

May 2007

Human and Quality Resources Report

ISO. Internal audits were completed by the end of March, which was the target date for completion. The data has been compiled and will be presented to Administrative Staff to discuss the action needed in each area.

Strategic Planning. Strategic planning teams are meeting to develop action plans in each area. The Professional Development team consisting of Natalie Fatica, Andrea Lucarotti and Sandra Carr has put together an action plan. This group is continuing to meet to finalize the action plan and begin steps to complete the induction plan and the professional development plan.

Staff Development. A database has been created to enter data from observations and evaluations. At this point, it is a matter of entering that data and designing reports. These reports should give us data on needs of individual instructors as well as the needs of the faculty as a whole. The goal is for this information to aid in designing our professional development plan, which is part of the strategic plan.

Recruiting. A notice was posted for the secretarial vacancy in the business office. Interviews will be conducted and a candidate will be chosen to fill this S-3 secretarial vacancy. The optimal use of resources is still being assessed in order to determine what other needs may exist.