

Academic Department Student Success Plan Annual Update: 2016-2019¹



Department: Kinesiology, Recreation and Sport

Department Chair: Dr. Don Rogers

Department Mission: The mission of the Department of Kinesiology, Recreation and Sport is to provide student-centered programs and services that promote student success in and out of the classroom. We strategically implement student success through excellent teaching within exemplary programs delivered by faculty who are engaged scholars in their fields. Additionally, students are continuously supported across their chosen programs in ways that encourage professional and interpersonal development. Through curriculums built on industry best practices, rich with experiential learning opportunities; and a department culture that values inclusion, service, collaboration and meeting individual needs, we prepare students to enter the workforce who are highly competent, ethically sound and ready to meet the challenges of their profession.

Department Freshmen (1st year) Retention Goal(s):

Increase student retention rates by 3% per year for the next three years.

Action Steps² (with dates & person(s) responsible):

1. Evaluate course syllabi to be sure they clearly communicate procedural and learning expectations; that they are encouraging and supportive of student success; and provide specific components that will facilitate student success (i.e., includes all features of the course that will contribute to student success – possibly explained under a heading of “Success in this Course”), and provide detailed rubrics for assignments (which are also companion pieces for assessment).

Responsible Parties: At the direction of the Chair, all faculty will be encouraged to have their syllabi reviewed by the Faculty Center for Teaching Excellence for this purpose. The Chair and Department Faculty Affairs Committee will review all syllabi for compliance with university guidelines and for the purpose of this action item.

Timeline: This will be completed by May 1, 2017.

2. Have required student performance outcomes (graded material) occur early in courses (within first two weeks) to engage them without delay and identify when a student may struggle. If the performance concerns continue, then meet with the student prior to the midterm to create an individualized plan for success in the course.

Responsible Party: At the direction of the Chair, and each program Coordinator facilitating, each faculty will be encouraged to implement this procedure in each of their courses. It is preferred that each program agree to make this a requirement within the program.

Timeline: Beginning with Spring 2017.

3. Review the new program assessment plans and activities in our courses and programs for the purpose of having mechanisms in place to identify and help underprepared/underperforming students. First and second year courses are where we would focus on underprepared/underperforming student needs.

Responsible Parties: Program Coordinators will work with faculty on their assessment plan design for these early

¹ 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.

² **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.

courses components and those across the curriculum, revealing problems associated with student success and any potential remedies.

Timeline: This review will occur through spring 2017 semester with recommended assessment plan changes included in the plans for the 2017/2018 assessment cycle.

4. Include components of Experiential Learning and Career Readiness in all program assessment plans. Experiential learning and Career Readiness should be included and assessed across the curriculum.

Responsible Parties: Program Coordinators and Faculty will determine specific EL and CR components and where they are located in the curriculum, and assure their assessment plan includes these components.

Timeline: Assessment plans will be reviewed during this current assessment cycle to make sure all Student Success plan components are included and specified for the 2017/2018 cycle.

5. Keep costs to students as low as possible in our department, which would include keeping the number of program courses required to a minimum, only require fees if necessary, and make sure required course materials (including textbooks) are a necessity, and are as affordable as possible. Where possible, faculty are encouraged to use Open Source materials available on the internet.

Responsible Parties: The Chair, Coordinators and faculty will assess if there are concerns in this area and how to address them.

Timeline: This review with recommendations will be completed by the middle of Spring 2017, with changes being finalized and entered into Curriculum and in the syllabi by Fall 2017.

6. Make sure every student in one of our majors or minors has an advisor, knows where he or she is located, what their hours are, and meets with the advisor early in their first semester in the major/minor. When our Student Support administrative staff is informed of a new major, that student is immediately assigned an advisor and notified with that information.

Responsible Parties: Our department student support administrative staff in conjunction with the program Coordinators will complete this task.

Timeline: Occurs when a student declares a major in the department, and we review our declared major students every semester four weeks prior to priority registration to be certain they are assigned an advisor.

7. Closely monitor student class attendance. Provide an attendance policy in all syllabi that indicates specific expectations and how attendance will be linked to course grading or outcomes. Faculty should reach out to students who are not attending in a compassionate way that encourages them to meet with their instructor to address attendance difficulties. Emphasize in all courses/labs the importance of regular attendance as it relates to learning and overall success in the course/lab. This element presents a departmental requirement for syllabi, and therefore will need to go through the department governance process.

Responsible Parties: A draft of minimum requirements will be created by program Coordinators and presented for faculty review.

Timeline: Draft for review to faculty by February, 2017.

8. Utilize Blackboard Gradebook as required, other Blackboard feedback features, written comments on returned materials, and in-person discussion as deemed necessary to provide every student with meaningful feedback regarding their performance on exams and other assigned course work, and make sure it is done in a timely manner (within two weeks as indicated in the Handbook). All faculty are required to meet the minimum requirements of returned worked with feedback and use of Blackboard gradebook for posting grades, and going beyond these measures when individual students clearly need more support will be encouraged.

Responsible Parties: As a department, we will discuss what our collective expectations will be regarding feedback to students and how that will be communicated to students.

Timeline: Discussions about meeting Handbook requirements and using Blackboard Gradebook have occurred. More specific discussion will happen at the program level during Fall 2016 and early Spring 2017, with an expectation that final language to be included in syllabi and with all faculty are implemented in Fall 2017.

9. Students will be able to join a student club in their major within the department. These clubs will be official university student organizations with a Faculty sponsor/representative within each major. The clubs will engage students in a range of experiential learning opportunities and facilitate their expanded involvement on campus, in the community, in their professions and provide leadership opportunities. Each club will have a Blackboard site and all students in the major will be enrolled so they receive communications from/about the club.

Responsible Parties: Program Coordinators in PE Exercise Science and RSCM Sport Management will work with a faculty representative to initiate their student club, set up the Blackboard site and market it to students.

Timeline: This will begin Spring 2017.

Retention Benchmarks
(by latest department)

Fall 2013 Cohort:
84.18% (158 cohort)

Fall 2014 Cohort:
79.26% (188 cohort)

Fall 2015 target & actual: 80.5 % target & 69.57 actual

Fall 2016 target:
72.57%

Fall 2017 target:
75.57%

Fall 2018 target:
78.57%

Other Freshmen Retention related benchmarks of focal interest to department

1. All faculty will be encouraged to provide assignment rubrics and exam reviews in all courses. It is preferable that programs make this a requirement for all courses. These rubrics will facilitate identifying and collecting data for assessment purposes, and rubrics provide students with clear expectations associated with assignments and other course components.
Responsible Parties: Department Chair and Program Coordinators will communicate this expectation to faculty and assist them as needed to develop rubrics in their classes.
Timeline: While reviewing syllabi for other Student Success components during the remainder of the 2016/2017 academic year, we will also review them for rubrics. Rubrics are expected to be included in syllabi beginning with the 2017 Fall semester and all subsequent semesters.
2. Additionally, in first and second year courses, students will be informed through syllabus information and linked assignments, plus blackboard and classroom announcements, of specific activities and informational resources, and even requirements for them to engage in campus and/or community activities as they are relevant to the course or goals of the program. Information will be posted in the department as well where students congregate and/or enter/exit. Generally, we want to facilitate student engagement in program learning-related experiences and department/university/community social, service and enrichment activities.
Responsible Parties: Department Chair, Program Coordinators and faculty will route information to our Student Services Assistant, who will work with student workers to update and post the information. Student workers will also do research for faculty who are looking for specific topic-related experiences for their students.
Timeline: These activities will begin in the Spring 2017 semester and continue each year.
3. Develop a Major-specific Student Success Plan for each major in the department. These plans will use the department plan as their primary structure, with more specific language and applications relevant to the major.
Responsible Parties: Program Coordinators, Faculty and Chair will collaborate to develop these.
Timeline: These will be developed over the remainder of Fall 2016 and be completed prior to the end of Spring 2017, with implementation during the 2017/2018 academic year.
4. Make all faculty aware of MAPWorks and how it can be used by faculty to aid freshman and sophomore students in a variety of ways. Provide faculty who advise and teach freshman and sophomores with MAPWorks training.
Responsible Parties: The Chair of the department will coordinate and arrange for MAPWorks training for faculty.
Timeline: Training will occur this Fall, 2016 semester, or as soon as can be arranged.

Department Persistence to Completion Goal(s):

Increase student four year graduation rates by 2% each year over the next three years; and six year rates by 3% each year. (while the unexpected 6% increase between Fall 2011 and Fall 2012 is very positive, it seems to be an anomaly and will not determine our Completion goals)

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

1. Evaluate all program curriculums for efficiency. This would include number of courses, when they are offered, ability to take multiple courses in the program concurrently, and the balance of course difficulty to volume of content.
Responsible Parties: Each program Coordinator will initiate this process.
Timeline: Review curriculums during Fall, 2016; submit changes to Curriculog for implementation Fall 2017.
2. Schedule all courses per degree map plans with high-enrolled and critical courses offered more frequently, including summer.
Responsible Parties: The Chair and program Coordinators will determine the upcoming 2017/2018 schedules with this as a criteria.
Timeline: With upcoming schedule planning this Fall 2016 semester.

3. Assure that online materials, including degree maps and the university catalog information are correct and up to date.
Responsible Parties: The Chair and program Coordinators will continuously monitor these materials for accuracy.
Timeline: We have made some changes this semester and this will be an ongoing process every semester.
4. Meet with all Juniors in each program during courses where there are high enrollments of Juniors to discuss their progress to completion, their plans for practical experiences, their desires/plans for an internship, and their desires/plans for applying their degree when they graduate. This would include direction from the faculty on how to advance these completion benchmarks to planned goals and objectives, and providing the opportunity for individual students to make appointments with faculty to follow-up as needed to help them develop and accomplish their plans. This would be a component of our Career Readiness strategy as well.
Responsible Parties: The Chair and Program Coordinators will plan these meetings for the courses, and the Chair will attend on that/those days.
Timeline: This will begin Spring 2017 and then again Fall 2017 and then only for each Fall.
5. The expansion of student clubs in KRS to have a minimum of two (one per RSCM and PE) is also intended to provide Juniors and Seniors with leadership, program planning, networking and other professionally relevant skills. These clubs will aid in student retention, persistence, and career readiness.
Responsible Parties: The Chair, faculty volunteers and student members will continue to identify how the clubs can expand engage students and maintain their involvement across their major.
Timeline: Begin with the first club meetings in January, 2017.
6. Expand the practicum and internship opportunities we have available to students to give them a broader range of options in terms of types of experience, caliber of experience and location in the region. Make these internship sites available for students to identify through the Career Center Career Link system. We currently have Recreation Therapy sites in the data base as the result of a pilot project. It has been successful and students are able to locate current, prescreened internship sites. We will now expand that initiative to include the other programs in the department.
Responsible Parties: This will be tasked primarily to the Internship Supervisors of each program, assisted by the Chair and in conjunction with the Career Center.
Timeline: This effort has begun with the Career Center, and it will be ongoing.
7. Standardize all department internship processes based on the success of the Sport Management program approach. It is in the best interest of students and faculty to have an internship system that sets high standards, has an efficient process and sets students up for success on their internship.
Responsible Parties: The Internship Coordinator and Program Coordinator from each program that requires an internship will take the lead to design their internship program to be similar to the Sport Management system.
Timeline: This is expected to be in place for Fall 2017.
8. Integrate the Career Readiness Certificate into each program (major) area. This can be accomplished by embedding it into two or three courses. The experience hours should begin during the student's sophomore or junior year, and the remaining components of the certificate can be completed in an internship preparation course and/or other upper level course(s). If an increase of hours for an internship preparation course is needed to accommodate the certification content, there would still be a net reduction of hours since the certificate eliminates one of the UDIE Foundational Studies requirements. The new RSCM program increased RSCM 300, the internship prep course from one to three hours, so there is room in that course to include the certification. Sport Management is currently attempting this and will provide a template for the department.
Responsible Parties: Program Coordinators, along with faculty will determine how the requirements will be integrated into the curriculum.
Timeline: We hope to make significant progress on this through Spring 2017 for implementation Fall 2017.
9. Faculty advisors must provide opportunities for each advisee to meet with them prior to priority registration to go over the student's progress to date, review specifically what each upcoming semester will require based on their individual MySam plan, suggest summer courses if the student needs to get caught up with their program, and discuss practicum and internship interests, requirements and deadlines. It is essential for advisors to make notes in the student's plan regarding the outcomes/agreements of the advising meeting.
Responsible Parties: All faculty advisors are responsible for this objective, in conjunction with the Chair and Associate Dean.
Timeline: It is an ongoing task.

<i>4 Year Completion Benchmarks</i> (by latest department)	Fall 2010 Cohort:	Fall 2011 Cohort:	Fall 2012 target & actual:
	19.23%	21.02%	23.6% target; 27.78% actual
	Fall 2013 target:	Fall 2014 target:	Fall 2015 target:
	29.78%	31.78%	33.78%
<i>6 Year Completion Benchmarks</i> (by latest department)	Fall 2008 Cohort:	Fall 2009 Cohort:	Fall 2010 target & actual:
	46.15%	44.00%	53.0% target; 40.82% actual
	Fall 2011 target:	Fall 2012 target:	Fall 2013 target:
	43.82%	46.82%	49.82%

Other Persistence to Completion related benchmarks of focal interest to department

1. Work with the Associate Dean to identify all students with the potential to graduate in a given year, determine specifically what those requirements are and communicate them in person with the student prior to Fall or Spring registration for the upcoming spring and summer semesters.
Responsible Parties: The Chair will coordinate this process with the Associate Dean and provide the information to each advisor.
Timeline: This activity began in Spring of 2016, and it will continue to occur every semester.
2. Have 100% compliance completing 3-week attendance, midterm grade and athlete progress reports.
Responsible Parties: The Chair and all part- and full-time faculty are responsible for completing these reports accurately and on-time each semester.
3. All practicum and internship related activities will integrate services available from the Career Center while also complying with all existing practicum/internship policies that register and track these activities through the Career Center.
Responsible Parties: The Chair and Internship Coordinators/Supervisors will be responsible for working with the Career Center to facilitate compliance with these requirements and incorporate them fully into student preparation for the practicums and internships.
Timeline: These components are currently in required, but still present compliance challenges for students. Standardizing the internship process will help address these items.

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

1. Faculty have suggested that we provide events for both faculty and students, such as Chili Cook-offs, and a Senior Recognition celebration to build department unity and culture. We will begin with these two events in the spring semester, 2017.