

**NEW ADMINISTRATOR TRAINING CHECKLIST**  
**Academic & Student Services**

**Directions to Supervisor:**

Place a check in the first column for each discussion item that would be beneficial to the new administrator during the first year in the new assignment.

Place one copy in the employee's folder in the supervisor's office. Review the Checklist with the new administrator.

Check periodically with the new administrator to determine the level of progress.

Upon completion of the checklist, which may take up to one year, send one copy to the Vice President of Academic and Student Services and one copy to Human Resources. Attach one copy to the administrator's performance review.

**Directions to New Administrator:**

It is the responsibility of the new administrator to set and keep appointments with the presenters of the items checked. Upon conclusion of these formal conversations, please have the presenter sign and date the item(s) completed.

Meet periodically with the supervisor to discuss progress on the checklist. All checked items must be completed in the first year in this new position.

When all of the checked items have been completed, meet with the supervisor to finalize this phase of professional development.

## NEW ADMINISTRATOR TRAINING CHECKLIST

| Check<br>Items to be<br>Completed | Professional<br>Development<br>Discussions        | Presenter  | Signature<br>of Presenter | Date<br>Completed |
|-----------------------------------|---|--|---------------------------|-------------------|
| <input type="checkbox"/>          | Advising  | William Griffin                                    |                           |                   |
| <input type="checkbox"/>          | Advisory Committees                               | Sharon Seaford                                     |                           |                   |
| <input type="checkbox"/>          | Assessment  | Beverly Hall                                       |                           |                   |
| <input type="checkbox"/>          | BRAC  | Bob Ervin  |                           |                   |
| <input type="checkbox"/>          | Budget Accountability                             | Jeannie Plummer                                    |                           |                   |
| <input type="checkbox"/>          | Classroom Inspection Checklist                    | Related Dean / Director / AVP or<br>Vice President |                           |                   |
| <input type="checkbox"/>          | College Connections                               | Suzanne Davis                                      |                           |                   |
| <input type="checkbox"/>          | Class Observations - Continuing<br>Education      | Dr. Joe Mullis                                     |                           |                   |
| <input type="checkbox"/>          | Class Observations –<br>Curriculum (F2F & Online) | William Griffin                                    |                           |                   |
| <input type="checkbox"/>          | Course Scheduling                                 | Lauren Cole  |                           |                   |
| <input type="checkbox"/>          | Credit for Prior Learning                         | Dr. Louanna Castleman                              |                           |                   |
| <input type="checkbox"/>          | Curriculum Revisions                              | Karen Williams                                     |                           |                   |
| <input type="checkbox"/>          | Developmental Education                           | Dr. Kristen Lawson                                 |                           |                   |

| Check<br>Items to be<br>Completed | Professional<br>Development<br>Discussions | Presenter                               | Signature<br>of Presenter | Date<br>Completed |
|-----------------------------------|--|---|---------------------------|-------------------|
| <input type="checkbox"/>          | Document Control                           | Carl Mitchell                           |                           |                   |
| <input type="checkbox"/>          | EAP Referrals                              | Carl Mitchell                           |                           |                   |
| <input type="checkbox"/>          | EVAL / Counseling                          | Dr. Desandra Washington                 |                           |                   |
| <input type="checkbox"/>          | Evaluating Credentials @ SACS              | Related Dean                            |                           |                   |
| <input type="checkbox"/>          | External Partnerships                      | Bob Ervin                               |                           |                   |
| <input type="checkbox"/>          | Facility Maintenance                       | Sanford Cain                            |                           |                   |
| <input type="checkbox"/>          | FERPA                                      | David Sullivan                          |                           |                   |
| <input type="checkbox"/>          | Financial Aid & Scholarships               | Christine Porchia                       |                           |                   |
| <input type="checkbox"/>          | Fort Bragg Education Center                | Richard Rice                            |                           |                   |
| <input type="checkbox"/>          | Global Education                           | Roger Dostall                           |                           |                   |
| <input type="checkbox"/>          | Grants Development                         | Sherry Dutton                           |                           |                   |
| <input type="checkbox"/>          | Horticulture Education Center              | Lauren Cole                             |                           |                   |
| <input type="checkbox"/>          | I3D  | Bob Ervin                               |                           |                   |
| <input type="checkbox"/>          | Innovation (Embracing)                     | Dr. Larry Keen or<br>Dr. Barbara Tansey |                           |                   |
| <input type="checkbox"/>          | Institutional Audit                        | Dr. Barbara Tansey                      |                           |                   |

| Check<br>Items to be<br>Completed | Professional<br>Development<br>Discussions               | Presenter                    | Signature<br>of Presenter | Date<br>Completed |
|-----------------------------------|--|------------------------------|---------------------------|-------------------|
| <input type="checkbox"/>          | Intrusive Advising                                       | Annette Dammer               |                           |                   |
| <input type="checkbox"/>          | ISA's, Articulation Agreements & MOU's                   | Ray Walters                  |                           |                   |
| <input type="checkbox"/>          | Library  | Director of Library Services |                           |                   |
| <input type="checkbox"/>          | LOR  | David Smith                  |                           |                   |
| <input type="checkbox"/>          | Management Information Services/IT (Lab Upgrades, etc..) | Roderick Brower              |                           |                   |
| <input type="checkbox"/>          | Math Refresher   | Kristin Jones                |                           |                   |
| <input type="checkbox"/>          | Military Business Center                                 | Scott Dorney                 |                           |                   |
| <input type="checkbox"/>          | Online Standards   | Michael Hawkins              |                           |                   |
| <input type="checkbox"/>          | Outside Events Scheduling                                | Joe Levister or Sarah Gibbs  |                           |                   |
| <input type="checkbox"/>          | Performance Appraisals                                   | William Griffin              |                           |                   |
| <input type="checkbox"/>          | Performance Improvement Plans                            | Carl Mitchell                |                           |                   |
| <input type="checkbox"/>          | Pipeline   | Eldon Meacham                |                           |                   |
| <input type="checkbox"/>          | Placement Testing  | Adrienne Murphy              |                           |                   |
| <input type="checkbox"/>          | Planning Cycle   | Carl Mitchell                |                           |                   |
| <input type="checkbox"/>          | Posting Vacancies  | Tracy Verrier                |                           |                   |

| <b>Check<br/>Items to be<br/>Completed</b> | <b>Professional<br/>Development<br/>Discussions</b> | <b>Presenter</b>                                  | <b>Signature<br/>of Presenter</b> | <b>Date<br/>Completed</b> |
|--|---|---|-----------------------------------|---------------------------|
| <input type="checkbox"/>                   | Professional Development                            | Director / Division / Dean / Or<br>Vice President |                                   |                           |
| <input type="checkbox"/>                   | Program Reviews                                     | Cindy Burns                                       |                                   |                           |
| <input type="checkbox"/>                   | SACS  | Dr. DeSandra Washington                           |                                   |                           |
| <input type="checkbox"/>                   | Purchase Requests                                   | Dustin Taylor                                     |                                   |                           |
| <input type="checkbox"/>                   | QEP & I-PASS  | Dr. Kristen Lawson                                |                                   |                           |
| <input type="checkbox"/>                   | Registration Guide                                  | Dr. DeSandra Washington                           |                                   |                           |
| <input type="checkbox"/>                   | Setting Annual Performance<br>Goals                 | Dr. Barbara Tansey                                |                                   |                           |
| <input type="checkbox"/>                   | Spring Lake Campus                                  | AVP of Spring Lake Campus                         |                                   |                           |
| <input type="checkbox"/>                   | Standing & Quality Committees                       | Dr. Barbara Tansey                                |                                   |                           |
| <input type="checkbox"/>                   | Student Drops / Withdrawals &<br>Reinstatements     | Ann Jones   |                                   |                           |
| <input type="checkbox"/>                   | Substantive Change                                  | Carl Mitchell                                     |                                   |                           |
| <input type="checkbox"/>                   | Success Center                                      | Roger Dostall                                     |                                   |                           |
| <input type="checkbox"/>                   | Surplus/Obsolete Equipment                          | Director / Division / Dean / Or<br>Vice President |                                   |                           |
| <input type="checkbox"/>                   | Travel Requests                                     | Tracy Verrier                                     |                                   |                           |
| <input type="checkbox"/>                   | Web Page Development                                | Mary Mitchell                                     |                                   |                           |