

Northwest Vista College Individual Action Plan

Date of Review: January 2008

Name: Hope Medina

Title: Organizational Learning Coordinator

Unit: NVC/Org Learning

SECTION I Key goals, Assignments/Priorities	Actions Planned	Measure of Success	Timeline	Comments & Updates Enter review dates as applicable
<p>1. Design and implement a process for tracking training and providing employee transcripts and leadership reports.</p> <p>Related Strategic/Working Group Plan IV B.1 Foster a culture of learning & service for employees.</p>	<ul style="list-style-type: none"> • Continue to work with IT personnel working group • Review project requirements, scope & and team outcomes • Work towards simplifying project requirements and establishing clear timelines 	<p>Tracking system which tracks employee development that has been accomplished for individual employees via transcribing & also through providing reports to Senior Leadership in order to make decision about development as it pertains to employees.</p>	<ul style="list-style-type: none"> • April 2005 working group established • Reqmts. scope & team outcomes developed, will review by Feb 2006 • Coordinate with IT analysts for using current Employee Central and Remedy software to refine by May 2006 	<p>This project has been ongoing but we have found a different approach that will be more feasible in regards to funding and existing software.</p> <p>Work with senior analyst to establish timelines and project scope.</p>
<p>2. Continue to improve employee website and interactive registration process.</p> <p>Related Strategic/Working Group Plan IV B.1 Foster a culture of learning & service for employees.</p>	<ul style="list-style-type: none"> • Meet with Multimedia Specialists to update, and establish a process for updates. • Design a Performance Mgt page to include forms and development plans. • Design a New Employee page to include resources for employees and supervisors 	<p>Employee Development and Resource Website is active and is used by all faculty (to include adjuncts) & staff to find development opportunities and resources to support their growth and development.</p>	<ul style="list-style-type: none"> • Review requirements with PR by Feb 2006 • Determine process for submitting updates, adds, deletes, and new requirements, March 2006. • Develop text, design, model for Perf Mgt page, April 2006. • NEO site text and interactive culture model. April 2006. 	<p>Meeting with PR to clarify new look and design was completed on March 1st.</p> <p>Follow-up with webmaster to incorporate new links by Jan 2006.</p>
<p>3. Design a Leadership Development Program and site</p> <p>Related Strategic/Working Group Plan IV B.1 Foster a culture of learning & service for employees.</p>	<ul style="list-style-type: none"> • Establish a working group to give input • Develop a certificate program for supervisors and potential leaders 	<p>Leadership Program aimed at giving NVC supervisors the tools to be better prepared to coach, mentor, and lead employees. This program will be tied to the supervisors action plan and the strategic goals of the college.</p>	<ul style="list-style-type: none"> • Develop a proposed program and certificate requirements Feb 2006 • Have first working group meeting with E-Team & supervisors by Feb 2006 	

SECTION II Personal/Professional Development	Actions Planned	Measure of Success (Milestones)	Timeline	Comments & Updates
1. Develop Team Building skills Related NVC Value: Community & Synergy	<ul style="list-style-type: none"> Facilitate sessions with campus unit employees Read "Laws of Teamwork" by Maxwell 	Ability to easily work with a diverse group and see org. and performance results.	<ul style="list-style-type: none"> Schedule only one session per month. PR Team is in Jan 2006. Facilitate workshop for CWCE Feb 2007. Complete reading by June 2006 	
2. Develop and strengthen communication skills, specifically with Academic Leaders . Related NVC Value: Openness and Community	<ul style="list-style-type: none"> Needs assessment with leaders Plan for user group meetings each semester Work closely with staff employees in the Academic area. 	Increased improvement score seen on the 360 degree feedback from peers, clients and colleagues.	<ul style="list-style-type: none"> Meet with AL's by March 2006 and assess needs Compile a list of all staff in Academic area and do more outreach to involve. Feb 2006 Assist staff with IAPs and plan for 2006. 	
4. Increase level of knowledge in Org Development/Learning discipline. Related NVC Value: Learning, Integrity	<ul style="list-style-type: none"> Plan for a variety of learning activities. 	Continuous learning to sharpen knowledge and skills in order to contribute to the Organizational Learning climate at NVC.	<ul style="list-style-type: none"> Involvement in SA OD Network Continue to Adjunct teach at UIW Attend NCSPOD Conference and NILD 	
SECTION III Community Involvement	Actions Planned	Measure of Success (Milestones)	Timeline	Comments & Updates
Community Involvement Internal/External 1. Work with Staff Council on recognition program and leadership development. 2. Editor/Writer for the Victory Connection Related NVC Value: Community	<ul style="list-style-type: none"> Attend Staff Council meetings and collaborate to integrate employee communication and recognition systems with development and NVC values Actively participate in monthly prep of the Victory Connection. 	Develop as a community leader and participant in order to contribute back to the community.	<ul style="list-style-type: none"> Meet with Staff Council leadership to determine involvement Feb 2007. 	

