

# FY07 Consolidated Annual Report, Planning Document and Position Request

## University Assessment Office (UAO)

Submitted by: Dr. Mardell A. Wilson, Director  
March 2006

### I. Accomplishments and productivity for FY 06

#### A. List the unit's goals and how the goals support Educating Illinois.

**GOAL 1:** To plan, implement, analyze, summarize results, and disseminate reports for institution-wide surveys including, but not limited to:

- a. Entering freshmen surveys
  - b. Undergraduate student surveys
  - c. Alumni Survey
- } Examples  
- Re-read

Goal 1 specifically supports the efforts of *Educating Illinois'* Goals 2 and 3. A variety of surveys are administered through the University Assessment Office in an effort to provide relevant information regarding numerous attributes of the students and alumni of Illinois State University. This information is helpful in the design and implementation of many campus wide efforts including the First-Year Experience and American Democracy Project. In addition, Alumni Survey data are provided to departments and schools to monitor annual performance as well as provide longitudinal information that is beneficial in the preparation of accreditation reports and/or program review.

**GOAL 2:** To serve as co-researchers on select assessment projects of college and university programs, including but not limited to:

- a. General Education - meet
- b. University College Initiatives - Examples
- c. Student Affairs Initiatives - meet
- d. Center for Teaching, Learning, and Technology [CTLT] - Examples  
- Re-read

The UAO Goal 2 also supports in initiatives outlined in *Educating Illinois'* Goal 2, 3 and 7. The UAO encourages assessment projects that support both curricular and co-curricular efforts. In addition, there are a variety of opportunities for faculty and staff to collaborate with the UAO on specific assessment related research projects and/or provide consultation to faculty seeking assistance with developing the assessment measures and plan when seeking external funding.

**GOAL 3:** To advise faculty and staff on purpose, design, methodology, and use of formative assessment techniques:

- a. Classroom level assessment
- b. Departmental projects
- c. Interdisciplinary approaches

- d. Student affairs and developmental learning outcomes
- e. Accreditation activities

*Re-read*

Goal 3 of the UAO compliments the efforts of *Education Illinois'* Goals 3 and 5. The development of formative assessment techniques supports the ongoing commitment of Illinois State University to enhance the instructional opportunity and outcomes for students. Developing measures that validate strengths and identify areas for improvement as initiatives such as the American Democracy Project and Partnerships for Student Learning are integrated into the curriculum, a sense of quality assurance is maintained.

**GOAL 4:** To engage in outreach activities, including:

- a. Publish and distribute widely an assessment newsletter at least two times per year *-online*
- b. Create and maintain an assessment web site *- who does this? Radhika?*
- c. Conduct workshops on assessment project development and implementation in cooperation with Center for Teaching, Learning, and Technology [CTLT] *- when is next one?*
- d. Present results of assessment research to appropriate campus constituencies
- e. Manage an annual grant program for assessment project as funds are available *- How much \$ available? Who distributes? →*

**GOAL 5:** To work with other units to increase cooperation and coordination of assessment on campus:

- a. Serve on appropriate campus committees related to assessment
- b. Disseminate data from assessment projects to campus constituencies, according to FERPA (Family Educational Right to Privacy Act) guidelines *ISU guidelines / contracts →*

The multiple aspects of engagement in outreach activities as outlined in the UAO Goals 4 and 5 sustains the commitment *Educating Illinois* has made to these same efforts [Goal 7]. *Re-read*  
 Maintaining a network in which assessment information and resources is available to the campus and community is imperative to communicating the many successes of our faculty, staff and students at Illinois State University.

**GOAL 6:** To maintain a level of expertise in higher education assessment through staff development activities.

- a. Read current literature in the area of higher education assessment
- b. Attend appropriate assessment conferences and skills workshops, as budget permits
- c. Present and/or publish assessment-related research in regional or national conferences and publication *→ Submit soon*

*relation to Educating Illinois re*

*→ Matt adjust chronic listserve check IUPUI down*

Certainly Goal 6 of the University Assessment Office clearly speaks to the mission of the University by supporting activities which *promote the highest academic standards in our teaching, scholarship, and the connections we build between them*. Enhancing the visibility of the UAO both on the campus and national level is primary initiative of the office. Goal 6 frames the quality of the office and the dedication to moving the University's strategic plan forward.

## B. List the major accomplishments for each goal.

yes! { On June 29, 2005 the University Assessment Office staff participated in an all day strategic planning session. As the newly appointed director of the UAO, Dr. Mardell Wilson facilitated the planning session. The primary objectives for the session were to revisit the unit's goals, make relevant modifications, and determine initiatives for FY06. Appendix A provides a summary of the initiatives that were identified at the summer strategic planning session, reference to the unit's goals, and accomplishments that have been achieved to date. In addition to the initiatives that were identified at the summer planning session, additional initiatives were added based upon new or changing responsibilities of the unit throughout FY06.

Development of the FY06 initiatives for the UAO provided clear direction to all members of the staff in an effort to fulfill major accomplishments that directly support the achievement of the *Educating Illinois* goals of building a distinctive research agenda and providing essential support for faculty and staff, improving commitment to general education, soliciting input from our students about their educational experiences at Illinois State and presenting the data to decision-makers in ways that are useful, meaningful, and likely to result in change and improvement.

→ what are these (ask decision makers).

Please see Appendix A.

## C. Indicate measures of productivity by which the unit's successes can be illustrated.

meta-assessment

The multiple outcomes identified as a part of the University Assessment Office's initiatives [Appendix A] provide evidence that productivity efforts during FY06 have primarily been internal in an effort to support upcoming external initiatives. Tangible measures such as the newly developed website, acquiring StudentVoice and SNAP, publication of *Progressive Measures*, distribution of new Alumni Survey and NSSE reports that incorporate comprehensive data, development of a progressive method for reviewing department/school assessment plans related to the program review process, and designing a thoughtful approach to the administration and utilization of the National Survey of Student Engagement and related instruments to better facilitate discussions regarding student and faculty engagement and validate the impact of various campus initiatives such as the First-Year Experience and the American Democracy Project illustrate the UAO's commitment to promoting a culture on campus that values and supports assessment activities.

→ How do we know this is true?

## II. Internal Reallocations and Reorganizations in FY06

### A. Describe any reallocations or reorganizations, including the movement of positions, upgrade of positions, creation of new position, or reallocation of personnel or operating funds.

As an outcome of the strategic planning process it was determined that the University Assessment Office had two clear needs in that could be supported by the graduate assistant position – 1) Technical and 2) Marketing and Promotion. In the past the GA had primarily provided only technical support to the unit. Instead of attempting to recruit one candidate with expertise and interest in the two areas of interest, it was determined that the 20 hour full-time

position would be split into two 10 hour part-time positions. This was a very good decision for the unit as our two GA's, Ms. Radhika Gopi and Ms. Julie Fehrenbacher, have provided outstanding support for the University Assessment Office.

As a part of Chief Clerk Chris Jackson's performance appraisal at the beginning of FY06 I encouraged her to consider upgrading her position. Together we worked on developing a revised job description. Upon completion of the audit process that Chief Clerk position was upgraded to Staff Clerk in September 2005.

The newly acquired responsibilities for General Education, the emphasis to enhance visibility of the assessment practices and services provided by the unit campus-wide, and the **decision to eliminate TracDat** prompted a review of the relevance of the duties of the Research Associate position. Upon careful consideration it was determined that this position no longer fit the needs of the University Assessment Office. As a result the Research Associate position will be replaced in FY07 with an Assistant Directors position. The basic requirements of this position will provide project management support for related assessment initiatives. Participation in research methodology and statistical analysis continue to be a portion of the job requirements, but will no longer be the primary focus of the position as it was previously written. The University Assessment Office would like to acknowledge Dr. Hafeez Ullah's contributions to the unit and wish him continued success in his future endeavors.

*Next Improve  
Why provided*

**B. Describe how the unit used additional funds to enhance accomplishments and productivity. Additional funds may include enhancement dollars, external funding, foundation funds, variance dollars, external contracts, technology tuition dollars.**

In collaboration with the Center for Teaching, Learning, and Technology [CTLT] and the First-Year Experience, an enhancement proposal was funded for \$39,000 for designing faculty development opportunities which concentrate on integrating civic and community engagement into the curriculum.

- FOCUS [Faculty Opportunities for Creating Civic and Community Understanding among Students] – is a faculty development program designed to emphasize the value of civic and community engagement at Illinois State University. FOCUS will be complimented with specific efforts related to the First Year Experience and General Education, as well as the incorporation of civic and community engagement in the individual degree programs.
- For Summer 2006, three Faculty fellows will be selected in an effort to develop two on-line faculty development modules. The first module will address the **What and Why** of incorporating opportunities for civic and community engagement in the classroom. It will provide faculty with a basic understanding of the two forms of engagement. The module will emphasize the value of civic and community awareness – both for the students, as well as for the faculty. A second module will be created that addresses various **Pedagogical Strategies** that can be used for incorporating civic and/or community opportunities.
- An information breakfast for Chairs and Directors has been scheduled for Friday – March 24<sup>th</sup> in 104A Turner Hall. The purpose of this event will be to more thoroughly explain the FOCUS program and the opportunities for the Summer Faculty Fellows. The objective of the breakfast is to inform the Chairs/Directors in an effort that they will help

once a week

Tuesday 10 am

1st Thurs 10 am

14<sup>th</sup> - Int. planning  
last preview

- Calendar items
- meeting maker \* Chris - prof

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Phonebook - Nadia

Tom

8 ~~45~~ 702/occs

8 3000 - get in for security & phone

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BSS &

109 Marchettes

Nadia

11 am done

Preview talks

Spreadsheets

to provide support for the project among their faculty and assist in the identification and recruitment of potential candidates.

- Two Faculty Fellow Recruitment Luncheons have been scheduled for April 11<sup>th</sup> and 12<sup>th</sup> [Location TBD]. The luncheons will serve as an opportunity to more fully describe the FOCUS program to interested faculty. The objectives for the Fellows, identified outcomes of their efforts, and application process will be discussed. In addition, ample opportunity for questions will be provided.
- The Faculty Fellows will be paid a \$5000 stipend.
- In addition to the Faculty Fellows, funds have been allocated for the development and implementation of a First Year LinC Boot Camp. Much of the boot camp will be directed towards the value of **civic and community engagement**. A common resource for all LinC instructors that addresses civic and community engagement in the First-Year will be funded through the FOCUS program. In addition, a faculty member with an interest in civic and/or community engagement who has experience with first-year students will be contracted to facilitate the boot camp.
- Lastly, funds will be used to enhance travel opportunities for faculty and some staff to attend conferences, workshops, and tele-seminars in an effort to build a solid foundation of how civic and community engagement contribute to our efforts to enhance Illinois State University's commitment to the enhancement of partnerships for student learning.

**C. Attach an Accountability Report for FY06 Program Enhancement [PERS 939] for any enhancement dollars received during FY06.**

Please see Appendix B

**III. Major Objectives for FY07**

**Describe the unit's most important objectives for FY07.**

With an increased awareness and expectation for evidence of academic quality the role and responsibilities for the UAO will continue to expand. The following are the major objectives for the UAO to be completed during the 2006-07 academic year:

1. **Assess effectiveness of modifications for the web-only Alumni Survey and impact of incentives.** Continue to refine and improve this process
2. Continue to develop and publish reports relevant to assessment initiatives that are easily accessible via the web and user-friendly for a variety of campus stakeholders and decision makers. Triangulate data from NSSE/FSSE/BCSSE to build a more solid foundation for discussion regarding student engagement.
3. Continue to refine the electronic portfolio of departmental assessment plans with publication of revisions, maintenance of archived documents, and introduction of Annual Reports as a part of the program review cycle.
4. Encourage the utilization of SNAP and StudentVoice to facilitate innovative assessment efforts of academic units campus wide.

*Memo -  
action*

5. Develop a comprehensive assessment plan and implementation timeline with projected resource requirements for the General Education program in consultation with the Council for General Education.
6. Disseminate outcomes from the first year of the FOCUS Initiative and continue efforts to expand the scope of this project.
7. Identify the specific values for utilization of the Individual Development and Education Assessment [IDEA] instrument for course evaluations. Communicate these aspects to interested colleges/departments/schools and provide assistance as needed.
8. Provide relevant training and subsequent support for Assistant Director to ensure his/her success.
9. Increase the number and scope of professional publications and presentations.

#### **IV. Program Enhancement Requests**

Please see **Appendix C**

#### **V. Position Requests: Replacement and New**

None

#### **VI. Facilities Requests**

None

**Appendix A**  
**FY06 UAO Initiatives and Accomplishments**





# University Assessment Office

## Primary Initiatives 05-06

08-Feb-06

PRIMARY INITIATIVES	UAO GOAL	STATUS/TIMELINE
Alumni Survey 2005	Goal 1	<ul style="list-style-type: none"><li>All department and college reports were distributed on or before 09.26.05 featuring the results of the 2005 Alumni Survey (graduates from 1999 and 2003) which was conducted at the end of FY05. The Alumni Survey process was streamlined but maintained a multi-method format (paper and online). Comprehensive reports that detailed information for each college were distributed to deans, department chairs, and school directors. Departments and school can request individual degree program information as appropriate for accreditation reports and/or program review. A comprehensive report of results from the Alumni Survey for the campus was created and published on the UAO website.</li></ul>
Future Alumni Surveys	Goal 1	<ul style="list-style-type: none"><li>The disappointing response rate generated from previous years of administration of the Alumni Survey prompted a review of the process. The 2006 Alumni Survey (graduates from 2000 and 2004) will be web only. This decision was based upon a cost-benefit analysis and the opportunity to provide more frequent follow-up requests for participation.</li><li>It was also determined that enhanced communication efforts with Alumni Services is necessary to develop alumni while they are still students at Illinois State University and express the importance of their feedback as alumni.</li><li>In an effort to enhance exposure of the Alumni Survey and familiarize soon-to-be graduates with the process, the UAO will participate in the Commencement Fair.</li><li>The UAO is actively investigating the opportunity to provide participants with the opportunity to qualify for a significant incentive. Discussions are currently underway with Advancement, AirTran Airways, and the UAO in an effort to secure two round-trip airline tickets donated by AirTran Airways to use as an incentive. In exchange for the tickets approved acknowledgement of AirTran Airways will be</li></ul>

		<p>given on the initial invitation and follow-up postcard reminders.</p> <ul style="list-style-type: none"> <li>▪ The timeframe for the Alumni Survey has also been modified. The invitation for the 2006 Alumni Survey will be distributed by April 15<sup>th</sup> and the survey will close on May 31<sup>st</sup>. Department, School and College reports will be made available by June 30<sup>th</sup>. This modified timeline will provide those departments/schools with Fall Program Review deadlines to have access to the most recent data earlier in the summer it is anticipated that the majority of the work for such reports is completed.</li> </ul>
<p><b>NSSE/BCSSE/FSSE</b></p>	<p>Goal 1</p>	<ul style="list-style-type: none"> <li>▪ The University Assessment Office has conducted the National Survey of Student Engagement for first-year and senior student annually since 2001. After meeting with staff from NSSE and upon discussions during the unit's strategic planning session it was determined that a new approach to the implementation and utilization of NSSE data was needed. In an effort to identify the gaps between student engagement and faculty expectations regarding student engagement, Illinois State University will participate in the Faculty Survey of Student Engagement [FSSE] in Spring 2006. A more comprehensive view of student experiences can be gained by examining the faculty's belief and practices.</li> <li>▪ In addition to FSSE, the Beginning College Survey of Student Engagement [BCSSE] will be administered during Preview 2006. BCSSE will assess incoming students' academic, volunteer, and civic and social involvement in high school, prior to attending college. The cohort of incoming first-year students will be followed throughout the NSSE process with BCSSE Summer 2006, NSSE Spring 2007, and NSSE Spring 2010. The information derived from this longitudinal perspective will be valuable in the assessment of the effectiveness of program related to such primary initiatives as the First-Year Experience and Civic Engagement. Triangulating NSSE, FSSE, and BCSSE data will allow for identification of gaps and facilitate richer discussions regarding engagement among faculty, staff, and students.</li> <li>▪ The proposed administration of the NSSE family of survey is as follows: <ul style="list-style-type: none"> <li>○ FSSE – Spring 2006</li> <li>○ BCSSE – Preview 2006</li> <li>○ NSSE – Spring 2007</li> <li>○ '08 – OFF</li> <li>○ FSSE – Spring 2009</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>○ BCSSE – Preview 2009</li> <li>○ NSSE – 2010</li> </ul>
<b>AAC – Assessment Plan Review Process</b>	<p>Goal 3 Goal 4 Goal 5</p>	<ul style="list-style-type: none"> <li>▪ As Director of the UAO, Dr. Wilson serves as Chair of the Assessment Advisory Council [AAC]. The AAC meets the third Tuesday of each month at noon. During FY06 the primary initiative has been the refinement and implementation of the review process for Department/School Assessment Plans. The AAC had completed efforts in designing a rubric and feedback form to be used. A timeline was established that coincided with program review. Under the new process assessment plans are reviewed for those degree programs approximately 20 months prior to their scheduled program review. AAC teams of two or more will complete the review and submit a feedback for to the UAO director. The UAO director will then review all feedback forms, schedule meetings with department chairs/school directors and program directors [when applicable] to explain the evaluation process and subsequent feedback. This timeline allows departments/schools to take the necessary measures to improve assessment efforts prior to the program review submission deadline. Once a program has been reviewed an Annual Report is required by March 15<sup>th</sup> that briefly outlines the assessment practices and how departments/schools are closing the loop.</li> <li>▪ To date seven meetings with department chairs/school directors have been completed. The feedback from these meetings has been very positive.</li> <li>▪ As a part of this newly adopted review process the UAO director has acquired permanent membership to the Academic Planning Committee.</li> <li>▪ It should be noted that the Council members represent all Colleges and academic support units and functions to support the institution-wide assessment activities within academic affairs, and to serve in an advisory capacity to the UAO staff.</li> </ul>
<b>Communication/Information/Service</b>	<p>Goal 2 Goal 3 Goal 4 Goal 5 Goal 6</p>	<ul style="list-style-type: none"> <li>▪ <b>Consultation</b> <ul style="list-style-type: none"> <li>○ The UAO provides ongoing opportunities for faculty, staff, and units to seek consultation on a wide variety of assessment related projects. During the beginning of FY06 the UAO director provided extensive consultation to various units of the University College in preparation of a revised program review document. This was a reciprocally rewarding experience as the Director expanded her knowledge of the academic support services provided and those units refined their knowledge of the purpose and value of evaluation.</li> </ul> </li> </ul>

- Consultation services remain a priority and a variety of efforts to enhance visibility of those services were made throughout the year.

- **Website** – The UAO website was completely revised in Fall 2005. Staff Clerk, Chris Jackson, assumed the primary responsibility for this task. She encountered significant complications with the publication of department/school assessment plans. However, after perseverance the links have been restored. We are currently working to insure that all department/school information is up-to-date. A new component of Program Assessment portion of the website includes archives for departments/schools. This feature allows departments/schools to have access to previous assessment plans. This feature will be predominantly useful for accreditation purposes which require public documentation of program improvement.
- **UAO Newsletter** – At the time of the summer strategic planning session it was discovered that the last publication of the UAO newsletter was in 2003. The previous newsletter was published four times annually. Modifications were implemented in FY06 and the first issue of *Progressive Measures* was published in Fall 2005 as an on-line newsletter. All faculty and A/P staff received a flyer introducing the revised publication and information on how to access the newsletter. The first issue predominantly reintroduced the campus the UAO and its function and services. The Spring 2006 issue will be published March 10<sup>th</sup>. A call for articles was made to all faculty. The Marketing and Promotions graduate assistant serves as the editor for the newsletter.
- **UAO Brochure** – To enhance awareness of the multitude of services provided by the UAO it was suggested that a revised brochure be created. We have delayed the development and publication of the UAO brochure until more information is determined regarding the UAO's facilitation of General Education Assessment. An alternative brochure that provides awareness and suggestions for utilization of the NSSE/FSSE/BCSSE data is currently being developed. Printing of the brochure will be dependent on the status of the unit's budget at the end of the fiscal year.
- **SNAP** – New survey development software was purchased by the department at

the end of FY05. SNAP is a more user friendly software package designed for the development of web-based surveys and scannable surveys. At this time the UAO can only support web surveys. The Technical GA and Research Associate worked with a faculty member and her thesis student to pilot the software through the development of a web survey for the Fall 2005. This opportunity allowed the office to determine any difficulties with the software. The Alumni Survey has been moved to SNAP and will be utilized for administration of the web-only survey in Spring 2006. In addition, a users guide for our office and for interested campus parties has been developed as a technical writing project for the Technical graduate assistant.

- **StudentVoice** – During FY06 the UAO decided to partner with a national assessment facilitator - StudentVoice. StudentVoice helps guide some of the most innovative methods of assessment in higher education, not by replacing existing efforts or simply supplying technology, but by providing a complementary set of tools and a set of programs that makes assessment practice actionable, effective and non-intrusive. No matter the requirements or limitations of a specific unit, StudentVoice provides a range of methods to enable ongoing assessment, utilizing the most advanced mobile and web technologies. In addition, an online reporting system provides real-time statistics and a tiered access structure that allows head administrators to see all projects, while division leaders can access data for only their respective department/school/unit. Partnering with StudentVoice will provide one more opportunity that the UAO can help facilitate assessment efforts at Illinois State University. This is a shared effort with Student Affairs, University College, Enrollment Management and Academic Services. However, the UAO will serve as the central assessment contact for assessment efforts of academic units that would benefit from the services of StudentVoice.
- **Provost Advisory Council and Chairs' Council** – During the fall 2005 the UAO director presented a brief presentation to both the Provost's Advisory Council and the Chairs' Council highlighting many of the FY06 initiatives of the unit. A primary emphasis was placed on the alumni survey process and modified reports, NSSE/FSSE/BCSSE, the implementation of a structured plan for review of assessment plans coordinated with the program review process, and the acquisition of SNAP and StudentVoice.

		<ul style="list-style-type: none"> <li>▪ <b>Staff Meetings</b> – The UAO staff were supportive of a structured means of communication. Beginning July 1<sup>st</sup> monthly staff meetings occur the first Thursday of each month at 10 a.m. This has been a useful vehicle to discuss the progress on the initiatives outlined as a part of our strategic plan as well as the opportunity to bring new ideas forward and discuss any current issues.</li>   <li>▪ <b>Assessment Institute</b> – The UAO director attended the National Assessment Institute in Indianapolis, in October 22-26, 2005. This comprehensive conference provides an excellent forum for acquiring new information regarding assessment efforts. In addition, the pre-conference workshop which provided a realistic, manageable approach to general education assessment, as well as the process of closing the loop for departments/schools was particularly beneficial. In addition, information shared by the Carnegie Foundation regarding the Elective Classification of <i>Community Engagement</i> was also valuable.</li> </ul>
<p><b>NSSE Dissemination</b></p>	<p>Goal 1 Goal 4</p>	<ul style="list-style-type: none"> <li>▪ A result of our discussion during the strategic planning session was a need to improve the dissemination of NSSE results to key stakeholders on campus with an emphasis on identifying the value and potential utilization of the data.</li> <li>▪ With five years of data it was determined that some version of longitudinal reporting might be beneficial. Therefore, two Comparison Reports were generated. <ul style="list-style-type: none"> <li>○ The 2001 vs. 2005 Comparison provides data that might reveal any changes from year one to year five.</li> <li>○ The second report features 2001, 2002, 2003, 2004, 2005 Cumulative Comparisons. Interested parties can view any changes from year to year over the five year period.</li> </ul> </li> <li>▪ A third report was developed from the NSSE data pulling out those items specifically appealing to student affairs personnel. This report was also generated using gender and ethnicity – which are key elements in making programming decisions.</li> <li>▪ As new information is ascertained through the results of the FSSE and BCSSE surveys continued efforts will be made to disseminate the data in a value added method which is tailored to specific stakeholders.</li> </ul>

<b>Summer Workshop</b>	Goal 4	<ul style="list-style-type: none"> <li>▪ In the past the UAO was active in providing a variety of assessment workshops. For FY06 it was determined that the focus of the unit needed to be on re-establishing visibility on campus and determining the best programming and methods for dissemination of data and other elements related to assessment efforts on campus. As a result there were no workshops solely sponsored by the UAO this year. However, there are plans to collaborate with the Summer Teaching Workshop sponsored by CTLT.</li> <li>▪ More focus to workshop programming will occur in FY07.</li> </ul>
<b>IDEA – Individual Development &amp; Education Assessment</b>	Goal 2 Goal 3 Goal 4 Goal 5	<ul style="list-style-type: none"> <li>▪ There is a campus interest in improving the process and outcomes generated by student evaluations. Efforts to promote the value and utilization of IDEA have been considered during FY06. The College of Applied Science and Technology are approaching their fifth anniversary of using IDEA. During the fall semester the UAO director met with Associate Dean Wood and he indicated that CAST would be very accommodating in providing information regarding the implementation and value of IDEA.</li> <li>▪ IDEA and the UAO's involvement will remain a primary initiative for FO07.</li> </ul>
<b>TracDat</b>		<ul style="list-style-type: none"> <li>▪ A survey was distributed to the 11 identified users of TracDat in an effort to gather information to help determine UAO's commitment to continued support of TracDat. The survey revealed that none of the identified users were actively working with TracDat nor did they intend to resume use in the near future. Based upon that information the UAO will cease support of TracDat at the end of FY06.</li> </ul>
<b>New Initiatives Identified Throughout FY06</b>		
<b>Gen Ed</b>	Goal 2 Goal 6	<ul style="list-style-type: none"> <li>▪ In November 2005 the Provost charged the University Assessment Office with directing the development, implementation, and evaluation of a campus-wide assessment plan for General Education. Based upon the recommendations of the NCA, the original 12 goals of the General Education program were reduced to four core values. The first draft of revisions was submitted to the Council for General Education in December. Following participation at the AAC&amp;U General Education Evaluation conference in March 2006, the UAO director will meet with CGE to discuss the first draft in detail. An executive summary of the revised process for General Education will be drafted by the end of the Spring 2006 semester. The actual development of the assessment procedures will likely occur during FY07 with an anticipated pilot date of Fall 2007.</li> </ul>

**Appendix B**

**Illinois State University  
Academic Affairs  
Accountability Report for FY06 Program Enhancement  
&  
PERS 939**



## Accountability Report for FY06 Program Enhancement

### Three-year goals for this initiative with work completed in first three months of the project written in italics:

1. Faculty/student initiatives:

- a. Develop a model for intensive faculty development to ensure that opportunities to support civic engagement and first-year students are included in the training. Coordinate this program with on-going efforts to offer a development program for faculty in their first four years.

As part of this training, develop on-line instructional enhancement models for faculty, and provide faculty with opportunities for travel support, workshops, and summer mini-leaves of absence to enhance expertise in civic engagement and the first year experience.

*The team has developed a model for intensive faculty development to ensure that opportunities to support civic and community engagement and first-year students are included in the training. Outline of the new FOCUS Program (Faculty Opportunities for Creating Civic and Community Understanding Among Students) is attached. The FOCUS Team continues to meet weekly to develop and refine all aspects of the FOCUS program.*

*A faculty fellows program has been developed and applications are currently being solicited. A breakfast meeting with Department Chairs/School Directors will allow UAO and CTLT staff to distribute FOCUS information and solicit faculty nominations. In addition two recruitment luncheons are planned for interested faculty to learn more about the FOCUS fellows. Faculty fellows will develop on-line instructional modules, workshops and seminars and other training programs for Illinois State University faculty.*

- b. Provide information to faculty regarding professional conferences focusing on civic engagement and first-year experience initiatives.

*Several faculty and staff are being funded to attend conferences such as the Annual Conference on the First Year Experience and the General Education Conference (General Education and Outcomes that Matter in a Changing World). Funds have also been used to sponsor a March 30 Webinar entitled Cultivating Campus Cultures that Value Student Success open to all Illinois State University faculty and staff. The FOCUS Team will continue to send information on selected national conferences to appropriate faculty.*

- c. Develop an awards program to recognize faculty, departments and schools who demonstrate best practices on behalf of the ADP and FYE efforts.

*Summer faculty fellows will develop guidelines for this award program to be offered in FY07.*

- d. Provide support and training for departments, schools, and colleges as they adopt the IDEA method of course evaluation and link the results of IDEA to civic engagement and first-year student initiatives by department/school and/or college where appropriate.

*Team members continue to meet with Jeff Woods, Associate Dean of the College of Applied Science and Technology. Through contact with the IDEA office, they have access to five years worth of data which will allow them to analyze trends that speak to civic and community engagement. IDEA has been suggested a potential supporter for the 2008 "Carnegie" Conference.*

- e. Enhance academic advisors' understanding of the American Democracy Project and the First Year Experience as initiatives at Illinois State University and their role in assisting students to make connections and intentional choices regarding their learning experiences.

*Members of the FYE Council and ADP Task Force (led by Danielle Lindsey) will meet with Academic Advisors on March 8 as part of the Advisor Development Series. They will provide an overview of the program, Dr. Hank Campbell will discuss his community service work with students and advisors will participate in a discussion of the role they can play in these two initiatives.*

## 2. Administrative initiatives:

- a. Review Program Review Guidelines to ensure that programs are given the opportunity to analyze their efforts to enhance civic engagement as a component of the curriculum and recognize their efforts to teach first year students. The Program Review process should then provide departments with formative feedback for their efforts.

*Guidelines now include a description of the ADP as an indicator of "Centrality to Mission". This language is being expanded for the groups initiating their self-study in fall 2006.*

- b. Continue to coordinate the First year LinC program with general education classes and civic engagement opportunities. Work with departments to integrate important LinC seminar components into intro to the major courses.

*An identified faculty member active in both civic/community engagement and the FYE will help develop the First Year LinC Bootcamp. A faculty who can serve as leader of this training initiative is being contacted.*

- c. Develop a comprehensive and reasonable plan for assessment of the General Education program tying, where appropriate, the efforts of the American

Democracy Project Task Force and the First Year Council.

*The UAO Director is working with the Council on General Education (CGE) and a preliminary framework is being developed. The possibility of piloting the artifact portfolio methodology as part of the Political Engagement Project (PEP) is being investigated by the Provost's Office, UAO and the Director of General Education. Implementation of the newly adopted General Education Assessment Plan should occur during the 07-08 academic year.*

- d. Enhance DFSC and CFSC understanding of the American Democracy Project (ADP) and the First Year Experience (FYE) as initiatives at Illinois State University to support better informed evaluation of faculty who engage in efforts to participate in these campus initiatives.

*ADP Task Force members have scheduled meetings with fifteen Departments and Schools this fall. Another four Departments have asked for meetings in early fall 2006. Through these initiatives, the work of FOCUS fellows, faculty support to conferences and seminars and other various efforts, the team hopes to impart a campus culture of appreciation and respect for civic and community engagement that will ultimately impact the deliberations of DFSCs and CFSCs.*

- e. Appoint a steering committee to coordinate the 2007 Carnegie Conference to be held on the Illinois State University campus in the Fall 2007 with a concerted effort to focus on the two elective schemes of the revised Carnegie Classification System.

*The Committee has been formed and has met twice and determined that the conference theme will be "Partnerships for Student Learning". Current plans are to host the conference in the spring 2008 at the new conference hotel in Normal. Illinois Wesleyan University and Heartland Community College will be invited to be co-sponsors of the conference.*

**Appendix C**  
**FY07 Program Enhancement Request**



**Academic Affairs  
Provost Enhancement Request  
FY07 Program Support**

**Cover Sheet**

**1. Unit submitting request**

Center for Teaching, Learning & Technology  
University Assessment Office  
University College (First Year LinC)

**2. Priority number of request: One**

**3. Short title of the proposed initiative**

FOCUS – Faculty Opportunities for Creating Civic and Community Understanding Among Students

**4. Project funding**

**a. Enhancement dollars requested:**

Year 1 (FY06): \$39,000  
**Year 2 (FY07): \$50,500**  
Year 3 (FY08): \$50,500

**b. Additional funds to support the project (in-kind match):**

*Personnel:*  
Dr. Mardell Wilson (.25FTE)  
Dr. Patrick O’Sullivan (.15 FTE)  
Dr. Nancy Bragg (.25FTE)  
Ms. Danielle Lindsey (.10 FTE)  
First Year LinC instructors (n = 15)  
First Year LinC Coordinator (.25 FTE)

*Estimated current operating budget which supports civic engagement opportunities and training:*

Faculty Survey of Student Engagement	\$2,000
Beginning College Survey of Student Engagement	\$5,400
National Survey of Student Engagement	\$9,000
Faculty Development Support	~\$10,000

**5. Contact information**

- a. Name: Jan Shane or Chuck McGuire
- b. Phone: 8-7018
- c. Email: [jshane@ilstu.edu](mailto:jshane@ilstu.edu) or [crmcgui@ilstu.edu](mailto:crmcgui@ilstu.edu)

**FY07 Enhancement Request Title:**

**FOCUS: Faculty Opportunities for Creating Civic & Community Understanding Among Students**

Funding will support continued UAO, CTLT and University College collaboration on the FOCUS project – established last year to emphasize the value of civic and community engagement at Illinois State University. (See summary of the FOCUS project on page 24 of this document)

In FY06 this project allowed UAO and CTLT to hire three faculty fellows to develop on-line instructional models for incorporating civic engagement into coursework that faculty can use in their instruction. Funds were also used to provide faculty with opportunities for travel support to attend conferences and workshops to enhance their expertise in civic engagement and the first-year experience. Additional anticipated outcomes include training for academic advisors and first year LinC faculty, campus civic engagement events, general education review and assessment and an enhanced program review process relative to civic engagement. Finally, as part of the Carnegie Classification System currently under revision, Illinois State will once again host a “Carnegie Conference.” The 2008 Conference will be held at the new conference center adjacent to the campus and will focus on “Partnerships for Student Learning.”

Goals for this initiative in FY07:

**3. Faculty/student initiatives:**

- a. Continue to refine and implement faculty development activities to ensure that opportunities to support civic and community engagement and first-year students are available to faculty and staff. Coordinate this program with on-going efforts to offer a development program for faculty in their first four years.

Support on-going summer faculty fellows as they develop on-line instructional enhancement modules for faculty to enhance expertise in civic and community engagement and the first year experience.

- b. Provide information and, when appropriate, monetary support to faculty regarding professional conferences focusing on civic and community engagement and first-year experience initiatives.
- c. Implement the first year of an awards program to recognize faculty, departments and schools who demonstrate best practices on behalf of the FOCUS efforts.

**4. Administrative initiatives:**

- a. Enhance the national visibility of Illinois State through dissemination of information regarding the FOCUS project at the National American Democracy Project annual meeting (June 06 and June 07); the International Conference on the First Year Experience (July 06); Annual Conference on the First Year Experience (Feb 07); the AASCU Provost meeting (Feb 07); and the National Conference on Student in Transition (Nov 06).



- b. Continue to coordinate the First Year LinC program with general education classes and civic and community engagement opportunities. Work with departments to integrate important LinC seminar components into intro to the major courses. Utilize faculty fellows's expertise to develop "Boot Camp" programming for First Year LinC faculty.
- c. Continue to develop a comprehensive and reasonable plan for assessment of the General Education program tying, where appropriate, the efforts of the American Democracy Project Task Force and the First Year Council. Pilot this assessment plan through the Carnegie Political Engagement Project (PEP).
- d. Continue efforts to enhance DFSC and CFSC understanding of the American Democracy Project (ADP) and the First Year Experience (FYE) through ADP TASK Force meetings with departments, via the work of the FOCUS summer faculty fellows and through workshop and seminar opportunities provided to faculty.
- e. Continue planning for a spring 2008 Carnegie Conference to be hosted by Illinois State University and co-sponsored by Illinois Wesleyan University and Heartland Community College.



Budget (note – second year of a three year plan for temporary dollars only):

<b>FY2007</b>		
1.	Summer faculty Fellows (three faculty at \$5,000 each)	\$15,000
2.	Summer Graduate Assistants	6,000
3.	FOCUS Graduate Assistant	9,000
4.	Faculty award program (recognition of FOCUS excellence)	1,000
5.	Department award program (Recognition of FOCUS excellence)	2,500
6.	Faculty development opportunities (offered through UAO and CTLT)	15,000
7.	First Year LinC Boot Camp	2,000
	<i>Total FY2007</i>	<b>\$50,500</b>
<b>FY2008</b>		
1.	Summer faculty Fellows (three faculty at \$5,000 each)	\$15,000
2.	Summer Graduate Assistants (two doctoral students)	6,000
3.	Faculty Award Program (recognition of excellence in civic engagement)	1,000
4.	CTLT Graduate Assistant	9,000
5.	Department Award Program (Recognition of excellence)	2,500
6.	Faculty development opportunities (offered through UAO and CTLT)	10,000
7.	Spring 2008 Carnegie Conference	10,000
8.	First Year LinC Boot Camp	2,000
	<i>Total FY2008</i>	<b>\$55,500</b>

**Budget rationale:**

Faculty fellows would be selected to develop training plans and educational models for faculty, departments and schools. Two summer graduate assistants would be assigned to the fellows.

The summer boot camp for the First Year LinC seminar program will be similar to FOI training done in the past and will be an elective for faculty scheduled to teach LinC in the fall.

Other faculty development opportunities will include travel support for faculty and staff and on-campus webinars and workshops.

Travel funds will also be used to support presentations at national ADP and FYE conferences to enhance the national reputation and visibility of Illinois State University.

The awards program will be established to recognize individual faculty and schools/departments that exemplify the spirit of civic and community engagement and document student impact.





FACULTY OPPORTUNITIES FOR CREATING CIVIC  
& COMMUNITY UNDERSTANDING AMONG STUDENTS

## PROGRAM SUMMARY

- FOCUS – is a faculty development program designed to emphasize the value of civic and community engagement at Illinois State University. FOCUS will be complimented with specific efforts related to the First Year Experience and General Education, as well as the incorporation civic and community engagement in the individual degree programs.
- For Summer 2006, three Faculty fellows will be selected in an effort to develop two on-line faculty development modules. The first module will address the ***What and Why*** of incorporating opportunities for civic and community engagement in the classroom. It will provide faculty with a basic understanding of the two forms of engagement. The module will emphasize the value of civic and community awareness – both for the students, as well as for the faculty. A second module will be created that addresses various ***Pedagogical Strategies*** that can be used for incorporating civic and/or community opportunities. .
- An information breakfast for Chairs and Directors has been scheduled for Friday – March 24<sup>th</sup> in 104A Turner Hall. The purpose of this event will be to more thoroughly explain the FOCUS program and the opportunities for the Summer Faculty Fellows. The objective of the breakfast is to inform the Chairs/Directors in an effort that they will help to provide support for the project among their faculty and assist in the identification and recruitment of potential candidates.
- Two Faculty Fellow Recruitment Luncheons have been scheduled for April 11<sup>th</sup> and 12<sup>th</sup> [Location TBD]. The luncheons will serve as an opportunity to more fully describe the FOCUS program to interested faculty. The objectives for the Fellows, identified outcomes of their efforts, and application process will be discussed. In addition, ample opportunity for questions will be provided.
- The Faculty Fellows will be paid a \$5000 stipend.
- In addition to the Faculty Fellows, funds have been allocated for the development and implementation of a First Year LinC Boot Camp. Much of the boot camp will be directed towards the value of civic and community engagement. A common resource for all LinC instructors that addresses civic and community engagement in the First-Year will be funded through the FOCUS program. In addition, a faculty member with an interest in civic and/or community engagement who has experience with first-year students will be contracted to facilitate the boot camp.
- Lastly, funds will be used to enhance travel opportunities for faculty and some staff to attend conferences, workshops, and tele-seminars in an effort to build a solid foundation of how civic and community engagement contribute to our efforts to enhance Illinois State University's commitment to the enhancement of partnerships for student learning.