School of Education, Social Sciences, and The Arts

2011-2016 Annual Strategic Operational Plan/Progress Report

School Administration:
Dr. Ray J. Davis, Dean
Dr. Robert A. Harleston, Interim Chair/Criminal Justice
Dr. Karen A. Verbeke, Chair/Education
Dr. Jacqueline Brice-Finch, Chair/English and Modern Languages
Mr. Christopher J. Harrington, Chair/Fine Arts
Dr. Joyce A. Bell, Interim Chair/Social Sciences
SUB-GOAL 1: (2.2) – ENHANCE EXISTING SUCCESSFUL RESEARCH INITIATIVES TO BECOME RECOGNIZED CENTERS OF EXCELLENCE.

Operational Plan Measures:

- Establish a School-Wide Committee designed to seek grant opportunities, promote interdepartmental and interdisciplinary collaborations, and work with school and university administrators to enhance grantsmanship.
- Recognize excellence in research and scholarship through an annual awards and recognition program for faculty.

TARGET INDICATOR:

- Increase proposal submitted and funded by 10 percent.

ACTION STEPS:

- Establish school-wide Research Committee
- Generate Bi-annual reports
- Agenda item at school meetings
- Establish annual awards and recognition program for faculty
SUB-GOAL 2: (2.3) – EXPAND PARTNERSHIPS: 1) BUSINESS AND INDUSTRY, 2) GOVERNMENTAL AGENCIES, 3) COMMUNITY-BASED ORGANIZATIONS, AND 4) OTHER INSTITUTIONS OF HIGHER EDUCATION

OPERATIONAL PLAN MEASURES:
- Organize an Executive Advisory Board for the School of Education, Social Sciences, and The Arts.

INDICATOR TARGET:
- Diverse professional and business representation, including alumni.
- International and global partnerships aligned with academic programs
- MOUs with external organizations/agencies

ACTION STEPS:
- Structure the Executive Board and adopt Bylaws. [Completed]
OPERATIONAL PLAN MEASURES:

- Establish a school-wide committee designed to review current policies, procedures, and resource needs that may impact research productivity within the School.
- Committee will also regularly report data on faculty research productivity; partner with the Office of Research to promote interdepartmental and interdisciplinary collaborations within and external to the SESA.

INDICATOR TARGET:
- At least two (2) per year

ACTION STEPS:
- Establish school-wide research committee. [COMPLETED]
OPERATIONAL PLAN MEASURES:
- School will submit at least one proposal for course redesign and two for online delivery each year.

INDICATOR TARGET: [Reported, 2012–13]
- 40 Online courses (an increase of 5)
- Two course redesign proposals (i.e., SOCI 101 and SPAN 101) were submitted and approved.

ACTION STEPS: [Reported, 2012–13]
- 7 online submitted Two course redesigned proposals were submitted
SUB-GOAL 5: (3.3) INCREASE STUDENT RETENTION TO IMPACT FOUR AND SIX-YEAR GRADUATION RATES

OPERATIONAL PLAN MEASURERS:
- Organize a school-wide Retention Committee.
- Recruit a Retention Coordinator.

TARGET INDICATOR: [Report, 2011–12]
- Freshmen to Sophomore: 70%
- Six-year Graduation Rate: 33%

ACTION STEPS:
- SESA administrators work collaboratively with school-wide retention committee, retention coordinator, and appropriate university personnel to develop proven retention initiatives.
- Provide updated retention reports at administrative, department, and school meetings.
SUB-GOAL 6: (3.4) – IMPROVE THE TEACHING/LEARNING ENVIRONMENT

OPERATIONAL PLAN MEASURES:
- Implement a SESA Lecture Series
- Recommend two SESA faculty/staff to serve on the University Technology Committee.
- Advocate for a faculty person in instructional technology to support instruction needs in Education Department and the SESA.

TARGET INDICATOR:
- Six (6) Lectures per year
- SESA to be represented by two members on University Technology Committee

ACTION STEPS:
- Organize SESA Lecture Series Committee
- Two faculty/staff members currently serve on University Technology Committee
OPERATIONAL PLAN MEASURES:

- Identify at least one course in each academic department and implement a service-learning component.
- Establish a Dean’s Student Advisory Council.

INDICATOR TARGET:

- At least five courses (i.e., one or more per department)
- Student representing each department to serve on Dean’s Student Advisory Council (i.e., minimum of five students)

ACTION STEPS:

- Each department will identify a course and implement a student service learning component.
- Students to be appointed by Dean with recommendation from department chairs.
SUB–GOAL 8: (4.1) – IMPROVE STRUCTURE FOR ATTRACTING, DEVELOPING AND RETAINING HIGH QUALITY AND DIVERSE STUDENTS

OPERATIONAL PLAN MEASURES:
- Develop professionally designed promotional (e.g. brochures, etc.) material for School of Education, Social Sciences, and The Arts.
- Increase collaboration with Office of Admissions to recruit students for academic programs.
- Increase discretionary funding to support scholarships, books, development, and related student needs.
- Recruit Retention Coordinator/Counselor

INDICATOR TARGET:
- At least one professionally designed brochure for marketing the School and each academic department.

ACTION STEPS:
- Work with Executive Bd., Institutional Advancement, Admissions, and Retention Coordinator to develop strategies to achieve this Sub–goal.
SUB-GOAL 9: (4.2) – IMPROVE THE STRUCTURE FOR ATTRACTING, DEVELOPING AND RETAINING HIGH QUALITY AND DIVERSE FACULTY AND STAFF.

OPERATIONAL PLAN MEASURES:

- Establish a Faculty Mentoring Program in the School of Education, Social Sciences, and The Arts.
- Closely monitor search committees, timelines, and processes.

TARGET INDICATOR:

- Policies and Procedures Manual for the Faculty Mentoring Program to be completed, Spring 2014 and implemented in Fall 2014.

ACTION STEPS:

- Organize Committee to develop basic framework for the mentoring program.
- Identify senior faculty willing to mentor new faculty members.
- Work with Search Committees, develop/adhere to timelines and processes.
SUB-GOAL 10: (4.3) – PROMOTE PHILANTHROPY AS A CORNERSTONE OF THE UNIVERSITY’S AGENDA.

OPERATIONAL PLAN MEASURES:
- Develop strategy for increasing philanthropy by collaborating with Executive Board and Institutional Advancement.
- Publish a SESA newsletter that informs our publics about noteworthy school activities and encourages philanthropy.

TARGET INDICATOR:
- Increase Giving amount SESA Alumni and faculty and staff
  - Alumni (two percent)
  - SESA faculty and staff (50 percent)
- Increase the number of external gifts to the SESA

ACTION STEPS:
- Circulate SESA newsletter to alumni and other potential donors.
- Utilize the Executive Board to develop strategies for increasing philanthropy and Corporate Giving.
SUB-GOAL 10: (4.5) – OBTAIN REAFFIRMATION OF ACCREDITATION FROM MIDDLE STATES COMMISSION ON HIGHER EDUCATION (MSCHE)

OPERATIONAL PLAN MEASURES:

- Obtain re-accreditation from NCATE/CAEP and other discipline-specific programs in the School of Education, Social Sciences, and The Arts.

TARGET INDICATOR:

- Two of the program reports (i.e., English and Special Education) will be completed as submitted to the Council for Accreditation of Education Preparation (CAEP – formerly NCATE) by February 15, 2014; the remaining 15 program reports will be submitted to the Maryland State Department of Education by December 31, 2014.

ACTION STEPS:

- Meet with Professional Education Unit Faculty bi-monthly
- Identify the data needed for these reports
- Faculty will continue their work in Summer 2013
- NCATE coordinator will attend the AACTE/CAEP conference for updated information about accreditation and program report submission (February/March 2013)
SUB-GOAL 11: (USM 6)- CLOSING THE ACHIEVEMENT GAP OF FIRST TIME, FULL TIME FRESHMEN BY CUTTING THE COMPLETION RATE GAP OF FIRST TIME, FULL TIME FRESHMEN BETWEEN HBUs AND USM AVERAGE COMPLETION RATE IN HALF BY 2015 AND REACH USM AVERAGE COMPLETION RATE BY 2020 (USM GOAL 1)

OPERATIONAL PLAN MEASURE:
- Organize a School-Wide Retention Committee.
- Advocate for a Retention Coordinator/Counselor.

INDICATOR TARGET:
- Freshmen to Sophomore: 70 percent
- Six–year graduation rates: 33 percent

ACTION STEPS:
- SESA administrators work collaboratively with school–wide retention committee, retention coordinator, and appropriate university personnel to develop proven retention initiatives.
- Provide updated retention reports and administrative, department and school meetings.
OPERATIONAL PLAN MEASURE:

- Explore research opportunities for faculty in the School of Education, Social Sciences, and The Arts with the new V.P. for Research and Economic Development.
- Continue to work with USM on increasing proposals generated by SESA Faculty.
- Support faculty with research-based grants to disseminate findings at state and national conferences.
- Work with the UMES Department of Public Safety to identify support for a unit to do fingerprinting on-site at UMES.

TARGET INDICATOR:

- Increase proposals funded by 10 percent

ACTION STEPS:

- Establish School-wide Research Committee
- Generate bi-annual reports
- Agenda item at school meetings