



## **Student Enrollment and Success Plan: 2014-2017**

**Department:** Aviation

**Department Chair:** Harry Minniear

**Department Mission:** The mission of the Department of Aviation Technology is to prepare our students for a lifetime career in the dynamic and challenging world of aviation. Indiana State University's Department of Aviation Technology is internationally recognized for the excellence of its facilities, faculty, and graduates. We offer three degree programs in aviation.

### **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. Continue to create opportunities for student success. The department is currently in discussions with Express Jet Airlines and Skywest Airlines to provide for a guaranteed interview/hire program for graduating ISU flight students. Dates: May 30, 2014 and annually after that. Persons Responsible: Harry Minniear & John Spencer.
- B. Promote success through community engagement activities such as the Aviation Department Fly In/Drive In fundraising event at the Terre Haute Airport. Funds raised will support our Women In Aviation and ISU Flight Team activities. Dates: April 2014 and annually after that. Persons Responsible: Melanie Abel & Harry Minniear
- C. Realize additional student success through participation in the annual Air Race Classic event for female aviation students. Dates: June 2014 and annually after that. Persons Responsible: Melanie Abel and Harry Minniear
- D. 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: Kara Harris & Harry Minniear
- E. Work with admissions to bring a better understanding to admissions counselors regarding College of Technology Majors through a "Counselor Camp." Dates: August 30, 2013 and annually after that. Persons Responsible: Kara Harris & Harry Minniear
- F. 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 & Harry Minniear
- G. 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 & Harry Minniear
- H. 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 & Harry Minniear
- I. Attend admissions recruitment fairs held off site (when applicable) via Skype and Facetime to answer questions and serve as a support for admissions. Dates: February 19, 2014 and annually after that. Persons Responsible: Kara Harris & Harry Minniear
- J. 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 & Harry Minniear

- K. 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 & Harry Minniear
- L. Host Females in Technology (FIT) to showcase STEM majors for female students. Date: April 16, 2014. Persons Responsible: Bev Bitzegaio & Harry Minniear

|                                    |  |                                   |                                   |
|------------------------------------|--|-----------------------------------|-----------------------------------|
| <i>Total Enrollment Benchmarks</i> | <b>Fall 2013 Baseline:</b><br>244 Students | <b>Fall 2014:</b><br>250 Students | <b>Fall 2015:</b><br>255 Students |
|                                    | <b>Fall 2016:</b><br>260 Students          | <b>Fall 2017:</b><br>265 Students |                                   |

#### *Other Enrollment Related Benchmarks<sup>i</sup>*

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. 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, & Harry Minniear
- B. Continue to offer student-based free tutoring to students enrolled in College of Technology classes. Dates: ongoing every semester. Person(s) Responsible: Joe Ashby and Harry Minniear
- C. Utilize COT Academic Probation Program for at-risk students (21<sup>st</sup> Century Scholars, LEAP, low income, etc.) and students on probation. Dates: ongoing. Person(s) Responsible: Kara Harris & Harry Minniear
- D. 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, & Harry Minniear
- E. Create COT themed housing through residential life. Date: on schedule to come on-line for fall 2014. Person(s) Responsible: Kara Harris & Harry Minniear
- F. 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, Harry Minniear, & Joe Ashby
- G. 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 & Harry Minniear
- H. 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 Harry Minniear
- I. 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 & Harry Minniear

- a. 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. Person(s) Responsible: Bev Bitzegaio & Harry Minniear
- b. 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 Harry Minniear
- c. 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 Harry Minniear. Date: Fall 2014 and ongoing

|                             |                            |                   |                   |
|-----------------------------|----------------------------|-------------------|-------------------|
| <i>Retention Benchmarks</i> | <b>Fall 2013 Baseline:</b> | <b>Fall 2014:</b> | <b>Fall 2015:</b> |
|                             | 78%                        | 79%               | 80%               |
|                             | <b>Fall 2016:</b>          | <b>Fall 2017:</b> |                   |
|                             | 81%                        | 82%               |                   |

*Other Retention Related Benchmarks*

None

**Department Completion Goal(s):**

Increase degree completion among undergraduate students by 2% per year.

**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, & Harry Minniear
- 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. Person(s) Responsible: Robert English, Kara Harris, and Harry Minniear. Date: Summer 2014 and annually after that
- 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, & Harry Minniear

|                              |                            |                   |                   |
|------------------------------|----------------------------|-------------------|-------------------|
| <i>Completion Benchmarks</i> | <b>Fall 2013 Baseline:</b> | <b>Fall 2014:</b> | <b>Fall 2015:</b> |
|                              | 63%                        | 65%               | 67%               |
|                              | <b>Fall 2016:</b>          | <b>Fall 2017:</b> |                   |
|                              | 69%                        | 70%               |                   |

*Other Completion Related Benchmarks*

None

## 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% per year.

### 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 Person and annually after that (s) Responsible: Robert English & Harry Minniear
- 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 & Harry Minniear.
- 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 Bitzegaio, Robert English, & Harry Minniear.

*Employment & Graduate  
School Benchmarks*

**Fall 2013 Baseline:**  
N/A

**Fall 2014:**  
+2%/+2%

**Fall 2015:**  
+2%/+2%

**Fall 2016:**  
+2%/+2%

**Fall 2017:**  
+2%/+2%

## Other Goal(s) and Action Steps<sup>ii</sup>:

None

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<sup>i</sup> *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.

<sup>ii</sup> 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.