

2007 MASTER PLAN/PROGRESS REPORT

Administrative Support Unit: Office of Academic Affairs

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Mission: The primary mission of the Office of Academic Affairs is to provide leadership and administrative oversight to achieve expected student learning outcomes by offering associate, baccalaureate and graduate curricula distinguished by effective teaching, research, and service. The Office functions in accordance with institutional, University of Louisiana System Board of Supervisors, and Louisiana Board of Regents policies and procedures to offer academic programs, and to focus on improving student learning. The Office initiates and supports programs and community collaborations to enhance economic development and cultural growth in Southwest Louisiana and beyond. The Office is responsible for accreditation and NCAA certification initiatives related to academics. The Office of Academic Affairs operates within budget and ensures fiscal responsibility throughout the division.

Institutional Mission Reference: The University's educational mission is to offer associate, baccalaureate, and specific graduate curricula distinguished by academic excellence. The University engages in collaborative ventures to benefit industry and to enhance economic development and cultural growth in this region and beyond. The University's core values are academic excellence; student success, fiscal responsibility, and university community alliances.

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 Repository Location:

- Board of Regents Web site
- _____
- _____
- Institutional Research
- Office of Academic Affairs
- _____
- _____
- _____
- _____
- _____
- _____
- Institutional Research; BOR web site
- _____
- MSU Fact Book; BOR Web Site; ULS Web site

Administrative (Support Unit) Performance Objective 2: To enhance the University's contributions to economic development and cultural growth.

Expected Level of Achievement	Actual Data From Assessment	Actions/Decisions
<ul style="list-style-type: none"> ▪ Fulltime, first-time Freshmen to second year retention rate increase by 1.5 percent over previous fall retention levels. ▪ Graduation rates for the academic year increase 2% over the previous year rates according to respective cohorts. ▪ 100 percent of colleges will have at least one active partnership to support economic development or cultural growth. ▪ New programs/concentrations developed demonstrate student interest; market indicators project a need; and resources are available. 	<p>Fulltime, first-time Freshman to second year total retention rates increased by 1.3 percent to 73.4% for fall 2006; MSU to MSU retention rates decreased by .5% to 66.5% for fall 2006</p> <p>Graduation rates for the fall 2000 cohort increased by 1.36% to 32.78% for a six year rate; time to degree for the 2005-2006 graduates decreased to 5.9 years from 6.1 years for the 2004-2005 graduates</p> <p>100% of colleges have at least one advisory group or internship partnership</p> <p>A new program concentration in the health and human performance curriculum is designed to prepare student athlete trainers; an agricultural science concentration in the MS in environmental/chemistry graduate program was first offered in fall 2006 with 7 enrollees; the hospitality management concentration in FACS was deleted due to low enrollment; new concentrations in internal auditing and insurance are under review; internship program in business has grown to over 40 student participants</p>	<p>R—Revised job responsibilities/title for the Director of General and Basic Studies to Director of Advising and Retention effective July 2006; Further reorganization and personnel needed to assigned retention responsibilities and initiate programs for improving retention</p> <p>R—Review course offerings to ensure students have opportunity to enroll in required courses; review semester schedules to determine if courses should be offered at different times or electronically; review student success rates by course and develop initiatives for increasing success</p> <p>M—maintain partnerships to respond to community and employer needs as related to academic programs and services</p> <p>M—curriculum development and review policy</p>

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Administrative (Support Unit) Performance Objective 3: To maintain fiscal integrity of programs and administrative units.

<u>Expected Level of Achievement</u>	<u>Actual Data From Assessment</u>	<u>Actions/Decisions</u>
<ul style="list-style-type: none">▪ The Division of Academic Affairs will operate within budget during 2006-2007; available resources support faculty development and initiatives to increase student retention and graduation rates ▪ Units in the Division of Academic Affairs will have no findings when operations are audited during 2006-2007 (internal or external).	<p>The division of academic affairs operated within budget for the 2006-2007 academic year; resource allocation supported faculty salary increases, QEP implementation, and initiatives to increase student retention and graduation rates</p> <p>Internal and external audits of academic units did not indicate findings for operating procedures or internal controls. Legislative auditors conducted a comprehensive audit of the institution; student credit hour production was audited; the Technology Advancement Fee expenditures were audited; admissions policies and practices were audited.</p>	<p>M and R---Resource allocations were adjusted within the division so that expenditures did not exceed budgets; two faculty positions were held vacant due to enrollment concerns in the programs; new cost center was developed for the QEP personnel and operations</p> <p>M—Maintain vigilance for compliance with policy and internal controls</p>

Administrative (Support Unit) Performance Objective 4: To provide effective leadership and communication in supporting academic units as they implement McNeese State University mission and goals.

<u>Expected Level of Achievement</u>	<u>Actual Data From Assessment</u>	<u>Actions/Decisions</u>
<ul style="list-style-type: none"> ▪ Above average Administrative Evaluation of the VPAA for each evaluation period. ▪ 100 percent Academic Advisory Council Action Summaries distributed throughout the academic year and summer session. Deans are asked to share appropriate information about academic policies and procedures. ▪ ≥ 50% of comments from administrative evaluation are deemed positive. 	<p>Administrative job performance evaluations for the VPAA were 3.58/4.00 for fall 2006 evaluation.</p> <p>100% Academic Advisory Council Action Summaries were distributed to AAC members throughout the 2006 summer session and the 2006-2007 academic year. Department heads and faculty were informed about new and/or updated policies relating to academic operations. For example, the academic integrity policy was implemented, the annual performance review policy was modified to include review of advising; the summer pay scale was revised. Deans and department heads were kept informed about campus facility repairs.</p>	<p>M and R—Maintain areas of strong evaluation and revise practices to improve areas where needed</p> <p>M—Continue distribution of information on a timely basis in order to enhance accurate implementation and review of policies and procedures.</p> <p>R—the VPAA will emphasize and recognize department and college efforts for external collaboration to support the MSU mission.</p>

Resources Allocated: During the 2006-2007 fiscal year new resources were allocated to cover the following:

Aggregate 5% pay increase for meritorious faculty

Aggregate 4% for staff positions (effective January 2007)

One time earned pay for faculty paid in April 2007

One time earned pay for staff payable in June 2007

Funds were allocated to cover the QEP director position

Reorganized and approved a staff position for the Institutional Research Office

New research associate position to cover the research and operations of an additional farm donated to the MSU Foundation

New position allocated to the library for electronic resource operations

New position allocated to the Registrar's office to cover responsibilities for initiating online degree audits for students

Each accredited program received 100% funding to support faculty and/or administrator travel to accreditation conferences or other accreditation related travel.

Funds allocated for 2007 fall department head institute to cover assessment; and the fall 2007 advising institute for faculty advisors.

Funds allocated to support The Faculty Assessment Institute lead by MSU nursing program director.

NOTE: Colleges reviewed enrollment, curricula needs, and reallocated faculty positions within the colleges as needed.
