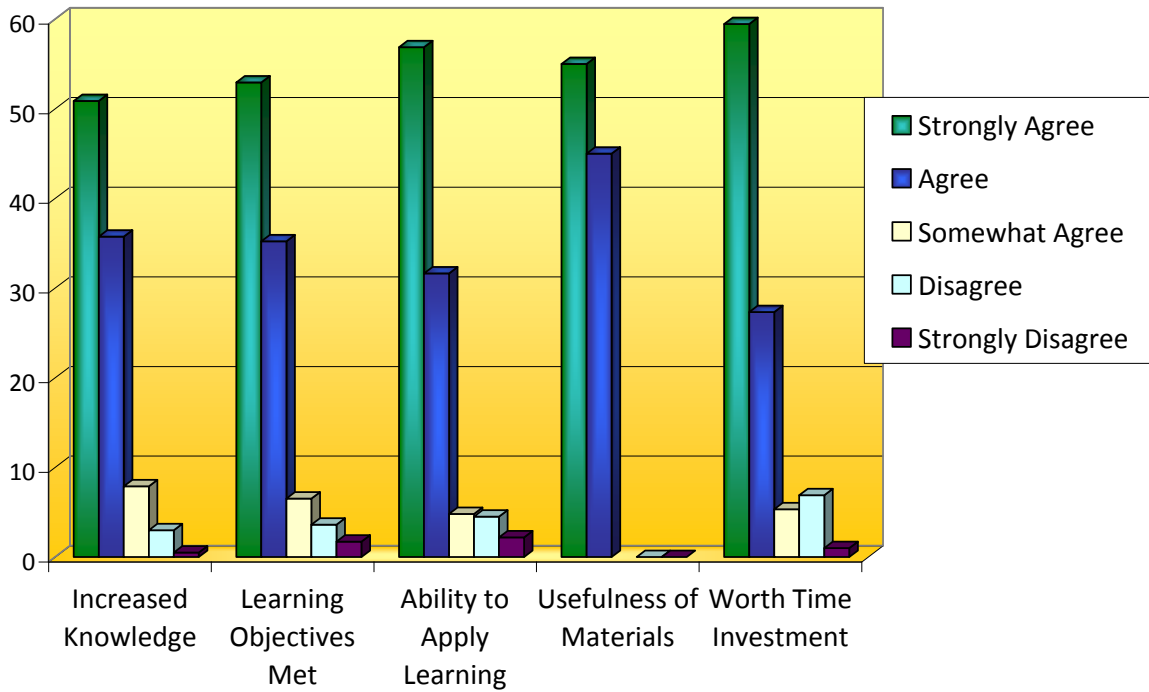
Evaluation

A variety of methods are regularly used to assess our training and development activities in meeting learning, performance, and organizational objectives. The following charts represent cumulative data from course or workshop evaluations from our internal programs.

Participants' Self-Assessment of Knowledge and Skill After Training



Assessment of Learning Experience



Effectiveness of Instructors and Facilitators

Indicators: *subject knowledge, organization, presentation style, responsiveness*

