

# Improvement Template

## Social and International Studies

### Year 2006-07

Goal #	Goal Description	Action Steps completed	Improvements made
1.	Improve course scheduling process to increase efficiency and expand scheduling options for students.	<ol style="list-style-type: none"> <li>1. Reduced number of two-day per week classes.</li> <li>2. Developed scheduling process to maximize number of sections and scheduling options by core area.</li> </ol>	<ol style="list-style-type: none"> <li>1. Implemented scheduling template that eliminates overlap of courses that meet the same requirement for students (core or IS major).</li> <li>2. Increased target number of sections of Core Area E4 to 12, eliminating a perennial “bottleneck” for students.</li> </ol>
2.	Improve research and professional growth and development opportunities for faculty.	<ol style="list-style-type: none"> <li>1. Requested increased travel money for department. Addition of \$6,000 to our departmental travel budget allowed \$1,000 per full-time faculty member and \$200 per adjunct to support scholarship and/or professional growth and development.</li> <li>2. Provided a “research day” for as many faculty as possible without undermining goal #1.</li> <li>3. Actively encouraged <i>all</i> faculty, including adjuncts, to participate in PG&amp;D activities.</li> </ol>	<ol style="list-style-type: none"> <li>1. The nine full-time faculty participated in a total of 13 conferences (2 faculty at one of those) and gave 12 papers. Two of our adjunct faculty gave a total of 4 conferences papers or invited lectures.</li> <li>2. One full-time instructor and one adjunct instructor were able to participate in the Apple Digital Learning Campus Institute using distance learning funds.</li> </ol>
3.	Establish well organized and useable departmental files.	<ol style="list-style-type: none"> <li>1. Reorganized and clearly labeled existing materials.</li> <li>2. Recaptured and integrated as much material as possible from storage boxes.</li> </ol>	Personnel files, student records, and general department records are all significantly more secure, complete, and readily accessible.

4.	Establish exit interview to capture graduate feedback on major program in International Studies.	<ol style="list-style-type: none"> <li>1. Developed instrument.</li> <li>2. Administered spring and summer.</li> <li>3. Review of results and instrument ongoing.</li> </ol>	<ol style="list-style-type: none"> <li>1. Information derived from exit interviews has already been incorporated into content of new SIS 1000 (orientation class) to benefit incoming students.</li> <li>2. Responses indicated need for expanded lab hours—pilot program instituted for Fall 2007.</li> </ol>
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