



Student Enrollment and Success Plan: 2014-2017

Department: Built Environment

Department Chair: Andrew Payne

Department Mission: The mission of the Department of the Built Environment is to prepare students for professional careers in a variety of disciplines based upon the interdisciplinary field which addresses the design, construction, management and use of man-made surroundings as an interrelated whole.

Department Enrollment Goal(s):

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

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

- A. Identify and communicate a plan of articulation between 2-year ATMAE, NKBA, and ACCE accredited AA degree programs. Person(s) Responsible: Andrew Payne
- 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: Kara Harris & Andrew Payne
- C. Work with admissions to bring a better understanding to admissions counselors regarding the COT Majors through a "Counselor Camp." Dates: August 30, 2013 and annually after that. Persons Responsible: Kara Harris & Andrew Payne
- 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 & Andrew Payne
- 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 & Andrew Payne
- 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 & Andrew Payne
- G. 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 & Andrew Payne
- 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 & Andrew Payne
- I. Attend high impact outreach events such as 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 & Andrew Payne
- 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 & Andrew Payne

Total Enrollment Benchmarks

Fall 2013 Baseline:
262 Students

Fall 2016:
278 Students

Fall 2014:
267 Students

Fall 2017:
284 Students

Fall 2015:
272 Students

Other Enrollment Related Benchmarksⁱ

None

Department Retention Goal(s):

To assist students in retention and persistence to graduation, and increase retention by 2% per year.

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

- A. The department has negotiated with its UC advisor to commit time during peak registration periods to be physically present in the department offices for ease of access by students and faculty. It is tentatively planned that 1 day per week will be committed to working from within the Built Environment area with available times posted throughout the building. Person(s) Responsible: Cynthia Evans & Andrew Payne
- B. The department of Built Environment has developed and implemented an attendance policy. This policy is included in all syllabi and conveyed to the students during the initial class meeting. The policy is intended to promote attendance and participation which leads to student success. Person(s) Responsible: Andrew Payne
- C. The department of Built Environment, in Fall 2014, will begin issuing feedback and grades, in a timely manner, via Blackboard for all assignments and exams for all courses. Person(s) Responsible: Andrew Payne & BE Faculty.
- D. The department, in Fall 2014, will begin issuing mid-term grades to each student via Blackboard as an in-progress indicator of student achievement. This information is intended to serve as a conversation starter for students who need additional assistance or direction from their faculty or advisor.
- E. The department of Built Environment has developed and implemented a required program, Built Environment Learning Units (BELUs), which requires all BE students to participate in 3 events outside of required coursework. Events which qualify include guest speakers, student organization events, career center and job placement presentations and other activities as approved by BE faculty. Invited guest speakers include alumni, local professionals and industry leaders. Person(s) Responsible: Andrew Payne.
- F. 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, & Andrew Payne
- G. 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 Andrew Payne
- H. 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 & Andrew Payne
- I. 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, & Andrew Payne
- J. Create COT themed housing through residential life. Date: on schedule to come on-line for fall 2014. Person(s) Responsible: Kara Harris & Andrew Payne
- K. 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, Andrew Payne & Joe Ashby
- L. 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 & Andrew Payne

- M. 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 Andrew Payne
- N. 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 & Andrew Payne
- O. 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 & Andrew Payne
- P. 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 Andrew Payne
- Q. 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 Andrew Payne. Date: Fall 2014 and on going

<i>Retention Benchmarks</i>	Fall 2013 Baseline:	Fall 2014:	Fall 2015:
	76%	78%	80%
	Fall 2016:	Fall 2017:	
	82%	84%	

Other Retention Related Benchmarks

Note: 2013-2014 year data is based upon an average of 76/67 from past dashboard data with a 2% prediction.

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, & Andrew Payne
- 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 Andrew Payne
- 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, Andrew Payne

<i>Completion Benchmarks</i>	Fall 2013 Baseline:	Fall 2014:	Fall 2015:
	63%	65%	67%
	Fall 2016:	Fall 2017:	
	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. The department of Built Environment, in Spring 2015, will aggressively promote and maintain social networking pages to better communicate with graduates. Person(s) Responsible: Andrew Payne
- B. The department of Built Environment has developed and implemented a required program, Built Environment Learning Units (BELUs) which requires all BE students to participate in 3 events outside of required coursework. Events which qualify include guest speakers, student organization events, career center and job placement presentations and other activities as approved by BE faculty. Invited guest speakers include alumni, local professionals and industry leaders. Person(s) Responsible: Andrew Payne
- C. The department of Built Environment hosts an annual Golf Outing with students, faculty, advisory board members, local professionals, and alumni to promote current activities in the college and maintain and grow the working relationships between education and the profession. Date: April 26, 2014 and annually after that. Person(s) Responsible: Andrew Payne
- D. 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 & Andrew Payne
- E. 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 & Andrew Payne
- F. 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, & Andrew Payne

*Employment & Graduate
School Benchmarks*

Fall 2013 Baseline:
+2%/+2%

Fall 2014:
+2%/+2%

Fall 2015:
+2%/+2%

Fall 2016:
+2%/+2%

Fall 2017:
+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.