Institutional Effectiveness Assessment Grid

MSUM Moorhead Mission & Long Term Goals

Department / Program: Instructional Technology

Purpose Statement:
The mission of the Center of Instructional Technology is to assist Minnesota State University Moorhead faculty in achieving their professional objectives (instructional, research and other) by providing training, instructional design, and ongoing support for commonly used and emerging methodologies and technologies.

Goals:

Goal 1: Provide information, training, and opportunities for faculty development in the effective use of technology for instruction.
 	
 How is this goal measured? paper/online survey
 	
 Who is measured? MSUM Faculty and Staff
 	
 When is it measured? ongoing with special effort during week 14 of fall / spring semesters, once at the end of summer session
 	
 Who is responsible for making sure this is done? Director of Instructional Technology
	MSUM Long Term Goals Addressed:
	 I. Academic #1, #2, #3, #4
	
	 II. Student Support #1
	
	 III. Community Development
	   Internal: #1, #2, #3
	   External: #3
	
	 IV. Enrollment #1
	
	 V. University Image #1, #4, #5

Goal 2: Provide information, technical support, and encouragement for the use of techniques and tools that support alternative delivery of instruction and E-learning.
 	
 How is this goal measured? paper/online survey, website with handouts/materials
 	
 Who is measured? MSUM Faculty and Staff
	MSUM Long Term Goals Addressed:
	 I. Academic #1, #2, #3, #4
	
	 II. Student Support #1
	
	 III. Community Development
	   Internal: #1, #2, #3
	   External: #3
	
	 IV. Enrollment #1
	
	 V. University Image #1, #4, #5

When is it measured? ongoing with special effort during week 14 of fall / spring semesters, once at the end of summer session **Who is responsible for making sure this is done?** Director of Instructional Technology	VI. Diversity #1

Goal 3: Continue professional development in the area of Instructional Technology, keeping abreast of new developments and techniques related to the effective use of technology for instruction.
 	
How is this goal measured? list of presentations, conferences, workshops, and training attended.
 	
Who is measured? MSUM Faculty and Staff
 	
When is it measured? ongoing with special effort during week 14 of fall / spring semesters, once at the end of summer session
 	
Who is responsible for making sure this is done? Director of Instructional Technology
	MSUM Long Term Goals Addressed:
	I. Academic #1, #2, #3, #4
	
	II. Student Support #1
	
	III. Community Development
	  Internal: #1, #2, #3
	  External: #3
	
	IV. Enrollment #1
	
	V. University Image #1, #4, #5

Prototype of paper/online form that will be used for assessment:

1. Which of the following services were utilized – check all that apply?
   a. Workshop(s)
   b. Individual help sessions with Ficek or Hoppe
   c. Student Technology Team assistance
   d. Instructional Technology Office Hours
   e. Equipment checkout (digital still cameras, Wacom tablet, videocameras)

2. What was the nature of the help – check all that apply:
   a. Microsoft Office Products (Word, Excel, Access, PowerPoint)
   b. Web Site Development (FrontPage, Dreamweaver)
   c. Adobe PDF Forms, FrontPage e-mail forms
   d. Online survey/ online data collection
   e. Scanning
   f. Instructional Design support with online/hybrid classes, WebCT support
   g. Customized CD-ROM development
   h. Development of online tests / quizzes
   i. Development of customized learning materials (Learning Objects, interactive web pages for instruction)
   j. Assistance with grant writing
   k. Development of streaming audio / video (Powerpoint with audio, Tegrity WebLearner, Real Media)
   l. Other (Please specify)

3. Which of the following servers (maintained by Instructional Technology) have you utilized during this time? Check all that apply, and describe your satisfaction with the performance of the server itself based on server availability, data loss, etc.
   a. WebCT (webct.mnstate.edu)   excellent   good   average   poor
   b. Media (media.mnstate.edu)   excellent   good   average   poor
   c. Tegrity (tegrity.mnstate.edu)   excellent   good   average   poor

4. Please comment on the quality of the Instructional Technology services that you utilized during this time.

5. Please comment on suggestions for workshops, materials, or services that you would like to have available in the future from Instructional Technology.