

STAFF DEVELOPMENT

2007 - 2008 Activity/Project Report Form

Directions: You are required to submit a 1-2 page report on the staff development activity/project for which you were funded during the 2007-2008 academic year. This report is to be submitted to the Staff Development Office within one month of the completion of your project or activity. Please include the following components.

I. Quality of the Activity

Here you might consider such questions as:

- h** Was the activity interesting?
- h** Were the presenters well informed and organized?
- h** Were the topics and subjects studied relevant?
- h** Were you re-energized and stimulated by the event?

II. Knowledge Gained

Here you might consider such questions as:

- h** What was the most useful thing you learned from the activity?
- h** What part(s) of the information gained can be applied to your work?
- h** What do you plan to actually use or adapt in your job area?

III. Behavioral/Attitudinal Changes

Here you might consider such questions as:

- h** What changes have you made in your job area as a result of this activity?
- h** How does what you have learned from this activity affect those with whom you have regular contact in you job area?

IV. Institutional Impacts

Here you might consider such questions as:

- h** Did your participation in this activity affect the "climate" of the college?
- h** What impact on students does/will your participation in this activity have?

NOTE: The above questions are suggestions only for assisting you in evaluating your staff development activity. Please feel free to adapt them to fit your particular staff development experience.