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. The work of Trio Student Support Services 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 TRIO Student Support Service (SSS) program increases the college retention and graduation rates of first-generation, low-income, and/or disabled students by assisting students in identifying on-campus or off-campus services that are available to them that can assist them in successfully completing classes and their bachelor's degree programs at IPFW. Services include academic tutoring, advice and assistance in postsecondary course selection, information on financial aid programs and benefits, information regarding financial literacy, individualized counseling, career information, exposure to cultural events, and mentoring programs.

**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.

- TRIO programs are the nation's premier retention program and TRIO SSS at IPFW has maintained an active, intrusive, and relational advising model to address the unique barriers TRIO students face toward graduation.
- Persistence rates continue to show program success: 2010-2011 (89%), 2011-2012 (79%), 2012-2013 (71%), 2013-2014 (83%)
- Good academic standing rates (2.0+ GPA) have steadily trended up: 2010-2011 (69%), 2011-2012 (76%), 2012-2013 (80%), 2013-2014 (87%)
- In the four years since the program's inception, 31 students served by the program have completed bachelor's degrees at IPFW.
- Expanded the number of TRIO SSS students working on-campus by hiring student workers, student mentors, and referring students to various campus departments.
- Created TRIO Leaders program to help first-generation students develop leadership skills necessary to take on leadership roles at the university and in the community.
- Identified expanded services and scholarship opportunities for students by partnering with campus departments, organizations, and regional associations.
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.

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.

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.

- Created a successful holistic model of student advising that coordinates a student’s individual situation with university policies and processes in order to eliminate barriers to student success and graduation.

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

- All are listed above.

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

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

- Program staff is derived of individuals who have come from similar backgrounds as TRIO SSS eligible students.
- The TRIO SSS program operates as a 100% funded federal TRIO SSS grant and is subject to all federal governing rules associated with such grants.

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

- The program is strengthened by the staff’s understanding of the barriers the program population faces and offers encouragement by means of example.
- Federal program regulations limit the quality of programming by being restrictive on offering food at events and not offering the students anything in regards to program identification; this negatively impacts the students’ (and program’s) social identities as TRIO SSS participants on-campus.
**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?

- The TRIO SSS program operates as a 100% funded federal TRIO SSSS grant and is subject to all federal governing rules associated with such grants, including the Higher Education Act, TRIO SSS Program Specific Regulations, Education Department General Administrative Regulations (EDGAR), Office of Management and Budget (OMB) Circulars, IPFW TRIO SSS Grant Specifications, and Purdue/IPFW general operating regulations.

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

- Federal program regulations limit the quality of programming by being restrictive on offering food at events and not offering the students anything in regards to program identification.
- Coordination of regulations that are conflicting between entities often takes time and resources away from actively assisting students.
- Implementation of social programming to holistically impact student success at IPFW is severely limited due to regulations regarding social programming.

**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.

- Due to the program’s strict federal regulations and a limited budget, the program does not allocate money or program resources outside of the program’s stated goals and objectives (stated in the goals section of this report).

**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/

- Not applicable
**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:

   Clearly stated

2. Comment on the goal's measures:

   Trio will measure their Annual Performance Data on all of their students. This information will also be provided to the Department of Education.

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

   High. Program has a good track record of reaching their program goals.

4. Comment on the goal’s relevance:

   On Track with the University's mission and the Federal Grant program's guidelines.

5. Comment on the timeline of the goal:

   Program is tied to Federal guidelines for meeting and reporting goals.

**Possible opportunities for collaboration or suggestions for addressing a gap:**

MAC and Academic Advising units around campus. Programming in Academic units may be able to offer additional information, support, campus connections as well as food and campus give-a-ways.

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

**Persistence:** 65% of all TRIO SSS participants served by the SSS project in the reporting year will enroll at the grantee institution in the fall term of the next academic year or will graduate with a bachelor's degree during the reporting year.

**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.4 Expand use of high-impact instructional and advising interventions.

I.D.3 Build and strengthen relationships, proactive programs and services designed to encourage enrollment of students from historically under-represented groups.

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.2 Develop activities and experiences that promote success in student achievement through programs with strong student learning outcomes, high graduation rates, and strong job placement prospects.
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. Active, intrusive, relational advising with program participants
2. Coordination of on-campus and off-campus services students need to be successful
3. Workshops and informational meetings on subject areas necessary for the population to successfully navigate a degree at IPFW
4. Student peer mentoring program
5. Coordination of tutoring with CASA or TRIO SSS supplied academic assistance

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

Measured by Annual Performance Data collected on all students yearly for the Department of Education. This includes GPAs, enrollment status, gradation status, tutoring logs, and TRIO staff contact logs.

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

Yes. However, the program is only able to serve 140 students annually given limited program resources and monetary constraints.

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

Not applicable

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

1. Limitation on uses for federal funding impacts the program’s ability to holistically serve students and act as a social integration tool for the university.

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

This program meets all federal grant regulations that include meeting and reporting on all goals and objectives yearly. No additional time is required.
#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:
   - Clearly stated

2. Comment on the goal's measures:
   - Trio will measure their Annual Performance Data on all of their students. This information will also be provided to the Department of Education.

3. Comment on the unit's ability to achieve the goal (include a consideration of the departmental profile and budget data):
   - High. Program has a good track record of reaching their program goals.

4. Comment on the goal's relevance:
   - On Track with the University's mission and the Federal Grant program's guidelines.

5. Comment on the timeline of the goal:
   - Program is tied to Federal guidelines for meeting and reporting goals.

**Possible opportunities for collaboration or suggestions for addressing a gap:**

The Learning Commons and Student Housing could be used to address the lack of space for study circles and student group work.

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

**Good Academic Standing:** 65% of all TRIO SSS participants served by the SSS project in the reporting year will be in good academic standing at IPFW by having a cumulative GPA of 2.0 or greater.

**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.4 Expand use of high-impact instructional and advising interventions.
- I.D.3 Build and strengthen relationships, proactive programs and services designed to encourage enrollment of students from historically under-represented groups.
- 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.2 Develop activities and experiences that promote success in student achievement through programs with strong student learning outcomes, high graduation rates, and strong job placement prospects.
**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. Active, intrusive, relational advising with program participants.
2. Coordination of on-campus and off-campus services students need to be successful.
3. Workshops and information meetings on study skills, test-taking, note-taking, and SAP process.
4. Coordination of tutoring with CASA or TRIO SSS-supplied academic assistance.
5. Coordination of study groups for classes with high numbers of TRIO SSS program participants.
6. Semester grade tracking by staff, students, mid-terms, and referrals.

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

Measured by Annual Performance Data collected on all students yearly for the Department of Education. This includes GPAs after each semester.

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

Yes. However, the program is only able to serve 140 students annually given limited program resources and monetary constraints.

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

Not applicable

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

Lack of meeting space for students to participate in study circles, engage in TRIO instruction and workshops, or work on projects with other TRIO students.

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

This program meets all federal grant regulations that include meeting and reporting on all goals and objectives yearly. No additional time is required.
**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:
   - Clearly Stated

2. Comment on the goal's measures:
   - Trio will measure their Annual Performance Data on all of their students. This information will also be provided to the Department of Education.
   - It would be nice to know the current percentage rate slated to graduate this year.

3. Comment on the unit's ability to achieve the goal (include a consideration of the departmental profile and budget data):
   - High. Program has a good track record of reaching their program goals.

4. Comment on the goal’s relevance:
   - On Track with the University's mission and the Federal Grant program's guidelines.

5. Comment on the timeline of the goal:
   - Program is tied to Federal guidelines for meeting and reporting goals.

Possible opportunities for collaboration or suggestions for addressing a gap:
- none

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

**Graduation**: 18% of all TRIO SSS participants served by the SSS project in the reporting year will graduate with a bachelor’s degree during the reporting year.

**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.4 Expand use of high-impact instructional and advising interventions.
- I.D.3 Build and strengthen relationships, proactive programs and services designed to encourage enrollment of students from historically under-represented groups.
- 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.2 Develop activities and experiences that promote success in student achievement through programs with strong student learning outcomes, high graduation rates, and strong job placement prospects.
**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. Active, intrusive, relational advising with program participants
2. Coordination of on-campus and off-campus services students need to be successful
3. Workshops and informational meetings on subject areas necessary for the population to successfully navigate a degree at IPFW
4. Student peer mentoring program
5. Coordination of tutoring with CASA or TRIO SSS supplied academic assistance

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

Measured by Annual Performance Data collected on all students yearly for the Department of Education. This includes GPAs and gradation status.

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

Yes. However, the program is only able to serve 140 students annually given limited program resources and monetary constraints.

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

Not applicable

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

1. Limitation on uses for federal funding impacts the program’s ability to holistically serve students and act as a social integration tool for the university.
2. Lack of meeting space for students to work together on an on-going basis impedes participation in program events and activities.
3. Disparate involvement and collaboration between university programs and departments in the activities and offerings of the program.
TRIO Trio Student Support Services

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

This program meets all federal grant regulations that include meeting and reporting on all goals and objectives yearly. No additional time is required.

**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?
#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.
TRIO Trio Student Support Services

**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?