

EDUCATIONAL/STAFF DEVELOPMENT PLAN

LENOIR COMMUNITY COLLEGE

(Due with evaluations Spring Semester)

1. Name Laura Barnes
2. Title and Unit Dept. Chair, Social and Behavioral Sciences, Arts & Sciences
3. Are you appropriately credentialed for the position?  Yes  No
4. Is further formal preparation required by the college?  Yes  No
5. Is further formal preparation *recommended* by the college:  Yes  No  
If yes, please explain. *(Click in the space below and begin typing)*

6. Are you pursuing additional personal development?  Yes  No  
(It is understood that the accomplishment of this personal goal(s) will not result in a pay increase in current position.) *(Click in the space below and begin typing)*

I continue to keep my licensure current by acquiring 40 CEU q 2 years. I always pick workshops that will complement my current courses.

7. Each employee is expected to keep abreast of his or her field through participation in updating activities, conferences and professional workshops, teleconferences, a study of current literature, membership in professional associations, involvement in local and regional agencies and institutions within the field of specialization, and other related activities. Please indicate below any specific plans for activities of this nature. *(Click in the space below and begin typing)*

I attend EAHEC (Eastern Area Health Education Conferences) conferences in Greenville, NC

8. Please identify all development activities completed during the past twelve months.

Area of Training	Clock Hours	Credit Hours
Addiction: A Treatable Brain Disease 1/26/10	5	5
Psychotropic Medications 1/19/10	6	6
Legal and Confidentiality Issues for Mental Health And substance abuse: A Primer for Practitioners 1/21/10	6	6
Working Miracles in People's Lives: connecting the Faith community and Behavioral Health Professionals to Help service Members and Their Families 6/8/09	5.5	5.5
Behavior and Misbehavior: A Day of conduct Problems 5/14/09	5	5
The Aging Brain 3/11/09	5	5
Clinical Cultural Competency 2/23/09	6	6
Best Practice in the Assessment and Management Of Mood Disorders Across the Lifespan 2/17/09	6	6

I have participated in the preparation of, and agree with, the plan outlined above.

Carrie James 3/22/10  
Employee Date

John Blum 3/22/10  
Supervisor Date

Deborah Grimes SMD  
Executive Vice President Date

\_\_\_\_\_  
President Date

EDUCATIONAL/STAFF DEVELOPMENT PLAN

LENOIR COMMUNITY COLLEGE

(Due with evaluations Spring Semester)

1. Name Tonya Adams
2. Title and Unit IPI/Program Head Cosmetology
3. Are you appropriately credentialed for the position?  Yes  No
4. Is further formal preparation required by the college?  Yes  No
5. Is further formal preparation *recommended* by the college:  Yes  No  
If yes, please explain. (Click in the space below and begin typing)

6. Are you pursuing additional personal development?  Yes  No  
(It is understood that the accomplishment of this personal goal(s) will not result in a pay increase in current position.) (Click in the space below and begin typing)

7. Each employee is expected to keep abreast of his or her field through participation in updating activities, conferences and professional workshops, teleconferences, a study of current literature, membership in professional associations, involvement in local and regional agencies and institutions within the field of specialization, and other related activities. Please indicate below any specific plans for activities of this nature.  
(Click in the space below and begin typing)

Community College Cosmetology Instructor's  
Workshop, Fall + Spring,

Redken school in New York City  
April 5-7, 2010



EDUCATIONAL/STAFF DEVELOPMENT PLAN

LENOIR COMMUNITY COLLEGE

(Due with evaluations Spring Semester)

1. Name Alicia Brown RN, BSN

2. Title and Unit Nursing Instructor – Health Science

3. Are you appropriately credentialed for the position?  Yes  No

4. Is further formal preparation required by the college?  Yes  No

5. Is further formal preparation *recommended* by the college:  Yes  No  
If yes, please explain. (Click in the space below and begin typing)

Masters degree in Nursing with a Concentration in Nursing Education

6. Are you pursuing additional personal development?  Yes  No  
(It is understood that the accomplishment of this personal goal(s) will not result in a pay increase in current position.) (Click in the space below and begin typing)

Started Graduate School at East Carolina University Fall 2008 to obtain a Masters in Nursing with a Concentration in Nursing Education.

7. Each employee is expected to keep abreast of his or her field through participation in updating activities, conferences and professional workshops, teleconferences, a study of current literature, membership in professional associations, involvement in local and regional agencies and institutions within the field of specialization, and other related activities. Please indicate below any specific plans for activities of this nature.  
(Click in the space below and begin typing)

Member of the NC/ADN Council

Member of NLN

*Graduate School  
Sigma Theta Tau*

8. Please identify all development activities completed during the past twelve months.

Area of Training	Clock Hours	Credit Hours
Graduate Studies NUR 6001		3
Graduate Studies ADED 6454		3
Graduate Studies NUR 6214		3
Graduate Studies NUR 6208		3

I have participated in the preparation of, and agree with, the plan outlined above.

<p><i>Alicia Brown</i>      <u>3/24/10</u>          Employee                      Date</p>	<p><i>Alex B. Weld</i>      <u>3/24/10</u>          Supervisor                      Date</p>
<p><i>Deborah Grimes</i>      <u>2-22-12</u>          Executive Vice President                      Date</p>	<p>_____          President                      Date</p>

Lenoir Community College  
Employee Self-Evaluation

Name Alicia Brown For Year 2009-2010

1. Did you earn a degree or certification in the past year? If so, please list the degree/certification and the college/organization.

No, I have not earned a degree or certificate this past year.

2. What is the most outstanding way you have represented the College in your community? Explain. I participated with "Ride for Life" this past fall for breast cancer awareness. I did an active demonstration on a breast model for individuals interesting in learning how to examine their own breast. Handouts were also available to the public educating them on warning signs and important information regarding breast cancer. I also participated in Relay for Life at South Lenoir High School representing LCC Health Science. *NSHS Career Day also*

3. What has been your most significant accomplishment for the College this past year? I have successfully completed four courses for my MSN and currently in my fifth course.

4. In what professional development activities have you participated? I am a member of the NCADN council and the NLN. Attended Professional Development at LCC March 4, 2010.

5. List five goals and your accomplishments you have for yourself for the current academic year.

- Participated in more community activities to become more community focused.
- Communicate more effectively with health science team on student's progression and digressions in clinical and theory.
- Improve consistency with staff on evaluating student performance.
- Devote more time to NLNAC accreditation.
- Develop effective coping skills to decrease stress at the workplace.
- Enroll in 2 graduate courses this summer and fall at ECU.

6. List five goals you have for yourself for the next academic year.

- Participate in more community activities "Relay for Life"
- Improve on my communication skills with faculty members.
- Manage my time more effectively so I will be better organized at work and with graduate school.
- Continue to devote time toward NLNAC accreditation.
- Continue to be consistent with staff on evaluating student performances.
- To successfully complete graduate courses for my masters in nursing at ECU.

7. Tell me anything about yourself and your activities of which you feel I should know in order to effectively evaluate you. I am dedicated to the Health Science program. I do my best to communicate effectively with staff and students. I feel that honesty is an

essential quality for effective communication. I work as a team player and devoted to making the ADN/PN programs more successful. I am currently attending East Carolina University to obtain a Master in nursing with a concentration in nursing education to enhance my skills within this field of work.

EDUCATIONAL/STAFF DEVELOPMENT PLAN

LENOIR COMMUNITY COLLEGE

(Due with evaluations Spring Semester)

1. Name Vicki Barker
2. Title and Unit ADN Program Chair - Health Sciences
3. Are you appropriately credentialed for the position?  Yes  No
4. Is further formal preparation required by the college?  Yes  No
5. Is further formal preparation *recommended* by the college:  Yes  No  
If yes, please explain.

6. Are you pursuing additional personal development?  Yes  No

(It is understood that the accomplishment of this personal goal(s) will not result in a pay increase in current position)

Continuing education to maintain continued competence for NC BON license renewal.  
Ongoing education to support CNE

7. Each employee is expected to keep abreast of his or her field through participation in updating activities, conferences and professional workshops, teleconferences, a study of current literature, membership in professional associations, involvement in local and regional agencies and institutions within the field of specialization, and other related activities. Please indicate below any specific plans for activities of this nature.

- ① Participate in activities to maintain NLN - CNE
- ② Maintain membership in NCAADN Council and attend meetings
- ③ Maintain membership in Sigma Theta Tau and attend meetings
- ④ Joined the NC Assoc. of Directors - attend mtgs

8. Please identify all development activities completed during the past twelve months.

Area of Training	Clock Hours	Credit Hours
NC ADN Council Spring Conference 2010		
2010 NCLEX Invitational		8.1
CPR Basic Life Support March 2010		

I have participated in the preparation of, and agree with, the plan outlined above.

Wuki Barber RN 2/16/11      Alles Blalock 4/20/11  
 Employee                                  Date                                  Supervisor                                  Date

Deborah Grimes 2-22-12      \_\_\_\_\_  
 Executive Vice President                  Date                                  President                                  Date

## EDUCATIONAL/STAFF DEVELOPMENT PLAN

### LENOIR COMMUNITY COLLEGE

1. **Name** Valerie J. Cavanaugh

2. **Title and Unit** Lead Spanish Instructor

3. Are you appropriately credentialed for the position?  Yes  No

4. Is further formal preparation required by the college?  Yes  No

5. Is further formal preparation *recommended* by the college:  Yes  No

If yes, please explain. N/A

6. Are you pursuing additional personal development?  Yes  No

(It is understood that the accomplishment of this personal goal(s) will not result in a pay increase in current position.)

7. Each employee is expected to keep abreast of his or her field through participation in updating activities, conferences and professional workshops, teleconferences, a study of current literature, membership in professional associations, involvement in local and regional agencies and institutions within the field of specialization, and other related activities. Please indicate below any specific plans for activities of this nature.

If time and my budget allow it, I would like to attend the FLANC – Foreign Language Association of North Carolina conference in the fall. I will continue to read and study current Spanish literature (1 book per semester) and maintain my membership with both FLANC and ACTFL – American Council on the Teaching of Foreign Languages. I also plan to continue translating and helping non-native English speakers in the community.



May 5, 2011

**Lenoir Community College Evaluation 2010-2011**  
**Valerie J. Cavanaugh – Lead Spanish Instructor**

**EDUCATION PHILOSOPHY**

As an educator, I believe that in order to preserve, foster, and ensure the continued development, enrichment and growth of society, it is essential for individuals to strive toward gaining greater knowledge and understanding of the world in which we live.

For this reason, it is imperative that we recognize, both as individuals and members of society, not only the right, but also the responsibility we have, both for ourselves and others, to pursue the acquisition of knowledge through both formal and informal educational opportunities, aware that as we do, our lives, and those of future generations will reap the rewards of our perseverance and commitment to education.

**REFLECTION**

I have been teaching college Spanish transfer classes at LCC full-time since August of 2006. At the end of every semester, I find myself thinking about accomplishments and most importantly, the changes I should make to improve and grow, not only as an educator, but as a team player, and leader as well. These are the most significant events this academic year:

- I submitted a mini-Grant Proposal requesting the funds for 30 Rosetta Stone site licenses. As of last week, the software was installed on 10 computers in the LCC Learning Resource Center. In the near future, the software will be installed on 5 computers in the tutoring lab. And, as a next step, I need to find funding for 10-15 computers for Waller 216.
- Transitioning from Blackboard to Moodle has been challenging as well as rewarding. I have significantly developed my knowledge and understanding of Moodle and will continue to update my courses each semester and try to incorporate new activities.

- Proficiency Testing at Arendell Parrott Academy was a success. Twenty-eight students were present at APA for the LCC proficiency test, on April 29, and for me, the most significant aspect was the cooperation and respect from both the students and administrators. This experience has improved my ability to organize and prepare tests and materials for recruiting potential students.
- The Spanish department at LCC has grown substantially. At the time it began to grow, I realized that flexibility, being able and available to teach classes to meet the needs of the students, coupled with recruiting, would be the key to continued growth. In the time (5 years) I have been a part of Arts and Sciences, the LCC Spanish department has grown from 1 instructor up to 3-4 instructors and an adjunct. To me, flexibility is important. The flexibility I am referring to has to do with teaching from 20-24 hours per semester (mostly seated classes) if necessary. However, toward the end of this semester, because of the additional responsibilities associated with my new position as lead instructor, it became obvious to me that in the future, I will have to share the work load with my colleagues. Also, having experienced a full semester as lead instructor, I now think communication within the department will help unite us as a team and provide me the opportunity to motivate the Spanish instructors to take on the challenges associated with continued growth while allowing each individual to grow in his/her career.

### **GOALS**

1. Update SPA-111 and SPA-112 Moodle Courses for fall 2011 to reflect the changes in the new edition of the textbook.
2. Organize the Spanish materials and resources in Waller 216 closet.
3. Organize a meeting with the Spanish instructors at least 2 times per semester to share ideas, materials, and concerns.
4. To continue to focus on preparing for my classes in order to meet the needs of the students.

EDUCATIONAL/STAFF DEVELOPMENT PLAN

LENOIR COMMUNITY COLLEGE

(Due with evaluations Spring Semester)

1. Name Chris J. Taylor

2. Title and Unit Program Chair Welding Technology, IPU

3. Are you appropriately credentialed for the position?  Yes  No

4. Is further formal preparation required by the college?  Yes  No

5. Is further formal preparation *recommended* by the college:  Yes  No  
If yes, please explain. *(Click in the space below and begin typing)*

6. Are you pursuing additional personal development?  Yes  No  
*(It is understood that the accomplishment of this personal goal(s) will not result in a pay increase in current position.) (Click in the space below and begin typing)*

7. Each employee is expected to keep abreast of his or her field through participation in updating activities, conferences and professional workshops, teleconferences, a study of current literature, membership in professional associations, involvement in local and regional agencies and institutions within the field of specialization, and other related activities. Please indicate below any specific plans for activities of this nature.  
*(Click in the space below and begin typing)*

Member A.W.S. #541071  
Certified Welding Inspector #08091591  
A.W.S. Certified Welder #0707050W

8. Please identify all development activities completed during the past twelve months.

Area of Training	Clock Hours	Credit Hours
Ultrasonic Testing (Theory)	8 Hr.	
Ultrasonic Practice (Hands on)	4 Hr.	
Liquid Penetrant (Theory)	4 Hr.	
Magnetic Particle (Theory)	8 Hr.	

I have participated in the preparation of, and agree with, the plan outlined above.

Christopher J Taylor 4/19/11  
 Employee Date

Ray G. Chen 4/19/11  
 Supervisor Date

Deborah Limes 5/8/11  
 Vice President Date

\_\_\_\_\_  
 President Date

**EDUCATIONAL/STAFF DEVELOPMENT PLAN**

**LENOIR COMMUNITY COLLEGE**

**(Due with evaluations Spring Semester)**

1. Name William H. Dams
2. Title and Unit Business Administration Instructor BTU
3. Are you appropriately credentialed for the position?  Yes  No
4. Is further formal preparation required by the college?  Yes  No
5. Is further formal preparation *recommended* by the college:  Yes  No  
If yes, please explain. *(Click in the space below and begin typing)*

6. Are you pursuing additional personal development?  Yes  No  
*(It is understood that the accomplishment of this personal goal(s) will not result in a pay increase in current position.) (Click in the space below and begin typing)*

*See Attached*

7. Each employee is expected to keep abreast of his or her field through participation in updating activities, conferences and professional workshops, teleconferences, a study of current literature, membership in professional associations, involvement in local and regional agencies and institutions within the field of specialization, and other related activities. Please indicate below any specific plans for activities of this nature.  
*(Click in the space below and begin typing)*

*See Attached*

8. Please identify all development activities completed during the past twelve months.

	Area of Training	Clock Hours	Credit Hours
10.21.08	NISOD Webinar: Student Success & Developmental Education	1 hour	
2.27.08	Project Rightway Workshop on Addiction	1 hour	
11.4.08	Art Imitates Life: Getting "Lost" in Management	1 hour	
6.4.08	Smartboard / Elmo Training & Presentation	1 hour	

I have participated in the preparation of, and agree with, the plan outlined above.

William Adams 2.1.09  
Employee Date

Ray G. Ross 3-9-09  
Supervisor Date

Shirley L. Dove 3/19/09  
Executive Vice President Date

\_\_\_\_\_  
President Date

## **Addendum to Educational/Staff Development Plan**

Question 6: Are you pursuing additional personal development?

- I want to complete the Division's first Training Manual. The manual should be done by the end of Fall 2009.
- I want to continue to recruit for LCC. Stewart has put me in charge of re-doing the Marketing & Retailing Brochure for our department, which I have completed with the assistance of Marilyn Phipps.
- My department head has mentioned a possible Hospitality/Business curriculum with Culinary Arts. It is my understanding that Jeff Yourdon is handling this program, which I would still like to help get started.
- I plan on taking some leadership classes in the future. I know this will help me develop more as an instructor as well as a faculty member.

After reviewing last year's personal development, most goals were accomplished. The training manual is about 80% done. I am still editing some of the material, and then I want to make sure that all forms are current. Once this is done, the manual can be finalized. I am not one to make excuses, but the economy and unforeseen building renovations made the training manual a work in progress. Paul Hill had to move his Machine Shop from GTP to our campus. Gary, I believe you know the rest of the story. I hope to have the manual done this fall.

In 2008, I participated in the Career Expo over a four-day period. On March 13, 2008, after the Career Expo, I went to Jones Senior High for a Career Day. I enjoy meeting the students, and telling them about our educational opportunities at Lenoir Community College. I plan to recruit this year for our department and division. I completed the new Marketing & Retailing Brochure for the department.

This past year, I have taken great strides to improve both as an instructor and a communicator. It is paying off, but I still have work to do in this area. It is a constant process of reflection. I am proud to say that student discipline problems were minimal; however, I have handled those instances with the utmost professional demeanor. Each semester, I find new challenges in our students as well as developing new methodologies to teach our students. It is these challenges that help me grow as an instructor and an individual. I approach each challenge with a positive attitude. This year, Stewart approached me to be secretary for the Accounting/Business Administration Committee. That was a challenge because I am not typist, but I managed to get all committee minutes and recommendations done by the end of fall semester. I enjoy networking with our professional counterparts in the private sector. I am currently working through my sixth year here at LCC, but I realize that I will not be perfect. The most I can do is learn from each day. I still ask Stewart for advice, and I am lucky to have him as a department chair. Stewart allows me to grow, which has helped me to develop as an instructor. I am enjoying the classroom. I truly believe that I am becoming a more dynamic instructor, which allows me to reach more of my students. My classes are student oriented and

student driven. I make the students discuss and interact with the subject matter. I will continue this tradition because it allows the students to grow.

I integrated the overhead projector into my accounting classes. It has made my time in the classroom more efficient, which allows me to cover more material in class, while providing more instruction to my accounting students. All transparencies are hole punched and in order after each lecture. This reduces time wasted in class searching for materials. I am always striving to make my lectures clearer and more concise. I use Power Point lecture handouts and other supplemental handouts with the more difficult material in my lectures. Thanks to you, Gary, we have the ELMO projection systems. This will open up more avenues of learning, and streamline the instructional process in the classroom. This will allow me to cover more material, but more importantly, allow me to bring in the "internet" into the classroom, which will aid many students in the research and discovery areas. I am very excited with our new technology and appreciate the financial sacrifice you made for this equipment.

I keep in contact with my high school counterparts. I email and speak to them via phone. I have enjoyed that part of my job. This year, like last year, I plan to participate and represent our department at the campus career fairs/ job fairs; I speak to potential students about the many educational opportunities at Lenoir Community College.

My advising load has approximately doubled since I've been hired. It remains one of my favorite job duties at LCC. At present, I am advising 50 - 60 students; however, this is a rough estimate. I take great pride in helping any student in this division as well as any student campus-wide. My registration skills have improved dramatically. I am more efficient, which allows me to spend more time with my advisees.

I have become more familiar with Lenoir Community College's policies & procedures. This has been an on-going process.

My classroom management has improved. While taking roll, I ask a series of question/answers amongst the students. These questions were the result of the previous day's lesson/lecture. I fully utilize every minute of class time, and students get a chance to interact with the subject matter. This is considered a group dynamic technique that I have incorporated into my classes. Also, all my classes end with what is on the next day's agenda. This keeps the student well informed plus it follows my class itinerary. Also, I provide a class calendar and homework schedule in each of my classes. To quote a Business Math student, "we can't sleep in your class, Mr. Dams." Now you know why.

I am in constant contact with my department head about my teaching methodologies. I ask for advice as well as suggestions on how I can improve. What I have learned about teaching methodologies is that they change. I drew the analogy about a "cute" rabbit and a "slimy" snake. You wouldn't handle the snake the same way you handle the rabbit. What's my point? It is my belief, and my opinion that it is the instructor's job to determine what kind of students he or she has, and then find a methodology or methodologies that works or produces the most beneficial educational experience for the

students. I have achieved this goal. What I am really saying is “what works this semester” might not work next semester. It doesn’t mean that I don’t plan or prepare for any of my classes just that my methodologies change with the caliber of students I get, and the subject matter being taught. I spend a great deal of time reflecting on these teaching methods, and seek newer ways to reach my students.

I have worked with Stewart on a recruiting plan. As ideas come to me, I discuss them with Stewart. I continue to take part in the Business Administration Committee that Stewart chairs. I like the contact with employers, which helps us improve our curriculum studies. I remain steadfast in my pursuit to improve my instruction, improve my communication skills, but most of all improve the quality education for our students.

In closing, I have worked very hard this past year. I am starting to see the “fruits” of my labor. I am constantly trying to get better in all facets of this job. I believe I am making progress. It is an area I reflect on daily. Also, with the economy’s downturn, I look for more resourceful ways to teach with the limited funds. As an instructor, I search for innovative ways to make learning fun. The true challenge is making the “tough” times transparent to our students, without sacrificing their educational experience.

Finally, my professional development wasn’t as good as I liked, but our recent economic situation has placed a burden on all of our wallets; however, Stewart introduced me to the Wiley Faculty Network, which hosts online web seminars in the accounting and management disciplines. For 2009, I have slated 8 hours of seminars that will not only benefit me, but my students too.

Question 7: My participation in my current field of study.

I am currently a member of the American Institute of Certified Public Accountants (AICPA)

I am currently a member of the Institute of Management Accountants (IMA)

I subscribe to Instructor Magazine

I am a member Microsoft’s Professional Accountants’ Network (MPAN)

I am a member of LCCAEOOP

I am a member of the Wiley Faculty Network

I receive updates and literature from the IMA and the AICPA on the latest accounting issues and changes. Instructor magazine provides great ideas and approaches to new teaching techniques, and other educational techniques that can be used in the classroom.

**Employee Self – Evaluation  
Attachment**

2. Volunteering. I helped with the church's **Support a Family program**. I help a couple of the animal organizations in Craven County to find homes for homeless animals. In general, I represent LCC when I'm at the store or in the general public's eye. I always speak highly of our college, and that comes through when conversing with the public.
3. My most significant accomplishment for the college has been working for the students, and remembering that "they" are the reason for me!!
4. Using the Continuing Education class "Solving Classroom Discipline Problems". This class has helped me identify and resolve discipline problems in class. Fortunately, I have had minimal discipline problems. I subscribe to Instructor magazine, which presents new and insightful ideas in the area of education.
5. My three goals for the 2008 – 2009 year are as follows: 1. Continue to recruit for LCC and promote a positive image of our college; 2. Complete the Division's first training manual; 3. Improve as an instructor, and 4. Be ready for "any other" duty needed to be done.
6. I wanted to integrate more technology in my classes. The Elmo projection system will allow our department to be more creative and tap into more of the resources the internet has to offer. I continue to use the overhead projector in my accounting classes, which allows me to cover more material.

I have a student responsibility sheet, which I read and discuss with the students. The form explains my policies and procedures. The main theme is students need to be responsible. The students sign the form, which confirms that the student in fact knows his or her responsibilities in my classes. This form has removed any doubts in the student's mind. Basically, the student knows from the beginning what is expected of him or her. My discipline issues have been few with this adoption of the student responsibility form.

I will continue to monitor classroom management. I believe that I am more effective in the classroom, and it promotes group participation.

I continue to integrate a group dynamic (element) in my classes. It really works. The results are remarkable! One thing I do is call on a student. Once the student answers the question, I have that student pick a fellow student. It is no longer "the instructor is picking on me" atmosphere. I conduct extra credit drills this way. We are covering material with total participation. In fact, the 50 minutes goes by so fast.

7. I do bonsai, the art of miniature trees. Besides an art form, like teaching, it teaches oneself patience, a primary quality an instructor needs with students. I want to start exercising regularly to reduce stress, and it gives me a chance to reflect on the day's events.



EDUCATIONAL/STAFF DEVELOPMENT PLAN

LENOIR COMMUNITY COLLEGE

(Due with evaluations Spring Semester)

1. Name Bobby G. Austin, MSRS, RT(R)(CT)(MR)(CV)(M)
2. Title and Unit Program Head of Radiography
3. Are you appropriately credentialed for the position? X Yes      No
4. Is further formal preparation required by the college?      Yes X No
5. Is further formal preparation *recommended* by the college:      Yes X No  
If yes, please explain.

None Needed

6. Are you pursuing additional personal development? X Yes      No  
(It is understood that the accomplishment of this personal goal(s) will not result in a pay increase in current position.)

I have been participating in a research study in the utilization of web-based instruction. The study is being conducted by a graduate student at Midwestern State University and involves input and techniques developed by 100 program directors of radiography from across the United States. Methods learned from this study will be used to improve classroom and didactic instruction.

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In August of 2008, I attended the Radiography Program Director's Meeting in Winston-Salem to re-write the course description of the approved radiography course to meet the standards set forth by the Joint Review Committee on Education in Radiologic Technology. I also attended the NCSRT Annual Meeting in Concord and participated in several discussions concerning new trends in radiography and the needs for the educational environment. The ARRT and ASRT have developed on-line modules for the new digital portion of the ARRT exam for both technologists and educators. I have completed reviewing all eleven modules and will complete the accrediting portion after June 24<sup>th</sup> of this year. I am a member of the NCSRT and I am registered with the ARRT in many disciplines. I be attending the next program directors' meeting and will attend the NCSRT annual meeting. Each day new material is available on digital equipment and I am currently continuing to review the literature for needed information for the students. The current textbooks are severely lacking in good quality information as of today and I have hopes that new editions will be soon coming.



EDUCATIONAL/STAFF DEVELOPMENT PLAN

LENOIR COMMUNITY COLLEGE

(Due with evaluations Spring Semester)

1. Name Debra Owens

2. Title and Unit Program Head / Instructor Computer Information Technology, BTU

3. Are you appropriately credentialed for the position?  Yes  No

4. Is further formal preparation required by the college?  Yes  No

5. Is further formal preparation *recommended* by the college:  Yes  No  
If yes, please explain. *(Click in the space below and begin typing)*

6. Are you pursuing additional personal development?  Yes  No  
*(It is understood that the accomplishment of this personal goal(s) will not result in a pay increase in current position.) (Click in the space below and begin typing)*

7. Each employee is expected to keep abreast of his or her field through participation in updating activities, conferences and professional workshops, teleconferences, a study of current literature, membership in professional associations, involvement in local and regional agencies and institutions within the field of specialization, and other related activities. Please indicate below any specific plans for activities of this nature.  
*(Click in the space below and begin typing)*

Member of NCCIA.

The NCCIA Training Workshop / Conference for 2009 cancelled due to budget constraints.

Will participate in self learning activities for Office 2007 and Visual Basic 2008

