

Dear LFM Participant:

Congratulations on your acceptance of the LFM Academy 2016. We look forward to meeting all of you next month.

To prepare for the first convening of the Academy (February 25-27 at Kellogg West), we urge you to convene your team to discuss some basic questions related to your work with the Academy this year. Here are three basic questions, we would like the team to reflect upon and provide us with initial thoughts. Please submit responses to these questions to LFM no later than **Friday, February 5**.

***1. What is the problem you are addressing and how much do you know about it? Is there a clear understanding of the problem within the college? What kind of evidence or data is currently available about the problem?**

- Professional development is siloed, underutilized, and not integrated. There are some promising practices such as inquiry groups and a newly hired director of professional development as part of the team.
- No concrete data to understand the problem.
- There is more we can do for the professional development.

***2. How does your team plan to address this problem? What strategies will you use?**

- Needs assessment
- Research-based effective practices
- Lit-review and gathering relevant information from other colleges
- Faculty, classified, and managers will be collaborating with groups involved with current processes and structures to strengthen communication about and access to professional development opportunity

***3. What are your expected outcomes for your project?**

- Develop a clearer picture of professional development on our campus
- Increase access and utilization of professional development
- Improve communication about professional development
- Build on what we do well and incorporate other best practices
- Increase collaboration and more cross-fertilization among groups across campus and beyond as it relates to professional development