Proposed Annual Performance & Development Report

Team Summary & Role Highlights

- **Team Size:** 20+ including staff and GAs

- **Core Units:** Instructional Design, LMS Admin, Tech Support, Faculty Development

- **Function Highlights:**

    - IDs redesigned 45+ courses

    - LMS team supported 100% of Canvas updates and analytics rollouts

    - Support Techs resolved 1,500+ faculty tickets

Progress Against Goals

Goal	Status	Notes
Launch Canvas 2.0 modules	🟢 Complete	92% of new instructors enrolled
Build QA intake program	🟡 In Progress	Pilot in two colleges
PD tracker for ID team	🔴 Delayed	Rescheduled for Q2 due to staffing

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Professional Development

- All IDs attended at least 2 external PD workshops

- 3 staff presented at conferences (e.g., EDUCAUSE, POD Network)

- 75% of team engaged in peer observations

Staff Feedback Themes (Anonymized)

- 👍 Strong peer culture and mission alignment

- 👍 Value of flexibility and hybrid work

- 👎 Desire for more leadership opportunities and recognition pathways

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Lessons Learned & Future Actions

- Need for more structured succession planning in team roles

- Request from faculty for more asynchronous support formats

- Plan to embed more equity-focused training in PD offerings