

2007 MASTER PLAN/PROGRESS REPORT

Educational Support Unit: College of Liberal Arts

Person Responsible: Dr. Ray Miles

Date Submitted: May 21, 2007

Mission: The College of Liberal Arts (CoLA) has as its main purpose the implementation of the basic University purpose. Specifically, the departments of the CoLA provide specialized training in a large number of distinct academic and professional fields. In addition, the departments within CoLA offer a broad spectrum of service courses to the other curricula of the University. The CoLA includes the following departments: English and Foreign Languages, History, Mass Communication, Performing Arts, Social Sciences, and Visual Arts. Departments within the CoLA offer associate, baccalaureate, and specific graduate curricula. The CoLA is also the administrative base for the University's Banners Series. This annual series of arts and humanities events directly fosters the cultural growth of the university and Southwest Louisiana.

Institutional Mission Reference: Departments with the CoLA offer associate, baccalaureate, and specific graduate curricula. The CoLA is also the base for the University's Banners Series. This annual series of arts and humanities events directly fosters the cultural growth of the university and Southwest Louisiana.

Assessment Methods Utilized:

- Student Opinion Survey (SOS)
- National Survey of Student Engagement (NSSE)
- Internally-developed Survey
- Faculty Roster
- Annual Performance Review (APR)
- Community Involvement
- Exit Survey/Interview/Exam
- Grant Activity
- Number of Publications
- Participation in MSU Committees/Organizations
- Participation in Professional Committees/Organizations
- Student Evaluation of Instruction (SEI)
- Unit Audit
- Data collection via Excel spreadsheet
- Data collection via Access database
- Other - Please describe: Data collection via Master Plan Worksheets

Data Repository Location:

- _____
- _____
- _____
- VPAA Office
- _____
- Master Plan Worksheets, CoLA Office
- _____
- Master Plan Worksheets, CoLA Office
- Master Plan Worksheets, CoLA Office
- _____
- _____
- Master Plan Worksheets, CoLA Office
- Subject to Internal and Legislative Audit
- _____
- _____
- CoLA Office

Educational (Support Unit) Performance Objective 1: Engage in collaborative ventures and campus and community activities which enhance economic development and cultural growth.

<u>Expected Level of Achievement</u>	<u>Actual Data From Assessment</u>	<u>Actions/Decisions</u>
<p>60% of CoLA faculty will engage in at least one collaborative/service activity during the evaluation period of Summer/Fall 2007/Spring 2008.</p> <p>15 faculty CoLA faculty members will actively work closely with and volunteer for service on the Banners Series committee during the evaluation period of Summer/Fall 2007/Spring 2008. (The committee is responsible for selecting and staffing all Banners events.)</p>	<p>86 of 106 faculty (81%) engaged in at least one collaborative/service activity.</p> <p>19 faculty members actively worked closely with or volunteered for service on the Banners Committee.</p>	<p>Maintain current levels of activity while encouraging faculty to take advantage of appropriate opportunities when they arise. Revise phrasing on Master Plan Worksheet to clarify those faculty to be considered in this category.</p> <p>Maintain current levels of service and recruit new faculty as needed.</p>

Educational (Support Unit) Performance Objective 2: Demonstrate excellence in teaching in order to enhance student recruitment, retention, and graduation.

<u>Expected Level of Achievement</u>	<u>Actual Data From Assessment</u>	<u>Actions/Decisions</u>
<p>100% of faculty will be in compliance with the requirements of the credentialing portfolios (transcripts, certifications, resumes, etc.), maintained in the Office of Academic Affairs, during the evaluation period of Summer/Fall 2007/Spring 2008.</p>	<p>100% of faculty complied with the requirements of the credentialing portfolios maintained in the Office of Academic Affairs.</p>	<p>Maintain this level of compliance.</p>
<p>100% of department heads will monitor SEI results plus all other factors as required in their specific APR guidelines and will report these to the dean on an annual basis. The reports will be oral and will occur during the dean's briefing of each department head on their personal APR.</p>	<p>100% of faculty APR criteria were maintained by the department head primarily responsible for evaluating faculty teaching. Compliance with this requirement occurred during the first two weeks of May 2007.</p>	<p>Maintain this level of compliance.</p>
<p>60% of faculty/teaching staff (excluding Graduate Assistants) will be at or above the university average for SEI scores during the evaluation period of Summer/Fall 2007/Spring 2008.</p>	<p>72.6% (77 of 106) of faculty/teaching staff (excluding Graduate Assistants) scored at or above the university average of 89.48% for SEI scores.</p>	<p>Maintain this level of quality but encourage improvement whenever possible. Revise phrasing on Master Plan Worksheet to clarify those faculty to be considered in this category.</p>

Educational (Support Unit) Performance Objective 3: Demonstrate commitment to research and creative and scholarly activity.

<u>Expected Level of Achievement</u>	<u>Actual Data From Assessment</u>	<u>Actions/Decisions</u>
<p>75% of faculty will engage in scholarly and/or creative activities during the evaluation period. Scholarly and creative productivity is monitored by maintaining a tabulation of publications (including music compositions, documentaries, etc.) according to tiers; grants funded; art shows; music performances; prose / poetry readings; papers read at conferences; and “others.</p> <p>CoLA faculty will receive at least 50% of promotions sought, if eligible applicants apply.</p> <p>10 awards will be given to faculty for scholarly and/or creative activity during the evaluation period of Summer/Fall 2007/Spring 2008.</p>	<p>78% (83 of 106) faculty engaged in scholarly and/or creative activities. Activities included these specific results: Publications: Tier 1--12, ; Tier 2-- 42, Tier 3-- 105 Grants funded -- 21 Papers read -- 32 Music performances -- 197 Other -- 60.</p> <p>50% of CoLA applications made for promotion were successful: 2 applied for Associate Professor rank, one was successful; 2 applied for promotion to Professor rank, 1 succeeded.</p> <p>18 awards were given to faculty this year for scholarly / creative activity.</p>	<p>Maintain this level of productivity but encourage improvement whenever possible. Revise phrasing on Master Plan Worksheet to clarify those faculty to be considered in this category.</p> <p>Maintain this level of success.</p> <p>Maintain this level of achievement but encourage improvement whenever possible.</p>

Educational (Support Unit) Performance Objective 4: Utilize resources efficiently and effectively to support the university mission.

<u>Expected Level of Achievement</u>	<u>Actual Data From Assessment</u>	<u>Actions/Decisions</u>
<p>CoLA Technology Committee will meet at least two times each year to plan strategically for technology needs. This will include planning for applications for Community Support Funds; for requests for TASC support; and any other financial support applicable (e.g. Drew Funds, state enhancement funds, etc.).</p>	<p>CoLA Technology Committee met 3 times this year (September 15, November 3, and December 13). The committee requests received funding for \$50,000 of Community Support Funds and \$50,000 of TASC funds.</p>	<p>Maintain levels of funding success but encourage improvement whenever possible.</p>
<p>100% of funds expended from all CoLA related student assessment and lab assessment accounts will be in compliance with account guidelines. All expenditures are subject to internal and legislative audit.</p>	<p>No audit issues were raised.</p>	<p>Maintain current level of fiscal accountability.</p>
<p>100% of funds expended from all CoLA spending, including departmental accounts, will be in compliance with account guidelines. All expenditures are subject to internal and legislative audit</p>	<p>No audit issues were raised.</p>	<p>Maintain current level of fiscal accountability.</p>

Educational (Support Unit) Performance Objective 5: The Banners Series will continue to provide diverse artistic and humanistic opportunities / events which enhance the cultural growth of the University and Southwest Louisiana.

<u>Expected Level of Achievement</u>	<u>Actual Data From Assessment</u>	<u>Actions/Decisions</u>
<p>“Banners” is an annual series of arts and humanities events sponsored by MSU and the CoLA. The series brings a vast array of artists, writers, and scholars to the campus and the community to enrich our cultural life. The CoLA will monitor several aspects of the Banners Series to assure that this objective is met: number and categories of events (art, music, film/theater, academic, prose/poetry readings, and “other” [which would include dance, McLeod program, variety, comedy, etc.]); number of events that have separate appeal to racial minority audiences; and the number of elementary / secondary school performances along with the total number of students impacted. Beginning in 2007 the Banners Office will be considered as a subordinate unit within the CoLA and will prepare a separate master plan / progress report.</p>	<p>The 2006 Banners season had 23 events.</p> <p>The event categories had the following numbers: Art -- 2 Music -- 8 Film / Theater -- 2 Academic -- 5 Prose / poetry readings -- 3 Other -- 3 Events that may be considered “diverse” -- 11</p> <p>Banners also had 50 school performances impacting a total of 11,317 students.</p>	<p>Maintain the current method of committee-based selections to insure the breadth and diversity reflected in the choices made.</p>

Resources Allocated: The CoLA receives its annual operating budget and works within the spending categories. Monies are moved on occasion to increase the funds available within certain categories. At the end of each fiscal year the dean pools unexpended funds to purchase additional office supplies, supplement travel funds, and often to purchase a “back up” computer for emergency replacement in case a faculty computer fails. The dean allocates travel monies in proportion to the number of faculty within each department. The CoLA Technology Committee meets several times each year to plan strategically for technology needs and to submit composite grant applications for technology purchases. The dean coordinates carefully with the Vice President for Academic Affairs to deal with personnel resource issues such as hiring, release time, and sabbaticals.
