

Academic Department Student Success Plan Annual Update: 2016-2019¹



Department: Social Work

Department Chair: Robert Guell

Department Mission: The Department of Social Work at Indiana State University is committed to contributing to the profession of social work through teaching, research, and community service. The focus of the undergraduate (Bachelor of Social Work) education is on the promotion of social and economic justice and on the development of competent and skilled social work professionals.

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

Increase retention of BSW students by 2% per year.

Retain 70% of students admitted to the major (from junior year to graduation).

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

1. Assess current pending curriculum change to ensure that course offerings prepare students for entry level BSW employment positions. (Date: Fall 2016; evaluate annually. Persons Responsible: BSW Curriculum committee. Report from committee chair to department chair by December annually.)
2. Re-assess perpetual schedule to determine courses that potentially affect student progression based on lack of availability, necessary course scheduling conflicts, or other issues that limit ability to execute the BSW plan of study. (Date: beginning of each semester. Person Responsible: Department Chairperson.)
3. Maintain or increase the number of courses that involve BSW students in community engagement and experiential learning. (Date: Fall 2016; evaluate annually. Persons Responsible: BSW Curriculum committee. Report from committee chair to department chair by December annually.)
4. Work to reinstate Student Instructors (SIs) in BSW courses identified by the curriculum committee as tutors, peer support, writing assistants, and/or study group leaders. (Date: immediate and ongoing. Persons Responsible: BSW curriculum and faculty teaching identified courses.)
5. Continue to contact or meet with students who are earning a D or lower in coursework as soon as a decline in performance or attendance is identified. (Date: immediately and ongoing. Persons Responsible: all teaching faculty.)
6. Continue to post and be available to students during office hours. (Date: immediately and ongoing. Persons Responsible: all faculty.)
7. Continue to offer BSW student orientation each fall and require new students to attend. (Date: Fall term, annually. Person Responsible: BSW Program Director.)

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.

8. Continue the activities of learning outside of the classroom (e.g. student conferences, simulations, international travel, etc.) (Date: immediately and ongoing. Persons responsible: All faculty.)
9. Gain more direct control on student advising over 3rd and 4th year, and transfer students with clear, regular communication, and support with University College and CHHS Professional Advisors on student plans of study. (Date: immediately and ongoing. Person responsible: Chairperson)
10. Maintain grid by cohorts to ensure on-track performance of BSW students. (Date: end of each semester and on-going. Person Responsible: Chairperson)

<i>Retention Benchmarks</i> (by latest department)	Fall 2013 Cohort: 82.26%	Fall 2014 Cohort: 67.92%	Fall 2015 target & actual: Target 70% Actual 62%
	Fall 2016 target: 72%	Fall 2017 target: 74%	Fall 2018 target: 76%

Other Freshmen Retention related benchmarks of focal interest to department

<i>Retention Benchmarks</i> ³ (admitted into major, junior year first semester to graduation)	Fall 2011 Cohort: 52%	Fall 2012 Cohort: 70%	Fall 2013 Cohort: 68%
	Fall 2014 cohort: 88%	Fall 2015 cohort target: 73%	Fall 2016 cohort target: 75%

Department Persistence to Completion Goal(s):

Increase four-year graduation rate by 2% each year.

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

1. Academic Advisors, for the duration of time that faculty are responsible for academic advising, will conduct written pre-graduation check outs for advisees that are second semester juniors and first semester seniors to assess and discuss graduation readiness. (Date: during advising per semester, effective immediately. Persons responsible: all faculty who are academic advisors. Pre-graduation check out forms to chair for review as completed per semester.)
2. Academic Advisors, for the duration of time that faculty are responsible for academic advising, will design and post in MySAM individualized course of study for each advisee. (Date: during advising per semester, effective immediately. Persons responsible: all faculty who are academic advisors.)
3. Effectively implement the Transfer Single Articulation Pathway two-year academic plan of study for transfer students with an AA or AS Human Services degree. (Date: Fall 2015. Responsible Persons: BSW Curriculum committee.)
4. Reassess pending current curriculum sequencing and pre and co requisites needs. (Date: Fall 2017. Responsible persons: BSW Curriculum committee.)

³ Department level current and historical retention and completion benchmark data to be integrated into the plan can be found through Blue Reports: <http://irt2.indstate.edu/cms/ir/blue-reports/>. Default is "latest department"; change to "original department" if that is the desired benchmark data.

5. Advise students to stay enrolled in consecutive terms, full-time, and following the academic plan of study. (Date: immediately and ongoing. Persons responsible: all faculty.)
6. Advise students to meet with his/her academic advisor before dropping any course. (Date: immediately and ongoing. Persons responsible: all faculty.)
7. Utilize opportunities to offer peer support to students who are willing to participate. (Date: Fall 2016 and ongoing. Person responsible: BSW Director.)
8. Construct a survey of students to learn of concerns related to graduation. (Date: Spring 2017. Person responsible: Department Chairperson.)
9. Hire additional faculty to serve the BSW program/students in order to reduce the faculty-to-student ratio to below 1:25 as required by CSWE. (Date: by Fall 2017. Person responsible: Dean).
10. Maintain class size in seminars (SOWK 481, SOWK 498, and SOWK 499) at no more than 15 students. (Date: by Fall 2017. Person responsible: Department Chair).
11. Maintain class size of practice classes at no more than 25 students. (Date: by Fall 2017. Person responsible: Department Chair).

<i>Completion Benchmarks</i> (by latest department)	Fall 2010 Cohort: 22.92%	Fall 2011 Cohort: 12.96%	Fall 2012 target & actual: 29%
	Fall 2013 target: 17%	Fall 2014 target: 19%	Fall 2015 target: 21%

Other Persistence to Completion related benchmarks of focal interest to department

Increase the six-year graduation rate by 2% each year.

Action Steps:

1. Through professional advising, identify students who are having difficulties and refer them to campus based resources. For example, students who are having financial difficulties can now be referred to financial aid for potentially new aid options. (Date: immediate and ongoing. Persons responsible: all faculty who are professionally advising.)
2. Continue to refer students who are leaving the major to our exit survey to better understand why students leave. (Date: immediately and ongoing. Persons responsible: Chair to maintain the survey and all faculty are responsible to refer students to the survey.)
3. Evaluate and revise the graduation exit survey to assure that the Department is utilizing adequate questions in learning about student obstacles and suggestions for improvement. (Date: Spring 2017. Person responsible: Chairperson.)
4. Review the exit surveys and graduation surveys annually to consider feasibility of programming to address the feedback. (Date: spring 2017 and spring annually. Persons responsible: Department leadership team.)

<i>Completion Benchmarks</i> (by latest department)	Fall 2007 Cohort: 38.89%	Fall 2008 Cohort: 33.33%	Fall 2009 Cohort: 52.38%
	Fall 2010 target: 38%	Fall 2011 target: 56%	Fall 2012 target: 58%

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

Career Readiness Goals:

1. Continue to utilize the Career Center in student resume preparation prior to entering field education. (Date: immediately and ongoing. Person Responsible: Field Director.)
2. Refer students to Career Center for practice interviewing skill development prior to entering field education. (Date: immediately and ongoing. Person Responsible: Field Director.)
3. Invite the Career Center representative to a senior level course to discuss job search strategies and effective ways to 'sell yourself' during the job search. (Date: immediately and ongoing. Persons responsible: faculty teaching senior courses.)
4. Faculty teaching senior level courses will encourage students to attend the Career Fair each semester as an aspect of career readiness. (Date: immediately and ongoing. Persons responsible: faculty teaching senior courses.)
5. Bring Career Center representative to meet with first semester juniors to promote career planning earlier. (Date: Fall 2017 and ongoing. Person Responsible: Field Director).