

**Departmental Student Success Funding
Proposal Submission Form**
(no more than 4 pages)

Proposal Title: Temporary Assistant Director for the Meis Student Development Center: Administrative Support to Implement and Maintain Programs for Student Success.

Submission Type (circle one): Single Department **Cross-Department** Cross-College

Project Coordinator(s), Title(s), and Contact Information:

Kelly Wilkinson, Interim Director of Meis Student Development Center
Chair, Management, Information Systems, and Business Education (MISBE)
Scott College of Business (SCOB)
113 Federal Hall
Ex 2087
Kelly.wilkinson@Indstate.edu

Project Team Members and Titles:

Bruce McLaren, Associate Dean, SCOB
Kim LaGrange, Lecturer, MISBE
Sara Williams, Lecturer, MO
Ashley Layman, Assistant Director, MBA
Matthew Hetzel, Assistant Director, Career Center

Abstract (100 words max.):

In the past 10 years, the Meis Student Development Center has provided the SCOB with academic and professional programming to help students succeed in both their academic and professional careers. With the development of the Catapult Program, partnerships with faculty and the Career Center ensure student participation. Continued growth and sophistication of the programs and assessment have created a serious need for administrative support to continue to provide students with the programs they need and the college and university the assessment information they need to ensure continued success of the center.

Project Justification (inclusive of internal data and/or scholarship to inform the project):

Ten years ago, the SCOB developed a “student development center” in response to the lack of professional skills identified in college assessment and stakeholder feedback. In the fall 2009, The Catapult Program was launched as a pilot to link between professional skills “training” to academic programming. The premise of the program was to have faculty become “partners” with the student development center with the student development center providing workshops and other activities that faculty would require students to attend for their course(s). The student development center would provide data to the faculty regarding attendance information to ensure accountability for faculty and to assess attendance for the center.

The Catapult Program has grown in size and in sophistication. The following data shows growth of the program:

Semester	Faculty Participation	Courses Involved	Total Catapult Events Participated	Student enrollment in Catapult (Individual)
Fall 2010	13	20	526	508

Spring 2011	11	19	632	492
Fall 2011	15	31	991	777
Spring 2012	20	30	959	769
Fall 2012	18	31	1133	874
Spring 2013	26	51	1478	1005
Fall 2013	20	45	1555	1150
Spring 2014	25	54	1853	1234
Fall 2014	12	24	1010	916

Also, SCOB students comprised 61% of the Career Fair attendance in Fall 2014. This is directly attributed to the training provided by the Career Center and Meis Student Development Center as part of the Catapult Program.

The Meis Student Development Center directly contributes to student success and retention by providing programming by helping students:

- Find the right major – a key indicator for being successful academically in upper level coursework. Liking your major can lead to finishing in that major.
- Obtain the training to be successful in internship searches.
- Develop professional skills that will assist in community engagement and experiential education.
- Better represent ISU before outside stakeholders

The Meis Student Development Center (or the The Meis as it is known now,) developed a system of accountability that provides data to students, faculty, and college administration. Items in the accountability system include:

- Monthly attendance reports that includes attendance for each student and the sessions they attended per course for each faculty member.
- Attendance tracking system using student id's
- Workshops and Sessions mapped to SCOB learning goals
- Workshops and Sessions inventoried and mapped to goals through Banner
- Attendance of workshops inventoried for students using Student co-curricular record.
- **Development of sophisticated reporting through Argos to provide assessment data and to track data longitudinally.**

Since its inception in 2009, there has always been a director of the center. The director was charged with facilitation of program development and implementation as well as overseeing student workers that were assigned to The Meis to perform administrative duties. The director was never a full time position and typically had teaching responsibilities in a department. Fall 2014, Kim LaGrange stepped down as director which left a void in administration of Meis activities. She continues to be a key resource for the center as part of the leadership team.

The loss of the director left Meis without administrative support. As shown by the data in red above, participation decreased and projects were not completed due to lack of administrative support. To maintain the function of the center this fall, a graduate student who had previously worked in the center provided the support. She is graduating in December, so currently there is no one assigned to the center for the next semester.

To rectify the situation the College would like to hire a Temporary Assistant Director for the Meis Student Development Center to provide the administrative support critically needed for the success of the SCOB students and the center. This is a temporary position to determine viability.

Along with existing duties of the Meis, the assistant director will also:

- Ensure all workshops are recorded to provide online Catapult Activities for distance education
- Work with other ISU’s Institutional Research unit to develop reports through Argos to use by the college for assessment
- Look for other ways to engage students and faculty to participate in Meis activities.
- Maintain Blackboard Site
- Supervise Student Workers
- Increase visibility

Spring Workshops at this time are:

Problem Solving	Ethics	Professional Skills CMN	Professional Skills Workplace Expectations	Business Concepts	Global Awareness
Affinity Maps- JR/SR	Ethics Conference- Key Note Speaker	Fundamentals of resume writing- FR/SO	Beyond College- SR/JR	MIS Panel-All	India Workshop- JR/SR
Fish Bone Analysis- JR/SR	Plagiarism- Everyone	Advanced Resume Writing-JR/SR	Job/Internship- JR/SR	Note Taking- FR/SO	International Student Job Search-JR/SR
Failing Successfully- JR/SR		Interview Success- JR/SR	Career Fair Prep-FR/SO		
Getting Back on Track FR/SO		Writing about You without I- JR/SR	Executive Dining Experience		
		Networking in a crowd of strangers- JR/SR	Employee Benefits- SR		
		Narrating Data- So/JR/SR	Career Center Online Resources- Everyone		

These workshops will be provided multiple times throughout the semester. Career Center events as well as other events added are not part of the table. Students and Faculty are provided a calendar electronically and in paper form with times and dates.

Work Plan with Action Steps (table that outlines what will be done when and by whom):

Actions	When	Contact Person
Post Position	January 5	Kelly Wilkinson
Hire Position	January 10	Kelly Wilkinson
Train	January 15	Kelly Wilkinson and Leadership Team.
Implement Meis Events and Activities and collect data	January 15	Assistant Director

Itemized Budget Request with Line Item Description (Nov. 1-June 30, although two out-year budgets also encouraged):

The full amount allotted to the SCOB will be used to fund the temporary position. The College will add money to increase the amount of salary allocated for the assistant director position.

Amount from grant	\$21,356	Position will be January 5- Dec 20
Amount from SCOB	<u>14,644</u>	
Total salary +Benefits	\$36,000	(Salary: \$29,500 Benefits \$6500)

Assessment Plan with Benchmarks (how progress will be assessed and the benchmarks or measures by which progress will be determined):

Metric	Frequency	Expected Outcome	Type of Data	Responsibility
Evaluation of Assistant Director	60 days, 90 days, 6 months, and 1 year	To determine effectiveness	Evaluation form	Kelly Wilkinson
Student Attendance	Every MEIS and Career Center Event	To measure participation	Card Swipe into Banner	Assistant Director
Student Attendance Reports to faculty	Monthly	Increase participation of students	Data Collected by Mies Administrative team	Assistant Director
Student Success and Retention	Every Event Baseline (longitudinal look)	To determine better retention due to Meis. Mapping events to measure students' persistence to completion.	Quantitative data	Assistant Director
Focus Group	End of Spring Semester	Determining Students opinion and preference as well as effectiveness of Process and procedures	Qualitative data	Assistant Director
Yearly Evaluation	End of Spring	Determine effectiveness of policy and procedures meeting of goals	Quantitative and Qualitative data	Assistant Director and leadership team.

