

INDIANA UNIVERSITY SOUTH BEND  
OFFICE OF ACADEMIC AFFAIRS  
THREE-YEAR STRATEGIC PLAN

November 8, 2007

| <u>Goals</u>   | <u>Strategies</u>  | <u>Timeline</u> | <u>Assessment</u>   | <u>Assessment Update</u> |
|--|--|-----------------|---|--------------------------|
| <b>Academic Affairs</b> <ul style="list-style-type: none"> <li>• Alfred J. Guillaume, Vice Chancellor for Academic Affairs</li> <li>• Linda Marie Fritschner, Associate Vice Chancellor for Academic Affairs</li> <li>• Vacant, Associate Vice Chancellor for Graduate Programs &amp; Sponsored Research</li> <li>• Nancy Plennert, Manager of Academic Affairs</li> <li>• Michele Cripe, Secretary to Vice Chancellor for Academic Affairs</li> <li>• Erika Zynda, Contracts and Grants Coordinator</li> <li>• Summer Ditsch, Faculty Records Coordinator</li> <li>• Deborah Knabe, Academic Records Assistant/Secretary</li> </ul> |  |                 |   |                          |
|  | Professors Eileen Bender and Rebecca Torstrick have consented to co-chair the University Accreditation Committee. Higher Learning Commission team to visit campus fall 2007; | 2004-05         | Consent of Co-chairs; timetable for committee work complete                         | Completed                |
|  | Appoint in collaboration with Eileen Bender and Becky Torstrick (and the recommendation of the   | 2004-05         | Campus Accreditation team selected and data gathering for self-study report started | Completed                |

<sup>1</sup>CDC Plan: I=Priority 1, II=Priority 2, III=Priority 3, IV=Priority 4, V=Priority 5, VI=Priority 6; First number=Goal; Second number=Action Item. For example, I2.4 denotes Priority 1, Goal 2, Action 4.

| <u>Goals</u> | <u>Strategies</u>  | <u>Timeline</u> | <u>Assessment</u>  | <u>Assessment Update</u>                                    |
|--------------|--|-----------------|--|---|
|              | Executive Committee of the Academic Senate) the University Accreditation Committee   |                 |  |   |
|              | Continue work with Professors Eileen Bender and Rebecca Torstrick, co-chairs of the University Accreditation Committee, and the Institutional Self-Study Committee to prepare for the Higher Learning Commission team visit fall 2007; | 2005-06         | Co-chairs, VC Alfred Guillaume, Associate VC Linda Fritschner select committee members visit HLC and campus representative to discuss self-study under new accreditation standards | Completed   |
|              | Complete self-study; publish and disseminate self-study and executive summary; prepare resource room; complete arrangements for team visit to campus fall 2007.  | 2006-07         | Self-study completed, distributed to campus, to IU South Bend Advisory members, to accreditation team in advance of fall 2007 visit  | Completed. Team due to campus November 12, 13 and 14, 2007. |
|              | Meet with NCATE committees, dean and associate deans to monitor progress toward NCATE accreditation.   | 2004-05         | Preparations for NCATE visit complete, team visit scheduled  | Completed   |
|              | NCATE accreditation team visit scheduled for December 2005.  | 2005-06         | Successful NCATE accreditation   | Reaccredited by NCATE until 2012                            |

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|--------------|--|-----------------|--|--|
|              | Social Work program prepares for accreditation         | 2004-05         | Successful accreditation visit   | Reaccredited until 2014-15.            |
|              | Interim Report due to AACSB                            | Jan., 2005      | Report submitted in due time   | Completed                              |
|              | Chemistry Department prepares for visit                | November, 2004  | Chemistry Department re-accredited by ACS  | Reaccredited by ACS until 2009         |
|              | Public Affairs prepares for visit                      | 2005            | SPEA-MPA Program reaccredited  | Reaccredited by NASPAA until 2010.     |
|              | ACP prepares for accreditation visit                   | 2007            | Report submitted in due time   | ACP reaccredited until 2014            |
|              | Implementation of Certificate in Computer Applications | 2004-05         | Certificate implemented  | Certificate implemented in 2004        |
|              | Implementation of Certificate in Professional Writing  | 2004-05         | Courses for Professional Writing certificate offered and certificate implemented     | Certificate implemented in 2004        |
|              | B.S. Biochemistry                                      | 2005-06         | B.S. in Biochemistry approved by campus committees, ALC, Board of Trustees, and ICHE | B.S. in Biochemistry approved in 2006. |

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|              | B.S. in Dental Hygiene                 | 2006-07         | B.S. in Dental Hygiene approved by Academic Senate Curriculum Committee, Academic Leadership Council, Board of Trustees and Indiana Commission for Higher Education in 2006-2007. | Degree implemented fall 2007   |
|              | B.F.A. in Integrated New Media Studies | 2006-07         | B.F.A. in Integrated New Media Studies was approved by campus committees, Academic Leadership Council, Board of Trustees and ICHE.  | Implemented 2007   |
|              | B.S. in Medical Imaging                | 2006-07         | B.S. in Medical Imaging Technology approved by campus committees, Academic Leadership Council and Board of Trustees, 2006-07.   | This degree proposal is awaiting approval by the Indiana Commission for Higher Education |
|              | M.S. in Nursing                        | 2006-07         | M.S. in Nursing approved by campus committees, Academic Leadership Council, Board of Trustees and Indiana Commission for Higher Education in 2006-07                              | Degree to be implemented fall 2008   |

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|---------------------------------|---|-----------------|---|--|
| <b>Articulation Agreements:</b> | Approval of 3/2 Dual Degree arrangement, B.S. in Physics and Engineering between Purdue Calumet and Purdue Fort Wayne   | 2004-05         | Agreement signed by Chancellors of IU South Bend and Ivy Tech North Central | Accomplished   |
|                                 | A.S. in Biotechnology from Ivy Tech to B.S. with a concentration in either Biology or Chemistry at IU South Bend  | 2004-05         | Agreement signed by Chancellors of IU South Bend and Ivy Tech North Central | Accomplished   |
|                                 | Associate in Fine Arts from Ivy Tech to Bachelor of Fine Arts at IU South Bend  | 2006-07         | Agreement signed by Dean, Chancellor, and VCAA                              | Accomplished   |
|                                 | Articulation agreements with Ivy Tech:<br>Business Administration<br>Computer Science<br>Nursing<br>Criminal Justice<br>Mathematics<br>English<br>Psychology<br>Sociology<br>Chemistry<br>History<br>World Language Studies:<br>Spanish | 2006-07         | Signed by Chancellor and VCAA   | Signed or awaiting signature from representative of Ivy Tech |

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|  | Articulation agreements with Vincennes University:<br>Biology<br>Business Administration<br>Chemistry<br>Computer Science<br>English<br>World Languages Studies:<br>Spanish<br>Mathematics<br>Nursing<br>Philosophy<br>Psychology   | 2006-07   | Signed by Chancellor and VCAA   | Signed or awaiting signature by representative of Vincennes University                          |
| <b>Third Year Assessment Evaluations:</b><br><br><b>III.4.1</b><br><br><b>II.2.1</b> | Fine Arts (A.A., B.A., B.F.A.)<br>Music (B.M.)<br>Theatre (A.A., B.A., B.F.A.)<br>Business (B.S. all concentrations)<br>Education, Counseling and Human Services (M.S.)<br>Chemistry (A.S., B.S., B.A.)<br>Physics (B.A., B.S.)<br>Political Science (A.A., B.A.)<br>Sociology (A.A., B.A.)<br>Dental Assisting (certificate) | 2004-05<br><br><br><br><br><br><br><br><br><br><br>CACREP accreditation review in 2005; | Third Year Assessment Review for 2004-05 conducted by the Assessment Committee, letters of results of evaluation sent to departments, results posted on assessment web page and reported to the Academic Senate | All third year assessment reviews completed. The next program assessments scheduled for 2007-08 |

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|--------------|---|--|---|---|
|              | Dental Hygiene (A.S.)<br>Criminal Justice (A.S.,<br>B.S.C.J.)<br>Physics (B.A., B.S.)   |  |   |   |
|              | Public Affairs (B.S. all<br>concentrations and certificate)<br>Social Work (M.S.W.)<br>Labor Studies (certificate)  | 2005-06  | Third year assessment<br>review completed. Next<br>assessment in 2008-09. At<br>that time SPEA will be<br>restructured.   | Completed   |
|              | Actuarial Sciences (B.S.)<br>Applied Mathematics and<br>Computer Science (M.S.)<br>Computer and Information<br>Sciences (A.S., B.S.)<br>Economics (A.A., B.A.)<br>Informatics (B.S.)<br>Mathematical Sciences (A.A.,<br>B.A.)<br>Philosophy (A.A., B.A.)<br>Applied Psychology (M.A.)<br>Nursing (B.S.N.)<br>Radiography (A.S.) | 2005-06  | Third Year Assessment<br>evaluations for 2005-06<br>conducted by the Assessment<br>Committee, letters of results<br>of evaluations sent to<br>departments, results posted<br>on assessment web page and<br>reported to the Academic<br>Senate |   |
|              | Communication Arts (A.A.,<br>B.A.)<br>Mass Communications (B.A.<br>all concentrations)  | Applied Psych<br>program<br>temporarily<br>discontinued<br><br>2006-07 | Third Year Assessment<br>evaluations for 2006-07<br>conducted by the Assessment<br>Committee, letters of results  | All third year reviews<br>except Biological<br>Sciences completed.<br>Next third year |

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| <b>External Program Reviews:</b> | Accounting (M.S.A.)<br>Business Administration (M.B.A.)<br>Elementary Education (B.S., M.S.)<br>Secondary Education (B.S., M.S. all concentration areas)<br>School Leadership (Licensure program)<br>Special Education (B.S., M.S.)<br>General Studies (A.G.S., B.G.S.)<br>Biological Sciences (A.S., B.A., B.S.)<br>World Language Studies (A.A., B.A. all programs)<br>History (A.A., B.A.)<br>Liberal Studies (M.L.S.)<br>Psychology (A.A., B.A.)<br>Women's Studies (A.A., B.A.)<br><br>Communication Arts (A.A., B.A.)<br>Fine Arts (A.A., B.A., B.F.A.)<br>Mass Communications (B.A. all concentrations)<br>Music (B.M. all concentrations)<br>Theatre (A.A., B.A., B.F.A.)<br>Liberal Studies (M.L.S.)<br>Philosophy (A.A., B.A.)<br>Physics (A.A., B.A.) | 2004-05         | of evaluations sent to departments, results posted on assessment web page and reported to the Academic Senate.<br><br>External Evaluators invited to campus to review programs in 2004-2005. | assessment review scheduled for 2009-10.<br><br>Communication Arts, Fine Arts, Mass Communications, Music, and theatre have not gone through program reviews. Master of Liberal Studies (MLS) evaluated; next MLS program review 2011-12 |

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|              | <p>Sociology (A.A., B.A.)<br/>                     Women’s Studies (A.A., B.A.)<br/>                     Criminal Justice (A.S., B.S.C.J.)</p> <p>Economics (A.A., B.A., B.S.)<br/>                     Computer and Information Sciences (A.S., B.S. and certificate programs)<br/>                     Mathematical Sciences (A.A., B.A.)<br/>                     Applied Mathematics (B.S.)<br/>                     Psychology (A.A., B.A., M.A.)</p> | <p>2005-06</p>  | <p>External evaluators invited to campus to conduct program reviews for 2005-2006.</p> | <p>Philosophy program review delayed until 2007-08. Physics program review delayed until 2007-08. Sociology and Anthropology reviewed in 2005-06. Next external program review scheduled 2012-13. Women’s Studies program review 2006-07. Next program review in 2012-13. Criminal Justice program review in 2005-06. Next program review in 2012-13.</p> <p>Economics program review is to occur in 2007-08. Computer and Information Science program review occurred in 2006-07. Program preparing for ABET (Accreditation Board for Engineering and Technology) accreditation in 2009. Mathematical Sciences</p> |

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|              | <p>General Studies (A.G.S., B.G.S.)<br/>                     Labor Studies (A.S., B.S., certificate)<br/>                     History (A.A., B.A.)<br/>                     Montessori Early Childhood (certificate)<br/>                     Paralegal Studies (certificate)</p> | <p>2006-07</p>  | <p>External evaluators invited to campus to conduct program reviews for 2006-2007.</p> | <p>Programs externally evaluated in 2005-06. Next program evaluation in 2012-13. Psychology externally evaluated in 2005-06. Next external program review in 2012-13.</p> <p>General Studies did not go through an external program evaluation in 2006-07. Director retired and new director was appointed. Labor Studies was restructured. Degree offered on other IU campuses. History postponed external program review until 2007-08. Montessori Early Childhood certificate program delayed external program Review. Paralegal Studies program evaluated summer 2007. Next external program</p> |

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| <b>Conduct Administrative and Clerical Searches:</b> | Initiate search process for Dean College of Liberal Arts and Sciences, and School of Business and Economics  | 2004-05         | Search committees established, positions advertised, and successful hires.  | Completed  |
|  | Initiate search process for Associate Vice Chancellor for Academic Affairs   | 2004-05         | Search committee established, position advertised, and successful hire.   | Completed  |
|  | Initiate process and hire a data entry/clerical person for the Associate Vice Chancellor for Graduate Programs and Sponsored Research and for the Associate Vice Chancellor for Academic Affairs | 2004-05         | Search for Data Entry/Clerical person completed.  | Completed  |
|  | Initiate phase in of restructuring of Off Campus Programs and Division of Continuing Studies including search for Director.  | 2004-05         | Off Campus programs and Continuing Studies restructured with leadership of one director of extended learning services. Elimination of some positions. | Further restructuring of Continuing Studies ongoing; to be completed in spring 2008. |

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| <b>Complete Campus Bulletin and Other Academic Publications:</b>   | Child Development Center  | 2004-05         | Complete reorganization of Child Development Center including linkage with School of Education and with early childhood Education programs | To complete hiring of new director spring 2008.  |
|  | Campus Bulletin 2005-2007 published and distributed by February, 2005 | 2005-06         | Campus Bulletins issued in 2005.   | In the last four years, two campus bulletins issued, 2005-07 edition and 2007-09 edition.                                  |
|  | Campus Bulletin 2005-2007 posted on web                               | 2005-06         | Campus Bulletin posted on web.   | 2007-09 campus bulletin completed and on web.  |
|  | Monitor update of Academic Handbook                                   | 2004-05         | Academic Handbook revised and ready for publication in 2005-06.  | Additional revisions underway; to be completed summer 2008.  |
|  | Monitor update of Associate Faculty Handbook                          | 2006-07         | Associate Faculty Handbook revised and ready for publication in 2005-06.   | Same as above.   |
| Expand student health, wellness, disability assistance and counseling programs in visible and accessible locations |   | 2004-06         | Staff and space needs met; Number of individuals served tracked  | Relocation of counseling center under consideration to make additional space for administrative units in Student Services. |

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| <b>Enrollment Management:</b>                | Work with Deans to project student enrollment   | 2004-07         | Increase in accuracy   | On-going annual project.  |
| <b>I.2.4</b>                                 | Expand faculty involvement with orientation and peer advising programs  | 2004-07         | Number of faculty assisting with orientation                               | Each school, college increased the number of faculty involved in orientation.                                 |
| <b>I.2.1<br/>I.5.4</b>                       | Expand and promote opportunities for high school students to begin college study (Advanced College Project, Advanced Placement and summer research internships) | 2004-07         | Increase in number of high school students enrolled in credit classes      | In fall 2007 ACP breaks its previous credit hour record.  |
| <b>16.4<br/>II.1.1, II.1.2, III.3,II.1.4</b> | Fully implement “direct admits and advising” by faculty in academic units   | 2006-07         | Number of units providing faculty as advisers for majors                   | Completed   |
| <b>Honors Program Review:</b>                | Review Honors Program   | 2004-07         | Completed review.  | Review Completed. New director of Honors Program appointed in 2006-07 for 3 year term.                        |
| <b>II.7.3</b>                                | Develop strategies to increase the number of students participating in the program and the number of students graduating with honors                            | 2004-07         | Increase in number of honors students and number who graduate with honors. | Being accomplished with new director. Also, an increase in number of students who are graduating with honors. |

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|-------------------------------|--|-----------------|---|--|
| <b>I.8.2</b>                  | Increase merit and honors scholarships   | 2004-07         | Increase in dollars raised for merit scholarships   | Director working with PAUA (Public Affairs and University Advancement) to raise scholarship dollars.   |
|                               | Establish honorary societies for all academic programs   | 2004-07         | Increase in number of honorary societies  | On-going work in progress.   |
|                               | <b>International Programs Review:<br/>VI.2.1,VI.2.3, VI.2.4,VI.3.5</b>   | 2004-05         | Completed review of International Programs.   | International Programs was reviewed. Director retired, new director appointed in 2006-07 for a three year term.  |
|                               | Increase number of students studying abroad; increase number of faculty receiving Fulbright awards, IU international travel grants, and other international research and grant opportunities<br>Initiate implementation of | 2004-07         | Increase in number of students and faculty studying abroad; increase in number of international grants; increase in number of Fulbright awards. | The number of students studying abroad, number of scholarships available for students, number of Fulbright awards and number of study abroad opportunities have all increased. |
| <b>UCET Retreat and Role:</b> | Plan UCET retreat to discuss future role of UCET   | 2004-05         | Retreat and discussions   | Several mini discussions resulted in leadership role for UCET in distance education & expansion of faculty development programs  |

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| <b>Implement General Education Curriculum:</b><br><b>II.2.2</b>    | Encourage faculty to make course syllabi and resource materials web based | 2004-05         | Increase in number of faculty with course material on line  | in technology.<br>Accomplished. Faculty trained in Oncourse and now Oncourse CL.  |
|  | Develop and implement academic advising workshops for faculty and staff   | 2004-07         | Number of faculty served in advising workshops  | Fall 2007 ongoing; faculty & staff review of advising.  |
|  | General Education requirements  | 2005-06         | Implementation task force and Director of General Education lead campus in design of courses to fulfill new general education requirements. | Being accomplished in conjunction with General Education Committee and Curriculum Committee of academic units and the Academic Senate. Accomplished |
| <b>I.8.4</b>   | Complete implementation of general education requirements                 | 2004-05         | New General Education requirements in effect.   |   |
|  | Develop a plan to assess general education (ie.electronic portfolios)     | 2005-07         | General Education assessment started.   | Plan for assessment of general education is being developed.  |
| <b>Implement American Democracy Project (ADP):</b><br><b>I.3.3</b> | IU South Bend ADP web site  | 2004-07         | ADP Web site established.   | Completed   |
|  | New York Times speaker to give public address fall 2004                   | 2004-05         | New York Times speaker identified and delivers campus address.  | ADP speaker linked to thematic year and One Book, One Campus speaker. NYT   |

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| <b>II.7.7</b>  | Complete inventory of current projects and programs that fit ADP  | 2004-05         | Campus ADP survey completed.   | suspended for lack of funds.            |
| <b>III.3.2</b>   | Develop programs to promote students' civic engagement and responsibility   | 2004-05         | Increase number of students involved in American Democracy Project, in academic and political activities | Accomplished                            |
| <b>Service Learning and Internships:<br/>I.3.4</b>   | Increase level of student engagement in service learning and experiential projects  | 2004-07         | Number of students involved in community-based service and service learning projects                     | On-going                                |
| <b>Graduate Programs and Sponsored Research Review:<br/>II.3.1-5<br/>II.4.3, II.4.4, 4.5</b> | Increase the number of externally funded grants and contracts by providing workshops, in conjunction with UCET, for faculty interested in applying for external funding | 2004-07         | Increase in number of proposal submitted to external funding sources.                                    | Efforts continuous.                     |
| <b>II.3.4</b>  | Increase annually the number of graduate students and explore expansion of graduate programs  | 2004-05         | Increase in the number of graduate students.   | Fall 2007 increase; efforts continuous. |

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|              | Educate faculty, staff, and all researchers about protecting human research subjects. The entire Institutional Research Board (IRB) is committed making certain that our research personnel know the IRB policies and procedures and follow all regulations and guidelines to ensure that research subjects are protected. | 2004-07         | Compliance with IRB regulations and guidelines.   | Faculty conducting research have been trained and made aware of IRB policies and regulations. Regular training sessions held. |
|              | Enlist faculty and alumni to encourage IU South Bend students to consider post-secondary study   | 2004-05         | Increase in number of students completing graduate school applications and in number of students receiving graduate fellowships | Continuous  |
|              | Develop graduate program master plan   | 2005-07         | Graduate program master plan approved by Graduate Council and implemented by faculty and staff                                  | Completed   |
|              | Identify sources of financial support for graduate students  | 2004-05         | Sources of support identified   | Not done, on-going  |
|              | Participate in ongoing review of University Graduate School Programs   | 2005-07         | IU South Bend represented in IU discussions; feedback to campus   | Completed   |

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| <b>Complete Long Term Lecturer Policy and Lecture Promotion Policy:</b> | Develop a robust plan to increase number of externally funded research grants           | 2004-05         | Increase in number of grants submitted and funded   | Increased funding on annual basis not yet realized.   |
|   | Schools and College to complete policies for promotion from Lecturer to Senior Lecturer | 2004-06         | Promotion policy for lecturers to senior lecturers complete and in effect.                    | All academic units have implemented promotion policies for promotion of lecturers to Senior Lecturer. |
|   | Implement the promotion plans from Lecturer to Senior Lecturer                          | 2004-05         | Policies in effect.   | Same as above.  |
| <b>Revise Budget Process:</b>   | Include sick/pregnancy/partially paid family leaves in budget line                      | 2004-05         | Sabbatical budget restored; budget line includes sick/pregnancy/partially paid family leaves. | Sabbatical budget has not been restored.  |
| <b>Conduct Administrative Reviews:</b>                                  | Complete review of Leda Hall, Asst. Dean of School of Public & Environmental Affairs    | 2004-05         | Administrative review completed.  | SPEA has been reorganized effective fall 2008.  |
|   | Complete review of David Freitas, Dean of School of Education.                          | 2005-06         | Administrative review completed.  | Prof. Frietas appointed Associate Dean, Raclin School of the Arts. Search successfully                |

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| <b>Diversify Campus:<br/>V.2.3</b> | Complete review of Mary Jo Regan-Kubinski, Dean of Nursing & Health Professions.    | 2005-06         | Administrative review completed.        | completed for Dean of School of Education.<br><br>Review completed and Dean reappointed. |
|                                    | Complete review of Thomas Miller, Dean of Raclin School of Arts.                    | 2006-07         | Administrative reviews completed.       | A search for a dean of the Raclin School of the Arts is underway.                        |
|                                    | Complete review of Paul Newcomb, Dir. Of MSW Program.                               | 2006-07         | Administrative review completed.        | A new director of the MSW program was appointed effective 2007.                          |
|                                    | Complete review of Michele Russo, Dir. Of Library Serv.                             | 2006-07         | Administrative review completed.        | Library director reappointed for a three year term effective July 1, 2007.               |
|                                    | Complete review of Salina Shrofel, Assoc.V.C. Grad.Programs and Sponsored Research. | 2006-07         | Administrative review completed.        | A search is underway for an Assoc. VC of Graduate Programs and Research.                 |
|                                    | Increase the number of underrepresented faculty by annual visit to Howard           | 2004-07         | Increase in number of minority faculty. | On-going.  |

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| <b>Implement Campus Strategic Plan:</b><br><b>I, II, III, IV, V, VI</b><br><br><b>Pursue Projects with other members of the Chancellors Cabinet:</b><br><b>III.1.2</b><br><b>III.1.4</b><br><br><b>I.7.1, I.7.2, I.7.3</b><br><b>VI.3.2</b> | University's Graduate School and by creating a minority visiting lecturer position   | 2004-07         | IU South Bend Strategic Plan is a living document which guides campus decision-making and is reviewed and revised regularly. | Strategic Plan completed and approved by the Higher Learning Commission in 2005. |
|   | Work with Chancellor, Vice Chancellors and Academic Deans, Directors, and Faculty to implement the Strategic Plan  | 2004-07         | Improved marketing, more dollars raised, and increase in number of campus speakers.  | On-going   |
|   | With Vice Chancellor for Public Affairs and University Advancement examine marketing strategies for academic programs; explore university speakers, and discuss friend and fund raising opportunities  | 2004-07         | Increase in number of students and in retention rates of students.   | Efforts continuing   |
|   | With Vice Chancellor for Student Affairs and Enrollment Management work to enhance campus learning communities, to establish campus housing, to make student recruitment and a success, and continue to work on the Indiana Project for Academic Success (IPAS), Lilly and Lumina grants |                 |  |  |

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| <b>I.6.2</b><br><b>I.6.6</b><br><b>I.8.4</b><br><b>II.6.1, II.6.2</b><br><br><b>Continue Usual Duties:</b> | With Vice Chancellor for Administrative and Fiscal Affairs consult regularly on the budget to make budget processes more transparent   | 2004-07         | Improved communication of budget and budget processes with campus faculty.   | On-going  |
|  | With Vice Chancellor for Information Technologies work to improve technology in the classroom, to provide technology support for the curriculum and programs such as Informatics, Nursing, the Library, etc. | 2004-07         | Increases in number of “smart” classrooms and improved technologic support for curriculum and programs.                  | Continuous project  |
|  | Support of faculty searches & hires; candidate interviews for tenure track & lecturer positions  | 2004-07         | Chronicle of Higher Education advertisement complete; budget for positions reviewed; assistance with searches in effect. | Annual review of faculty positions. Openings advertised in Chronicle of Higher Education and other appropriate sources. |
|  | Maintenance of data base for faculty records; provides reports on faculty salaries and appointments;   | 2004-07         | Faculty data bases up to date.   | A new faculty records specialist was hired in summer 2007. Continuity in upkeep of all faculty records.                 |
|  | Monitors and coordinates budgets of all academic units;  | 2004-07         | General tracking of budgets in academic affairs.   | Continuous  |

| <u>Goals</u> | <u>Strategies</u>  | <u>Timeline</u> | <u>Assessment</u>  | <u>Assessment Update</u>  |
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| <b>I.5.2</b> | Oversee remonstrance process;  | 2004-07         | Courses for remonstrance posted in a timely manner.  | Continuous  |
|              | Manages budget for summer instruction;   | 2004-07         | Summer budget reviewed.  | Continuous. Budget allocations made to academic units annually.   |
|              | Publicize, promote, and coordinate awards for full-time and part-time faculty for excellence in teaching, research, scholarship, and creative activity, service, and mentoring;                                | 2004-07         | Award announcements made; committees selected; dossiers reviewed; support letters written.   | Developed and implemented IU South Bend Associate Faculty Distinguished Teaching Award. First recipient in 2006. Began review of merit status guidelines and policies document. Annual implementation of other faculty award. |
|              | Coordinates several special events during the year including the faculty retirement reception, the associate faculty recognition reception, the Deans' Seminar Series, and the faculty publications reception; | 2004-07         | Faculty receptions honoring associate faculty, retiring faculty, scholarship of faculty held. Participants in Dean's Seminar series identified; seminars scheduled and advertised. | Continuous  |
|              | Responds to inquiries from other IU South Bend offices, other IU campus offices, the   | 2004-07         | Responded in a timely manner to outside queries. Prepared reports and  | Continuous  |

| <u>Goals</u> | <u>Strategies</u>  | <u>Timeline</u> | <u>Assessment</u>   | <u>Assessment Update</u>   |
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|              | central administration offices in Bloomington, Indiana<br>Commission on Higher Education and numerous other public and private institutions and organizations;   |                 | gathered and analyzed data as needed.   |  |
|              | Responds to student and faculty regarding academic matters including complaints and appeals;   | 2004-07         | Handled queries, complaints, and appeals in a timely and confidential manner.   | Continuous   |
|              | Coordinate selection of associate faculty and lecturers to the annual IU FACET Associate Faculty and Lecturer conference;  | 2004-07         | Associate Faculty and Lecturers identified for annual FACET conference; congratulation letters mailed to conference participants. | Thirteen to fourteen associate faculty and lecturers participate in conference annually. |
|              | Represent Academic Affairs on the following Academic Senate Committees: Assessment, , Academic Personnel Committee, Campus Directions Committee, Curriculum Committee, Graduate Council; Non Tenure track Faculty Committee, Associate Faculty Advisory Committee. | 2004-07         | Associate VC attends all committee meetings.  | Continuous   |
|              | Coordinate conference participation of faculty for the   | 2004-07         | Conference participants identified; support material  | Expanded number of faculty and staff   |

| <u>Goals</u> | <u>Strategies</u>   | <u>Timeline</u>                              | <u>Assessment</u>  | <u>Assessment Update</u>   |
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|              | <p>“Enhancing Minority Attainment” (EMA) conference;</p> <p>Coordinate efforts for the all university teaching, service, research, and mentoring awards;</p> <p>Maintain VCAA website and post VCAA News bi-monthly and/or monthly;</p> <p>Review all reappointment and promotion and tenure recommendations; forward Vice Chancellor’s recommendations for reappointment, promotion, and tenure to the Chancellor; prepare all dossiers for review downstate</p> | <p>2004-07</p> <p>2004-07</p> <p>2004-07</p> | <p>forwarded and plans for conference participation completed.</p> <p>Selection committees appointed arrangements for awards made, letters on behalf of candidates written, and dossiers forwarded to Bloomington.</p> <p>VCAA News published and web site maintained.</p> <p>Dossiers reviewed, candidate letters prepared, summary dossiers prepared and sent downstate.</p> | <p>involved in annual conference.</p> <p>Occurs annually</p> <p>Continuous</p> <p>Continuous</p> |

| <u>Goals</u> | <u>Strategies</u> | <u>Timeline</u> | <u>Assessment</u> | <u>Assessment Update</u> |
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