Academic Affairs

Mission

The Office of Academic Affairs provides visionary leadership and ensures academic integrity in all academic programs and services.

Vision

The Academic Affairs office will:

- Be recognized as the stabilizing factor that ensures the rigor and currency of all of OSU-Okmulgee's programs of study.

- Provide the academic foundation for the development of curricula during the creation of an Indian Territory University to serve those students who wish to study specific programs related to the cultures and customs of Native American populations.

- Provide the academic foundation and ensure all agency and accreditation standards are met during the development of the Bachelor of Technology programs.

- Work to plan, implement and sustain quality, allied health programs that will prepare the much-needed professionals for the changing needs of Oklahoma and society.

Core Values

Excellence – We seek excellence in all our endeavors, and we are committed to continuous improvement.

Intellectual Freedom – We believe in ethical and scholarly questioning in an environment that respects the rights of all to freely pursue knowledge.

Integrity – We are committed to the principles of truth and honesty, and we will be equitable, ethical, and professional.

Service – We believe that serving others is a noble and worthy endeavor.

Diversity – We respect others and value diversity of opinions, freedom of expression, and other ethnic and cultural backgrounds.

Stewardship of Resources – We are dedicated to the efficient and effective use of resources. We accept the responsibility of the public's trust and are accountable for our actions.

Goals, Critical Success Factors, Objectives, and Strategies

Goal One: Academic Excellence and Student Development. Enhance academic excellence in instructional programs campus-wide, embedding technical, educational, and leadership skills across the campus sites and creating educational outreach situations where possible.

Critical Success Factors:
- 5% increase in retention per semester
- Increase in graduation rates to 50% by 2010
- Program quality improves as evidenced by:
  - Academic units will achieve 100% of student learning goals as specified on OSU-Okmulgee Form C
  - Units will make curriculum changes based upon results of the assessment of student academic achievement and will follow through on 100% of recommendations
- Creation of course curriculum documentation for every course
- 100% of instructional programs produce an Accountability Report Card per academic year
- 90% student placement in program majors at 1, 2 and 3 years
- Wages at or above the National average for discipline graduates
- 100% maximization of classroom capacity per course
- 100% of non-industry sponsored instructional programs offer a consistent internship program with an appropriate range of credits
- 100% of instructional programs evaluate and report internship program results.
- 100% of internship programs have a plan for improving the learning experience.
- Identify and develop new programs of study at AS, AAS and BT degree levels with appropriate documentation and accreditation

Objectives:

Objective 1.1: Enhance academic excellence.

Strategies*:*

- Develop and implement a division assessment plan for documenting and improving student learning.
- Provide faculty, staff, and leadership training.
- Maintain faculty and administration involvement in the process of assessing student learning.

Objective 1.2: Develop an accountability report card process for each instructional program.

Strategies:

- Coordinate with Unit leaders, faculty, staff, and students to develop components of the accountability report card.
- Train all instructional program personnel on the process for collecting, analyzing, reporting and using the data.

Objective 1.3: Create an internship program appropriate for the number of credit hours reflected for all our programs.

Strategies:

- Coordinate with unit leaders to review and update institutional internship manual.
- Coordinate with unit leaders to implement standardized internship programs. (Develop or address standards, learning requirements, academic requirements).

Objective 1.4: Identify, develop, and implement new AS, AAS and BT degrees.

Strategies:

- Coordinate with unit leaders to perform environmental scanning and research.
- Identify appropriate opportunities for new AS, AAS and BT degrees.
- Coordinate with unit leaders to develop and implement new AS, AAS and BT degrees.

Objective 1.5: Maintain existing and secure new academic and institutional accreditations.

Strategies:

- Identify opportunities for external accreditation.
- Coordinate with unit leaders to create process of documenting, collecting, and reporting data necessary for accreditation.

Objective 1.6: Recruit excellent, diverse faculty and staff.

Strategies:

- Provide competitive salaries at all levels.
- Conduct effective targeted recruitment.

Goal Two: Recruitment and Diversity. Improve student recruitment, retention and graduation rates.

Critical Success Factors:

- Meet or exceed the division head count enrollment goals for the fall, spring, and summer semesters each year
- Seek 100% use of the campus Early Alert system, especially during the first two weeks of each semester
- Increase the number of under-represented students in all programs to match state/regional averages
- Increase by 10% the number of scholarships and grants to students

Objectives:

Objective 2.1: Develop an effective program for recruitment and retention of a diverse student population.

Strategies:

- Commit the necessary resources to recruit under-represented students.
- Provide a new student orientation session each semester.
- Identify and cultivate additional education programs in the region as potential recruitment centers.

Objective 2.2: Create the best environment to ensure the academic success of a diverse student population.

Strategies:

- Create the best environment to ensure the academic success of a diverse student population.
- Conduct targeted recruitment of excellent, diverse faculty.
- Cultivate potential sources of financial aid/scholarships for underrepresented students.
- Provide effective retention activities for each division.
- Encourage peer mentorship within division.
- Increase the number of student competitions and talent recognition on campus.

Goal Three: Outreach/Service. Provide services to the local community that increase education and work opportunities for greater numbers of people and especially underrepresented groups.

Critical Success Factors:

- 100% of students will have a structured internships that will enhance the quality of student learning as it applies to their educational experience
- Achieve 100% program participation in service-learning projects within the local and regional community

Objectives:

Objective 3.1: Provide the students a quality service-learning experience through community involvement.

Strategies:

- Achieve 100% of student club participation in service-learning projects within the local and regional community.
- Cultivate an appreciation of outreach and involvement.

Objective 3.2: Create community educational opportunities.

Strategies:

- Increase field trips for students both on and off campus each year.
- Increase Industry sponsored on campus seminars and lectures.
- Continue to provide community educational opportunities such as hosting the Christmas party, Technology Showcase and the high school bus project.

Goal Four: Student Development. Prepare students to be contributing members of society.

Critical Success Factors:

- Assessment 100% of student academic ability upon entry
- 100% of students will remove deficiencies within the first 24 credit hours of study
- 100% of our students will know the value of joining student leadership clubs and organizations

Objective 4.1: Develop and maintain a comprehensive college readiness center.

Strategies:

- Use a variety of teaching styles and activities to engage learners.
- Properly assess and place all students.
- Develop a tailored-program approach to remedial coursework.

Objective 4.2: Increase opportunities for student participation in extra curricular activities both on and off campus.

Strategies:

- Encourage students to participate in Student Life Activities.
- Promote a "community of learners" approach to remedial educational opportunities.

Goal Five: Leverage Resources. **Effectively manage physical, financial and human resources to reduce costs, maximize efficiency and improve services to students and stakeholders.**

Critical Success Factors/Assessments:

- Acquire NSF funding
- Acquire 4-year college grant eligibility
- Acquire FIPSE Grants
- Increase Carl Perkins funding
- Acquire WIA Youth grants and/or contracts
- 10% increase in student satisfaction of campus scheduling as measured by SSI
- All program specific Arts and Sciences courses will be eliminated
- Consistent scheduling of all faculty dead time
- All units utilize the consistent time periods to schedule courses
- 15% increase in evening, weekend, and distance education courses

Objectives:

Objective 5.1: Optimally utilize campus-wide resources.

Strategies:

- Plan equipment and technology acquisitions, including opportunities where fiscal resources are best shared.
- Develop a plan of action to maximize use of faculty time and effort relative to new student recruitment.
- Provide support to staff, administration, and students to explore, develop, analyze and distribute data required for data-driven decision-making.
- Utilize technical strengths of faculty to maximize learning effectiveness.
- Create a standardized, institutional, class scheduling system.
- Explore scheduling software options.
- Coordinate with Unit Leaders to provide predictable scheduling needs.
- Standardize course capacity requirements.
- Ensure all units receive adequate course offerings each semester, which enable all students to experience the true college diversity based experience.
- Utilize SSI data at the unit level.
- Coordinate resource sharing across all academic units.

Objective 5.2: Optimally utilize OSU-System wide Resources.

Strategies:

- Develop a data warehouse, in collaboration with other OSU agencies, OSU-Okmulgee faculty and staff, and peer institution to aid in data-driven decision-making.

- Participate in OU library electronically.
- Participate in professional development.
- Provide state-of-the-art IT services.

Objective 5.3: Secure external funding through federal, state and private grants and contract opportunities.

Strategies:
- Respond to RFP's from NSF Advanced Technological Education (project).
- Course, Curriculum, and Laboratory Improvement (CCLI), and Science.
- Technology, Engineering, and Mathematics Talent Expansion Program (STEP).
- Develop a plan that delineates on-loan equipment and/or gift-in-kind needs, and outlines strategies to receive them.
- Deliver customized training through external linkages.

Goal Six: Faculty and Staff Development. **Provide a nurturing environment, in alignment with the college mission, for faculty and staff growth.**

Critical Success Factors/Assessments:

- Implement a performance-based raise program
- 100% of faculty will participate in one in-service training opportunity per year
- Develop a comprehensive academic credentialing profile for each faculty member
- 100% appropriate credentialing of all faculty by July, 2010
- Will provide 24 clock hours of continuing education per academic year

Objectives:

Objective 6.1: Support professional development for all faculty and staff.

Strategies:

- Document the learning activities and teaching styles used by faculty and share best practices.
- Coordinate with OSU-System for additional professional development opportunities.
- Provide comprehensive orientation for all new faculty.

Objective 6.2: Develop a comprehensive faculty credentialing evaluation program.

Strategies:

- Collect academic degree, professional certification, industry experience, and/or other pertinent credentialing information and organize into a comprehensive matrix.
- Identify gaps between profile and minimum requirements.
- Assist faculty with gaps to develop an individual plan to meet minimum requirements.
- Monitor progress and report results.

Goal Seven: Economic Development. Enhance the quality of life by contributing to the human, economic, and cultural development of Oklahomans.

Critical Success Factors/Assessments:

- Employer satisfaction surveys indicate that students are positively contributing to the bottom line of the company
- OESC data will reflect increases in wage and salaries of employees and businesses

Objectives:

Objective 7.1: Prepare students in technical occupations to best serve their industries.

    Strategies:

- Coordinate with unit leaders to conduct environmental planning.
- Identify, develop, and implement new AS, AAS and BT degrees.
- Develop and implement a division assessment plan for documenting and improving student learning.
- Provide faculty, staff, and leadership training.
- Maintain faculty and administration involvement in the process of assessing student learning.
- Coordinate with Unit leaders, faculty, staff, and students to develop components of the accountability report card.
- Train all instructional program personnel on the process for collection, analyzing, reporting and using the data.

Objective 7.2: Develop and maintain programs that assist in the economic growth of the State and region.

    Strategies:

- Coordinate with unit leaders to perform environmental scanning and research.
- Identify, develop, and implement new AS, AAS and BT degrees.

Goal Eight: Partnerships/Collaborations. Strengthen existing and create new strategic alliances, partnerships and collaborations at the local, regional and national level.

Critical Success Factors:

- Increase number of opportunities provided to industry partners
- Increase submission of grants and proposals
- Implement summer professional development workshops for 100% of faculty/staff
- Identify, pursue and partner with corporations to provide financial and educational opportunities for students
- Establish a pool of unrestricted funds
- 100% of our students will have the opportunity to visit with Advisory Committee members
- Successful Internships as indicated by student self report and supervisory evaluation

Objective 8.1: Enhance industry collaboration between Advisory Committee members, employers, faculty and students.

Strategies:

- Increase the number of industry sponsorships that will provide advice, direction, and support to the divisional programs.
- Faculty will attend industry-training events that give critical industry updates on new equipment and industry standards.
- Increase the number of industry advisory committee members who can provide advice, direction, and support to the divisional programs.
- Establish paid internships as a required part of all programs.

Objective 8.2: Develop partnerships with key external organizations.

Strategies:
- Sponsor planning and implementation activities for forming a partnership with the Muscogee (Creek) Nation to plan, develop, and operate an American Indian University.
- Develop appropriate MOUs to support alliances, partnerships and collaborations.

Goal Nine: Image Enhancement. Enhance the reputation of divisional programs at the local, regional and national level.

Critical Success Factors/Assessments:

- Expand internship opportunities to national and regional areas
- Adequate well-equipped educational facilities
- Availability of resources for student use
- High quality educational programs
- High quality educational outcomes
- Adequate, appropriately allocated educational resources
- Highest quality, diverse students
- High quality employment upon graduation
- Collaboration with university on unit to system levels

Objectives:

Objective 9.1: Enhance the academic reputation of divisions.

Strategies*:*

- Coordinate with unit leaders to conduct environmental planning.
- Identify, develop, and implement new AS, AAS and BT degrees.
- Develop and implement a division assessment plan for documenting and improving student learning.
- Provide faculty, staff, and leadership training.
- Maintain faculty and administration involvement in the process of assessing student learning.
- Coordinate with Unit leaders, faculty, staff, and students to develop components of the accountability report card.
- Train all instructional program personnel on the process for collection, analyzing, reporting and using the data.

Objective 9.2: Collaborate with university marketing efforts.

Strategies:

- Provide success stories and video and print PR opportunities at all levels.
- Continue to create "*wow-walls"* in each division to showcase student success.

Goal Ten: Diversity. Remain committed to recruiting underrepresented students, faculty, staff and administrators.

Critical Success Factors/Assessments:

- Increase the number of under-represented students, faculty and staff in all programs to match state population averages
- Increase the number of graduates from under-represented populations
- Increase the number of minority advisory committee members

Objectives:

Objective 10.1: Develop an effective program for recruitment and retention of a diverse student population.

Strategies:

- Commit the necessary resources to recruit under-represented students.
- Provide a new student orientation session each semester.
- Identify and cultivate additional education programs in the region as potential recruitment centers.

Objective 10.2: Develop an effective program for recruitment and retention of a diverse faculty.

Strategies:

- Provide competitive salaries at all levels.
- Conduct effective targeted recruitment.

Objective 10.3: Create the best environment to ensure the academic success of a diverse student population

Strategies*:*

- Create the best environment to ensure the academic success of a diverse student population.
- Conduct targeted recruitment of excellent, diverse faculty.
- Cultivate potential sources of financial aid/scholarships for underrepresented students.
- Provide effective retention activities for each division.
- Encourage peer mentorship within division.
- Increase the number of student competitions and talent recognition on campus.