UNIVERSITY COLLEGE

Mission, Goals, and Objectives
2001-2002

Mission

The mission of the University College is to provide effective instruction, advisement, academic support and cultural activities that will enable all students and outreach program participants to make successful transitions into higher education, to achieve their educational goals, and realize their full human potential as productive citizens.

To accomplish its mission, the University College has established the following goals:

Goal 1: To enhance the educational experiences of Fayetteville State University students and the general population of the region and state through a series of cultural, intellectual, and motivational activities.

Goal 2: To ensure that the academic and instructional programs of the University College serve effectively the educational needs of students at Fayetteville State University.

Goal 3: To promote professional development, academic integrity, and diversity among faculty, staff and students.

Goal 4: To evaluate the accomplishments of the University College in carrying out its goals and the mission of the College of Arts and Sciences and the university.
Goal 1: To enhance the educational experiences of Fayetteville State University students and the general population of the region and state through a series of cultural, intellectual, and motivational activities.

Goal 1 Objective 1:
To collaborate with and serve as a resource for K-12 schools and other educational institutions in the region, state, and nation.

Performance Evaluation Measure: By 24 May 2002, the Director of University College will submit a report to the Dean of the College of Arts and Sciences of work completed by the Upward Bound, Educational Talent Search Program, Educational Opportunity Centers Program, Gear-Up, and other units within the University College to serve as a resource and collaborator with educational institutions in the region, state, and nation.

Expected Results: By supporting the university’s education outreach programs, the University College will contribute to an increase in the programs’ visibility and the level of service available to participants and enhance the image of the university.

Assessment Procedures: By 23 August 2001, 1 November 2001, 7 February 2002 and 25 April 2002, the Director of University College will collect information on the number of applicants contacted, the nature of these contacts, and the percentage of accepted applicants who have indicated their intention to participate in either the Educational Opportunity Centers Program, Upward Bound, Educational Talent Search Program, or Gear-Up.

Administration of Assessment Procedures: By 24 May 2002, the Director of University College will submit a report to the Dean of the College of Arts and Sciences on the success of all activities designed to promote the university’s education outreach programs.

Use of Assessment Findings: Based upon the effectiveness of strategies employed in 2001-2002, plans will be revised in the Unit Plan for 2002-2003, which will be submitted to the Dean of the College of Arts and Sciences by 24 May 2002.

Activity Milestones:
1. By 23 August 2001, 1 November 2001, 7 February 2002, 25 April 2002, the Director of University College will receive from faculty and staff reports of activities from the previous quarter.
2. By 23 August 2001, 1 November 2001, 7 February 2002, and 25 April 2002, the Director of University College will collect information on the number of applicants contacted, the
nature of these contacts, and the percentage of accepted applicants who have indicated their intention to participate in either the Educational Opportunity Centers Program, Upward Bound, Educational Talent Search Program, and Gear-Up.

3. By 9 May 2002, the Director of University College will submit a report to the Dean of the College of Arts and Sciences on the success of all activities designed to support the university’s education outreach programs.

4. Based upon the effectiveness of strategies employed in 2001-2002, plans will be revised in the Unit Plan for 2002-2003, which will be submitted to the Dean of the College of Arts and Sciences by 24 May 2002.

Goal 1 - Objective 2:

To present in 2001-2002 a series of lectures, films, and panel discussions and other educational and cultural programs for students and faculty as well as members of the university’s extended community.

Performance Evaluation Measure: By 24 May 2002, the Director of University College will report to the Dean of the College of Arts and Sciences on the programs presented as part of the Freshman Year Initiative. These programs will include Freshman Class meetings, motivational speakers, cultural programs, and other similar activities designed to enhance the freshman year experience and create a strong intellectual environment at the university.

Expected Results: The University College will contribute positively to the university’s efforts to serve the educational needs of the students and faculty of the University and the extended community.

Assessment Procedures: By 30 August 2001, 8 November 2001, 14 February 2002, and 9 May 2002, the Director of the University College will report to the Dean of the College of Arts and Sciences on the programs and activities presented as part of the Freshman Year Initiative. Student responses on the surveys about Freshman Seminar and University Studies will be reviewed at the end of each semester to determine if 80% evaluated these programs favorably.

Administration of Assessment Procedures: The Director of University College will ask the Freshman Counselor and the Director of Student Support Services to maintain careful records of each program presented, number of students attending each, and an overall assessment of the program or activity. These data will be presented for each quarterly report. The Director of University College will collect results from the surveys conducted in Freshman Seminar and University Studies.
Use of Assessment Findings: The Director of University College will monitor the implementation of the plan of programs throughout the year and make recommendations to appropriate individuals for changes as needed. The Director of University College will also share the results of the surveys from Freshman Seminar and University Studies with the University College faculty and staff. The results of these surveys will provide the basis for developing plans for the 2002-2003 academic year, which will be submitted to the Dean of the College of Arts and Sciences by 24 May 2002.

Activity Milestones:
1. By 30 August 2001, 8 November 2001, 14 February 2002, and 9 May 2002, the Director of University College will report to the Dean of the College of Arts and Sciences on the implementation of the planned program of activities.
2. By the eleventh week of the semester, the Director of University College will distribute student surveys to Freshman Seminar and University Studies faculty, and discuss with these faculty the administration of the surveys.
3. By 1 May 2002, the Director of the University College will share the results of the survey with the faculty and staff of the University College and discuss revisions needed as suggested by the survey results.
4. By 24 May 2002, the Director of University College will submit to the Dean of the College of Arts and Sciences a report that will include results of student surveys of these courses.

Goal 1 - Objective 3:
To collaborate with and serve as a resource for community agencies in the region, state, and nation.

Performance Evaluation Measure: By 24 May 2002, the Director of University College will submit a report to the Dean of the College of Arts and Sciences on all programs and activities presented by University College for the extended community. This report will include information about programs presented on campus as well as presentations by faculty and staff in the community. The report will show that the University College presented at least ten programs for the extended community.

Expected Results: The University College will enhance the university’s educational outreach programs.

Administration of Assessment Procedures: The Director of University College will make suggestions, as appropriate, to individual faculty and staff members for offering educational outreach activities.

Use of Assessment Findings: Based on the review of educational outreach activities in 2001-2002, the Unit Plan for 2002-2003 will include plans for increasing the University College’s support of the university’s educational outreach activities.

Activity Milestones:
1. By 23 August 2001, 1 November 2001, 7 February 2002, and 25 April 2002, faculty and staff will report on their educational outreach activities from the previous quarter.
2. By 24 May 2002, the Director of University College will submit a report to the Dean of the College of Arts and Sciences on all programs and activities presented by University College for the extended community.

Goal 2: To ensure that the academic and instructional programs of the University College serve effectively the educational needs of all students at Fayetteville State University.

Goal 2 - Objective 1:
To promote the use of computer technology and other information technologies for classroom instruction.

Performance Evaluation Measure: By May 24, 2002, the Director of the University College will present to the Dean of the College of Arts and Sciences a report on the use of computer technology and other information technologies in classroom instruction. This report will include a list of computer uses in the University College, as well as data collected for Assessment Report - Form C from students showing their use of computers and information technology.

Expected Results: At least 60% of students in Freshman Seminar will indicate that their computer and informational technology skills have been improved by participation in the Freshman Seminar and University Studies courses. A majority of students will achieve a satisfactory score on a computer skills assessment to be completed in Freshman Seminar and University Studies.

Assessment Procedures: By 30 August 2001, 8 November 2001, 14 February 2002, and 9 May 2002, the Director of University College will report on the use of computers and other informational technology in the University College.
Administration of Assessment Procedures: The Director of University College will meet regularly with faculty and staff to review the use of computers and information technology in the University College. Recommendations for improving the use of these resources will be developed.

Use of Assessment Findings: Plans for improving the use of technology for classroom instruction in 2002-2003 will be developed on the basis of assessment of efforts in 2001-2002.

Activity Milestones:
1. By 15 August 2001, the syllabi for UNIV 101, 102, and 110 will be completed and will include a variety of activities designed to build student computer skills. These activities will include submission of assignments by electronic mail, completion of web quizzes, the use of the Internet for research, and other similar projects.
2. By 5 April 2002, students will complete a computer skills assessment test.
3. By 26 April 2002, students enrolled in UNIV 101, 102, 110 will complete a Computer Usage survey in which students will evaluate their development of computer skills in 2000-2001.
4. By 24 May 2002, the Director of University College will submit information for Assessment Form C to show whether objectives have been met or not.
5. By 24 May 2002, the Director of University College will submit the Operational Plan for 2002-2003, which will include plans for improving student technology skills in the upcoming year.

Goal 2 - Objective 2:
To assess academic programs for educational outcomes, currency, and needs.

Performance Evaluation Measure: By May 24, 2002, the Director of the University College will present an assessment report, using Assessment Report - Form B (attached) and C to demonstrate the effectiveness of the academic and support programs of the University College. Specific assessment data will be presented to show the effectiveness of the University College’s efforts to facilitate students’ transition to the university, enhance students’ development of effective reading, writing, and mathematics skills, and computer skills, and provide effective academic support in the areas of English, critical thinking, mathematics, and the natural sciences.

Expected Results: The objectives stated in Assessment Report - Form C will be met.

Assessment Procedures: By 17 August 2001, the Director of the University College will develop specific objectives for student outcomes in Form C. Faculty and Staff will review these objectives. By 30 August 2001, 8 November 2001, 14 February 2002, and 9 May 2002, the Director of University College will report on the progress in meeting objectives.
**Administration of Assessment Procedures:** The Director of the University College will instruct each faculty and staff member to provide data related to specific objectives as requested.

**Use of Assessment Findings:** Results of assessments will be used in planning improved strategies for 2002-2003, which will be included in the Operational Plan to be submitted to the Dean of the College of Arts and Sciences by 24 May 2002.

**Activity Milestones:**
1. By 15 August 2001, the Director of University College will develop specific objectives for student outcomes in Assessment Form C.
2. By 30 August 2001, 8 November 2001, 14 February 2002, and 9 May 2002, the Director of University College will report on the progress in meeting objectives.
3. By 24 May 2002, the Director of the University College will submit to the Dean of the College of Arts and Sciences the operational plan for 2001-2002.

**Goal 2 - Objective 3:**

To improve retention and graduation rates in the University College.

**Performance Evaluation Measure:** By 24 May 2002 the Director of University College will report to the Dean of the College of Arts and Sciences on the percentage of freshmen who have completed year one, the percentage with a GPA of 2.0 or better and 30 earned hours, the average earned hours, and the average GPA. This report will also include retention and persistence rates of previous freshman classes. The report will also show graduation rates.

**Expected Results:** Careful monitoring of the retention and graduation rates will provide a basis for evaluating the effectiveness of each component of the University College programs and services, and make revisions as needed. As a result of these efforts at least 90% of the freshman class will complete the first year, at least 28% will complete year one with a GPA of 2.0 or higher and 30 or more earned hours, and at least 90% will return for year two, with at least 30% on track to graduate in four years.

**Assessment Procedures:** By 23 August 2001, 1 November 2001, 7 February 2002, and 25 April 2002, the Director of University College will collect data on the academic progress of recent freshman classes, and share this information with the University College faculty and staff. The faculty and staff will use the data to determine changes or revisions that need to be made in programs and services.
Administration of Assessment Procedures: The Director of University College will be responsible for contacting the Director of Institutional Research to request the data needed for this assessment procedure and for sharing the information with the faculty, staff, and other appropriate administrative offices. The Director of University College will include end of semester data and end of year data in the quarterly and annual reports.

Use of Assessment Findings: At the end of the academic year, the University College faculty and staff will review the data for the year to determine revisions that need to be made in the University College Operational Plan for 2002-2003, which will be submitted to the Dean of the College of Arts and Sciences by 24 May 2002.

Activity Milestones:
1. By 23 August 2001, 1 November 2001, 7 February 2002, and 23 April 2002, the Director of University College will collect data on the academic progress of recent freshman classes, and share this information with the University College faculty and staff.
2. By 24 May 2002, the Director of University College will report to the Dean of the College of Arts and Sciences on the percentage of freshmen who have completed year one, the percentage with a GPA of 2.0 or better and 30 earned hours, the average earned hours, and the average GPA.
3. By 24 May 2002, the Director of University College will submit to the Dean of the College of Arts and Sciences the University College Operational Plan for 2001-2002. This plan will include any revisions in the programs and services of the University College as deemed necessary on the basis of the retention and graduation data.

Goal 2 - Objective 4:

To support the efforts of the university to obtain reauthorization of its teacher education programs by the National Council for the Accreditation of Teacher Education (NCATE) and the Department of Public Instruction.

Performance Evaluation Measure: By 24 May 2002, the Director of the University College will submit to the Dean of the College of Arts and Sciences a report that includes information on the involvement of University College faculty and staff in the preparation for accreditation visits.

Expected Results: The University College will contribute positively to the efforts of the university and College of Arts and Sciences in preparing for and successfully completing these accreditation reviews.
**Assessment Procedures:** By 23 August 2001, 1 November 2001, 7 February 2002, 25 April 2002, the Director of University College will collect information from faculty and staff regarding their involvement in the preparation of accreditation reviews.

**Administration of Assessment Procedures:** Each monthly meeting of the University College, will include a discussion of the status of the various accreditation processes. After reviewing the information provided by faculty and staff, the Director of University College will make recommendations, as appropriate, for increased involvement by individuals in the efforts to achieve accreditation.

**Use of Assessment Results:** Information about the extent of involvement by University College faculty and staff in the preparation for accreditation will be used in developing the University College Operational Plan for 2002-2003, which will be submitted to the Dean of the College of Arts and Sciences by 24 May 2002.

**Activity Milestones:**

1. Each monthly meeting of the University College, will include a discussion of the status of the various accreditation processes.
2. By 23 August 2001, 1 November 2001, 7 February 2002, 25 April 2002, the Director of University College will collect information from faculty and staff regarding their involvement in the preparation of accreditation reviews.
3. By 24 May 2002, the Director of University College will submit to the Dean of the College of Arts and Sciences a report of University College faculty and staff involvement in accreditation visits.

**Goal 3:** To promote professional development, academic integrity, and diversity among faculty and students.

**Goal 3 - Objective 1:**

To provide programs of instruction and academic support through the Freshman Year Initiative and University College which will enable students to progress successfully into the Upper Division.

**Performance Evaluation Measure:** By 24 May 2002, the Director of University College will submit to the Dean of the College of Arts and Sciences a report on the results of the programs of instruction and academic support provided by the Freshman Year Initiative and the University College. This report will include results from surveys in the Freshman Seminar/University Studies courses.
**Expected Results:** Freshmen and transfer students will have a resource for assistance in dealing with the variety of problems that they face in making the transition to the university. In the surveys completed for University Studies and Freshman Seminar, students will express high levels of satisfaction with the assistance provided through these courses, the instructors, and the Freshman and Transfer Counselors.

**Assessment Procedures:** By 24 May 2002, the Director of University College will submit to the Dean of the College of Arts and Sciences a report on the results of surveys completed by students in Freshman Seminar and University Studies. These surveys will include questions about advisement, mentoring, course content, and the overall usefulness of the course in the students' transition to the university. They will also address the quality of assistance provided by the Freshman Counselor and Transfer Counselor.

**Administration of Assessment Procedures:** Each year surveys will be conducted in the University Studies classes, since this course lasts for only one semester. Surveys will be conducted in Freshman Seminar only in the second semester so that students' evaluations will be based on the experience of the entire year. The Director of University College will distribute surveys to the instructors of Freshman Seminar II and University Studies each semester. The instructors will be responsible for conducting the surveys in their respective classes and submitting the completed forms to the University College office, which will be responsible for tallying the results. By 1 May 2002, the Director of University College will discuss the results of the student surveys with the faculty and staff of the University College to identify revisions that need to be made in the course.

**Use of Assessment Findings:** The reports of student surveys about UNIV 101-102 and UNIV 110 will provide a basis for revising the course, if needed, in 2002-2003, and for developing new strategies for the work of the Freshman Counselor and Transfer Counselor, and the Early Alert System, as needed. Plans for such revisions will be included in the Unit Plan for 2002-2003, which will be submitted to the Dean of the College of Arts & Sciences by 24 May 2002.

**Activity Milestones:**

1. By the eleventh week of the semester, the Director of University College will distribute student surveys to Freshman Seminar and University Studies faculty, and discuss with these faculty the administration of the surveys.

2. By 1 May 2002, the Director of the University College will share the results of the survey with the faculty and staff of the University College and discuss revisions needed as suggested by the survey results.

3. By 9 May 2002, the Director of University College will submit to the Dean of the College of Arts and Sciences a report that will include results of student surveys of these courses.
Goal 3 - Objective 2:

To serve on committees of the University, College of Arts and Sciences, and the University College, as assigned, to ensure faculty involvement in the decision making process and to help accomplish the goals of the university, College of Arts and Sciences, and the University College.

Performance Evaluation Measure: By 24 May 2002, the Director of University College will report to the Dean of the College of Arts and Sciences on the participation by University College faculty and staff on the committees of the university, college, and department.

Expected Results: Faculty and staff will be involved significantly in the faculty governance process through their participation in the committees of the university, college, and department.

Assessment Procedures: By 23 August 2001, 1 November 2001, 7 February 2002, 25 April 2002, the Director of University College will collect information from faculty and staff regarding their involvement on committees of the university, college, and department.

Administration of Assessment Procedures: After reviewing the reports from faculty and staff regarding committee involvement, the Director of University College will make recommendations, as appropriate, to specific faculty and staff members regarding their involvement on committees.

Use of Assessment Findings: Information about committee involvement will be reviewed during the evaluation process for faculty and staff, and will be used by each in their individual plans for 2002-2003.

Activity Milestones:
1. By 23 August 2001, 1 November 2001, 7 February 2002, 25 April 2002, the Director of University College will collect information from faculty and staff regarding their involvement on committees of the university, college, and department.
2. By 24 May 2002, the Director of University College will report to the Dean of the College of Arts and Sciences on the participation by University College faculty and staff on the committees of the university, college, and department.

Goal 3 - Objective 3

To ensure that the faculty evaluation process serves effectively to promote faculty development.
**Performance Evaluation Measure:** By 17 May 2002, the Director of University College will report that all faculty and staff have been evaluated fairly and according to university policies and procedures.

**Expected Results:** The University College faculty and staff will have increased confidence in the evaluation system.

**Assessment Procedures:** By 20 December 2001, the Director of University College and the Director of Special Programs will complete a mid-year evaluation of their respective staffs. In this evaluation, each staff member in the University College will identify his/her strengths and areas of needed improvement. This mid-year assessment will include visitations of Freshman Seminar and University Studies classes.

**Administration of Assessment Procedures:** By 2 November 2001, the Director of University College will assign faculty members to complete peer evaluations, and establish dates for the completion of each component of the evaluation process.

**Use of Assessment Findings:** The Director of University College will include recommendations pertaining to the evaluation of faculty/staff in the Unit Plan for 2002-2003, based on the activities in 2001-2002. The Unit Plan will be submitted to the Dean of the College of Arts and Sciences by 24 May 2002.

**Activity Milestones:**
1. By 20 December 2001, the Director of University College will conduct a mid-year evaluation of all faculty and staff who report directly to him.
2. By 2 November 2001, the Director of University College will assign faculty members to complete peer evaluations, and establish dates for the completion of each component of the evaluation process.
3. By 17 May 2002, the Director of University College will report that all faculty and staff have been evaluated fairly and according to university policies and procedures.

**Goal 3 - Objective 4**

To promote during 2001-2002 academic year increased faculty involvement in research or creative activities (including publications, presentations at professional organizations, art exhibits, and music recitals) by providing increased support for travel as much as possible and by giving appropriate recognition for such activities.
Performance Evaluation Measure: By 24 May 2002, the Director of University College will submit a report to the Dean of the College of Arts and Sciences that will show that each member of the University College has completed at least one workshop, seminar, program, or activity designed to enhance his/her competence.

Expected Results: Faculty and staff in the University College will enhance their skills and knowledge.

Assessment Procedures: By 14 September 2001, The Director of University College will meet with faculty and staff to discuss their individual plans for professional development in 2001-2002. By 1 November 2001, 7 February 2002, and 25 April 2002, all faculty and staff will report on their professional development activities.

Administration of Assessment Procedures: After reviewing reports from faculty and staff about professional development activities, the Director of the University College will make recommendations to each regarding the professional development activities.

Use of Assessment Findings: Based on the activities in 2001-2002, the Director of University College will include recommendations pertaining to faculty/staff development Plan for 2002-2003. The Unit Plan will be submitted to the Dean of the College of Arts and Sciences by 25 May 2002.

Activity Milestones:
1. By 14 September 2001, The Director of University College will meet with faculty and staff to discuss their individual plans for professional development in 2001-2002.
2. By 1 November 2001, 7 February 2002, and 25 April 2002, all faculty and staff will report on their professional development activities.
3. By 24 May 2002, the Director of University College will submit a report to the Dean of the College of Arts and Sciences that will show that each member of the University College has completed at least one workshop, seminar, program, or activity designed to enhance his/her competence.

Goal 3 - Objective 5

To ensure that faculty, staff, and student recruitment is carried out in accordance with university policies in a manner that promotes acquisition and retention of a qualified and diverse university population.

Performance Evaluation Measure: By 9 May 2002, the Director of University College will submit a report to the Dean of the College of Arts and Sciences on all activities designed to assist in the
recruitment of new students to Fayetteville State University. This report will include information about the types of activities conducted and the number of accepted applicants who have indicated their intention to attend Fayetteville State University.

**Expected Results:** By assisting in the recruitment of students, the University College will contribute to an increase in the percentage of accepted students who attend Fayetteville State University.

**Assessment Procedures:** By 23 August 2001, 1 November 2001, 7 February 2002, and 25 April 2002, the Director of University College will collect information on the number of applicants contacted, the nature of these contacts, and the percentage of accepted applicants who have indicated their intention to attend Fayetteville State University.

**Administration of Assessment Procedures:** By 9 May 2002, the Director of University College will submit a report to the Dean of the College of Arts and Sciences on the success of all activities designed to assist in the recruitment of students.

**Use of Assessment Findings:** Based upon the effectiveness of strategies employed in 2001-2002, plans will be revised in the Unit Plan for 2002-2003, which will be submitted to the Dean of the College of Arts and Sciences by 24 May 2002.

**Activity Milestones:**

1. By 23 August 2001, 1 November 2001, 7 February 2002, and 25 April 2002, the Director of University College will collect information on the number of applicants contacted, the nature of these contacts, and the percentage of accepted applicants who have indicated their intention to attend Fayetteville State University.

2. By 9 May 2002, the Director of University College will submit a report to the Dean of the College of Arts and Sciences on the success of all activities designed to assist in recruitment of students.

3. Based upon the effectiveness of strategies employed in 2001-2002, plans will be revised in the Unit Plan for 2002-2003, which will be submitted to the Dean of the College of Arts and Sciences by 24 May 2002.

**Goal 4:** To evaluate the accomplishments of the University College in carrying out its goals and the mission of the College of Arts and Science and the university.

**Goal 4 - Objective 1**

To increase the level of external funding to the university by having at least three funded grants from the University College.
Performance Evaluation Measure: By 9 May 2002, the Director of University College will submit a report to the Dean of the College of Arts and Sciences indicating that the University College has submitted at least three proposals for external funding.

Expected Results: The University College will help increase external funding to the university.

Assessment Procedures: At each department meeting, the Director of University College will share information about grant writing activities in the University College. Members will be informed that special attention will be given to grant writing efforts in the comprehensive evaluation process. By 23 August 2001, 1 November 2001, 7 February 2002, and 25 April 2002, the Director of University College will review grant writing activities within the unit.

Administration of Assessment Procedures: The Director of University College will make suggestions to the unit and individuals within it about grant writing possibilities.

Use of Assessment Findings: Plans for increasing future grant writing activities in 2002-2003 will be based on the review of accomplishments in 2001-2002, and will be included in the Unit Plan for 2002-2003 which will be submitted by 24 May 2002 to the Dean of the College of Arts and Sciences.

Activity Milestones:
1. By 23 August 2001, 1 November 2001, 7 February 2002, and 25 April 2002, the Director of University College will collect information from faculty and staff on their grant writing activities.
2. By 30 August 2001, 8 November 2001, 14 February 2002, and 9 May 2002, the Director of University College will report on grant writing activities within the unit.
3. By 24 May 2002, the Director of University College will submit a report to the Dean of the College of Arts and Sciences indicating that the University College has submitted at least five proposals for external funding, and that at least three have been funded.

Goal 4 - Objective 2:
To develop an operational plan for the University College for the 2002-2003 academic year.

Performance Evaluation Measure: By 24 May 2002, the Director of the University College will submit to the Dean of the College of Arts and Sciences the operational plan for the 2002-2003 academic year.

Expected Results: The University College will operate in 2002-2003 according to an effective plan based on on-going assessments of operations in 2001-2002.
**Assessment Procedures:** By 30 August 2001, 8 November 2001, 14 February 2002, and 9 May 2002, the Director of the University College will report to the Dean of the College of Arts and Sciences on all planning and activities of the University College.

**Administration of Assessment Procedures:** In each meeting of the University College, the Director of the University College will report to the faculty and staff on recent and upcoming projects and tasks of the University College and ask for suggestions for improving operations. In May 2002, the University College will hold a planning and evaluation retreat to help plan for 2002-2003.

**Use of Assessment Results:** The results of the reviews of unit operations will be used to develop the plan for 2002-2003.

**Activity Milestones:**
1. By 30 August 2001, 8 November 2001, 14 February 2002, and 9 May 2002, the Director of the University College will report to the Dean of the College of Arts and Sciences on all planning and activities of the University College.
2. In May 2002, the University College will hold a planning and evaluation retreat to help plan for 2002-2003.
3. By 24 May 2002, the Director of the University College will submit to the Dean of the College of Arts and Sciences the operational plan for the 2002-2003 academic year.

**Goal 4 - Objective 3:**

To evaluate the accomplishments and achievements in the University through quarterly reports and the annual report.

**Performance Evaluation Measure:** By 24 May 2002, the Director of the University College will submit to the Dean of the College of Arts and Sciences an annual report outlining the achievements and accomplishments of the University College.

**Expected Results:** The University College will accomplish its own goals and objectives and will contribute to the accomplishment of the goals of the objectives of the College of Arts and Sciences and the university.

**Assessment Procedures:** By 30 August 2001, 8 November 2001, 14 February 2002, 9 May 2002, the Director of the University College will submit to the Dean of the College of Arts and Sciences quarterly reports on the accomplishments and achievements of the University College.
Administration of Assessment Procedures: By 23 August 2001, 1 November 2001, 7 February 2002, and 25 April 2002, each member of the University College will submit to the Director of the University College individual and unit reports of accomplishments and achievements during the previous quarter.

Use of Assessment Results: Information provided by faculty and staff will be used in the comprehensive evaluation process and as a basis for developing the Operational Plan for the 2002-2003 academic year, which will be submitted by 24 May 2002.

Activity Milestones:

1. By 23 August 2001, 1 November 2001, 7 February 2002, and 25 April 2002, each member of the University College will submit to the Director of the University College individual and unit reports of accomplishments and achievements during the previous quarter.
2. By 30 August 2001, 8 November 2001, 14 February 2002, 9 May 2002, the Director of the University College will submit to the Dean of the College of Arts and Sciences quarterly reports on the accomplishments and achievements of the University College.
3. By 24 May 2002, the Director of the University College will submit to the Dean of the College of Arts and Sciences an annual report outlining the achievements and accomplishments of the University College.
4. By 24 May 2002, the Director of the University College will submit to the Dean of the College of Arts and Sciences the Operational Plan for 2002-2003.

Goal 4 - Objective 4:
To use budget and other resources effectively to accomplish unit goals and objectives and request additional resources as needed.

Performance Evaluation Measure: By 24 May 2002, the Director of the University College will submit to the Dean of the College of Arts and Sciences an annual report outlining the use of resources by the University College throughout the year.

Expected Results: The University College will use and request resources in a manner consistent with its own goals and objectives.

Assessment Procedures: By 30 August 2001, 8 November 2001, 14 February 2002, 9 May 2002, the Director of the University College will submit to the Dean of the College of Arts and Sciences a report on the status of the use of budget and other resources by the University College.
Administration of Assessment Procedures: The Director of the University College will request at each department meeting that individuals make requests regarding budget and other resources. By 2 March 2002, the Director of University College will request that faculty and staff assess the resources available to them and to make requests for resources for the 2002-2003 academic year.

Use of Assessment Results: The information provided by faculty and staff will be incorporated into the annual report and will be included in the departmental budget requests and operational plan for 2002-2003.

Activity Milestones:

1. Each month, at the departmental meeting, the Director of University College will request faculty and staff to make requests for budget and other resources.
2. By 30 August 2001, 8 November 2001, 14 February 2002, 9 May 2002, the Director of the University College will submit to the Dean of the College of Arts and Sciences a quarterly report that will include a report on the status of the use of budget and other resources.
3. By 24 May 2002, the Director of the University College will submit to the Dean of the College of Arts and Sciences an annual report outlining the use of budget and other resources.
4. By 24 May 2002, the Director of the University College will submit an operational plan to the Dean of the College of Arts and Sciences that will include requests for budget and other resources for the 2002-2003 academic year.
ASSESSMENT REPORT
FOR
UNIVERSITY COLLEGE
(Administrative or Educational Support Unit)

July 1, 2000- June 30, 2001        June 27, 2001
(Assessment Period Covered)        (Date Submitted)

Expanded Statement of Institutional Purpose Linkage:

Institutional Mission/Goal(s) Reference: Goal 1 -- To provide well designed academic programs,... complementary support services at the undergraduate level that will foster in students the independence of mind, clarity of thought, depth of vision, and expansion of knowledge in the liberal arts...

Administrative or Educational Support Unit Mission Statement: The mission of the University College is to provide effective instruction, advisement, academic support and cultural activities that will enable all students and outreach program participants to make successful transitions into higher education, to achieve their educational goals, and realize their full human potential as productive citizens.

Intended Administrative Objectives:

1. Students will make a successful transition into the university.

2. Students who complete the University College Core Curriculum will demonstrate competence in mathematics, reading, and writing. will demonstrate a level of reading proficiency necessary for success at the university.

3. Students will demonstrate basic computer literacy.
Form B
ASSESSMENT REPORT
FOR
UNIVERSITY COLLEGE
(Administrative or Educational Support Unit)

July 1, 2001 - June 30, 2002
(Assessment Period Covered)

Intended Administrative or Educational Support Objective:
*Note: There should be one form C for each intended outcome listed on form B. Intended unit objective should be restated in the box immediately below and the intended objective number entered in the blank spaces.*

1. Students will make a successful transition into the university.

First Means of Assessment for Objective Identified Above:

1a. Means of Unit Assessment & Criteria for Success: At the end of the academic year, a review of the academic progress of freshmen will reveal that at least 90% of first-time freshmen who enrolled in Fall 2000 have completed the academic year, with at least 30% of the same group earning 30 or more hours with a minimum GPA of 2.0.

1b. Summary of Assessment Data Collected:

1c. Use of Results to Improve Unit Services:
Second Means of Assessment for Objective Identified Above:

2a. Means of Unit Assessment & Criteria for Success: The results of the Student Satisfaction Inventory will be reviewed to compare the level of freshman satisfaction at Fayetteville State University with the level of satisfaction of students in the national sample. In at least eight of ten areas that are directly related to the University College, FSU freshmen will express levels of satisfaction higher than students at other institutions. The ten questions that are directly related to the University College are: 1. My academic advisor is concerned about my success as an individual. 2. My academic advisor is approachable. 3. My academic advisor is knowledgeable about requirements in my major. 4. The assessment and course placement procedures are reasonable. 5. Tutoring Services are readily available. 6. Academic Support Services adequately meet the needs of students. 7. This institution shows concern for students as individuals. 8. I seldom get the “run around” when seeking information on this campus. 9. Students are made to feel welcome on this campus. 10. Most students feel a sense of belonging here.

2b. Summary of Assessment Data Collected:

2c. Use of Results to Improve Unit Services:

Third Means of Assessment for Objective Identified Above:

3a. Means of Unit Assessment & Criteria for Success: In a survey conducted in Freshman Seminar II, at least 75% of freshmen will agree or strongly agree about each item.

b. Summary of Assessment Data Collected:

c. Use of Results to Improve Unit Services:

Form C
Intended Administrative or Educational Support Objective:

Note: There should be one form C for each intended outcome listed on form B. Intended unit objective should be restated in the box immediately below and the intended objective number entered in the blank spaces.

2. Students will demonstrate competence in mathematics, reading, and writing in the freshman year.

First Means of Assessment for Objective Identified Above:

a. Means of Unit Assessment & Criteria for Success: Students will demonstrate competence on the English and Mathematics sections of the rising junior examination, which they will complete as part of the Freshman Seminar class. At least 60% of students will score in the “Medium” or “High” range in each cluster area. (See attached explanation.)

b. Summary of Assessment Data Collected:

c. Use of Results to Improve Unit Services:

2a. Means of Unit Assessment & Criteria for Success: At least 70% of freshmen will demonstrate a level of reading sufficient for success in university-level courses.

b. Summary of Assessment Data Collected:

c. Use of Results to Improve Unit Services:
Intended Administrative or Educational Support Objective:

Note: There should be one form C for each intended outcome listed on form B. Intended unit objective should be restated in the box immediately below and the intended objective number entered in the blank spaces.

3. Students will demonstrate basic computer literacy.

First Means of Assessment for Objective Identified Above:

3a. Means of Unit Assessment & Criteria for Success: At least 75% of students surveyed will indicate that the Freshman Seminar class has enabled them to enhance their computer literacy skills.

b. Summary of Assessment Data Collected:

c. Use of Results to Improve Unit Services:
Second Means of Assessment for Objective Identified Above:

3a. Means of Unit Assessment & Criteria for Success: At least 75% of students will perform satisfactorily on a test designed to test student computer literacy.

b. Summary of Assessment Data Collected:

c. Use of Results to Improve Unit Services: