

Strategic Plan – Initiative Work Plan FY2014

Initiative Create a coordinated community engagement program. **Date 5/30/13**

Goal # Three **Goal Chair(s)** Nancy Rogers

Initiative # 1 **Initiative Chair(s)** Nancy Rogers

Thesis Statement Increased programming and improved marketing is necessary to reach our community engagement and experiential learning participation goals.

1. Introduction/Background – What?

Continuing Programs

Service-Learning Scholars Program – This is a two-year program for sophomores and juniors that includes the completion of service-learning designated coursework, an ongoing process of self-reflection on the meaning of service, and the application of one's academic training and interests to specific community needs through a supervised service project.

Donaghy Day – Fall Donaghy Day is a short-term service project for first-year students. It is organized as part of new student orientation. Spring Donaghy Day is a campus-wide daylong service event.

Business Builders – This initiative was piloted successfully in the spring 2012 semester. Sycamore Business Builders provide hands-on, tactical support to local companies and organizations. This interdisciplinary team identifies short-term organizational goals with the client and works throughout the year to executive specific objectives within the company's business or marketing plan.

Stop and Serve – Stop and Serve provides brief, on-campus volunteers for students. Twice a month we will set up a volunteer project in HMSU. Students can drop by for 10 minutes to a couple of hours to assist with the projects. Information about more intensive service opportunities will be available to every student that participates.

Faculty Travel Mini-Grant Program – Financial support will be provided to faculty to make presentations that advance engaged scholarship, practice, and ISU's identity as an engaged institution. A variety of types of proposals will be accepted including those focused on research findings, innovative program design and partnerships, impact on community and/or student learning, and related curriculum development.

Ryves Neighborhood Partnership Mini-Grant Program – This program supports course-based projects completed as part of our Ryves Neighborhood Partnership. The program will help introduce students and faculty to the organizations that serve the Ryves Neighborhood and initiate longer-term relationships between faculty and these non-profit organizations.

Student Mini-Grant Program – The student mini-grant program funds student-led service projects that are not associated with a class.

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Alternative Break Program – This program supports service-focused travel. In 2013-2014 we will offer a fall weekend trip to Indianapolis, one day Gary, IN trip with 21st Century Scholars, a fall alternative break trip (prior to Thanksgiving) to Kentucky, multiple Spring Break trips to various destination, and at least one summer weekend trip (typically to a regional disaster site such as Joplin, MO or Henryville, IN).

Riverscape – We will improve coordination of ISU's academic engagement with the community's Riverscape project by supporting a faculty-fellow and offering a small grant program for faculty, staff, and students to complete service, research, or educational projects associated with the Wabash River and its watershed.

Career Center Employer and Alumni Visits – Increasing employer outreach is a priority of the University and Career Center. The Career Center staff has struggled to increase employer outreach due to the on-campus work demands of the professional staff. We currently have an employer relations position posted. This staff person will focus solely on employer development. We are requesting funds to support his/her travel.

Marketing/Promotion – We are requesting funding to develop appropriate marketing and promotional materials for the Center for Community Engagement, Career Center and Conference and Event Services. We are especially focused on promoting the Center for Community Engagement to students, creating high quality employer materials for the Career Center, publishing a Community Engagement and Experiential Learning Annual Report, and promoting Conference and Event Services to external clients.

New Programs

On-Campus Internship Program – The Career Center will develop a comprehensive campus internship program. These internships will be paid positions with students completing between 150 and 300 hours of work in a semester. Campus departments will be invited to submit proposals to host interns. To qualify an experience as an internship, positions must have predetermined learning objectives, work must be non-clerical in nature, and a professional university staff member must provide supervision. If approved, the internship should be appropriate for the student's major or chosen career field and beneficial to his/her educational goals. If the experience will be completed for academic credit, the sponsoring employer must agree to meet the requirements of the academic program. Participating employers will receive funding for a portion of the intern's salary. The student population that will be targeted for participation in this program includes students that face challenges finding off-campus internship placements and students that have or will complete off-campus internships, but would benefit from an additional work experience. It is not our intention to reduce off-campus placements because of this program.

Career Immersion Experiences - To better help students prepare for their career goals, increased access to employers and professional work settings is necessary. Short term job shadowing and career immersion experiences will be created with Indiana companies and organizations. Programs may be scheduled throughout the year, including during winter and spring break. Career Immersion Trips are 2-3 day intensive programs designed to give small groups of students the opportunity to directly learn about a career field. Participants will make multiple on-site visits to employers and

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network with alumni. Job shadowing experiences will provide individual students the opportunity to spend 1-2 days on-site with a professional.

Employer Team Visits - Multiple, one day company visits will be available for small groups of students. Students will be able to register to visit companies, government agencies, and non-profit organizations to spend the day learning about the business, meeting with different departments, and talking to Human Resources about their hiring needs. These day-long company information days will provide students insight about particular fields and industries thus helping them make more educated decisions about their potential career. The Career Center will provide students with transportation and preparation for these on-site employer and shadowing experiences.

Employability Skills Certification - The Career Center will provide certification to students that demonstrate a proficient level of performance in their campus jobs. To be recognized, students must complete 200 hours in a position, complete four job-related training activities, undergo an annual evaluation, and submit an annual written reflection to the employer and Career Center. Students may take two semesters to complete the program. Modest supplemental funding for student wages will be provided to departments that support participation of their student employees. Modest incentives also will be provided to students that successfully complete the program.

2. Proposal/Purpose/Justification – Why?

The intention of these planned activities is to:

- Increase national recognition of ISU as an institution committed to community engagement and experiential learning.
- Increase student and faculty participation in community engagement.
- Increase the number of businesses and organizations served by the Business Engagement Center.
- Increase graduate readiness for the workplace.

3. Discussion of Past Years Results – Benchmark Successes?

Overall, the Center for Community Engagement has increased student participation in programs and events. The staff has been quite successful at generating participation in one-time, special events and facilitating the recording of individual student and student organization community service hours through the Sycamore Service Challenge. The staff has been unsuccessful in increasing participation in more extensive programs like Sycamore Service Scholars or Alternative Spring Break. The staff has been marginally successful in generating faculty participation in programs. The Career Center has increased their capacity to serve students and will be fully staffed by the end of the summer.

Following is a list of our progress toward achieving the benchmarks established last year:

- Service-Learning Scholars – Our goal was to have a total of 25 students in the program. Currently, we have 13 students participating in the program.

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- Habitat for Humanity House – Our goal was 800 faculty, staff, and students will participate. 225 individuals participated in the actual construction of the house. Approximately, 1200 attended fundraising events for the build – including Athletics talent show.
- Donaghy Day – Our goal was 800 students will participate in Fall Donaghy Day.
- Business Builders – Our goal was six students will provide service to 12 organizations. Eight students participated in the program.
- Stop and Serve – Our goal was an average of 50 participants per event. We averaged 50 participants per event with a total participation of 754.
- Faculty Travel Mini-Grant Program – Our goal was to award 8-12 grants. We awarded 11.
- Ryves Neighborhood Partnership Mini-Grant Program – Our goal was to award 8-12 grants. We awarded 6 grants.
- Student Mini-Grant Program – Our goal was to award 5 grants. We awarded 3 grants.
- Alternative Break Program – Our goals were:
 - Forty students will participate in the fall service-learning trip. (39 participated)
 - Seventeen students will participate in the Thanksgiving trip. (18 participated)
 - One hundred students will participate in the Alternative Spring Break Trip. (30 participated)
 - In addition, 36 students participated in the Day at the Statehouse and 47 participated in the Indianapolis Day of Service.
- Riverscape – Our goal was to provide eight grants to faculty. After a very slow start to this program, we awarded 3 grants.
- Career Center Professional Development – Our goal was that fifteen career center and other staff will attend two professional development sessions. This goal was achieved.
- Career Center Employer and Alumni Visits - Nine Career Center staff will each make 15 employers visits. Although staff did increase employer visits, this goal was not achieved.

4. Work Plan, Next Fiscal Year – Action Steps – Process – How?

Service-Learning Scholars Program – Steve Stofferahn will continue to serve as a Faculty Fellow with the Center for Community Engagement. His primary responsibility is coordinating the Service-Learning Scholars program.

Donaghy Day – Community engagement staff have worked with community partner organizations to identify 10-20 volunteer sites that can handle 1500 volunteers on the morning of August 19. The

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students will convene in the Hulman Center to receive their assignments and instructions. Following a very short program, students will board 11 busses to go to their volunteer sites.

Business Builders – Student consultants (Business Builders) will meet with prospective companies/organizations to identify and develop project goals. Each project will be evaluated at its conclusion by the participating students and representatives from the business/organization.

Business Engagement will provide a short, evaluation report of the program to date by August 1.

Stop and Serve – Starting in September, the Center for Community Engagement will offer a Stop and Serve program on the second and fourth Wednesdays of the month. We will set up tables in HMSU and invite students to drop-in for any amount of time over a three-hour period in the middle of the day. Service projects will include activities such as making/signing Holiday cards for long-term care facility residents and/or service men and women, assembling health kits for homeless shelters or disaster relief sites. In addition, Stop and Serve sites will be set up in academic buildings and large campus events (such as family day) to focus on themed projects pertinent to the student population present.

Faculty Travel Mini-Grant Program – The RFP has been developed and will be posted for the 2013-14 year ASAP. Solicitation for projects will be on going throughout the year. We will support 8-12 projects during the 2013-14 year. Faculty will submit reports by May 31, 2014.

Ryves Neighborhood Partnership Mini-Grant Program –Solicitation for projects will be on going throughout the year. We will support 8-12 projects during the 2013-2014 year. Faculty will submit reports by May 31, 2014.

Student Mini-Grant Program – Guidelines for the mini-grants are posted on the Community Engagement website. Projects will be solicited through an open RFP distributed throughout the year by Community Engagement and Student Activities staff along with posts on the *Treehouse*. Patrick Newsham and Jessica Starr will make personal contact with student leaders to raise awareness of the program. Organizations will be required to submit a final report within 30 days after completion of their project.

Alternative Break Program – Community engagement staff will solicit and screen applications for participation in the Alternative Break programs. Student participants along with staff will plan logistics including travel, meals, housing and other on-site activities. Staff members will also make travel arrangements and facilitate assessment of the programs. Indy Service Weekend, Gary , IN day trip, Alternative Fall Break, Alternative Spring Break, Indy Day of Service and Summer Break (natural disaster relief) encompass Alternative Break Programs.

Riverscape –Solicitation of proposals is on-going. Grant awards will be made throughout the school year. Grant reports will be due by May 31.

Career Center Employer and Alumni Visits – The Employer Relations Coordinator will work with the Deans, Department Chairs, and Alumni Association to develop a schedule for alumni/employer visits.

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Marketing/Promotion – We will work with Communications and Marketing to develop appropriate on-line and print materials for the Center for Community Engagement, Career Center, and Conference and Event Services. These materials will include a print and on-line annual report for Community Engagement and Experiential Learning, Career Center employer materials, printed and on-line promotional materials for Conference and Event services, and promotional items for the Center for Community Engagement.

On-Campus Internship Program – The program will be announced in mid-summer. Requests from departments will be solicited by late summer. Student recruitment will begin in late summer. Full implementation of the program is expected during the 2014-15 AY.

Career Immersion Experiences – Planning will be completed during the summer. Recruitment will be conducted during the fall term with the first programs offered during the winter and spring breaks.

Employer Team Visits – Planning will be completed during the summer. The first programs will be offered during the fall semester with additional programs offered during the spring.

Employability Skills Certification – Program planning will be completed during the summer. We will start with a pilot group during the fall term and plan on full implementation during the 2014-15 AY. We will drive participation in the program by providing student wage supplemental funding to departments and minor incentives for students to participate.

5. Reporting and Deliverable Schedule – When?

Service-Learning Scholars – The recruitment of the 3rd class of students will begin Fall 2013. They will begin the program during the spring semester when they enroll in the Introduction to Service-Learning course. Two cohorts have completed coursework while cohort one completed the SLS program in May 2013.

Donaghy Day – Donaghy Day is currently being organized by Center for Community Engagement staff. The event is scheduled for August 19, 2013.

Business Builders – Recruitment for new students will occur in August/September. Program implementation will run from September through the end of the fiscal year. Program assessment and evaluation will be conducted on an on-going basis as projects are completed.

Stop and Serve – Stop and Serve programs are scheduled for the following dates:

- September 11th, 2013
- September 25th, 2013
- October 9th, 2013
- October 23rd, 2013
- November 6th, 2013
- November 20th, 2013
- January 8th, 2014

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- January 22nd, 2014
- February 12th, 2014
- February 26th, 2014
- March 26th, 2014
- April 9th, 2014
- April 23rd, 2014
- Additional dates will be included giving preference to large campus events and Colleges specific interest are determined

Faculty Travel Mini-Grant Program - The 2013-2014 RFP will be posted by August 15. Solicitation for proposals will be on going after the RFP is posted. Final reports will be due by May 31, 2014.

Ryves Neighborhood Partnership Mini-Grant Program – The 2013-2014 RFP will be posted by August 15. Solicitation for proposals will be on going after the RFP is posted. Final reports will be due by May 31, 2014.

Student Mini-Grant Program – The 2012-13 RFP will be posted by August 15. Solicitation for proposals will be on going after the RFP is posted. Mini-grant reports from student organizations will be due within 30 days after completion of the project.

Alternative Break Program – Solicitation of applications for ASB began during the 2013 spring semester. A student leadership team has been selected from applicants in April. The interview process for ASB will conclude by January. Fundraising for the Alternative Spring Break program started in the 2013 spring semester and continue through early March with the efforts to bring the cost to the student significantly lower. Students participating in ASB will meet weekly during the 2014 spring semester. Additional trips will begin registration at the beginning of the 2013 fall semester. Indy service weekend, Gary, IN day trip and Alternative Fall Break have lower costs to students, but will encourage fundraising and department support.

Riverscape –The 2013-2014 RFP will be posted by August 15. Solicitation for proposals will be on going after the RFP is posted. Final reports will be due by May 31, 2014.

Career Center Employer and Alumni Visits – Employer visits and participation in alumni visits will occur throughout the year.

Marketing/Promotion – The Community Engagement and Experiential Learning annual report will be completed by September. The Career Center employer brochure will be completed early in the fall semester. Materials for Conference and Event services will be completed by October 1. Promotional items for the Center for Community Engagement will be available by September 1.

On-Campus Internship Program – The program will be announced in mid-summer. Requests from departments will be solicited by late summer. Student recruitment will begin in late summer. Full implementation of the program is expected during the 2014-15 AY.

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Career Immersion Experiences – Planning will be completed during the summer. Recruitment will be conducted during the fall term with the first programs offered during the winter and spring breaks.

Employer Team Visits – Planning will be completed during the summer. The first programs will be offered during the fall semester with additional programs offered during the spring.

Employability Skills Certification – Program planning will be completed during the summer. We will start with a pilot group during the fall term and plan on full implementation during the 2014-15 AY.

6. Budget – How Much, a General Discussion of Funds Use?

We have requested \$213,875. The vast majority of funds are budgeted to support programming in the Center for Community Engagement and Career Center. We are focused on continuing to increase student participation in community engagement and increasing outreach to employers.

7. Stakeholders and Management Plan – Who?

Service-Learning Scholars – Steve Stofferahn, Heather Miklozek, Nancy Rogers

Donaghy Day events – Heather Miklozek, Patrick Newsham and Jessica Starr

Business Builders – Chris Pfaff and Jessica Starr

Stop and Serve – Patrick Newsham (2013), Jessica Starr (2014)

Faculty Travel Mini-Grant Program – Heather Miklozek, Nancy Rogers

Ryves Neighborhood Partnership Mini-Grant Program – Heather Miklozek

Student Mini-Grant Program – Patrick Newsham, Jessica Starr

Alternative Break Program – Patrick Newsham, Jessica Starr, Jennifer Christian

Riverscape – Nancy Rogers, Heather Miklozek

Career Center Employer and Alumni Visits – Darby Scism

Marketing/Promotion – Darby Scism, Heather Miklozek, Fred Clark, Judy Price

On-Campus Internship Program – Darby Scism

Career Immersion Experience – Darby Scism

Employer Team Visits – Darby Scism

Employability Skills Certification – Darby Scism

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8. Outcome Assessment & Future Testing

(How will we know that we were successful?)

Service-Learning Scholars – 15 additional students will be recruited this year.

Donaghy Day – 1350 students will participate

Business Builders – Six students will provide service to 12 organizations

Stop and Serve – We will average 50 participants per event.

Faculty Travel Mini-Grant Program – We will award 8-12 grants.

Ryves Neighborhood Partnership Mini-Grant Program – We will award 8-12 grants.

Student Mini-Grant Program – We will award 5 grants.

Alternative Break Program – Forty-five students will participate in the Indy weekend service trip.

Thirty students will participate in the Gary, IN day service trip. Twenty students will participate in the Fall Alternative Break trip. One hundred and ten students/staff/faculty will participate in the Alternative Spring Break Trip.

Riverscape – We will six grants to faculty.

Career Center Employer and Alumni Visits - Career Center staff will make 40 employer visits.

On-Campus Internship Program – 25 students will participate.

Career Immersion Experience – We will offer three experiences with up to 15 students participating in each.

Employer Team Visits – We will take six visits with up to 12 students per visit.

Employability Skills Certification – We will enroll 40 students during the first year.

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9. Line Item Budget Discussion that tracks Budget Templates ...

(These sections also need to be as long as is necessary to articulate each of the budget line items.)

		Description	Budget
Labor			
	Faculty Salaries		
	Service-Learning Scholars faculty fellow	1 course buyout per semester (2*4000) + \$1500 per semester stipend (2*1500)	11000
	Business Builders student wages	Business Engagement Student Consultants (6 students X 20 hours per week X 45 weeks X \$10 per hour)	54000
	On-Campus Internship Program		
	Intern wages -	25 interns X 20 hours per week (average) X 15 weeks X \$5.00 per hour supplemental funding	22500
	Student Employment Enrichment		
	Student wage supplemental funding	40 students X \$500	20000
	Student incentives	40 students X \$30	1200
Operational			
	Supplies/Expenses		
	Ryves Neighborhood Partnership Mini-Grants	8 grants X \$2500	20000
	Stop and Serve supplies	Donations of materials will be solicited for every project. Funding is requested to purchase items to supplement donations. 15 events X \$65	975

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	Printing/advertising/promotional items for conferencing and event services, Career Center, Center for Community Engagement	Community Engagement/Experiential Learning Annual Report - \$2000; Career Center Employer materials - \$2,000; Center for Community Engagement Promotional Items - \$1500; Conference and Event Services materials - \$2,000	7500
	Riverscape grants	6 grants * 2500	15000
	Travel		
	Student Travel for Service Projects	Support for Indy Weekend Service - \$1000; Gary, IN day trip - \$500; Support for Fall Break trip - \$1000; Support for Spring Break Trip - \$5,000	22500
	Faculty travel for conference presentations	10 faculty X \$1500	15000
	Donaghy Day	10 busses for fall Donaghy Day	5000
	Employer and Alumni Visits	Travel - average of \$150 for 20 visits	3000
	Career Immersion Experiences	3 per year @ \$3000	9000
	Employer student team visits - Career Center	6 per year @\$1200	7200
		Total	213875

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Initiative Name _____ CAS Community Semester, 2014 _____

Date ___ 5/17/2013 _____

Goal # ___ 3 _____ Goal Chair(s) ___ Nancy Rogers _____

Initiative # ___ 1 _____ Initiative Chair(s) ___ Nancy Rogers _____

Thesis Statement : The Community Semester is a semester-long series of activities that links the College of Arts and Sciences to Terre Haute, and has the impact of raising the visibility and salience of the college on campus and in Terre Haute.

1. Introduction/Background – What?

The College of Arts and Sciences' (CAS) strategic plan calls for events and initiatives that will increase the college's visibility and salience in the Terre Haute and campus communities. Because the CAS is ISU's largest college, any effort to connect the college with the community would also, by default, connect the university with the community also. In an early meeting with the CAS department chairpersons, the idea of the Community Semester was born.

2. Proposal/Purpose/Justification – Why?

The Community Semester is a sequence of public programs that deliver the content of the CAS to the Terre Haute community. These programs consist of lectures, panel discussions, art exhibitions, concerts, plays, etc. Each program may represent a single department or a collaboration of multiple departments. Programs are held both on campus and off campus. All events are public. Virtually all of them are free. The two primary goals of the Community Semester are: 1) to bring the vibrant and exciting ideas in the sciences, humanities, liberal arts and creative arts to residents of the Wabash Valley, and 2) to invite the public to actively engage with the College.

The Community Semester is not entirely unique. Other universities have events that bear some similarity. However, the Community Semester is unique in that it directly bridges the work of the college with the city of Terre Haute and the Wabash Valley. Indiana State University is located in the middle of Terre Haute. The disciplines within arts and sciences (sciences, economics, the arts, politics, literature and foreign languages) are part of everyday life of the community. It is important that area residents be aware of the fantastic work that goes on in CAS disciplines, and the best way for them to see this is to invite them to these events.

3. Discussion of Past Years Results – Benchmark Successes?

The Community Semester was "piloted" in spring 2013 with the theme "Our Town," and was funded completely by the College of Arts and Sciences. This effort was an astonishing success! In 15 weeks, we presented 40 programs to more than 4000 individuals at both on- and off-locations. Programming emerged out of 13 CAS departments and 39 CAS faculty actively participated in coordinating these events. Through active community engagement, faculty and students "brought the college into the community" and the community partners introduced themselves to the programming that occurs in the college. In addition to five

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university partners outside the CAS, the College engaged the support of thirteen community partners, which included

Clabber Girl	City of Terre Haute
Terre Foods	Terre Haute Children's Museum
Vigo County Public Library	Crossroads of America Youth Orchestra
Year of the River	Osher Lifelong Learning Institute (OLLI)
Westminster Village	Our Green Valley Alliance
IBEW Local 725	Rural Health Innovation Collaborative (RHIC)
WFIU	

4. Work Plan, Next Fiscal Year – Action Steps – Process – How?

We would like to continue and improve on the success of the 2013 Community Semester by doing it every spring semester. For 2013, we propose the following work plan:

- Dean John Murray, along with Steve Stofferahn (Series Coordinator) and Paula Meyer (Communications and Marketing) facilitate the Series and oversee scheduling and event marketing.
- A steering committee made up of four faculty members within the College as well as the Series Coordinator help flush out program ideas.
- Communications and Marketing promotes the Series as part of its Arts Marketing. Promotion ranges from a webpage, section on the University Calendar, news release, announcements in ISU Today, Portal and through Student Government Association to TV interview segments and media sponsorships with WFIU. Because of their involvement with Community Semester, WFIU did a two-part TV piece with the Community School of the Arts and a "Profiles" radio segment with Michael Shelden.
- Community Semester runs in the Spring Semester, with a different theme each year. Spring 2014 theme is "Crossroads."
- The Series strives for diverse programming – adults, students, young children, spanning a wide variety of disciplines.
- Each event was hosted by at least one academic department or unit within the College and most had a community partner.
- Emeriti faculty are encouraged to play a role in Community Semester programs. Music's Harry Gee and Psychology's Jean Kristeller served as panelists for our "Paris and Berlin" program. Bill Denton, also of Music, played in the Wind and Percussion Scholarship Concert and Nan McEntire played a role in our closing event with Tom Roznowski. We encourage departments and schools within the College to involve current and emeriti faculty in their programs.
- Many of the events should be held off-campus, and with very few exceptions, free of charge. Most importantly, all events should be open and for the public.

5. Reporting and Deliverable Schedule – When?

All programming associated with the Community Semester will take place during the spring semester, 2014. Data related to all faculty involved in the creation of all programming as well as attendees will be collected (student 991 numbers; community members). In May, 2014, a final report on attendance and a financial audit of expenses, and an overall assessment of the events' success will be taken.

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6. Budget – How Much, a General Discussion of Funds Use?

The 2013 Community Semester series was funded by \$10,000 re-allocated within the Arts and Sciences budget. Approximately 30 percent of this budget (\$3100) was used to purchase re-usable, outdoor banners that are attached to lamp posts throughout downtown Terre Haute. The banners advertised the program and raise the visibility of the college and the university to the community. We can easily use these banners in future years to publicize the series.

In order to grow the series, we are asking for funding to support our three largest expenses for 2014: 1) publicity/printing, 2) facilities/catering; and 3) stipends/honoraria. Funding these items will cover the primary costs of the event. The college is able to cover the costs associated with a teaching buyout for the series coordinator (Steve Stofferahn). The university covers the time of the publicity work of Paula Meyer.

7. Stakeholders and Management Plan – Who?

The primary responsibility for the success of this event is held by Dean John Murray. All faculty members within the College of Arts and Sciences are stakeholders of this program.

Steve Stofferahn, coordinator – Plan and coordinate selected programs, serving as a liaison between faculty program coordinators and the steering committee, schedule facilities and catering, work with Paula Meyer on compiling the Series program book, (more details of his duties)

Steering Committee – Comprised of faculty, these members select the programs that make up the Community Semester, encourage collaborations between departments and provide suggestions on community partners as well as faculty program coordinators

Department Chairs and Directors – We rely on chairs and directors to serve as ambassadors for the Series, taking the call for program proposals back to their faculty, strategizing on which of their faculty members would be good fits for a program or to collaborate with other faculty members within the college

Paula Meyer, Communications and Marketing – Ensure events are added to the University calendar and the Community Semester webpage, work with Steve Stofferahn to compile and produce the Series program book, coordinate flyers for high-profile events, coordinate news releases, secure media partnership with WFIU and make suggestions on incorporating Community Semester programs and guests in their programming, secure TV interview segments and other media coverage, and promote events via social media (the Community Semester Facebook page)

8. Outcome Assessment & Future Testing

For Community Semester 2013, we collected student 911 numbers at a majority of our events in order for them to be entered into our drawing for a \$100 gift card to Barnes & Noble Bookstore at the end of each Series. We also surveyed our audience during a few events in our first year. We hope to expand that program in year two to get a better gauge on what attracts them to Community Semester so we can better program to engage our public. These data were used to make improvement on CS 2014 (e.g., the program will consist of 20 events not 40; a more central role for students will be pursued; etc.) We are also looking to conduct a survey of Arts and Sciences faculty to get their ideas on how to improve the Series. We will also measure the

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extent to which faculty participation correlates with the outcomes associated with promotion and tenure and the biennial review.

9. Line Item Budget Discussion that tracks Budget Templates ...

- Printing/Publicity: \$2000
 - Program book, foam core signs, flyers, expanded promotion on Facebook/web
- Honoraria/Paid Talent: \$1000
 - Stipends/Honoraria for visiting speakers; musicians, other personnel needed
- Catering: \$2000
 - Opening/closing receptions; small receptions at selected events.
- Facilities: \$500
 - Facility rental (on-campus and off-campus)

Total request: \$5500

Contributions from other sources:

- University: Paula Meyer's time (Office of Marketing and Communication)
- CAS: reassigned time for Dr. Steven Stofferahn (series coordinator)