

STRATEGIC PLANNING AND INSTITUTIONAL EFFECTIVENESS
2013-2014 Unit Action Plan – Year Four

Unit Name: Educational Opportunity Center (EOC)

Unit Mission: The mission of the Educational Opportunity Center (EOC) is to encourage and assist traditionally underrepresented participants to return to education and then enroll in post-secondary education by working cooperatively with RSU and many community partners.

Goal (1): (Advance Academic Excellence)
This Unit Action Plan Specifically Supports Commitment(S) 4 .

Plan for 2013-2014 This section due by May 17, 2013.				Report for 2013-2014 This section due by May 1, 2014.	
Objective	Evaluation Measure	Performance Standard	Action	Data/Findings	Status
1.4 Provide effective faculty and staff development in support of intellectual, professional and personal development	Quarterly Staff Development Workshops- Record of Attendance.	# and % of EOC staff members that completed a minimum of fifteen training (CEU's) per year	1.4.1: Provide quarterly professional development workshops.	10 staff at 100% completed a minimum of 15 training hrs. per year.	Ongoing
	Staff Satisfaction Survey Annual Staff Retreat	% of employees indicating satisfaction with annual training/retreat (beneficial)	1.4.2 Annually, conduct a teambuilding and strategic planning retreat.	Completed with 100% indicating above average satisfaction with retreat/training	Ongoing
	TRiO- Emerging Leaders institute/ Leadership Training & COSA Leadership Academy	% of EOC staff members that participate in Leadership Opportunities	1.4.3 Encourage and support participation in ODSA/SWASAP organizations TRIO Emerging Leaders Institute & COSA Leadership Academy	80% attended ODSA conference; 2 staff participated in Year 1 of Emerging Leaders Institute; no participation in SWASAP conference because of sequestered federal funds; no conference presentation occurred during this timeframe; however, director will present 5-20-14 for OCSPA.	Ongoing
	Presentation to a minimum of 1 professional organization per year	# Of EOC staff who present at 1 professional conference.	1.4.4 Encourage conference presentations whenever EOC attends a professional Conference		

STRATEGIC PLANNING AND INSTITUTIONAL EFFECTIVENESS
2013-2014 Unit Action Plan – Year Four

Unit Name: Educational Opportunity Center (EOC)

Unit Mission: The mission of the Educational Opportunity Center (EOC) is to encourage and assist traditionally underrepresented participants to return to education and then enroll in post-secondary education by working cooperatively with RSU and many community partners

Goal (3): (Increase Diversity)
 This Unit Action Plan Specifically Supports Commitment(S) 2, and 3 .

Plan for 2013-14 This section due by May 17, 2013.				Report for 2013-2014 This section due by May 1, 2014.	
Objective	Evaluation Measure	Performance Standard	Action	Data/Findings	Status
3.2 Recruit, retain, advance and recognize a diverse faculty, staff and administration	Demographic of RSU EOC staff	50% of EOC staff who are members of minority groups will be retained	3.2.1: Advertise RSU EOC job announcements in minority targeted newspapers and TRiO listserv.	No staff changes this year with all minority groups retained.	Exceeds
			3.2.2: Incorporate diversity awareness into professional development	Monthly staff meetings ensure that the topic of diversity is threaded through all conversations on agenda items.	Ongoing
			3.2.3: Ensure EOC staff is fully trained to RSU's diversity policy and expectation.	Monthly staff meetings ensure that the topic of diversity is threaded through all conversations on agenda items.	Ongoing
3.3. Promote an environment of tolerance and acceptance of diverse peoples and opinions	Impact of Diversity Awareness	% of students/ participants and EOC staff who participate in diversity education related programs	3.3.1: Provide resources and opportunities for EOC students/ participants and staff to explore the values and benefit of diversity	Monthly staff meetings ensure that the topic of diversity is threaded through all conversations on agenda items.	Ongoing
			3.3.2 Provide training and activities each academic year on cultural diversity and effective communication strategies	Cultural diversity and effective communication taught and implemented through Don Miguel Ruiz's 4 Agreements.	Ongoing

STRATEGIC PLANNING AND INSTITUTIONAL EFFECTIVENESS
2013-2014 Unit Action Plan – Year Four

Unit Name: Educational Opportunity Center (EOC)

Unit Mission: The mission of the Educational Opportunity Center (EOC) is to encourage and assist traditionally underrepresented students in post-secondary education in the preparation for, entry to, and completion of a post-secondary education by working cooperative and collaboratively with RSU and many community partners.

Goal (5): (Enhance institutional Accountability)
 This Unit Action Plan Specifically Supports Commitment(S) 1, 2.

Plan for 2013-2014 This section due by May 17, 2013.				Report for 2012-2013 This section due by May 1, 2014.	
Objective	Evaluation Measure	Performance Standard	Action	Data/Findings	Status
5.1 Promote alignment of strategic decisions with mission-critical resources	Operational baseline (expenditures) for all programs and services	Track monthly expenditure and balance budget	5.1.1: Assessment of program services: Feasibility- Return on investment analysis	EOC assesses its work with community partners to meet objectives and budget requirements on an ongoing basis.	Ongoing
			5.1.2: Develop annual grant plan that is based on strategic outreach plan	Director works with RSU grant's person regarding future opportunities for the college	Ongoing
			5.1.3: Work with RSU Grant Writer to support EOC through additional proposals as available.	Director works with RSU grant's person regarding future opportunities for the college	Ongoing
5.2 Evaluate continuously university processes, structures, activities and outcomes; modifying as appropriate	Federal TRiO program standardized objectives- reported in Annual Performance Report	Meet or exceed established program standardized objectives.	5.2.1: Monitor accountability of objectives among the EOC team. EOC team will conduct a self-evaluation of objectives.	Monthly assessment occurs with the EOC Blumen data report	Ongoing
			5.2.2: Quarterly monitoring of EOC objective progress.	Quarterly assessment occurs with the EOC Blumen data report	Ongoing
			5.2.3: EOC will develop an annual performance report.	EOC exceeded all objectives for FY 2012-13 (9.1.2014 to 8-31-13)	Exceeds

STRATEGIC PLANNING AND INSTITUTIONAL EFFECTIVENESS
2013-2014 Unit Action Plan – Year Four

Budget Request Supplement for Academic Year 2013-2014
 Year Three – Strategic Planning Cycle

This section due by April 17, 2013						
University Objective	Action for 2012-2013	Requested Resources				Estimated Cost
		Human	Financial	Physical/Capital	Other (e.g., Technology)	
1.4 Provide effective faculty and staff development in support of intellectual, professional and personal development	Federally funded	(0)	None	None		
3.2 Recruit, retain, advance and recognize a diverse faculty, staff and administration	Federally funded	(0)	None	None		
3.3. Promote an environment of tolerance and acceptance of diverse peoples and opinions	Federally funded	(0)	None	None		

STRATEGIC PLANNING AND INSTITUTIONAL EFFECTIVENESS
2013-2014 Unit Action Plan – Year Four

5.1 Promote alignment of strategic decisions with mission-critical resources	Federally funded	(0)	None	None		
5.2 Evaluate continuously university processes, structures, activities and outcomes; modifying as appropriate	Federally funded	(0)	None	None		
6.4 Establish community engagement partnerships that vary in scale & formality, including defined goals, high quality content and desired outcomes	Federally funded	(0)	None	None		