

# FY 21 PLANNING DOCUMENT

Original Submission: 3/18/2020

Online:

<http://assessment.illinoisstate.edu> & <https://provost.illinoisstate.edu/>



UNIVERSITY  
ASSESSMENT SERVICES  
*Illinois State University*

# Illinois State University Academic Affairs: FY21 Planning Document

Units in Academic Affairs are requested to submit an Annual Planning Document – including a narrative report and PERS forms (as applicable). Please note the planning document will be uploaded to the Provost Office website following the presentations.

The public presentations of both the Annual Report and Planning Document will be held at the Alumni Center, Room 118. An agenda for this event will be posted on the Provost's website in March.

Planning, Research, and Policy Analysis Office will send out the following reports to all colleges/departments/schools: Credit hour report by appointment type, FTE NTT data report and Academic Program Profiles. For consistency across all units, it is important that you utilize this data when referencing credit hour data, FTE, headcount, etc.

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## Narrative (Word format) and PERS forms– Due March 18, 2020 unless otherwise noted.

- **Dept/Schools:** The College will send the templates to your Unit
- **Colleges:** Access the templates in the Budget Docs Drive: Working Folder. Final Submission uploaded to your Budget Docs Drive: FINAL Folder

### I. Major Objectives for FY21

Describe the unit's most important objectives. Outline how the objectives support the mission/goals of the Unit/Department/School, College and *Educate•Connect•Elevate*.

### II. Permanent Funding Requests

Any initiative that would require permanent funding, currently not a source of funds available through the Office of the Provost, should be outlined in this section. A detailed explanation of the need and budget rationale should be provided. Requests for permanent funds should not be included in the Provost Enhancement Requests. Please complete the PERM Request spreadsheet to identify prioritization and total fiscal implications of the College's requests.

### III. Reassigned Time Report for FY20 – Due March 6, 2020

Please complete the Reassigned Time Spreadsheet for your college, listing all tenure track and non-tenure track faculty along with teaching loads for the fall 2019 and spring 2020 semesters. While the "standard" teaching load may vary across school, department, and college, the standard TT teaching load is typically three courses per semester, while the standard NTT teaching load is typically four courses per semester. For any TT or NTT faculty member who was not assigned a standard load in the fall 2019 or spring 2020 semester, please provide a detailed rationale for the reassigned time (sabbatical, program coordinator, etc.).

### IV. Strategic Budgeted Carryover (SBC) Requests (PERS 937 spreadsheet) - Due June 12, 2020

Please provide a brief narrative that includes summary data regarding the number of SBC requests, the total amount of SBC requests, and which categories (see spreadsheet) rank the highest in terms of number of SBC requests, and total amounts per category. Choose several high priority requests, and succinctly present them so that they clearly illustrate the strategic necessity of the SBC request. *Refer to the SBC & PE Guidelines for more information.*

### V. Provost Enhancement (PE) and Academic Enhancement Fee (AEF) Requests (PERS 937 spreadsheet)

Please provide a brief narrative that includes summary data regarding the number of PE and AEF requests. Similar to the SBC section, select several high priority PE and AEF requests to highlight in this narrative. *Refer to the SBC, PE, and AEF Guidelines for more information.*

### VI. Supplemental Instructional Capacity Request (Supplemental IC Request Spreadsheet) – Due September 8, 2020

### VII. Reassigned Time Report for FY21 (Reassigned time Spreadsheet) – Due September 8, 2020

Please complete the Reassigned Time Spreadsheet for your college, listing all tenure track and non-tenure track faculty along with scheduled teaching loads for the fall 2020 and spring 2021 semesters. While the "standard" teaching load may vary across school, department, and college, the standard TT teaching load is typically three courses per semester, while the standard NTT teaching load is typically four courses per semester. For any TT or NTT faculty member does not have a standard load, please provide a detailed rationale for the reassigned time (sabbatical, program coordinator, etc.).

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**VIII. Personnel Requests: Tenure Track (PERS 936a spreadsheet)**

Please provide a brief narrative that includes the total number of tenure track positions being requested along with the total salary amounts. Please succinctly present the rationale for several selected highest priority positions supported by appropriate metrics. *Refer to the instruction sheet attached to this document.*

**IX. Personnel Requests: Tenure Track Non-reappointment or tenure-denial/death (PERS 936b spreadsheet)**

The College should request permission to fill any vacated tenure track position as a result of non-reappointment, tenure denial, or death. The primary funding source for these re-authorized positions will be the current salary from the vacated position. Additional AIF funds can be requested, but an appropriate justification will be required. *Refer to the instruction sheet attached to this document.*

**X. Personnel Requests: Non-Tenure Track Positions (PERS 936c spreadsheet)**

Please provide a brief narrative that includes the total number of non-tenure track positions being requested along with the total salary amounts. Please succinctly present the rationale for several selected highest priority positions supported by appropriate metrics. *Refer to the instruction sheet attached to this document.*

# 1. Major Objectives for FY 21

## University Assessment Services Strategic Plan Vision, Mission, Values, Goals, & Strategies



### Vision:

A campus culture that uses evidence to help students succeed.



### Mission:

University Assessment Services promotes a culture of continuous improvement by collaborating with campus partners to advance student success, encourage program improvement, and provide professional support and services.



### Values:

Collaboration  
Integrity  
Support  
Curiosity  
Innovation



### Goal 1. Facilitate Institutional Assessment Efforts

Coordinate general education outcomes assessment

Expand alumni outcomes research

Provide evidence for institutional accreditation (HLC) efforts

Enhance academic quality through program review

Enhance student engagement and success through research and evaluation



### Goal 2. Build Institutional Assessment Capacity

Engage faculty and staff in meaningful professional development activities

Provide programmatic assessment opportunities for units

Consult individuals and programs in assessment & research best practices



### Goal 3. Build Collaborative Partnerships

Regularly engage with ISU information planning & analysis units and governance entities

Leverage varied and multi-disciplinary faculty and staff expertise in UAS research projects

Create an environment that enables decision-makers and users of assessment results



### Goal 4. Enhance UAS Staff Development

Incorporate emerging technologies and assessment techniques

Conduct specialized and empirical studies

Engage in a community of assessment scholars and reflective practitioners

## UAS Planning Framework, including Major Objectives for FY 21

The FY 2021 budget is focused on strategic and operational items. The budget line in the following table is focused on strategic items. Operational budgeting items are included in the UAS annual budget.

See appendices for new initiative descriptions.

Goal	2020-21 Priorities	ECE Alignment <sup>1</sup>	Budget	Results <sup>2</sup>
Goal 1. Facilitate institutional assessment efforts	<ul style="list-style-type: none"> <li>~ Create general education assessment process</li> <li>~ Create internal labor market outcomes communication and use plan</li> <li>~ Build ISU labor market internal data matching and dashboard (Power BI)</li> </ul>	<p>Increase retention and graduation rates (1.A.3)</p> <p>Leverage data analytics to inform decision-making (1.D.3)</p> <p>Refine processes for the development of new academic programs (2.A.3)</p> <p>Utilize technological solutions that enhance productivity and creativity (2.C.3)</p> <p>Support efforts to assess student career outcomes and placement in graduate and professional school (4.C.1)</p>	<p>\$8,300 (NSSE)</p> <p>\$10,500 (BCSSE)</p> <p>\$3,500 (gen ed)</p> <p><u>\$6,000 (IDES/FSSE cycle)</u></p> <p>\$28,300</p>	
Goal 2. Build institutional assessment capacity	<ul style="list-style-type: none"> <li>~ Write assessment professional development plan for ISU instructional staff (needs, capacity building, training, monitoring, etc.)</li> <li>~ Review and award Assessment Initiative Awards (AIAs)</li> <li>~ Review &amp; update UAS website</li> <li>~ Implement Faculty Assessment Research Grants</li> <li>~ Develop a method for reviewing institutional assessment and effectiveness principles &amp; priorities</li> </ul>	<p>Maximize employee growth through learning and professional development opportunities (1.B.2)</p> <p>Increase collaboration across departments and Divisions (1.D.2)</p> <p>Maximize employee growth through learning and professional development opportunities (1.B.2)</p> <p>Create more spaces that encourage collaborative research, teaching, and other learning activities (2.C.1)</p> <p>Create awareness of opportunities for students to engage in research (4.B.1)</p> <p>Expand and promote opportunities for engagement in professional development (4.C.3)</p>	<p>\$10,000 (AIA)</p> <p>\$8,000 (faculty assess <u>research grant</u>)</p> <p>\$18,000</p>	

<sup>1</sup> Educate – Connect – Elevate: <https://strategicplan.illinoisstate.edu/>

<sup>2</sup> In FY 21 Annual Report

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## UAS Planning Framework, including Major Objectives for FY 21 (continued from previous page)

Goal	2020-21 Objectives	ECE Alignment <sup>3</sup>	Budget <sup>4</sup>	Results <sup>5</sup>
Goal 3. Cultivate collaborative partnerships	<ul style="list-style-type: none"> <li>~ Build ISU labor market internal data matching and dashboard (Power BI) (see goal 1)</li> <li>~ Implement Data Use Team and write at least one empirical study</li> <li>~ Institutional Survey Coordination</li> </ul>	<p>Increase collaboration across departments and Divisions (1.D.2)</p> <p>Leverage data analytics to inform decision-making (1.D.3)</p> <p>Enhance cross-disciplinary research and creative activities (2.B.2)</p> <p>Create more spaces that encourage collaborative research, teaching, and other learning activities (2.C.1)</p> <p>Utilize technological solutions that enhance productivity and creativity (2.C.3)</p>	<p>\$1,000 (data use team)</p> <p>\$1,000 (FSSE data use team)</p> <p><i>\$2,000</i></p>	
Goal 4. Enhance UAS staff development	<ul style="list-style-type: none"> <li>~ Publish institutional dashboards with Power BI for engagement survey and IDES data (see goal 3)</li> <li>~ Conference attendance</li> </ul>	<p>Expand and promote opportunities for engagement in professional development (4.C.3)</p> <p>Maximize employee growth through learning and professional development opportunities (1.B.2)</p>	<p>\$1,300 (HLC)</p> <p>\$1,000 (IAIR)</p> <p>\$2,000 (AACU/AIR)</p> <p><i>\$4,100</i></p>	

<sup>3</sup> Educate – Connect – Elevate: <https://strategicplan.illinoisstate.edu/>

<sup>4</sup> See Budget on next page for more details.

<sup>5</sup> In FY 21 Annual Report

## 2. Permanent Funding Requests

n/a

## 3. Reassigned Time Report for FY20

n/a

## 4. Strategic Budgeted Carryover (SBC) Requests (PERS 937 spreadsheet)

n/a

## 5. Provost Enhancement (PE) and Academic Enhancement Fee (AEF) Requests (PERS 937 spreadsheet)

n/a

## 6. Supplemental Instructional Capacity Request (Supplemental IC Request Spreadsheet)

n/a

## 7. Reassigned Time Report for FY21 (Reassigned time Spreadsheet)

n/a

## 8. Personnel Requests: Tenure Track (PERS 936a spreadsheet)

n/a

## 9. Personnel Requests: Tenure Track Non-reappointment or tenure-denial/death (PERS 936b spreadsheet)

n/a

## 10. Personnel Requests: Non-Tenure Track Positions (PERS 936c spreadsheet)

A change in position request has been submitted for FY 2020-21 and is under current review.

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## Appendices: New Initiative Descriptions

### Faculty Assessment Research Grants

#### Faculty Assessment Research Grants Goals

- Leverage varied and multi-disciplinary faculty research and subject-matter expertise.<sup>6</sup>
- Provide research opportunities for career-enhancing professional development and to enhance scholarly portfolios.<sup>7</sup>
- Build campus assessment research capacity.
- Increase assessment utility and credibility.
- Support an environment that enables decision makers and users of evaluation results.<sup>8</sup>

#### Stakeholders

- Assistant Vice President for Academic Administration – *Dr. Yojanna Cuenca-Carlino*
- Director of Office of Student Research – *Dr. Gina Hunter*
- Cross Endowed Chair – *Dr. Jennifer Friberg*
- Institutional Information Planning and Analysis Administrators Group<sup>9</sup>
- Data Use Team – *coordinated by University Assessment Services*

#### Process (proposed; will need to be negotiated and endorsed by campus leadership and appropriate governance or committee entities)

- Eligibility and application criteria established.
- University Assessment Services (UAS) articulates a research agenda. The research agenda is based on leadership priorities<sup>10</sup> and research questions.
- University Assessment Services makes faculty aware of the research agenda and assessment research opportunities.
- Faculty are selected by the Assessment Advisory Council (AAC). AAC members may be considered, but may not be on the selection panel.
- Faculty are selected in the fall. A timeline and framework (goals, methods, stakeholders, how results will be shared and used, etc.) is developed in conjunction with UAS. Results are due the following summer.
- Faculty share results with the pre-determined university stakeholders and administrators.

#### Proposed Budget

- \$8,000 total budgeted (using currently existing UAS budget)

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<sup>6</sup> ISU [Strategic Plan](#) Goal 1.D.2. Increase collaboration across departments and divisions

<sup>7</sup> ISU [Strategic Plan](#) Goal 1.B.2. Maximize employee growth through learning and professional development opportunities

<sup>8</sup> ISU [Strategic Plan](#) Goal 1.D.3. Leverage data analytics to inform decision-making

<sup>9</sup> Four units: Enterprise Data Analytics (EDA); Planning, Research, & Policy Analysis (PRPA); Student Affairs Assessment; and University Assessment Services

<sup>10</sup> Associate Provost (Dr. Ani Yazedjian) and Associate Vice President for Undergraduate Education (Dr. Amy Hurd)



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## Data Use Team

### Data Use Team Goals

- Leverage the varied and collective expertise of ISU faculty and staff
- Create a research agenda and models ISU can use to improve student success.
- Create a forum where ideas relevant to professional and ISU priorities can be discussed.
- Serve as a repository of ISU student learning outcome and student success reports for broader access by the ISU community.
- Work within the parameters of designated information planning and analysis entities<sup>11</sup> and campus leadership.

### Proposed Budget

- \$1,000 (using currently existing UAS budget)
- Budget items include professional development materials, books, supplies, software, etc.

## FSSE Data Use Team

### FSSE Data Use Team Goals

- Provide specific directions for faculty professional development.
- Highlight the impact of teaching on student learning.
- Provide a forum for peer collaboration.
- Support an environment that enables decision makers and users of evaluation results.

### Data Use Plan Process (proposed; will need to be negotiated and endorsed by campus leadership and appropriate governance or committee entities)

- Communication of proposed plan to Dr. Yazedjian and others (if necessary)
- Changes made to plan based on Dr. Yazedjian's direction
- Data and data use plan available and shared in September 2020
- Stakeholders response incorporated into current or new professional development and other improvement processes

### Proposed Budget

- \$1,000 (using currently existing UAS budget)
- Budget items include professional development materials, books, supplies, software, etc.

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<sup>11</sup> Enterprise Data Analytics (EDA); Planning, Research, & Policy Analysis (PRPA); Student Affairs Assessment; University Assessment Services. Representatives from these units are invited to participate.