

EDINBORO UNIVERSITY OF PENNSYLVANIA

A member of the State System of Higher Education

1999-2000 STRATEGIC INITIATIVES

*A Quarterly Report to the
Edinboro University Community*

Third Quarter – Ending March 31, 2000



1999-2000 Strategic Initiatives
Edinboro University of Pennsylvania

Quarter Ending March 31, 2000

Dear Edinboro University Family Members,

The third quarter report detailing our progress in achieving the 1999-2000 Strategic Initiatives is attached for your review and information. Within this document, you will find information pertaining to the expenditure of funds and resources in pursuit of our common goals and objectives. *New additions from the quarterly report ending December 31, 1999 are indicated with italic print.*

As previously indicated, a new element of this year's quarterly report is the inclusion of the 1998-1999 Strategic Study Group recommendations and the progress made in implementing those recommendations. Due to the size of the document, please refer to the table of contents below to quickly locate the page numbers for information that may be of particular interest to you. As always, I encourage you to review this report closely and to provide feedback for the good of the University. Thank you.

Frank G. Pogue
President

Table of Contents

Progress in Achieving Priorities

Priority One: Increase enrollment to 8,000 students in the next several years through enhanced enrollment and retention strategies.....	1
Enhance technology campus-wide	10
Create a just community that is student-centered.....	13
Enhance the Advancement arm of the institution.....	20
Create a collaborative administrative team both on and off campus.....	25
Create an inclusive planning process that ties budgeting to planning.....	27
Increase diversity.....	29
Enhance Graduate Studies	31
Collective Community-Building Initiatives.....	33

Progress in Implementing Strategic Study Group Recommendations

1998-99 Strategic Study Group Recommendations and Progress	34
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STRATEGIC INITIATIVES

1999-2000

Priority One: Increase enrollment to 8,000 students in the next several years through enhanced enrollment and retention strategies.

Enrollment Management and Retention (EMR)

Initiative	Progress
Enhance institution's electronic recruitment capabilities through development of an Admission CD-ROM and/or upgraded web page.	The EMR Retention Advisory Committee's Recruitment Sub-Committee will examine how to upgrade electronic recruitment capabilities. The committee, with student assistance, <i>is performing</i> a systems analysis of several key admissions functions during the Spring Semester. It is anticipated that a plan will then be developed to design several enhancements during the Spring Semester and Summer, 2000. <i>At this time, efforts are focused on building an electronic interest card and system for allowing students to check the status of their application.</i>
Utilize alumni in key geographic areas (e.g., Ohio, New York, eastern Pennsylvania) to enhance recruiting capability.	A proposal outlining need, which includes a description of the recruiting expectations of the alumni positions, was finalized for submission to, and review by, Human Resources. As a follow-up, Human Resources asked for a complete position description that will be submitted to that office during January, 2000. <i>This initiative is still in discussion with Human Resources (collective bargaining issues must be resolved before it can be implemented.)</i>
Purchase and distribute Withdrawing/Non-Returning Student Survey as a means to gain additional data about causes of student attrition.	An intensive telephone campaign has been mounted to contact students who did not return for the 1999 Fall Semester. This activity was utilized in lieu of using a formal survey. Results of the phone survey were shared with members of the President's Executive Council and other campus groups. <i>A similar campaign may be mounted next fall.</i>

<p>Hold Gospel Extravaganza event in Winter 2000 as a means of enhancing awareness of Edinboro University in the African-American community.</p>	<p>The Planning Committee has been formed and has met. The event is tentatively scheduled for April, 2000. This event has been postponed due to budget limitations. Pending budget availability, <i>it will be planned for 2000-01 or 2001-02.</i></p>
<p>Give Student Satisfaction Survey in Spring 2000 to first-year students who entered the institution during Fall 1999.</p>	<p>Discussions have been held on the logistics of survey administration. A decision on whether to proceed with the survey will be made in January, 2000, based on the availability of budgetary resources. <i>Funding has been identified in the 2000-01 budget to provide for the survey administration to new students during the 2000 Fall Semester.</i></p>
<p>Expand Living-Learning Communities from seven to ten during the 1999-2000 academic year as a means of attracting and retaining students. (With Student Affairs/Student Success; SSHE grant funded.)</p>	<p>Ten Living-Learning Communities are operational effective with the 1999 Fall Semester. New communities have been added for Honors, International, and Social Work students. <i>Commitments have been received</i> from senior leaders in Academic Affairs and Student Affairs <i>to financially support the</i> program following the end of State System of Higher Education (SSHE) grant funding in June, 2000.</p>

Academic Affairs

<p>Increase funds for Honors Scholarships – utilize students - goal of \$50,000 in new scholarships.</p>	<p>\$50,000 has been earmarked through Development/Alumni campaigns. The Frank G. Pogue Honors Scholarship luncheon featuring Ben Vereen <i>was held in</i> January, 2000. <i>University Services, Inc. contributed \$25,000 to Honors scholarships.</i></p>
<p>Recruit the first class of 25 students for the Edinboro-Butler County Community College collaborative program in Hospitality Management to be offered at Edinboro University in Erie – The Porreco Center.</p>	<p>Applications are not meeting expectations. New ads will be placed. A new marketing program involving an advisory committee of people in the industry is being developed. <i>Joint delivery of the program with Mercyhurst College is being explored.</i></p>
<p>Increase applications and enrollment of international students at EUP by no less than 15%.</p>	<p>Recruitment currently in Canada. 107 international students attended EUP in the 1999 Spring Semester. 135 international students attended in the 1999 Fall Semester, an increase of 26 percent. <i>151 international students are enrolled for the 2000 Spring Semester, an increase of 42% over the previous spring.</i></p>
<p>Implement a follow-up "monthly mailing" and one on-campus reception for the summer 1998 Erie-Meadville Partnership class.</p>	<p>Mailing has been completed. Follow-up studies are under way.</p>

<p>Develop strategies for library faculty to work with Department of Academic Support Services faculty in the delivery of the (Freshman Orientation) First Year Course.</p>	<p>Library and Academic Services faculty collaborated on a list of guidelines regarding what students should know about the use of information resources. Students enrolled in most sections of the FYI010 class during the Fall Semester received an orientation to Library services, facilities, and information resources provided by the Library faculty.</p>
<p>Successfully complete NCATE accreditation by 12/2000.</p>	<p>We have requested and confirmed that the site visit be rescheduled for the 2000 Fall Semester. The date preference is under discussion. <i>The site visit has been rescheduled for October 14-18, 2000.</i></p>
<p>Begin delivery of the Associate of Science in Pre-school Education program to personnel employed at the Greater Erie Community Action Committee (GECAC) Head Start program in Erie.</p>	<p>This project began in November with the delivery of EE102. Spring classes include EE275 and ES102. Advisement continues with each semester. <i>Spring classes include EE275 and ES102. Advisement continues with each semester. Courses are scheduled for the summer sessions.</i></p>
<p>Develop two new tracks/programs in Health and Physical Education (HPE): one in Sports Management and another in Fitness/Wellness.</p>	<p><i>The current proposal, which awaits a response from the Chancellor's Office, would replace the BSED in Health and Physical Education with a BS in Health and Physical Education, including tracks for teacher certification and fitness/health.</i></p>
<p>Deliver new programming (HPE) in connection with Student Affairs Outdoor Recreation program.</p>	<p>In discussion stage.</p>
<p>Establish an education curriculum library in Baron-Forness Library.</p>	<p>This past summer the Library moved the Serials Office from room 113 to make it available for use as a curriculum room. Bound periodicals were moved to the second floor and curriculum materials were moved to the vacated shelving outside room 113, which now serves as a curriculum library. Professor Elaine Bercik and the committee from the School of Education are continuing to develop the room into an attractive and useful resource. Dr. Flynn <i>has coordinated the spending of library resources with the School of Education, and a substantial portion of the School's library materials allocation has been spent on updating the curriculum materials collection. Materials have been donated by the Fairview School District.</i></p>
<p>Staff new position in order to implement Journalism major.</p>	<p>Under review. A position has been allocated for the development of this program. <i>Hiring is on hold until the program is approved.</i></p>

Develop and implement an expanded Tri-State Criminal Justice Day.	Plans are under way for the event to be held during the 2000 Spring Semester. <i>The expanded event will be held April 11, 2000.</i>
Begin two to three year renovation of Compton Gym.	Architects have been here. Planning for the use of this space is still under discussion by the Space Committee. <i>The gym is currently being cleared out and a lighting system has been purchased.</i>
Develop and implement an English Language Institute (Summer of 2000).	Under review. The Departments of English/Theatre Arts and History are collaborating on a proposal.
Develop the Oral History WWII project.	Institutional Advancement reports that contact has been made with an alumnus who may have an extensive interest in World War II. Academic Affairs reports the project was not funded. The History Department is making videotapes of interviews with women who worked in industry on the home front and with veterans who served in the European Theater during World War II.
Create a "human subjects" research area in Compton basement.	Plans are under way. This project will be completed in two phases. The Psychology Department is working with the Construction Office to design the space as part of phase one.
Begin accreditation process for Master of Social Work (MSW) program.	The Program Director, Dr. Emilicia Mizio, joined the faculty in January, 2000. Dr. Donna Hixon, undergraduate program director, completed the feasibility study during the 1999 Fall Semester. <i>Dr. Mizio is currently revising the first year curriculum to meet CSWE Standards.</i>
Develop and implement certificate in Information Science.	The graduate certificate program in Information Science has received curriculum committee approval. The graduate degree in Information Science is in the initial phase of development. The Link-to-Learn grant proposal <i>was selected for funding at \$222,724.</i> The first professional-advisory committee meeting for the programs was held on November 1. The chairpersons of the Mathematics and Computer Science and Business and Economics Departments have been meeting regularly. <i>The graduate certificate program in Information Science was endorsed by the University Senate.</i>

Complete construction of the University "chemical" storage facility.	The Dean of Science, Management, and Technologies is working with the University Safety Manager and the Chemistry Department regarding specifications and design of the facility.
Purchase two petrographic microscopes.	The Geosciences Department is researching options for purchase. Expenditure requests have been submitted.
Expand computing sciences articulation agreements with local schools.	University staff met with the Director of Management and School Services at the Tri-County Intermediate Unit to discuss Tech-Prep and other articulation agreements. The next step is meeting with these individuals and the chairperson of Mathematics and Computer Science specifically to discuss computer science articulations.
Build and equip a state-of-the-art-nursing lab (4-year project).	The President has approved the recommended location in Centennial Hall for the Nursing Lab. The Nursing Department is working with the physical plant office to reinstall clinical facilities from the Ghering Health Center to the new lab.
Complete a revision of Physics curriculum.	The department approved Engineering and Physics program consolidation. A formal program revision is being prepared.
Significantly expand presence of School of Science, Management and Technologies at Bainbridge Center in Meadville.	Three courses are being offered during the 1999 Fall Semester at the Center. A meeting was held among the CEO of the Bainbridge Center, the Dean of Science, Management and Technologies, the Associate Vice President for Enrollment Management and Retention, and the Assistant Vice President for Admissions to discuss further opportunities for this site. A meeting was held involving Precision Manufacturing Institute (PMI), U.S. Bronze, President Pogue, Provost Weber and Vice President Sheehan on collaboration between PMI and Edinboro University programs. A 2.9 million-dollar request for precision industry expansion has been submitted. The Physics Department, the Dean, PMI, and a private business have submitted a \$350,000 Venture Capital request.

Increase enrollment of Chemistry majors by 10% through new program in Forensic Chemistry.	The program is in place and brochures have been developed. Two students are currently enrolled prior to any formal recruitment. One student transferred into the program for the Spring Semester. Eighteen (18) applications have been received for the 2000 Fall Semester. <i>At this point in the Admissions process, there has been a 183% increase in applications in chemistry.</i>
Develop certificate and associate degree programs in mathematics and computer science to meet the needs of business and industry.	A minor in Applied Computer Technology has been developed and endorsed by the Deans' Council <i>and the University Senate</i> . A minor in Applied Mathematics has also been developed.
Pursue program accreditation through the Association of College Business Schools and Programs (ACBSP).	As a result of the site visit in March, 1999, the department has been given the go-ahead to work on the self-study document. The information for the self-study was gathered over the spring and summer, is being compiled, and will be submitted to the accrediting body at the beginning of the Spring Semester. <i>The site team visit was held the first week of April.</i>
Develop criteria for establishment of at least one Endowed Chair.	Proposal was discussed at December Meet and Discuss.

Student Affairs/Student Success

Develop a health education packet for new freshman students to address individual disability-related health issues.	A draft packet and brochure will be completed for review by the staff in the Office for Students with Disabilities (OSD) as well as the Vice President for Student Affairs and Student Success before the end of the 2000 Spring Semester.
The Office for Students with Disabilities (OSD) will collaborate with the Assistive Technology Center (ATC) and numerous academic departments to develop a plan on how OSD, in the Crawford facility, can work with the ATC in providing a hands-on lab for graduate students in specific majors.	OSD recently developed a plan for a fee-for-service to keep the ATC open as long as funds were available through external sources. Plans are being developed to determine how the ATC will be set up after the completion of the Crawford facility and how this will interface with other academic programs. <i>Initial discussions about how this facility can include different departments have included the Dean of Liberal Arts.</i>
The occupational therapist will develop a peer-mentoring program using upperclass students for incoming students with disabilities.	The occupational therapist has begun working with the student group, Organization for Disability Awareness, to make this an initiative with that group. Two meetings have been held to date. Lists are being drafted and responsibilities of mentors are being developed.

<p>Invite academic departments to give a 20-minute presentation regarding their department to the athletic staff in order to assist coaches in their recruiting.</p>	<p>An academic department chairperson has been scheduled to make a presentation at each athletic department staff meeting, followed by questions and answers. <i>To date, ten departments have presented. During the third quarter, four departments made presentations: ROTC, English & Theatre Arts, Elementary Education, and Counseling and Human Development. Three more departments are scheduled to present: Sociology/Anthropology/Social Work, Chemistry, and Physics/Technology. Julie Fedders, Coordinator of the University Center, gave a presentation on volunteers.</i></p>
<p>First Year Experience/Non-traditional Programs will collaborate with Enrollment Management and Retention to expand evening and weekend degree options.</p>	<p>Degree programs that students can complete at night have been identified. A brochure has been designed and printed to advertise these programs. The brochure was sent to all academic and support departments. The Edinboro University at Night brochure is being utilized in numerous offices and at all enrollment-generating activities and programs. The brochure is being sent to all prospective non-traditional students through the Admissions Office and is available to all visitors in Hamilton Hall, the Non-Traditional Student Office in the University Center, and at Edinboro University in Erie – The Porreco Center. The brochure was distributed at the Adult Open House and the Teacher Certification Night last semester and will continue to be utilized as a recruitment tool where appropriate.</p>
<p>Design a new flyer for Welcome Week mailing to all new students.</p>	<p>A Welcome Week flyer was created to replace the <i>Yellow Pages</i>. In collaboration with the President's Office, the Orientation Committee promoted the 1999 Move-In Weekend via this flyer and accompanying memos.</p>
<p>Include upperclass students in the Inside Track Mentor Program.</p>	<p>One hundred ten students volunteered to serve as Inside Track mentors for our new students this quarter (45 non-traditional students and 65 seniors). The 65 seniors represent students from all academic majors with a 2.7 GPA or higher. Two training sessions were conducted in September to assist these new volunteers, and a contact form was designed to monitor mentor-mentee activity.</p>

<p>Create an attention-getting advertisement for evening and weekend degree programs to be printed in the <i>Erie Times</i> and <i>Meadville Tribune</i> to assist increased enrollment goal.</p>	<p>An advertisement was created inviting prospective non-traditional students to attend an Adult Open House at the Erie campus on November 7, 1999. A quarter-page ad ran in the <i>Erie Times</i> on October 28, October 31 and November 3. The President, the Provost's Office, numerous EM&R departments, the Graduate Students Office and the Office for Non-traditional Student Programs supported this effort. Advertisements were generated for the Teacher Certification Night held at Edinboro University in Erie – The Porreco Center.</p>
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Finance and Administration

<p>Construct new signage throughout the Edinboro campus and the Erie campus to enhance the identity of the University.</p>	<p>The first sign in the program is under construction for Edinboro University in Erie – The Porreco Center. The signage design, which was created by students in the Art Department, will be universal across campus in order to present a unique and identifiable structure. Materials have been ordered but are not available until March, 2000.</p>
<p>Provide maintenance for the Arts and Sciences Center that will come on-line during fiscal year 2000.</p>	<p>As of October 29, the facility had not yet been released from DGS. The facility opened in January, 2000. It is being maintained and cleaned appropriately.</p>
<p>Improve exterior lighting around campus.</p>	<p>We are beginning plans to incorporate new lighting in the infrastructure program starting in January, 2000. The project will not be completed until late spring or early summer.</p>

Technology and Communications

<p>Implement Banner leading to voice and web access for students.</p>	<p>Academic histories have been loaded on the Web. Web for Finance has been made available. <i>Prerequisite checking has been enabled for registration.</i></p>
<p>Expand Project ECHO by offering courses to multiple schools in the region.</p>	<p>Three courses were offered in Fall 1999. The list for Spring 2000 is developing. Six courses were offered for the 2000 Spring Semester; three courses will be delivered to two schools. <i>A two-year course sequence has been distributed to all public schools within a three-county area. A brochure is being completed for distribution by high school guidance counselors.</i></p>

<p>Actively participate in the Northern Tier Educational Initiative (NTEI) and secure its continuation beyond the grant.</p>	<p>Edinboro University is involved with three collaborative programs in NTEI and is working with sister institutions in developing a shared-cost operating plan. NTEI will continue to operate for two years beyond the grant ending date, funded by the five State System universities involved in the project. Edinboro University continues to provide its share of courses to two collaborative programs – Certificate in Gerontology and the M.Ed. in Curriculum and Instruction. <i>Plans are under way for NTEI to be continued through the SSHE's Educational Resource Group.</i></p>
<p>Enter into a public/private partnership for expanding CWIN to auxiliary buildings.</p>	<p>The Edinboro University Alliance Committee has been established. The Request for Qualified Contractor (RFQC) is being prepared for release in mid-November. The RFQC has been released and is awaiting initial responses from interested vendors. Addendum one is due to go out to vendors in early January. <i>The Alliance Committee is reviewing responses to the Best and Final RFQC and will soon recommend a vendor. As of this point, the project is proceeding according to schedule.</i></p>

Development and Marketing

<p>Develop a parents and families e-mail program to recruit active membership of current and new parents and families of EUP students.</p>	<p>A meeting with the Alumni Director and Public Relations has been scheduled for early January. <i>This project has been developed in cooperation with the Associate Vice President for Student Life, the other co-coordinator of the Parents and Families Organization. He and a graduate student are pursuing several activities, including an e-mail distribution list. Assistance is provided by the Alumni Director as needed, and on additional Parents and Families Organization activities. An article appeared in the Winter 2000 Alumni News, addressing the Parents and Families Organization and asking that interested alumni-parents get involved.</i></p>
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Enhance technology campus-wide.

Enrollment Management and Retention

<p>Move toward a paperless office environment that provides enhanced service to internal and external constituencies through utilization of an optical imaging system. Pilot to be Admissions or Financial Aid Office (decision will be based on consultation with SCT personnel).</p>	<p>An SCT (Systems and Computer Technology) consultant visit was held in October, 1999. No decision has been reached by Technology & Communications on whether to purchase the optical imaging product. <i>EM&R representatives attending the SCT Summit in March, 2000 were seeking more information.</i></p>
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Academic Affairs

<p>Begin installation of Honors computer lab (phase in over 3 years).</p>	<p>Initial purchase is under way. Equipment and furniture have been ordered. Wiring has been completed for the lab and one of two satellite computer stations.</p>
<p>Provide connectivity to national databases in support of new programs.</p>	<p>Under review. <i>In May, the University will send a team of faculty to the RECAP 2000 technology conference, aimed at enhancing classroom learning through the incorporation of technology.</i></p>
<p>Upgrade Baron-Forness Library security system.</p>	<p>The library is currently exploring options for updating the system. Bids are being solicited to replace the security system at the circulation desk and exit.</p>
<p>Establish a School of Education Instructional Materials Production Lab.</p>	<p>The funds have not been released for this project. A design has recently been submitted to the Dean. <i>No funds are available for this project, which has been dropped.</i></p>
<p>Re-equip graphic design studio.</p>	<p>The existing art computer lab was not sufficient to handle the volume of students in the graphic design program, nor was it conducive to addressing an entire class. A new computer classroom was added in Doucette Hall 118B. The addition of a video projector enables faculty to demonstrate design on the Macintosh computer. The computer has been integrated into the students' methodology at almost all levels and phases. Program upgrades and memory increases were purchased and installed in the existing facility, making the existing lab more efficient and compatible with the new Macintosh classroom. <i>Project completed.</i></p>

Upgrade photography lab.	Expenditure requests have been submitted and are being held pending release of the funding.
Create a Speech Communications Department computer lab.	Pending release of the funding. <i>The Department is developing a plan.</i>

Student Affairs/Student Success

Participate in the coordination of the Rose Hall renovation project providing aesthetic improvements as well as enhanced video, voice and data connectivity. This project will be funded by \$3.2 million from Auxiliary Reserve account and student housing fees. (also 1)	<i>Rose Hall students moved to the newly renovated facility in January and have begun to enjoy the benefits of updated technology in each of their rooms. Residence Life and Housing has actively collaborated with Technology and Communications and Facilities to explore the potential to develop an alliance that will allow the Rose Hall video, voice and data model to serve as a template for development of technology in all residence halls for 2000-2001.</i>
Begin implementation of the One-Card System plan.	The One-Card Committee has met multiple times. The committee will continue to meet to ensure one-card technology is in place. A meeting was held in which vending machine usage was discussed. Current plans suggest that campus wiring must be in place to fully implement a one-card system; however, stand-alone vending is being reviewed for implementation in the short term.

Technology and Communications

Develop enhanced web-based environment (Banner web products).	More information for students is now available on Web for Students. Web for Finance is now available. With Public Relations, the web page environment has been upgraded to provide enhanced interface. A "Frequently Asked Questions" section on SCOTS (Student Centered On-Line Transaction System) has been developed for students and employees as related to Banner web products. <i>No change beyond prerequisite checking noted above.</i>
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Add enhancements to Banner to improve efficiency and services.	Improvements have been made to the Financial Aid and Billing portions of Banner. The Alumni/Development module is being prepared to convert to Banner in February, 2000. <i>Financial Aid reached its target to package freshman financial aid beginning March 15th. The Alumni/Development module is now live.</i>
Develop classroom multimedia stations for instructional use.	Classroom Technology Project is under implementation and expected to be completed by December. The Classroom Technology Project is nearing completion. <i>All but a few classrooms in Butterfield Hall have been completed.</i>
Install technology in Arts & Sciences Center and provide training.	The equipment is arriving and will be installed during the second quarter (prior to January 11). The Arts and Sciences Center equipment was installed in order to prepare for the start of classes in January. Training will be offered in the week prior to classes. <i>Complete, but continuing assessment.</i>
Working closely with Academic Affairs, identify programs to take advantage of networked student seats in Arts and Sciences Center.	No progress to date. <i>A draft plan has been developed. It will be reviewed by the Deans' Council for comment.</i>
Open Learning Technology Center (LTC) for faculty development (ADEPTT Center).	The LTC is now open and providing training and consultation by the Technology Fellow (Dr. Cordell for 1999-2000 academic year). A Technology Issues Forum for faculty was held to introduce the LTC to the faculty. In addition, T&C has hired an instructional design specialist to assist faculty with instructional technology projects and provide training in the LTC beginning in January. <i>Another Technology Luncheon was held on March 22nd to show faculty what existing and new technologies are available in this facility as well as other technologies that are being used in the classrooms. Approximately 60 faculty members attended the event. Also, a series of training seminars have been held in the LTC for faculty during the 2000 Spring Semester.</i>

Finance and Administration

<p>Provide a means to process credit card payments from staff and students via the web.</p>	<p>Financial Operations has been working with First Union Bank to set up the parameters that will be used in the purchasing card program. Utilization will begin, on a limited basis, at the beginning of the 2000 Spring Semester. Usage is expected to expand considerably by the end of the semester. <i>Financial Operations is working with Technology & Communications and is awaiting release of "Payment Gateway" in Banner Web for Students from SCT. SCT expects this option will be available for shipment in early October, 2000.</i></p>
<p>Improve security via the use of CCTV (closed-circuit television) that can be constantly monitored by campus security.</p>	<p>CCTV installations have been made on the roof of the Baron-Forness Library. The cameras monitor the McComb parking lot, the Lakeside parking lot and the roadways throughout the campus. Until the wiring of campus is complete, these cameras record to tape only. When connected directly to the campus Police station, they will be monitored via monitors.</p>

Create a just community that is student-centered.

Academic Affairs

<p>Assess the success of the 1998 Erie/Meadville Partnership with on-campus reception.</p>	<p>Admissions and Financial Aid staff held a reception for Erie/Meadville Partnership Mansfield attendees in October, including presentations. Another reception is being planned for spring for this cohort as well as the Summer 1999 participants. Meetings were held in Erie and Meadville with parents and participants in the program. Students in the 1999 Summer program are invited to a lunch on Saturday, February 19, 2000, followed by a meeting with Bruce Baumgartner, Athletic Director, and the Edinboro vs. Shippensburg basketball game.</p>
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Conduct a summer workshop to assess the goals and objectives of the General Education core curriculum.	Funds not identified.
Create a Critical Thinking Institute.	The Critical Thinking Institute has been created and a mission statement developed. Membership is multi-disciplinary. The kick-off event was a presentation by Lawrence Parker, Executive Director of the Ohio Center for Critical Thinking Instruction, on "Infusing Critical Thinking into Core Curriculum Courses."
Develop a suitable qualitative and quantitative assessment program for Freshman Year Experience course.	The Department for Academic Support Services (DASS) collaborated with the Senate Enrollment Management and Retention (EM&R) Committee to implement student focus groups and tested a QPA outcome report at midterm to be used once Fall Semester grades are recorded. Freshman Year Inquiry (FYI) instructors piloted a course satisfaction questionnaire, and preliminary steps were taken to develop a short videotape that includes FYI010 student testimonials. <i>For the 1999 Fall Semester, the students in the Freshman Year Inquiry course outperformed a control group and registered a high level of satisfaction. The assessment process will be repeated at the conclusion of the 2000 Spring Semester.</i>

Student Affairs/Student Success

Conduct a student satisfaction survey from Office for Students with Disabilities (OSD) to assess quality of services.	The OSD has collected a number of student satisfaction surveys used at other schools as examples. The surveys are expected to be ready and available for students during pre-scheduling next semester. <i>A survey has been developed and will be distributed to students during the pre-registration period. This survey will be collected and results analyzed during the summer. Changes to the services provided by the OSD will be adjusted for fall and/or scrutinized for possible changes.</i>
Develop educational materials that will be available to all OSD transportation subscribers that describe transportation safety issues.	A draft transportation brochure has been developed. Distribution to students is expected before the end of the 2000 Spring Semester.

<p>Offer graduating students with disabilities an exit interview to review the necessity of disclosure of their disability and the correct procedures for requesting accommodations in the workplace.</p>	<p>Interviews for students graduating in December were done and data has been generated. Students graduating in May will be scheduled exit interviews in April. Data will be compiled at the end of the semester for May graduates.</p>
<p>Provide resident education programs that encourage seamless learning opportunities for students that include faculty and staff involvement in the residence halls. \$10,000 from Auxiliary Enhancement Funds</p>	<p>Residence Life and Housing has worked closely with the living-learning floors to promote positive interaction among staff, faculty and students. Activities have involved informal gatherings, seminars, and field trips. Resident Assistants invite faculty to present programs and to participate in floor activities. Campus Ministry continues to provide programs and supports the residence hall staff and students. Residence Life and Housing also worked with the Counseling and Human Development Center to build stronger relationships to assist students experiencing emotional and adjustment problems. <i>Residence Life and Housing co-sponsored programs on alcohol use by hosting Mike Green. In addition, Residence Life and Housing students and staff members traveled to Hickory, North Carolina during winter break and assisted Habitat for Humanity in that community by preparing two structures for renovation.</i></p>
<p>Implement initial planning for hosting the SSHE Resident Assistant Conference in the Fall of 2000. Included in the planning will be a component that highlights the graduate programs offered at Edinboro University. (\$1,000 from Auxiliary Enhancement Funds)</p>	<p>Seven Resident Assistants participated in the SSHE Resident Assistant Conference held at Mansfield University of Pennsylvania in October 1999. Students and staff have begun initial planning for the 2000 conference that will bring nearly 200 Resident Assistants from sister institutions to campus. <i>Residence Life and Housing personnel and students have begun to initiate plans for the hosting of the state-wide conference, tentatively scheduled for October 14-15, 2000.</i></p>
<p>Implement audit performed by Human Resources office by hiring a full-time Clerk-Typist II. \$19,000 (plus fringes)</p>	<p>Approval has been received to fill the position and the posting occurred in October 1999. Interviews were conducted and the position was filled effective December 13, 1999.</p>
<p>Promote the Student-Athlete Advisory Committee (SAAC) and student-athlete involvement in the community.</p>	<p>The committee has met, elected officers, and set the meeting schedule for the remainder of the Fall Semester. The next meeting will focus on community outreach programs for the 1999-2000 school year. The Committee's focus will include the Reading Partners Program and events centering on student-athlete month in April, 2000.</p>

<p>Develop a method of using newly established database of "interested" students for the Volunteer Service Program.</p>	<p>Distributed letters and Volunteer Interest Surveys to all residence hall students. The materials were also available to commuter and off-campus students. Collected surveys and organized data for use as service opportunities develop. Also contacted students for service events (i.e. AIDS quilt project and campus blood drive, etc.). Students were contacted for service events such as the Holiday Card event and the Adopt-A-Square Fall campus clean up. Staff continue to work with those implementing the Banner System, when appropriate, to computerize system for easier/extended use. <i>Walk America, Adopt-A-Square, Habitat for Humanity, and Alternative Spring Break have all taken place. Implemented service opportunities for Edinboro University to meet and guide visiting school groups. In addition, have worked with academic departments to provide volunteers for academic events, i.e. Evening of Science, Literature Conference, Lifelong Learning Panel discussion.</i></p>
<p>Initiate collaborative efforts between the newly created Community Outreach Office and Student Activities Office.</p>	<p>Worked on campus committees with the Community Outreach Coordinator to stress volunteer work and service/learning opportunities. Worked with Coordinator to develop Program Review for Volunteer Services. Working with Coordinator and Director of the Center for Career Services to coordinate federally mandated (CWSP) campus work-study program. A draft Volunteer Services Program Review was produced and a consultant was invited to campus to review the document and make recommendations. Collaboration took place with the Coordinator of Outreach and the Director of Career Services to produce final budget recommendations for implementation of Federal CWSP 7% beginning July 1, 2000. <i>Invited a consultant to campus to review Program Review document and make recommendations. Coordinated Alternative Spring Break efforts, and worked with community non-profit agencies.</i></p>
<p>Implement and disseminate a Fraternity-Sorority and University Relationship Statement.</p>	<p>Developed a Greek Achievement Plan and presented it to the Vice President for Student Affairs and Student Success for feedback and endorsement. The plan was endorsed and submitted to the President's Office for approval. The plan will be formally implemented during the second quarter. Final endorsement of the plan will occur with the leaders of all Greek organizations.</p>

	<p>This plan was formally distributed as a pilot study. The formal adoption of this plan will take place in the Spring of 2000. <i>The plan was endorsed by the Greek community and implementation has begun.</i></p>
<p>Implement the initial phase of the Student Activities Leadership Development Program.</p>	<p>Sent letters to faculty and staff encouraging them to become leadership mentors. Collaborated with the Public Relations Office to create a marketing poster. Sent letters to interested students encouraging them to participate in the 21st Century Leaders Program. Set up a 21st Century Leadership Program Resource Center. Trained the leadership mentors. Sent letters to faculty chairpersons, student organization presidents and advisors encouraging their members to get involved in this program.</p>
<p>Develop educational outreach programs to present at summer orientation, department meetings, and student organization meetings to provide information and address questions about the student Judicial Affairs system.</p>	<p>Initiated and conducted outreach presentations to faculty concerning the role of judicial affairs in the campus community, especially those dealing with issues of academic dishonesty and classroom disruption. Conducted presentations for parents at new student orientation to provide information about judicial policies and procedures. Staff conducted additional presentations to the faculty in the Nursing Department and the Faculty Senate Executive Committee. <i>Participated in an interview with the Center for Excellence in Teaching Committee on Academic Dishonesty to explore academic dishonesty issues. Worked with individual faculty to begin the development of a mediation center and an advocacy program. Initiated contact with faculty to increase faculty representation on the Committee of Fact. Initiated and conducted additional outreach presentations for University faculty concerning the role of judicial affairs in the campus community and, specifically, in dealing with issues of academic dishonesty and classroom disruption.</i></p>
<p>Initiate a zero tolerance program for substance abuse and violence.</p>	<p><i>Worked collaboratively with the Director of the Counseling and Personal Development Center to refer students who have exhibited violent behavior to the Anger Management Program. Worked on a committee to address substance abuse issues on campus. A result was increased collaborative efforts with the University Police and the Office of Residence Life and Housing concerning potential drug activity. Compiled September 1999 – March 2000 statistics to assess alcohol, drug, and violence issues</i></p>

	<i>in order to respond more effectively through educational sanctioning.</i>
Develop a written plan for the coordination and delivery of a range of crisis intervention services.	Crisis intervention plans from other universities are being obtained for review. Clarification of the parameters for the plan is being obtained. <i>A within-office emergency notification protocol was developed and implemented. Work continues to produce a broader, written plan.</i>
Present Counseling Center programs on improvement of skills to assist students in managing conflict and anger.	<i>"Warning Signs: A Youth Anti-Violence Initiative"</i> program materials, produced by the American Psychological Association and MTV, have been obtained for use in program development. Planning is under way to schedule Spring Semester presentations. <i>Inclusion of an anger management component is being considered for the Alcohol Awareness Program. Spring semester presentations have been offered to student organizations.</i>
Create a mechanism to initiate group counseling and workshops based on current student issues.	This initiative is being researched and discussed by the faculty in Counseling and Personal Development. Participants are currently being sought for a campus women's group. An advisory program (by students through existing groups and organizations) is under exploration. <i>Student groups associated with the Health Center and Wellness Program have provided advice and input on student group needs.</i>
Improve the Alternatives to Violence Program as an educational sanction for Student Standards violators.	New materials have been included and an assessment component is being incorporated. Assessment results have been reviewed. Spring Semester sessions are being scheduled. <i>A 2000 Spring Semester session was conducted that incorporated new educational materials.</i>
Utilize the Counseling Center in the conduct of academic/social climate research in collaboration with Residence Life and Housing.	Research needs for the academic year are being identified and discussed. <i>In conjunction with the SSHE Imperatives Assessment Grant, survey research conducted this year is being prepared for presentation. Living-Learning communities are the focus.</i>
Develop Self-Care Center for Cold Care, Nutrition and Sexual Health.	In collaboration with the Nursing Education Department's Community Health classes, the groundwork is being set for a Self-Care Model that will provide easy access to local resources and encourage students to take more responsibility for their own health care. A web site that will focus on upper respiratory

	<p>infections and advise students of options and appropriateness of accessing a health care provider is being developed. Space has been designated for the on-site component. The model for a Self-Care Web Page has been developed to assist students in identifying their symptoms and guide them through options for care. The web page will provide educational information and identify how to obtain over-the-counter medications at reduced cost. Computer Science students will be solicited to develop the web page. Graphic Art students will be assigned to make the Self-Care Room appealing and functional, and the Community Health Nursing students will continue building the algorithms. <i>A proposal has been received from the students with plans to open the "Cold Care" component. The proposal includes equipment, printed materials and over-the-counter medication recommendations, with cost analysis in progress. It is anticipated that this will be open for Fall Semester 2000.</i></p>
<p>Expand sexual assault prevention and advocacy program to include focus on men's education.</p>	<p>Cooperative programming with Residence Life will be set up during next quarter. Seven students trained as sexual assault victim advocates. Contact was made with Residence Life regarding possible funding for the initiative during the Spring Semester. <i>Recruitment for a male work group has begun. Four faculty members and six students are involved to date. A second training program began for new advocates.</i></p>
<p>Coordinate revision of pre-matriculation health history form to include lifestyle and health status information.</p>	<p>A copy of the ACHA's draft health assessment form has been requested for reference. Contact has been made with Health Center staff regarding the need for revisions.</p>
<p>Develop Marijuana Awareness Program for judicial offenders.</p>	<p>A three-hour curriculum is being developed. The program is scheduled for 2nd quarter. The program was implemented and six students completed the Fall program. <i>A second program is scheduled for April.</i></p>
<p>Implement <i>QUIT</i> tobacco cessation program.</p>	<p>Program materials have been received and recommended videotape ordered. Implementation is scheduled for 2nd quarter. Materials were distributed to students during the great American Smokeout. Additional publicity/marketing is planned for early in the third quarter. <i>The program has been implemented and two students are enrolled thus far.</i></p>

<p>Create a flyer to distribute to faculty and staff to promote awareness of non-traditional students, their needs and concerns.</p>	<p>National statistics and Edinboro University data were compiled, and articles and cartoons were created based upon actual Edinboro University non-traditional student experiences. Non-traditional student <i>Perspectives</i> will be duplicated and mailed to all faculty and support department directors in November. The mailing of "Perspectives" was postponed to the second semester. It will be mailed to University faculty and department heads by mid-semester.</p>
<p>Implement Alpha Sigma Lambda induction at the annual Non-traditional Student Honors Banquet.</p>	<p>Alpha Sigma Lambda candidates were identified and invited to join the national honor society. A database was created to track all members and their academic standing each semester. Officers of Alpha Sigma Lambda were elected. A date for Edinboro University's Annual Non-traditional Student Honors Banquet was set for Friday, April 14, 2000. Programming for the second Annual Non-Traditional Student Honors Banquet and Alpha Sigma Lambda Honor Society Induction has been created. University guest participation has been confirmed, supplies have been ordered and Public Relations has been contacted about certificates. Van Houten South has been reserved and induction ceremony materials have also been ordered from national headquarters.</p>
<p>Complete a review of the Health Service and Counseling Center cost study and implement approved Presidential recommendations.</p>	<p>Surveys and questionnaires have been completed to gather data. A draft report has been prepared and is being reviewed. <i>A final report has been submitted. Plans are to proceed with the merging of these entities.</i></p>

Enhance the Advancement arm of the institution.

Enrollment Management and Retention

<p>Hold a focus group event for area employers in Fall 1999 that will establish new relationships and enhance existing ones while refocusing the mission of the Center for Career Services.</p>	<p>The event was held on September 24, 1999, through the collaboration of Advancement and EM&R. Following the Nominal Group Technique, employers, alumni, students and administrators interacted and formulated many positive recommendations in response to the question, "How can</p>
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	<p>Edinboro University best enable students to prepare for their careers?" Members of the President's Executive Council are now in the process of developing a list of activities designed to address the recommendations that came out of the event. Eventually, the list will be forwarded to President Pogue for his review and decision.</p>
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Student Affairs/Student Success

<p>Enhance the relationship with the Athletic Booster Club.</p>	<p>The 1999-2000 Annual Athletic Fund Drive was initiated. Current membership is equal to the 1998-1999 level. A meeting of the Booster Club Advisory Board will be scheduled in late November or December. The Booster Club membership has received all incentive items and will receive an improved newsletter. Continued interaction exists between the Development and Marketing Division and the Athletic Department. An Athletic Annual Fund was conducted again this year with gifts recorded at \$45,155.00 through September 30, 1999. In January, <i>the Board met to discuss upcoming special fundraising events as well as ideas to enhance membership to the Annual Athletic Fund Drive. The Booster Club membership has received all incentive items and will receive an improved newsletter. The brochure is being developed in conjunction with the Development Office for the 2000-2001 drive.</i></p>
<p>Develop corporation advertisements to be placed by the scoreboard in McComb Fieldhouse.</p>	<p>The sign has been ordered and should be in place by December 1. Three of the four ads were sold, and four proposals are currently with potential advertisers. Four ads were sold and four proposals are currently with potential advertisers. The sign, including a sign promoting Edinboro University, is currently in place on both scoreboards. <i>All scoreboard advertisers have re-signed agreements for the 2000-2001 year.</i></p>
<p>Implement the OSD 25th Anniversary celebration.</p>	<p>Meetings have been conducted with the Director of OSD to put all pieces in place for this celebration. We continue to search for an appropriate nationally known speaker for this celebration. Aid has been enlisted on campus to secure a nationally known speaker for this celebration. A campus celebration is being considered which would involve a disability awareness</p>

advocate/comedian. This celebration will center on a luncheon, some type of performance, and visits to various academic departments/classes. *A campus celebration was held on March 21st featuring comedian Chris Fonseca and recognized representatives from various agencies who have helped with the growth and development of the support services office.*

Finance and Administration

Create focus areas on campus to encourage smaller donations and gift opportunities. Examples would be a campaign to raise funds for construction of campus signage (i.e. buy a brick).

Planning is under way for a Veteran's Memorial Brick Campaign. Finance and Administration will be working with Development and Marketing to establish a campaign.

Development and Marketing

Produce Annual Fund primary promotional brochure that will highlight new marketing approach.

The Annual Fund Brochure highlighting the University/Alumni Association joint initiative was produced and disseminated to alumni, current and retired faculty and staff. A postcard was also mailed to those alumni who were called during the Fall 1999 Phonathon. A Campaign for Excellence brochure promoting the corporate business campaign was disseminated to the regional businesses, University vendors, as well as attendees of the Frank G. Pogue Scholarship Luncheon. A special Academy Hall brochure was also created to accommodate the restoration campaign.

Develop Annual Fund Web Page to provide consistent information to internal and external constituents regarding the Annual Fund.

The web page design is under way. It is expected the program will be loaded on the Web in mid-January, 2000. *The web page design is in its final stages of design and development, and is expected to be loaded onto the web in April, 2000.*

Institute Kick-Off and Wrap-Up events for Annual Fund Campaign.

The 1999-2000 Edinboro University Annual Fund Kick-off Event was held October 12, 1999. The Corporate-Business Campaign was incorporated into the kick-off event for the Annual Fund. Rob Lowther, ('77) Vice President of Great Lakes Case & Cabinets, *kicked off* the campaign at the Frank G. Pogue Honors Scholarship Luncheon featuring Ben Vereen on January 19, 2000.

<p>Enhance Alumni Annual Giving through mailings announcing the phonathon and mailing of letters and case statements to alumni without known telephone numbers.</p>	<p>During mid-October, a solicitation mailing was sent to all previous donors and never-givers without a phone number on the database. As previous donors are contacted during the phonathon, an appropriate mailing is being sent to them, specific to the outcome of the phone call. The 1999-2000 Phonathon resulted in a 20% increase in pledges for a total of \$118,817. (In 1998-1999, pledges totaled \$99,460.) We have received additional gifts beyond the pledge campaign that amount to \$8,168.94. <i>The spring session is in progress.</i></p>
<p>Recruit and utilize volunteer employee alumni and Alumni Board members for phonathon calling.</p>	<p>The Vice President for Development and Marketing sent e-mail to all faculty and staff requesting volunteer support for the phonathon that started October 24, 1999. Co-chairs were solicited for the Employee Annual Fund. Alumni Board members have been involved in phoning alumni during the phonathon. To date, two appeals for alumni/employee volunteers have not produced any response. <i>Recently, non-giving employees were invited to provide gift incentives for student solicitors – no positive response was received. All divisional employees provided gift incentives. For the spring phonathon, an Alumni Board solicitation session is being organized.</i></p>
<p>Develop a new set of presentation materials to identify and describe philanthropic opportunities and academic needs.</p>	<p>Meeting scheduled for early November 1999. As of January 2, 2000, the "Campaign for Excellence" materials were with the printer. <i>The Campaign for Excellence brochure introduced the inaugural Community Business Campaign to the regional business community and University vendors. The piece was also used to promote University initiatives at the Frank G. Pogue Honors Scholarship Luncheon on January 19, 2000.</i></p> <p><i>An Academy Hall Restoration Project brochure has been developed to promote that campaign.</i></p> <p><i>The Annual Fund was promoted with a brochure that presented an integrated campaign to alumni, faculty, staff, and retirees.</i></p> <p><i>A new PowerPoint presentation has been developed to serve as a foundation for presentation to various audiences. The presentation introduces the University and highlights University</i></p>

	<p><i>initiatives. The presentation has been utilized at small and large group settings and with corporate prospects with success.</i></p> <p>Notification has been received of a bequest from Mrs. Ruth Paden ('28) in the amount of \$92,000 that will be designated to the Permanent Endowment Fund for scholarships. This gift will further enable our academic needs in this area.</p> <p>Edinboro University received a major gift from alumnus Louis J. Cole ('65). Mr. and Mrs. Cole, owners of Legato Systems, California, provided a gift of \$100,000 to be used as a naming opportunity for the 36-seat auditorium located in the recently dedicated Arts and Sciences Center. Mr. and Mrs. Cole also dedicated an additional \$36,000 for Honors student scholarships.</p>
Hold two planned giving/major gift seminars on campus.	PNC Bank presented an estate-planning seminar on December 15, 1999. Ratings from the 35 participants were favorable. The second seminar is planned <i>for April 12, 2000.</i>
Hold a "black tie" event to recognize major givers and Royal Stewart Legacy Society members.	For the first time, two awards <i>were</i> given at the Frank G. Pogue Honors Scholarship luncheon – The Business Award of Excellence (GTE) and The Alumni Award of Excellence (Mike Zafirovski). Consideration is being given for a "black tie" event in Meadville.
Implement the first Corporate-Business Annual Fund Campaign with solicitation packages and corporate giving brochures.	Mr. Rob Lowther, ('77) Vice President of Great Lakes Case & Cabinet, has agreed to serve as Chairperson of the Campaign. A campaign brochure is being developed. The campaign kick-off <i>took</i> place at the Frank G. Pogue Honors Scholarship Luncheon featuring Ben Vereen. The purpose of the Annual Community Business Campaign is to seek increased philanthropic support from the local and regional business communities, vendors and corporate friends of the University.
Establish new alumni chapters (Cleveland and North Carolina) and hold events at these chapters and in the Harrisburg area.	Dates are tentatively scheduled in March for the Cleveland and North Carolina chapter events.
Implement revenue-producing programs for the Alumni Association.	Golf event planning begins in January. Planning is under way for the "brick" campaign. Discussions were held regarding memberships and magazine subscriptions. <i>The tapestry project is in process. Marketing has included a segmented mailing, telemarketing and the Alumni News. A draft registration form for</i>

	<i>the Homecoming Golf Outing has been developed for participation and sponsorship. Discussions continue regarding the merit of a dues paying/membership program.</i>
Offer on-line community for alumni.	Met with Clarion University about an on-line community for Edinboro University to be modeled after their site. An article will appear in the Alumni News providing details regarding a planned on-line community.
Enhance the Distinguished Alumni Awards Program.	Planning will begin in January, 2000. <i>A letter inviting nominations was sent to all employees; a few new nominations were received. The DAA Committee met on March 29 to select the 2000 winners.</i>
Expand community outreach through the University as a Neighbor Advisory Group by holding one meeting in each of the three regions during the year.	A University as a Neighbor Event was held September 30, 1999, at Edinboro University in Erie – The Porreco Center. The next event will be held in Warren in March, 2000. <i>A University as A Neighbor University Group event was held in Warren on March 9, 2000. The campus event tentatively scheduled for April has been postponed in consultation with President Pogue.</i>
Implement a "Business Day" to honor Western Pennsylvania businesses.	This event will be combined with the Frank G. Pogue Honors Scholarship Luncheon.

Create a collaborative administrative team both on and off campus.

Finance and Administration

Design and implement a University-wide orientation program for managers and administrators.	The office of Human Resources and Staff Development has put together a pilot program to address a University-wide orientation program for managers and administrators. The pilot program will include a half-day session with key departments to answer questions and give directions to new employees. In addition, a "buddy-system" will be implemented. The manager/Administrator will be paired with an employee within the division who will assist in orienting the new employee to the campus. The "buddy" will give direction, counsel and advice and will serve as mentor to the manager/administrator. <i>Changes in</i>
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	<p><i>management staffing within Human Resources and Faculty Relations have delayed a pilot orientation program for managers and administrators. Work on this program will continue but is not expected to be in place until fiscal year 2001. Specifics of the original plan are being looked at and additional ideas may be incorporated into the final plan.</i></p>
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Student Affairs/Student Success

<p>Actively participate in a Community Coalition designed to address issues associated with alcohol use and abuse within the college community. The coalition membership includes local authorities, campus personnel, local business leaders, and students.</p>	<p><i>The final report is being drafted for the first PLCB mini-grant received by the University, and the release of future grant information is anticipated this spring. The coalition collaborated on development of goals; however, future funding possibilities combined with knowledge gained from a growing state network will provide support and planning for addressing alcohol issues locally.</i></p>
<p>Create dialogue between faculty and the Athletic Department to determine concerns of each group.</p>	<p><i>In the third quarter, four additional chairpersons have attended athletic department meetings. Three additional chairs are scheduled for Spring, 2000.</i></p>
<p>Work with the Compliance Committee to document and/or develop a written procedure book establishing appropriate committees as needed to address all NCAA, University, and PSAC issues and student appeals.</p>	<p>The Compliance Committee has met and will continue to meet on a monthly basis to develop and document written procedures. Procedures documenting practice hours and eligibility will be in place during the Spring Semester. <i>This committee and its members are working to complete the NCAA self-study.</i></p>
<p>Increase collaboration in service delivery among Counseling Center and other on- and off-campus student service programs (e.g. health services, wellness, campus ministries, etc.).</p>	<p>Meetings have been held with the GECAC Alcohol and Drug Program and the Safe Horizon domestic violence program. Meetings with other service programs have been scheduled or are planned. Meetings have been held with the on-campus representatives of the Erie County Rape Crisis Center. Meetings with other service programs have been scheduled or are being planned. <i>A Space and Remodeling Plan for the Proposed Health and Wellness Center was completed in collaboration with the Ghering Health Center and Wellness Program. Meetings with other service programs are being planned.</i></p>

Develop and institute "Don't Cancel that Class" program for health education/promotion opportunities when a class is canceled.

Professional staff have identified (but are not limited to) ten topics to be used for student outreach. Suggested program titles and summaries have been forwarded to the Student Life Office for incorporation into a programming brochure for the division. It is anticipated that the number of topics will expand to address currently identified health issues and to meet student requests.

Create an inclusive planning process that ties budgeting to planning.

Finance and Administration

Institute monthly meetings with division heads to evaluate our budgetary position.

Our first meeting for purposes of evaluating budgetary positions is scheduled for November. Thereafter, meetings will be monthly or bimonthly depending on the need. Meetings have been held when necessary rather than monthly. A monthly cycle will be established during the Spring Semester.

Initiate expanded role for Budget Office to allow for proactive operation.

The Budget office is in the process of planning to transfer in additional staff. Only then will staffing be adequate to effect a proactive operation. Transfer to augment the staff of the Budget Office has been made, allowing that office to work with departments.

Student Affairs/Student Success

Working in conjunction with the Maintenance Office, develop a 10-year plan for scheduled maintenance, grounds, facilities and replacement of equipment for Athletics.

A survey was sent to all coaches and staff of the athletic department requesting a list of all capital equipment, facilities and grounds, replacement issues, maintenance issues, and general concerns. The survey was also sent to the Facilities Office. When the surveys are returned, the data will be computed and reviewed by athletic and maintenance personnel to develop a plan. The survey data is being compiled to implement the plan.

Develop a plan for better utilization of University Center space.

A committee has been formed to develop a space utilization plan for the University Center. Worked with all groups using the

	<p>University Center to ensure room use meets the needs of the event. Offered suggestions for space uses and recommended a consultant to work with the committee. Staff worked with the Art Department, Maintenance, Student Government Association, as well as with other Student Affairs staff to distribute equipment and supplies from the SGA print room. Subsequently, closed the SGA print room to make room for the PNC Bank ATM opportunities. The room reservation procedure was upgraded to streamline the method for University Center use. The room reservation activity has begun for the 2000 Spring Semester, 2000 Summer Sessions, and the 2000 Fall Semester. <i>Met with the Vice President to move forward and work with the consultant on University Center space utilization. Secured input from entities that use the University Center for programs.</i></p>
<p>Begin implementation of the Athletic Department Gender Equity Plan.</p>	<p>The plan has been submitted to the President for review and consideration.</p>
<p>Oversee Crawford facility remodeling and habitation.</p>	<p>Meetings have been held with OSD and the HPE Departments to ensure that all of the groups' needs have been met in the design. Bids have gone out for the remodeling and are due back shortly. Arrangements have been made for the temporary housing of Health and Physical Education (HPE) staff and the HPE Human Performance Laboratory during the shutdown process. Bids for construction have been approved and the project should begin in March.</p>
<p>Begin implementation of the Housing Feasibility Plan.</p>	<p>Meetings with a wide constituent group are held on a weekly basis to discuss renovations and plans.</p>

Increase diversity.

Academic Affairs

Develop field experiences for Poland trip for faculty and students.	The Educational Tour to Poland, led by Dr. Terry Smith, Dean of Liberal Arts, <i>took place</i> March 3-12, 2000. Seventeen (17) participants <i>visited</i> our sister institutions in Lublin, and <i>traveled</i> to Cracow and Warsaw. <i>Five of the student travelers will apply for study abroad in Lublin for Spring, 2001.</i>
Implement a "comprehensive" international student-recruiting program to expand awareness of EUP's International Program.	The Office of International Student Services developed an attractive web page. The office has involved the international students in recruiting. A comprehensive plan is currently in the development stage. <i>International recruitment was enhanced through the development of several new linkage agreements with institutions abroad.</i>
Deliver courses in multi-cultural education/urban education/extended learning.	The History Department's " Multicultural America" course would solve problems for Education majors.
Implement Latin American Studies minor.	The program was approved by the University Senate and the Council of Trustees this Fall, and will be submitted to the SSHE Board of Governors for approval at its next meeting. The minor will be interdisciplinary and will be housed in the History Department. <i>It is currently awaiting approval from the Chancellor's Office.</i>
Develop short and long range diversity plan within each school.	Discussion within each school is under way. Development of a plan that can be used for the NCATE report <i>is not progressing as rapidly as hoped.</i>

Student Affairs/Student Success

Bring local and national speakers to campus for lectures, workshops and seminars relative to cultural diversity issues.	<i>The Multicultural Programs Office sponsored a performance on the life of Sojourner Truth. Ms. Bettye Walker of Sojourner's Expressions was the performer. In collaboration with United Brothers and A.F.R.I.C.A., the Multicultural Programs Office sponsored a program on the history of the Negro League and the legacy of Josh Gibson. The guest speaker was Mr. Josh Gibson, Jr. (former Negro League player). In collaboration with Cultural</i>
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	<p><i>Affairs, the Multicultural Programs Office sponsored a program entitled "The Importance of Black History Month." There was a student performance and a guest speaker, Mr. Kevin Powell. In collaboration with A.F.R.I.C.A., the Multicultural Programs Office sponsored the Annual Soul Food and Ebony Excellence Awards Dinner. The guest speaker was Mr. Julian Shabazz. The Multicultural Programs Office sponsored a panel discussion on Pan-Africanism. Residence Life and Housing sponsored "The Meeting," a theatrical presentation of a hypothetical meeting between Martin Luther King, Jr. and Malcolm X. The program was coordinated with Multicultural Programs and occurred during Black History Month.</i></p>
<p>Hire student peer advisors to aid in the retention of students of color.</p>	<p>The Multicultural Programs Office has hired seven (7) undergraduate scholars to serve as Multicultural Mentors. Seven (7) Multicultural Mentors have been trained in the areas of Multicultural Programs, Student Activities, Career Services, Academic Support, and Counseling in order to mentor and refer freshmen to the appropriate services when necessary. The Multicultural Mentors have completed approximately 928 hours of service for the 1999 Fall Semester. <i>The Multicultural Mentors have completed approximately 400 hours of service for the Spring Semester 2000.</i></p>
<p>Establish a retention program to enhance minority student skills for academic success and personal development.</p>	<p><i>Ten weeks of the Multicultural Mentoring Program have been completed for the 2000 Spring Semester. The Director of Multicultural Programs has held one meeting this quarter to make adjustments with the mentors of the Multicultural Mentors Program. The Director of Multicultural Programs has met with a Student Life Graduate Practicum student to plan a counseling session on study skills for mentees in the program.</i></p>
<p>Develop diversity workshops and programs for the campus – faculty, staff and students.</p>	<p>Student Affairs and Student Success Diversity Committee meets periodically to discuss the issues and concerns that need to be addressed on campus. Plans are in process for several presentations to the campus community in the Spring 2000 semester. The Student Affairs and Student Success (SASS) Diversity Committee will begin meetings in January, 2000 to plan for presentations during the 2000 Spring Semester. <i>The Division presented a program to the campus community on March 2,</i></p>

	<p>2000 on race. A videotape "Blue-Eyed/Brown-Eyed" by Jane Elliott was shown. Ms. Elliott is a pioneer in racism awareness training. The purpose of this exercise was to give white people an opportunity to find out how it feels to be something other than white.</p>
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Enhance Graduate Studies.

Academic Affairs

<p>Deliver programming of courses to Corry, Meadville and Ashtabula via Northern Tier Educational Initiative (NTEI).</p>	<p>The School of Education delivered in Spring and Fall, 1999, and is currently offering a course in the associate degree for Early Childhood in Titusville via NTEI. <i>Two Master's level courses will be offered at Titusville Middle School during Summer, 2000.</i> The School of Liberal Arts has been working collaboratively with NTEI since Spring 1999 to offer an associate degree in Criminal Justice Administration with Mansfield University to students in St. Marys, PA, and a Certificate in Gerontology with Slippery Rock University to students in Corry and Coudersport, PA. Schedules for course delivery and administrative details have been worked out via videoconferences. During Spring 2000, the School of Liberal Arts will telecast "Aging and Human Services," to Coudersport and "General Psychology" to St. Marys. <i>Additional courses have been scheduled for the 2000 Fall Semester.</i></p>
<p>Create a Department of Social Work.</p>	<p>The SSHE Board of Governors approved the Master of Social Work Program and a director, Dr. Emilicia Mizio, will begin in January, 2000. Two additional tenure-track faculty positions have been advertised and will begin in Fall 2000. The candidacy application is due to the Council on Social Work Education by January 1 and was being written by Dr. Donna Hixon. Social Work will be established as a separate department prior to the initial classes being offered in Fall 2000. Appropriate space to house the new department is under consideration. <i>The creation of a separate Department of Social Work is being delayed until the program applies for candidacy in 2001.</i></p>

Student Affairs/Student Success

<p>Engage Graduate Assistants in assessment activities that explore the impact of the residential experience on student success, and the development of additional offerings for the diverse resident student population. ACUHO and other resources will be used for data gathering.</p>	<p>Residence Life and Housing received the results of the ACUHO-I benchmarking survey that was administered in Spring 1999. Graduate students within the department are in the process of interpreting the data to prepare a report for campus dissemination. Residence Life and Housing has employed a graduate assistant to organize and lead the residence hall councils. This experience has been positive for the individual graduate student, while significantly enhancing the residence hall council organizations as a whole. Graduate students remain involved in data collection and research associated with Residence Life and Housing operations.</p>
<p>Offer graduate assistants training to assist with the National Eating Disorder Screening Program (NEDSP), and offer a program on campus.</p>	<p>Registration materials for the February, 2000 program have been requested from the national sponsor. Materials for the February, 2000 program have been received. Training is being planned for graduate student volunteers. <i>Training in the administration of the Adult Screening Form was provided to six graduate student volunteers. These graduate students assisted with program sessions conducted on February 18 and 21, 2000.</i></p>

Collective Community-Building Initiatives

<p>Century of Civility theme and initiative</p>	<p>Numerous initiatives and activities have taken place and are under way in the interest of the Century of Civility theme and initiative. Please visit the Century of Civility Web Site (http://www.edinboro.edu/cwis/pubrel/civility.html) for the latest updates.</p>
<p>Edinboro Family Forum on the Quality of University and Community Life</p>	<p>The Forum has hosted or participated in discussions with six different groups that included students, faculty, staff and alumni. From the input gleaned at these meetings and discussions, we will create some draft "University-wide Guiding Principles" for consideration by the campus community. The Forum also commissioned students enrolled in the Art Department's advanced practicum course to create designs for a new University Seal, which relates to the group's charge to create and reinvigorate University traditions. Three designs have been submitted. <i>Additional designs are being solicited this semester.</i> The Family Forum will develop a process for involving the University community in reviewing these designs and possibly some additional ones that will be commissioned. The Family Forum also created the "Lunch is on Us" dialogue series. "Lunch is on Us" is designed to involve the University community in discussions about some of the readings on the Century of Civility Bibliography. <i>Four "Lunch is on Us" dialogue sessions have been held during the 2000 Spring Semester with an average of 25 campus community members in attendance at each session. Participants have indicated the discussions are invigorating and meaningful to their professional and personal development.</i></p>

4/5/2000 - edl

Strategic Study Group Recommendations – 1998/99

Accessibility of Audio-Visual Equipment

Improvement Statement: Define the services that the Office of Distance Education and Multi-Media (DEMM) is able or should provide to the University Community as measured by community users and their satisfaction with: process, access/availability, quality, and needs (present and future).

Recommendations (Immediate)	Implementation Status
1. Retrofit existing carts with larger wheels for ease and safety in moving equipment and make any necessary repairs to the carts.	We are evaluating the feasibility of retrofitting carts with larger wheels. We are purchasing any new carts with larger wheels. Manufacturers do not provide larger wheels for existing carts. As new carts are purchased, staff will ensure that they are equipped with larger wheels.
2. Assign or reassign a full-time staff person to work in the DEMM department...high priority for this staff person would be to oversee the process of tracking the inventory on a daily basis with inexpensive software (i.e. OnTime).	We are considering the expense of a full-time staff person and its impact on the T&C budget. No progress since the first quarter. Staff continues to evaluate costs as per budget.
3. Expand hours of operation of DEMM to 9:00 p.m. as well as on weekend daytime hours with additional full-time professional staff to work during the expanded hours to supervise students' work in delivery of equipment and other duties.	The ongoing costs for operating a delivery service is substantial. The selected approach is to minimize the need for equipment delivery by installing equipment into classrooms. Equipment delivery on an exception basis will be considered after a staff person is instituted and the media equipment can be moved to Ross Hall. Potential for DEMM to move to Ross Hall is contingent upon the RFP and responses for the Duplicating Center. 28 classrooms and the Arts and Sciences Center have been equipped with various instructional technologies. In addition, an

	<p>assessment of the campus classrooms is being conducted to determine the extent of instructional technology now available. <i>With expectations that the Duplicating Center will either be moved or take up less space, plans have been developed to move DEMM. This need has also been forwarded to the Personnel, Space, and Policy Committee as a campus space issue.</i></p>
4. Obtain, implement, and integrate the computerized system of scheduling equipment.	<p>This recommendation will be enacted. <i>The computerized system will be put into place over the summer for the 2000 Fall Semester implementation.</i></p>
5. Develop a plan and begin a process by which equipment can be updated and replaced. Specifically, add to existing inventory of computer/video projectors, and laptop computers for use with these projectors.	<p>This recommendation will be enacted. This activity is part of the yearly planning and budgeting cycle. <i>VCRs and TVs have been placed in inventory.</i></p>
6. Purchase or utilize an existing van and staff to provide delivery and set up of multimedia equipment (to fill in the "gap" before all classrooms are equipped with TV/VCR, overhead projectors, cards, and screens and until buildings have one multimedia cart per floor.)	<p>This recommendation will be considered based on the ability to act on Recommendation #3. A van is available for delivering equipment from Ross Hall. See Immediate Recommendation Response #3.</p>
7. Improve the service orientation and aesthetics of the current office with inexpensive minor improvements (such as a service counter, floor mats, area carpet, etc.)	<p>This recommendation will be enacted but depending on the move to Ross Hall may be delayed until that time. See Immediate Recommendation Response #3.</p>
8. Provide badges for student workers, as well as require standard uniforms or dress code. (For professional image as well as to provide security for the equipment.)	<p>This recommendation will be enacted. Student workers will have badges beginning with the 2000 Spring Semester. <i>Badges were supplied and are being worn by the student employees. No dress codes have been enforced.</i></p>

Recommendations (Short-Term)	Implementation Status
1. Equip all classrooms with TV/VCR, overhead projectors with cart, and screen.	Already part of the plan, although particular attention will be made to providing computer-based technology as much as possible. See Immediate Recommendation Response #3.
2. Target buildings and classrooms for computer stations and projection systems. Implement security protocols to prevent theft. Equip each building with at least one multimedia cart to include a laptop, and multimedia wall projection unit.	See #1. Carts will be avoided if possible due to the issues of setting up the systems between classes, the repair issues for moving equipment, etc. See Immediate Recommendation Response #3.
3. If reassignment of a support staff position in DEMM has not yet been accomplished by September 1999, it is recommended that the position be filled to oversee scheduling and training.	See Immediate Recommendation Response #2.
4. Begin a plan to update and replace outdated equipment based on data collected from computerized inventory and scheduling of equipment.	See Immediate Recommendation Response #5.
5. Prepare guidelines for utilizing the distance education and multimedia services at Edinboro and integrate these into a handbook.	This recommendation will be enacted. This task will be worked on during the second half of the fiscal year and will include all instructional technology services available.
6. Improve the service orientation... (See #7 in Immediate Recommendations.)	A proposal to move DEMM to Ross Hall to improve service orientation has been developed and is under consideration. See Immediate Recommendation Response #3. <i>Plans have been developed in anticipation of Ross Hall lower level space availability.</i>
7. Encourage the DEMM director and staff to propose strategic initiatives to gain additional funding throughout the five-year planning process.	This recommendation will be enacted. <i>It will be proposed as part of Technology & Communication's budget.</i>

Recommendations (Long-Term)	Implementation Status
<p>1. Establish an ongoing committee or study group to determine likely long-term impact and ramifications of DEMM department. (For example, the team should assess viability of a different location for the function, the difficulty in accessing equipment and, very importantly, the safety of the children at Miller.)</p>	<p>Technology and Communications is undergoing its 5-Year Program Review this year. In addition, the Senate Academic Concerns committee is addressing technology issues with the inclusion of Mr. Dennis Bradley as a member of the committee. The Teaching and Learning with Technology Roundtable (TLTR) is also a forum for review and input on these issues. The TLTR is being reformulated this year in conjunction with the Center for Excellence. <i>As a result of a successful year in collaborating with the Center for Excellence, the TLTR will be reconstituted to assist with the development of faculty development opportunities, including those areas dealing with distance education and multimedia.</i></p>

Admissions Applications

Improvement Statement: Define the undergraduate admissions application process employed at Edinboro University by the Admissions Office as measured by: cycle time, cost (paper/printing, postage, staff, travel), student and service provider satisfaction, and quality and compliance (form itself, SSHE, Fed.)

Recommendations	Implementation Status
<p>1. Effective immediately, the undergraduate Admissions Office should begin to develop a “fast track” or “Auto-Accept” flow chart to be implemented by September, 1999 for processing of applicants with complete files and above-average credentials resulting in an increased proportion of cycle times of less than three weeks.</p>	<p>Not implemented to date. Discussions ongoing. SCT consultant will be asked for input during November visit. The November visit must be rescheduled; date not yet set. <i>“Auto-Accept” feature of Banner will be operational by late March/</i></p>

	<i>early April. Plans are being made to explore the use of imaging technology for admissions and uploading and processing of applications over the Web. These advancements have tremendous potential to reduce cycle time and save resources.</i>
2. Effective immediately, all Assistant Directors of Admission should receive necessary training from the Assistant Vice President and Associate Director of Admissions to make admission decisions for degree applicants and be part of an inclusion plan to be implemented by September, 1999.	Implemented. <i>All Assistant Directors are making admission decisions.</i>
3. Effective immediately, undergraduate Admissions and Public Relations will link the "Admissions Application" to CollegeNet's "ApplyWeb.com" site or another site where no application fee revenue is lost, and "disconnect" the application form on the Admissions Homepage. For long-term purposes, do the research and if appropriate, propose procurement of a secure server where application fees may be received electronically by the Bursar.	Assistant Vice President for Admissions will seek clarification on available options. Discussions have been held with the Associate Vice President for Financial Operations. <i>Nearly all electronic applications received by the University come via the University's web page. Students send in application fee and no revenue is lost. The University is committed to purchasing a secure server so that payments for many services can be submitted. It is anticipated that this plan will be finalized during the Summer of 2000.</i>
4. For transfer applicants with a complete file, undergraduate Admissions will strive to process applications and inform applicants of their final admissions decision, including transfer credit evaluations, in less than three weeks.	Shift of transfer evaluation process from Records to Admissions is currently being discussed as a means of reducing cycle time and enhancing recruitment of transfer students. Cutover has been delayed due to Banner implementation. Every effort is being made to <i>complete the transfer process within a three-week window.</i>
5. At the time of the next revision of the Viewbook Insert and the Little Application, Undergraduate Admissions and Public Relations will pay close attention to the feedback from the student focus group and the SSG as detailed in the body of this report. Special emphasis	Implemented.

on ensuring that the revision is “easy to complete in as little time as possible” along with the other listed concerns is expected.	
6. Effective immediately, undergraduate Admissions will begin to conduct ongoing assessment regarding application costs, quantities, and utilization rates by type.	Implemented.
7. Effective immediately, undergraduate Admissions will take steps to “tweak” their letters of acceptance including: (a) provide the (800) number and an Admissions@edinboro.edu E-mail reference in the body of the letter, (b) use the “Edinboro Family” phrase early in the letter, and (c) if the enclosure is a “fact sheet”, label it as such and don’t sign or initial it as if it were a separate correspondence.	Implemented <i>fully in late March. International student acceptance letter was last to be modified.</i>
8. Effective immediately, International Student Services, undergraduate Admissions, Graduate Admissions, and Public Relations will collaborate to update content and to upgrade appearance of both the undergraduate and graduate International Student applications and any supportive materials with some desired consistency.	Work is in progress. <i>Assistant Vice President for Admissions will convene work group in April to ensure that the task is completed.</i>
9. Effective immediately, undergraduate Admissions, Non-Traditional Student Services, and Public Relations will collaborate to develop an application form that is shorter and more pertinent to applicants who have been out of high school for five or more years that can be put to use by September, 1999.	Work is in progress. <i>Application form content has been reduced by 50% (currently at Public Relations for review and printing).</i>
10. Effective immediately, undergraduate Admissions will begin to phase out the “special student” application and phase in the “dual use special student application.”	Work is in progress. <i>Implemented.</i>
11. Effective immediately, International Student Services will explore whether the INS accepts international applicant’s online application to serve as an “electronic signature” in lieu of an official signature.	Will need to see whether International Student Services has examined this issue. <i>It remains unclear whether INS will accept an online application in lieu of an “electronic signature.” For the present, International Student Services will put an electronic application on their web page. Students will be able to download it, sign it, and send it to Edinboro. This will save time in the application process.</i>
12. Commission a parallel strategic study group for Graduate Admissions.	A Strategic Study Group on Graduate Admissions Process <i>began</i> to examine the process in mid-January. <i>The team’s report is due to President Pogue on April 14, 2000.</i>

<p>13. Although not directly related to the charge of this SSG, there was strong sentiment within the group that it would be desirable to: (a) dedicate all application revenue to a new Admissions Discretionary Scholarship that would be awarded by Admissions staff concurrent with notification of admission to top applicants and that required March 1 (or 30 day) decisions by recipients; and (b) provide preliminary financial aid awards to all accepted students with complete financial aid applications at the earliest possible date and certainly prior to summer.</p>	<p>a). No decision has been reached on the feasibility of this recommendation. <i>The Associate Vice President for Enrollment Management and Retention discussed this matter with President Pogue in March. The idea is under consideration.</i></p> <p>b). Will be implemented by Financial Aid in the 2000 Spring Semester. <i>Implemented March 16, 2000, with 899 potential students receiving notification.</i></p>
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Duplicating

Improvement Statement: Define the duplicating services that are and should be provided to the University Community as measured by customer satisfaction: cost, quality, turnaround time, customer needs, and delivery of services.

Recommendations	Implementation Status
<p>1. Based on the annual expenses to operate the Duplicating Center and those expenses incurred throughout the campus for copiers and external printing needs, it is the recommendation of the Duplicating Strategic Study Group that a request for proposal (RFP) be initiated specifically listing the services above without an assessment fee charged.</p>	<p>RFP and the evaluation criteria have been drafted. Vice Presidential review has occurred. Pending release. <i>The RFP has been released and bids received. The evaluation process has begun.</i></p>

Financial Aid Service/Loan & Grant Refunds/Work Study

Improvement Statement: To improve student satisfaction related to the financial aid process and communication as measured by: withdrawal data, OSS evaluation forms, Student Satisfaction Survey, and Orientation evaluation forms.

Recommendations	Implementation Status
<p>1. EUP should initiate an early filing deadline of March 15. Financial Aid packaging for all verified students who meet the necessary requirements would begin as soon as possible thereafter by utilizing the SCT BANNER software Financial Aid module. Financial aid packages should be processed on a weekly basis. Additionally, the University must notify</p>	<p>Will be implemented March, 2000. Notice has been given in Financial Aid Planner and will be shared at upcoming Group Visitation Days, etc. <i>Early</i></p>

<p>all returning students of this change, by letter, no later than December 1999. The study group also recommends that the effects of this earlier deadline be reevaluated after the financial aid packaging process is completed in the spring or early summer of 2000.</p>	<p><i>packaging implemented March 16, 2000, with notification to 899 potential students. Notice of preferred filing deadline had been issued in Financial Aid Planner and was shared at Fall Group Visitation Days, etc. For 2000-02, additional means will be identified for encouraging prospective students and families to meet the preferred filing deadline.</i></p>
<p>2. The Director of Financial Aid and the Coordinator of Records and Registration should re-write the 1999-2000 Edinboro University of Pennsylvania undergraduate academic catalogue as it relates to the financial aid process. Specific attention should be given to the definition of academic progress.</p>	<p>Completed during the 1999 Fall Semester.</p>
<p>3. The FA SSG believes that as an educational institution, Edinboro University needs to be committed to providing opportunities through the Campus Work-Study Program (CWSP). This should include the needy students who may have a lower skill level. In order to enhance the CWSP, the study group suggests the following:</p> <p>(a). The Campus Work-Study Program (CWSP) job fair be conducted by the Center for Career Services in cooperation with the Financial Aid Office. The Center for Career Services will create a "job application" and a cover letter to be sent with the campus based aid packages to the students receiving CWSP. The letter will indicate that the job applications are to be returned to the Center for Career Services for processing and the date and time of the upcoming job fair. The Center for Career Services will catalogue the returned applications based on skill level. At the job fair, students will pick up their job application from a Career Services staff member and will solicit jobs from University offices present at the job fair.</p> <p>(b). University offices will also be notified to contact the Center for Career Services with their student employment needs. The Center for Career Services will work with the University offices employing student workers to rate the job placements based on the "skill level" as defined by the office. Students will then be matched by skill level to available jobs. The University Vice Presidents will work with the Directors within their division to identify training level positions within their departments.</p> <p>(c). The Center for Career Services will create a document to be distributed to CWSP supervisor that includes employment expectations (i.e. how to call in sick, adherence to</p>	<p>In discussion phase with Career Services. Should be accomplished by Fall 2000. Financial Aid and Career Services staff <i>are meeting</i> with departments during the 2000 Spring Semester to conduct an assessment of needed positions and requisite skill levels.</p>

schedules, confidentiality considerations, etc.).	
4. The Assistant Vice President for Admissions and the Financial Aid Director collaboratively design a process whereby all students applying to the University are assigned a financial aid counselor upon admission. This process should begin with the Spring 2000 academic semester.	Currently being discussed with Assistant Vice President for Admissions. Will be implemented by 2000 Spring Semester. Financial Aid staff will make assignments after advance tuition deposit has been received and after needs assessment information is available.
5. The Coordinator of Records and Registration should initiate a revision of the current forms and processes associated with dropping a class manually and electronically (SCOTS) to include a warning that dropping a class may jeopardize their financial aid status and that the advice of a financial aid counselor is recommended.	In planning stage. Language has been added to the add/drop form and is being considered for the Student Centered On-Line Transaction System (SCOTS).
6. The Financial Aid Office should be restructured to include a tiered internal referral system for students who are seeking information but do not have a previously scheduled appointment.	To be developed by Financial Aid staff during 1999-2000 Academic Year. A three-tiered system has been developed by Financial Aid staff (Tier 1 = phone calls and walk-ins handled by clerical staff; Tier 2 = referral to a counselor; Tier 3 = referral to Director).
7. The counselors of the Financial Aid Office should conduct FAFSA training sessions for returning students and their families in mid-January of each calendar year. These sessions should be scheduled at various times of the day and days of the week to accommodate the students' scheduling needs.	Outline of training presentation has been devised. Scheduling of sessions has yet to be completed. Twelve sessions were held for Freshman Year Inquiry (FYI) classes. A session will be presented as part of the International Academic Festival. <i>Upper-class seminars are being held during the current semester.</i>
8. The Edinboro University Financial Aid Office should conduct FAFSA training sessions for specific target populations such as the students enrolled in the Nuclear Medical Technician program in mid-April.	Outline of training presentation has been devised. Scheduling of sessions has yet to be completed. Sessions planned for ACT 101, TAP, Football Recruitment, Field Geology, Nuclear Med. Tech., etc.
9. The Edinboro University Financial Aid Office should add the year and a date to any subsequent Financial Aid pamphlets available to the student population as soon as possible.	Completed for two brochures (dated January 1, 2000). Completed for all date-specific brochures.

<p>10. The Director of the First Year Experience and Non-Traditional Student Programs and the Assistant Vice President for Admissions should create an evaluation tool (or amend an existing measure) to assess the perceptions of students and families in attendance at financial aid presentations. The results should be routinely shared with the presenters to encourage dialogue and continuous improvement.</p>	<p>Not completed at this time. Director will initiate discussion with other identified individuals. Completed by Director of First-Year Experience and Non-Traditional Student Programs. <i>Will be utilized during Summer 2000 orientation.</i></p>
<p>11. The FA SSG recommends that the results of the Financial Aid survey and the recommendations contained in this report be shared with the staff of the Financial Aid Office. The group further recommends that the staff of the Financial Aid Office be fully included in the development of an action plan to address the findings and recommendations.</p>	<p>The entire Financial Aid staff reviewed the survey and recommendations in a meeting with the Director and the Associate Vice President for Enrollment Management and Retention. An action plan has been developed with input from all staff.</p>
<p>12. There should be a subsequent Strategic Study Group in the Spring of 2000 to re-examine the entire financial aid process, including turnaround time and the student friendliness of the process.</p>	<p>A follow-up study will occur to measure, where appropriate, the reduction in cycle time and the change in stakeholder satisfaction.</p>

4/5/2000 - edl