

Teaching and Learning Forum  
Program Review Action Plan  
Summer 2019

Recommendation/Suggestion	Plan of Action	Timeline	Responsible Party(ies)
Organizational Structure			
Mission, Vision & Goals: Clarify the TLF mission and scope.	Review TLF Mission and Vision Statements with strategic planning committee (TLF, TLA, Collaborators, Faculty Senate, Assoc. Provost)	Summer 2016: Meet with associate provost and other stakeholders regarding the mission of the TLF, how it is operationalized, and supported.	Colleen Packer Brenda Kowalewski Faculty Senate leadership Strategic Planning Group
	Define the roles of the TLF and the TLA so as to better meet the developmental needs of faculty at all levels of academic rank.	Summer 2016: <ul style="list-style-type: none"> <li>•Define the roles of TLF and TLA more clearly.</li> <li>•Present information to Faculty Senate leadership and Associate Provost for discussion and feedback.</li> </ul>	Colleen Packer Faculty Senate Leadership Brenda Kowalewski
	Clarify TLF mission & scope based on strategic planning feedback.	Fall 2016 <ul style="list-style-type: none"> <li>•Meet with stakeholders to review current mission</li> <li>•Revise mission to reflect strategic planning feedback</li> </ul>	Colleen Packer TLA Committee Faculty Senate Leadership Strategic Planning Group Associate Provost
	Determine feasibility & alignment of TLF's mission in supporting faculty	Academic Year 2019-2020:	TLA Subcommittee

	retention & success, especially in research & scholarship.	Explore feasibility of supporting faculty retention & success through research and scholarship.		
Institutional Placement: Clarify the structure of TLF and TLA in order to avoid ambiguity & confusion.	Collaborate with faculty senate leadership and administration to explore possible structural changes that would clarify priorities of each entity.	Academic Year 2019-2020 <ul style="list-style-type: none"> <li>•Identify feasible organizational options</li> <li>•Discuss structural options with stakeholders</li> <li>•Create a 3 year plan to implement structural changes</li> </ul>	Colleen Packer Faculty Senate Leadership Strategic Planning Group	
Collaborations: Reach beyond “The Choir” and determine which relationships should be the strongest partnerships in moving the mission of the TLF forward.	The TLF Director will conduct a “listening tour” with deans and department chairs to better understand their needs; the information obtained from the conversations will be used to shape future programs and services that align with college and departmental faculty needs.	Summer 2019 Contact chairs/deans to schedule conversation appointments.	Colleen Packer	
		Fall 2019 <ul style="list-style-type: none"> <li>• Meet with all deans and department chairs</li> <li>• Summarize information in a written format</li> <li>• Present information to Faculty Senate &amp; Administration</li> </ul>	Colleen Packer Dept. Chairs Deans	
	Upon clarification of the TLF mission & scope, the TLF Director, TLA committee, and primary stakeholders will identify partnerships and collaborations with other campus entities that will move the mission of the TLF forward.	Fall 2019 Clarify TLF mission and scope	Spring 2020 <ul style="list-style-type: none"> <li>•Identify campus programs/centers with whom to collaborate.</li> <li>•Contact program/center leadership to discuss possible future collaborations.</li> </ul>	Colleen Packer TLA Committee Current Partners (WSU Online, Assessment, OSP, Diversity Office).
Operational Procedures & Archives: Create TLF Program Assessment Measures	Create a system of assessment for use in the TLF by identifying which components of the mission are intended to be addressed by specific programs and/or services.	Academic Year 2019-2020 Create a subcommittee from TLA to develop a comprehensive system of assessment for use in the TLF and on the TLA committee.	TLA Subcommittee (Gail Niklason, Alex Lancaster, Colleen Packer)	
Miscellaneous: Consider a name change to communicate new directions that may	Identify options for a possible name change to clarify what the TLF mission is and what it has to offer.	Fall 2019	Colleen Packer TLA Committee	

emerge from strategic planning efforts and clarification of the mission statement.			
	Get feedback from stakeholders regarding possible name changes.	Fall 2019	TLA Committee
	Make name change through appropriate channels if applicable.	Spring 2019	Colleen Packer
<b>Resource Allocation and Infrastructure</b>			
Budget: Align budget with the most important components of the mission.	Use strategic planning efforts to identify the most important programs and services that align with the TLF mission.	Fall 2019 Meet with the strategic planning group to determine the most relevant and important TLF programs and services aligned with its mission.	Colleen Packer Strategic Planning Group
	Develop a budget that reflects funding for prioritized programs/services relevant to the mission.	Spring 2020 •Create a budget proposal •Submit the budget to the Associate Provost	Colleen Packer Brenda Kowalewski
Location and Space: Provide TLF with welcoming space, centrally located on campus.	Explore options for and identify space characteristics and availability that would facilitate a sense of place for faculty to seek assistance with their teaching.	Summer 2019 Meet with appropriate administrators and staff to determine space availability that may occur within the next three years.	Colleen Packer
	Develop a plan to secure new and/or expand existing space within the next 3-5 years.	Spring 2020 •Write a proposal to secure appropriate space that may become available within the next three years. •Submit the proposal to the appropriate personnel.	Colleen Packer
Staffing: Determine alternatives to expand capacity over a long term time frame (either with more staff and/or faculty associates).	Explore options for expanding TLF personnel.	Summer 2019 Develop options for expanding TLF personnel based on organizational structures of peer institutions & current literature, specifically <i>A Guide to Faculty Development</i> among others.	Colleen Packer

		Fall 2019 Discuss and get feedback concerning possible options for expanding TLF capacity with faculty senate, TLA committee, and administration.	Colleen Packer Faculty Senate TLA Committee Brenda Kowalewski
Online Resources: Enhance online communication efforts.	Explore strategies for maximizing online presence and marketing. -web page -social media (webpage, twitter, Instagram, etc.)	Academic Year 2019 Meet at least once a month with Nathan Bennion (TLF Social Media & Marketing Specialist) to develop sustainable strategies for effectively leveraging our online presence.	Colleen Packer Nathan Bennion
Communication & Reputation: Consider the goals of TLF communication. Determine who the TLF is trying to reach and the best way to reach them.	Work with TLF staff to develop a communication strategy for TLF services and events.	Summer 2019 Colleen meets with TLF staff to develop a communication strategy for TLF services & events. (Involve Nathan, Rachel, and Madie).	Colleen Packer Rachel Cox Nathan Bennion Madie McCandless
	Create a file of letter templates that can be sent to deans and department chairs acknowledging faculty participation in TLF events and/or services.	Fall 2019 Colleen creates letter templates with assistance from Rachel.	Colleen Packer Rachel Cox
	Create a system by which tracking faculty participation and sending letters of acknowledgement to deans and department chairs becomes part of the daily work load.	Spring 2020 Colleen & Rachel collaborate to create a tracking system for faculty participation. Could also get input from IT and/or assessment staff.	Colleen Packer Rachel Cox Ty Naylor? Gail Niklason?
Programs and Services			
Scope: Align TLF programs/services with mission statement and institutional initiatives.	<ul style="list-style-type: none"> <li>• Determine alignment of TLF programs with mission statement and institutional initiatives.</li> <li>• Prioritize programs and services that the TLF should be providing based on limits of time and capacity.</li> </ul>	Academic Year 2019-2020	Colleen Packer Strategic Planning Group

<p>Target Audience: Expand faculty involvement beyond “frequent flyers”.</p>	<p>Work with Deans, Department Chairs, and TLA committee to determine appropriate faculty development opportunities for ALL faculty, with a focus on tenured, more seasoned faculty.</p>	<p>Fall 2019 •(Complete during conversations with deans &amp; department chairs). •TLA committee members poll their own faculty for appropriate faculty development opportunities.</p>	<p>Colleen Packer TLA Committee Deans Department Chairs</p>
<p>Content: Consider services not currently offered by TLF, keeping in mind that right-sizing and prioritizing is essential.</p>	<p>Explore diversity, inclusion and equity issues in the context of faculty development opportunities.</p>	<p>Academic Year 2019-2020 •Meet with Adrienne Andrews, Chief Diversity Officer, Melina Alexander, Director of Women and Gender Studies, Jayson Stokes, LGBT Resource Center, Eric Amsel, Associate Provost and other diversity-related program personnel to discuss the integration of diversity, inclusion and equity issues into faculty development.  •Collaborate to develop an appropriate diversity-related professional development opportunity for faculty.</p>	<p>Colleen Packer Adrienne Andrews Melina Alexander Jayson Stokes Eric Amsel</p>
	<p>Explore the expansion of service-related offerings such as consultations, teaching observations, mid-semester assessments, and mentoring.</p>	<p>Academic Year 2019-2020</p>	<p>Colleen Packer Strategic Planning Group Deans, Department Chairs</p>
<p>Approach: Consider services not currently offered by TLF.  Provide rewards and recognition as a means of providing evidence of teaching improvement over time.</p>	<p>Explore the expansion of service-related offerings such as consultations, teaching observations, mid-semester assessments, and mentoring.</p>	<p>Academic Year 2019-2020</p>	<p>Colleen Packer Strategic Planning Group Deans, Department Chairs</p>
	<p>Work with APAFT and other faculty senate entities to determine strategies for providing evidence of teaching improvement over time.</p>	<p>Academic Year 2019-2020</p>	<p>TLA Committee APAFT Committee Tenure &amp; Promotion Committees</p>

Reach: Attend to the faculty life cycle.	<ul style="list-style-type: none"> <li>•Expand programming (as feasible) to target different stages of the faculty life cycle.</li> </ul>	Academic Year 2019-2020 Discuss in strategic planning meetings Discuss in TLA meetings	Colleen Packer Strategic Planning Group TLA Committee
	<ul style="list-style-type: none"> <li>•Encourage tenured and more senior faculty to lead and/or participate in a Community of Practice or other TLF programs. with TLA to identify possible faculty who could participate.</li> </ul>	Academic Year 2019-2020 Discuss in TLA meetings	Colleen Packer TLA Committee
Impact: Create a limited and strategic program assessment strategy.	<ul style="list-style-type: none"> <li>•Work with the Office of Institutional Effectiveness and Assessment to develop a limited and strategic program assessment strategy.</li> </ul>		Colleen Packer Gail Niklason
	<ul style="list-style-type: none"> <li>•Create a TLA Assessment Subcommittee to develop a TLF program assessment strategy.</li> </ul>		TLA Committee Alex Lancaster Gail Niklason