

1. Staff Improvement

- Workshops on designing new curriculum/programs
- Faculty and counselor meetings to address specific areas of concern (e.g., academic advising, prerequisites, referring students for services) beyond regularly scheduled committee meetings
- Faculty and staff (e.g., tutors, lab assistants) meetings to improve learning resource support services to students
- Workshops on how to mentor students or how to mentor faculty
- Orientation/education (e.g., new faculty; role of the academic senates; training students, staff, and faculty to serve on committees; changing role of technology in education)
- Student, faculty, and staff diversity (e.g., sexual harassment workshops, cultural diversity seminars, multicultural activities)
- Campus forums designed to improve a cohesive working relationship among college constituencies
- Workshops on how to write grants
- Workshops or individually designed activities to improve/enhance a person's skills/knowledge in his/her own discipline
- Wellness events that assist individuals to be physically and mentally better able to perform their jobs (e.g., humor in the workplace, stress reduction, self-defense, nutrition, exercise, weight reduction)
- Learning a second language to better communicate with the diverse student population
- Disaster preparedness (e.g., district procedures, first aid, review of facilities to determine areas of need)
- Workshops on learning and/or increasing proficiency in the utilization of computers and technology

2. Student Improvement

- Developing student and instructional (e.g., tutoring) services to meet changing student needs
- Workshops for faculty and staff focused on improving services to students
- Reviewing and updating of campus learning resource materials to eliminate out-dated items and make recommendations for additions
- Creating supplemental self-study modules and/or computer-assisted instruction for all students on campus
- Student advising (e.g., academic advising of students by faculty)
- Serving as a club advisor and mentoring students in clubs
- Faculty participation in student orientation programs and matriculation services
- Meetings specifically for the purpose of discussing strategies for improving service to students
- Institutional research focused on meeting the needs of the students (e.g., job market surveys, transfer ratios, ethnicity data on students, gender equity, campus climate)
- Writing grants aimed to improve services to students
- Articulation to improve transfer processes
- Outreach for special projects (e.g., Science, Technology, Engineering, Math [STEM] program)
- Conducting special workshops for students (e.g., understanding the college schedule, transfer requirements, setting academic goals)

3. Instructional Improvement

- Attending workshops on teaching methods or techniques (e.g., classroom-based research training; Instructional Skills Workshops (ISW); local, regional, national Great Teachers Seminars)
- Development or revision of programs, course curriculum, learning resources and evaluation
- Modifying an existing course to comply with changing institutional or discipline requirements (e.g., changing theories in a discipline, articulation with transfer institutions, critical thinking, multiculturalism, writing across the curriculum)
- Significant modification of a course to address the learning needs of diverse students (e.g., creating self-paced learning modules)
- Developing student readiness programs specific to course disciplines
- Faculty and counselor meetings to address areas of curriculum
- Departmental or division meetings to discuss overall curriculum and program review beyond regularly scheduled meetings
- Grant writing to secure funds for improvement of instruction