

2017-18 Department Student Success Plan Update

Applied Engineering and Technology Management

Please complete this plan update and submit to your Dean by November 3. Your Dean will offer you feedback by November 17 and advance final version¹ to Academic Affairs by November 21. Previous report and plans can be found at this website: <http://irt2.indstate.edu/cms7/sp16/index.cfm/departments-plans/>.

Person Primarily Responsible for Preparing this Report: Randy Peters

1. Department goals to facilitate persistence to degree (include action steps, dates, and person(s) responsible underneath each goal):

We have done an excellent job of increasing persistence to degree in four years increasing our 4 year graduation rate by 14% in just one year. We will continue with our practices from last year and measure the outcome.

- a) 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, Steve McCaskey, and additional COT Faculty and staff
- b) 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, Amanda Muhammad, Harry Minniear, Andrew Payne, Randy Peters, and additional COT Faculty and staff December 2017, May 2018.
- c) Contact (email and letter to permanent address) sophomores, juniors, and seniors who show deficient on interim grade reports. Steve McCaskey October 2017, February 2018.
- d) Audit four-year plans and curriculum to ensure that unavoidable curricular barriers to programs are recognized; identifying engineering technology common courses and content; and develop a plan to assist students to overcome barriers (without lowering academic rigor) (HLC). Randy Peters, Xiaolong Li, spring 2018.
- e) Continue with pre-graduation checks of all students who have applied for graduation so that deficient requirements can be met prior to graduation. Contact: Steve McCaskey; on-going.
- f) Utilize the recently developed program specific flowcharts, which depict prerequisites and required major courses in a four-year path to graduation, to assist AETM faculty and staff when advising students. Contact: Randy Peters. Action is taking place as registration for classes begin.
- g) While the recent downturn in cohort size was somewhat anticipated due to the recent changes with SACM students, we do need to promote our programs more as well as our accreditation so that enrollment numbers will stabilize or increase. Contact: Randy Peters; on-going.

2. Department goals to enhance student performance and/or learning outcome achievement² (include action steps, dates, and person(s) responsible for each goal):

1. Goal: Hire 2 new tenure-track faculty for the Engineering program
The newly approved BS in Engineering requires new faculty as stated in the curriculum proposal
As of November 8, 2017, these positions were not yet approved. Action:
 - Provost approves searches
 - Faculty conduct searchResponsible: Provost, Dean, and Dept. Chair. Timeline: Immediate action required. Faculty need to be in place at the start of Fall 2018 to ensure delivery of engineering courses.
2. Goal: Hire additional staff to accommodate the new engineering program per the approved degree proposal.
Action:
 - Hire administrative assistant for the AETM Department
 - Hire additional advisor for student servicesResponsible: Provost, Dean, and Dept. Chair. Timeline: Immediate action required. Staff need to be in place ASAP to ensure student success in the engineering program.

¹ Dean will request a refinement to plan if it is not suitably addressing the questions. Plan will be shared with Trustees.

² Department/Program Student Learning Summary Form report may inform what is noted here.

3. Goal: Provide appropriate faculty spaces. Faculty need office spaces to conduct normal business. The location of these spaces is mission critical as pertaining to the overall work life environment of faculty and student success metrics which are often driven by engaged and accessible faculty. Action:
 - Remodel TC202 into appropriate office spaces.
 - Remodel TC 215 into appropriate office spaces
 Responsible: Provost, Dean, and Dept. Chair. Timeline: Immediate action required. Faculty need to be in place at the start of Fall 2018 to ensure delivery of engineering courses.
4. Goal: Increase Industrial Advisory Committee involvement in curriculum processes and student interactions. 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. Action:
 - Continue to meet a combined advisory committee in the spring with individual breakout groups
 - Develop a plan to utilize committee members more effectively in the fall semesters.
 Responsible: Randy Peters. Timeline: on-going.
5. Goal: Imbed more of the career readiness goals more explicitly into the curriculum. Action:
 - Implement faculty approved changes into the curriculum
 Responsible: Randy Peters. Timeline: Fall 2018
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 2018.
7. 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.
 - Through the HLC Project we have developed a list of additional changes to improve curricular efficiency.
 - These changes are currently being reviewed by faculty in the curriculum approval process
 Responsible: Randy Peters assisted by Michael Hayden. Timeline: Fall 2018
8. Goal: Involve AETM students in COT Student Success Support Center. Action:
 - Encourage AETM students to participate in campus support services, COT student organizations, mentoring programs, and visit with a graduation and advising specialist all housed in the newly established COT Student Success Support Center.
 Responsible: Randy Peters and Steve McCaskey. Timeline: Spring 2018 semester.
9. Goal: Enhance our advising efforts. Action:
 - The assigned COT Sophomore Success Guides will assist the department with student transition issues beyond freshman year and provide AETM career readiness professional development and student success activities.
 Responsible: Randy Peters and Steve McCaskey. Timeline: Dates are on-going.

Benchmark Metrics

Metric	2016-17 FTFT-BDS Cohort Actual	2017-18 Target	3 Year Target (2019-20)
Freshmen Retention ³ (by <u>latest</u> department)	76%	78%	80%
4-Year Grad Rate (by <u>latest</u> department)	42%	42%	45%

³ In a very few cases, such as with departments with very small numbers of majors or who have few or no new freshmen who enroll in their program, this metric and a grad rate may not be applicable. Other appropriate metrics should be used instead (e.g., service course student performance, transfer students, part-time students, etc.).