

PROGRESS REPORT NARRATIVE  
**FUNDAMENTAL AREA: FACULTY AND STAFF TRAINING**  
 AS OF JUNE 30, 2013

Goal 1	Goal 2	Goal 3
Provide a comprehensive development program that offers opportunities to enhance knowledge and develop the skills of all employees.	Provide a training and development website that is easily accessible, user-friendly, and all-inclusive.	Create a culture that values continued education and promotes internal advancement.

<b>FISCAL YEAR 2013 PROGRESS</b>		
<ul style="list-style-type: none"> <li>• FY12 provided Human Resource Services funding for 3.0 FTE to form an Organization and Employee Development unit with HRS.</li> <li>• Course evaluation tools have been purchased and delivered to administer measure participant satisfaction. The goal of 50% was met for courses delivered by central HR only.</li> <li>• In FY13, the UMB Mentoring Program for staff increased its participant rate by 6 for a total of 15 protégés and 15 mentors.</li> <li>• A target for the development of 5 to 10 career tracks for staff per year. As of the date of this report, a total of 5 career tracks have been developed. The design of the training requirements for each career track developed is scheduled to begin in FY14.</li> </ul>	<ul style="list-style-type: none"> <li>• The Human Resource Services website includes a training area which currently uses a “home-grown” course registration system. The current system allows employees to register, but does not allow them to self-service drop the course. A more robust registration tool has been identified and is in the process of being reviewed for implementation.</li> <li>• The links to the training site are located on the HRS website. However, with the change in the University’s content management system and web protocols, it may not be possible to locate a primary link to training on the University’s homepage.</li> </ul>	<p>The annual Performance Development Program was revised to include training goals and accomplishments for all employees. At the time of this report, the goal of 50% of all submitted non-exempt staff PDP’s include training goals. The deadline for exempt staff PDP’s has been extended until September 30 due to changes in the Chancellor’s Salary Guidelines. The senior leadership PDP program falls within the exempt staff category and is scheduled for completion by September 30, 2013. Training goals are required.</p>

<b>ANTICIPATED FISCAL YEAR 2014 OUTCOMES</b>		
<ul style="list-style-type: none"> <li>• A request for additional training staff to be submitted in FY14 to the EIC for approval.</li> <li>• The Faculty and Staff Training Implementation Team (FSTI) will complete its research on possible models for faculty professional development and training to put forth for review and approval to the EIC.</li> </ul>	<ul style="list-style-type: none"> <li>• Additional funding resources are requested to acquire a learning management system to improve the course registration system.</li> <li>• Additional training courses and learning opportunities will be added to the training web page.</li> </ul>	<ul style="list-style-type: none"> <li>• A newly designed PDP process will be ready for implementation by July 2014.</li> </ul>

<ul style="list-style-type: none"> <li>• The implementation committee will complete its environmental scan of training courses not currently delivered by central HR by September 2013.</li> <li>• Training requirements be developed for 20 career tracks by June 2014.</li> </ul>		
---	--	--

**KEY CHALLENGES**

<ul style="list-style-type: none"> <li>• Lack of training staff.</li> </ul>	<ul style="list-style-type: none"> <li>• Funding and CITS staff limitations.</li> </ul>	<ul style="list-style-type: none"> <li>• Lack of an electronic learning management system limits data collection, document storage and reporting, and results in a lower return rate due to a labor intense paper process.</li> </ul>
---	---	---