



## Academic Department Student Success Plan Annual Update: 2016-2019<sup>1</sup>

**Department:** Applied Engineering and Technology Management

**Department Chair:** Dr. Randy Peters

**Department Mission:** The Department of Applied Engineering and Technology Management prepares students for professional careers in management, supervision, education, training, and applied engineering disciplines.

**Department Freshmen (1<sup>st</sup> year) Retention Goal(s):**

Increase first year retention in the AETM Department by 3%.



### Action Steps<sup>2</sup> (with dates & person(s) responsible):

1. Participation in New Student Orientation by talking with students/families in small groups about their chosen majors and answering academic content-related (and flight fees) questions for 25 minutes per NSO. AETM Departmental Contact: Todd Alberts. This will resume again in June of 2017
2. Updating of COT Residential Housing Program to link themed housing to specific learning communities/courses during the freshmen year. AETM Departmental Contacts: Kara Harris and Randy Peters. December 1, 2016
3. Continue to participating in pilot program (Destination Success) that focuses (with specific outcome-based objectives) on student success in COT female STEM students through academic and career. Contacts: Kara Harris. First meeting date was September 12, 2016.

<i>Retention Benchmarks</i>	<b>Fall 2013 Cohort:</b>	<b>Fall 2014 Cohort:</b>	<b>Fall 2015 actual:</b>
(by latest dept.)	73.79%	79.31%	75.73%

<b>Fall 2016 target:</b>	<b>Fall 2017 target:</b>	<b>Fall 2018 target:</b>
79.00%	82.00%	85.00%

*Other Freshmen Retention related benchmarks of focal interest to department*

<sup>1</sup> Plan updates are due to your Dean by Nov. 4 as informed by your 2015-16 End-of-Year Report that is due to your Dean by Oct. 3.

<sup>2</sup> **Action Steps Defined:** The specific activities/actions taken to realize progress toward the goal. Such action steps should include not only student support type activities/actions but also student learning enhancement focused activities/actions.

<i>Retention Benchmarks</i>	<b>Fall 2013 Cohort:</b>	<b>Fall 2014 Cohort:</b>	<b>Fall 2015 actual:</b>
(by original dept.)	74.74 %	79.76 %	71.84 %

  

<b>Fall 2016 target:</b>	<b>Fall 2017 target:</b>	<b>Fall 2018 target:</b>
75.00%	78.00%	81.00%

### Department Persistence to Completion Goal(s):

Increase retention and four-year graduation in the AETM Department by 2%.

#### Action Steps (with dates & person(s) responsible):

1. Continue to participate in pilot program that focuses on student success in COT female STEM students through academic and career center programming. Contacts: Kara Harris. First meeting date was September 12, 2016.
2. Participation in planned retention/persistence events and programs in the COT. Each event has a specific theme for students (fall welcome, priority registration, career center services, last day to drop, It's on Blue, etc.), to assist students in gaining information that will assist them in persisting. Contact: Randy Peters, Kara Harris, and additional COT Faculty and staff 8/25/16, 9/30/16 , 11/5/15, 1/25/17, 2/15/17, 4/6/17
3. Offer night and weekend advising sessions to assist students take advantage of priority registration. Contact: Steve McCaskey, Xiaolong Li, Cindy Crowder, Kara Harris, Andrew Payne, Randy Peters, and additional COT Faculty and staff 11/5/16, 11/10/16, dates for spring are TBD.
4. Contact students who are eligible to register, but have not. We have done this via email in the past, but plan to also contact them via telephone as well this year. Contact: Steve McCaskey, Xiaolong Li, Cindy Crowder, Kara Harris, Andrew Payne, Randy Peters, and additional COT Faculty and staff December 2016, May 2017.
5. Contact (email and letter to permanent address) sophomores, juniors, and seniors who show deficient on interim grade reports. Kara Harris October 2016, February 2017.
6. Audit four-year plans and curriculum to ensure that unavoidable curricular barriers to programs are recognized; engineering technology core content is universal across the college; and a plan to assist students overcome barriers (without lowering academic rigor) is created (HLC). Randy Peters, Xiaolong Li, Andrew Payne, spring 2016.
7. Continue with pre-graduation checks of all students who have applied for graduation so that deficient requirements can be met prior to graduation. Contact: Kara Harris

<i>Completion Benchmarks</i>	<b>Fall 2010 Cohort:</b>	<b>Fall 2011 Cohort:</b>	<b>Fall 2012 actual:</b>
(by latest department)	23.44%	24.59%	27.91%

  

<b>Fall 2013 target:</b>	<b>Fall 2014 target:</b>	<b>Fall 2015 target:</b>
31.00%	34.00%	37.00%

*Other Persistence to Completion related benchmarks of focal interest to department*

<i>Completion Benchmarks</i>	<b>Fall 2010 Cohort:</b>	<b>Fall 2011 Cohort:</b>	<b>Fall 2012 actual:</b>
(by original department)	32.65 %	27.78 %	28.21 %

  

<b>Fall 2013 target:</b>	<b>Fall 2014 target:</b>	<b>Fall 2015 target:</b>
31.00%	33.00%	35.00%

### **Other Goal(s), Action Steps, and Benchmarks of focal interest to department:**

1. Goal: Increase articulation activity with community colleges

Action:

- Identify applicable 2-year regionally accredited programs and colleges within a 200 mile radius of ISU
- Working with the department faculty develop 5 relevant articulation agreements
- Working in concert with the partner institutions, develop marketing strategies to target and recruit potential students.
- Track transfer students in the fall of 2018 to assess the effectiveness of the agreements

Responsible: Randy Peters

Timeline: Fall 2017

2. Goal: Engage more students in professional Student Organizations

Action:

- Determine what AETM Department specific Professional Student Organizations are currently active and or could be reactivated.
- Determine current level of involvement of students
- Determine capacity of organizations and faculty advisors
- Discuss with faculty ways to increase, encourage, or mandate student participation
- Implement strategies to increase student participation

Responsible: Randy Peters and existing Student Organization Faculty Advisors

Timeline: Fall 2017

3. Goal: Connect with more alumni.

Action:

- An alumni survey will be created for use first at the department level and then made available to the college.
- The intentions of the survey are to gather relevant data from alumni regarding the effectiveness of the programs including the validity of the program educational objectives.
- Using graduation data for the past 8 years, foundation reports, list serves, and social media, build a contact list for e-mailing the survey.
- Send out the survey and collect the results.

Responsible: Michael Hayden and Randy Peters

Timeline: Spring 2017

4. Goal: Build connections with graduates.

Action:

- Create an exit survey graduating seniors.
- Implement an exit survey for graduating seniors. The intent of this survey is to provide a means of contacting graduates, to discover the types of positions our graduates are taking, and to provide feedback regarding the student learning outcomes of the programs.

Responsible: Michael Hayden and Randy Peters

Timeline: Spring 2018

5. Goal: Increase Industrial Advisory Committee involvement in curriculum processes and student interactions.

Action:

- Continue to meet a combined advisory committee in the spring.
- Develop a plan to utilize committee members more effectively in the fall semesters.
- Holding regular advisory committee meetings will help the curriculum, the program educational objectives, and the stated student outcomes meet the needs of the various constituents of the programs.

Responsible: Randy Peters.

Timeline: Spring 2017.

6. Goal: Improve textbook communication to students

Action:

- Continue efforts to create a Departmental Textbook list for all courses within the department.
- A list of current courses and textbooks will be created.
- Faculty will review and approve the list.
- A departmental policy will be created regarding the procedures for updating the textbook list.

Responsible: Randy Peters and John Gallagher, and department faculty

Timeline: Spring 2017.

7. Goal: Imbed more of the career readiness goals more explicitly into the curriculum

Action:

- Inventory career readiness goals already imbedded into the curriculum
- Determine most logical placement for additional contributions
- Implement faculty approved changes into the curriculum

Responsible: Randy Peters

Timeline: Summer 2017

8. Goal: Implement a strategy for increasing class sizes where possible to increase efficiency of instruction.

Action:

- Present data to faculty regarding class sizes.
- Develop a faculty approved policy pertaining to the maximum capacity of course sections.

Responsible: Michael Hayden and Randy Peters.

Timeline: Summer 2017

9. Goal: Increase the use of certification exams for program assessment

Action:

- Identify external exams that cover large portions of competencies within the programs
- Implement assessment exams in senior level courses
- Develop procedures for encouraging students to prepare well for the exams

Responsible: Randy Peters

Timeline: Spring 2017

10. Goal: Analyze course completion rates in department courses compared and contrasted with the university and college.

Action:

- Information will be gathered
- Department faculty will discuss and determine potential action.

Responsible: Michael Hayden and Randy Peters.

Timeline: Spring 2017

11. Goal: Continuous course improvement regarding efficiency of common courses

Action:

- Six programs in the department have 29 credits of common courses outside of foundational studies. A review of this implementation will be developed and presented to faculty, industry advisory boards for further discussion and action.

Responsible: Randy Peters assisted by Michael Hayden

Timeline: Spring 2017