

I N T E R O F F I C E M E M O R A N D U M

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Subject: ~~Changes in OFSD~~

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Dear Colleagues:

Following study and an extensive report prepared by the OFSD Program Review Committee (a committee of faculty, staff and administration that submitted a report in May), I asked Marc Marschark, Director of CRTL, to provide me with recommendations concerning the reorganization of OFSD. In response to that request, Marc submitted a proposal to me during the summer. This proposal was based upon review of information and feedback contained in the OFSD Program Review Report. Subsequent to receiving Marc's recommendations, I sought consultation in late August with our Center Directors and Associate Deans.

After a comprehensive review of all materials and feedback available to me, I have approved a reorganization of OFSD. Clearly there is a widely held belief in our community that faculty and staff programming can better serve our community at this time if we place greater emphasis on center-based efforts and give the center-based committees more responsibility and resources for college-wide planning. At the same time, we will need to take better advantage of RIT's training expertise and encourage RIT to take better advantage of ours. By doing this, I strongly believe we can further enhance collaboration and understanding both inside NTID and across the greater university. This is consistent with the strategic plans of NTID and the university.

Therefore, we will now move to place more responsibility for college-wide programming with the center coordinators (as a group) in concert with the to-be established OFSD Advisory Committee. In particular, we will reconfigure OFSD to consist of:

- a) A full-time person to support scheduling and arrangements;
- b) A part-time facilitator to work with the center coordinators, maintain and encourage college-wide programming, administer the centralized resources at the direction of the coordinators' group and serve as a liaison with the center directors;
- c) A full-time person to coordinate, run and expand various workshops, seminars and similar sessions on topics of college-wide and university-wide interest.
- d) Various "special programs" (e.g., New Employee Orientation and Faculty Consultations) will be accomplished through either short-term special contracts to appropriate individuals or as a collaborative responsibility of center coordinators. Other programs currently offered by OFSD will be subsumed by the RIT Personnel Office, center-based programming, or the collaborative efforts of the center coordinators and the OFSD facilitator.

This reorganization will have a significant impact upon the central staff of OFSD:

a) Judy Egelston-Dodd and Larry Quinsland, who had been on an interim assignment within OFSD, will transfer to other units within our college. Their contributions to OFSD have been exceptional and their work has positioned us well to make this transition to an even more center-based program. I want to express my heart felt appreciation for the work of Judy and Larry in leading us to this point in the continuing evolution of our center-based faculty and staff development efforts. I am very excited about Judy and Larry now utilizing their rich talents to help us fashion curricula, services and/or programs. Judy's and Larry's new assignment will be guided by our strategic directions, particularly in the area of the new curriculum framework in the Arts and Sciences. I have asked Judy and Larry to work with Marc and others within our college to determine where they can make the greatest contribution given our ensuing human resource needs, and considering their backgrounds, experience and career goals.

b) Mort Nace, who has served us extremely well in staff development, will have his responsibilities expanded and he will be assigned to the full-time position within OFSD.

c) Betty Morrow, whose service in support of our faculty/staff development efforts has been exemplary, will have her position expanded to 100% to support the scheduling and arrangements for center-based programming.

d) We will utilize a Special Assignment position within CRTL as the mechanism for providing the part-time coordination needed for centralized programming. Marc will be informing the community within the week about the process for soliciting nominations for this position.

In closing, I would like to again thank Judy, Larry, Mort and Betty for the superb job they have done in maintaining a centralized unit. Their work has enabled the community to better understand and appreciate the benefits we have experienced from our commitment to professional development. We are now well positioned to move even more vigorously in realizing our decentralized, center-based model of faculty/staff development.

I would also like to thank the OFSD Program Review Committee for their vigilance last year in developing an initial report (David Templeton, chair; Karen Conner, Lynne Bentley-Kemp, Fred Dowaliby, Marc Marschark, Marilyn Spampinato and David Strom).

I look forward to refocusing and reorganizing as detailed above; I believe this will serve our community very well as we move forward with our collaborative, center-based professional development model.

.....Jim