

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

Unit Name: Department of English and Humanities

Unit Mission: The mission of the Department of English and Humanities is to support students in their pursuit of knowledge and to prepare them for participation in the increasingly global culture of the 21st century.

Goal 1: Advance Academic Excellence
This Unit Action Plan Specifically Supports Commitments 1.1, 1.2, 1.4 and 1.5.

Plan for 2012-2013 This section due by May 4, 2012.				Report for 2012-2013 This section due by May 17, 2013.	
Objective	Evaluation Measure	Performance Standard	Action	Data/Findings	Status
1.1 Provide creative and innovative learning environments.	Presenter slots for the annual Colloquia for Humanities Research Forum will be filled.	At least one faculty member will present each month, and at least two of the three schools will be represented.	Potential presenters will be solicited via e-mail.	Faculty were solicited and all presenter slots for the forum were filled. Represented were two schools: Liberal Arts and Health and Physical Sciences.	Completed
1.2 Strengthen curricular and co-curricular programs to enrich the overall student learning experience.	Increase the visibility and use of the Writing Center.	The Writing Center will maintain consistently high usage numbers of approximately 500 students per month.	Hire a full-time Writing Center Coordinator who will be responsible for promoting and overseeing the Writing Center.	<p>Dr. Sara Beam was hired as the university's full-time Writing Center Coordinator.</p> <p>During the 2012-2013 academic year, 9,975 students signed in to the Writing Center, and 5,625 hours of lab usage time were recorded. During that same time, in total, 1,214 one-on-one peer tutoring sessions were held in the Writing Center; this total number averages out to 121 one-on-one sessions per month. Out of the total number, 145 of these sessions were performed online, 1,066 were performed on-ground, and 3 were performed over the phone.</p> <p>Concerns: 1) Incomplete data set due to students not signing in. Goal: hire a work-study staff member to work as front desk receptionist and pursue an automated sign-in system. In-progress.</p>	In progress

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				2) Low traffic from the School of Business and Technology and the School of Mathematics, Science, and Health Sciences. Improved since Fall 2012 but still needs work. Goal: increase promotion efforts and increase traffic from Schools mentioned by 33%. In-progress. 3) Inconsistency in Writing Center staff training. Goal: institute orientation session at beginning of each semester and provide feedback throughout semester. Completed. 4) Coordinate with other tutoring services on all RSU campuses. Goal: improve online tutoring promotions and accessibility. In-progress.	
1.4 Provide effective faculty and staff development in support of intellectual, professional and personal development.	Full-time faculty will serve as mentors to adjunct faculty and review their in-class performance.	At least 50% of adjuncts will receive a “satisfactory” review from their mentors. Those not receiving “satisfactory” reviews will be required to submit a plan for improvement.	Each adjunct faculty member will submit their syllabi and at least one graded assignment for review, and will submit him- or herself for in-class peer review.	1) At the time of this report, syllabi have been reviewed and any that needed corrections were revised. 100% of all writing faculty syllabi, therefore, have met the required guidelines. 2) The review of graded artifacts is in progress. 3) The mentor review of adjuncts found that only one of the writing faculty adjuncts was rated unsatisfactory; this adjunct was not required to submit a plan for improvement because this adjunct was not required.	Partially completed
1.5 Provide opportunities to achieve and maintain essential program accreditation.	Review the assessment measures and performance standards for all academic disciplines: English, Humanities,	All concerns from the previous year’s SLR Peer Review will be addressed and all major assessment deficiencies addressed. Data and analyses for online	The department assessment committee will work to ensure the department’s traditionally high assessment standards are	1) All concerns from the previous year’s Student Learning Peer Reviews (AA-LA, BA-LA and General Education) were addressed on this year’s Student Learning Reports (SLRs). 2) Data and analyses for online courses on all SLRs were listed separately. 3) The department reviewed the assessment measures and performance standard for all disciplines. As a result,	Completed

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	Philosophy and Foreign Language.	courses will be listed separately.	upheld. In particular, great care will be given to assessing online courses.	several policy changes were made to the Senior Capstone. In addition, curriculum changes to the BA-LA core were proposed and have been approved by the University Curriculum Committee. 4) The department head formed a task force during Fall 2012 to complete an AA-LA Program Review. In addition to the annual assessments of the program, this review is conducted every five years to gauge how well the program is meeting its goals of retention, graduation, and viability. The review is completed and, pending university administration approval, will be presented to the board of regents.	

Goal 2: Strengthen Enrollment Management
This Unit Action Plan Specifically Supports Commitment 2.1.

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2.1 Develop, implement, and advance a comprehensive enrollment management plan, including student recruitment,	Program majors will be invited to a social gathering where they will be able to meet and mingle with fellow majors and department faculty.	50% of AALA and BALA majors will attend the gathering.	Majors will be invited via word-of-mouth and e-mail; an announcement will also be posted on the department's Facebook page.	No significant actions, including a meet-the-majors event, were taken in the last year.	Incomplete

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retention, and persistence toward graduation.					

Goal 3: Increase Diversity
This Unit Action Plan Specifically Supports Commitments 3.1 and 3.2.

Plan for 2012-2013 This section due by May 4, 2012.				Report for 2012-2013 This section due by May 17, 2013.	
Objective	Evaluation Measure	Performance Standard	Action	Data/Findings	Status
3.1 Provide curricular and co-curricular experiences that increase student understanding of and appreciation for other cultures.	Continue to offer studies-at-large opportunities for students.	At least one studies-at-large opportunity will be offered during AY 2012-2013.	Department faculty will as a unit to decide on which region to focus.	1) Dr. James Ford led two studies-at-large courses: New York (Spring 2013) and Italy (Summer 2013). 2) Ms. Cecilia Townsend led one studies-at-large course: Peru (Summer 2013).	Completed
3.2 Recruit, retain, advance and recognize a diverse faculty, staff and administration.	Reduce reliance on adjunct faculty and overloads.	A net increase of two faculty members for 2011-12.	Fill two vacant faculty positions, or at the very least hire two temporary, one-year instructors.	Compared to Fall 2011, in Fall 2012 reliance on adjuncts/overloads increased from 52% to 58%; however, that increase would have been much greater had the department in Fall 2012 not been allowed to hire a temporary, one-year instructor.	Partially completed

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Goal 4: Leverage Resources
This Unit Action Plan Specifically Supports Commitments NA.

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Objective	Evaluation Measure	Performance Standard	Action	Data/Findings	Status
NA	NA	NA	NA	NA	NA

Goal 5: Enhance Institutional Accountability
This Unit Action Plan Specifically Supports Commitments NA.

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Objective	Evaluation Measure	Performance Standard	Action	Data/Findings	Status
NA	NA	NA	NA	NA	NA

Goal 6: Leverage Resources
This Unit Action Plan Specifically Supports Commitment 6.2.

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Objective	Evaluation Measure	Performance Standard	Action	Data/Findings	Status
6.2 Establish curricular and co-curricular	Instructor and student participation in the	At least two instructors will involve their	Instructors will involve students in both on- and off-	The Service Learning Composition I and the Honors Composition II courses participated in the Martin Luther King Day of Service and Black History Month activities.	Completed

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opportunities for students to cultivate civic skills and strengthen social responsibility.	Martin Luther King Day of Service and Black History Month activities.	students in the Martin Luther King Day of Service and Black History Month activities.	campus activities by giving written assignments or by requiring them to attend said activities.		
	Offer courses with a service-learning component.	At least two sections of department courses for AY 2012-2013 will carry a service-learning tag, with 30 hours of community service required.	Instructors will be solicited to offer service-learning courses.	Both in the fall of 2012 and in the spring of 2013 a Composition I class with a service learning requirement was taught.	Completed

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

<p>This section due by May 1, 2012.</p>	<p>This section due by May 17, 2013.</p>
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This section due by May 1, 2012.							This section due by May 17, 2013.
University Objective	Action for 2012-2013	Requested Resources				Estimated Cost	Was the Budget Request Approved?
		Human	Financial	Physical/Capital	Other (e.g., Technology)		(Enter Amount Approved)
1.2 Strengthen curricular and co-curricular programs to enrich the overall student learning experience.	Hire a full-time Writing Center Coordinator who will be responsible for promoting and overseeing the Writing Center.	The department will solicit applications from candidates with a Master’s Degree in English with a concentration in composition. Candidates must be passionate about promoting the Writing Center, teaching, and building viable tutoring programs. Priority will be given to candidates who possess strong leadership, organizational, teaching, and entrepreneurial skills.				\$40,000 (salary) + benefits	Yes. \$40,000

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This section due by May 1, 2012.							This section due by May 17, 2013.
3.2 Recruit, retain, advance and recognize a diverse faculty, staff and administration.	Fill two vacant faculty positions, or at the very least hire two temporary, one-year instructors.	There are two vacant positions on our manning table that have been vacant for four years. To reduce the strain on current faculty, to reduce the number of adjuncts and to free faculty for other activities such as community more involvement we would like to fill these two vacant positions.				\$90,000 (salary) + benefits	Yes. One temporary, one-year instructor. \$30,000