Program Write-up with Task Force Comments

AICESL "Academic Internships, Cooperative Education, and Service Learning"

Program Summary

**Task Force:** With minor adjustments, goals will be SMART and enable unit to go after targets more effectively.

Thank you for the time and effort you put forth in your report. Through the USAP process, we are working to create a culture of continuous improvement; setting specific and measurable goals is an important step in the process of moving IPFW toward this culture of improvement. Part of this effort is getting individuals and units at IPFW to think differently about planning and the future. The work of Academic Internships, Cooperative Education, and Service Learning are critical to IPFW and we greatly appreciate the time you spent on this significant endeavor. Thank you again for being part of this important initiative.

**Criterion:** #1: Mission - How does your unit support the mission of the university? This may include your mission and vision statements. (no more than 200 words)

**Question:** Mission - How does your unit support the mission of the university? This may include your mission and vision statements. (no more than 200 words)

**Everythng** we do in OACS (with primary programs being Cooperative Education (Co-op) and Service Learning) drives the intellectual, social, economic and cultural advancement of our students and NE Indiana.

The mission of the Co-op program is to offer high-quality, academically-enhancing, paid employment opportunities to Bachelor’s degree students. We strive to prepare them intellectually, technically, culturally, ethically, professionally, and socially for the demands and opportunities of an increasingly changing world.

IPFW defines Service Learning as a credit-bearing, educational experience in which students participate in an organized service activity that meets identified community needs and reflect on the service activity in such a way as to gain further understanding of course content, a broader appreciation of the discipline, and an enhanced sense of civic responsibility. Service learning connects classroom education with community needs to give students hands-on experiences that deepen their understanding of course content.

Both Cooperative Education and Service Learning efforts directly support the university’s strategic plan for fostering student success.

**Criterion:** #2: Accomplishments - Please list significant accomplishments from the last three years as they align with Plan 2020 goals

**Question:** I. Foster Student Success - Please list significant accomplishments from the last three years as they align with Plan 2020 goal area I: Foster student success.
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B1 – Increase experiential learning opportunities

• Service Learning Showcase
• United Way Alternate Spring Break Program: Urban Plunge
• Service Learning Faculty Fellows Program (Cohort 1 pilot with COAS and Cohort 2)
• Hosted Indiana Campus Compact Regional Networking Council Meeting
• COCAT (College to Career Action Team) Lead IPFW data collection efforts for this initiative
• Cooperative Education - Have continued to operate a high quality, impactful experiential education program and have worked with 55 new employers within the past three years

B5 – Transform the concept of the college classroom and the delivery of education

• COCAT (College to Career Action Team) Lead IPFW data collection efforts for this initiative
• Cooperative Education - Have continued to operate a high quality, impactful experiential education program

D1 – Develop activities that promote multiculturalism

• United Way Alternate Spring Break Program: Urban Plunge
• Facing Project

E1 – Identify and develop signature programs that respond to regional needs

• COCAT (College to Career Action Team) Lead IPFW data collection efforts for this initiative
• Cooperative Education - Have continued to operate a high quality, impactful experiential education program

E2 – Develop activities that promote success through programs with strong learning outcomes

• United Way Alternate Spring Break Program: Urban Plunge
• Interns for Indiana program
• COCAT (College to Career Action Team) Lead IPFW data collection efforts for this initiative
• Cooperative Education - Have continued to operate a high quality, impactful experiential education program

E4 – Promote majors and programs with strong job placement opportunities in the region and beyond

• COCAT (College to Career Action Team) Lead IPFW data collection efforts for this initiative
• OrthoWorx - Appointed co-chair of the Human Resources Council

**Question:** II. Creation of Knowledge - Please list significant accomplishments from the last three years as they align with Plan 2020 goal area II: Promote the Creation, Integration, and Application of Knowledge.
A – Project future regional demand for research and collaboration

- COCAT (College to Career Action Team) Lead IPFW data collection efforts for this initiative
- OrthoWorx- Appointed co-chair of the Human Resources Council
- Cooperative Education-Have continued to operate a high quality, impactful experiential education program

B – Project mentoring relationships between faculty and students engaged in creation, integration, and application of knowledge

- Cooperative Education-Have continued to operate a high quality, impactful experiential education program

C – Development of engagement opportunities for the application of knowledge

- Service Learning Showcase
- Service Learning Faculty Fellows Program (Cohort 1 pilot with COAS and Cohort 2)
- Interns for Indiana (most placements by a regional campus)
- Hosted Indiana Campus Compact Regional Networking Council Meeting
- COCAT (College to Career Action Team) Lead IPFW data collection efforts for this initiative
- OrthoWorx- Appointed co-chair of the Human Resources Council
- Cooperative Education-Have continued to operate a high quality, impactful experiential education program

**Question:** III. Regional Hub - Please list significant accomplishments from the last three years as they align with Plan 2020 goal area III: Serve as a Regional Intellectual, Cultural, and Economic Hub for Global Competitiveness.
A – Expand meaningful collaborations with partners

- Service Learning Showcase
  United Way Alternate Spring Break Program: Urban Plunge
- Service Learning Faculty Fellows Program (Cohort 1 pilot with COAS and Cohort 2)
- Hosted Indiana Campus Compact Regional Networking Council Meeting
- Facing Project
- COCAT (College to Career Action Team) Lead IPFW data collection efforts for this initiative
- OrthoWorx- Appointed co-chair of the Human Resources Council
- Cooperative Education-Have continued to operate a high quality, impactful experiential education program

B – Access to outstanding intellectual programming

- Hosted Indiana Campus Compact Regional networking Council Meeting
- Facing Project

D – Provide non-credit enrichment experiences for the community

- United Way Alternate Spring Break Program: Urban Plunge

E – Provide leadership in regional economic development

- COCAT (College to Career Action Team) Lead IPFW data collection efforts for this initiative
- OrthoWorx- Appointed co-chair of the Human Resources Council
- Cooperative Education-Have continued to operate a high quality, impactful experiential education program

**Question:** IV. - Create a Stronger Univ - Please list significant accomplishments from the last three years as they align with Plan 2020 goal area IV: Create a Stronger University through Improving the Support of Stakeholders and the Quality and Efficiency of the Organization.

**Improving the Efficiency of the Organization**

- Significant streamlining of office processes (Digitization of 26+ years of co-op program history and eliminating paper submission of end-of-semester co-op assignments)

**Question:** Other Accomplishments - Please list any other significant accomplishments from the last three years that do not align with Plan 2020.

- Creation of co-op applicant and co-op student handbooks

**Criterion:** #3: Accreditations - Program specific accreditation and status

**Question:** Accreditations - What program-specific accreditations and status do you have, if any?

None currently…in process of internal review to assess readiness for accreditation by ACCE (Accreditation Council for Cooperative Education).

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**Question:** Constraints/Benefits - How do these accreditations constrain or benefit the work of your unit, if applicable?

May be of benefit as IPFW's Cooperative Education program is compared to programs at other local educational institutions.

**Criterion:** #4: Laws and Mandates - Federal and state laws or mandates that your unit addresses

**Question:** Federal and State Laws - What federal and/or state laws or mandates do you address, if any?


**Question:** Constraints/Benefits - How do these federal and state laws or mandates constrain or benefit the work of your unit?

For us, working within these requirements, is like breathing...we just do it. We do not consciously follow or address them in our daily operations because these laws and mandates were a contributing factor in the development of our office’s policies and procedures.

A benefit is that compliance with the above-mentioned laws and mandates reinforces the quality of our program.

What constrains us is when companies we work with are not following requirements.

**Criterion:** #5: Inefficiencies - Activities that you spend resources on inefficiently or in ways that do not support the mission.

**Question:** Inefficient use of resources - On what activities, if any, do you spend resources (money, time, people, etc.) inefficiently or in ways that do not support the mission of your unit or the university? List as many as apply.

Greater Fort Wayne, Inc. Fellows

Having internships in two different areas on campus is not efficient

**Criterion:** #6: IR and Budget Review - Review of your department profile and budget

**Question:**
Contextualize IR data - Upon review of your IR Department Profile (for academic units) and FY 14-15 Budget information, are there any data you want to correct or contextualize? To view your profile or budget visit the Office of Institutional Effectiveness website: http://www.ipfw.edu/offices/ir/profiles/

none

**Criterion:** #7: Goal One - In this criterion, you will identify your unit goals and tell us how they align to Plan 2020, how they are measured, and what resources you need to meet them.

**Task Force:** 1. Comment on the specificity of the goal:

   Great goal – very specific! One way to make the goal even stronger would be to provide a baseline measurement (e.g., Increase current internships by 10% from XXX to XXX).

2. Comment on the goal's measures:

   Actions could include concrete examples of how additional students and employers will be recruited.

   Metrics could benefit from baseline measurements as listed in comment 1.

3. Comment on the unit’s ability to achieve the goal (include a consideration of the departmental profile and budget data):

   No challenges listed, however, goal appears achievable.

4. Comment on the goal’s relevance:

   Relevant

5. Comment on the timeline of the goal:

   No timeline listed.

   Possible opportunities for collaboration or suggestions for addressing a gap:

   Academic units, DCS’s Training Outreach, Sean Ryan, Development

**Question:** Unit Goal - What is your unit goal?

Increase co-op placements by 10%

**Question:** IPFW Goal - What 2020 goal(s) does this unit goal align with? List as many as apply. If it does not align, you may write “NA” or clarify.

**Question:** Priority Level - Is the unit goal high, medium, or low priority? Limit your high-priority unit goals to 3 to 5.
High

**Question:** Actions - What action(s) does your unit plan to take to support this unit goal?

Ongoing recruitment of students and employers

**Question:** Metrics - With what metrics will you assess progress toward accomplishing this unit goal on an annual basis?

Compare placements from previous academic year to current academic year

**Question:** Resources - Are you able to accomplish this unit goal with your current resources?

Yes

**Question:** Needed Resources - If you don't have enough resources, what additional resources do you need to accomplish this unit goal?

**Question:** Challenges - What challenges, other than financial resources, might affect your progress toward accomplishing this unit goal?

**Question:** Timeline - If achieving this unit goal will take longer than one year, what is your timeline for implementing and accomplishing it?

**Criterion:** #8: Goal Two - In this criterion, you will identify your unit goals and tell us how they align to Plan 2020, how they are measured, and what resources you need to meet them.

**Task Force:**
1. Comment on the specificity of the goal:

This goal should be more specific. We are unsure as to what type of information and data is being referenced.

2. Comment on the goal's measures:

We recommend that you set a clearer quantitative measure that will signify achievement of goal.

3. Comment on the unit's ability to achieve the goal (include a consideration of the departmental profile and budget data):

See above comments

4. Comment on the goal's relevance:

See above comments

5. Comment on the timeline of the goal:

See above comments

Possible opportunities for collaboration or suggestions for addressing a gap:

**Question:** Unit Goal - What is your unit goal?

Collect and maintain data related to experiential education and post-graduation labor market information

**Question:** IPFW Goal - What 2020 goal(s) does this unit goal align with? List as many as apply. If it does not align, you may write “NA” or clarify.

I E 2

III E

IV A 1

IV A 2

**Question:** Priority Level - Is the unit goal high, medium, or low priority? Limit your high-priority unit goals to 3 to 5.

High

**Question:** Actions - What action(s) does your unit plan to take to support this unit goal?
Develop process to collect data regarding experiential education offered at IPFW and post-graduation labor market information

Bring OACS retention/persistence data current

**Question:** Metrics - With what metrics will you assess progress toward accomplishing this unit goal on an annual basis?

- Ability to provide data to internal and external constituents

Apply data to program development/expansion

**Question:** Resources - Are you able to accomplish this unit goal with your current resources?

- No

**Question:** Needed Resources - If you don't have enough resources, what additional resources do you need to accomplish this unit goal?

- Additional position (in process)

**Question:** Challenges - What challenges, other than financial resources, might affect your progress toward accomplishing this unit goal?

- Minimal response to survey/inquiries for data

**Question:** Timeline - If achieving this unit goal will take longer than one year, what is your timeline for implementing and accomplishing it?

**Criterion:** #9: Goal Three - In this criterion, you will identify your unit goals and tell us how they align to Plan 2020, how they are measured, and what resources you need to meet them.

**Task Force:**
1. Comment on the specificity of the goal:

   Goal is specific but could benefit from measurements (e.g., how many grants will be awarded).

2. Comment on the goal's measures:

   Metrics missing.

3. Comment on the unit’s ability to achieve the goal (include a consideration of the departmental profile and budget data):

   More information provided under challenges would help committee understand if goal is achievable.

4. Comment on the goal’s relevance:

   Relevant

5. Comment on the timeline of the goal:

   Missing.

   Possible opportunities for collaboration or suggestions for addressing a gap:

   N/A

**Question:** Unit Goal - What is your unit goal?

   Facilitate Indiana Campus Compact (ICC) faculty and student grant awards to cover cost of ICC membership

**Question:** IPFW Goal - What 2020 goal(s) does this unit goal align with? List as many as apply.

   If it does not align, you may write “NA” or clarify.

   I B 1
   I D 1
   II C
   III A

**Question:** Priority Level - Is the unit goal high, medium, or low priority? Limit your high-priority unit goals to 3 to 5.

   Medium

**Question:** Actions - What action(s) does your unit plan to take to support this unit goal?
Presentations to students and student groups, communications to and individual consultations with faculty

**Question:** Metrics - With what metrics will you assess progress toward accomplishing this unit goal on an annual basis?

**Question:** Resources - Are you able to accomplish this unit goal with your current resources?
Yes

**Question:** Needed Resources - If you don’t have enough resources, what additional resources do you need to accomplish this unit goal?

**Question:** Challenges - What challenges, other than financial resources, might affect your progress toward accomplishing this unit goal?
Grant applications not awarded

**Question:** Timeline - If achieving this unit goal will take longer than one year, what is your timeline for implementing and accomplishing it?

**Criterion:** #10: Goal Four - In this criterion, you will identify your unit goals and tell us how they align to Plan 2020, how they are measured, and what resources you need to meet them.

**Question:** Unit Goal - What is your unit goal?

**Question:** IPFW Goal - What 2020 goal(s) does this unit goal align with? List as many as apply. If it does not align, you may write “NA” or clarify.

**Question:** Priority Level - Is the unit goal high, medium, or low priority? Limit your high-priority unit goals to 3 to 5.

**Question:** Actions - What action(s) does your unit plan to take to support this unit goal?
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**Metrics** - With what metrics will you assess progress toward accomplishing this unit goal on an annual basis?

**Question:** Resources - Are you able to accomplish this unit goal with your current resources?

**Question:** Needed Resources - If you don’t have enough resources, what additional resources do you need to accomplish this unit goal?

**Question:** Challenges - What challenges, other than financial resources, might affect your progress toward accomplishing this unit goal?

**Question:** Timeline - If achieving this unit goal will take longer than one year, what is your timeline for implementing and accomplishing it?

**Criterion:** #11: Goal Five - In this criterion, you will identify your unit goals and tell us how they align to Plan 2020, how they are measured, and what resources you need to meet them.

**Question:** Unit Goal - What is your unit goal?

**Question:** IPFW Goal - What 2020 goal(s) does this unit goal align with? List as many as apply. If it does not align, you may write “NA” or clarify.

**Question:** Priority Level - Is the unit goal high, medium, or low priority? Limit your high-priority unit goals to 3 to 5.

**Question:** Actions - What action(s) does your unit plan to take to support this unit goal?

**Question:** Metrics - With what metrics will you assess progress toward accomplishing this unit goal on an annual basis?

**Question:** Resources - Are you able to accomplish this unit goal with your current resources?
**Question:** Needed Resources - If you don’t have enough resources, what additional resources do you need to accomplish this unit goal?

**Question:** Challenges - What challenges, other than financial resources, might affect your progress toward accomplishing this unit goal?

**Question:** Timeline - If achieving this unit goal will take longer than one year, what is your timeline for implementing and accomplishing it?

**Criterion:** #12: Goal Six - In this criterion, you will identify your unit goals and tell us how they align to Plan 2020, how they are measured, and what resources you need to meet them.

**Question:** Unit Goal - What is your unit goal?

**Question:** IPFW Goal - What 2020 goal(s) does this unit goal align with? List as many as apply. If it does not align, you may write “NA” or clarify.

**Question:** Priority Level - Is the unit goal high, medium, or low priority? Limit your high-priority unit goals to 3 to 5.

**Question:** Actions - What action(s) does your unit plan to take to support this unit goal?

**Question:** Metrics - With what metrics will you assess progress toward accomplishing this unit goal on an annual basis?

**Question:** Resources - Are you able to accomplish this unit goal with your current resources?

**Question:** Needed Resources - If you don’t have enough resources, what additional resources do you need to accomplish this unit goal?
Question: Challenges - What challenges, other than financial resources, might affect your progress toward accomplishing this unit goal?

Question: Timeline - If achieving this unit goal will take longer than one year, what is your timeline for implementing and accomplishing it?

Criterion: #13: Goal Seven - In this criterion, you will identify your unit goals and tell us how they align to Plan 2020, how they are measured, and what resources you need to meet them.

Question: Unit Goal - What is your unit goal?

Question: IPFW Goal - What 2020 goal(s) does this unit goal align with? List as many as apply. If it does not align, you may write “NA” or clarify.

Question: Priority Level - Is the unit goal high, medium, or low priority? Limit your high-priority unit goals to 3 to 5.

Question: Actions - What action(s) does your unit plan to take to support this unit goal?

Question: Metrics - With what metrics will you assess progress toward accomplishing this unit goal on an annual basis?

Question: Resources - Are you able to accomplish this unit goal with your current resources?

Question: Needed Resources - If you don't have enough resources, what additional resources do you need to accomplish this unit goal?

Question: Challenges - What challenges, other than financial resources, might affect your progress toward accomplishing this unit goal?
Criterion: #14: Goal Eight - In this criterion, you will identify your unit goals and tell us how they align to Plan 2020, how they are measured, and what resources you need to meet them.

**Question:** Unit Goal - What is your unit goal?

**Question:** IPFW Goal - What 2020 goal(s) does this unit goal align with? List as many as apply. If it does not align, you may write “NA” or clarify.

**Question:** Priority Level - Is the unit goal high, medium, or low priority? Limit your high-priority unit goals to 3 to 5.

**Question:** Actions - What action(s) does your unit plan to take to support this unit goal?

**Question:** Metrics - With what metrics will you assess progress toward accomplishing this unit goal on an annual basis?

**Question:** Resources - Are you able to accomplish this unit goal with your current resources?

**Question:** Needed Resources - If you don’t have enough resources, what additional resources do you need to accomplish this unit goal?

**Question:** Challenges - What challenges, other than financial resources, might affect your progress toward accomplishing this unit goal?

**Question:** Timeline - If achieving this unit goal will take longer than one year, what is your timeline for implementing and accomplishing it?
#15: Goal Nine - In this criterion, you will identify your unit goals and tell us how they align to Plan 2020, how they are measured, and what resources you need to meet them.

**Question:** Unit Goal - What is your unit goal?

**Question:** IPFW Goal - What 2020 goal(s) does this unit goal align with? List as many as apply. If it does not align, you may write "NA" or clarify.

**Question:** Priority Level - Is the unit goal high, medium, or low priority? Limit your high-priority unit goals to 3 to 5.

**Question:** Actions - What action(s) does your unit plan to take to support this unit goal?

**Question:** Metrics - With what metrics will you assess progress toward accomplishing this unit goal on an annual basis?

**Question:** Resources - Are you able to accomplish this unit goal with your current resources?

**Question:** Needed Resources - If you don’t have enough resources, what additional resources do you need to accomplish this unit goal?

**Question:** Challenges - What challenges, other than financial resources, might affect your progress toward accomplishing this unit goal?

**Question:** Timeline - If achieving this unit goal will take longer than one year, what is your timeline for implementing and accomplishing it?

Criterion: #16: Goal Ten - In this criterion, you will identify your unit goals and tell us how they align to Plan 2020, how they are measured, and what resources you need to meet them.
**Question:** Unit Goal - What is your unit goal?

**Question:** IPFW Goal - What 2020 goal(s) does this unit goal align with? List as many as apply. If it does not align, you may write “NA” or clarify.

**Question:** Priority Level - Is the unit goal high, medium, or low priority? Limit your high-priority unit goals to 3 to 5.

**Question:** Actions - What action(s) does your unit plan to take to support this unit goal?

**Question:** Metrics - With what metrics will you assess progress toward accomplishing this unit goal on an annual basis?

**Question:** Resources - Are you able to accomplish this unit goal with your current resources?

**Question:** Needed Resources - If you don’t have enough resources, what additional resources do you need to accomplish this unit goal?

**Question:** Challenges - What challenges, other than financial resources, might affect your progress toward accomplishing this unit goal?

**Question:** Timeline - If achieving this unit goal will take longer than one year, what is your timeline for implementing and accomplishing it?