

# Professional Development Plan for Online Learning and Teaching

## Step 1: Identify Supportive Administrators

You will need a champion who values teaching excellence and has decision making authority. Recruit them early in your plan to increase support for future professional development.

Name(S): \_\_\_\_\_

## Step 2: Identify Potential Online Teaching Assets

Ex. LMS Administrator, Online Teaching Certified Faculty, Instructional Designers

Name	Teaching Discipline	Years of Teaching Online	Online Teaching Certification	Other Assets
EX: Laura Lane-Worley	Sociology	16	QM TOC	Distance Ed Coordinator

## Step 3: Establish a Professional Development Task Force

Be sure to include faculty from a variety of disciplines as their needs may vary significantly. Other members may include, Vice President of Instruction, Faculty Senate President, Deans, Division/Department Chair, Student Services representatives Instructional Designers, or anyone who could be an asset.

PD Task Force Members:

## Step 4: Assess the Current Needs of Teaching Faculty

Ex. Review faculty training records, survey the faculty, reach out to the LMS Administrator/ Instructional Designers, ask Division/Department Chairs

Potential Training Topics

**Step 5: Prioritize Training Topics**

Begin with trainings that will make the most impact, such as LMS usage, communication strategies, web conferencing tools

Top 3 Training Topics

**Step 6: Utilize Online Teaching Assets to Provide Professional Development**

Assign trainers to topics based on their strengths. Be sure to offer multiple sessions on the same topic, and record if possible, to meet the time needs of more faculty.

Topic	Trainer

**Step 7: Provide contact information of trainers to faculty who might need individual support sessions.**

Name	Email	Phone Number

**Step 8: Ongoing Needs Assessment and Training Development**

New training needs will surface as faculty become more comfortable, new faculty join, or focuses shift. Your training team may need to grow to meet the needs.