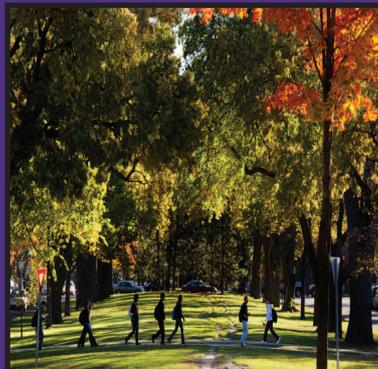
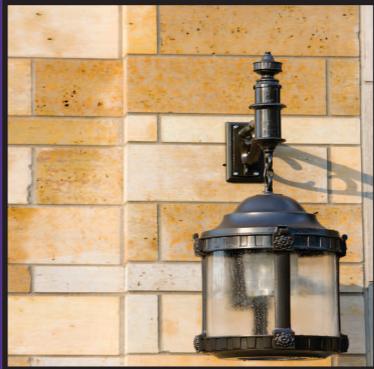


University of St. Thomas

Institutional Effectiveness

Integrated Plan 2012-2013



WWW.STTHOMAS.EDU/IE



Introduction

The Office of Institutional Effectiveness (OIE) is keenly aware of the changing landscape in higher education. Both internal and external stakeholders have expressed concerns related to a lack of transparency and a desire to hold the higher education industry accountable for the ever increasing costs associated with the attainment of a four-year degree. As such, the OIE staff developed an integrated one-year planning process focused on four themes containing 13 achievable and measurable goals to be accomplished during the 2012-13 academic year. This integrated plan is a beginning for the OIE with the expressed intent of developing a three year integrated plan for the 2013-14 academic year. This document has been developed in order to increase awareness of the plan throughout the UST community. The following pages will provide a summary of the four themes, details related to each of the 13 goals, and a dynamic timeline describing the progress made toward each goal throughout the year. As always, we are interested in gathering feedback from all members of the UST community. To learn more please feel free to contact Kristine Baker, our integrated plan team-lead, at insteffect@stthomas.edu.



Our Vision

The Office of Institutional Effectiveness (OIE) will work toward developing a one and three-year comprehensive integrated planning model for the effective allocation of resources under the purview of the office. This integrated planning process will be accomplished with a wide array of feedback from personnel internal and external to the office in order to meet the needs and the expectations of the entire UST community.

Our Mission

The mission of the Office of Institutional Effectiveness (OIE) is to provide leadership in academic planning by developing, integrating, and disseminating information to be used in evidence-based decision making processes at the University of St. Thomas. In addition, OIE assists university committees, academic programs and administrative services with information for assessment and quality improvement initiatives.

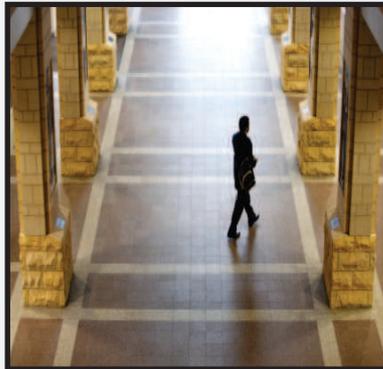


2012-2013 INTEGRATED PLAN

Develop an accurate, retrievable, and organized (by 4 –digit CIP) curriculum library that serves as the ‘clearinghouse’ for all internal and external additions, modifications, and deletions of a curricular nature at the university

OIE will make significant progress on moving to Degree Works as the official graduation and advising tool for use throughout the institution

Develop, administer, analyze, and disseminate the Institutional Climate Survey in conjunction with the Office of the President and Office of Mission



GOAL 01
Climate Survey



GOAL 02
Curriculum Library



GOAL 03
Degree Works

Organize Banner academic program data in order to develop an 'official' fields of study record for use internally and externally. This record will be maintained using the official ERP system in place at the university

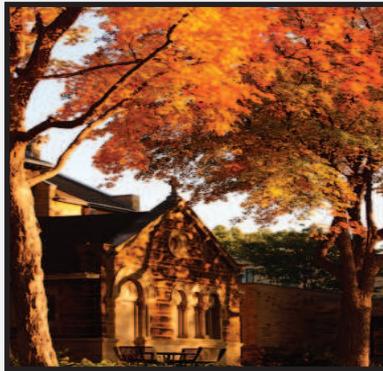
Create a cohesive communication brand for OIE, which includes on-time, useful, accessible, accurate, and thorough communications. This project will be accomplished by forming a communications committee comprising groups such as Academic Counselling, Registrar, Student Affairs, Business Office, etc.

Develop and disseminate 12 Issue Briefs focusing on relevant issues useful to the strategic decision making process at the university. Topics will be selected based on current events as communicated by the President's Staff, Board of Trustees, Dean's Council, etc.

OIE will work with the UST Academic community to develop, maintain, and disseminate 12-15 annual key performance indicators to include student, human resource, and financial measures



GOAL 04
Fields of Study



GOAL 05
OIE Communications



GOAL 06
Issue Brief Library



GOAL 07
Key Performance Indicators

2012-2013 INTEGRATED PLAN

Continue to develop SharePoint in order to provide Executives, Academic Deans, Department Chairs, and Department Administrators with up to date operational, tactical, and strategic reports and lists to be used in the decision-making process at all levels of the institution

Implement the use of Lyris for all student communication in order to create a uniform procedure to educate and inform students concerning time-sensitive topics such as registration, graduation, probation, etc.

Develop a one-stop location for all academic policies that is accurate, retrievable, well organized, and virtual. Special emphasis will focus on the retrieval of graduate program policies where applicable as well as the identification of missing or incomplete policies



GOAL 08
Policy Library



GOAL 09
SharePoint



GOAL 10
Student Communications
through Lyris

Compile a training and document library that encompasses all processes that OIE staff assist the UST community in learning and using. Special emphasis will be placed on educating the academic community regarding Banner data entry and Cognos reports

Develop and disseminate 12 Tommie Notes and 12 Fact Sheets as informational materials regarding the character, outcomes, and perceptions of the university

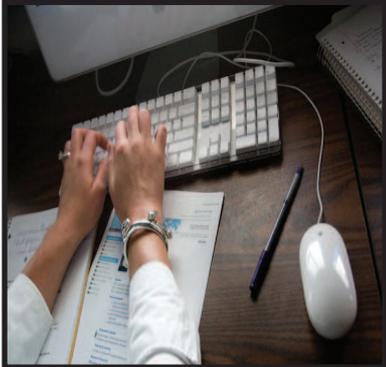
Develop and maintain an annual webinar series that provides the UST community with cutting edge information produced by the higher education research industry. Topics will include retention, faculty productivity, student life, etc.



GOAL 11
Training Portal



GOAL 12
Tommie Notes and Fact Sheet Library



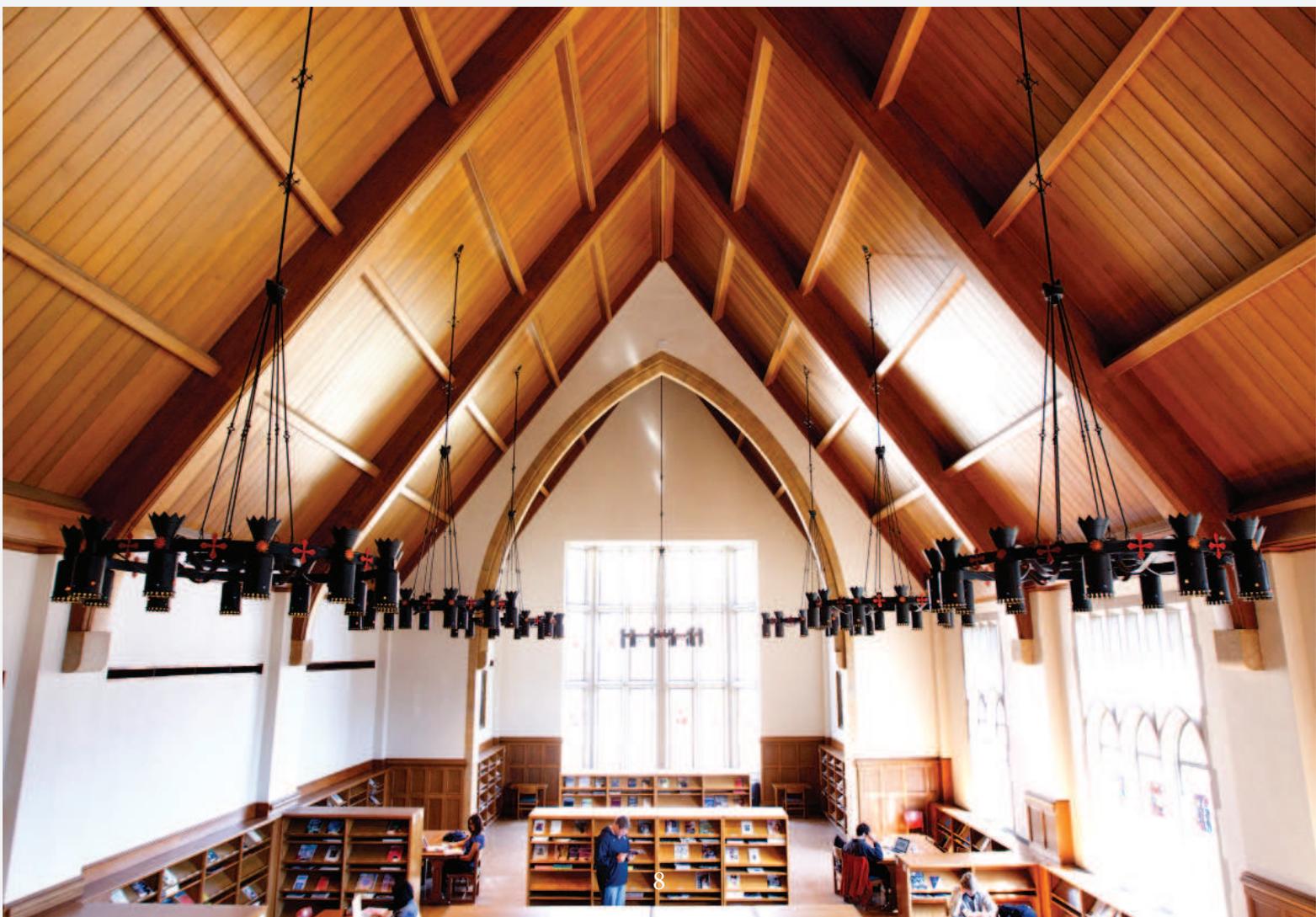
GOAL 13
Webinar Series

Goal Alignment

The mission of the Office of Institutional Effectiveness (OIE) is to provide leadership in academic planning by *developing*, *integrating*, and *disseminating* information to be used in evidence-based decision making processes at the University of ST. Thomas. In addition, OIE assists *university committees*, *academic programs* and *administrative services* with information for assessment and quality improvement initiatives.

| Themes | Goals | Develop Information | Integrate Information | Disseminate Information | Assist University Committees | Assist Academic Programs | Assist Administrative Services | Project Lead |
|---|-------------------------------------|---------------------|-----------------------|-------------------------|------------------------------|--------------------------|--------------------------------|-------------------|
| <i>Academic Communications and Education</i> | Student Communication through Lyris | | X | X | | X | | Terry Lynn Eggert |
| | OIE Communications | X | X | X | X | X | | Kristine Baker |
| | Webinar Series | | X | X | X | X | | Linda Dorn |
| <i>Information Consolidation</i> | Curriculum Library | X | X | X | | X | | Linda Dorn |
| | Fields of Study | | X | X | | X | | Julie Seykora |
| | Policy Library | X | X | X | | X | | Paul Simmons |
| | SharePoint | X | X | X | X | X | X | Julie Seykora |
| | Training Portal | X | X | X | | X | X | Linda Dorn |
| <i>Research and Analysis</i> | Climate Survey | X | X | X | X | X | X | Sushant Khullar |
| | Issue Brief Library | X | | X | X | X | X | Michael Cogan |
| | Key Performance Indicators | X | X | X | X | X | X | Nancy Shoen |
| | Tommie Notes & Fact Sheet Library | X | X | X | X | X | X | Sushant Khullar |
| <i>Student Advising and Degree Evaluation</i> | Degree Works | | X | X | | X | | Terri Topness |

INTEGRATED PLAN





100th
anniversary

Academic Communications and Education

To date, the OIE employs various techniques to communicate with the UST community regarding operational, tactical, and strategic information. This year, OIE staff will focus on consolidating these communications and creating a streamlined and efficient process to communicate with university stakeholders. As such, OIE staff organized several teams representative of the UST community that will focus on the content and delivery of this information. In addition, OIE staff will work collaboratively with IRT to utilize the institutionally sponsored Lyris product in order to deliver this information in an efficient manner. Finally, OIE and Student Affairs staff will collaborate to host a webinar series focused on timely higher education issues of interest to the UST community. Taken together, these goals will help to develop a greater awareness of the roles and responsibilities of UST faculty and staff across functional areas and create a cross-pollination of ideas, approaches, and understanding.

THEMES

Information Consolidation

The University of St. Thomas academic structure includes seven colleges/schools operating in a mostly decentralized manner due to variations in program offerings, faculty teaching loads, scholarship patterns, and student demographics. Nowhere is this more apparent than the graduate and professional programs which are present in all seven of the colleges/schools. Currently, each college/school is responsible for data entry, policy development, and process consistency through the many programs offered at the graduate and professional level. Yet, the university is held accountable for each of these programs by government (federal and state), accreditors (Higher Learning Commission), and the Board of Trustees. This decentralized approach must rely on centralized systems in order to assure accountability while at the same time fostering the entrepreneurial spirit so ingrained in the UST graduate and professional program culture. As such, the OIE has developed five goals that will result in the creation of a comprehensive clearinghouse for critical university information such as training, reporting, program offerings, curriculum history, and academic policies. The outcome of these goals will result in a clear, understandable, and accurate information source for all members of the UST community.

THEMES



Research and Analysis

The OIE staff has recognized a need to convert many of the data sources currently available into meaningful analysis accessible to a wider audience throughout the UST community. One approach to create this awareness will be the development of a series of institutional level key performance indicators. These indicators will focus on academic, student, and financial measures that will be compared to similar institutions. Additionally, OIE will launch a series of issue briefs in order to provide context to important institutional issues such as faculty satisfaction, student engagement, and financial ratios. The OIE staff will also increase efforts to improve upon the current Tommie Fact Sheet and Tommie Notes series with a comprehensive marketing approach to deliver this information to a wider audience. Finally, the OIE staff will oversee the Climate Survey which will launch in the spring of 2013. This survey will be developed in-house with OIE staff working closely with the UST community to develop questions in which actionable steps may be taken to address strengths and weaknesses revealed through the analysis. Overall, this theme will continue to enhance the understanding of our faculty, students, and staff as we move toward an unpredictable future in higher education.

THEMES





Student Advising and Degree Evaluation

The final theme focuses on the continued development of student advising and degree evaluation processes at UST. More specifically, OIE, Academic Counselling, and IRT staff will develop and implement a new computer based software package called Degree Works. This institutionally supported software will provide a more efficient and streamlined process for faculty, staff, and students interested in monitoring progress toward the various curriculum requirements necessary for graduation. For example, UST undergraduate students are not informed of their degree deficiencies until their spring semester of their final year. Of course, the timing of this notification creates an undue amount of work and frustration on the part of the student and leads to an excessive number of administrative exceptions. The new system will allow for earlier intervention, clearer information, and more opportunities for meaningful communication between students, faculty, and academic administrators.

THEMES



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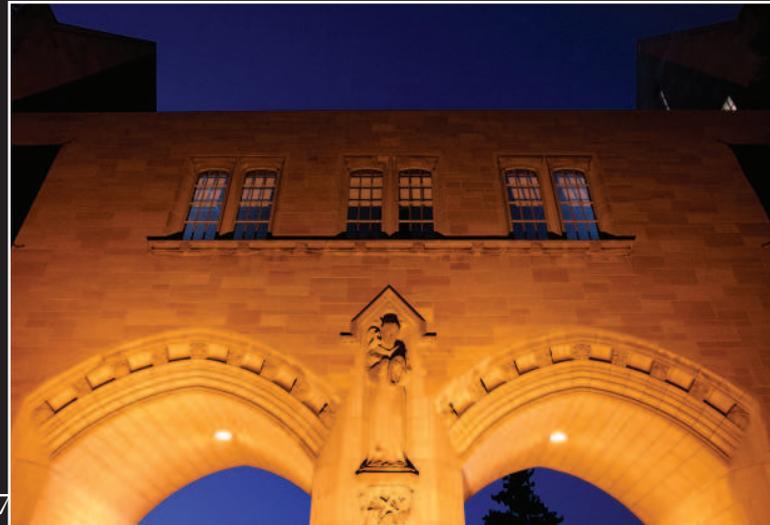
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