

Professional Development  
**Orientation for Academic and Staff Administrators**  
**Facilitators: Cecilio Barrera, Ellen Coke, Lisa Garza, Michelle Moritz, John McBride, Lori McElroy,**  
**Marsha Moore, Terry Ondreyka, Floyd Quinn and Gordon Thyberg**  
**Friday, October 17, 2008**  
**Summary of Evaluations**

18 Registered  
10 Completed Workshop  
7 Completed Evaluations

(Percentages taken on completed evaluations)

Excellent: 4 Good: 3 Fair: 2 Poor: 1

A. To what extent did this workshop meet its objectives? Avg. 3.71

Excellent	(4)	5	71.4%	
Good	(3)	2	28.6%	
Fair	(2)			
Poor	(1)			
No Response	(0)			

B. What is your overall impression of the workshop? Avg. 3.43

Excellent	(4)	3	42.9%	
Good	(3)	4	57.1%	
Fair	(2)			
Poor	(1)			
No Response	(0)			

C. How would you rate presenter(s) as to knowledge of subject and presentation?

<b>Marsha Moore</b>				<u>4.00</u>
Excellent	(4)	7	100.0%	
Good	(3)			
Fair	(2)			
Poor	(1)			
No Response	(0)			
<b>Cecilio Barrera</b>				
Excellent	(4)	5	71.4%	<u>3.71</u>
Good	(3)	2	28.6%	
Fair	(2)			
Poor	(1)			
No Response	(0)			
<b>Lisa Garza</b>				
Excellent	(4)	5	71.4%	<u>3.71</u>
Good	(3)	2	28.6%	
Fair	(2)			
Poor	(1)			
No Response	(0)			

Comments:  
Not original presenter and no PowerPoint slides, but knew the material well.

<b>Lori McElroy</b>				
Excellent	(4)	6	85.7%	<u>3.86</u>
Good	(3)	1	14.3%	
Fair	(2)			
Poor	(1)			

No Response (0)

Comments:

Extremely helpful; provided very useful information

**Terry Ondreyka**

Excellent	(4)	5	71.4%	<u>3.71</u>
Good	(3)	2	28.6%	
Fair	(2)			
Poor	(1)			
No Response	(0)			

Comments:

Provided very useful handouts

**Gordon Thyberg**

Excellent	(4)	6	85.7%	<u>3.86</u>
Good	(3)	1	14.3%	
Fair	(2)			
Poor	(1)			
No Response	(0)			

Comments:

Very helpful information provided and willing to answer questions

**Ellen Coke**

Excellent	(4)	6	85.7%	<u>3.86</u>
Good	(3)	1	14.3%	
Fair	(2)			
Poor	(1)			
No Response	(0)			

**John McBride**

Excellent	(4)	5	71.4%	<u>3.71</u>
Good	(3)	2	28.6%	
Fair	(2)			
Poor	(1)			
No Response	(0)			

**Floyd Quinn**

Excellent	(4)	4	57.1%	<u>3.57</u>
Good	(3)	3	42.9%	
Fair	(2)			
Poor	(1)			
No Response	(0)			

Comments:

Knowledgeable, but no information provided to take with us, such as handouts; not very helpful

**Michelle Moritz**

Excellent	(4)	6	85.7%	<u>3.86</u>
Good	(3)	1	14.3%	
Fair	(2)			
Poor	(1)			
No Response	(0)			

Comments:

Handouts would have been helpful.

D. Has this workshop provided you with information/motivation to do something differently in your job?

Yes	7	100.0%
No		
No Response		

If “yes,” identify one or more things:

1. IT Security
2. Ensure employees are well informed on various aspects of each departments' duties.
3. Study relevant policies and procedures
4. Learn budget flexibility rules
5. Employee wellness services
6. Review several UPPS's and discuss policies with my employees
7. Encourage staff to use the Professional Development program

- E. Topics of interest to you for future Professional Development workshops:
1. Budgeting- details about the differences between the account types and who is responsible
  2. Records retention- how to navigate the site
  3. Human Resources
  4. Budget
  5. Managing@TXSTATE
  6. SAP Training

Suggestions for future speakers/facilitators:

<u>Name</u>	<u>Subject Area</u>
1. Rose Trevino	Work life
2. LaTonya Croskey	Career Services

- F. Comments for improvement of this workshop:
1. Offer it more than once per year. Make it mandatory for administrators.
  2. This training should be a part of the new employee orientation for administrators and their assistants.
  3. Workshop was well prepared for a general overview.
  4. The most important workshop for a new administrator. This should be presented on a more regular basis. When a person is hired, they don't know who to contact to get the work done. This workshop tells you. I come back every year to hear updates.
  5. Perfect! It was a great overview!

onas evalsum: F' 08: AG