Highline College Institutional Effectiveness Department Report

2020-2021

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| **Department information**  |
| Department name | Academic Affairs/Faculty Administrative Assistants  |
| Date this report was completed | 08/12/2020 |
| Staff who contributed to this report | Dianne Lonsbery, Tina Malnack, Linda Quick, Indira Hazbic, Rayna Young, Patty Von Behren, Lauri Spivey, Chrystell Lemke |
| Department Mission statement (if applicable) |  |

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| **Taking stock of 2019-2020**  |
| **Describe 2-5 major accomplishments for 2019-2020. For each accomplishment, identify the related objective or indicator from the Mission Fulfillment Report (MFR), and describe the evidence you used assess this accomplishment** |
| **Core Theme 1:***Objective 1,Indicator 1.1:** Prior to working remotely faculty admins worked closely with students to support them with campus resources: counseling, advising, and financial assistance opportunities.
* Successfully moved to work remotely due to Covid-19 to support faculty, staff, students, and community partnerships.
* Attended ctcLink workshops and training to prepare for transition from Legacy to ctcLink.
* Re-Approval and accreditation processes for various Professional Technical programs.

*Objective 1, Indicator 1.2 & Objective 2, Indicator 2.1:** Processed lab orders to ensure students had materials to complete prerequisites in allied science/heath fields.
* Purchasing and assembling supplies for student lab kits at home.

**Core Theme 4**: *Objective 1, Indicator 1.2*:* Campus moves required months of work to organize, prep, and relocate to new faculty buildings.
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| **Department strengths** |
| * Weekly meetings with Admin Assistants while remote working.
* Inclusion with Academic Affairs communication from Emily Lardner to faculty and Admin Assistants.
* Collaboration with Admin Assistants to support each other with assigned tasks.
* Flexibility with transition to remote teaching and working.

**Core Theme 4**, *Objective 2, Indicator 2.3** Collaboration with Marco Lopez-Torres for Professional Development tracking process.
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| **Department challenges**  |
| * More training with changing technology to support faculty, staff, and students.
* Length of time to complete tasks has increased exponentially.
* Working on a new schedule to establish a balance between work time/home time while remote working.
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| **Areas you would like to improve** |
| * Communication and transparency across campus in various processes while in a remote working environment.
* Being included in campus-wide discussions.
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| **2020 - 2021 work plan development**  |
| **Goals:** Identify 3-6 goals for your department for 2020-2021. Each goal should be associated with the core theme objective or indicator that best relates to the desired outcome of your work. In parentheses after each of your goals, describe the evidence you plan to use to assess the achievement of that goal. *(*Not every objective or indicator will have an associated goal from your department!) |
| **Core Theme 2**, *Objective 2, Indicator 2.1** Stay connected to learn and continue to improve educational equity and diversity.

**Core Theme I,** *Objective 2,* *Indicator 2.2** Encourage instructors to put Admin contact information in their syllabus while working remotely.
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| **Suggestions to improve this report or process** |
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