

## 2007 MASTER PLAN/PROGRESS REPORT

**Educational Support Unit: Department of Educational Leadership and Instructional Technology**

**Person Responsible: Sharon VanMetre**

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**Mission:** The Department of Educational Leadership and Instructional Technology (ELIT) is concerned with the development of school, office, and industry personnel who possess technological and leadership skills. The purposes of the department are to:

- meet the educational needs of individuals who are interested in becoming teachers/leaders and who wish to enhance their skills with the application of technology (EPO2);
- prepare candidates for successful entry into the office, work force, or various fields of education by providing quality instruction and sincere concern for candidate success (EPO2); and,
- provide opportunities for expansion of knowledge and research relevant to the areas of leadership and technology (EPO3).

The ELIT department provides a variety of technological resources and a number of computer labs for use by its candidates. The Business Education, Instructional Technology (IT) and Educational Technology (ET) courses are offered in modern labs with a 1/1 (student/computer) ratio. (EPO4) Exemplary community leaders are used as mentors and valued human resources for candidates thus providing a global connection and real life awareness. Educational Leadership and Technology candidates have a number of field experiences in which they demonstrate application of knowledge and skill. (EPO1)

The Department of Educational Leadership and Instructional Technology (ELIT) supports the institutional mission by offering a baccalaureate degree in Business Education, Master of Education degrees in Educational Leadership and Educational Technology Leadership, a Master of Science degree in Instructional Technology and an Educational Specialist degree in Educational Leadership. The ELIT department is committed to excellence in teaching (EPO2), research and scholarly activity (EPO3) with a firm belief in life-long learning for all in the academic community (EPO2).

**Institutional Mission Reference:** McNeese State University provides education (EPO2), research (EPO3), and service (EPO1) that support core values of academic excellence, student success, fiscal responsibility, and university-community alliances. The learning and social environment integrates discipline-specific knowledge with the values of lifelong learning and ethical responsibility (EPO4).

### Assessment Methods Utilized:

- \_\_\_ Student Opinion Survey (SOS)
- \_\_\_ National Survey of Student Engagement (NSSE)
- \_\_\_ Internally-developed Survey
- \_\_\_ Faculty Roster
- X Annual Performance Review (APR)
- \_\_\_ Community Involvement
- X Exit Survey/Interview/Exam
- \_\_\_ Grant Activity
- \_\_\_ Number of Publications
- \_\_\_ Participation in MSU Committees/Organizations
- \_\_\_ Participation in Professional Committees/Organizations
- X Student Evaluation of Instruction (SEI)
- \_\_\_ Unit Audit

### Data Repository Location:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- Department Head (DH) & faculty offices
- \_\_\_\_\_
- Electronically on candidate portfolios housed in DH office
- \_\_\_\_\_
- \_\_\_\_\_
- Department Head & faculty offices
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- X Data collection via Excel spreadsheet
- \_\_\_\_\_ Data collection via Access database
- \_\_\_\_\_ Other - Please describe:

IT & ET student-outcome data stored in DH office

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**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>One section of EDTC 245 is to be offered on an elementary school campus each semester to promote mentor/mentee experiences for sophomore level teacher education candidates.</p> <p>50% of ELIT full-time faculty will be active in the research and development of grants for implementation of technology in classrooms both on campus and/or K-12 environments.</p> | <p>EDTC 245Z was offered at St. John elementary school in Fall 2006 to promote mentor/mentee experiences for sophomore level teacher education candidates. The same course section was scheduled in Spring 2007 but due to low enrollment, the course was cancelled.</p> <p>60% of the full time faculty (100% of EDTC faculty) were involved in the writing and implementation of Technology Enhancement grant with St. John Elementary.</p> | <p>Although the off-campus section is more difficult to fill, the department will continue to promote the “on-site” environment. The numbers allowed in the on-campus sections will be monitored to redirect candidates to the on-site location.</p> <p>EDTC faculty will continue providing in-services and hands-on workshops to the St. John faculty.</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 the ELIT department full-time faculty are expected to demonstrate excellence in teaching by scoring above the university average on the combined Spring/Fall Student Evaluation of Instruction (SEI) report (all questions).</p> <p>100 % of the ELIT department full-time faculty are expected to make presentations at local, state and/or national conferences to promote awareness of the programs and university.</p> | <p>75% of the ELIT full time faculty rated higher than the university average on the combined Spring/Fall 2006 Student Evaluation of Instruction (SEI) report (all questions).</p> <p>90% of the ELIT full-time faculty presented at local, state and/or national conferences during the 2006/2007 academic year.</p> | <p>Faculty members falling below the university average were counseled. In some cases, schedule changes for the upcoming fall semester were made to better accommodate teaching/learning environment and method of instruction</p> <p>Departmental shirts were purchased and faculty were asked to wear them whenever presenting. Flyers were also developed to distribute at the conferences.</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>100 % of the ELIT department full-time faculty are expected to make presentations at local, state and/or national conferences to promote awareness of the programs and university.</p> <p>50% of the ELIT faculty will submit articles to nationally recognized journals.</p> | <p>90% of the ELIT full-time faculty presented at local, state and/or national conferences during the 2006/2007 academic year.</p> <p>30% of faculty were successful in submitting publications to nationally recognized journals.</p> | <p>Faculty will work collaboratively in joint research and publications.</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>\$25 lab fees are collected from candidates in EDTC 245 and graduate level EDTC courses of the Masters of Educational and Instructional Technology. The average number of students per EDTC course is 15. With approximately 15 sections of EDTC each semester the average lab fee account income is \$5,500.</p> <p>\$10 lab fees are collected from candidates in undergraduate OSBC courses. The average number of students per OSBC course is 20. With approximately 9 sections each semester the average lab fee income is \$2,000.</p> | <p>In Aug 2006 the EDTC lab fee account was \$2,344.85. By Dec. the account had \$5,018.43 and the research process for purchasing the needed laptops and desktops began. Three external hard drives were purchased to extend the storage capabilities of the BBC 205-2 lab. With sufficient lab funds available (as of Mar 2007), 2 multimedia capable desktop computers and 2 multimedia capable laptops were ordered to provide state-of-the-art equipment for candidate use.</p> <p>Two Promethean board systems were installed (one in the EDTC area and one in the EDLD area). Although the purchase was funded by the BCOE, installment expenses were incurred by ELIT</p> <p>One additional Promethean system has been purchased for the Bus. Ed. area using the Office Systems Lab funds but due to damage during shipment has not been installed.</p> | <p>State of the art, multimedia capable desktop computers will be purchased (2 or 3 at a time) to update the aging lab equipment</p> <p>Grants and outside funding will be investigated to assist in the computer upgrades.</p> <p>Training sessions on effective use of the Promethean boards will be needed to encourage implementation.</p> |

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**Resources Allocated:**

Lab Fees in both the EDTC and OSBC areas were spent on paper, printer cartridges, printer repair and replacement. CD and USB storage media were also purchased. In the OSBC area, two new LCD projectors were purchased along with replacement bulbs. OSBC fees also acquired a Promethean board and must cover the cost of installation (\$1500). Two new laptops (approx. \$1700 each) and two new desktop computers (approx. \$2,000) were purchased in order to upgrade EDTC labs.

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