DACUM Research Chart for Faculty Development Coordinator

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DACUM Research Chart for   Professional Development Coordinator

Duties   **Tasks**

A	**Promote Campus Batten Center Mission**	A-1 Research "Best Practices" for faculty professional development	A-2 Research center's technology needs	A-3 Collaborate with college-wide stakeholders	A-4 Develop strategic partnerships	A-5 Advocate for faculty professional development
B	**Oversee the Campus Batten Center**	B-1 Implement college-wide center rules and procedures	B-2 Implement college-wide rules/procedures for equipment check-out	B-3 Ensure center accessibility	B-4 Implement center events calendar	B-5 Supervise center staff (wage), others
C	**Coordinate Faculty Professional Development**	C-1 Research faculty professional needs	C-2 Schedule faculty development training	C-3 Facilitate faculty training	C-4 Contribute to college-wide training	C-5 Promote awareness of professional development funding
D	**Provide Instructional Design Services**	D-1 Consult with faculty	D-2 Identify design strategies	D-3 Assist with design plan	D-4 Provide implementation design strategies	D-5 Recommend learning tools
E	**Support Integration of Instructional Technology**	E-1 Consult with faculty	E-2 Identify appropriate technologies	E-3 Provide technology training	E-4 Facilitate technology purchases	E-5 Assist with technology implementation
F	**Pursue Personal Professional Development**	F-1 Conduct personal self-assessment	F-2 Develop personal professional development plan	F-3 Network with colleagues	F-4 Participate in professional organizations	F-5 Participate in continuing education

A-6 Advocate for center enhancements	A-7 Showcase instructional innovation	A-8 Market the center	A-9 Measure the center's effectiveness			
B-6 Manage center budget	B-7 Purchase center supplies	B-8 Maintain center equipment inventory	B-9 Perform center equipment maintenance	B-10 Install center software upgrades	B-11 Maintain center activity log	B-12 Prepare center reports
C-6 Encourage participation in professional development opportunities	C-7 Promote results of professional Development expenditures					
D-6 Recommend assessment tools	D-7 Review design plans	D-8 Evaluate design plans				
E-6 Develop instructional media	E-7 Pilot instructional technologies					
F-6 Attend professional conferences	F-7 Acquire professional certifications	F-8 Maintain knowledge in adopted technologies	F-9 Maintain proficiency in classroom technologies			

Acronyms

HTML	HyperText Markup Language
MAC	Macintosh
MOS	Microsoft Office Suite
QA	Quality Assurance
QM	Quality Matters
TOP	Teaching Online Program

General Knowledge and Skills

Adobe Creative Suites
Ability to conduct collaborative reviews
Analytical skills
Blackboard Collaborate/Plan
Communication skills: verbal, written, listening
Conflict resolution
Experience with Apple/MAC
eLearning authoring skills
Facilitation skills
Fluency in Micro Office Suite (MOS)
Illustrate Instructional Design skills/theory
Instructional skills for a diverse audience
Knowledge of external storage devices
Knowledge of: HTML, Final CutPro, and Camtasia
Knowledge of Web 2.0 and WebEx
Knowledge in adopted technologies
Knowledge of state and federal access laws
Knowledge of "Best Practices" for Quality Assurance
Knowledge of "Best Practices" for professional
development strategies
Knowledge of faculty professional development
Mobile application skills
Multimedia skills
Negotiations
Political (know the players)
Project/management
Presentation skills
Problem solving skills
Proficiency in classroom technologies
Technical aptitude for emerging technologies
Technical proficiency
Time management

Worker Behaviors

Approachable
Adaptable
Assertive
Collaborative/team player
Confident
Conscientious
Creative
Detail-oriented
Diplomatic
Ethical
Flexible
Follow through
Good listener
Innovative
Integrity
Leader
Lifelong learner
Multi-tasker
Open-minded
Organized
Outgoing
Patient
Pleasant
Professional
Punctual
Reliable
Self-motivated
Service-oriented
Thick-skinned
Welcoming

Future Trends and Concerns

Increasing use of technology in instruction
Constantly changing technology
Maintaining standards for uniformity
Lab usage could be an issue
Budget required to maintain/upgrade lab
Position description requirements demanding
Competitive salary required to attract qualified talent
Certifications: TOP or equivalency, QM or QA
equivalency, Current MOS certification (Word,
Excel, Access, PowerPoint, Outlook).

Tools, Equipment, Supplies and Materials

Basic office equipment and supplies
Computer/peripherals
Problem-solving toolkit
Respondus software
Software, upgrades, documentation, admin. rights
Software licenses
Software library
Research websites
Classroom presentation technologies