

STRATEGIC PLANNING AND INSTITUTIONAL EFFECTIVENESS

2013-2014 Unit Action Plan – Year Three

Unit Name: Talent Search

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 2013-2014					
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: (Sign-In sheets)	# and % of TRiO staff members that completed a minimum of twenty hours training per year	1.4.1 Provide quarterly professional development workshops.	- Talent Search staff attended workshops with the Oklahoma Division of Student Assistance, Southwest Association of Student Assistance Programs, Missouri Southern State University, and OCAP	Met
	Staff Satisfaction Survey	% of employees indicating satisfaction with annual training/retreat (beneficial)	1.4.2 Annually, conduct a teambuilding session	- Due to staff changes/reduction, a staff retreat was not held this year; therefore, no survey has been given	Pending
	Annual Staff Retreat		1.4.3 Annually conduct a strategic planning session	- Held planning sessions.	On-going
	*TRiO- Emerging Leaders institute/ Leadership Training	*% of TRiO staff members that participate in Leadership Opportunity Benchmark = 1 per year	1.4.4 Encourage and support participation in ODSA/SWASAP organizations TRiO Emerging Leaders Institute (both levels)	- Two staff members attended the ODSA Emerging Leaders Institute (1 – Level 1; 1 – Level 2)	Met

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Goal (3): (Increase Diversity)

This Unit Action Plan Specifically Supports Commitment(S) 2, and 3.

Plan for 2013-2014					
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 TRiO staff	% of TRiO staff who are members of minority groups will be retained	3.2.1: Advertise Talent Search job announcements on the TRiO listserv.	Advertised 1 of 2 job openings on the TRiO listserv	On-going
			3.2.2: Incorporate diversity awareness into professional development	Attended diversity workshops at state and regional conference	On-going
			3.2.3: Ensure staff is fully oriented to RSU's diversity policy and expectation.	As a department, the policy was not reviewed in this year.	Pending
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 Talent Search students/ participants and staff to explore the values and benefit of diversity	While the original plan was to include diversity in our curriculum, the department found that the public schools are incorporating diversity into their curriculum. Because of this and the time restraints already placed on the program's curriculum, the decision was made to not devote a workshop on diversity.	On-going
			3.3.2 Provide training and activities each academic year on cultural diversity and communication practices.	Senior participants were invited to attend TRiO Day at the state capitol.	On-going

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Goal (5): (Enhance institutional Accountability)
This Unit Action Plan Specifically Supports Commitment(S) 4, 5.

Plan for 2013-2014					
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	The department continues to track expenditures on a monthly basis. Effectiveness and ROI was discussed at an end of year meeting.	On-going
			5.1.2: Develop annual budget narrative that is based on strategic plan and grant objectives	The budget narrative was completed in August 2013.	Met
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 goals/objective of the program annually with the goal of self-evaluation and improvement.	The department completed the federal APR in November of 2013. All objectives were met.	Met
			5.2.2: Weekly and monthly monitoring of progress in fulfilling the process objectives of Talent Search according to timelines established	The department continually tracks contacts and student progress by utilizing Blumen.	On-going
			5.2.3: Submit quarterly evaluation reports to the V.P. of Student	Two of three quarterly reports were submitted to Dr. Titsworth	On-going

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Objective	Evaluation Measure	Performance Standard	Action	Data/Findings	Status
			Affairs. 5.2.4: Each TRiO program will submit annual performance		

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<p align="center">Goal (6): (Promote Community engagement) This Unit Action Plan Specifically Supports Commitment(S) <u>2</u>.</p>						
<p align="center">Plan for 2013-2014</p>						
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	Talent Search (TS) will offer a minimum of one service learning or community service opportunity annually	6.2.1. Facilitate and sponsor opportunities for student engagement in community/service learning opportunities throughout northeast Oklahoma.	Students/staff were invited to engage in community service with Rebuilding Together Tulsa. The department t continually informs students of community/volunteer service in our workshops and via social media.	On-going

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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)	
1.4 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		

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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		