

University of Alaska Fairbanks
2011 Annual Unit Plan

The information collected in the Annual Unit Plan (AUP) is used in a variety of required reports, including but not limited to institutional accreditation reporting, Performance Based Budgeting (PBB), Alaska Budget System (ABS), Missions and Measures (M&M), and the Annual Operating and Management Reviews. Submission of the AUP is required in August of each year.

Please complete the following information using the format provided, and submit it electronically by August 27, 2010 to Deb Horner, University Planner (dghorner@alaska.edu) with a copy to Ian Olson, PAIR (inolson@alaska.edu) as well as to Susan Henrichs, Provost (fyprov@uaf.edu).

A. General Information

A1. Unit Name: General Studies

A2. Unit Mission Statement - The mission is a short (no more than one paragraph) statement that describes why the unit exists. Unit mission statements that have been formally approved by the UA Board of Regents should not be changed.

General Studies has the following Mission:

MISSION

- Support UAF's educational and service missions by providing:
- An academic home for honors students, pre-majors, and exploratory students,
- General academic advising, education planning and referral,
- Guidance for faculty and staff advisors through training and local publications,
- Student study skills workshops,
- Comprehensive testing services for students and where appropriate, the local community, and
- Advising, tutoring, social activities, and support for underrepresented students eligible for the
- Student Support Services program.

A3. Core Services - This section identifies the unit's major functions that support its mission. In the interests of brevity, links to websites with additional information on the unit may be included. This section should not exceed two brief paragraphs.

The Division of General Studies is comprised of the Vice Provost and Accreditation Liaison Officer's and his staff, the Academic Advising Center, Testing Services, the Honors Program, and the federal TRIO Student Support Services Program (SSSP). <http://www.uaf.edu/gs/index.html> provides additional information.

B. Progress Report

B1. Major Accomplishments

Student Support Services' grant renewal proposal drafted by Joe Hickman, Ginny Schlichting and Dana Thomas received a perfect score and was funded. This five-year grant provides for a total of about \$1.2 million for 2010-2015.

The Alaska TRIO film was produced and distributed as a result of a proposal submitted by Joe Hickman.

Working with Southern Utah University and the National Park Service, Channon Price, the Interim Director of the Honors Program, organized the first "Partners in the Park" program in Denali National Park during summer 2010. A dozen out-of-state honors students participated in this program.

Both of UAF's Mikami \$10,000 Scholarships were awarded to Honors students.

Dana Thomas submitted a proposal for first-year seminars that passed the faculty senate in spring 2010. Four first-year seminars are being offered during fall 2010.

B2. End Results and Strategies

List end results, strategies, targets, etc, in the table below for the period July 1, 2009 to June 30, 2010, based on the 2010 AUP. Add rows as needed.

End Result:	Strategies to Achieve End Result	Target(s):	Measure(s):	Status:	Budget Impact
Improve student retention and graduation rates	Freshmen seminars	Propose freshmen seminars to faculty senate for implementation in fall 2010	Proposal submitted, passed by faculty senate, and freshmen seminars implemented in fall 2010	Proposal submitted to faculty senate and approved. Open solicitation for seminars distributed to faculty in spring 2010; 8 seminar proposals were received. Four seminars were selected and are being offered during fall 2011.	A \$50,000 budget allocation was made to support first-year seminars.

Reaffirm institutional accreditation	Work with faculty, staff, and administrators to draft Year One, Three, Five, and Seven reports	<ol style="list-style-type: none"> 1. Year One report complete by January 2010 2. Year Three and Five reports complete by March 2011 3. Year Seven Report complete by June 2011 4. Final Editing in July 2011 5. Submission in August 2011 	Reports completed on schedule and submitted; reaffirmation of institutional accreditation	<p>Year One report – Core themes, objectives and indicators are drafted but need refinement. Several parts of this report are written but it remains incomplete. Objectives and indicators must be finalized and a definition of mission fulfillment is needed to complete this work.</p> <p>Year Three report – A first working draft is complete but needs refinement; responses to some standards are not fully developed. Draft unit descriptions for the appendices are complete with the exception of one unit.</p> <p>Year Five report – collection of some indicator information has begun and writing assignments for the planning and emergency preparedness sections made with due dates in mid October. Additional writing assignments to be made by mid October.</p> <p>Year Seven report – no work on this report to date.</p>	\$200K allocated for continuing accreditation effort
--------------------------------------	--	---	---	--	--

Renew SSSP grant for 2011-2015 period	Draft proposal and submit it in October 2009.	Grant proposal submitted December 5, 2009 after delay in submission date by TRIO	Grant proposal submitted	Proposal submitted and funded	\$50K allocated by Chancellor to support this successful program for low-income, first-generation and disabled students.
---------------------------------------	---	--	--------------------------	-------------------------------	--

B3. Analysis of Performance Metrics and Supporting Data

Unit data will be provided by the UAF Office of Planning, Analysis and Institutional Research (PAIR). Respective data reports will be available at <http://www.uaf.edu/pair/performance-data/> for your use by July 30, 2010. Units may also include additional unit-specific performance data at the end of the section. Please use the same format in reporting unit-specific performance data. Please write a brief data analysis that incorporates the following aspects, where applicable:

Unit:
General
Studies

Fairbanks Academic Unit-Level Historical Performance and Targets

Line No.	Performance Metrics and Supporting Data	Historical Performance					FY11 Target		FY12 Target
		FY06	FY07	FY08	FY09	FY10	Current	New	
▼	Reporting Period: FY09 (July 1, 2008 to June 30, 2009)								
5	Baccalaureate Intended Pre-Majors (XGEN)	100	83	58	88	93	We do not actively recruit students into these categories; our intention is to move students from these areas to full major status in other programs		
6	Other Baccalaureate Intended Pre-Majors (X%)	292	287	308	426	418			
7	General Studies Baccalaureate Majors (GENR, UDCL)	611	558	493	375	357			
8	BI Conversion to Full Baccalaureate (XGEN, X%)	19%	17%	58%	44%	49%	50%	50%	50%
9	General Studies Conversion to Declared Major (GENR, UDCL)	32%	28%	33%	39%	41%	35%	40%	40%
10	UA Scholar Majors (XGEN, X%, GENR, UDCL)	90	107	91	85	89	See statement above in this table		
11	First-Time Full-Time Freshmen Retention (XGEN, X%, GENR, UDCL)	57%	62%	60%	59%	65%	68%	68%	70%

Data Review

The Division of General Studies is responsible for general studies (undeclared major baccalaureate; GENR) students and shares responsibility with academic programs for baccalaureate intended (pre-major; X% and XGEN) students.

General Studies student numbers have declined over the past several years. While a mistake in updating UAF's admission application did not include general studies as a choice during several periods in FY09, the decline has continued since that mistake was corrected. Many colleges and schools have hired recruiters to encourage students to major in their areas. General Studies conversion to full major generally occurs at the end of the sophomore year and is impacted by non retention from freshman to sophomore status. The conversion rate to full major is significantly higher for 2008-2010 than previous years. This is largely due to major mania (an Academic Advising Center event to help students find a major), advisor guidance and colleges and schools actively recruiting these students.

The conversion of baccalaureate intended (pre-major) students to full major status increased significantly from FY07 to FY08 and remained high in FY09 and FY10 because of early warning implementation, required course placement and related registration blocking, and the process for assessing eligibility and moving students from one status to the other was revised.

B4. Publications in refereed journals/periodicals

Please use EndNote to report publications for CY2008. The download is available at: <http://www.alaska.edu/keys/#Windows%20installers>, or <http://www.alaska.edu/keys/#Macintosh%20Installers>. Include the information as an attachment when you submit the AUP.

B5. Occurrences of applied research benefiting Alaska

School, College or Institute	Project Title	Project Status (complete, active, awarded, proposed)	Description of contribution to the state of Alaska	Indicate if project is collaborative w/ AK Native or rural groups and/or involves traditional knowledge*
Not applicable				

--	--	--	--	--

*This information is being collected as an *Indicator* for UAF's NWCCU accreditation reporting.

B6. Comparative scores of students who take professional exams

List examination scores:

School, College or Institute	Examination Type	Test Date	# of UAF Students Tested	UAF Pass Rate	National Pass Rate
Interdisciplinary General Studies degree completion option	PRAXIS I	Various	13	There is no national pass rate. The average scores (range) for reading, writing and mathematics were as follows: Reading 176.1 (168 – 183) Writing 174.2 (167 – 186) Math 174.1 (166 – 184)	

C. End Results and Strategies – FY 2011

C1. End Results Table

Complete the table below for the period July 1, 2010 to June 30, 2011. Add rows as needed. For each end result, identify the applicable core theme(s) listed below.

- A. Educate: Undergraduate and Graduate students
- B. Discover: Through Research, Scholarship, and Creative Activity, including an Emphasis on the North and its Peoples
- C. Prepare: Alaska's Career, Technical, and Professional Workforce
- D. Connect: Alaska Native, Rural, and Urban Communities through Contemporary and Traditional Knowledge
- E. Engage: Alaskans via Lifelong Learning, Outreach, and Community and Economic Development

End Result:	Theme	Strategies to Achieve End Result	Target(s):	Measure(s):	Status:	Budget Impact
Reaffirm institutional accreditation	Applies to all themes	Work with faculty, staff, and administrators to draft Year One, Three, Five, and Seven reports	Complete the comprehensive self-study and submit it to the commission.	Reports completed on schedule and submitted; reaffirmation of institutional accreditation	Year One report – Several parts of this report are written but it remains incomplete. Year Three report – A first working draft is complete but needs refinement. Year Five report – collection of some indicator information has started.	\$200K allocated for continuing accreditation effort
SSS serves at least 160 students and meets TRIO expectations for improved retention, graduation, continuing education and federal reporting requirements	Educate	SSS recruits qualified students to the program and provides the comprehensive advising, text and laptop loan, tutoring and other services described in their grant proposal.	Retention and graduation rates higher than those of other baccalaureate students.	Number of students reported in federal annual progress report is at least 160 and retention and graduation rates higher than other baccalaureate students	SSS currently has more than 160 participating students and historically has retention and graduation rates higher than other baccalaureate students	\$50,000 continuing allocation to support SSS

<p>Academic Advising Center provides advising to general studies and premajor students and provides advisory training and information</p>	<p>Educate</p>	<p>Faculty and staff advisors work with general studies and premajor students on academic plans</p> <p>Continue evaluation and review of Supplemental Instruction program</p> <p>Continue Very Early Warning Program</p>	<p>Improve retention, premajor to major transition rate, general studies to major transition rate, and retention rate for these students</p> <p>Improved student success in gateway courses</p> <p>Improved student success in gateway courses</p>	<p>Retention, premajor to major transition rate, general studies to major transition rate, and retention rate for these students</p> <p>Student success rates in gateway courses</p> <p>Student success rates in gateway courses</p>	<p>Retention and transition rates given in the table above</p>	
<p>Testing Services delivers credit by exam, placement, admission, and certification examinations.</p>	<p>Educate, Prepare & Engage</p>	<p>Deliver credit by exam, placement, admission, and certification examinations</p>	<p>Meet constituency demand for testing services</p>	<p>Number of tests delivered by type</p>	<p>The number and types of tests delivered by Testing Services continues to rise every year</p>	

Honors Program provides an academic and social network for exceptionally prepared students.	Educate	Recruit qualified students who persist and graduate in Honors	Number of active students in Honors increases from previous years	Number of active Honors students	Active Honors students numbered 125 at end of FY10, from 101 at end of FY09	
		Number of Honors Thesis Scholars and Honors Scholars graduates increases from previous years	Actively recruit well prepared in-coming students; work with admissions	Number of Honors graduates by type	There were 5 Honors thesis scholars and 5 Honors Scholars in FY10	
		Recruit Honors Director for 3 year term	Conduct internal search	Internal Honors Director search completed	Recruitment has been advertised	
		Expand honors curriculum	Work with Faculty Advisory Council and Faculty Senate	Honors curriculum further developed	Proposals for new Honors courses are in development	

D. Long Range End Results and Strategies – FY 2012 and Beyond

D1. Long Range End Results Table

Complete the table below. For End Results with an anticipated start date of 2012, the results should be in line with budget requests for FY2012. Add rows as needed. For each end result, identify the applicable core theme(s) listed below.

- A. Educate: Undergraduate and Graduate students
- B. Discover: Through Research, Scholarship, and Creative Activity, including an Emphasis on the North and its Peoples
- C. Prepare: Alaska’s Career, Technical, and Professional Workforce
- D. Connect: Alaska Native, Rural, and Urban Communities through Contemporary and Traditional Knowledge
- E. Engage: Alaskans via Lifelong Learning, Outreach, and Community and Economic Development

End Result:	Theme	Strategies to Achieve End Result	Target(s):	Measure(s):	Budget Impact	Anticipated start date
-------------	-------	----------------------------------	------------	-------------	---------------	------------------------

UAF has a McNair Grant for graduate students to support first generation, low income and students with disabilities.	Educate	Work with Dean of the Graduate School, Student Support Services staff, EPSCoR staff and others to prepare and submit a grant proposal. Have at least one person attend a COE workshop on grant preparation.	McNair grant funded	Grant funded or not		Grant must be submitted fall 2011.

D2. Top three challenges for FY2012

Identify the top three challenges confronting the unit for the period July 1, 2011 to June 30, 2012. These challenges must be directly related to the unit's FY2012 budget request.

Challenge 1: Advancing the Honors Program with very limited funding

Challenge 2: Student Support Services needs additional space for their tutoring center and an office for their adjunct to meet with students. This may fit into the Faculty Senate SADA Committee's goal to establish a Learning Center on the Fairbanks campus.

Challenge 3:

D3. Use of unanticipated funds

Specify what the unit would do with additional funds, should they be made available later in FY2012. Activities must support the FY2012 budget request.

Priority 1 = Additional funds would be used to enhance the Honors Program by providing additional honors classes, allowing students and faculty to travel to conferences and workshops, and provide additional social opportunities for our exceptional students. A proposal for Honors was in the UAF FY12 budget request.

Priority 2 = Additional funds would be used to further equip Testing Services with computers to more fully utilize their space for delivery of placement, national and international exams. This was not in UAF's FY12 budget request but is needed to make Testing Services more efficient.

E. Additional Information

E1. Unit Unmet Needs

Identify unmet unit needs that could be supported through private, non-governmental funding, such as donors, foundations, etc.

- The Honors program has a small endowment for scholarships that in a good year supports ten students; additional scholarship support would greatly help the program. Additional funding for Honors instructional support and student travel grants is needed to bring this program up to national standards. A new Honors House could be supported through private funding.
- The equipment budget for Testing Services is insufficient to put computers in all the open test locations available at the Center.

E2. Major Capital Investment Priorities and Space Needs

- New space for the Honors Program is desperately needed. Facilities Services is reluctant to fix or upgrade anything in the existing house because of future plans to demolish this structure.
- The Student Academic Development and Achievement Committee of the Faculty Senate requests space for a learning center that will provide a central location for tutorial labs and advising. The second floor of the library has been proposed for this center. Student Support Services' tutorial lab often overflows with students and their adjunct does not have an office to meet with students; space for this unit is needed and could be part of a new learning center.