



Academic Services and Undergraduate Education

FY21 PLANNING DOCUMENT

Submitted by Dr. Amy Hurd, Associate Vice President for
Undergraduate Education

I. Major Objectives for FY21

Associate Vice President for Undergraduate Education

1. Retention

- Continue to implement the work of the APLU Powered by the Publics Initiative.
- Review yearly and revise, if necessary, the Five-Year Enrollment Management and Student Success Strategic Retention Plan.
- Develop retention profiles for each unit on campus.
- Evaluate the effectiveness of current retention initiatives including the work of the Persistence Committee and use of Presidential funds.

2. Undergraduate Curriculum

- Get approval for and implement the U.S. Diversity requirement, also known as IDEAS, through the Academic Senate-prescribed process.

3. General Education Capacity, Assessment, and Revision

- Continue working on the review and possible redesign of the General Education program.

4. Assistant Vice President for Student Success

- Complete the search process and hire for this position.

5. First-generation students

- Coordinate efforts of various groups on campus to provide programming and support for first-generation students.

Honors Program

1. The Honors Program will continue to work to be a more equitable and inclusive space. We will create a Diversity Statement and website within our program's website.

2. With the growth of our program in terms of the number of students, diversity and experiences, we will explore opportunities and challenges to move the program into an Honors College.

3. Develop an Honors Faculty Fellows Program.

4. The Honors Program will continue to attract, challenge, and inspire academically talented, culturally and ethnically diverse, highly-motivated students from all academic disciplines by facilitating exceptional curricular and co-curricular opportunities for Honors students at Illinois State.

5. The Honors Program will enrich Honors students' learning by promoting the

Dimensions of Honors Learning: 1) critical thinking, 2) interdisciplinary learning, 3) information fluency, 4) creative productivity, 5) intercultural competence, and 6) leadership development.

- 6. The Honors Program will continue to prepare students to engage in a 21st century global community and be civically engaged participants.**
- 7. The Honors Program will provide individualized attention for Honors students and provide resources and opportunities to help Honors students achieve their goals.**

University College

- 1. Execute Strategic Plan (*Educate Connect Elevate 1 (A) 3*)**
 - In coordination with the development of a campus-wide retention plan, develop an inventory of retention issues that University College has the ability to impact and begin work to address those issues.
 - Develop an assessment plan and process to track Key Performance Indicators (KPIs).
 - Research successful retention practices.
 - Research current academic needs of students at Illinois State and develop plans to address those needs.
- 2. Benchmark probation at other universities and determine if our probation support services need to be redeveloped (*Educate Connect Elevate 1 (A) 3*)**
- 3. Benchmark programs at other institutions that assist students in returning to complete their degree and determine whether University College should develop programming for this effort (*Educate Connect Elevate 1 (A) 3*)**
- 4. Predictive Analytics (*Educate Connect Elevate 1 (A) 3*)**
 - Benchmark predictive analytics at other schools with specific attention to individual areas such as advising.
 - Continue to develop intersectionality between Predictive Analytics and intentional tutoring offerings/tutoring visits.
- 5. Begin detailed planning for Milner expansion (*Educate Connect Elevate 1 (D) 2*)**
 - Research current academic needs of students at Illinois State and develop plans to address those needs as part of the Milner expansion.
- 6. Expand University College marketing to other areas of campus (*Educate Connect Elevate 1 (D) 2*)**
 - Incorporate additional digital signage in different areas.
 - Faculty resources.
 - Educate the campus community of the services we provide.
- 7. Expand work of Persistence Committee and use of Presidential Funding (*Educate Connect Elevate 1 (D) 2; 3 (A) 2*)**

- Identify students who have challenges and provide appropriate referral.
- Intersection between Redbird Cares Team and Persistence Committee.
- Develop a plan for the use of data to get ahead of potential retention issues.
- Continue work with other schools/departments on awarding of persistence funds.
- Develop a plan to reach out to those who have left Illinois State and plan to return to complete their degree.
- Explore first year programming as a component of the overall first year retention plan.

8. Re-evaluate annual performance evaluation process (*Educate Connect Elevate Goal 3 (B) 1*)

9. Continue efforts toward more coherent professional development for University College staff/faculty (*Educate Connect Elevate Goal 1 (B) 2; 3 (B) 2*)

- Centralize training materials.
- Assess usage of advisor tools to determine whether they meet their needs. Define and develop what tools advisors need to help with caseload management and retention.

II. Permanent Funding (PERM) Requests

Associate Vice President for Undergraduate Education

1. Student Success Initiatives

With the hiring of an Assistant Vice President for Student Success, a budget is needed to carry out this work. A strategic plan was developed for student success and will be used to set funding priorities.

Funding Request: \$50,000

Honors Program

1. Advisor Position

The Honors Program has seen explosive growth over the last five years: 79% growth since 2015. Our program is one of the most effective student success programs on campus with a 95% retention rate. The size of our program is the average size of an Honors College in the United States. With all this growth and changes, we have not had changes in permanent staffing (beyond restructuring of positions). We are in need on another permanent advisor who can help advise our students with the same level of individualized attention that we are known for.

Funding Request: \$40,000

2. First Year Seminar

Our budget has supported 12 sections of hour Honors first year seminar. However, our student population has grown and we need permanent funding to support at least 15 sections each year. We recently obtained permanent NTT funding to support three more instructors. However, this

funding does not cover the entire cost of each section which also includes student peer mentors and summer training for our NTTs.

Funding Request: \$2,900
Total Requested: \$42,900

University College

1. Milner Library Expansion Funding

As the plans for the Student Success Center in Milner progress, University College is again requesting consideration of permanent funding to expand services to Milner Library. As the plans develop, it seems clear that University College will be allotted approximately 5,000 square feet of space to develop programming that coordinates with the services provided in and by Milner faculty and staff. An approximate breakdown of costs is listed below:

Items	Approx. Cost	Notes
<i>Assumes open Mon-Fri 8am-10pm; Sat & Sun noon-10pm = approx. 118 hours per week.</i>		
Tutoring/Student Workers	\$139,000.00	Based on above hours, estimate the same number of hours currently tutored in Visor Center (just over 15,000 hours). Multiplied by minimum wage as of January 1, 2020 (\$9.25/hr.) Rounded up.
Advisor	\$40,000.00	Add additional advisor to UC staff - rotate advisors in Milner so that 37.5 hours/week staffed in Milner. Advisor on duty would assist with operation of space.
Graduate Assistants	\$36,000.00	4 GAs at 20 hours/week; covering night and weekend hours @\$9,000/ea.
FT Staff Member	\$55,000.00	Coordinator level position to provide daily supervision/operation of space
FT Staff Member	\$27,000.00	CS position for reception, relieve FT staff member or GAs
Computers	\$14,500.00	3 laptops/docking stations/monitors/scanner for FT staff @\$2,700/ea.; 4 desktops/monitors/scanners for GAs & check-in @\$1,600/ea.

Funding Request: \$311,500

2. Minimum Wage Increase Funding

University College appreciate the central funding in FY20 to address the minimum wage increases. We again request consideration for the continuing increase in the minimum wage to \$15/hour by 2025. Currently, University College spends approximately \$300,000 in student hourly wages in each

fiscal year, not including hourly graduate assistants. Clearly, the minimum wage increase will have a significant impact on the services provided through University College if no central funding is provided to assist with the increase in those wages.

Funding Request: \$30,000

Total Requested: \$341,500

III. Strategic Budgeted Carryover (SBC) Requests

Associate Vice President for Undergraduate Education

- No requests anticipated at this time.

Honors Program

1. Honors Faculty Fellows

We would like to create a new opportunity called Honors Faculty Fellows. We would like to have a faculty member help us with curriculum development and changes for our Honors Mindset Seminar. This fellow would be responsible for teaching a section of Honors Mindset Seminar and lead curricular changes along with training of other instructors. We would like to SBC about \$10,000 from this year to start this program next fiscal year.

Total anticipated request: \$10,000

University College

- No requests anticipated at this time.

IV. Provost Enhancement (PE) Requests

Associate Vice President for Undergraduate Education

1. General Education Revision

These funds would be used to finish the public forums and focus groups needed to obtain stakeholder feedback on general education, as well as the revised version of general education. Last year \$30,000 was requested and approved to hire an outside person to facilitate the process. A decision was made to do this work internally and hire a professional to facilitate focus groups. Most focus groups were completed this fiscal year, but several will need to be moved to the fall. In addition, the revised program will need to be brought before students, faculty, and staff for review. We would like to use the same facilitator to finish this work.

Funding Request: \$10,000

2. IDS Minor Events & Initiatives

The IDS minors are working to increase their respective enrollments. Some will need marketing materials and would like to develop plans to hold events. One such event is a Native American speaker that would cross over the Native American Studies minor as well as Anthropology, Family and Consumer Sciences, and Environmental Sciences.

Funding Request: \$10,000

Total Requested: \$20,000

Honors Program

- No requests

University College

1. CircleIn Pilot Program

University College requests Provost Enhancement in the amount of \$166,000 to enter into a pilot program with CircleIn, a “crowd-sourcing” type of peer-to-peer academic support software that can augment the current tutoring services offered by University College and other department-based tutoring services. This program can offer support that does not currently exist for many upper-level classes. If this proves successful, this is an exceptionally cost-effective manner to provide widespread support for many classes.

Total Requested: \$166,000

V. Facilities Requests

Associate Vice President for Undergraduate Education

- No requests

Honors Program

- No requests

University College

- No requests