

2007-2010 Department Action Plan (Due: September 30, 2007)

Planning Sheet – FORM B

Department/Unit Arts and Humanities **Responsibility:** Jennifer Bradley

Target Year	Action (Circle One)	Department Improvement Indicator (Write your improvement indicators; identify KFI KPI numbers, i.e. 1.1, 2.1; list key processes for 2007-2008 only)	Measurement Instrument or Data Source (Insert Name of Instrument/Source)	Standard of Comparison (Check One)	Frequency of Progress Monitoring (Circle One)
2007-2008	Establish Produce Conduct Implement Baseline Increase Decrease Maintain Benchmark Cohort	a formal travel abroad policy for faculty and students, including course expectations, pre and post trip processes, and student contract. partnerships with other departments offering travel abroad opportunities in other disciplines to explore the possibility of adding a humanities course as a partner to their current program.	Collect policies from other departments and International Studies, A&H policy to be placed on department website.	<input checked="" type="checkbox"/> Internal KCC Standard <input type="checkbox"/> External Standard <input type="checkbox"/> No standard identified	Weekly Monthly Quarterly Semi-Annually Annually Other _____
2008-2009	Establish Produce Conduct Implement Baseline Increase Decrease Maintain Benchmark Cohort	new travel options related to Arts and Humanities classes	Generic syllabi for travel abroad courses on file in A & H office.	<input type="checkbox"/> X Internal KCC Standard <input type="checkbox"/> External Standard <input type="checkbox"/> No standard identified	Weekly Monthly Quarterly Semi-Annually Annually Other _____
2009-2010	Establish Produce Conduct Implement Baseline Increase Decrease Maintain Benchmark Cohort Maintain Benchmark Trend	a three year timeline of increasing travel abroad opportunities through our department.	Courses appear on appropriate class schedules Material on file with International Studies Office	<input checked="" type="checkbox"/> Internal KCC Standard <input type="checkbox"/> External Standard <input type="checkbox"/> No standard identified	Weekly Monthly Quarterly Semi-Annually Annually Other _____

07-08 Department/Unit Professional Development Plan

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2007-2008	Establish Produce Conduct Implement Baseline Increase Decrease Maintain Benchmark Cohort	Conduct a focus group discussion regarding adjunct faculty members' communication and orientation needs.	Questionnaire, Human Resources data, Adjunct Faculty Advisory Committee	<input checked="" type="checkbox"/> Internal KCC Standard <input type="checkbox"/> External Standard <input type="checkbox"/> No standard identified	Weekly Monthly Quarterly Semi-Annually Annually Other _____
2008-2009	Establish Produce Conduct Implement Baseline Increase Decrease Maintain Benchmark Cohort	a department specific adjunct faculty orientation.	Pool agenda for orientation from HR, AFAC, KCELT	<input checked="" type="checkbox"/> Internal KCC Standard <input type="checkbox"/> External Standard <input type="checkbox"/> No standard identified	Weekly Monthly Quarterly Semi-Annually Annually Other _____
2009-2010	Establish Produce Conduct Implement Baseline Increase Decrease Maintain	a mentoring program pairing adjuncts with full-time faculty. Adjunct faculty satisfaction with their experience teaching in our department	Professional Renewal Committee Survey, increased retention from semester to	<input checked="" type="checkbox"/> Internal KCC Standard <input type="checkbox"/> External Standard <input type="checkbox"/> No standard identified	Weekly Monthly Quarterly Semi-Annually Annually Other _____

	Benchmark Cohort Maintain Benchmark Trend		semester		

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2007-2008	Establish Produce Conduct Implement Baseline Increase Decrease Maintain Benchmark Cohort	department participation in collaboration opportunities with other departments and the community by supporting and encouraging participation in Learning Communities Initiative.	Learning Communities Committee data	<input checked="" type="checkbox"/> Internal KCC Standard <input type="checkbox"/> External Standard <input type="checkbox"/> No standard identified	Weekly Monthly Quarterly Semi-Annually Annually Other _____
2008-2009	Establish Produce Conduct Implement Baseline Increase Decrease Maintain Benchmark Cohort	department participation in collaboration opportunities with other departments and the community by strengthening the partnership with the Cedar Rapids Museum of Art	Cedar Rapids Art Museum Usage Data; Faculty Self-reporting data base	<input type="checkbox"/> Internal KCC Standard <input type="checkbox"/> External Standard <input checked="" type="checkbox"/> No standard identified	Weekly Monthly Quarterly Semi-Annually Annually Other _____
2009-2010	Establish Produce Conduct	department participation in collaboration opportunities with other departments and the community by increasing the number	Honorarium Request Forms, Fine and Performing Arts	<input type="checkbox"/> Internal	Weekly

	Implement Baseline Increase Decrease Maintain Benchmark Cohort Maintain Benchmark Trend	of guest artists who interact with students, invited speakers from other departments at Arts and Humanities events, co-sponsored activities.	Calendar, Kirkwood Calendar of Events	KCC Standard ___External Standard _X_ No standard identified	Monthly Quarterly Semi-Annually Annually Other _____
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