



Student Enrollment and Success Plan: 2014-2017

Department: Applied Engineering and Technology Management

Department Chair: M. Affan Badar

Department Mission: The Department of Applied Engineering and Technology Management prepares students for professional careers in management, supervision, education, training, and applied engineering disciplines.

Department Enrollment Goal(s):

To continue a steady increase in recruitment yield of distance, transfer, and traditional students by 2% per year.

Action Steps (with dates & person(s) responsible):

- A. Host several 'shadow days' for prospective student(s) to spend a day in AETM dept. (attend classes and labs shadowing a senior student). We have had three such events in Spring 2014 and annually after that. Persons Responsible: Todd Alberts & M. Affan Badar
- B. Work with admissions by creating COT specific recruitment yield events at the university for incoming freshmen and transfer students. Dates: September 4, 2013; February 28, 2014; March 22, 2014 and annually after that. Persons Responsible: M. Affan Badar
- C. Work with admissions to bring a better understanding to admissions counselors regarding COT Majors through a "Counselor Camp." Dates: August 30, 2013 and annually after that. Persons Responsible: Kara Harris & M. Affan Badar
- D. Create College of Technology Call Center Nights with COT faculty, staff, and students. Dates: January 30, 2014; April 10, 2014 and annually after that. Persons Responsible: Kara Harris & M. Affan Badar
- E. Host Counselor 135 and University 101 Courses for a Day of Technology. Dates: September 4, 2013; March 18, 2014 and annually after that. Persons Responsible: Kara Harris & M. Affan Badar
- F. Support entities such as admissions by participating in recruitment yield days on campus (preview days, majors in minutes, etc.). Dates: Ongoing. Persons Responsible: Kara Harris & M. Affan Badar
- G. Attend admissions recruitment fairs held off site (when applicable) via telecom to answer questions and serve as a support for admissions. Dates: February 19, 2014 and annually after that. Persons Responsible: Kara Harris & M. Affan Badar
- H. Attend on-campus fairs such as the Cultural Street Fair to showcase the College of Technology majors, minors, student groups, etc. Dates: August 17, 2013 and annually after that. Persons Responsible: Kara Harris & M. Affan Badar
- I. Attend high impact outreach events such as FIRST Robotics, Women in Hi-tech, National Girls Collaborative Project, etc., to increase participation of students in COT fields. Date: March 6-9, 2014, March 16-19, 2014, and March 19, 2014 and annually after that. Persons Responsible: Bev Bitzegaio & M. Affan Badar
- J. Host Females in Technology (FIT) to showcase STEM majors for female students. Date: April 16, 2014 and annually after that. Persons Responsible: Bev Bitzegaio & M. Affan Badar

Total Enrollment Benchmarks

Fall 2013 Baseline:
392 Students

Fall 2016:
416 Students

Fall 2014:
400 Students

Fall 2017:
425 Students

Fall 2015:
408 Students

Other Enrollment Related Benchmarksⁱ

None

Department Retention Goal(s):

To assist students in retention and increase retention by 1% per year.

Action Steps (with dates & person(s) responsible):

- A. Participate in the community engagement activities with student chapters of the professional societies housed in the AETM dept. In Spring 2014 ASME student chapter participated in 'polar plunge'. Activities such as this will be on going. Persons Responsible: Todd Alberts & M. Affan Badar
- B. Take students to professional meetings/competitions. Ongoing. Person(s) Responsible: Kara Harris, M. Affan Badar, Mehran Shahhosseini, and Michael Williamson.
- C. Create a centralized advising plan within the College of Technology that will utilize both professional advisors and faculty and will build upon University College. The advising plan utilizes current university resources such as My Sam, University College, MapWorks, Themed Housing, the Career Center, Alumni Affairs, etc., to assist students in success and professional engagement. The advising center will serve transfer students, distance education students, and students with 30 hours or more. It will be designed as a one-stop-shop and will serve as a point of contact for all COT students seeking advisement. Dates: in process. Person(s) Responsible: Robert English, Kara Harris, & M. Affan Badar
- D. Continue to offer student-based free tutoring to students enrolled in College of Technology/AETM dept classes. Dates: ongoing every semester. Person(s) Responsible: Joe Ashby and M. Affan Badar
- E. Utilize COT Academic Probation Program for at-risk students (21st Century Scholars, LEAP, low income, etc.) and students on probation. Dates: ongoing. Person(s) Responsible: Kara Harris & M. Affan Badar
- F. Host informal networking/retention events for departments, college, students, and staff. Students receive information on upcoming, important matters such as registration, financial aid, housing, career fairs, etc., and experience networking time with COT faculty and staff. Dates: August 20, 2013; September 6, 2013; October 9, 2013; November 4, 2013; January 10, 2014; February 19, 2014; March 20, 2014; April 4, 2014 and annually after that. Person(s) Responsible: Joe Ashby, Kara Harris, & M. Affan Badar
- G. Create COT themed housing through residential life. Date: on schedule to come on-line for fall 2014. Person(s) Responsible: Kara Harris & M. Affan Badar
- H. Create flexible evening and weekend advising for COT students. Dates: October 28, 2013; November 9, 2013; March 22, 2014; April 7, 2014 and annually after that. Person(s) Responsible: Kara Harris, M. Affan Badar, & Joe Ashby
- I. Offer incoming freshmen an enhanced NSO experience by having faculty members available to discuss specifics of majors (to ensure students are choosing the correct majors) at the end of day one of NSO. Date: in progress with admissions and University College. Person(s) Responsible: Kara Harris & M. Affan Badar
- J. Offer an orientation to the College of Technology (that includes math prep) for new international students. Date: August 18-19, 2014 and annually after that. Person(s) Responsible: Kara Harris, David Sivley, and M. Affan Badar
- K. Execute communication plan with at-risk students at critical points. The communication plan includes sending emails, telephone calls, and hard copy mail (campus address and home address) to students who show deficient grades (freshmen with one grade below a C and sophomores with two grades below a C at midterm) or who are showing on the 3-week attendance list in any course. Date: Ongoing at 3 week attendance and midterm dates every semester. Person(s) Responsible: Kara Harris & M. Affan Badar
- L. Host student organization fair, "Tech Fest", to showcase student organizations in the college and engage students with faculty and student leaders in each major. Date: September 26, 2014 and annually after that. Person(s) Responsible: Bev Bitzegaio & M. Affan Badar
- M. Communicate with students (in addition to email) in alternative modes in regard to events, important dates, etc., through the use of social media (Twitter, Facebook, LinkedIn, etc.). Date: Ongoing and typically updated daily. Person(s) Responsible: Kara Harris, Robert English, Bev Bitzegaio, and M. Affan Badar

- N. Require probationary students to meet with a probationary advisor and complete an academic probation program until they move into good standing. Person(s) Responsible: Kara Harris and M. Affan Badar. Date: Fall 2014 and ongoing.

<i>Retention Benchmarks</i>	Fall 2013 Baseline: 72%	Fall 2014: 73%	Fall 2015: 74%
	Fall 2016: 75%	Fall 2017: 76%	

Other Retention Related Benchmarks

None

Department Completion Goal(s):

Increase degree completion among undergraduate students by 2%.

Action Steps (with dates & person(s) responsible):

- A. Create a centralized advising plan within the College of Technology that will utilize both professional advisors and faculty and will build upon University College. The advising plan utilizes current university resources such as My Sam, University College, MapWorks, Themed Housing, the Career Center, Alumni Affairs, etc., to assist students in success and professional engagement. The advising center will serve transfer students, distance education students, and students with 30 hours or more. It will be designed as a one-stop-shop and will serve as a point of contact for all COT students seeking advisement. Dates: in process. Person(s) Responsible: Robert English, Kara Harris, & M. Affan Badar
- B. Complete an audit of undergraduate curriculum; scheduling and four year plans to ensure no unintended curricular issues are present that might adversely affect student completion. Date: Summer 2014 and annually after that. Person(s) Responsible: Robert English, Kara Harris, and M. Affan Badar.
- C. Complete an audit of students over 100 credit hours to ensure they are “on track” for on-time graduation and communicate to these students avenues (such as summer school) that would assist them in timely degree completion. Date: Summer 2014, Fall 2014, and Spring 2015 and annually after that. Person(s) Responsible: Robert English, Kara Harris, M. Affan Badar

<i>Completion Benchmarks</i>	Fall 2013 Baseline: 68 Degrees Conferred	Fall 2014: 69 Degrees Conferred	Fall 2015: 71 Degrees Conferred
	Fall 2016: 72 Degrees Conferred	Fall 2017: 73 Degrees Conferred	

Other Completion Related Benchmarks

Post-College Achievement Goal(s) (e.g., employment & graduate school):

Increase the percentage of students that are employed or attending graduate school within six months post-graduation by 2%.

Action Steps (with dates & person(s) responsible):

- A. Utilize data from the Career Center’s First Destination Survey to review job placement, curriculum refinement, course offerings, programming, etc. Date: August 2014 and annually after that Person(s) Responsible: Robert English & M. Affan Badar

- B. Begin a graduation exit interview process where students can update contact information and employment information. Date: April 2015 and annually after that. Person(s) Responsible: Robert English & M. Affan Badar.
- C. In collaboration with the Career Center, create programming to assist students in post-graduation success. Date: Summer 2014 and annually after that. Person(s) Responsible: Bev Bitzegai, Robert English, & M. Affan Badar.

<i>Employment & Graduate School Benchmarks</i>	Fall 2013 Baseline:	Fall 2014:	Fall 2015:
	+2%/+2%	+2%/+2%	+2%/+2%
	Fall 2016:	Fall 2017:	
	+2%/+2%	+2%/+2%	

Other Goal(s) and Action Stepsⁱⁱ:

None

ⁱ *Note on Other Enrollment, Retention, and Completion Benchmarks:* Departments are encouraged to develop other benchmarks as may be relevant to measuring progress toward goal achievement.

ⁱⁱ Departments may have other goals that do not fit into the four areas previously indicated or adequately subsumable as an action step within one of the four goal areas. They may be placed here.