



# 2015-16 End-of-Year Report Academic Department Success Plan

**Department:** Languages, Literatures, and Linguistics

**Department Chair:** N. Ann Rider

**Person Primarily Responsible for Preparing this Report:**  
N. Ann Rider

Please answer the following questions in two or three pages and submit to your Dean by October 3. Your Dean will review and advance to Academic Affairs by October 10<sup>1</sup> and will offer you feedback by Oct. 17. This report will help inform your 2016-2019 Student Success Plan update that will be due to your Dean by Nov. 4.

## 1. Specific accomplishments/achievements this past year (*briefly explain using bullet points, noting any changed/adapted*):

### Freshman Retention

#### Goal 1

- Ensure that freshmen take placement tests and are in the appropriate Language course in Fall
  - Inform NSO advisors of the need for the placement test (Responsible: Chair to NSO advisors; timeline: Nov. 11, 2015) COMPLETED
  - Assign one LLL faculty member to summer NSO advising. Responsible: Chair and Undergrad Director; timeline Nov. 11, 2015 (NTSO) and May 30, 2016) COMPLETED
- Ensure that Freshman majors are enrolled in their first Language course in fall; ensure that they are enrolled in LLL 200 in Fall or Spring of freshman year.
  - Make information widely known to UC advisors and on web site (Responsible: Chair send information to UC timeline: by Nov. 11, 2015 and May 30, 2016 and every Spring COMPLETED
  - Check Freshmen schedules for compliance (Responsible: Undergrad director and advisors in cooperation with UC advisors; Timeline: begin of Fall semester **before** last day to add). COMPLETED
- Encourage use of tutoring available in Language Learning Lab (Responsible: advisors, instructors of language classes; Timeline: each semester).
  - Advertise tutoring services in Language Learning Lab, including tutors visiting classes, Language Learning Lab Open House (Responsible: Lab director; Timeline: First week of Spring semester 2016 and throughout the year) COMPLETED

#### Goal 2

- Review advising practices and make recommendations for revision as needed in addition to steps listed below. (Responsible: Undergrad director and advisors; Timeline: Submit recommendations by May 1, 2016).
  - *Ongoing*
- Audit records of Juniors and Seniors (majors only). Advisors will contact students who are at risk of not graduating in 4-years to request a specific advising appointment. Advisors will apprise students of what they would need to do to complete in 4-years through MySam notes. (Responsible: Undergrad director and advisors, beginning fall 2015 advising sessions and every fall)
  - on-going
- Incorporate intentional curricular advising (in addition to professional mentoring) of juniors and seniors into advising practices.
  - *on-going*

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<sup>1</sup> Note that the Dean will request a refinement to the report if it is not suitably addressing the questions.

- Identify double majors and work closely with them and the second advisor to determine if students can complete the double major in four years (14 percent of our majors are double majors). Responsible: Undergrad director and advisors; Timeline: fall 2015 and every fall)
  - *on-going*

## Persistence to Completion

### Goal 3

- Invite professional to conduct workshop for faculty on incorporating career readiness into the curriculum beyond that already done in courses (LLL 200 and 400). COMPLETED
  - Darcy Lear, Career Coach, scheduled for Nov. 3<sup>rd</sup> (Responsible: Chair; Timeline: Nov. 3, 2015) COMPLETED (*and on-going*)
  - Incorporate career readiness into appropriate courses (Responsible: Faculty and ADC; Timeline: by Fall 2016). COMPLETED
- Promote *Success with CAS* activities. Responsible: Chair and faculty; timeline: Fall 2015. COMPLETED
- Revise LLL 200 and 400 to incorporate assignments that demonstrate student ability to articulate their skill sets (Responsible: Instructors of LLL 200; Timeline: for Spring 2016 course). *on-going for fall 2016*
- Develop career readiness criteria for programmatic evaluation (Responsible: Assessment Committee; Timeline: 2016-2017 cycle). *Courses identified; on-going.*
- Perform an audit to identify potential curricular obstacles (including study abroad requirement); make recommendations. (Responsible: ADC; timeline: Spring 2016; report and recommendations by Sept. 1 2016.
  - *Ongoing; curricular issues have been identified and have been addressed by Academic Development Committee.*
- Develop an advising handbook for LS advisors. Responsible: Undergrad director and advisors; Timeline: Sept. 1, 2016.
  - *Handbook developed by Student Success Office replaces this necessity.*

### Goal 4

- Develop curricular plans for Nursing, Criminology, Music and Business to facilitate on-time graduation of those students pursuing the LS minor. Responsible: ADC; Spring 2016 to distribute for fall 2016. COMPLETED
- Explore other degree programs where facilitation is possible. Responsible: Undergrad director; Timeline: report by fall 2016; develop plans during 2016-2017). COMPLETED

## 2. Objective/Actions Not Achieved (*briefly explain using bullet points*):

### Freshman Retention

#### Goal 1

- Compile information about freshmen who did not gain listening and/or speaking proficiency in high school, but test into higher levels. Would they benefit from curricular acclimation? (Responsible: FYLP Committee charge for 2015-2016; Timeline: Survey freshmen and instructors in Spring 2016; recommendation by Fall 2016).
  - *Incomplete. Committee did not feel that this information was attainable beyond anecdotal stories.*

#### Goal 2

- Development a “mentor” program between upper-level and freshman majors (FLYP recommendations by April 1, 2016; for implementation Fall 2016).
  - *on-going discuss as to whether a “mentor” program is the right approach*

### Persistence to Completion

#### Goal 2

- Collect data on why students choose not to graduate in 4-years when it is possible. Develop form for advisors and students. Responsible: Undergrad director and advisors; Timeline: Collect data during 2015-2016; report Sept. 1, 2016.
  - *Collection beginning with fall 2016 advising*

**3. Looking ahead, briefly describe changes, additions, or subtractions that need to be made to your goals and/or action steps, including with respect to their linkage to student learning outcomes.**

**Freshman Retention**

**Goal 1**

- Ensure that freshmen take placement tests and are in the appropriate Language course in Fall.
  - *While the action steps were completed, the number of freshmen taking the placement test decreased. New action steps will need to be developed.*
- Identify majors and potential majors earlier and provide orientation to the major activities
  - *This year two students dropped the major before they even officially joined our program. There is concern in the department that UC advisors are not able to provide the kind of orientation to the major that our own advisors would provide.*

**4. Do you see opportunity for this project to work more closely with another department, college, or unit such that greater impact might be possible (*briefly explain*)?**

**5.**

*Faculty working on curricular plans for students with a major in Nursing found obstacles that will require closer collaboration with advising for Nursing students. Specifically, students who wish to double major would have to begin the LS degree at the 200 level or above to successfully complete in 4 years.*

**6. Is there anything else about your initiative you feel important to detail?**