STRATEGIC PLANNING AND INSTITUTIONAL EFFECTIVENESS
2012-2013 Unit Action Plan – Year Three

Unit Name: _____**TRiO Department**_____

Unit Mission: The mission of the RSU TRiO Department 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 students, faculty, staff, and administration and community stakeholders.
Goal (1): (Advance Academic Excellence) This Unit Action Plan Specifically Supports Commitment(S) __4__.

Plan for 2012-2013 This section due by May 4, 2012.				Report for 2012-2013 This section due by April 1, 2013.	
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: (Sign-In sheets)	# and % of TRiO staff members that completed a minimum of twenty hours training (CEU's) per year	1.4.1: Provide quarterly professional development workshops.	Three (75%) members recorded 30+ hours of development. One (25%) member recorded 20+ hours (ETS) Eight EOC members exceeded 20 hours and two met the standard (EOC)	Completed
	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.	No survey completed.	In-progress
	*TRiO- Emerging Leaders institute/ Leadership Training	*% of TRiO staff members that participate in Leadership Opportunity (Establish benchmark)	*1.4.3 Encourage and support participation in ODSA/SWASAP organizations TRIO Emerging Leaders Institute	Three (75%) members have completed leadership training – Oklahoma Division of Student Assistance (ODSA) Emerging Leaders Institute level 1 One (25%) have completed ODSA ELI level 2. Two (20%) have completed ELI training (EOC) Benchmark – One member per year	Completed Benchmark set

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Goal (3): (Increase Diversity) This Unit Action Plan Specifically Supports Commitment(S) __2, and 3____.

Plan for 2012-2013 This section due by May 4, 2012.				Report for 2012-2013 This section due by April 1, 2013.	
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 TRiO staff	50% of TRiO staff who are members of minority groups will be retained	3.2.1: Advertise RSU TRiO job announcements in minority targeted newspapers and TRiO listserv. 3.2.2: Incorporate diversity awareness into professional development 3.2.3: Ensure TRiO staff is fully oriented to RSU's diversity policy and expectation.	100% of minority staff members were retained Retention of minority participants training attended by all professional staff – Southwest Association of Student Assistance Programs (SWASAP) conference Disseminated policy to all staff members	Completed
3.3. Promote an environment of tolerance and acceptance of diverse peoples and opinions	Impact of Diversity Awareness	% of students/ participants and TRiO staff who participate in diversity education and who attend diversity related programs.	3.3.1: Provide resources and opportunities for TRiO students/ participants and staff to explore the values and benefit of diversity 3.3.2 Provide training and* activities each academic year on cultural diversity and communication practices.	75% of staff participated in the RSU MLK Day of Service (ETS) 50% of staff participated in the RSU MLK Day of Service (EOC) Retention of minority participants training attended by all professional staff – Southwest Association of Student Assistance Programs (SWASAP) conference 100% of staff attended related ODSA conference workshops and/or related SWASAP workshops (ETS)	On-going

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Objective	Evaluation Measure	Performance Standard	Action	Data/Findings	Status
				50% of staff attended related ODSA conference workshops and/or related SWASAP workshops (EOC)	

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Goal (5): (Enhance institutional Accountability)
This Unit Action Plan Specifically Supports Commitment(S) __4, 5_____.

Plan for 2012-2013 This section due by May 4, 2012.				Report for 2012-2013 This section due by April 1, 2013.	
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 5.1.2: Develop annual grant plan that is based on strategic outreach plan 5.1.3:Seek additional resources through grants proposals to local philanthropic foundations	Replaced two outlying rural target schools with two urban schools in order to decrease transportation costs (ETS) On-going assessment of return on investment for activities (EOC) Participated in college and career fairs Received $2000 from the Anne and Henry Zarrow Foundation for annual high school transition event – 3rd consecutive year (ETS)	Completed
5.2 Evaluate continuously university processes, structures, activities and outcomes; modifying as appropriate	Federal TRiO program (s) standardized objectives-APR Survey	Meet or exceed established program standardized objectives by 3% above established %	5.2.1: Improve accountability among staff, by reviewing respective goals/objective of the (2) TRiO programs annually (during staff retreat) with the goal of self-evaluation and improvement. 5.2.2: Weekly and monthly monitoring of progress in fulfilling the process objectives of TRiO programs according to timelines established	Exceeded all objectives by 3% or more	Completed

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Plan for 2012-2013 This section due by May 4, 2012.				Report for 2012-2013 This section due by April 1, 2013.	
Objective	Evaluation Measure	Performance Standard	Action	Data/Findings	Status
			5.2.3: Each TRiO program will (TS and EOC) submit quarterly progressive report. 5.2.4: Each TRiO program will submit annual performance		

Unit Name: TRiO Department (Talent Search and Educational Opportunity Center)

	Unit Mission: The mission of the RSU TRiO Department 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 students, faculty, staff, and administration and community stakeholders.					
	Goal (6): (Promote Community engagement) This *Unit Action Plan* Specifically Supports Commitment(S) __2__.					
	Plan for 2012-2013 This section due by May 4, 2012.				**Report for 2012-2013** This section due by April 1, 2013.	
Objective	Unit Objective	Evaluation Measure	Performance Standard	Action	Data/Findings	Status
6.2 Establish curricular and co-curricular opportunities for student to cultivate civic skills and strengthen social responsibility	Promote civic engagement among RSU TRiO participants	Sign-in sheet: documentation of student participation in service learning project Request for greater involvement from sponsoring agency and positive feedback from sponsoring agency	TRiO participants (TS) will participate in a minimum of one service learning opportunities annually Benchmark: Increase from previous year	6.2.1. Facilitate and sponsor opportunities for student engagement in community/service learning opportunities throughout northeast Oklahoma.	Hosted a service learning project with Rebuilding Together – Tulsa as a part of our Destination: College event for rising seniors – 20 students participated (ETS) Funding does not allow the program to offer one opportunity for each grade level, but outside opportunities are presented to students. No data on number who participate in outside opportunities (ETS)	Completed

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Budget Request Supplement for Academic Year 2012-2013
Year Three – Strategic Planning Cycle

This section due by April 1, 2012.						
University Objective	Action for 2012-2013	Requested Resources				Estimated Cost
		Human	Financial	Physical/Capital	Other (e.g., Technology	
1.4Provide 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		

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3.3. Promote an environment of tolerance and acceptance of diverse peoples and opinions	Federally funded	(0)	None	None		
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		
6.2 Establish curricular and co-curricular opportunities for student to cultivate civic skills and strengthen social responsibility	Federally funded	(0)	None	None		