FLORIDA COMMUNITY COLLEGE SYSTEM

PUTTING MINDS TO WORK

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Memorandum Number 02-42

August 30, 2002

M E M O R A N D U M

TO: Community College Presidents

FROM: J. David Armstrong, Jr.

SUBJECT: Staff and Program Development (SPD)
                Expenditure Report 2001-2002

Rule 6A-14.029, Florida Administrative Code, requires the Florida Board of Education (FBOE) to annually examine how the Staff and Program Development (SPD) funds from each community college are being expended pursuant to their annual plan. The Rule specifies that the report include the following information: (1) the number of participants and activities in staff development; (2) a description of programs improved and initiated; and (3) an evaluation of the effectiveness of staff and program development expenditures relative to college policies.

Pursuant to this requirement, please submit an analysis of your SPD expenditures and activities for the prior year. A copy of the request form and a "sample" completed form are attached for your convenience. Please follow the approach outlined on the form when submitting your expense reports for the 2001-2002 fiscal year. In addition, if your college did not fully expend the 2% set-aside for 2001-2002 due to budget cuts, please indicate that as well as any carry forward dollars the institution may have.

Please submit your 2001-2002 report to Dr. Sylvia S. Fleishman by **September 30, 2002.** Should you have questions about the form, Dr. Fleishman may be contacted at (850) 488-0555, extension 147 or Suncom 278-0555, extension 147. For those of you who prefer e-mail, send your questions to sylvia.fleishman@fldoe.org.

JDA/sfj

Attachments

c: Business Officers
       Academic Affairs Officers
       Staff and Program Development Officers

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ANNUAL STAFF AND PROGRAM DEVELOPMENT REPORT
FLORIDA COMMUITY COLLEGE SYSTEM

College: _____

Year: _____   Number of Participants: _____

Allocation: _____   Carry Forward Amount: _____

Expended: _____

I.   List SPD Goals for 2001-02 (Reflect as many goals as appropriate to your institution's
        SPD Plan and/or the goals receiving emphasis in 2001-02.)

II.   Following each goal, briefly describe how successful the institution was in achieving its
        goals by highlighting (1) the number of participants and activities; (2) the programs
        improved or initiated; and (3) other details or "best practices" particular to each
        institution.

III.   Conclude with an over-all evaluation of the effectiveness of staff and program
        development expenditures relative to college policies.

Completed by:_____Date:_____

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Sample Community College
Faculty, Staff, and Program Development
Annual Report
2001-02

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Allocation: $508,170
Expenditure: $341,600
No. of Participants: 1,920 unduplicated headcount

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HIGHLIGHTS OF ACCOMPLISHMENTS

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Goal 1 – Promote Professional Development through Course Work:
- 89 faculty and staff attended undergraduate and graduate level courses for the purposes of enhancing their teaching skills, keeping current in their fields, or preparing themselves for alternative assignments or upward mobility.

Goal 2 – Promote Professional Development through Conferences, Workshops, Seminars:
- 318 faculty and staff attended discipline-oriented conferences to enhance their knowledge of current issues in their area of responsibility.

- 1,416 employees and students attended special topic seminars, many of which were developed by the faculty:
    - Artist Series
    - Cultural Diversity videos

- About 85 faculty attended regional workshops in the liberal arts.

Goal 3 – Design or Initiate New Programs to Enhance Student/Faculty and/or Staff Success:
- The "Mobius (Internet) Project" is a grassroots effort to supply full Internet access for faculty and others within academic programs. Faculty and staff are being encouraged to begin to use new technologies in their classrooms and to prepare them for the delivery of courses via Distance Education.

- Two college faculty developed an Honors Program enrolling approximately 60 students in the charter class.

- The English Exit Essay Pilot project trained 10 faculty to grade exams from a group perspective; faculty were trained to use graphing calculators; there was a history project developed using the Internet.

Goal 4 – Secure Academic Software to Launch a Full Instructional Technology Initiative:
- In preparation for a full instructional technology initiative and additional funding needed to complete it, FSPD funds have been used to provide the software needed to support the courses taught by the faculty.

Evaluation: Sample Community College expended 67% of the 2% set aside for SPD funds. Unexpended funds were the result of faculty being unable to fulfill intentions to enroll in undergraduate and graduate level courses. The unexpended funds will be carried forward into 2001-2002. The portion expended was in full compliance with college policy. The 2001-2002 plan provides for 100% of expenditure of the 2% set aside.