

Appendix 1:
Feedback on
previous PDRs
2015/2016-
2019/2020

**PDP Summary Report
Probationary**

NAME: Dr. Mahmoud Al-Odeh

STATUS: Probationary

RANK: Assistant Professor

DEPT/PROGRAM: Technology, Art, & Design

DATE: April 14, 2016

Dr. Al-Odeh submitted his documentation for his annual progress report. I concur with the comments of the department chair. A summary response follows.

1. Demonstrated Ability to Teach Effectively or Perform Effectively in other Current Assignments.

Dr. Al-Odeh's Professional Development Plan (PDP) goals in this area were good. He followed through on all goals. His performance in Criteria One was very good.

2. Scholarly or Creative Achievement or Research.

Dr. Al-Odeh's Professional Development Plan (PDP) goals in this area were excellent. He followed through on all goals. His performance in Criteria Two was excellent.

3. Evidence of Continuing Preparation and Study.

Dr. Al-Odeh's Professional Development Plan (PDP) goals in this area were acceptable. He followed through on all goals. His performance in Criteria Three was very good.

4. Contributions to Student Growth and Development.

Dr. Al-Odeh's Professional Development Plan (PDP) goals in this area were excellent. He followed through on all goals. His performance in Criteria Four was excellent.

5. Service to the University and the Community.

Dr. Al-Odeh's Professional Development Plan (PDP) goals in this area were excellent. He followed through on all goals. His performance in Criteria Five was excellent.

Summary

Dr. Al-Odeh continues to exceed expectations in all five criteria. His PDP goals ranged from very good to excellent. All of his goals were complete and matched his PDP Report. Dr. Al-odeh is an asset to Bemidji State University.

According to the IFO-MnSCU Master Agreement:

- The Progress Report and the Dean's assessment will be sent to the faculty member's official personnel record in Human Resources, with a copy to the Vice President.

Dean's Signature

Date

cc: Human Resources – Personnel File
Dr. Martin Tadlock, Provost and Vice President
Faculty Member
CBTC Office

**Dean's Response
Professional Development Plan
2016-2017**

NAME: Dr. Mahmoud Al-Odeh

STATUS: Tenured, Associate Professor

RANK: Assistant Professor

DEPT/PROGRAM: School of Technology, Art & Design

DATE: November 8, 2016

Thank you, Mahmoud, for submitting your professional development plan for the 2016-2017 academic year and for meeting with me to discuss your plan this fall.

I have reviewed the plan and believe that it supports the goals and objectives of the Department.

I. Demonstrated ability to teach effectively or perform effectively in other current assignments.

Your goals in this area are excellent. Your use of instructional best practices and advisement is on target for this area. Utilizing D2L and industry guest speakers are also commendable.

II. Scholarly or creative achievement or research.

Your goals in this area are excellent. Peer reviewed presentations and/or publications are the strongest evidence for scholarly achievement. Your work in reviewing scholarly works, accreditation and writing grants also contribute to this area.

III. Evidence of continuing preparation and study.

Your goals in this area are very good. Workshops, conferences, certificates, etc. will all contribute to evidence regarding your continuing preparation and study.

IV. Contribution to student growth and development.

Your goals in this area are appropriate. Your willingness to work with students in both formal and informal advising and support situations is valued.

V. Service to the university and community.

Your goals in this area are excellent. Your service to the department and university is on target for this area.

Please review the timelines and responsibilities set forth in the IFO-Minnesota State Agreement. I look forward to reviewing your progress report near the conclusion of Spring semester. If you would like to discuss any of your ideas or concerns do not hesitate to stop by, as my door is always open.

Dean  _____
Date 11/08/16 _____

cc: HR Office

Dr. Michael Anderson, Provost and Vice President for Academic Affairs

Professional Development Report Summary

NAME: Mahmoud Al-Odeh
STATUS: Tenured
RANK: Associate Professor
DEPT/PROGRAM: School of Technology, Art & Design
DATE: August 7, 2017

Dr. Mahmoud Al-Odeh submitted his documentation for his progress report. A summary response follows.

Criteria 1: Demonstration of Teaching Ability.

- Dr. Al-Odeh conducted course evaluations, examined the evaluations and made appropriate adjustments to his courses based on student input.
- Dr. Al-Odeh implemented several strategies in his courses to ensure high quality. Some of these strategies included: rubrics, using multiple assessment strategies, group assignments, use of teaching videos for online courses, field trips, guest speakers, and many more.
- Dr. Al-Odeh's performance in this category is excellent.

Criteria 2: Creative Achievement and Research

- Dr. Al-Odeh did two presentations at the Association of Technology, Management and Applied Engineering (ATMAE): *Implementing Value Stream Costing Analysis to Support Lean Management & Process Improvement*, and *Improving Online and Hybrid Courses using Quality Matters Rubric*.
- Dr. Al-Odeh published the following articles: *Emphasis Related Capstone Class: The Use of Real-Life Experience to Enhance Workforce Readiness*, and *The Viability of Residential Grid-Connect Solar Photovoltaic Systems in the State of Indiana*.
- Dr. Al-Odeh led two workshops. One at the 2016 Universal Technology Management Conference titled: *Best Practices in Online Learning* and one for BSU's eLearning office titled *Open Educational Resources*.
- Dr. Al-Odeh wrote the ATMAE accreditation report for the technology programs. The report was very thorough and paved the way for re-accreditation.
- Dr. Al-Odeh's performance in this category is excellent.

Criteria 3: Evidence of Continuing Preparation and Study

- Dr. Al-Odeh attended the following training and conference sessions: a) *How Can I Transform My Tests into Learning Tools*, b) *Requiring online learning tools in the classroom; a case study on student performance*, c) *student attitudes and adaptive tools*, d) *Predicting Suppliers' Behavior on Changing of Quality Requirements in Supply Chain*, e) *Use of Kanban at International Airports*, f) *A Systematic Methodology to Improving Literature Review Results*, g) *Simulated Manufacturing Company Class Case Study – The Good, the Bad and the Useful*, and h) *Hospital Process Management*.
- Dr. Al-Odeh reviewed manuscripts and conference publications.
- Dr. Al-Odeh reviewed 10 courses for Quality Matters certifications.
- Dr. Al-Odeh performance in this category is very good.

Criteria 4: Student Growth and Development

- Dr. Al-Odeh works to connect students to potential employers.
- Dr. Al-Odeh serves as the faculty advisor for the Beaver Engineering and Design student club.
- Dr. Al-Odeh serves as an advisor for 35 students, he also advises at AAR.

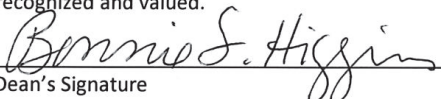
- Dr. Al-Odeh served on Master's Thesis committees for five students.
- Dr. Al-Odeh organized and facilitated the BSU Student Achievement Conference.
- Dr. Al-Odeh brought students to the APICS student competition.
- Dr. Al-Odeh's performance in this category is excellent.

Criteria 5: Service to the University and Community

- Dr. Al-Odeh coordinated the ATMAE accreditation visit including visits with the President, Provost, Dean, Career Services, Library, advisory board, etc.
- Dr. Al-Odeh is a member of the Honors Council.
- Dr. Al-Odeh serves on the Human Subjects Committee.
- Dr. Al-Odeh oversees the Applied Management program.
- Dr. Al-Odeh represented TAD at the Northern AdvantEdge Career Expo, BSU Community Appreciation Day and Media, Art and Design Day (MAD).
- Dr. Al-Odeh organized and executed the Student Achievement Conference at BSU.
- Dr. Al-Odeh organized the Global Technology Management Conference on the BSU campus.
- Dr. Al-Odeh performance in this category is very good.

Summary:

Dr. Al-Odeh is a valuable member of the School of Technology, Art & Design and his efforts are recognized and valued.



Dean's Signature

9-1-17
Date

cc: Human Resources – Personnel File
Dr. Tony Pepper, Provost and Vice President
Faculty Member
College of Business Office

Response to Professional Development Plan – Dr. Mahmoud Al-Odeh

(Year 1 of a Two – Year Cycle)

November 1, 2018

Dr. Mahmoud Al-Odeh has submitted his goal plans he has set forth in his first year of a two-year review cycle as a faculty member in the School of Technology and Design at Bemidji State University. Mahmoud has submitted a succinct goal chart indicating salient goals to enhance his effectiveness and productivity.

This yearly process is an important one as it offers the faculty the opportunity to decide professionally what to become and how one will get there. It marks one's direction over time and also situate one's current position and planning. Mahmoud has provided a goal chart where he identified specific objectives relative to the following five criteria:

- 1) Demonstrated ability to teach effectively and/or perform effectively in other current assignments.
- 2) Scholarly or creative achievement or research.
- 3) Evidence of continuing preparation and study.
- 4) Contribution to student growth and development.
- 5) Service to the university and community.

He has wisely chosen to focus on a few key elements in each area of the chart illustrating quality rather than quantity. This approach shows intentionality of efforts in thought and action. I look forward to reading of his accomplishments and impact of these goals.

Area I. Demonstrated ability to teach effectively and/or perform effectively and other current assignments.

Mahmoud plans to adapt and update syllabi for TADT 3267 and 4878. He will visit two industrial companies with students. He will implement Quality Matters in several courses. These are admirable goals and may in fact lead him to greater instructional effectiveness. Mahmoud must be certain he has plans now in place to make the assessments necessary to provide sufficient evaluative data allowing him to make the claim. For instance, adapting syllabi may be positive but he will need to explain why he made the changes (in response to student feedback?) and he must somehow assess if the changes benefitted the students. Visiting several companies with students may be beneficial if he collects feedback from them. He states he will collect student evaluation which is great. He must also then (in his PDR) discuss how he analyzed the data and responded to it.

Area II. Scholarly or creative achievement or research.

Scholarship is a pillar of promotion and therefore must be well considered. Mahmoud presents goals indicating productivity in presentation and scholarship. Additionally, he plans to develop an 'open education' course and write at least two mini-grants. I believe with these plans he will

exceed expected progress in the Area.

Area III. Evidence of continuing preparation and study

In this area, he plans to take a certification exam, attend three learning workshops, attend conference sessions, and renew his master reviewer QM certification. Again, these are sufficient plans in this area.

Area IV. Contribution to student growth and development.

Mahmoud will serve as Faculty Advisor for the student club, provide advising to 32 students, and mentor three or more students to develop conference presentations.

Area V. Service to the university and community.

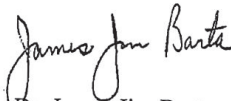
Because of his multi-dimensional talents, Mahmoud has the opportunity to be very active in service. He lists a number of service projects that benefit the department, college, and university. I have been impressed that he always does his part and more. His dedication to excellence is obvious and greatly appreciated. I know that he, if asked, will participate and contribute service on departmental, college, and university, and community committees.

In conclusion:

Dr. Al-Odeh sets strong goals dictating a very positive trajectory. Mahmoud brings a new light in my opinion to the university. He helps make a good university even better and a great department even stronger through his efforts! I encourage him think about what he wishes to accomplish in his career and for what he wishes to be known. He then can work to fill in the gaps to make that happen.

In closing, we are indeed fortunate to have Mahmoud here as part of our Team. I encourage him to dream big and continue to care deeply. His passion, dedication, and work-ethic for what he does is palatable. I value Mahmoud Al-Odeh as a colleague and pledge him my ongoing support.

Sincerely,


Dr. James Jim Barta

Response to Professional Development Review – Dr. Mahmoud Al-Odeh

(End of a 4-Year Cycle)

May 15, 2020

Dr. Mahmoud Al-Odeh has submitted his professional development report describing his accomplishments and performance for SY 2019/2020 as an associate professor in the Department of Technology, Art, and Design at Bemidji State University.

This report concludes the yearly cycle of goal setting, implementation, and the reporting of results. To that end, it is a straight-forward process where faculty select how they will illustrate and document effectiveness and productivity related to these five criteria:

- 1) Demonstrated ability to teach effectively and/or perform effectively in other current assignments.
- 2) Scholarly or creative achievement or research.
- 3) Evidence of continuing preparation and study.
- 4) Contribution to student growth and development.
- 5) Service to the university and community.

While Mahmoud obviously focused on this particular time period, it is helpful for him to also consider how this year fits into a broader narrative in his evolution and development as a professor. Mahmoud has provided a very detailed narrative/chart where he identified his previously stated objectives and lists achievements, related evidence, and an indication of his impact as a professional.

This yearly process is an important one as it offers the faculty the opportunity to decide professionally what to become and how one will get there. It marks one's direction over time and also situate one's current position and planning. Mahmoud has provided a goal chart where he identified specific objectives relative to the following five criteria:

He has listed a number of efforts and I will note those I think illustrate his strongest case for effectiveness. This approach shows intentionality of efforts in thought and action.

Criterion I. Demonstrated ability to teach effectively and/or perform effectively and other current assignments.

While there are a number of ways to illustrate teaching effectiveness, several of the most demonstrative assessment of positive student learning outcomes, mid and end of term evaluations, and having a peer observe and evaluate one's instruction. Such actions specifically

Feedback on PDR 2019/2020 Page 2 of 4

focus on a direct assessment of one's teaching effectiveness and allows for reflection that serves as the basis for making changes for improvement.

Mahmoud described using peer observation and had a member from CPD do an observation. He noted helpful comments were shared that he was then able to implement. I appreciate such cycles and encourage him to maintain this from year to year as he focuses on a particular aspect of his teaching he wishes to improve.

He also listed using mid- and final student evaluations, which he analyzes and uses to make changes. These changes also can be further evaluated to not improvement or where additional change is needed. Thorough such actions Mahmoud demonstrates with evidence, that he is a very dedicated and conscientious instructor. He cares deeply about his students and it shows. He blends integrity, innovation, and professionalism in his classes and interactions with his students.

Additional efforts demonstrating effectiveness include using QM rubrics in his classes, taking students on context and content relevant field trips, developing three OER courses, adding new QM modules, and creating innovative curriculum and instruction. I commend him for these efforts.

Note – I wish to acknowledge the extra time and effort necessary that Mahmoud put in to respond to the Covid19 crisis we face. Given the timing of when these reports were due, faculty had no real chance of documenting this. I want all faculty to know that I do greatly appreciate what they have done to ensure a smooth online transition as we continue to do our best to demonstrate teaching effectiveness.

Criterion II. Scholarly or creative achievement or research.

Scholarship is a pillar of promotion and therefore must be well considered. Mahmoud describes that over the past two years, he presented five research papers at three conferences, some even international.

He has published two research papers in peer- reviewed journals. One is related to the Supply Chain Management and the other one is related to Online education. Additionally, he published a book in economics and cost analysis. He reviewed four proposals for ATMAE conference in the year 2017, eight proposals for ATMAE 2018, and 12 proposals for ATMAE 2019. He reviewed two manuscripts for JATMAE and two papers for the Int J Math, Eng., Management Science and three manuscripts for the American Society for Engineering Education. He also reviewed a textbook that he used in his quality assurance class.

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He listed he reviewed 13 courses with quality matters over the past three years: two in 2020, one in 2019, two in 2018, and eight in 2017. He also reviewed several courses for colleagues at other universities. Professionally, he has been noted and awarded for his scholarship. I am very pleased with his progress here and encourage him to keep producing. It is fun to see his many contributions to the field.

Criterion III. Evidence of continuing preparation and study

It is vital to strive to renew and stay abreast of developments in one's academic field. To that end, Mahmoud stayed current and refreshed. He finished the three levels of lean six sigma: Yellow, Green, Black. He attended numerous workshops at conferences, stating that he then returns with new knowledge that informs his instruction. Additionally, he renewed a QM master reviewer certification by attending online workshop and after three weeks of activities, successfully completed the exit exam. He noted also that he completed a workshop from Harvard University about "Teaching Students to Ask Their Own Questions: Best Practices in the Question Formulation Technique". This evidence in total illustrates he remains hungry for new knowledge and experience he then uses to improve his craft.

Criterion IV. Contribution to student growth and development.

Mahmoud described that during the period of this review, he proudly served as the faculty advisor for the Beaver Engineering and Design Cub. He likes to promote the club which is open to all students in the university. Additionally, he provided student support and provides them resources and logistics when possible and needed. He guided them with between three and five projects a semester. He also supported the club leaders to recruit new members to join the club "Organization Bash" event organized by BSU. He managed the club budget and ensured that they are aligned with university policies for fundraising activities.

Additionally, he collaborated with TAD faculty and other clubs on club activities such as making duck calls. He noted he advised over the past two years: 32 students in fall 2018; 34 students in spring 2019; 36 students in Fall 2019; 49 students in Spring 20. I encourage him to devise a strategy for evaluating student advising satisfaction. This could document his efforts and allow him information he could use to make improvements.

For the past two years, he sponsored seven students for conference presentations, which included five students for the Student Achievement Conference and two for MN Scholars Conference. It is again evident that Mahmoud strongly supports students!

Criterion V. Service to the university and community.

Because of his multi-dimensional talents, Mahmoud has the opportunity to be very active in service and indeed he is. He listed a number of service projects that benefitted the department, college, and university. I have always been impressed that he does his part and more. His

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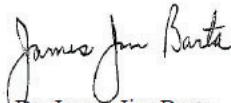
dedication to excellence is obvious and greatly appreciated. I know that he willingly participates and contributes service on departmental, college, and university, and community committees.

I am especially proud of his involvement for two years as the VP of education for Toastmasters of Bemidji and his efforts in successfully coordinating the ATMAE accreditation and preparing the self-study report. As a result, the TADT degrees are accredited for the next five years. Congrats!

In conclusion:

Dr. Al-Odeh has documented a strong and consistent performance. He sets a high standard and maintains the strongest level of professionalism and productivity. It has indeed been a pleasure working with Mahmoud. He is an asset to the department and the university. I see years of success in his path ahead.

Sincerely,



Dr. James Jim Barta