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## Action Project

### Human Resource Development

Status: Retired

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**Institution:** Wayne State College

**Submitted:** 2002-05-29

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#### Timeline:

Planned project kickoff date:

Target completion date:

Actual completion date:

#### A. Give this Action Project a short title in 10 words or fewer:

Human Resource Development

#### B. Describe this Action Project's goal in 100 words or fewer:

The goal of this project is to enhance faculty and staff development on campus. The project involves both fact-finding and experimental activities. Some fact-finding activities include: assessing the current levels of satisfaction with development opportunities, surveying first year faculty and staff about the unique needs of new employees, and assessing the training needs of faculty and staff. Some experimental activities include: developing a mentor program for new faculty and staff, providing opportunities for various groups to have "retreats" to discuss quality issues, designing a more useful evaluation procedure, and establishing a human resource inventory.

#### C. Identify the single AQIP Category which the Action Project will most affect or impact:

Primary Category: Valuing People

#### D. Describe briefly your institution's reasons for taking on this Action Project now -- why the project and its goals are high among your current priorities:

The need for additional opportunities for enhancing Human Resource Development was identified by consensus among all sectors of the campus in the 1999-2000 focus group process and also in 2000-2001 at the AQIP Council retreat and at the opening meeting for all faculty and staff. The specific activities to advance this goal were identified using brainstorming, nominal group, multi-voting, and rank ordering techniques. Over 400 faculty and staff

participated in the opening meeting activity.

E. List the organizational areas -- institutional departments, programs, divisions, or units -- most affected by or involved in this Action Project:

The project should have an impact campus wide.

F. Name and describe briefly the key organizational process(es) that you expect this Action Project to change or improve:

Faculty and staff development, new hire orientation, faculty and staff attitude and morale.

G. Explain the rationale for the length of time planned for this Action Project (from kickoff to target completion):

AQIP topics will be a regular part of the campus bulletin, progress on projects will be reported at the fall and spring faculty and staff meetings. Open meetings will be scheduled to discuss specific activities and recruit volunteers. Specific members of the AQIP Council have been assigned to facilitate different aspects of this project.

H. Describe how you plan to monitor how successfully your efforts on this Action Project are progressing:

Number and levels of participation in development activities.

Participation in mentor program.

Number of retreats scheduled and the results of those discussions.

I. Describe the overall "outcome" measures or indicators that will tell you whether this Action Project has been a success or failure in achieving its goals:

Findings of the employee satisfaction & training assessment.

Feedback from new faculty.

Scope of the human resource inventory.

Satisfaction with new evaluation procedure.

J. Other information (e.g., publicity, sponsor or champion, etc.):

Double the number and type of opportunities for faculty and staff development and training. Have everyone on campus involved in at least one development activity a year. Hire a Human Resource Director. The tasks are currently handled through a number of separate offices.

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Last Action Project Update: 2005-09-14

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A. Describe the past year's accomplishments and the current status of this Action Project.

The College has hired a Human Resource Director and a Coordinator. The office was established and has begun to offer staff development/informational activities. The office has

also assumed responsibility for coordinating all job search activities, has begun reviewing personnel files, and has been given the responsibility for managing/explaining benefits to faculty and staff.

B. Describe how the institution involved people in work on this Action Project.

The HR staff have met with most groups on campus, including various union groups, academic departments, and search committees.

C. Describe your planned next steps for this Action Project.

We plan to retire this project and develop a new action project from the results of our systems portfolio review.

D. Describe any "effective practice(s)" that resulted from your work on this Action Project.

E. What challenges, if any, are you still facing in regards to this Action Project?

The fact that the combined functions of the HR office were consolidated from other offices still needs attention. Communication will be key as we continue to develop new policies and procedures.

F. If you would like to discuss the possibility of AQIP providing you help to stimulate progress on this action project, explain your need(s) here and tell us who to contact and when?

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