Center for Faculty Development
Strategic Plan (2024-2027)

About

Founded in 2016, the Center for Faculty Development (CFD) provides the Southern Miss community with collaborative and individual opportunities to advance teaching, leadership and research. Operating under the Office of the Provost, the CFD provides services and resources that address pedagogy, procedures, and methods for academic discovery and engagement. In July 2018, the CFD expanded its leadership and programming by adding a Director and Associate Director to work alongside the Coordinator. In 2020, the CFD footprint grew by adding an Academic Integrity Coordinator and welcomed the Center for Community Engagement (CCE) into the fold in 2021. However, in July 2022, the Academic Integrity Coordinator position was lost. With restructuring the Office of the Provost, and change in CFD leadership, the CCE was separated from the CFD in January 2023. In fall of 2023, the CFD assumed ownership of the Learning Assistants Program. In January 2024, a new Associate Director was named. With this change, Academic Integrity was removed from under the CFD umbrella and a separate Director of Academic Integrity was named that reports to the Office of the Provost directly. With these changes, the information discussed in the proceeding document refers collectively to the personnel and programming focused on educational and professional development provided by the CFD. The overall programming establishes cross- disciplinary communities and supports life-long learning and continued growth in teaching, research, leadership, and campus citizenship.

This strategic plan aligns the goals of the CFD with institutional priorities and considerations. Additionally, this document is informed by The Faculty Development Center Matrix from the American Council on Education (ACE) (link). This strategic plan acknowledges the priority of process, and thus the potential lack of a linear path in the development and assessment of initiatives of the CFD.

Mission Statement

The CFD prioritizes the pursuit of excellence in teaching, research, leadership, and campus citizenship among the university community. The center aims to provide holistic opportunities for educational and professional development by responding to current concerns and trends in higher education. The CFD builds cross-disciplinary and cross-campus community through activities and events that promote effective teaching, mentoring, exploration, and discovery.

Vision

The CFD aims to position the institution at the forefront of educational and professional development by incorporating transformative learning experiences, scholarship, and citizenship through strategic partnerships and programming.

CFD Signature Programs

- ACUE Faculty Development Institute (Association of College and University Educators)
- Faculty Leadership Institute
- Scholarship of Teaching and Learning Faculty Fellows
- Learning Assistant Program
- First Year Foundations
- New Faculty Orientation (NFO)
- Fall First Week

Other Responsibilities

- CFD Advisory Board
- ACUE Impact Research
- One-on-one consultation
- First Gen Day
- Maintain the Syllabus Template

CFD Standing Programs

- Workshop Series
- Show Up and Write!
- Plan, Prepare and Engage; Innovative Teaching Workshops
- Educator's Retreat
- Cocktails and Conversations Happy Hour

Awards

- Innovative Teaching Mini-grants

Strategic Goals Snapshot

Goal 1: To sustain a culture of educational and professional development that supports the Southern Miss community.				
Objective 1. Maintain engagement of instructors in teaching development and incorporation of innovative teaching practices across disciplines.				
Action Plan(s)	**Timeline***	**Current Programs/Services**	**Future Programs/ Services/Plans**	**Indicators of Success/Evidence**
Provide a targeted workshop on teaching development once per month in fall and spring semesters	ST	ACUE, FYF		• Track application rates for standing programs • Track completion data for standing programs • Increase ACUE presenters for workshops • Workshop feedback
Attend to current needs and trends of the campus community regarding high-impact teaching practices through CFD programming	Ongoing	Workshop Series/Coffee Chat/FFW/NFO		• Track scope and reach of attendees in each program • Workshop feedback
Objective 2. Continue to offer research support and development.				
Action Plan(s)	**Timeline***	**Current Programs/Services**	**Future Programs/ Services/Plans**	**Indicators of Success/Evidence**
Provide resources and training for research processes and support throughout CFD programming	Ongoing	Workshop series (Show-up and write), Website		• Workshop feedback • Track session attendance
Provide a targeted workshop on researcher development once per month in fall and spring semesters	Ongoing	Workshop series		• Track number of research-related sessions • Increase the offerings of research support programming by 10%
Objective 3. Support the career development of USM faculty and staff				
Action Plan(s)	**Timeline***	**Current Programs/Services**	**Future Programs/ Services/Plans**	**Indicators of Success/Evidence**
Address needs of early career faculty through CFD signature programming and workshops	Ongoing	FYF/NFO, workshops on T &P	Mentorship programs	• Feedback on NFO and FYF • Track session attendance
Provide resources and support for faculty post-promotion	MT	Workshops, FLI, SoTL		• Track the number of ACUE facilitators • Assessment of mid-career needs

Provide resources and support for staff	Ongoing	Workshops/ coffee-chats, Educator's retreat, website	Collaborate with HR	• Number of partnerships with other offices (especially in Student Affairs)
Enhance peer mentoring of faculty	LT	Provost Faculty Fellow project	Peer mentorship program	• Track number of related workshops

Objective 4. Continue to enhance CFD signature programs				
Action Plan(s)	**Timeline***	**Current Programs/Services**	**Future Programs/ Services/Plans**	**Indicators of Success/Evidence**
Sustain interest, recruitment, and completion rates ACUE programs	Ongoing	ACUE	Promotion of CFD Programs via School visits Intentional offering of microcredentials to lead to full credential	• Increase applications for the ACUE Faculty Development Institute by 5% • Maintain high completion rate
Sustain interest, recruitment, and completion rates FLI	Ongoing	FLI		• Increase in applications over 5 years • Satisfaction of FLI participants • # Completing FLI over 5 year average is 10
Sustain interest, recruitment, and completion of SoTL program	IM	SoTLFFF	Build expectations for program deliverables Consider program incentives	• 50% of fellows produce presentation or publication • Satisfaction of SoTLFFF participants • Increase applications over 3-year period
Sustain interest, appropriateness, completion, and dissemination of Innovative Teaching Mini Grants	Ongoing		Increase advertising of applications and completed projects	• Increase in number of grant applications • Track views/interactions with grant project summaries
Continue to integrate the Learning Assistants program into CFD	Ongoing			• Number of LA program workshops • LA program faculty completing ACUE programs

Goal 2: To improve the efficiency of CFD operations.				
Objective 1. Enhance CFD partnerships.				
Action Plan	**Timeline***	**Current Programs/Services**	**Future Programs/ Services**	**Indicators of Success/Evidence**
Maintain regular communication and feedback from CFD partners	Ongoing	All		• Establish and track satisfaction rates for partnering and attending CFD workshops and events • Expand number of partnerships yearly • Establish regular communication with partners
Continue to assess needs for partnerships	Ongoing	CFD Advisory Board	Annual partnership meeting	• Development of partnership survey (IM)
Continue enhance relationships with CFD presenters and participants	Ongoing	Post-session follow-up with presenters & attendees		• Entry of Faculty Success activities occurs at least monthly • Partner thank-you sent within 1 month
Continue to develop collaboration with, and support from, CFD Advisory Board	Ongoing	CFD Advisory Board		• Completed review of models of advisory boards by summer 2024 • Restaffing of empty advisory board seats annually • Satisfaction of advisory board members
Objective 2. Establish clear roles and responsibilities for each CFD team member.				
Action Plan	**Timeline***	**Current Programs/Services**	**Future Programs/ Services**	**Indicators of Success/Evidence**
Define roles and responsibility for each CFD team member	ST		Consider CFD fellows program	• Revise roles and responsibilities document • Draft GA training handbook
Continue to assess needs of CFD administration and workload of CFD team members	Ongoing			• Review of workload monthly • Advocate for CFD staffing support as needed
Objective 3. Maintain quality programming and activity reporting for participants				
Action Plan	**Timeline***	**Current Programs/Services**	**Future Programs/ Services**	**Indicators of Success/Evidence**

Maintain call for proposals and consistent review of sessions	Ongoing			• Improvement in gathering post-session satisfaction data to be used for planning decisions • Review needs survey for programming needs
Improve consistency in pre- and post-session procedures	Ongoing			• Ensure pre-session reminders and post-session follow-ups are sent within 24 hours of the event at least 80% of the time

Goal 3: Maintain engagement and experience with CFD				
Objective 1. Consistently implement a marketing strategy.				
Action Plan	**Timeline***	**Current Programs/Services**	**Future Programs/ Services**	**Indicators of Success/Evidence**
Enhance Social Media presence	Ongoing, ST	Facebook page, website, YouTube	• Develop streaming session videos • Develop consistent social media marking plan	• Monitor engagement and followers on social media accounts
Determine face-to-face outreach opportunities	ST		• Develop schedule for school visits • Develop plan for Gulf Park outreach	• Have visited 50% by end of AY 24-25 • Review yearly program attendance data by school, looking for increase in representation yearly
Continue to enhance the presentation and interaction with newsletter	Ongoing	Newsletter	• Add more interactive elements to newsletter	• Identify metrics for newsletter engagement
Revise and develop CFD and LA program promotional material	ST	Rack card, webpages	• Increase mention of LA program in signature programs (e.g., NFO, TA orientation) and marketing	• Mention of LA program in all marketing materials by end of AY 24-25
Objective 2. Enhance the experience of engagement with the CFD				
	Timeline*	**Current Programs/Services**	**Future Programs/ Services**	**Indicators of Success/Evidence**
Assess and upgrade CFD technology as needed	Ongoing			• Review yearly needs • Develop budget plan to replace technology every 2-3 years
Continue to enhance the CFD website	Ongoing	Website	• Add videos to webpage • Revise least used web resources	• Review website analytics to determine most and least used information yearly
Continue to assess needs for and improvements to physical spaces	Ongoing		• Generate list of external funding sources for equipment	• Develop budget plan to do space enhancements every 2-3 years

Goal 4: Establish and enhance the Learning Assistants Program				
Objective 1. Develop and assess growth and recruitment strategies for the LA program				
Action Plan	**Timeline***	**Current Programs/ Services**	**Future Programs/ Services**	**Indicators of Success/Evidence**
Assess, develop and enhance training and support of LA program to faculty and students	IM	• LA training series	• Develop student and faculty LA program handbook and standardized training • Track new faculty hires in LA courses	• Info session on the LA program offered yearly
Continue monitor the number of courses that use LAs	Ongoing	• LA program data	• Contact courses that will be moved to cost share model to re-onboard • Target additional GEC courses for LA program expansion	• Add at least 1 new GEC course by 2027
Develop recognition plan for LA students and Faculty	ST		• Distribute LA swag to participants • Develop LA student award	• A yearly student award is distributed
Develop LA travel or research stipend	ST	• Attendance at LA conference		• Attendance at LA conference at least every other year • Conference presentations on LA Program
Objective 2. Assess and develop LA program workflow and processes				
Action Plan	**Timeline**	**Current Programs/Services**	**Future Programs/Services**	**Indicators of Success/Evidence**
Continue to access and assign support needs for LA program	ST		• Work with new support staff for assistance with student hiring paperwork • Assign administrative tasks to GA	• Clearly outlined paperwork workflow • Student hiring paperwork completed with 1 month of hiring

Action Plan	Timeline	Current Programs/Services	Future Programs/Services	Indicators of Success/Evidence
Develop a clear and streamlined process workflow of tasks for LA faculty	Ongoing		• Add workflow process fore new LA courses and faculty related to budget and student selection • Consider different use of LA team	• Reduced budget errors for cost-sharing courses • Faculty verification of student hours are on-time for 90% of faculty • Feedback from LA program faculty
Objective 3. Maintain and enhance technology and spaces needed for the LA program				
Action Plan	**Timeline**	**Current Programs/Services**	**Future Programs/Services**	**Indicators of Success/Evidence**
Assess need and procurement of LA program spaces (e.g., active learning spaces)	MT		• Generate list of grants for the improvement of spaces • Identify possible spaces on campus for smaller active learning classrooms	• All LA classes have adequate classroom space
Develop a strategy to systematically replace or care for existing equipment and spaces	ST		•	• Review space and equipment needs yearly • Develop and upgrade/replacement schedule

Goal 5: To increase programming to support a diverse campus community and improve cultural competency.

Objective 1. Provide a safe space for networking and dialogue on diversity, equity, and inclusion to create a sense of belonging within the campus community.

Action Plan	Timeline*	Current Programs/ Services	Future Programs/ Services	Indicators of Success/Evidence
Establish support networks, communities of practice, and workshop series in collaboration with Senior Associate Provost for Community and Belonging Success	LT			• Increase proposals from campus community on DEI topics by 10% • Increase number of workshops focused on culturally responsive teaching and inclusivity • Established goals for programming related to inclusion and belonging that align with the USM strategic plan

Objective 2. Increase faculty awareness of high-impact practices that improve student success of minority/marginalized students.

Action Plan		Current Programs/Services	Future Programs/Services	Indicators of Success/Evidence
Maintain a list of resources for DEI in higher education	Ongoing			• Review and update resources on website each semester • Use Needs survey data to respond to needs for faculty and staff training

Goal 6: To position the institution on the forefront of educational development.				
Objective 1. Disseminate research and success of the CFD on a national level.				
Action Plan	**Timeline***	**Current Programs/ Services**	**Future Programs/ Services**	**Indicators of Success/Evidence**
Apply for funding to bolster programming and bring in external experts	MT		• Collaborate with campus offices to sponsor external speakers	• Receive external funding to support CFD programming • Apply to at least 1 external grant every 4 years
Present at national conferences	Ongoing			• Apply and present at national conferences at least once a year • Accept invitations from partners to present at regional and national conferences or meetings • Support signature program fellows (ACUE Fellows, SoTL Fellows) to present at conferences
Objective 2. Highlight the impact of CFD's signature programs.				
Action Plan		**Current Programs/Services**	**Future Programs/Services**	**Indicators of Success/Evidence**
Write articles about successful programming	ST			• Publish 1articles over three-year period with peer-reviewed journals

*I=immediate (1-2 months), ST=short term (3-6 months), MT=mid-term (7-18 months) and LT= long term (19-36 months)