

North Carolina Community College System Global Education Action Plan Template

College: _____ College of The Albemarle _____ Date: _____

Name of College President: _____ Dr. Sylvester McKay _____

Name of Campus Global Education Director: _____

Names of Global Education Committee/ Team Members:

_____ Debra Williams _____

_____ Stacey Barnes _____

_____ Barbara Riccardo _____

_____ Joe Turner _____

1. NEED
(What conditions or circumstances exist which need improvement? Identify the needs.)

Task	Responsibility	Completion Date	Verification
1. College of The Albemarle needs to address global education in its mission statement.	Board of Trustees	September 2001	
2. College of The Albemarle needs to appoint a group to take on the responsibility of coordination or generation of global education activities and initiatives.	President	September 2001	
3. College of The Albemarle needs to encourage systematic, institutionalized education to increase student knowledge or appreciation of global issues	VP Instruction & Academic Affairs Committee	September 2001	
4. College of The Albemarle needs to foster better cooperation...			
4.1. Between economic agencies and educational agencies in the service area of the College of The Albemarle.	Director SBC & Economic Development Team	September 2001	
4.2. Between educational agencies and employers in the service area of the College of The Albemarle	VP Instruction & Academic Affairs Committee	September 2001	
5. College of The Albemarle needs to encourage faculty to include global concepts in their curricula.	VP College Advance. & Global Diversity Comm.	September 2001	
6. College of The Albemarle's faculty and staff need information about the globalization of the community college system.	President	October 2001	
7. College of The Albemarle's faculty and staff need to undergo cultural diversity training.	Global Diversity Comm.	October 2001	
8. College of The Albemarle needs to partner with other community agencies and organizations to identify trends and needs of the Spanish-speaking population and other emerging cultures in our service area.	Economic Development Team & VP Instruction	January 2002	
9. College of The Albemarle needs to pursue grants to support global diversity.	President	October 2001	
10. College of The Albemarle needs to modify institutional publications to make them accessible to a more diverse population.	Director Communication/ Marketing & Webmaster	October 2001	
11. College of The Albemarle needs to identify country of origin of international residents of its 7-county service area.	VP College Advancement	January 2002	
12. College of The Albemarle needs to identify multi-national businesses in its 7-county service area.	Economic Development Team & VP Instruction	January 2002	
13. College of The Albemarle needs to develop a new charge for its Global Diversity Committee.	President	October 2001	
14. College of The Albemarle needs to Organize an International Student Organization.	VP Student Development & Dir. Student Activities	October 2001	

2. RELATED EFFORTS

(To your knowledge, what has previously been done by this or any other institution to satisfy these needs?)

Task	Responsibility	Completion Date	Verification
1. College of The Albemarle Offers English-as-a-Second-Language (ESL).	Assoc. Dean Basic Skills		
2. College of The Albemarle offers Spanish for the work place through continuing education.	Assoc. Dean Basic Skills		
3. Several of College of The Albemarle's faculty have traveled abroad and brought back their experience to the classroom.	VP Instruction		
4. Some College of The Albemarle faculty members have taken students and community members abroad.	VP Instruction		
5. College of The Albemarle's Spanish instructor has served as interpreter in our community (local hospital, doctors' offices, mental health, etc.)	Spanish Instructor		
6. College of The Albemarle's Spanish instructor has served as a member of Pasquotank County Hispanic Resource Committee.	Spanish Instructor		
7. College of The Albemarle appointed a Global Education Committee that attended March 2001 Global Education Conference.	President		
8. College of The Albemarle's Travel & Tourism program has several programs to promote international travel and tourism.	Travel & Tourism Instructor		
9. College of The Albemarle has hosted an international food day.	VP Student Development		
10. College of The Albemarle offers Spanish and French curriculum classes.	VP Instruction		
11. College of The Albemarle offers Spanish and French non-curriculum classes.	VP Instruction		
12. A College of The Albemarle staff member has organized a HOPE Group to promote racial harmony.	VP Student Development		

3. CLIENTELE
(What group or groups are the intended beneficiaries of this initiative?)



Task	Responsibility	Completion Date	Verification
<ol style="list-style-type: none"> 1. College of The Albemarle's student body 2. College of The Albemarle's international students 3. College of The Albemarle's faculty and staff 4. International residents of the college's service area 5. Businesses and economic development agencies 	<p>Faculty / Staff Faculty / Staff Faculty / Staff Faculty / Staff Faculty / Staff</p>		

4. COLLABORATIVE EFFORTS

(Will any other agency(ies) or organization(s) be involved in collaboration or partnership in this initiative?)

Task	Responsibility	Completion Date	Verification
<ol style="list-style-type: none"> 1. Meta-media Network Grant 2. Smart Start Partnerships 3. Service area hospitals 4. Catholic Ministries and other faith-based organizations 5. Social Services 6. Employment Security Commission / Job Link Center 7. Service area public schools 8. Public Health Departments 9. Service area Chambers of Commerce 10. Local Governments 11. Elizabeth City State University 12. Service area judicial systems 	<p>President Early Childhood Faculty Global Diversity Comm. Global Diversity Comm. Global Diversity Comm. Global Diversity Comm. VP Instruction & Assist. VP Instruction Global Diversity Comm. Dir. Small Bus. Center President VP Instruction President</p>	<p>On going On going On going On going On going On going On going On going On going On going On going On going On going On going</p>	

5. OBJECTIVES

(What are the specific and measurable ends to be achieved by the proposed project? These should be related to the needs identified in Section 1.)

Task	Responsibility	Completion Date	Verification
1. Include global diversity in college's mission statement.	BOT	October 2001	
2. Revise the charge for the Global Diversity Committee.	President	January 2002	
3. Aggressively begin an institution-wide program to integrate aspects of global education in every classroom.	VP Instruction & Academic Affairs Committee	January 2002	
4. Charge the Economic Development Team to develop a plan of action.	President	October 2001	
5. Establish incentives for faculty to encourage inclusion of global diversity issues within their curricula.	Faculty Executive Comm.	October 2001	
6. Provide faculty with current information regarding NCCCS' global diversity initiative.	Global Diversity Comm.	October 2001	
7. Provide faculty/staff with workshop/training on cultural diversity issues.	VP Instruction & Department Chairs	October 2001	
8.1. Complete grant application for Mega-Media grant.	President	October 2001	
8.2. Include representatives from outside agencies on advisory committees.	Global Diversity Comm. & Department Chairs	January 2002	
8.3. Provide representation from College of The Albemarle to outside agencies.	Global Diversity Comm. & President's Staff	January 2002	
9. Seek additional funding from grants to enhance global diversity.	President	January 2002	
10.1. Produce selected publications in Spanish.	VP College Advancement	January 2002	
10.2. Publish selected web pages in Spanish.	Dir of MIS & Webmaster	January 2002	
11. Work with Chambers of Commerce in the local counties to determine the Country of origin for the various cultural populations in the service area.	Global Diversity Comm. & Econ. Develop. Team	October 2001	
12. Work with Chambers of Commerce in the local counties to identify multi-national businesses.	Global Diversity Comm. & Econ. Develop. Team	October 2001	
13. Provide Global Diversity Committee with mission update.	President	October 2001	
14.1. Assist international students in organizing an International Students Club.	VP Student Development	October 2001	

6. PROCEDURES

(How will the objectives be met? What activities or experiences will be provided and how are these expected to accomplish the stated objectives?)

Task	Responsibility	Completion Date	Verification
1. Approve a revised mission statement that includes global and cultural diversity.	Board of Trustees	October 2001	
2. Meet with Global Diversity Committee and discuss new directions for committee.	President	January 2002	
3.1. Place global maps in all classrooms.	VP Instruction & Academic Affairs Committee	January 2002	
3.2. Include global issues in each course.	VP Instruction & Basic Skills Coordinator	January 2002	
3.3. Purchase updated software and course materials for ESL program.	President	January 2002	
4. Increase efforts to complete the Meta-Media grant as soon as possible.	VP Instruction & Faculty Executive Comm.	October 2001	
5.1 Work with the Professional Development Committee to incorporate incentives in funds application process.	VP Instruction & Faculty Executive Comm.	October 2001	
5.2 Provide incentive awards for faculty who use innovative methods to incorporate global diversity in their courses.	Global Diversity Comm.	October 2001	
6. Hold staff development sessions during fall convocation to update faculty/staff on NCCCS global diversity initiatives.	VP Instruction & Dept. Chairs	October 2001	
7. Hold staff development sessions during fall and spring convocations to provide training in global diversity issues.	President	October 2001	
8.1. Increase efforts to complete the Meta-Media grant	Global Diversity Comm. & Dept. Chairs	October 2001	
8.2. Seek additional representation from community to include representatives from culturally diverse groups.	Global Diversity Comm. & President's Staff	January 2002	
8.3. Seek to increase College of The Albemarle's representation on outside agencies representing culturally diverse groups.	President	January 2002	
9.1. Increase efforts to complete the Meta-Media grant as soon as possible.	President	October 2001	
9.2. Contact government agencies to determine the availability of additional grant money related to global diversity.	VP College Advancement & Dir. Comm./Marketing	October 2001	
10.1. Begin translating essential college documents into Spanish.	VP College Advancement & Dir. Comm./Marketing	January 2002	
10.2. Identify web pages to be posted in Spanish.	Global Diversity Comm. &	January 2002	
11. Contact the Chamber of Commerce in each county for data regarding			

<p>demographics.</p> <p>12. Contact the Chamber of Commerce in each county for data regarding companies in the counties that could be classified multi-national.</p> <p>13. Take to the Global Diversity Committee new directions as established by the President's Staff and Board of Trustees.</p> <p>14.1. Assemble students interested in establishing an International Students Club for the purpose of organizing and charting a new club.</p>	<p>Econ. Develop. Team Global Diversity Comm. & Econ. Develop. Team President</p> <p>VP Student Development</p>	<p>October 2001</p> <p>October 2001</p> <p>October 2001</p> <p>October 2001</p>	
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7. EVALUATION

(By what means will it be possible to determine the extent to which initiative objectives have been accomplished? What criteria will be used for evaluation?)

Task	Responsibility	Completion Date	Verification
<ol style="list-style-type: none"> 1. Minutes of BOT and committee meetings will show revision of mission statement. 2. Minutes of Global Diversity Committee will reflect the president's new charge. 3. Review of course syllabi will evidence global diversity issues in course work. 4. Documentation on grant application will show the date the grant was approved. 5. Minutes of Professional Development Committee, President's Staff minutes, and Department Chair meeting will show evidence of incentives being added. 6. Agendas and programs of professional development days and interoffice memos will evidence inclusion of global diversity issues. 7. Staff development reports and attendance records will evidence staff and faculty training in global diversity issues. 8.1. Documentation on grant application will show the date the grant was approved. 8.2. Minutes of advisory committee will evidence the change in the composition of the committee. 8.3. Faculty and staff workload form and minutes from agency/committee meetings will evidence increased membership. 9.1. Documentation on grant application will show the date the grant was approved. 9.2. Minutes of Global Diversity Committee meeting will show attempts to locate other sources of grants. 10.1 Posters and publications placed in relevant locations within the service area of the college will evidence College of The Albemarle's efforts to produce 	<p>Board of Trustees</p> <p>President</p> <p>VP Instruction, Dept. Chairs, & Academic Affairs Comm.</p> <p>President</p> <p>VP Instruction</p> <p>Global Diversity Comm. & VP Academic Affairs</p> <p>Global Diversity Comm. VP Instruction & Dept. Chairs</p> <p>President.</p> <p>Global Diversity Comm. & Dept. Chairs</p> <p>President's Staff & Global Diversity Comm.</p> <p>President</p> <p>Global Diversity Comm.</p> <p>VP College Advancement</p>		

<p>publications in Spanish.</p> <p>10.2 Web site will link to a sister site in Spanish.</p> <p>11. Minutes and reports generated by the Global Diversity Committee will indicate data gathered from area Chambers of Commerce.</p> <p>12. Minutes and reports generated by the Global Diversity Committee will indicate data gathered from area Chambers of Commerce.</p> <p>13. Minutes of Global Diversity Committee will reflect new charge from President</p> <p>14. The charter for an International Student Club will evidence efforts to provide support for international students.</p>	<p>VP College Advancement & Webmaster Global Diversity Comm.</p> <p>Global Diversity Comm. & Econ. Devel. Team President</p> <p>VP Student Development</p>		
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8. BUDGET

(List an estimated total cost for the initiative and give some general idea of the major categories of funds, for example, personnel, travel, supplies, etc., that will be needed. A highly detailed budget is not necessary, as this will be developed later.)

Task	Responsibility	Completion Date	Verification
Incentives for faculty..... \$5,000			
Workshops & training..... \$5,000			
Publications in Spanish \$1,000			
Web pages in Spanish \$1,000			
Charter a Foreign Student Support Group \$ 500			

9. COMMITMENT

(What kind of commitment—money, time, space, etc.—is the institution willing to make toward implementation of the initiative?)

Task	Responsibility	Completion Date	Verification
<p>College of The Albemarle is willing to commit administrative, faculty, and staff support to meet the globalization initiatives set forth in this document.</p> <p><i>This plan has been approved by the President's Staff</i></p> <p><i>This plan will be presented to the college's Board of Trustees in the fall.</i></p> <p><i>The Global Diversity initiatives will be included in the college's Institutional Effectiveness Plan.</i></p>		July 1, 2001	

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10. ADDITIONAL INFORMATION OR COMMENTS:



Task	Responsibility	Completion Date	Verification

Abstract:

(One page abstract of the Global Education plan outlined above)

College name: _____ **Date:** _____

Summary of Proposed Action Steps

Please submit a one-page summary of the action steps your team worked on while at this conference. This must be turned in on disk prior to the end of the conference. Several campus teams will be randomly chosen to present their summary at the last session of the conference.

The College of The Albemarle's service area covers seven counties in northeastern North Carolina. This area is generally rural with little industry other than tourism. For this reason, COA has not taken greater initiative in developing cultural and global partnerships. This conference has shown us that even a rural community college can and should explore the possibilities of global diversity.

Our team is currently without a senior administrator. The college is currently in the process of selecting a new Vice President of Academic Affairs and Dean of Instruction. For these reasons our teams is reluctant to commit the college to major plans of action. However, the sessions our team has attended have provided us with several ideas for such plans.

We will take back to our President's Staff the information we have learned at this conference and the imperative to begin a process of globalization.

- Recommend to the President's Staff that the college's mission statement be changed to include a commitment to globalization in our curriculum and non-curriculum offerings
- Begin a data collection process. We currently do not know of any resources providing information on the ethnic diversity of our service area. We will need to determine the number of documented and undocumented immigrants living in the college's service area. We also need to learn which employers employ immigrants, how many, ethnic origin, educational level, and ways the college can best serve them.
- Recommend College of The Albemarle post its current web site information in Spanish.
- Since College of The Albemarle has no current global education initiatives we feel it important to begin by educating our faculty and staff.
 - Suggest that a portion of our fall professional development day include a workshop in global education. We could possibly invite international speakers from our service area. Board of trustees, area Chamber of Commerce Directors, industrial planners, county commissioners, and local politicians would be invited to this workshop.
 - Challenge faculty to incorporate global education in all their classes.
 - Challenge student development to establish a foreign student support group.
 - Challenge student development to develop a foreign student recruitment plan.
 - Challenge each college department and division to include global diversity initiatives in their Institutional Effectiveness Plan.
- Seek grant sources for funding global education initiatives.