

**Division of Academic Affairs
Annual Reports 2006-2007**

Annual Report, 2006-2007

College: College of Arts and Sciences_____

Part I-SP, Summary Report on Status of Strategic Planning Goals/Objectives

Program/Function/Service	Strategic Goal/Objective ^a	Method of Assessment	Summary of Assessment Results ^{bc}	Use of Assessment Results to Improve Program/Function/Service ^d
Fiscal and enrollment management	Develop regulations about adjunct spending.	Reduction in adjunct budgets.	Goal Partially Met. We were able to reduce adjunct spending but did so without establishing regulations.	We generated a general guidelines about CAS departments striving to produce 20% courses in adjunct assignment.
	Improve FTE generation	SCH patterns.	Goal Met. CAS numbers are up largely due to successful summer campaign.	We are finally getting to the point of embracing online delivery as a preferred mode for students.
	Expand online presence.	Studio E participation and online course count.	Goal Met. Both dimensions show significant increase.	We plan to maintain or increases online offerings in summer and explore more offerings in the regular school year.
	Expand honors recruitment.	% of gain in honors commitment.	Goal Met. (See honors report for statistics).	This remains one of our most promising areas of recruitment and retention.
Actively work on "balance."	Conduct climate review.	Senate review of chair/dean performance.	Goal Met. General results of performance review indicated substantial satisfaction with CAS administration.	We expressed appreciation and support for the Senate assessment strategy and look forward to future administrations.
	Improve faculty mentoring with CUTLA	Increase in orientation activities	Goal Met. CAS contributed to design of new faculty orientation sessions.	Programs will be refined based on feedback from participants.
	Support chair development	Increase in scheduled opportunities.	Goal Met. CAS chairs provided significant leadership in new chairs group.	Oversight and convening of chairs group changing from deans to chairs.
	Reduce redundant	Reports of	Goal Not Met. Did not	N/A

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	information requests.	redundancy from chairs.	actively pursue once the year got underway.	
Improve curricular/program options in CAS.	Review and refine interdisciplinary options.	Emergence of clear policies regarding curriculum and assessment.	Goal Met. "Streams" and administrative infrastructure established.	Systems to "roll out" in fall 07
	Redefine and revitalize foreign language.	Increase in language related FTE.	Goal partially met. Plan developed for Language and Culture Institute funded through federal earmark.	Hiring for program managers scheduled for fall 07.
	Implement new recruitment/retention strategies for underrepresented groups in sciences.	Increased number of underrepresented groups electing to major in the sciences.	Goal not met. We only initiated conversations about the quality fo work environment for female scientists.	Will continue creating opportunities to convene female scientists for support group.
	Roll out Nursing alliance with PJC.	Citations in local press about collaboration; numbers of courses offered on PJC campus.	Goal Met, But significant problems attended the roll out.	Nursing Department will be returned to campus in 09 in the wake of space availability from the new SSE building.
	Improve undergrad research profile.	Increase in number of public exhibits of undergrad research.	Goal Met. Increased funding allowed larger SEASTARS and professional exhibits.	Examine whether the distribution of research funds is most efficient and effective.
Facilitate greater predictability in t&p process	Identify consistent performance terminology.	Comparable language will emerge in all performance evaluations	Goal deferred. T&P reforms need to transpire at the university level before this can be accomplished.	N/A
	Develop some exemplars of levels in departments.	Faculty will have better models to prepare their dossiers.	Goal deferred. T&P reforms need to transpire at the university level before this can be accomplished.	N/A
	Revisit annual evaluation protocol.	Uniform reporting will emerge.	Goal deferred. T&P reforms need to transpire at the university level before this can be accomplished.	N/A
Improve community outreach	Implement new web site design	Greater navigation and aesthetic appeal reported by web visitors	Goal met. We have received substantial positive commentary about the CAS design.	Work toward integration of current design with university template.

	Consolidate downtown planning.	Increase in dedicated CAS events.	Goal met. We are happy with the SPLASH concept and look forward to its growth next year.	We may want to do a community assessment to determine what ideas will lead to greater viability in our offerings.
	Collaborate with new Dean of Emerald Coast to strengthen FWB.	More frequency contacts between CAS and EC.	Goal not met. No increase in FWB contracts transpired.	Renew efforts in this area next year.

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Part I-ALC/ALP/AFP, Summary Report on Assessment of Student Learning

Undergraduate Programs: Academic Learning Compacts (ALC)
Graduate Programs: Academic Learning Plans (ALP)
General Education: Academic Foundation Plans (AFP)

To be completed by academic units offering degree programs or general education.

I. Undergraduate Programs: For Each Program

[See attached MATRIX.](#)

II. Graduate Programs: For Each Program

[See attached MATRIX.](#)

III. Academic Foundations: General Education Status: For Each Course Assessed

To be completed by academic units offering one or more courses in General Studies / Academic Foundations. Submit a report for each course in which assessment activities for General Studies/Academic Foundations took place in 2006-2007.

[See attached MATRIX.](#)

IV. All Programs: Institutional Support

[See attached MATRIX.](#)

I. Undergraduate Programs - To be completed by academic units offering degree programs.

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Department/Division: _____

College: _____

Part I-ALC, Summary Report on Assessment, Academic Learning Compacts (ALC)

Program Title^a: _____ Degree^b _____ CIP Code: _____

URL – ALC website:
URL- Assessment plan website:
If your assessment strategy differs from that described on the website, please elaborate.
 (narrative)

ALC Domain ^c	Student Learning Outcome(s) Assessed ^d	Method of Assessment ^e	Summary of Assessment Results ^f	Describe Decisions Made Based on Assessment Results to Improve Program ^g	Evaluation of Assessment Plan ^h

^aPrepare separate summary table for each degree program.

^bFor example, BA, BS, BSBA

^cSelect one domain to serve as a specific example to illustrate your assessment efforts for the current year. If you would like, you may describe additional domains.

^dFrom approved ALC.

^eFrom ALC Assessment Plan.

^fSummary of data regarding student learning outcome(s) identified above.

^gDescribe assessment information from all domains used to make decisions about program changes and improvements, even if you do not describe all domains and all student learning outcomes in earlier blocks.

^hDescribe changes you will make in your student learning outcomes or assessment plan as the result of what the department learned from this year's assessment efforts. Explain

Domain(s) to Be Examined in Assessment Plan in Following Year
(narrative)
Assessment Questions to Be Addressed in Following Year
(narrative)

II. Graduate Programs - To be completed by academic units offering graduate degree programs.

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Department/Division: _____

College: _____

Part I-ALP, Summary Report on Assessment, Academic Learning Plans (ALP)

Program Title^a: _____ Degree^b _____ CIP Code: _____

URL – ALP website:
URL – Assessment plan website:
If your assessment strategy differs from that described on the website, please elaborate.
 (narrative)

ALP Domain ^c	Student Learning Outcome(s) Assessed ^d	Method of Assessment ^e	Summary of Assessment Results ^f	Describe Decisions Made Based on Assessment Results to Improve Program ^g	Evaluation of Assessment Plan ^h

^aPrepare separate summary table for each degree program.

^bFor example, MA, MS, M.Ed., Ed.D.

^cSelect one domain to serve as a specific example to illustrate your assessment efforts for the current year. If you would like, you may describe additional domains.

^dFrom approved ALP.

^eFrom ALP Assessment Plan.

^fSummary of data regarding student learning outcome(s) identified above.

^gDescribe assessment information from all domains used to make decisions about program changes and improvements, even if you do not describe all domains and all student learning outcomes in earlier blocks.

^hDescribe changes you will make in your student learning outcomes or assessment plan as the result of what the department learned from this year's assessment efforts.

Explain

Domain(s) to Be Examined in Assessment Plan in Following Year

(narrative)

Assessment Questions to Be Addressed in Following Year

(narrative)

III. Academic Foundations / General Education - To be completed by academic units offering courses related to General Studies.

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Department/Division: _____

College: _____

General Studies Course^a: _____

AFP Domain ^b	Student Learning Outcome(s) Assessed ^c	Method of Assessment ^d	Summary of Assessment Results ^e	Describe Decisions Made Based on Assessment Results to Improve Program ^f	Evaluation of Assessment Plan ^g

^aPrepare separate summary table for each course assessed.

^bSelect one domain to serve as a specific example to illustrate your assessment efforts for the current year. If you would like, you may describe additional domains.

^cFrom approved Academic Foundations Matrix

^dDescribe the embedded assessment assignment and method used for measuring student learning.

^eSummary of data regarding student learning outcome(s) identified above.

^fDescribe assessment information from all domains used to make decisions about program changes and improvements, even if you do not describe all domains and all student learning outcomes in earlier blocks.

^gDescribe changes you will make in your student learning outcomes or assessment plan as the result of what the department learned from this year's assessment efforts. Explain

Domain(s) to Be Examined in Assessment Plan in Following Year
(narrative)
Assessment Questions to Be Addressed in Following Year
(narrative)

IV. All Programs: Institutional Support

Please indicate how much each of the following activities sponsored by the Center for University Teaching, Learning, and Assessment contributed to the development of professional expertise of faculty in your department.

	Helped a great deal	Helped a good deal	Helped	Helped a little	Was of No Help	N/A
New Faculty Development Activities						
August New Faculty Orientation Sessions (August 16 & 17, 2006)	X					
Tenure & Promotion Workshop (September 22, 2006)			X			
ABCs of Assessment: Rubric Development – Emerald Coast Campus Session (September 29, 2006)						X
Balancing Teaching, Research, and Service (October 13, 2006)						X
Academic and Career Advising for Undergraduate and Graduate Students (February 9, 2007)						X
Preparing & Presenting Materials for Annual Evaluation (March 9, 2007)			X			
Pedagogy of Distance and On-line Learning (April 13, 2007)						X
Campus-Wide Faculty Development Activities						
New York Times / USA Today Luncheons on College Readership Programs (September 15 & November 9, 2006)				X		
Webinar on Time Management (February 21, 2007)						X
Best Practices Mini-Conference for Active Learning & Student Engagement (March 2, 2007)			X			
Peggy Maki Workshops on Assessment (March 16 & 17, 2007)	X					
Brown Bag & Round Table Discussions (offered at varied times during Spring Term – check if you attended any of these)		X				
QEP Symposium (April 9, 2007)			X			
Faculty Learning Community on Dissertations & Theses (met throughout the Spring Term and will continue through 2007)						X
Other CUTLA Activities						
Consultation with individual departments on assessment or faculty development issues			X			

How might the faculty development activities offered by CUTLA be improved?

They have been substantially improved this year and Claudia is to be commended for her efforts in her first year. I wonder if we might not get more mileage in faculty development activities if we convene more discipline-linked groups (e.g., sciences, humanities). I have been surprised that the activities have not drawn as well as I thought they should.

What topic(s) would you like to see included in future CUTLA workshops?

Syllabus design based on SLOs.

Quality of life concerns (balance of family and faculty roles).
Evolving a research and service agenda.

Describe the faculty development needs of the adjunct faculty in your college.

Departments in CAS are decidedly mixed on how much they attend to adjunct needs. The drift that is likely in assessment for adjuncts is most concerning. How can we expect adjuncts to volunteer more time when the pay is so lousy?

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College: College of Arts and Sciences_____

Part III-A, Strategic Planning Goals/Objectives for 2007-2008

List strategic plan goals/objectives for 2007-2008 and planned method of assessment (if applicable).

Strategic Goal/Objective ^a	Method of Assessment ^b
Curricular Goals:	
Work with Senate to evaluate general education program and its quality	Convene conversation about departmental assessment findings.
Examine the university diversity requirement and develop the assessment component of that offering	Fewer diversity offerings should be acceptable from a more coherent curriculum philosophy
Roll out the streams of the Interdisciplinary Studies.	Enrollment trends should demonstrate stream viability
Program Enhancement:	
Collaborate with the other colleges on possible conference regarding military needs	Timeline for conference should emerge over the planning year 07---08
Fully develop SPLASH-Downtown and Emerald Coast	Full program expected in downtown and smaller version expected for EC.
Examine implications of SSE redesign in readiness for building	Identify episodes of working across science boundaries to improve curriculum, recruitment, community relations.
Accountability:	
Participate fully in the quality discussions about online and F2F teaching unfolding with the Senate	Quality discussions should generate best practice criteria.
Refine the chair evaluation protocol.	Collaborate on scholarly article about chair "quality."
Promote a departmental syllabus audit to ensure that the ALCs are reflected across course offerings,	Rubric for assessment should clarify the degree to which syllabi foster curriculum coherence.
Operations	
Distribute work of Associate Dean on leave through strategic assignments	Evaluate what elements of Deans Office work may not be fully executed due to administrative shortfall

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Examine how to decentralize aspects of budget management to the departments	Make active decision about the degree to which decentralized budgets will solve problems in CAS
Revisit the graduate thesis oversight process (perhaps with Senate)	Improved satisfaction of faculty supervisors and thesis completers.
Design and implement some incentive practices to promote effective enrollment management and accountability	Pending budget issues, we should see some increased economic resources for departments that have succeeded in adopting enrolment management strategies.
Improve attendance by faculty at graduation events.	Identify roster of ideas that might promote stronger attendance.
Articulate a protocol for student grievances when faculty are inaccessible or unavailable.	Policy will be written.
Faculty/Staff Development	
Define levels of performance in relation to p&t discussion at department level	Departments will articulate performance rubrics in relation to annual evaluation.
Provide effective mentoring for new chairs and new faculty	Chair subcommittee will convene chairs and monitor concerns as they adapt to their new roles.
Explore ways to enhance vibrancy of the intellectual climate.	Brainstorm various strategies that would promote a more stimulating intellectual environment and implement best ideas.
Conduct some information sessions on managing faculty-student boundaries.	Dean reports reduction in episodes of boundary violation.

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Part III-B, Strategic Planning Goals/Objectives for 2007-2011

List strategic plan goals/objectives for 2007-2011 and planned method of assessment (if applicable).

Strategic Goal/Objective ^a	Method of Assessment ^b
Continuously visit CAS structure for efficiency and effectiveness	Conduct regular surveys on faculty satisfaction
Promote stronger intellectual community spirit	Increased opportunity for faculty to convene
Increase prominence of student quality through successful competitions and research achievements	Increased awards and publications
Enhance international opportunities for faculty and students.	Frequency of international activities should grow over time.
Seek recognition for high quality teaching, research, and service.	Increased numbers of regional, national, international awards for faculty.
Exhibit leadership in promotion of UWF's exemplary practices through conferences, online information	Status should increase in various rating practices that affect higher education

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Part III-C, New Degree Program Projections