

Division of Continuing Studies

Annual Report for
Calendar Year 2007

March 19, 2008

Deborah M. Conklin
Executive Director

Section	Statement
A-Mission	<p data-bbox="472 233 625 264">MISSION</p> <p data-bbox="472 293 1734 435">The mission of the IPFW Division of Continuing Studies is to provide high quality lifelong learning opportunities that address regional needs by enhancing economic development and quality of life through community outreach in areas of personal enrichment, professional development, credit programs, degree completion, distance learning, and entrepreneurship.</p> <p data-bbox="472 459 594 490">VISION</p> <p data-bbox="472 518 1696 583">To be recognized as an integral part of the Northeast Indiana regional community and as the partner of choice in delivering quality lifelong learning opportunities.</p> <p data-bbox="472 607 831 638">GUIDING PRINCIPLES</p> <p data-bbox="472 665 1755 730">We base decisions upon their harmony with our mission, vision, and guiding principles while communicating the mission of IPFW through our work in Continuing Studies.</p> <ul data-bbox="428 758 1751 1365" style="list-style-type: none"> <li data-bbox="428 758 1751 823">• We value the pursuit of knowledge and education in an environment that encourages free and open inquiry for students and staff. <li data-bbox="428 841 1751 872">• We provide high quality educational opportunities and outstanding services to our students and customers. <li data-bbox="428 889 1751 920">• We respect and value the strengths and diversity of our students, staff, and university at large. <li data-bbox="428 938 1751 969">• We establish an environment that is creative, fun, and promotes a “can do” attitude. <li data-bbox="428 987 1751 1052">• Our conduct is characterized by honesty and integrity through open communication and civil discourse among all groups within the university. <li data-bbox="428 1070 1751 1101">• We support and recognize the commitment and accomplishments of the staff, students and faculty. <li data-bbox="428 1118 1751 1149">• We embrace change and are willing to adapt as new opportunities emerge. <li data-bbox="428 1167 1751 1198">• We promote teamwork among staff, faculty, students, and community partners. <li data-bbox="428 1216 1751 1247">• Whatever we accomplish is a tribute to our combined efforts. <li data-bbox="428 1265 1751 1295">• We develop internal and external partnerships to enhance lifelong learning opportunities in the region. <li data-bbox="428 1313 1751 1365">• We make sound financial decisions as a self-supporting division that allows for reinvestment and growth in future regional lifelong learning programs.

Section	Statement
A-Mission	<p data-bbox="472 178 808 211">CODE OF CONDUCT</p> <p data-bbox="472 227 1270 259">(Adopted by the Division of Continuing Studies in September, 2007)</p> <ul data-bbox="514 324 1753 820" style="list-style-type: none"> <li data-bbox="514 324 1753 389">• We will foster and uphold a safe environment, which inspires confidence to communicate openly and honestly, where individuals are valued and respected. <li data-bbox="514 406 1753 470">• Recognizing that communication brings about change, we will exchange thoughts and ideas freely, appropriately, honestly and with effective listening. <li data-bbox="514 487 1753 552">• We, individually and as a team, take ownership and will hold ourselves accountable for our decisions, words, actions, behaviors and their outcomes. <li data-bbox="514 568 1753 633">• To maintain the integrity of our team we will practice mutual respect. Our integrity will be characterized by honesty, reliability, fairness, trustworthiness and ethical strength. <li data-bbox="514 649 1753 714">• We will mindfully give and receive feedback directly and honestly in a respectful, timely and helpful fashion. <li data-bbox="514 730 1753 820">• We value conflict as an opportunity to grow. We will manage conflict by acknowledging it, clarifying the goal, brainstorming and implementing solutions while monitoring progress.

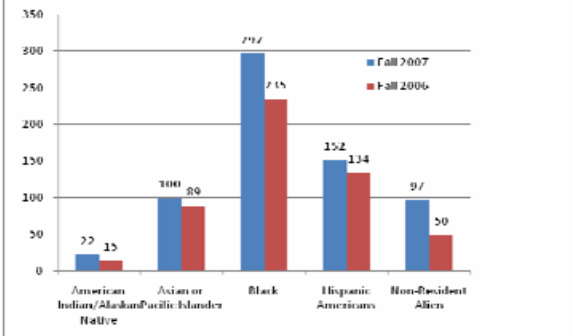
Section	University Strategic Goals	College Goals	List of 2007 Activities and Accomplishments	Bottom Line Metrics (Show at least 2 years of data)																																																					
B-Goals	1. Provide innovative, relevant, and rigorous academic programs	<p>GENERAL STUDIES:</p> <p><i>Focus new program development and expansion on economic and professional development needs of the region through undergraduate, graduate, certifications, and degree completion.</i></p>	<p>The first A.S. graduate in General Studies at Ivy Tech Community College enrolled Fall '06, with another student enrolling for Spring '07 and one for Fall '07. The articulation agreement was updated to add new Ivy Tech Community College courses approved at IPFW. Ann Brown continues to market General Studies program at Ivy Tech.</p> <p>Raised \$6000 to-date for the General Studies Alumni scholarship, with first \$1000 award made in fall 2007.</p> <p>Attended CAEL National Conference in November '07. Research opportunities through CAEL to develop new adult education programs</p> <p>Enrollment Management Steering Committee established a task force on the Fall '07 Adult Students.</p>	<p><u>General Studies 5-Year Enrollment Review</u></p> <table border="1"> <tr><td>2003</td><td>1153</td><td></td><td></td><td></td></tr> <tr><td>2004</td><td>1204</td><td>4.4%</td><td>increase</td><td></td></tr> <tr><td>2005</td><td>1347</td><td>11.9%</td><td>increase</td><td></td></tr> <tr><td>2006</td><td>1550</td><td>15.1%</td><td>increase</td><td></td></tr> <tr><td>2007</td><td>1580</td><td>1.9%</td><td>increase</td><td></td></tr> </table> <table border="1"> <thead> <tr><th colspan="5">General Studies Enrollments/Credits</th></tr> <tr><th></th><th>Enroll</th><th>Increase</th><th>Credits</th><th>Increase</th></tr> </thead> <tbody> <tr><td>2006</td><td>1550</td><td></td><td>12,800</td><td></td></tr> <tr><td>2007</td><td>1580</td><td>1.9%</td><td>13,174</td><td>2.9%</td></tr> </tbody> </table> <p><u>2007 General Studies Graduates</u></p> <table border="1"> <thead> <tr><th>GS Graduates</th><th>Total</th></tr> </thead> <tbody> <tr><td>Associate of Arts</td><td>54</td></tr> <tr><td>Bachelor</td><td>175</td></tr> <tr><td>Annual '07</td><td>229*</td></tr> </tbody> </table> <p>* a 1.3% increase from 2006</p>	2003	1153				2004	1204	4.4%	increase		2005	1347	11.9%	increase		2006	1550	15.1%	increase		2007	1580	1.9%	increase		General Studies Enrollments/Credits						Enroll	Increase	Credits	Increase	2006	1550		12,800		2007	1580	1.9%	13,174	2.9%	GS Graduates	Total	Associate of Arts	54	Bachelor	175	Annual '07	229*
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1		<p>SITE-BASED CREDIT</p> <p><i>Focus new program development and expansion on economic and professional development needs of the region through undergraduate, graduate certifications and degree completion.</i></p> <p><i>Increase educational access for learners through a broad range of course delivery options, including</i></p>	<p>The MS Ed – cohort expanded to include Warsaw & courses in Warsaw began January 2007.</p> <p>During 2007, recruited largest MS Ed cohort for Spring 2008 start-up (160 Spring 2006 enrollees, 7 cohorts, 51% increase from Spring 2006) in three locations: Fort Wayne, video conference to Warsaw and Kendallville</p> <p>New program development through high school concurrent credit programs</p>	<p><u>MsEd Cohort</u></p> <table border="1"> <thead> <tr><th>2007</th><th>2006</th><th>Dif</th><th>%Dif</th></tr> </thead> <tbody> <tr><td>281</td><td>104</td><td>177</td><td>170% (enrollment)</td></tr> <tr><td>675</td><td>267</td><td>408</td><td>7.1% (credit)</td></tr> </tbody> </table> <p><u>High School Concurrent Credit Program</u></p> <table border="1"> <tr><td>2007</td><td>240 participants</td><td>353% increase</td></tr> <tr><td>2006</td><td>53 participants</td><td></td></tr> </table> <p><u>Lafayette Medical Center Enrollment</u></p> <p>Spring – 36 enrolled</p>	2007	2006	Dif	%Dif	281	104	177	170% (enrollment)	675	267	408	7.1% (credit)	2007	240 participants	353% increase	2006	53 participants																																				
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		<p><i>community based, technology mediated, and internal study programs.</i></p>	<p>Courses offered at Lafayette Medical Center</p> <p>\$170,850 in external grants paid for 141 educators to attend IPFW sponsored teacher workshops in 2007.</p> <p>A collaboration with FWCS for a Science partnership grant with expectations of an award in 2008.</p> <p>Improve course rotation at all off-site locations and weekend courses.</p> <p>Increased Off-campus and Weekend College enrollments during major management change in WEC, Warsaw, Site-Based, SBP, MSEd</p>	<p>Summer – 0 enrolled Fall – 64 enrolled</p> <p>2007 Enrollment</p> <table border="1" data-bbox="1373 428 1885 643"> <thead> <tr> <th>Program</th> <th>2007</th> <th>2006</th> <th>Chg.</th> <th>Percent</th> </tr> </thead> <tbody> <tr> <td>Week-end</td> <td>2474</td> <td>2563</td> <td>-89</td> <td>-3.5%</td> </tr> <tr> <td>Warsaw</td> <td>1669</td> <td>1320</td> <td>349</td> <td>26.4%</td> </tr> <tr> <td>Site-based</td> <td>1314</td> <td>1467</td> <td>-153</td> <td>-10.4%</td> </tr> <tr> <td>Totals</td> <td>5457</td> <td>5350</td> <td>107</td> <td>2.0%</td> </tr> </tbody> </table> <p>2007 Credit Hours</p> <table border="1" data-bbox="1373 708 1894 951"> <thead> <tr> <th>Program</th> <th>2007</th> <th>2006</th> <th>Chg.</th> <th>Percent</th> </tr> </thead> <tbody> <tr> <td>Week-end</td> <td>7025</td> <td>7221</td> <td>-196</td> <td>-2.7%</td> </tr> <tr> <td>Warsaw</td> <td>5026</td> <td>3986</td> <td>1040</td> <td>26.1%</td> </tr> <tr> <td>Site-based</td> <td>3629</td> <td>4219</td> <td>-590</td> <td>-14.0%</td> </tr> <tr> <td>Totals</td> <td>15680</td> <td>15426</td> <td>254</td> <td>1.7%</td> </tr> </tbody> </table>	Program	2007	2006	Chg.	Percent	Week-end	2474	2563	-89	-3.5%	Warsaw	1669	1320	349	26.4%	Site-based	1314	1467	-153	-10.4%	Totals	5457	5350	107	2.0%	Program	2007	2006	Chg.	Percent	Week-end	7025	7221	-196	-2.7%	Warsaw	5026	3986	1040	26.1%	Site-based	3629	4219	-590	-14.0%	Totals	15680	15426	254	1.7%
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1		<p><i>DISTANCE LEARNING</i></p> <p><i>Focus new program development and expansion on economic and professional development needs of the region through undergraduate, graduate, certifications and degree completion.</i></p>	<p>Identify and develop distance learning minors and/or certificates that fit with the needs of DL students and the General Studies degree.</p> <ul style="list-style-type: none"> Created spreadsheet to identify programs to target for development. Development of Certificate in Computer Networking in progress. Certificate in Civic Engagement and Public Advocacy developed. <p>Began benchmarking IPFW Distance Learning with peer institutions</p> <ul style="list-style-type: none"> Researched peer institutions on their CD/DVD methods, programs and certificates offered, and use/non-use of a course template within a course 	<table border="1" data-bbox="1373 1016 1776 1351"> <thead> <tr> <th colspan="4">Enrollments</th> </tr> <tr> <th></th> <th>2006</th> <th>2007</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>Spring</td> <td>3977</td> <td>4203</td> <td>5.68</td> </tr> <tr> <td>Summ.</td> <td>1845</td> <td>1929</td> <td>4.55</td> </tr> <tr> <td>Fall</td> <td>4110</td> <td>4540</td> <td>10.46</td> </tr> <tr> <th colspan="4">Credit Hours</th> </tr> <tr> <th></th> <th>2006</th> <th>2007</th> <th>%</th> </tr> <tr> <td>Spring</td> <td>11152</td> <td>11907</td> <td>6.77</td> </tr> <tr> <td>Summ</td> <td>4932</td> <td>5234</td> <td>6.12</td> </tr> <tr> <td>Fall</td> <td>11724</td> <td>12598</td> <td>7.45</td> </tr> </tbody> </table>	Enrollments					2006	2007	%	Spring	3977	4203	5.68	Summ.	1845	1929	4.55	Fall	4110	4540	10.46	Credit Hours					2006	2007	%	Spring	11152	11907	6.77	Summ	4932	5234	6.12	Fall	11724	12598	7.45										
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			<p>management system</p> <p>Increase quality in online developments</p> <ul style="list-style-type: none"> Redesigned DECCO grant to include quality standards and mandatory peer review <p>The following new courses have been developed online: AST A100, BIOL 220, COM 114, CPET 281, JOUR 321, MA 153, MA 159, NUR 377, PSY 362, SPEA J305, SPEA V170, SPEA V371, and VCD P476.</p> <p>Continue to develop and grow Distance Learning program</p> <p>Provide increased access for learners through Distance Learning technology improvements.</p> <ul style="list-style-type: none"> Purchased and configured new server to store Echo360 (formerly Apreso) captures. Considering agreements through Purdue WL with iTunes U and Echo360. -Committee developed to research and develop audio and video PodCasting. Approximately 50 faculty members are using Apreso or MediaSite Live recordings in their online courses. -A new website was developed for distance learning students who use Channel 5 to receive their course content. The site includes a live feed that is viewable anywhere from a computer with Windows Media Player. The site also includes archived recorded classes. The site can be found at http://www.ipfw.edu/dlearning/TV/default.shtml. -Video streaming is now available via Apreso from LB B35, KT 147, KT G20, and KT G22. 	<p>Course Offerings for 2007</p> <table border="1" data-bbox="1375 293 1730 501"> <thead> <tr> <th></th> <th>2006</th> <th>2007</th> </tr> </thead> <tbody> <tr> <td>Spring</td> <td>99</td> <td>116</td> </tr> <tr> <td>Summer</td> <td>77</td> <td>91</td> </tr> <tr> <td>Fall</td> <td>102</td> <td>132</td> </tr> <tr> <td>Yearly Total*</td> <td>278</td> <td>339</td> </tr> </tbody> </table> <p>* This represents a 22% increase in total number of course offerings</p>		2006	2007	Spring	99	116	Summer	77	91	Fall	102	132	Yearly Total*	278	339
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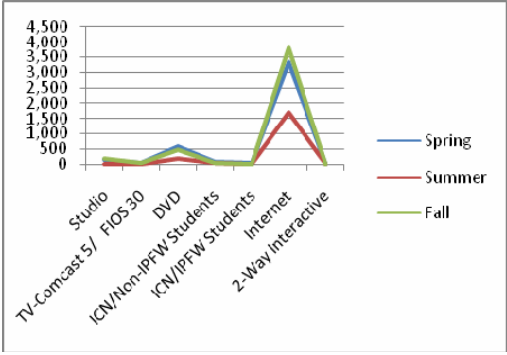
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	1	<p>PERSONAL/PROFESSIONAL DEVELOPMENT</p> <p><i>Focus new program development and expansion on economic and professional development needs of the region through undergraduate, graduate, certifications and degree completion.</i></p>	<p>Courses offered at off-campus (Northeast Indiana Area Health Education Center, NIIC, SBDC, and Adams County)</p> <p>New Certificate Programs were offered to meet the needs of the IPFW service community. A total of 433 enrolled.</p> <p>Creative Suite (72 enrolled)</p> <ul style="list-style-type: none"> • Photoshop CS2 - 17 enrolled • InDesign CS2 - 18 enrolled • Illustrator CS2 - 8 enrolled • Acrobat 8 - 5 enrolled • Dreamweaver 8 - 17 enrolled • Elements of Design - 7 enrolled <p>Web Design Basics (73 enrolled)</p> <ul style="list-style-type: none"> • HTML - 18 enrolled • FrontPage: Basics - 16 enrolled • Photoshop: Basics - 17 enrolled • Dreamweaver 8 - 17 enrolled • Final Project - 5 enrolled <p>Financial Planning Basics Certificate (132 enrolled)</p> <ul style="list-style-type: none"> • Cash Management and Retirement Goal Setting - 35 enrolled • Protection Planning - 5 enrolled • Tax Strategies - 34 enrolled • Wills, Trusts, and Estates - 20 enrolled • Investment Vehicles and Strategies - 38 enrolled <p>Advanced Management Certificate (41 enrolled)</p> <ul style="list-style-type: none"> • Employment law and Ethics for Leaders - 7 enrolled • Sharpening Your Team for Peak Performance - 14 enrolled • Managing Today's Diverse Workforce - 5 enrolled • Negotiation Skills - 9 enrolled • The Art and Science of Performance Feedback - 6 enrolled <p>LEAN/TAP (115 enrolled)</p> <ul style="list-style-type: none"> • Principles of Lean - 72 enrolled • Value Stream Mapping - 13 enrolled • The 5S System - 15 enrolled 	<p>2007 PPD Enrollment Overview</p> <table border="1" data-bbox="1375 293 1860 459"> <thead> <tr> <th></th> <th>Total Enrollment</th> <th>No. Courses</th> </tr> </thead> <tbody> <tr> <td>2007</td> <td>11,176</td> <td>885</td> </tr> <tr> <td>2006</td> <td>10,364</td> <td>839</td> </tr> <tr> <td>% Chg.</td> <td>7.83%</td> <td>5.48%</td> </tr> </tbody> </table> <p>Enrollment includes:</p> <ul style="list-style-type: none"> • Public Courses (includes Noncredit online) • Corporate Training • SBDC • Acelink 		Total Enrollment	No. Courses	2007	11,176	885	2006	10,364	839	% Chg.	7.83%	5.48%
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		<p><i>Increase educational access for learners through a broad range of course delivery options, including community based, technology-mediated, and international study programs.</i></p>	<ul style="list-style-type: none"> • Principles of Lean Office - 15 enrolled <p>A significant increase in the number of professionals completing an IPFW certificate program in 2007.</p> <p>Increased promotions by e-mails blasts: 64 promotions to 29,068 and expansion of catalog redistribution to 125 sites outside Fort Wayne and Warsaw.</p> <p>Expand computer course offerings: Spring: Movie Maker - 7 enrolled Summer: Dreamweaver 8: Beginning - 12 enrolled Fall: increased computer classes by 3 hours each Excel Advanced II - 5 enrolled Web Design Basics Certificate - 5 enrolled HTML - 18 enrolled FrontPage - 16 enrolled Dreamweaver Basic - 17 enrolled</p> <p>Research programs available for college credit through American Council on Education</p> <ul style="list-style-type: none"> • Through research, we have found the cost of the ACE Review to be prohibitive. PPD would incur \$8,000-\$10,000 in fees for evaluation of courses, only. Due to the high cost of the Review Process, we do not feel that this is a cost worth incurring. <p>Renew APA Certification: Certification granted - 4/28/2007 5 Year Approval through 2012 Courses offered at off-campus (Northeast Indiana Area Health Education Center, NIIC, SBDC, and Adams County)</p>	<p>Completion of Certificate Program: 2006: 33 professionals 2007: 102 professionals</p> <p>209% increase in number of completions</p>

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B-Goal s	2. Create an exceptional campus environment for a diverse community of learners	<i>Broaden diversity of the division's student community through curricular transformation, specialized services, and programming for students from under-represented populations</i>	<p>A division-wide increase in minority enrollment, from 523 in 2006 to 668 in 2007.</p> <p>27.7% increase from Fall 2006 enrollments</p>	 <table border="1"> <caption>Minority Enrollment by Race/Ethnicity</caption> <thead> <tr> <th>Race/Ethnicity</th> <th>Fall 2006</th> <th>Fall 2007</th> </tr> </thead> <tbody> <tr> <td>American Indian/Alaskan Native</td> <td>22</td> <td>25</td> </tr> <tr> <td>Asian or Pacific Islander</td> <td>89</td> <td>100</td> </tr> <tr> <td>Black</td> <td>215</td> <td>292</td> </tr> <tr> <td>Hispanic Americans</td> <td>134</td> <td>152</td> </tr> <tr> <td>Non-Resident Alien</td> <td>50</td> <td>97</td> </tr> </tbody> </table>	Race/Ethnicity	Fall 2006	Fall 2007	American Indian/Alaskan Native	22	25	Asian or Pacific Islander	89	100	Black	215	292	Hispanic Americans	134	152	Non-Resident Alien	50	97
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		<p>GENERAL STUDIES</p> <p><i>Connect students to campus and enhance learning by providing program advising, career/major decision making, mentoring and support services responsive to student needs.</i></p>	<p>Expand Internet advising services to General Studies' students.</p> <ul style="list-style-type: none"> • Sent out approximately 2 emails per month to students informing them of events of interest in General Studies and at IPFW • Responses to email questions were sent to students. • Plans of study sent via email. <p>The General Studies Alumni Council will plan and carry out The "Ementoring Event" for Fall 2007. Mentoring information will be sent monthly by emails to mentors/mentees and email newsletter out three times a year. A new table for graduate information was added.</p> <p>Expanded General Studies' student contacts through bi-weekly e-mail blasts and newsletters updating students on critical information and recognizing more than 103 students and alums.</p> <p>Increase promotions for alumni membership. Send letters to one year-out graduates to let them know that their membership is expiring.</p>	<p><u>E-Mentoring Event</u> Fall of 2006: 60 participants Fall of 2007: 72 participants 20% increase in participation 9 alumni memberships.</p> <p>In process.</p>																		

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			<p>Continue to fundraise for the General Studies Alumni Scholarship Fund. Collaborate with members of the Development Office to formulate a fundraising plan, including the development of a scholarship application.</p> <ul style="list-style-type: none"> • Web page link has been added with instructions for donations. • An application has been developed. • The first scholarship was awarded Fall '07. • The fundraising plans are on-going. <p>Partner with ACCS and present a "Resume Workshop" for Spring 2008.</p> <p>Develop a program to work with probation students.</p> <p>Survey alumni one-year- and five-year-out annually as part of the assessment plan.</p> <ul style="list-style-type: none"> • The survey was sent out in paper form by mail with follow-up postcard including web site information. <p>Survey and focus group for graduates and alums reported that: the General Studies program met their expectations: 86%); their experience at IPFW was excellent (43%) or good (57%); planned to pursue advanced education (36%); the advising staff was rated "extremely high" overall.</p>	<p><u>General Studies Enrollment Diversity</u></p> <p>15.3% increase in enrollment of minority students.</p> <table border="1" data-bbox="1375 381 1843 669"> <thead> <tr> <th></th> <th>2006</th> <th>2007</th> </tr> </thead> <tbody> <tr> <td>Black</td> <td>51</td> <td>56</td> </tr> <tr> <td>Hispanic</td> <td>14</td> <td>15</td> </tr> <tr> <td>Non-resident, Alien</td> <td>8</td> <td>11</td> </tr> <tr> <td>Asian/Pacific Islander</td> <td>2</td> <td>6</td> </tr> <tr> <td>American Indiana/Alaskan</td> <td>3</td> <td>2</td> </tr> <tr> <td></td> <td>78</td> <td>90</td> </tr> </tbody> </table> <p>Presented 2 workshops March 2007. 10 students 2 alumni assistants in attendance 2 workshops are scheduled for February 2008.</p> <p>A sub-committee was of the Academic Advising Council established Fall '07 to look into a campus-wide program . This is on-going.</p> <p>2007 – 30 surveys received 2006 – 10 surveys received A 300%</p>		2006	2007	Black	51	56	Hispanic	14	15	Non-resident, Alien	8	11	Asian/Pacific Islander	2	6	American Indiana/Alaskan	3	2		78	90
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			<p>Assess student writing skills in General Education Area 6 Course Suggestions were made for revisions of the rubric. Papers were acceptable; suggested changes for next year.</p>	<p>Faculty (5) from the General Studies Advisory Committee reviewed 15 papers from General Education Area VI General Studies' students.</p>
2		<p>SITE-BASED CREDIT</p> <p><i>Broaden diversity of the division's student community through curricular transformation, specialized services, and programming for students from under-represented populations</i></p> <p><i>Connect students to campus and enhance learning by providing program advising, career/major decision making, mentoring and support services responsive to student needs.</i></p>	<p>Support Travel for Credit</p> <p>Continue to grow Central City locations (Lafayette Med. Center.; Southside High School; Lindley Elementary) and prepare for the opening of the Public Safety Academy (sent 1900 postcards to area residents).</p> <p>Worked with Collegiate Connection to receive school grant for SBP students.</p> <p>1. Provided Writing Center Services at Warsaw 2. Advising training provided for Warsaw staff 3. Provided specially designed workspace/ software for students w/disabilities @ Warsaw</p> <p>Supported Virtual Town Hall Program delivery to high-need, high-diversity, K-12 schools</p>	<p><u>2007</u> <u>2006</u> <u>Dif</u> <u>%Dif</u> 50 48 2 4.2% (enrollment) 151 141 10 7.1%(credit)</p> <p>2006- 30 enrollments 2007 – 179 enrollments</p> <p>2 students participated</p> <p>5 sessions totaling 11 schools participating</p>
2		<p>DISTANCE LEARNING</p> <p><i>Broaden the diversity of the division's student community through curricular transformation, specialized services and programming for students from under-represented populations.</i></p>	<p>Continue development of new online courses in collaboration with university schools and Women's Studies</p> <p>New online Certificates were developed or are in process of being developed: 1) Developed: ECET Networking Certificate (total 19 credits) and includes these courses: CPET 181, CPET 384, CS160 or ECET 114, and CPET 355.</p>	

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			<p>2) In Process: TESOL Certificate (online/hybrid certificate) and includes these courses: ENG G500, G302, LING P512, and LING L322.</p> <p>3) Developed: Civic Education and Public Advocacy Certificate (19 credit hours) and includes these courses: POLS Y150, POLS Y103, ENG W233, POLS Y105, AFRO A210, and POLS Y200.</p>	<p>Distance Learning Methods of Delivery</p>  <table border="1"> <caption>Distance Learning Methods of Delivery Data (Estimated)</caption> <thead> <tr> <th>Method</th> <th>Spring</th> <th>Summer</th> <th>Fall</th> </tr> </thead> <tbody> <tr> <td>Studio</td> <td>~200</td> <td>~100</td> <td>~100</td> </tr> <tr> <td>TV-Comcast 5/</td> <td>~200</td> <td>~100</td> <td>~100</td> </tr> <tr> <td>FIOS 30</td> <td>~200</td> <td>~100</td> <td>~100</td> </tr> <tr> <td>DVD</td> <td>~200</td> <td>~100</td> <td>~100</td> </tr> <tr> <td>ICN/Non-IPFW Students</td> <td>~200</td> <td>~100</td> <td>~100</td> </tr> <tr> <td>ICN/IPFW Students</td> <td>~200</td> <td>~100</td> <td>~100</td> </tr> <tr> <td>Internet</td> <td>~3,500</td> <td>~1,500</td> <td>~3,500</td> </tr> <tr> <td>2-Way Interactive</td> <td>~200</td> <td>~100</td> <td>~100</td> </tr> </tbody> </table>	Method	Spring	Summer	Fall	Studio	~200	~100	~100	TV-Comcast 5/	~200	~100	~100	FIOS 30	~200	~100	~100	DVD	~200	~100	~100	ICN/Non-IPFW Students	~200	~100	~100	ICN/IPFW Students	~200	~100	~100	Internet	~3,500	~1,500	~3,500	2-Way Interactive	~200	~100	~100
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2		<p>PERSONAL/PROFESSIONAL DEVELOPMENT</p> <p><i>Broaden the diversity of the division's student community through curricular transformation, specialized services and programming for students from underrepresented populations.</i></p>	<p>Support Travel for Credit and other travel options for noncredit students:</p> <ul style="list-style-type: none"> Chicago Shakespeare Bus Trip Troilus and Cressida - 32 Chicago Shakespeare Bus Trip Cymbeline - 30 Architecture and Interiors of Rome - 29 enrolled Art of Tuscany - 15 enrolled Women and Costa Rica - 8 enrolled VPA New York Theatre Excursion = 10 enrolled Technology in Malaysia - 2 enrolled Human Rights Institute/Strasbourg - 8 enrolled <p>Expand the breadth and diversity of language offerings:</p> <p>French for Travelers - 6 enrolled Conversational French: Intermediate I - 18 enrolled Conversational French: Intermediate II - 7 enrolled Reality Spanish for Workplace - 3 enrolled Reality Spanish for Healthcare - 1 enrolled Interpretation and Translation Spanish Language - 12 enrolled Japanese for Young People: 7 Days- 4 enrolled</p>	<p><u>Travel for Credit</u> 2007: 8 courses, 134 enrolled 2006: 6 courses, 43 enrolled</p> <p>33.3% increase in number of courses offered 211% increase in number of enrollees</p> <p><u>Diversity of Language Offerings</u> 2007: 10 courses, 51 enrolled 2006: 7 courses, 84 enrolled</p>																																				

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			<p>Enhance CFS Dinner Series Program</p> <p>Expand programming geared towards retired and seasoned learners: Lifelong Learning Summer Sessions: Have Fun, Make Money on e-Bay - 12 enrolled Presidential Race 2008 - 3 enrolled Digital Photography Basics - 3 enrolled Classroom Tour of Russia - 0 enrolled Boosting the Basics of e-Bay - 6 enrolled Musicians of Indiana: Hoagy Carmichael - 0 enrolled Getting Started in Genealogy - 5 enrolled Healthy LifeSteps Senior Expo - Partnered with St. Joe Hospital to bring to IPFW - 400 attended Secured grant through Council on Senior Services to provide Senior S.A.F.E program in 2008</p>	<p><u>CFS Dinner Series Program</u> Spring 2007 - 16 dinners, 390 enrolled Fall 2007 - 17 dinners, 307 enrolled</p> <p><u>Retired and Seasoned Learners</u> 2007: 7 courses, 429 enrolled 2006: 7 courses, 45 enrolled 853% increase in enrollment</p> <p>\$500 Grant secured</p>
	2	<p>ENTREPRENEURSHIP AND CORPORATE TRAINING</p> <p><i>Broaden diversity of the division's student community through curricular transformation, specialized services and programming for students from under represented populations.</i></p>	<p>Increase total enrollment of the IPFW Japanese Saturday School to 26.</p>	<p>Accomplished; '07= 37 '06= 21 Exceeded goal by 42%</p> <p>Funding from the Japanese government approved</p>
B-Goals	3. Promote the scholarly and creative achievements of faculty, students, and staff.	<p>GENERAL STUDIES</p> <p><i>Recognize and reward, faculty, staff, student and alumni contribution and achievement</i></p>	<p>Developed and published stories of students and alumni achievements in local and area media, newsletters, catalogs, Division annual report and Division web site.</p>	<ul style="list-style-type: none"> • Sandy McMurtrie, Women in Leadership, Channel 21 Honoree • M. Motsinger, awarded first General Studies Alumni Scholarship, Fall '07 • Karen Clelland, BGS, '01, elected President, IPFW Alumni Association • Deborah Thorpe-Rodda, 2007 General Studies Beiberich scholarship recipient, IPFW

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				<p>Ambassadon, and IPFW Women's Studies 12th annual "Celebrate Our Student" recognition.</p> <ul style="list-style-type: none"> Sarah Hadsall, BGS '07, ICCE Student of the Year
3		<p>PERSONAL AND PROFESSIONAL DEVELOPMENT</p> <p><i>Recognize and reward, faculty, staff, student and alumni contribution and achievement</i></p>	<p>Nominate PPD staff, faculty, and courses for award recognition as appropriate.</p> <p>Chad Price, PPD student, recognized in Fall catalog cover story. Lauren Morton, PPD student, recognized in Summer catalog cover story.</p> <p>Recognize PPD certificate completers</p> <p>Recognize outstanding PPD faculty for their achievements: Janeanne Perkins - Microsoft Certified Shawn Fort - Microsoft Certified Suzanne Chalmers - Ambassadon and catalog promotion Linda Buskirk - catalog promotion Jim Noblitt - catalog promotion Wayne Scott - catalog promotion Norm Ziegler - catalog promotion Irene Paxia - catalog promotion John Stafford - catalog promotion Jody Fosnough - catalog promotion Michelle Gladieux - catalog promotion Joanne Snow - catalog promotion Robin Ito - catalog promotion Dan Russell - catalog promotion</p>	<p>2007 ICCE Course of the Year: <i>Entrepreneurship in the Arts</i></p> <p>2 Students highlighted</p> <p>33 completers Recognized in Summer catalog</p> <p>2007: 12 faculty members highlighted</p>
3		<p>DISTANCE LEARNING</p> <p><i>Recognize and reward, faculty, staff, student and alumni contribution and achievement</i></p>	<p>Recognized and reward Distance Learning faculty, staff, and students:</p>	<p>- Eric Vitz and Deb Hein earned Certificate in Distance Education through Indiana University. - Ben Gates, Ph.D. was the recipient of the 2007 DCS Faculty Star Award. - Michelle Drouin was the recipient of the 2006 Faculty Star Award.</p>

Section	University Strategic Goals	College Goals	List of 2007 Activities and Accomplishments	Bottom Line Metrics (Show at least 2 years of data)
				- Jason Anderson was nominated as Student Worker of the Year (since hired on full-time in DCS).
B-Goals	4. Advance economic development and the quality of life in Fort Wayne and the surrounding region.	<p>GENERAL STUDIES</p> <p><i>Assess the workforce development and training needs of region through market research and consultation with chambers, elected officials, economic development, organizations, community leaders, and other stakeholders.</i></p>	<p><u>Impact of the State of Indiana</u> An estimated \$2,044.364 in increased wages earned in the State of Indiana, based on 2000 census figures for median annual earnings based on those earning a bachelor's degree (76% of degrees earned) and those earning an associate degree (24% of degrees earned) as compared to those with only a high school education.</p>	<p>2006: 226 Graduates with 82% remaining in Indiana (184) 2007: 229 Graduates with 85% remaining in Indiana (195)</p> <p>4.9% increase in graduates staying in the State of Indiana</p>
4		<p>SITE BASED CREDIT</p> <p><i>Assess the workforce development and training needs of region through market research and consultation with chambers, elected officials, economic development, organizations, community leaders, and other stakeholders.</i></p> <p><i>Focus new and expanded regional economic and professional development programming on training certifications that address skill shortages, increase productivity, advance or expand career.</i></p>	<p>Grew concurrent credit programs in high schools with certified teachers, working with Collegiate Connection.</p> <p>Deepen relationship with 4-County Vocational Services and move toward certificate programs.</p> <p>Participated in Business & Education Summit Planning Committee.</p> <p>Partnered with Lutheran Health Network to promote careers in healthcare using technology.</p> <p>Conducted market research for Addiction Counseling Certificate.</p> <p>Columbia City Chamber of Commerce/Whitley County –</p>	<p><u>2007 2006 Dif %Dif</u> 240 53 187 352% (enrollment) 935 249 686 275% (credit)</p> <p>2006 – 77 enrollments 2007 – 197 enrollments</p> <p>N=12; 7=great need; 4=moderate need; 1=slight need</p> <p>Business plan in progress; survey conducted in '08</p>

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			investigated possibility of new business incubator	
4		<p>MARKETING</p> <p><i>Assess the workforce development and training of needs region through market research and consultation with chambers, elected officials, economic development, organizations, community leaders, and other stakeholders.</i></p>	<p>Assist divisional areas in community needs assessment effort by developing a plan to implement tools to extract community needs and information for purposes of defining marketing strategies starting with a DCS catalog evaluation by a focus group.</p> <ul style="list-style-type: none"> Focus groups were organized and conducted on in May 2007 (Dr. Zoher Shipchandler – mediator). The groups consisted from both credit and noncredit customers. 	<p>The results were used to improve the look and layout of the 2007 DCS catalog series. We found out that there is a widespread awareness of the IPFW Division Of Continuing Studies and its catalog, however there is still a lot of confusion regarding credit and noncredit options. An insight into customers/students’ expectations and their perceptions was helpful in creating other DCS marketing publications</p>
4		<p>PERSONAL AND PROFESSIONAL DEVELOPMENT</p> <p><i>Assess the workforce development and training needs of region through market research and consultation with chambers, elected officials, economic development organizations, community leaders and other stakeholders.</i></p>	<p>Courses offered through partnership with the SBDC: Spring: 17 courses, 42 enrolled Summer: 9 courses, 30 enrolled Fall: 10 courses, 26 enrolled PPD attended SBDC networking events throughout the year.</p> <p>Provide conferences and workshops that support the business community: Raising a Healthy Eater - 189 enrolled Healthy Life Steps Forever Young Expo - 400 enrolled Purdue Tax School - 108 enrolled IU Tax School - 107 enrolled Understanding Financial Statements for Realtors - 22 enrolled LEED New Construction - 75 enrolled Can't Live With You (APA) - 38 enrolled 2007 Business/Industry Expo - 10 enrolled Appleaseed Writing Project Camps - 44 enrolled</p>	<p>2007: 36 courses, 98 enrolled</p> <p>2006: 45 courses, 272 enrolled</p> <p>2007: 27 courses, 2688 enrolled</p> <p>2006: 17 courses, 1022 enrolled</p>

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			<p>Appleseed Writing Conference - 188 enrolled The Global Dynamics of Power - logistical support only A Web of Connections - 75 enrolled Community Arts Academy - 683 enrolled Summer Reading Program - 75 enrolled Many Faces of Healthcare - 172 enrolled The Challenges of Academic Life - 172 enrolled Northeast Indiana College Student Art Exhibition - 46 enrolled Applied Suicide Intervention Skills Training - 96 enrolled Children's Behavior - 16 enrolled Psychological First Aid - 50 enrolled 2007 Stroke Update - 7 enrolled Getting Started With Videoconferencing - 21 enrolled International Trade Expo - 12 enrolled Chemical Agents Certification - 26 enrolled Entrepreneurship and Logistics Bootcamps - 52 enrolled Do It Best Management Training - 36 enrolled Growing as a Nurse - 43 enrolled</p> <p>Support professional organizations in the service area: Dieticians: Raising a Healthy Eater - 185 enrolled HR Professionals: SHRM Learning System - 21 enrolled HR Professionals: Essentials of Human Resources - 30 enrolled CPAs: Tax Schools - 215 enrolled APICs: Production and Inventory Control - 111 enrolled Nurses: Many Faces of Healthcare - 172 enrolled APA: Can't Live With You - 38 enrolled Tutors: Early Childhood Alliance Training Program - 14 enrolled Psychologists: Can't Live With You (APA) Program - 38 enrolled Nurses: IV Workshops - 46 enrolled</p> <p>Support Indiana's Strategic Skills Initiative: Logistics Bootcamps-23 enrolled Entrepreneurship Bootcamp-29 enrolled Advanced Business Technology Solutions - 84 enrolled</p>	<p>2007: 11 courses, 870 enrolled</p> <p>2006: 7 courses, 250 enrolled</p> <p>2007: 3 courses, 136 enrolled 2006: 1 course, 51 enrolled</p> <p>2007: 23 courses, 93 enrolled 2006: 33 courses, 183 enrolled</p>

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			<p>Enhance the personal enrichment offerings: Stock and Index Options 101 - 7 enrolled A Classroom Tour of Taiwan - 3 enrolled Gadgets and Gizmos Using New Technology - 0 enrolled Mural Painting - 0 enrolled How to Make a Fresh Flower Topiary - 0 enrolled Silk Wreath Creations - 3 enrolled Garden Flower Arrangements - 0 enrolled Interpreting Photographs - 0 enrolled Car Smart- 0 enrolled Floral Design: Home for the Holidays - 6 enrolled Investing for your Future - 8 enrolled Secrets of High Income Earners - 5 enrolled Smart Women Finish Rich - 3 enrolled Retirement Income for Life - 9 enrolled Interpreting Photographs - 0 enrolled The 8 Minute Miracle - 0 enrolled So You Want to go to College - 0 enrolled To Hell With Dante - 16 enrolled Stained Glass Panel - 5 enrolled Let's Get Organized - 8 enrolled Glorious Pastels - 0 enrolled Paper Management and Home Organizing - 19 enrolled Easy Garden Flower Arranging - 0 enrolled Golf: Learn it and Put it Into Play: 7 enrolled Kids Can Play Golf, Too: 0 enrolled Ballroom Dance: Intermediate - 0 enrolled</p> <p>Expand the breadth and diversity of language offerings.: French for Travelers - 6 enrolled Conversational French: Intermediate I - 18 enrolled Conversational French: Intermediate II - 7 enrolled Reality Spanish for Workplace - 3 enrolled Reality Spanish for Healthcare - 1 enrolled Reality Spanish for Law Enforcement - 0 enrolled Interpretation and Translation Spanish Language - 12 enrolled Spanish for Travelers - 0 enrolled</p>	<p>2007: 10 courses, 51 enrolled 2006: 7 courses, 84 enrolled</p> <p>2007: 6 courses, 132 enrolled 2006: 3 courses, 4 enrolled</p>

Section	University Strategic Goals	College Goals	List of 2007 Activities and Accomplishments	Bottom Line Metrics (Show at least 2 years of data)
		<p><i>Focus new and expanded regional economic and professional development programming on training certifications that address skill shortages, increase productivity, advance or expand career.</i></p>	<p>Have Fun Learning Spanish - 0 enrolled Japanese for Young People: 7 Days- 4 enrolled</p> <p>Expand financial planning courses to include continuing education for Certified Financial Planners: Financial Planning Practice Standards - offered in summer, Financial Planning Basics Certificate expanded to 5 courses</p>	<p>132 enrolled</p>
4		<p>ENTREPRENEURSHIP AND CORPORATE TRAINING</p> <p><i>Assess the workforce development and training of needs region through market research and consultation with chambers, elected officials, economic development, organizations, community leaders, and other stakeholders.</i></p> <p><i>Focus new and expanded regional economic and professional development programming on training certifications that address skill shortages, increase productivity, advance or expand career.</i></p>	<p>Increase corporation training gross sales by 15%.</p> <p>Develop and submit a Training Acceleration Grant (TAG) consortium proposal.</p> <ul style="list-style-type: none"> A proposal was pursued for plastics certification. Initial interest among companies did not develop enough to complete the proposal process. <p>Develop and submit a proposal to the American Society of Pension Professionals and Actuaries (ASPPA) concerning IPFW providing the industry continuing education and training in support of their credential programs. A planning committee with 3 IPFW representatives worked with industry and the Alliance to prepare a proposal which resulted in acceptance by the ASPPA.</p>	<p>Gross sales increased 28% in '07 over '06. '07= \$148,334 '06= \$115,780</p> <p>'07 sales increased 28% over '06.</p> <p>October '07, the IPFW Institute for Pension Plan Management was announced.</p>

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		<i>Develop and carry out integrated marketing plan that promotes the university through the division, create new opportunities with stakeholders, incorporate efforts to gain local, state, and regional recognition for programming and administrative accomplishments.</i>	Develop and execute a marketing plan targeted at increasing corporate training sales.	Targeted company contact list identified
	4	<p>DIVISION</p> <p><i>Assess the workforce development and training of needs region through market research and consultation with chambers, elected officials, economic development, organizations, community leaders, and other stakeholders.</i></p>	<p>Measure Division's enrollment trends.</p> <p>Increase team, communication and decision-making skills through all-staff training.</p>	<p>2007 Division Enrollment - 29,653 2006 Division Enrollment – 27,692 7.08% increase</p> <p>Myers-Briggs Training Survey Questions</p> <ol style="list-style-type: none"> 1. I better understand my style preference for communication and decision making. 93.5% Agreement 2. I better understand my co-workers' style preference in communication and decision making. 96.8% Agreement 3. I better understand the strengths and challenges of different preference types, some better suited for one situation and the opposite for another. 87.1% Agreement 4. I think/feel that I can personally improve my communication and decision-making skills by developing and/or accommodating my preference opposite. (i.e. Judging becomes more flexible and Feeling becomes more schedule oriented.) 80.7% Agreement 5. I am more apt to use a combined model for problem solving using the strategies for Sensing/Intuition and Thinking/Feeling. 87.1% Agreement 6. I am more apt to ask for feedback or assistance from division co-workers. 83.9% Agreement 7. I am apt to discuss differences directly with my co workers focusing on the issue/process rather than people. 80.6% Agreement <p>CODE of CONDUCT adopted September, 2007. Please see Page 3</p>

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Shared Purpose and Vision	38	94	15	75	62	69																																																																																															
Shared Leadership	50	75	10	80	54	69																																																																																															
Measurable Performance Targets & Definable Goals	21	21	20	67	44	44																																																																																															
Clear Roles and Responsibilities	19	44	15	80	46	54																																																																																															
Active Sponsorship	42	67	67	83	44	59																																																																																															
Effective Team Process	13	8	10	43	31	38																																																																																															
Enhanced Team Competency	54	92	30	80	59	72																																																																																															
Synergistic Collaboration and Innovation	54	75	30	90	54	69																																																																																															
Meaningful Recognition and Rewards	75	56	35	95	65	65																																																																																															
Quality Relationships with Stateholders/Other Teams	50	81	40	80	65	77																																																																																															
B-Goals	5. Pursue the continuous improvement of university operations	BUSINESS <i>Design, monitor and measure improvements in division programming operation and customer services.</i>	Measure Continuing Studies transition to OnePurdue. <ol style="list-style-type: none"> All legacy accounts with a balance and/or transactions were converted to OnePurdue accounts automatically by the system Feb. 2007. Business staff worked with West Lafayette to convert any accounts missed by the process and all accounts moving forward (this involved more than 2,000 accounts). Needed to look through SAP reports (over 300) to find new way to pull up information for Continuing Studies monthly reports (closing, financials, overload, etc.). Revised Form 57 to include new account structure and information 	The DCS Business Department has completed the training and successfully converted accounts to the OnePurdue system. Staff has also shared acquired expertise with other departments, thus furthering the transition to OnePurdue on the IPFW campus as a whole.																																																																																																	

Section	University Strategic Goals	College Goals	List of 2007 Activities and Accomplishments	Bottom Line Metrics (Show at least 2 years of data)
			<p>(form is used by all IPFW departments).</p> <ul style="list-style-type: none"> e. Participated in various OnePurdue training (system training, account structure, payroll, purchasing, etc.) and passed on information to Continuing Studies staff where applicable. f. Made adjustments in AceWare and Access databases to include new OnePurdue account structure. Then worked with AceWare support staff and Dick Powell to make revisions in all affected reports to pull in this new information. This was necessary because a dual account system (legacy accounts and new OnePurdue accounts) was needed through the end of the fiscal year. g. Business staff worked with Tom Kruse to update the Bursar Deposit System. Helped in training of other IPFW departments. h. Have also worked closely with Human Resources during transition to SAP. Have been a source of "expertise" for other departments. <p>Continue to improve and update Continuing Studies budgeting and financing management systems.</p> <ul style="list-style-type: none"> a. Reformatted enrollment report on O:/ drive to include counties and program type b. Created report for JSS to provide better coordination/communication between business staff and PPD staff with JSS registrations, book payments and billings (due to complexity and changes in registrations). <p>Evaluate the use of Access and the current update/revision process.</p>	<p>Business Department continues to re-evaluate and adjust accounting/budgeting/reporting processes to provide updated and complete service as programs expand and grow within the Division, with a focus on the OnePurdue system requirements.</p>

Section	University Strategic Goals	College Goals	List of 2007 Activities and Accomplishments	Bottom Line Metrics (Show at least 2 years of data)
			<ol style="list-style-type: none"> 1. Collaborated with credit staff to create an instructional manual on "How to set up courses in Access". 2. Coordinated and managed revisions within Access (over 70). 3. Currently collaborating with credit staff and ITS to evaluate Access by looking at functional analysis. <p>Continue transfer of PPD reports to automated reporting in ACEWare.</p> <ol style="list-style-type: none"> 1. No new automated reports created in Aceware – focused on revisions of current reports needed due to OnePurdue. <p>Evaluate billing process for PPD courses.</p> <ol style="list-style-type: none"> 1. Concluded that current billing process is efficient with the exception of JSS (because of the volume of billings, the variety of payment amounts and updates to student registrations, initial JSS billings are not run through comptroller's office but handled by business staff). <p>Develop closing process and schedule for credit revenue accounts.</p> <ol style="list-style-type: none"> 1. Put on hold until better understanding of OnePurdue reporting. 	
5		SITE BASED CREDIT <i>Pursue the continuous improvement of university operations</i>		Developed database for SBP Participated in search committee for academic advisor in MAC Created SBP Web Site
5		MARKETING	Develop a marketing plan for each department within the division; Use this information to shape and develop overall	The Warsaw Center was the focus of the first marketing plan developed. The extensive marketing plans for other

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		<p><i>Develop and carry out integrated marketing plan that promotes the university through the division, create new opportunities with stakeholders, incorporate efforts to gain local, state and regional recognition for programming and administrative accomplishments.</i></p> <p><i>Design, monitor, and measure improvements in division programming operation and customer services</i></p>	<p>division plan.</p> <p>Introduce more methods to track the effectiveness of promotional materials.</p> <ul style="list-style-type: none"> • Newspaper tracking forms were used for information sessions to track how people heard about DCS programs. The form also allowed us to collect contact information of the inquirers for follow up, targeted advertising. • An experimental method was a use of 10% discount ad for seniors 62 and older on pharmacy prescription bags while advertising lifelong learning classes. This campaign didn't produce enrollments and will not be used anymore. Another method is done by using Aceware reports to identify how many enrollments are coming from the web. <p>Develop the DCS Website redesign plan.</p> <ul style="list-style-type: none"> • The DCS Website redesign plan has been created and includes 5 main development stages: <ol style="list-style-type: none"> 1. Definition of Project. 2. Developing Site Structure. 3. Visual Design and Testing. 4. Production. 5. Launch of the Site. The deadline to deliver the final product is Dec. 1, 2008. <p>Introduce tracking of online marketing efforts.</p> <ul style="list-style-type: none"> • Online tracking for the DCS Website was implemented by utilizing Google Analytics software. The most popular pages are the DCS home page, General Studies' online degree, General Studies bachelor's degree, Distance Learning programs and degrees, and PPD home page. The mostly used keywords in search 	<p>departments will be finished in the first part of 2008.</p> <p>The results showed that enough people saw our ad in a newspaper to continue this type of advertising</p> <p>In 2007 we had 961 online registrations. The reports also let us know how people found out about our courses.</p> <p>Since installation on October 22, 2007 until Dec. 31, 2007 we had 7440 visits to our site from 5505 unique visitors. 20,448 pages were viewed. 64% of those were direct traffic, 30% came through search engines, and 6% came from referring sites.</p>

Section	University Strategic Goals	College Goals	List of 2007 Activities and Accomplishments	Bottom Line Metrics (Show at least 2 years of data)
			<p>engines are: distance learning, tuition, IPFW college, and continuing studies.</p>	
5		<p>DISTANCE LEARNING <i>Develop and carryout integrated marketing plan that promotes the university through the division, create new stakeholders, incorporate efforts to gain local, state and regional recognition for programming and administrative accomplishments.</i></p> <p><i>Design, monitor and measure improvements in division programming, operation, and customer services</i></p>	<p>Develop marketing plan for distance learning program that incorporates media, web, and printed materials.</p> <ul style="list-style-type: none"> Created new postcard for new Distance Learners to direct them to our online Orientation and other support services. Several new web pages for DL have been developed: Distance Learning TV, Meet your instructor, and Meet the DL Staff. Meeting the DL Student is currently being developed. <p>Continue development and marketing of Distance Learning Blogging Web site.</p> <ul style="list-style-type: none"> The Web site is updated regularly is used continuously being used by General Studies Staff as a resource for future students. Currently four bloggers are participating (all students): Klarisa Clark, Amanda Framme, Brandy Reincke, and Rick Taylor. Site address: http://www.ipfw.edu/dlearning/blogs/ <p>Increase participation in Distance Learning course evaluation, including continuing to report results of evaluation to faculty and departments; take appropriate action on student comments to assure students that we are listening.</p> <ul style="list-style-type: none"> Working with faculty to add "conditional" programming within Blackboard that would force students to take evaluation before "seeing" other content. <p>Provide faculty development opportunities on how to increase participation through the use of Blackboard Vista.</p> <ul style="list-style-type: none"> Contact group was created for current DL faculty 	<p>Three new web pages for Distance Learners have been developed in 2007, and one additional page is in the developmental stage.</p>

Section	University Strategic Goals	College Goals	List of 2007 Activities and Accomplishments	Bottom Line Metrics (Show at least 2 years of data)
			<p>in GroupWise and is used regularly by staff to pass on information concerning training available through CELT and ITS.</p> <p>Reduced “over-crowding” in Testing Center</p> <ul style="list-style-type: none"> • Coordinated with Testing Center to add additional testing times during particularly heavy periods (mid-terms and finals). <p>Improve ease of use in KT 227.</p> <ul style="list-style-type: none"> • Added lectern microphones to provide better sound quality. <p>Increase Distance Learning tools and resources available online</p> <ul style="list-style-type: none"> • In development: an online demo course within Blackboard Vista for prospective students to get a feel for the course management system before registering for online courses. • In development: online course schedule for DCS similar to University course schedule, but filters only DCS courses. • Developed (with ITS) a website to automate the room scheduling of KT 227. • Developed ICN webpage, and ICN “Best Practices in Supporting Distance Learners” for ICN panel discussion • Updated Distance Learning orientation CD and website to revision 2 <p>The “Meet your DL Instructor” Web site was developed with sample syllabi and is continually updated with new information. The Web site is: http://www.ipfw.edu/dlearning/Faculty/default.shtml The site includes picture of faculty, biographical and contact information, and a sample syllabus for most courses.</p> <p>Provide printed and Web “How to Guides”.</p> <ul style="list-style-type: none"> • Designed and distributed KT227/AMX user manual. • Designed manual for portable Mediasite Live. • 2007 - Began modifying Week One Orientation 	

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			<p>Module for Blackboard Vista (described below)</p> <ul style="list-style-type: none"> • 2006 - Distance Learning faculty were surveyed concerning the top issues that students struggle with during the first weeks of a distance learning course. The "Week One Learning Module" was developed and is being used by more than 25 Distance Learning faculty. The learning module is included in all faculty members WebCT courses and includes interactive "How to Guides" on the following top issues: <ul style="list-style-type: none"> Using WebCT mail. Attaching homework to WebCT. Using the Discussion feature in WebCT. Updating Java. Tuning your Browser. • Instructor expectation. The learning module also includes an assessment tool for each of the issues. 	
5		<p>PERSONAL AND PROFESSIONAL DEVELOPMENT <i>Develop and carryout integrated marketing plan that promotes the university through the division, create new opportunities with stakeholders, incorporate efforts to gain local, state and regional recognition for programming and administrative accomplishments.</i></p>	<p>Develop stronger relationships with university marketing resources to promote courses. Student Pop-Up: GMAT, GRE LSAT Review Course - 12 enrolled Student Pop-Up: Chicago Shakespeare Trips - 62 enrolled VPA Alumni Magazine: Northeast Indiana College Student Art Exhibition - 46 enrolled Alumni Relations: Chicago Shakespeare trips - 62 enrolled Development: Learn process and procedure to seek grant funding Police and Safety: RAD - 77 enrolled Office of International Programming - Travel Programs IPFW Up Close - Chicago Shakespeare Theatre Bus Trip: Troilus and Cressida - 32 enrolled</p> <p>Expand customized marketing and promotional efforts beyond Fort Wayne and Warsaw city limits Redistribution efforts expanded to 5 new locations in</p>	<p>9 relationships 10 promotions 291 enrolled</p> <p>125 redistribution sites</p>

Section	University Strategic Goals	College Goals	List of 2007 Activities and Accomplishments	Bottom Line Metrics (Show at least 2 years of data)
		<p><i>Design, monitor and measure improvements in division programming, operation and customer services.</i></p>	<p>Decatur and New Haven. 44 drop off in Allen County, 81 in Kosciusko County.</p> <p>Train Warsaw Center staff on PPD processes and ACEware Customized brochures Account Numbering System Budget/Form 36 ACEware Numbering & Entry Certificate Program Administration O Drive Organization Emergency Procedure Catalog Process Go No/Go Procedure Email Blasts Course Cancellations Quick Reports Evaluation Summary Letters Certificate Development</p> <p>Implement One Purdue accounting system in ACEware</p> <p>Develop a process for managing/overseeing the PPD escrow account</p> <p>Streamline internal processes for issuing CEUs and CRUs Step by step CEU/CRU process defined and documented Added catalog description for CEUs Developed CEU form for on-site registrations</p> <p>Increase electronic promotion of PPD courses Inside IPFW, This Month at IPFW, This Week at IPFW - 5 promotions eBanner - 7 promotions ACEware Email blasts - 49 promotions ACEweb Featured Class - 3 promotions</p> <p>Promote staff development. Kelly - Team Coaching/MBTI, Progressive Discipline, Search and Screen Training, Microsoft Office 2007</p>	<p>14 processes</p> <p>100% adherence</p> <p>100% adherence</p> <p>64 promotions 29,068 people emailed</p> <p>23 initiatives completed</p>

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			<p>Overview, Leadership Fort Wayne, Rotary International Group Study Exchange Program Kingsbury - Team Coaching/MBTI, Progressive Discipline, Search and Screen Training, Microsoft Office 2007 Overview, Robart - Team Coaching/MBTI, Microsoft Office 2007 Overview, Microsoft Excel Tanner - Team Coaching/MBTI, Interpersonal and Workplace Conflict Management Skills, InDesign, Photoshop Weaver - Team Coaching/MBTI, Microsoft Office 2007 Overview, Masters in Counseling, Business Communications, Customer Service and University Retention, Purchasing Procedures</p> <p>Improve general operations Improvements in refund policy/procedure Add blank registration forms to instructor packets Updated Course Confirmation letters Developed Emergency Procedure for power outages Support staff procedure manuals audited and updated Maintenance of Instructor Files process definition Course Checklist revisions Roster enhancements</p>	<p>8 process improvements</p>

Section	Accomplishments
C-Research	3. Listing of grants/contracts awarded in 2007
	<p>\$15,000 – Grant contracts awarded to provide career services & campus introduction to high school students taking credit courses. To be offered Summer 2008. Provided for Collegiate Connection & FYE to bring high school students, including SBP students, onto IPFW campus to learn about career choices, IPFW academic resources, IPFW degree programs, IPFW student activities. Grant will cover up to 200 students.</p> <p>\$14,400 – Grant contract funding to support Boot Camps (24 students x \$600)</p> <p>\$17,880 – Grant contract funding to support tuition for Energy Econ Teacher Workshops (24 students x \$745 grad tuition)</p> <p>\$19,370 – Grant contract funding to support tuition for Appleseed Writing Project (13 students x \$1,490 grad tuition)</p> <p>\$119,200 – Grant contract funding to support Balanced Literacy & Advanced Balanced Literacy courses (80 students x \$1,490 grad tuition)</p> <p>\$40,138.63 – Contracts for Customized Corporate Training</p> <p>2007 Community Corporations:</p> <ul style="list-style-type: none"> Alconex Allen Co. Pulic Library ATAIN Belmont Beverage Biomet Bootcamp CME Colwell Colour Crown Do It Best Fort Wayne Metals FWCS IPFW CESE IU Josten's Leadership Conference Karl Schmidt Unisia Mccoys Bolt Paragon Superior Essex Wayne Metals Zimmer

Section	Category	Community Partner	Activity	Metrics/Impact
D. Community	1. Ongoing Partnerships	Kendallville Chamber of Commerce	Golf outing	125 attendees
		With SOE & Churubusco Elementary	Creating an Inclusive School course	6 graduate students
		NE Indiana school corporations: EACS, FWCS, FW-SB Diocese, Whitley Cty, Lutheran, Adams Ctr, DeKalb, E. Noble, Huntington, MSD Bluffton, N. Adams, N. Wells, NACS, S. Wells, Tippy, Warsaw	Provide concurrent courses Professional Development Acelink	<u>2007 2006 Dif %Dif</u> 240 53 187 352% (enr) 935 249 686 275% (cr)
		Everybody Reads – Allen County Education Partnership	Offered 2 Balanced Literacy & 2 Advanced Balanced Literacy courses	80 6-graduate credit teachers
		Warsaw Center & Warsaw Chamber After Hours event		100 attendees
		Leo High School	Technical Career Advisory Committee	
		K-12 Community Outreach & Professional Development	Will Richardson Web 2.0 Conference	75 teachers
	2. Short-term Projects	Attended Educational Summit in FW Attended Educational Summit in Warsaw	Planning Committee member	800 attendees 150 attendees
		SOE and State of Indiana-Department of Education- Division of Professional Development	Hosted License Renewal seminar	60 teachers and educators attended
		SOE and NE Indiana Educators	MS Ed graduation dinner	20 teachers and educators attended
		Warsaw Center/Chamber of Kosciusko County	Taste & Trade Expo	600 attendees
		Broadband Technology Expo	Gave technology presentation & Demo	300
	3. Civic Involvement	Administrative and Professional Staff Advisory Committee (APSAC) Artlink Burmese Literacy Program Butler Public Library Board of Directors City of Fort Wayne iTeams - Net Literacy Program		

Section	Category	Community Partner	Activity	Metrics/Impact
		DeKalb Community Foundation Scholarship Committee DeKalb Leadership Board Fort Wayne Chamber of Commerce Fort Wayne Cinema Center Habitat for Humanity International Association of Administrative Professionals IPFW Alumni Board - Purdue Regional Representative IPFW Alumni Board - General Studies Representative IPFW Clerical & Service Staff Advisory Committee (CSSAC) Kiwanis International Kosciusko Health Care Foundation Festival of Trees Executive Committee Kosciusko Human Resources Association Kosciusko Leadership Academy Board of Directors Kosciusko Literary Service Board of Directors Leadership Fort Wayne Leo High School Career Major Advisory Board - Technology and Engineering NISTEM Committee Northeast Indiana Human Resource Association Omicron-Psi Honor Society Rotary Club of Fort Wayne United Way of DeKalb County Board of Directors Warsaw/Kosciusko County Chamber of Commerce Young Leaders of Northeast Indiana		
D. Community	4. Academic/Professional Organizations	Academic Computing and Information Technology Advisory Subcommittee (ACITAS) ACHE Association of Continued Higher		

Section	Category	Community Partner	Activity	Metrics/Impact
D. Community	4. Academic Organizations	Education American Society for Training and Development Associate Faculty Development Committee Council of Adult and Experimental Learning (CAEL) Distance Learning Task Force DWD Education Summit Planning Team Faculty Colloquium on Excellence in Teaching (FACET) Indiana Council for Continuing Education (ICCE) Indiana Partnership for Higher Education Instructional Technology Coordinating Committee Inter-College Adult Network (ICAN) IPFW Academic Advising Council IPFW Assessment Council IPFW DECCO IPFW Distance Learning Taskforce IPFW Diversity Council IPFW Engagement & Community Outreach Committee IPFW Enrollment Management Steering Committee IPFW Foundations of Excellence Task Force IPFW Banner CAPP IPFW Campus Integrated Marketing Committee IPFW CELT IPFW Freshmen Fest IPFW Legislative Luncheon & Higher Education Statehouse Day IPFW Remnant Trust Committee IPFW Removing Service Barriers Committee IPFW Safe Zone & LGBT Issues Committee IPFW Student Orientation, Advising and Registration (SOAR)		

Section	Category	Community Partner	Activity	Metrics/Impact
		IPFW University Design Team IPFW University Marketing Team IPFW Wellness Council Committee Member National Academic Advising Association National Association of Concurrent Enrollment Partnerships (NACEP) Purdue University Advisory Committee on Equity University of Continuing Education Association (UCEA)		

Section	Strategic Theme	Unit Goals	Accomplishments	Metrics/Impact
E. Diversity	1. Student Recruitment and Retention	<p>Staff Table at SOAR</p> <p>Staff table at STARS</p> <p>Staff table at Graduate Open House</p> <p>Staff table at IPFW Open House</p> <p>Staff table at Travel Open House</p> <p>7 Open Houses to recruit students for MS Ed to start in January 2008</p> <p>Graduation dinner for Ms Ed</p> <p>Weekend College Welcome</p> <p>Weekend College Midterm Celebration</p> <p>Warsaw Welcome</p> <p>Warsaw Finals</p> <p>School-Based Programs</p>	<p>Welcomed students to the university; answered questions about classes; checked on instructor needs.</p> <p>Showed student support/appreciation by providing lunch/snack</p> <p>Welcomed students to Center and provided student supplies</p> <p>Showed support to students with snacks and student supplies during finals week</p> <p>Concurrent credit enrollment</p>	<p>1,000 students</p> <p>Fall 2007 – 198 students</p> <p>Fall 2007 – 100 students</p>
E. Diversity	2. Faculty & Staff Recruitment and Retention	Travel Information Session	Invited faculty interested in running a course with a travel component to learn the step to begin the set-up process	

Section	Strategic Theme	Unit Goals	Accomplishments	Metrics/Impact
		Professional Development for staff Hired support staff member to replace departing staff member School-Based Program Held 2-way video faculty discussions with CELT Created faculty handbook and website Provided 2-way teaching orientation	Attended Ritchie Conference in Columbus, IN Minimal learning curve as we hired someone who was familiar with department processes Collaborated with IPFW Departments to approve teachers for SBP courses Increased partnerships with faculty Decreased faculty complaints regarding technical use Provided 1 to 1 training to all new faculty	8 Departments approved SBP teachers
E. Diversity	3. Campus Climate	Lafayette Medical Center Lindley Elementary	Courses offered in an under-represented location Courses offered to support area's Spanish immersion program	100 students enrolled 36 students enrolled
	5. Community Outreach	Global Dynamics of Power	Provided speakers from around the world to share views with IPFW students and the FW Community	9 credit students