

**UNIVERSITY OF SOUTH FLORIDA SARASOTA-MANATEE
UNIT ASSESSMENT REPORT
2013-2014**

UNIT:	Academic Services Administration (Sarah Fayard)
MISSION:	The mission of Academic Services Administration is to provide quality support to faculty and Academic Affairs.
2012-16 USFSM STRATEGIC PLAN GOALS:	<p>GOAL 1 ACCESS: Expand access to a University education that benefits students and the local, national, and global community. (Aligns with USF System Goals 1,2,3,4,5; State University System of Florida Goals 2,3)</p> <p><u>Teaching & Learning</u> (1a.) Expand academic programs in distinctive areas related to the Suncoast's needs and strengths and across disciplines, when feasible, including the ability for students to complete the full four-year bachelor's degree.</p> <p><u>Scholarship, Research, and Innovation</u> (1b.) Promote innovative scholarship and community-engaged research. (1c.) Seek external funding from public grants, private foundations, and individual donors.</p> <p><u>Public Service & Community Engagement</u> (1d.) Partner with a variety of organizations and stakeholders, including the USF System. (1e.) Build a University living and learning community, including residence halls, academic buildings, and student life facilities.</p> <p>GOAL 2 SUCCESS: Enhance success of student outcomes, faculty productivity, and community impact (Aligns with USF System Goals 1,2,4,5; State University System of Florida Goals 1,2).</p> <p><u>Teaching & Learning</u> (2a.) Produce continuous improvement in student outcome measures, including retention and graduation rates and student career results. (2b.) Earn professional accreditation and recognition, including AACSB and NCATE.</p> <p><u>Scholarship, Research, and Innovation</u> (2c.) Track and promote faculty-developed measures of scholarship. (2d.) Identify student success predictors.</p> <p><u>Public Service & Community Engagement</u> (2e.) Earn recognition as a Carnegie Community-Engaged University. (2f.) Track and share the value of the University's and graduates' economic and societal contributions.</p>

UNIT GOALS:	<p>1. Support faculty through the Faculty Senate. (Aligns with USFSM Goal 1a, 1b, 1c, 2c)</p> <p>2. Provide curriculum management support, including the Academic Programs Committee and the University catalog. (Aligns with USFSM Goal 1a)</p> <p>3. Communicate clearly and concisely with faculty & administration, along with the website & catalog audiences. (Aligns with USFSM Goal 1a, 1b, 1c, 2c)</p> <p>4. Provide administrative support for the grant process, including identification, application, and reporting. (Aligns with USFSM Goal 1b, 1c, 2c)</p>				
OUTCOMES	Unit Goal	Means of Assessing Outcome	Assessment Data	Plan Resulting from Analysis of Assessment	Vice Chancellor's Response (Dr. Terry Osborn)
Outcome 1: Development and delivery of an error-free, user friendly catalog.	2	Manage development of 2014-15 academic undergraduate and graduate catalogs. Update catalog materials with appropriately approved changes. Create and implement an organized catalog review network. Ensure on-schedule finish.	<ul style="list-style-type: none"> • New review process and procedures for the catalog were created. Approved by the Academic Council and APC for the 2015-16 catalog cycle. • New catalog format and organization improvements. • Improved coding key. 	<ul style="list-style-type: none"> • Continue to work on user-friendly navigation of catalog (ex. hyperlink courses). • Hold summer meeting to discuss desired catalog format changes. • Implement new review process with college partners. 	Continue to evaluate best practices. In the coming year, 2 new staff hires will strengthen the work of Academic Services Administration subsequent to Dr. Moraca's departure.
Outcome 2: Management of a seamless, organized Academic Programs Committee (APC) process.	2,3	Organize and manage the APC database. Update APC forms as needed to satisfy faculty and provide necessary information. Manage the APC website, including directions and curriculum resources. Meet and communicate with faculty one-on-one to develop well-thought-out curriculum proposals. Provide learning opportunities for faculty and staff regarding curriculum regulations. Build bridges between Student Services, Academic Affairs, faculty, and other campuses. Create relationships that provide open communication regarding curriculum issues.	<ul style="list-style-type: none"> • Improved APC form efficiencies, removing duplicative information requests and adding more user-friendly improvements. • Updated APC website with current information. • Successful APC retreat. • Streamlined APC preview team process. • Improved communication and relationships, including Tampa campus, to support and inform the APC process. • Processed ~60 APC proposals. • Managed 8 APC meetings and 5 APC Support staff meetings. 	<ul style="list-style-type: none"> • APC retreat repeated with continued focus on training. • Implement preview team structured process. • Create form and process for utilizing support staff meeting recommended and required feedback • Adjust APC deadline dates to better support the process 	Excellent work. Expanding partnerships with Faculty Senate in the coming year. Should continue to build on past successes.

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Outcome 3: Creation and implementation of a grant management process at USFSM.	3,4	Outline grant-management duties and steps. Attend grant TRAIN trainings. Develop detailed processes for grant proposals, including checklists. Meet and communicate with faculty and staff one-on-one to develop well-thought-out grant proposals. Communicate effectively with Office of Sponsored Research. Develop relationship with research administration colleagues to build a network of experts.	<ul style="list-style-type: none"> • Designated a USF Certified Research Administrator by successfully completing the “TRAIN” curriculum of instructor-led and on-line courses. • Created and documented a USFSM Grant Management Process. Approved by Academic Council. Website created. • Presented grant management information to faculty senate and college faculty meetings. • Office of Sponsored Research “PIVOT” training at USFSM. • Five grant proposals submitted in 2013-14. Applied for \$440,000. 	<ul style="list-style-type: none"> • Additional Office of Sponsored Research trainings brought to USFSM 	This goal will fall under a broader umbrella of faculty development in coming years.
Outcome 4: Timely and quality support to Faculty Senate.	1,3	Create accurate agendas and minutes in a timely fashion, as required by Florida Sunshine laws. Reserve rooms as needed. Keep all Faculty Senate websites up to date. Provide clear email communication to members as needed. Ensure Faculty Senate follows Robert’s Rules of Order and their Constitution & Bylaws. Update and store all Faculty Senate documents, including tenure & promotion. Facilitate user-friendly, confidential, electronic voting.	<ul style="list-style-type: none"> • Managed (agendas, preparation, minutes) 6 Faculty Senate meetings, 8 Faculty Senate Executive Committee meetings, 3 System Faculty Council meetings • Processed application paperwork and process for 4 tenure and promotions, 2 instructor promotions, 2 sabbatical applications, 1 professional development leave application 	<ul style="list-style-type: none"> • Continue to build relationships with Faculty Senate • Ask faculty to define and prioritize support desired and act accordingly • Move Faculty Senate website to new site and reorganize 	Excellent plan. Continue to monitor progress.

Chancellor’s Response (Dr. Arthur Guilford): There has been excellent organization and progress in moving this unit forward. I congratulate you on the amount of progress that has been made. I also so appreciate the progress made in working with the Faculty Senate. This will move the entire institution forward. Overall, this represents excellent progress and will continue to make a difference for USFSM. Excellent plan and thank you for your hard work.