RISD PROFESSIONAL DEVELOPMENT DAY

Date: Tuesday, February 9, 2016 (9:00am-12:30pm)
Snow Date: Wednesday, February 10, 2016 (9:00am-12:30pm)

PROJECT SCOPE

To work in collaboration with Academic Affairs and various campus constituencies to plan and implement RISD’s first-ever “Professional Development Day”—“a half-day of professional development programs for all staff and faculty that focuses on “Getting to Know Your RISD.”

KEY RESOURCES/PARTNERS

- Project Team
  - Dean of the Faculty
  - VP, HR
  - Director, Employment & Employee Relations
  - Learning and Development Specialist
- President’s Cabinet/Senior Leadership
- RISD Staff Council
- Faculty (3-4)
- Staff Volunteers

GOALS/OBJECTIVES

- To offer a series of concurrent sessions, open to all staff and faculty, who may not otherwise participate in RISD Learns/RIHETC or external professional development programs due to limited availability within their schedules
- To provide valuable programming that exposes staff and faculty to different areas of the institution and the work that happens within those respective departments and divisions—creating a greater understanding of, and investment in, the institution in which we all work
- To continue working toward our Strategic Plan goal of “lifelong learning,” and investing time and resources in the development of our staff

PROJECT DETAILS

- Concurrent sessions (45-50 minutes each) offered in three (3) key areas (below are suggestions as a result of 11/20
  - Academics
    - The Art of the Crit
    - Introduction to Experimental and Foundation Studies
    - Inside the RISD studio
    - Co-Works
- Operations
  - Admissions Process/Financial Aid
  - Student Affairs/Residence Life
  - “Preparing a Meal for 2000;” a behind the scenes look at RISD Dining Services
  - Finances at RISD
- Specialty Services
  - Nature Lab
  - Library (Archives/Materials Resource Library)
  - RISD Museum (Ways of Looking Drawing Room Special Collections Tour)
- Input will be solicited from various departments regarding the types of programs they are willing to offer to staff
- Participants will have the opportunity to take up to three (3) sessions, followed by lunch and open discussion of learnings and the day’s events with other program participants
  - Suggested locations: The Met, Tap Room

**TIMELINE/DELIVERABLES**

- **Monday, November 2, 2015**
  - Idea proposed to Dean of Faculty to get Academic Affairs input and support for program
- **Friday, November 20, 2015**
  - Program brainstorming and touch base in preparation for 12/2 Faculty Meeting
- **Monday, November 30, 2015**
  - Present draft project plan to team
  - Prepare for presentation on 12/2
  - Begin assigning deliverables/tasks
- **Wednesday, December 2, 2015**
  - <insert name(s)> to share project information at Faculty Meeting; ask for faculty volunteers
- **Week of December 7, 2015**
  - Debrief Faculty Meeting
  - Follow-up with faculty volunteers; begin making contact with campus partners to solicit session proposals and volunteers
  - Begin drafting promotional materials, save the date information, signage, etc.
- **Week of December 14, 2015**
  - Team meeting to continue development of programming
  - Begin confirming program facilitators and preferred time/teaching location
- **Week of December 21, 2015**
  - Meet for Pre-winter break status update
  - Continue confirming program facilitators and preferences
o Invite RISD Staff Council to meeting- *ask for staff volunteers?*

- **Week of January 4, 2016**
  - Email save the date/call for volunteers to all staff
  - Begin creating schedule for day’s events—assign staff volunteers, finalize physical logistics
  - Present proposed schedule and offerings to PLC and Senior Leaders

- **Week of January 11, 2016**
  - Continue planning/Team meeting

- **Week of January 18, 2016**
  - Team meeting
  - Create registration forms and supporting communications

- **Week of January 25, 2016**
  - Team Meeting prior to open registrations, finalization of program offerings
  - Open registration to all community
  - Touch base with facilitators to determine programmatic and material needs for their sessions

- **Week of February 1, 2016**
  - Final registration reminders
  - Place catering and facilities orders

- **Week of February 8, 2016**
  - Finalize logistics/Final team meeting
  - Host Professional Development Day- **Tuesday, February 9**

**TASK/OWNER**

- Present at 12/2 Faculty Meeting  
  - Owned by:

- Schedule weekly touch-base meetings for project team  
  - Owned by:

- Obtain staff facilitators  
  - Owned by:

- Obtain faculty facilitators  
  - Owned by:

- Develop communications, promo materials, registration forms, etc.  
  - Owned by:

- Obtain staff volunteers  
  - Owned by:

- Confirm session rooms  
  - Owned by:

- Place catering and facilities orders  
  - Owned by:

- Send communications to community  
  - Owned by:

- Develop schedule for events  
  - Owned by:

- Manage registrations/send confirmation emails  
  - Owned by:

- Present final curriculum to PLC/Senior Leaders  
  - Owned by:

- Follow-up with facilitators to determine programmatic needs  
  - Owned by:

- Prepare physical campus with signage (promotional/directional)  
  - Owned by: