Program Summary

Task Force: 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. Overall, the report submitted was thorough but would benefit from adding more clear action plans and baseline measurements throughout; all of which will help increase the likelihood of success and help with assessment of progress. The work of General Studies is 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)

The Bachelor of General Studies provides a unique framework for an interdisciplinary education founded in the arts and sciences. A key characteristic is the flexibility that allows students to individualize the program, incorporating their academic and career goals into the degree requirements. Graduates of this program will have knowledge and awareness that will enable them to be effective citizens and lifelong learners.

The Bachelor of General Studies’ mission statement aligns with the university mission statement as it pertains to “…local access to globally recognized baccalaureate…programs that drive the intellectual, social, economic, and cultural advancement of our students and our region.”

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.
Crystal developed an intervention program for our probation and at-risk students, including use of MapWorks

- Email campaigns on a monthly basis that informed students regarding changes, policies, events, etc. (higher percentage “click through” than previous years)
- Established regular walk-in hours for the whole semester that increased student traffic in office
- Sandy and Julie received the Jack Ulmer Award (2012)
- Largest number of TIPS’ students enrolling in General Studies; two graduated in December; several for May and Summer
- Completed new “Successful General Studies’ Graduates” Marketing piece
- Numerous student successes among current students and alumni (supply upon request)

**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.

- General Studies’ students received the Indiana Council for Continuing Education Student of the Year Award (12-13; 11-12 and others previously)
- Chapman Scholar, featured in newspaper, graduated 2013 and admitted to IU Dental School, Summer 2013
- General Studies’ graduates and current students number among the faculty, administrative, clerical, and service staff at IPFW

**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.

- *US News and World Report* released their online bachelor degree program rankings for 2014. IPFW and the General Studies Online Degree Program tied for 9th place
- *US News and World Report* released their best online bachelor’s degree programs for veterans. IPFW and General Studies Online Degree Program tied for 3rd Place
- Crystal and Julie each presented with other IPFW colleagues at the Regional IU Advisors’ Annual Conference (2013)

**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.
Completed first five-year program review process successfully
· Transition from Continuing Studies to direct reporting to VCAA

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

N/A

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

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

N/A

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

N/A

**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?

State-mandated General Education Requirements

State-mandated 4-year plans of study from "myBLUEprint"

**Question:** Constraints/Benefits - How do these federal and state laws or mandates constrain or benefit the work of your unit?
Indiana University-Purdue University Fort Wayne (IPFW)
Program Write-up with Task Force Comments

GENSTU General Studies

State-mandated General Education Requirements Constraints:

· Created greater workload for advisors
· Fewer course choices overall from departments than on previous General Education list

State-mandated 4-year plans of study from "myBLUEprint" Constraints:

- Created greater workload for advisors
- Given the nature of the Bachelor of General Studies, all plans needed to be individually customized
- All plans for freshmen have been completed

**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.

N/A

**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/
General Studies has been a part of the Division of Continuing Studies (DCS) for over 30 years. DCS supported the unit both financially and with support services such as marketing. Many of our expenses are incorporated within the DCS budget. This was mentioned as a major concern by our program reviewers during our first program review (2012). This relationship changed when General Studies moved to the Office of the Vice Chancellor for Academic Affairs. However, two staff members’ salary lines are still in the DCS budget. The budgeted amounts shown in Exhibit 1: Revenue by Source and Expenditures by Area, are not accurate nor does it accurately portray all our personnel expenses. The most immediate major discrepancy is that one of the two staff members whose budget line is still in DCS is not listed on this profile. This is a clerical person (‘13-14, regular salary line, $23,753.60 and overtime, $471.08). If you have additional questions, please contact me.

**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:

   We recommend separating the goal into three sections (i.e., develop, implement, and market), starting with program development, and creating a more specific action plan

2. Comment on the goal's measures:

   We recommend assessing short-term measures as per our previous comment (i.e., senate, IU Board of Trustees, and ICHE approval)

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

   Dependent on an aggressive approval timeline

4. Comment on the goal’s relevance:

   High

5. Comment on the timeline of the goal:

   Appears to be aggressive and would benefit from a more specific action plan for each of the goal’s components

   Possible opportunities for collaboration or suggestions for addressing a gap:

   * Community Research Institute to better understand market demand
   * Admissions and Marketing Communications per student recruitment efforts

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

Develop, implement, and market the Bachelor of Applied Sciences (B.A.S.)
**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.

1. C.1. Develop and promote interdisciplinary programs where there are sufficient university assets available and anticipated employment needs.

I.E.1. Identify and develop signature programs that respond to regional needs, build on faculty expertise, and uniquely distinguish IPFW from other institutions.

I.E.3. Build and strengthen relationships with regional partners to increase research and scholarly collaborations in signature programs.

I.E.4. Promote majors and programs with strong job placement opportunities in the region and beyond.

IV.B.4. Identify gaps in academic and program offerings and prioritize programs for creation, expansion, merging, or cessation.

**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?

1. Create proposal for degree program
2. Support degree proposal through approval process
3. Collaborate with Ivy Tech Community College Northeast and WorkOne
4. Participate in a marketing campaign to advertise degree program
5. Collaborate with Admissions (CTRs, add to application, recruitment), Registrar (new codes), and University Relations
6. Develop curriculum sheets for various options
7. Train staff & develop program in "myBLUEprint"
8. Advise and register students

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

Approval of degree program

Initial enrollment numbers within the B.A.S. program and continual growth

**Question:** Resources - Are you able to accomplish this unit goal with your current resources?
Yes, initial advising resources are sufficient. No, we will be unable to market the B.A.S. without additional support.

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

No, we will need marketing expertise and financial support for that process. If the degree enrollment expands significantly, another academic advisor may be needed as well as additional S&E.

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

Marketing resources

Future need of additional advising resources

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

Plan on degree approval for enrollment in Fall 2015, if not, Spring 2016. Market program upon approval.

**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:
   - Appropriate

2. Comment on the goal's measures:
   - Appropriate

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

4. Comment on the goal’s relevance:
   - High

5. Comment on the timeline of the goal:
   - Appropriate

Possible opportunities for collaboration or suggestions for addressing a gap:

None
**Question:** Unit Goal - What is your unit goal?

Revise program learning outcomes and assessment process for General Studies Degree Program.

**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.

1. A. 1. Improve quality and fidelity of assessment process of degree/certificate programs, General Education program, and Baccalaureate Framework with dedicated resources.

**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?

- Continue to meet with Kent Johnson, new Assessment Director
- Involve faculty from General Studies Faculty Advisory Council
- Research learning outcomes and assessment processes from other General Studies Degree Programs at other institutions
- Revise program learning outcomes and assessment process

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

- Completion of learning outcomes and development of assessment process
- Setting a procedure of assessing different outcomes different years
- Starting the process

**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?

N/A

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

-Potential staffing once assessment process is determined, i.e. if capstone class is a requirement, will need additional staffing for class

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

Our plan is to develop these outcomes and processes over the next year.

**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:

Appropriate but would benefit from a more clear action plan (i.e., how will awareness be raised and student recruitment and marketing support gained?)

2. Comment on the goal’s measures:

Appropriate but would benefit from baseline measurements

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

Heavily dependent on survey findings (i.e., market demand), Admissions and Marketing Communications resources, and the university’s desire to support and fund this initiative

4. Comment on the goal’s relevance:

Investigating enrollment declines is relevant, but assessing the goal’s relevance is difficult without additional information (i.e., market demand and being able to effectively serve this population)

5. Comment on the timeline of the goal:

Conducting the survey and analyzing results within the calendar year seems appropriate

Possible opportunities for collaboration or suggestions for addressing a gap:

* Community Research Institute to better understand long-view economic trends and market demand
* Center for Social Research to develop and conduct the survey and analyze its results

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

Raise awareness of the decline in the returning adult student population and encourage new marketing and recruiting efforts.
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.

1.D.2. Embrace a definition of diversity which includes a broader array of human differences.

IV.B.3. Eliminate process barriers in enrollment management that impact student achievement.

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?

The returning adult student population has been declining for several years yet the information from the state and economic development both talk about the number of adults with no college work or partial college work. We would take the lead in bringing together key players on campus to use a tool from Noel-Levitz and CAEL (Council for Adult and Experiential Learning) to look at current returning adult satisfaction and "adult student friendly" climate on campus. Then we would assist in putting together a marketing campaign to target these students for enrollment at IPFW. Our department has discussed this topic with the VCAA and he is supportive of this initiative.

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

Increase in returning adult student enrollment and graduation numbers.

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?

We will need financial resources for the survey, consulting fees, etc. and partnerships across campus to participate.

Question: Challenges - What challenges, other than financial resources, might affect your progress toward accomplishing this unit goal?
Lack of support from campus partners
Providing degrees/services adults want

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

This process will take 2 – 3 years to accomplish initial phases. We hope to complete the survey and campus assessment this calendar year.

**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?

**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: #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?
#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?

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

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?

Criterion: #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?