

Team Action Plan

Strategy/Goal Team Name: First Year Seminar

Plan Year: 2013-2014

Team Members: Linda Frank, Stephanie Whalen, Brian Knetl, Richard Johnson, Gary Anderson, Julie Ellefson-Kuehn, Katie Hollis, Amy Kammerman, Kathy Hanahan, Shante Bishop, Michelle Lillig, Pascuala Herrera, Chris George, Joan Kindle, Kim Cozzi, Tamara McClain.

Strategic Goal Supported: Increase Completion and Achievement

Target Population (Who will be impacted and how many people will be involved?): Degree seeking students who are enrolling in college for the first time. For Fall 2013, we are offering 22 pilots of the course and will enroll between 330 and 440 students

Brief description of strategy: The First Year Seminar Strategy Team will facilitate the development and implementation of a First Year Seminar course. A First-Year Seminar builds the framework for achieving success in college. This course focuses on strategies that assist students in making a successful transition to college life, understanding their academic responsibilities, and appreciating diversity in a context that develops the critical thinking, problem solving, information literacy, learning strategies and communication skills needed to adapt to the rigors of college life. Students will identify their career interests, talents, and strengths which will result in the development of an educational plan for the completion of their academic goals. Each First-Year Seminar explores a different topic, and students may choose a Seminar based on their program of study or general interests.

Expected Outcomes (What change do you expect as a result of this strategy?):

- To increase the persistence and retention rates of students.
- To better prepare students for college-level course work.
- To contribute to higher rates of completion.

Action Steps/ Tasks What will be done?	Responsibility Who will do it?	Timeline When will it begin and when will it be completed?	Resources What additional resources do you need?	Partners (Internal/External) Who will need to be involved to carry out this task/step?	Challenges What challenges or barriers do you anticipate?	Communication How will you communicate this task/step to your partners?	Accomplishment What will this task/step accomplish?
Offer 22 trials of FYS in the Fall 2013 semester.	Gary Anderson Abigail Bailey Shante Bishop Becky Curtain Tom Dowd/Ken Ender Marianne Farinas de Leon Linda Frank Brett Fulkerson-Smith Chris George Kathy Hanahan Travaris Harris Kris Hoffhines Richard Johnson Sandy Kreiling Judy Kulchawik Michelle Lillig DuBoi McCarty Tamara McClain Colleen Tomanek Stephanie Whalen La Vonya Williams	Begin: August 2013 End: December 2013	Funding was requested in our FY14 budget proposal to offer an enrollment incentive and to cover printing costs associated with the pilots.	Faculty Deans Department Chairs		Periodically throughout the fall semester, faculty will provide informal “progress reports” on their FYS section. We will share this information with the deans, faculty, and goal team leaders in appropriate venues.	The pilots will provide a large enough sample size to gage the potential impact of the FYS course on more students.
Evaluate and assess the Fall 2013 pilots.	Linda Frank, Stephanie Whalen, Brian Knetl, Julie Ellefson-Kuehn, and the 22 pilot instructors	Begin: August 2013 End: June 2014	N/A	Accountability Team IR		Reports will be provided at bi-weekly team meetings as data is collected. We will share the results with the Deans, faculty, and Champion Team during meetings and via email.	The assessment of the pilots will allow us to gather data which will help determine the value of the course and potential impact on students.

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Finalize the course outline during the summer and submit for approval early in Fall 2013.	Linda Frank, Stephanie Whalen, Brian Knetl, Richard Johnson, and Julie Ellefson-Kuehn.	Begin: Ongoing from Fall 2012 End: Fall 2013	N/A	Pilot Faculty Curriculum Committee		Finalizing the course outline will take place during team meetings; the final course outline will be shared with the deans, faculty, and goal team leaders in appropriate venues.	The course outline will provide faculty teaching the pilots with the foundation for teaching FYS sections.
Continue to provide professional development for the faculty teaching the Fall 2013 pilots.	Linda Frank, Stephanie Whalen, Brian Knetl, Brett Fulkerson-Smith, Richard Middleton-Kaplan, and the 22 pilot instructors.	Begin: Ongoing from Fall 2012. End: January 2014	Funding was requested in our FY14 budget proposal to purchase materials for the sessions.	CII CAFE Academy for Teaching Excellence	Offering sessions at times that will accommodate everyone's schedule.	We will use email and our BlackBoard shell to communicate and share resources with our pilot faculty.	The professional development sessions will have three outcomes: 1. To provide faculty teaching the pilots with guidance; 2. To provide faculty with a venue to share ideas and strategies for the course; and 3. To maintain some consistency among the multiple sections.
Create an approval process for faculty who desire to teach the course in future semesters.	Linda Frank, Stephanie Whalen, Brian Knetl.	Begin: August 2013 End: October 2013	N/A	Dean's Council Department Chairs		We will create the process during team meetings, but will gather input and share information with the deans, faculty, and goal team leaders via email and in appropriate venues.	Crete a process that involves Deans and Chairs and Coordinators to approve faculty to teach sections of FYS.

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Offer professional development for faculty and staff who desire to teach FYS in future semesters.	Linda Frank, Stephanie Whalen, Brian Knetl, Brett Fulkerson-Smith, Richard Middleton-Kaplan, and the 22 pilot instructors.	Begin: January 2014 End: July 2014	Funding was requested in our FY14 budget proposal to purchase materials for the sessions.	CII CAFE Academy for Teaching Excellence	Offering sessions at times that will accommodate everyone's schedule.	We will use email to communicate with potential pilot faculty. We also hope that presentations at various meetings will generate interest in teaching a pilot.	Increase the number of faculty and staff who are prepared to teach FYS in future semesters.
Determine future offerings of FYS based on information gathered from the evaluation plan, data collected, and focus groups of both students and pilot faculty.	FYS Strategy Team and the Fall 2013 pilot instructors.	Begin: August 2013 End: May 2014	N/A	Champion Team Faculty Dean's Council		We will share our thoughts on the future of FYS during Goal Team Meetings.	This will help us determine the next phase(s) of this project.
Communicate progress of FYS pilot to the campus community.	FYS Strategy team.	Begin: June 2013 End: June 2014	N/A			Team members will provide regular updates at Deans Council, Communications Council, Orientation Sessions, and other venues as appropriate.	More continuous and consistent communication will ensure that the entire campus is aware of the pilot and that information can be shared and input offered as desired.