

Indiana State University

2006 - 2007 Administrative Annual Report

Education Student Services

Vision Statement

[View/Modify Vision](#)

The following is your vision statement loaded from previous submissions. Some administrative units, but not all, may wish to revise their vision statements based on the direction of the University toward pre-eminence. If this pertains to you, then please make changes in the box below:

Education Student Services is a multipurpose office which serves as the first point of contact for a myriad of clientele - prospective undergraduate and graduate students and their families, currently enrolled students, alumni, other professional educators, ISU faculty and staff. The primary functions of the office include providing accurate information related to educator preparation program and testing requirements, university policy and procedures, academic advising, educator licensing, and record keeping. As the office expected to have the answers for all matters pertaining to teacher education and licensing, we strive to provide exemplary assistance to the individuals with whom we interact, treating each person in a friendly, yet professional manner. Additionally, Education Student Services places and oversees supervision for most secondary and all grade student teachers.

Year in Review

Achievements

As you have heard, increasing public awareness of Indiana State University's accomplishments is crucial to building student enrollment, influencing policy makers, and developing a place of pre-eminence in the Midwest. What do you consider to be your department's accomplishments for the 2006-07 year that will contribute to this effort? (Please list in priority order and limit to no more than 8.)

Among the accomplishments this year are the following: 1) Student Teacher Placement: During the fall semester, 2006, the office was assigned to coordinate student teaching placements. Staff both place and oversee placements for most secondary and all grade teaching majors. 2) Office staff worked with admissions on all recruiting functions in which they were invited including, but not limited to: Sycamore Advantage, Sycamore Preview, Accepted Students Day, Presenting ISU, Teachers of Tomorrow, Stateline Day, Multicultural Scholars Day, and POPS. 3) The Office was represented on a state committee for the Division of Professional Standards. The committee was charged with making a recommendation to the Professional Standards Advisory committee as to whether Praxis I should be a recommendation for licensing. 4) The College of Education Honor Day was held again in April. The office worked with the Dean's office and the Development Office to coordinate the event. 5) In conjunction with the Department of Curriculum, Instruction, and Media Technology, the Transition to Teaching program was reorganized to better serve students. 6) For the first time, a list of courses available for licensing renewal were listed online so as to better serve part time students and those looking for classes for license renewal. 7) The office was restructured to adjust to the retirement of one of its veteran support staff. 8) In collaboration with the office of Elementary, Early, and Special Education, a course to assist students in passing Praxis I was developed.

Enrollment

What steps did you take this year to aid ISU in overcoming enrollment challenges?

The office worked with Admissions on all requested functions. See "Achievements." Staff also worked diligently to answer all e-mail and phone requests and questions and development a more user-friendly Web page.

Assessment

What are two ways in which you evaluated the quality or effectiveness in your area last year? What changes did you make based on those assessments?

1) Students who were advised through our office were asked to fill out an evaluation form. Those results are shared with staff. 2) Students fill out a university-wide evaluation form that addresses services within the office.

Budget

As you know, ISU is facing significant budget challenges. Finding ways to overcome these while increasing efficiency requires innovation. How are you overcoming your budget challenges this year?

Our office is working to become less paper dependant. For example, instead of mailing letters, we use e-mail communication for all official business. We also have placed many of our most used forms online. Our staff have become more efficient because of improved office procedures.

Quality

Quality

Please provide 1-2 suggestions to increase the ability of your department or the University to meet the criteria above.

Because our office is so publicly visable, we are continually evaluating our services and the means in which those services are delivered. Some of the ways we have made changes based on constant evaluation are by reassigning job responsibilities to staff and improving the actual physical appearance of the reception area.

Feedback

This section is to allow you to share your ideas for enhancing enrollment, dealing with budget and other challenges facing the university community.