



2008-2009 Unit Action Plan ~ DRAFT

Division:

Academic Affairs

College/Unit:

University College

Department:

Significant Areas of Success:

A. Enrollment -

1. University College experienced its highest enrollment of new students with a total of 334 students entering in Fall 2007, including 200 in the General Studies Program. We also enrolled more than 100 continuing students who sought to qualify for admission to a degree program. This latter population is **new** for the College.
2. The Honors Program enrolled the largest and *most diverse* cohort in its history with 213 freshmen and 33 transfers entering in Fall 2007 for a total of 581 honors students. The transfer students are a **new** population in Honors.
3. Student retention was also emphasized in University College as indicated by:
 - a) The launch of the TIP Scholars Program for the more than 400 students who receive the Tuition Incentive Program award upon request by the Chief Diversity Officer.
 - b) The continuation of the Strategies for Educational Success Program for students who find themselves on academic probation by the Educational and Career Counseling Center. This initiative was *recognized as a best practice* by the National Academic Advising Association and was featured in the Fall 2007 monograph in an article written by the staff.
 - c) The continuation of the SCHOLAR peer mentoring program for first generation and at-risk first-year students.
 - d) A recent retention study conducted by the Dean's Office shows that students who enter Ferris through the Honors Program graduate from Ferris at a rate of 75-80% over the standard 6-year period allowed for each entering class. This is *double* the University degree completion rate.
 - e) Continuation of FSUS, DIST, and UNCP seminars and advising contribute to first-year retention.

B. Staffing -

1. Completed search for new International Student Advisor, Janel Lockwood, who began work in June 2007. Janel replaced Amela Malkic.
2. Completed search for a new tenure-track counselor to replace the retiring Carole Jones in the Educational and Career Counseling Center. Anne Marie Gillespie started in July 2007.



3. Completed search for new full-time temporary counselor, Julie Rudolph, in the Educational and Career Counseling Center. She started in August 2007 and filled a vacant position.
4. Completed search for new full-time CTA in Developmental Programs and Curriculum, Pam Daniels. She assumed her duties in December 2007 and replaced two part-time support staff.
5. Completed search for new full-time CTA in Educational and Career Counseling, Monica Frees. She started work in that role in November 2007 and replaced two part-time support staff.
6. Completed reorganization of Educational and Career Counseling Center to include disabilities services functions in August 2007.
7. Assigned Eunice Merwin as educational counselor for University College, effective August 2007.
8. Appointed Dr. Kent Sun to a .5 release-time assignment with the Honors Program beginning August 2007 to help address increased enrollments, especially in pre-pharm.
9. Appointed Shanee Ramsey to a .5 support staff role in the Honors Program effective August 2007 to help support increased enrollments.
10. Appointed Kia Hunter as the first TIP Scholars Program intern with duties beginning August 2007.

C. Programming -

1. Celebrated the 10th anniversary of University College with a keynote speaker, a banquet, and revisions to the website, a commemorative DVD, and poster sessions. This event was featured in the initial *Points of Pride* publication.
2. The Ferris State University Seminar (FSUS) program successfully completed the first Academic Program Review for a non-degree program.
3. Launched the TIP Scholars support program for students who receive Tuition Incentive Scholarship aid to assist with retention and recruiting.
4. Continued the Career Exploration Learning Community with Lang and Lit for the 70+ new CARE students in Fall 2007.
5. Students in the Honors Program are planning a belated 10th anniversary celebration for that program to take place during spring semester 2008.
6. SLA has introduced workshop support for ENGL 150 and BIOL 108.
7. SLA is offering a symposium in Spring 2008 in collaboration with UCEL by which SLA will be shared with participating colleges from across the nation.
8. The International Student Advisor offered programming (shopping trips, potluck dinners, excursions, etc.) to respond to the needs expressed by students in 2006-7.
9. The Educational and Career Counseling Center offered several new workshops including a Test Anxiety workshop with the Personal Counseling Center.
10. The Developmental Programs and Curriculum Department utilized the COMPASS assessment tool for the course placement of new students 23 and older.
11. Academic Support Center implemented new attendance tracking and data system.



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Challenges to Continued Success:

A. Staffing remains one area of concern for University College. In spite of the appointments listed above, we are challenged by:

1. The continuation of two temporary counseling positions in the Educational and Career Counseling Center instead of tenure-track positions.
2. The impending retirement of two tenured educational counselors who are assigned to Arts and Sciences and Business.
3. The impending retirement of the Developmental Programs and Curriculum department head with the need to reassign the tasks previously assigned to that position.
4. Part-time, temporary support staff for the International Student Advisor office and for the SCHOLAR peer-mentoring program.

B. Space is also a challenge for some of our programs. With the completion this month of a suite of offices for the Dean, the following challenges concerning space remain:

1. The International Student Advisor and her part-time support person occupy two offices, with no space available for programming or even for students to simply “hang out.”
2. The SCHOLAR peer mentoring program operates under the same conditions.
3. The Educational and Career Counseling Center has adequate office space, but the location is not very central.
4. The Honors Program appears to have another good recruiting year underway and should be able to fill, at minimum, the third floor of Puterbaugh Hall for Fall 2008.
5. The Structured Learning Assistance Program requires additional office space to accommodate the facilitator staff.

C. Supply and expense budgeting has been requested earlier this year and requires attention in the following areas:

1. In Honors, funding to reimburse Arts and Sciences for the release-time efforts by John Cullen and Kent Sun should be added to base.
2. Also in Honors, funding to support the two half-time support staff should be added to base.
3. Base additions for supply and expense in Honors should be made to address increased enrollments.
4. In International Student Affairs, funding to support the current part-time support position should be added to base.
5. If the TIP program is to continue, base budget additions will be required.
6. Student wage budget for *tutoring* has been tight the past two years and may require additional funding.



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Ongoing or Proposed Significant Activities:

A. Summary of Ongoing Actions

1. Student Recruitment Activities

- a) Honors Program – flash message to ACT mailing list of qualified students; telemarketing by student volunteers; table at Dawg Days and other events
- b) Career Exploration Program – flash message to ACT mailing list of undecided students and hard copy mailing to their parents; table at Dawg Days
- c) TIP Scholars Program – high school visits by intern; mailings to TIP qualifiers

2. Student Retention Activities

- a) ECCC Strategies Program – for all students on academic or honors probation; expanded to include students on financial aid probation
- b) SCHOLAR Peer Mentoring Program
- c) International Student Advisor Programming – implementation of transition seminars for selected new students with lower TOEFL scores
- d) FSUS, DIST, and UNCP seminars will continue for all new first year students
- e) Tutoring and Structured Learning Assistance will continue their efforts
- e) TIP Scholars Programming – enhancement of 2007-8 programs to help TIP students stay eligible for this program and graduate from Ferris

3. Ongoing Programmatic Activities

- a) Academic Support Center – no change from 2007-8
- b) Developmental Programs and Curriculum – changes based only on reorganization; nothing new this year until we transition is complete
- c) Educational and Career Counseling – enhance disabilities services efforts
- d) FSUS – identify and consider implementation of APRC recommendations
- e) Honors Program – implement Academic Service Learning to CE and SA courses
- f) International Student Advisor – implement transition seminar
- g) SCHOLAR Program – consider new focus
- h) Structured Learning Assistance – resume focus on faculty development

B. Proposed Efforts for the Coming Year (in priority order)

- 1. Reorganization of Developmental Programs and Curriculum Department, due to the elimination of the department head position, through the Dean's Office.
- 2. Implementation of recommendations from the Academic Advising Task Force through the Office of the Dean and the Educational and Career Counseling Department.
- 3. Development and implementation of College diversity plan through the Dean's Office.
- 4. Continue administrative and clerical support for Political Engagement Project.