

Strategic Planning and Budget Study Committee

Minutes of the Meeting of September 18, 2013

Raburn Conference Room

The Strategic Planning and Budget Study Committee (SPBS) met on September 18, 2013 in the Raburn Conference Room. The following members were present: Dr. Birdie Bailey, Mr. Ben Baker, Dr. David Brommer, Dr. Thomas Calhoun, Dr. Dan Hendricks, Dr. Bill Huddleston, Mr. Mark Linder, Dr. Chris Maynard, Mr. David Shields, Dr. John Thornell, Ms. Elizabeth Tyson, and Ms. Rebecca Walker. Ms. Pat Roden was the proxy for Dr. Miranda Bowie and Ms. Donna Tipps was the proxy for Dr. Steve Smith. Dr. Brian Thompson, committee chair, presided over the quorum.

Call to Order

Chair Thompson called the meeting to order at approximately 3:35 p.m.

Approval of Agenda

Dr. Maynard made a motion to approve the agenda. Mr. Baker seconded and the motion carried.

Election of Vice Chair

The floor was opened for nominations for vice chair. Mr. Baker made a motion that Dr. Maynard serve in this position. Dr. Huddleston seconded the motion. Dr. Calhoun moved to close the nominations and the motion for Dr. Maynard to serve as vice chair passed unanimously.

Old Business

- a. Approve Minutes from May 8, 2013 - Dr. Huddleston made a motion to approve the minutes from the May 8, 2013 meeting. Dr. Maynard seconded and the motion carried.
- b. Report from Scholarship Committee Meeting on September 17, 2013 – Dr. Thornell reported that the Scholarship Committee will have action items for the SPBS Committee in October.
- c. Fixed Cost List Approvals for 2013-14 – Ms. Tipps distributed the Current Funds Operating Budget that was presented to the Board of Trustees at their September meeting and the Educational and General Fund Revenue, Expenditures and Transfers for FY 2013-2014. Ms. Tipps will collaborate with Dr. Smith to provide an updated Fixed Cost List indicating which items were approved and which were denied at the October meeting.

New Business

- a. Set Meeting Dates and Times – the Committee decided to keep the meetings on the second Wednesday of each month at 3:30 p.m. A meeting location will be determined.
- b. Review Committee Charge – (Attachment 1) The discussion of the committee's charge was suspended pending the development of a template for budget request submissions.
- c. Transition from Community Counseling to Clinical – (Attachment 2) Dr. Thornell presented the proposal from Dr. Baird, Chair of the Department of Counselor Education, for two new entry-level faculty lines to begin with the 2014 spring semester. With Dr. Baird's pending retirement, his salary would cover all but \$16,000 plus fringes of the two positions. Dr. Calhoun moved to approve the request (\$16,000 plus fringes) for immediate funding. Dr. Maynard seconded and the motion carried. Dr. Thornell will take the request to the President. Dr. Thornell deferred the CACREP request.
- d. Music Allocation Increases – (Attachment 3)

APPROVED at the October 9 2013 meeting

1. Increase the current annual allocation in the Accreditation Account line item in 41310 Music and Theatre from \$6,000 to \$20,000. – Dr. Thornell deferred this request for verification from Dr. McCullough.
 2. Increase the current annual allocation to the 41310 Music and Theatre account by \$8,000 to provide contingency funding for special-invitation performances by music performing ensembles (Bands of America, AMEA, etc.). – Dr. Thornell deferred this request.
 3. Increase the current allocation to the 41314 Band account by \$13,000 to cover the cost of meals for band members during the pre-season band camp, generally the week before classes begin. – Mr. Baker made a motion to place this request on the list. Dr. Maynard seconded and the motion carried.
- e. Commencement Music Line – (Attachment 4) Dr. Thornell set aside this proposal.
 - f. Center for Women's Studies – (Attachment 5) Dr. Calhoun presented a request from the Women's Center for \$2,800 to cover the cost of new brochures, participation in the Leading edge Institute for students, and an honorarium for an external speaker. Dr. Huddleston moved that the request be approved and placed on the list. Mr. Baker seconded and the motion carried.
 - g. Honors' Program Undergraduate Research Symposium – (Attachment 6) Dr. Calhoun presented a proposal from the Honors' Program for funding (\$6,000 minimum) an undergraduate research symposium that would also be used as a recruiting tool. The proposal was deferred until the budget request templates, citing action plan linkage, are in place.
 - h. Office of Diversity and Institutional Equity (ODIE) – (Attachment 7) Dr. Calhoun presented a request from ODIE for an additional \$42,883, bringing the total budget to \$115,883. The budget is now carrying 100% of her salary and benefits. Dr. Thornell made a motion to approve the proposal for 2014-2015 and place it on the list. Dr. Maynard seconded and the motion carried.
 - i. University Success Center Retention Software – (Attachment 8) Dr. Calhoun presented a proposal from the University Success Center for purchasing a retention software program in the amount of \$30,000 per year. The program will be reviewed each year for effectiveness. Dr. Thornell moved that the request be approved and placed on the list for 2014-15. Dr. Maynard seconded and the motion carried.
 - j. United Nations Model Request – (Attachment 9) Dr. Thornell made a motion to approve and place on the list a request for \$9,720.96 to establish a budget line to support the Model United Nations program. Dr. Pat Roden seconded and the motion carried. Dr. Maynard abstained from the vote as the request came from his department.

Announcements

- Ms. Tyson is conducting a study for quantitative methods and her research question is, "What factors influence a positive college experience at UNA". If anyone has any suggestions for her survey, please let her know.
- Next Meeting – October 9, 2013, 3:30 p.m., Raburn Conference Room

Adjourn

The meeting adjourned at approximately 5:15 p.m.

Attachment 1

Revisions proposed by Dr. Calhoun, Mr. Shields, and Dr. Thornell per SPBS Committee 11-14-12

Strategic Planning and Budget Study Committee

A. Membership

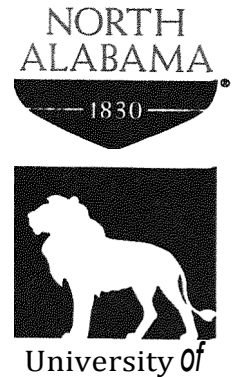
1. ~~Four (4)~~ Vice Presidents
2. One (1) member of the Council of Academic Deans, recommended to the Shared Governance Executive Committee by the Council of Academic Deans
3. Five (5) faculty members, recommended to the Shared Governance Executive Committee by the Faculty Senate
4. The Athletic Director and three (3) staff members, recommended to the Shared Governance Executive Committee by the Staff Senate
5. One (1) representative from the Student Government Association appointed by the Student Government Association President
6. The Director of the Office of Institutional Research, Planning, and Assessment will have non-voting membership.

B. Charge

1. To participate in all aspects of strategic planning, including:
 - Reviewing procedures for University strategic planning;
 - Relating the strategic planning process to annual reports; and
 - Reviewing progress and recommending updates to the University's Strategic Plan annually.
2. To conduct systematic reviews of expenditure needs and revenue needs including:
 - Reviewing and prioritizing recommendations from all areas of the University concerning financial resource needs, based on the University's Strategic Plan;
 - Reviewing links between budget requests and departmental annual reports;
 - Reviewing results reported by the Institutional Effectiveness Committee to support assessment, evaluation, and improvement;
 - Reviewing prioritized recommendations from the Infrastructure Development Committee to monitor conformity with the University's Strategic Plan; and
 - Conducting systematic reviews of actual and planned expenditures.
3. To communicate its deliberations and findings to the President, and after discussion with the President, to the University community.

C. This committee reports to the President through the Vice President for Academic Affairs and Provost.

From Shared Governance Document revised 7/1/12



Attachment 2

July 1, 2013

MEMORANDUM

TO: Dr. John Thornell
Vice President for Academic Affairs and Provost

FROM: Paul Baird, Chair
Department of Counselor Education

RE: Transition from Community Counseling Major to the Clinical Mental Health Counseling Major

The Department of Counselor Education is seeking approval for the initiation of a Clinical Mental Health Counseling (CMHC) major at UNA. On June 13, 2013, the COEHS Curriculum Committee approved a proposal for the new CMHC major. The Graduate Council will meet on July 9, 2013, and it is my hope that this proposal will be on the agenda for that meeting. CACREP is phasing out the Community Counseling major and putting the new CMHC major in its place. UNA is up for CACREP review in 2017, and the Department plans to seek CACREP accreditation for the new CMHC major at that time. The Department proposes to initiate the new 60-semester-hour CMHC major in 2014 fall semester.

To make the transition from Community Counseling to CMHC, the Department is updating terminology and adding content to several existing CHD courses. All of the courses that are currently included in the Community Counseling curriculum will be included in the new CMHC curriculum. Also, three (3) new CHD courses (Wellness Counseling, Crisis Intervention in Counseling and Advanced Applications in Clinical Mental Health Counseling) have been developed to address CACREP Standards in new or greatly expanded counseling content areas. Furthermore, a counseling-specific research and program evaluation course (CHD 601 Research Methods and Program Evaluation in Counseling) is being proposed because of the new CACREP emphasis on evidence-based counseling practice and specialized approaches to program evaluation in counseling. Two (2) items are attached for your use in

APPROVED at the October 9 2013 meeting
visualizing the transition between the Community Counseling curriculum and the CMHC
curriculum. These attachments display the current Community Counseling curriculum and
the proposed CMHC curriculum.

DEPARTMENT *of* COUNSELOR EDUCATION

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Dr. John Thornell

My primary purpose in contacting you at this time is the Department's need for one (1) additional full-time faculty member to help teach the 60-semester-hour CMHC curriculum and to keep the faculty/student ratio within the CACREP guidelines. Also, there is a need for a stipend and professional travel funds for the CACREP Liaison due to the ever-increasing, accountability demands upon the CACREP Liaison and the Department. I am proposing that a stipend of \$4,000 per year and \$1,800 in CACREP related professional travel be provided for the CACREP Liaison. A position description printed from the CACREP website for the role of CACREP Liaison is attached.

I am very aware of the financial challenges faced by the University given escalating costs and reductions in funding from traditional sources. Therefore, I would like to share with you my plans to retire from the University effective the end of the 2014 Spring Semester. I expect to submit my letter of resignation in September 2013 to allow adequate time for the university to identify a new faculty member to fill my vacant position. Also, the additional faculty member that will be needed for the initiation of the CMHC major should be employed no later than 2014 fall semester. Furthermore, it is my hope that the university will address the need for a stipend and professional CACREP-related travel funds for the CACREP Liaison.

It is my understanding that my total pay minus the department chair stipend is approximately \$96,000. Also, it is my understanding that entry-level pay at UNA for an Assistant Professor with a doctorate is approximately \$56,000. In addition, I am thinking that a half-time Counselor Education faculty position was approved beginning with the 2013-2014 budget year. This position was approved based upon the idea that the half-time counselor at Kilby School would have a doctorate and serve as a half-time Counselor Education faculty member. At this point in time it does not seem likely that the shared Kilby/Counselor Education position will become a reality. It is my hope that this funding can be used toward the additional full-time Counselor Education faculty member that is needed.

In summary, I am proposing that two (2) new entry level Assistant Professors be employed beginning with 2014 fall semester and that the CACREP Liaison receive a stipend of \$4000 per year and an allowance of \$1,800 per year for CACREP-related professional travel. It is my hope that my salary and benefits plus the funding that was planned for the Kilby/Counselor Education position will be enough to cover these CACREP-related needs. Thank you for your support for the Department of Counselor Education.

Cc: Donna Lefort

Program of Study
Community
Counseling
Master of Arts, 48 Semester
Hours

| Course# | Course Title | Hours |
|----------------|--|--------------|
| CHD000 | Counselor Education Orientation | 0 |
| CHD 001 | Counseling Comprehensive Examination | 0 |
| ED601 | Methods of Educational Research | 3 |
| CHD 600 | Professional Identity and Ethics for Community Counselors | 3 |
| CHD 602 | Fundamentals of Counseling | 3 |
| CHD 604 | Human Growth and Development | 3 |
| CHD 606 | Theories and Techniques of Counseling | 3 |
| CHD 608 | Group Counseling (Prerequisites: CHD 602 & CHD 606) | 3 |
| CHD 615 | Multicultural Counseling | 3 |
| CHD 621 | Fundamentals of Appraisal | 3 |
| CHD 631 | Counseling for Career Development | 3 |
| CHD 655 | Diagnosis and Treatment Planning in Counseling | 3 |
| CHD 656 | Contemporary Practices in Community Counseling | 3 |
| CHD 678 | Practicum in Counseling (Prerequisites: CHD 608 & CHD 600) | 3 |
| CHD 688 | Internship in Counseling (Prerequisite: CHD 678) | 3 |
| CHD 689 | Internship in Counseling (Prerequisite: CHD 678) | 3 |

ADVISOR-APPROVED COUNSELING ELECTIVES

| | |
|------------|---|
| <u>CHD</u> | 3 |
| <u>CHD</u> | 3 |

**Program of Study
Clinical Mental Health Counseling
Master of Arts, 60 Semester Hours
Effective Fall 2014**

| Course # | Course Title | Hours |
|--------------------|---|--------------|
| CHD 000 | Counselor Education New Student Orientation | 0 |
| CHD 001 | Counseling Comprehensive Examination | 0 |
| CHD 600 | Professional Identity & Ethics for Clinical Mental Health Counselors | 3 |
| CHD 601 | RESEARCH METHODS & PROGRAM EVALUATION IN COUNSELING | 3 |
| CHD 602 | Fundamentals of Counseling | 3 |
| CHD 604 | Human Growth & Development | 3 |
| CHD 606 | Theories & Techniques of Counseling | 3 |
| CHD 608 | Group Counseling (Prerequisites: CHD 602 & CHD 606) | 3 |
| CHD 615 | Social & Cultural Diversity in Counseling | 3 |
| CHD 621 | Assessment in Counseling | 3 |
| CHD 625 | Addictions Counseling (Prerequisite: CHD 602) | 3 |
| CHD 631 | Counseling for Career Development | 3 |
| CHD 634 | WELLNESS COUNSELING | 3 |
| CHD 638 | CRISIS INTERVENTION IN COUNSELING | 3 |
| CHD 645 | Child and Adolescent Counseling (Prerequisite: CHD 602 & 606) | 3 |
| CHD 655 | Diagnosis and Treatment Planning in Counseling (Prerequisites: CHD 602 & CHD 606) | 3 |
| CHD 656 | Contemporary Practices in Clinical Mental Health Counseling | 3 |
| CHD 661 | Family Counseling (Prerequisite: CHD 602) | 3 |
| CHD 678 | Practicum in Counseling (Prerequisites: CHD 600 & CHD 608) | 3 |
| CHD 688 | Internship in Counseling (Prerequisite: CHD 678) | 3 |
| CHD 689 | Internship in Counseling (Prerequisite: CHD 678) | 3 |
| CHD 690 | ADVANCED APPLICATIONS IN CLINICAL MENTAL HEALTH COUNSELING (Prerequisite: CHD 678) | 3 |

Bold courses--Represent name change

BOLD ALL CAPS COURSES--Represent new course

CACREP Liaison
Position Description and Responsibilities

The CACREP Liaison serves as the primary point of contact between CACREP and the institution's accredited program(s). The CACREP Liaison is the person to whom CACREP will send important notifications and news updates. While multiple individuals within a program may assume responsibility for various CACREP accreditation-related functions, CACREP requires there be only one person designated as the CACREP liaison. Not only is this individual the person to whom all CACREP information will be sent, but this person's name will also be listed in the CACREP online Directory of Accredited Programs as the contact person for potential students' questions about the program(s); therefore, the CACREP Liaison should be someone knowledgeable of and experienced with institutional and program policies and procedures.

General Responsibilities

The CACREP liaison must

1. Be available on an on-going basis to receive information and updates from CACREP. CACREP often uses e-mail for communication purposes, although some information such as the annual fee invoice is mailed out as hard copy. The liaison should ensure that his or her email system will accept emails from CACREP and that his or her work email and postal mail is covered over the summer months. **The CACREP Liaison role needs to be covered for 12 months.** If the appointed liaison will be unavailable for an extended period of time (e.g., personal matters, sabbatical) or is leaving an institution, it is the institution's responsibility to notify CACREP of a change in liaison assignment. Keeping this information current is very important, as some information is very time sensitive.
2. Maintain current program information on the CACREP website. The CACREP liaison should periodically log in to the CACREP website to ensure that the program information (e.g., liaison contact information, program descriptions, administrative information) is current and accurate and to ensure that he or she remains aware of the due dates for required reports.

3. Communicate CACREP information, such as when various reports or fees are due, to program faculty and administrators. The CACREP Liaison should always forward information received from CACREP to appropriate personnel at the institution. In addition, the liaison should encourage program faculty and administrators to sign up for the CACREP eNewsletter through the CACREP website to foster an understanding of accreditation-related matters.
4. Process the annual fee invoice and Data Form. Annual fee invoices are mailed out to programs April 15 of each year. It is the liaison's responsibility to be familiar with the processes at his or her institution for getting the invoice paid and to allow enough time for payment by September 15.

Responsibilities During the Application Process

Self-Study

The CACREP liaison should

1. Communicate reaccreditation process considerations and due dates to the program faculty and administrators. The liaison is responsible for knowing and communicating when the self-study report is due and for notifying the faculty of CACREP information to assist them in the self-study process. However, this does not mean that the liaison is the key individual tasked with writing and submitting the program's reaccreditation self-study. In fact, while a single person may assume responsibility for editing and managing the compilation of information provided in the self-study document, no single individual should be tasked with developing the materials generated during the self-study process, as this should involve the entire faculty. The liaison often serves as the 'go-between' between the program and CACREP during the reaccreditation process, communicating questions that arise to CACREP and the responses to those questions to the program faculty.
2. Communicate initial review results to the program faculty. The results of the initial review of the self-study are communicated directly to the CACREP liaison.

Site Visit

Please see the Team visit information on the website at for the duties of

<http://67.199.126.156/template/page.cfm?id=127>
the CACREP liaison during the site visit.

Attachment 3

From: McCullough, David M.
Sent: Friday, August 10, 2012 3:40 PM
To: Thornell, John G.
Cc: Hansen, Vagn K.
Subject: annual budget allocation increases

Dr. Thornell,

Regarding our recent conversation concerning the need to address several recurring annual expenses that are not currently included in annual budget allocations to the music area, the band program or the choral program; I have listed here those items with my recommendations for annual allocations for those purposes.

1. Increase the current annual allocation in the Accreditation Account line item in 41310 Music and Theatre from \$6,000 to \$20,000. This action is requested in response to a NASM report that cites UNA as being out of compliance with NASM accreditation standards requiring that “budget plans and provisions are made for adequate...acquisition, maintenance and replacement of equipment and technology.”
2. Increase the current annual allocation to the 41310 Music and Theatre account by \$8,000 to provide contingency funding for special-invitation performances by music performing ensembles (Bands of America, AMEA, etc.)
3. Increase the current allocation to the 41314 Band account by \$13,000 to cover the cost of meals for band members during the pre-season band camp, generally the week before classes begin.

A fourth recurring expense that we may also wish to consider is the costs associated with our marching band's participation in the Div. II National Championship game. Although that is not a UNA event, it has been expected for many years that our band have a presence at that game even when our football team is not in the game, which results in a cost of \$10,000+ for our band (travel and meal stipends for students and uniform cleaning).

Please let me know of any additional information you may require on this topic. Thank you for considering these requests.

David

*Dr. David M. McCullough, Chair
Department of Music and Theatre
University of North Alabama
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Florence, AL 35632
(256) 765-4516
dmmccullough@una.edu*

Attachment 4

From: McCullough, David M. **Sent:** Wednesday, September 04, 2013 9:04 AM
To: Thornell, John G.
Cc: Jones, Lloyd E.; Hansen, Vagn K.
Subject: RE: Commencement Music

Yes, please consider the following as a request to the SPBSC for 2014-15:

PROPOSAL: Establish a Commencement Music line item with an annual allocation of \$5,000 to be used to compensate student performers who provide music for Commencement Exercises. Compensation will be made at the rate of \$125 per performer per ceremony in consideration of expenses that students incur for rehearsal time and other preparation for the performances, as well as for travel, housing and food expenses incurred during the interval between the end of exams and the day of commencement.

Please let me know if there are any additions or changes needed to the proposal. Thank you for taking this forward.

David

Thank you.

Renee' P. Vandiver
Assistant to the Vice President for Academic Affairs and Provost
University of North Alabama
UNA Box 5041
Florence, AL 35632-0001
Phone: 256-765-4258
Fax: 256-765-4632
E-Mail: rpvandiver@una.edu

Attachment 5

Center for Women's Studies--Budget Needs

1. Brochures for the Center for Women's Studies—The Director and Coordinator are finalizing copy for a new brochure for the Center. The new brochures will include information about the Center (programming and services) and the Women's Studies program. Brochures will be printed during Fall 2013 semester. Cost (\$.30 each) for 1000 brochures—\$300.00

2. UNA's Participation in the 2014 Leading Edge Institute Leadership Program (for 4 people—2 students, Director, & Coordinator). Includes Registration, Lodging, & Materials for the Summer Institute at Judson College & Winter Summit in Birmingham—\$2000.

3. Speaker/Program—The Center would like to sponsor/bring to campus a speaker or program (from outside the Shoals). Approx. Cost/Honorarium— \$500.

Total: \$2800.

Attachment 6

Request for Funding – Strategic Planning & Budget

University Honors Program Undergraduate Research Symposium
Vince Brewton – Director; Gabriela Gómez Cárcamo – Assistant Director

Request

On behalf of the University, the Honors Program will host an invited undergraduate research symposium in May 2014. We anticipate this becoming an annual event that will contribute significant value to the university's brand. In order to conduct the symposium and solicit strong participation that would make the event a success – i.e., a highly competitive selection process, strong participation from schools throughout our region, favorable internal and external publicity, local media coverage – we are requesting a budget for travel stipends, shared meals, and limited honoraria for external faculty/internal student reviewers. In conjunction with this request through Strategic Planning and Budget, the Honors Program is also pursuing external support through corporate sponsorships and private gifts. The budget amount requested in perpetuity is \$6000.

Rationale

Many universities, including UNA, host internal undergraduate research day events, and there are some, though not many, undergraduate research conferences that are discipline specific. There are few events such as the one proposed in which undergraduate students from multiple institutions (with an emphasis on students from honors programs/colleges) and multiple disciplinary backgrounds are invited to submit proposals for a symposium. We believe that such an event held on our campus will provide a significant public relations benefit to the University, support the current QEP (research literacy), and enhance the academic stature of the University in the region. Symposium theme: the impact of emergent technologies on research across all disciplines. The experience for UNA students of preparing/presenting research projects in a competitive process will be beneficial to either postgraduate careers or those pursuing graduate school.

Structure of the Symposium

The symposium will begin with a reception for all invited participants and guests on the evening of May 1st. We anticipate a three-track set of concurrent sessions beginning on Friday, May 2nd, to include a maximum of 45 total presenters. Breakfast and lunch will be served, and an invited speaker or speakers from outside the university will address participants and invited guests at those meals. Tentative speakers include faculty from the Air War College in Montgomery: Professor Kim Hudson (Ph.D., Brown) and Col. Ray O'Mara (Ph.D., MIT).

Approximate Budget Needs

We anticipate a minimum budget of \$6000 for this symposium to include:

- ☐ \$100 per participant travel stipend for all accepted presenters
- ☐ Three meals for participants: evening reception, breakfast, and lunch
- ☐ Small honoraria for internal student response panels for UNA applicants
- ☐ Small honoraria for external reviewers of all submitted proposals
- ☐ Publicity, printing, and postage.

Attachment 7

Projected Budget

- \$73,000 Allocated Budget per year (in the past, this budget allocation supported 25% of my salary and an estimated \$14,000 for Dr. Davidson) the current budget will now support 100% of ODIE director's salary without an increase in budget allocation.
 - Salaries-\$47,458 (based on current salary, doesn't include increase towards grade mid-point)
 - Benefits-14,125
 - Based on last year's budget, ODIE is left with \$11,417 for operating expenses, after salary & benefits,

| Operating Expenses | Submitted 5/24/13 | Revised 9/6/13 |
|--|-------------------|----------------|
| Institutional Memberships | \$3300 | 3300 |
| Diversity Awards | \$1500 | 1500 |
| Student Employment (12 MThs) | 5000 | 6500.00 |
| Supplies | 2000 | 4000.00 |
| Support of Multicultural Programming & Initiatives | 14,000 | 16000 |
| Travel* & Conference registrations | 6000 | 8,000.00 |
| Campus training & Faculty/Staff Development** | 10,000 | 15,000.00 |
| Total | \$41,800 | 54,300.00 |

Requesting \$42,883.00 in additional funding. Total 2013-2014 budget request of \$115,883.00.

Travel

*ALAHEDO- President Elect; will travel to state conference to preside

*NADOHE or NCORE; will travel to at least one. Both are premier conferences for those working in diversity

*Current Region 4 Chair for the National Academic Advising Association and required to preside over Region 4 Conference and attend National Conference for annual governing meeting

*As Title IX Coordinator, it is imperative that I stay abreast of current and changing regulations by attending at least one training per year.

Training

**Costs are associated with Title IX and Diversity training. Purchasing material, i.e. webinars and other; bringing in experts to facilitate training

Attachment 8

Retention Software Proposal
University Success Center
Dr. Robert Koch Jr.
September 11, 2013

Request & Purpose

As part of the implementation of UNA's comprehensive First-Year Experience Program, the University Success Center requests funding for a retention software program. This program will enable faculty and support offices in both academic affairs and student affairs to track the well-being of students as they matriculate, and to engage in proactive, preventative, and intrusive measures to promote student success. We ask for \$30,000 per year for this item.

In their 2012 proposal to the Vice President of Enrollment Management, the Vice President of Student Affairs, and the Vice President of Academic Affairs, the Student Success Advisory Committee strongly recommended the selection and implementation of a retention software package. They noted that this software should be used immediately with the Freshman class, included new conditionally admitted, International, and student-athlete populations, but within four years it should expand to encompass the entire undergraduate body.

How It Works

This software enables university stakeholders to provide input on students in their classes and support interactions. In certain packages, students themselves may contribute. This data can then be sorted to identify students facing an array of challenges, including excessive absences across classes, failing grades in multiple classes or in different disciplines, and even homesickness, health issues, or housing issues, depending on the software. This information is then supplied to the appropriate support offices or faculty for intervention.

Adoption and implementation of a software package, when used fully by faculty and staff across the campus, should provide a significant boost to campus-wide intervention opportunities and, if capitalized on, should lead to improved retention. Institutions that properly implement such software often report double digit improvements in retention.

Cost

Three potential vendors have been contacted with pricing requests for basic packages. Their rough estimates, based on current year pricing models, are provided below.

| Students in System | Vendor A* | Vendor B | Vendor C |
|---|----------------------------------|----------------------------------|----------------------------------|
| Freshman Class | \$26,000 (Year 1 total price) | \$18,000 (Year 1 total price) | \$22,620 (Year 1 total price) |
| Freshman and Sophomore Classes | \$31,000 (Year 2 total price) | \$26,250 (Year 2 total price) | Not Provided |
| Freshman through Junior Classes | \$31,000 (Year 3 total price) | \$34,500 (Year 3 total price) | Not Provided |
| Whole Undergraduate Student Body | \$31,000 (Year 4 total price) | \$42,500 (Year 4 total price) | Not Provided |

Return on Investment

Vendors also provided sample Return on Investment information, provided below.

| Enrollment | % Increase / # Retained | Tuition / Fees | Return | Persistence to Graduation | 1% increase for each class for 4 years |
|-------------------|------------------------------------|---------------------------|--------------------------|--------------------------------------|---|
| 4000 | 1% / 40 Students | \$6,500 | \$260,000 | | |
| 1100* | 1% / 11 Students | \$11,862 | \$65,241 (1 semester) | \$388,609 | \$1,215,201 |

* This vendor did a UNA-specific estimate in Fall 2011 to arrive at these numbers, and estimated that retaining an additional 5 students per year would pay for the cost of the package.



MEMORANDUM

TO: Dr. John Thornell
Vice President for Academic Affairs and Provost

FROM: *VKH*
Dr. Vagn K. Hansen
Dean, College of Arts and Sciences

DATE: September 9, 2013

SUBJECT: 2014-2015 Budget Request for Strategic Planning and Budget Study Committee

I am forwarding, with my enthusiastic support, a request from Dr. Leah Graham, Assistant Professor of Political Science, for a budget line to support the Model United Nations program, which has been an important part of the engaged learning opportunities for UNA students since Dr. Graham established it in 2010-2011 academic year. Dr. Graham is requesting that the line be included in the **2014-2015** University budget. Her request is for \$9,720.96.

Dr. Graham's request has the support of her department chair, Dr. Christopher Maynard. Dr. Maynard's endorsement notes that the funding request is supported by a stated goal of the Department of History and Political Science.

I believe that the trend toward more engaged learning beyond the traditional classroom or online course is one of the most positive developments in higher education in recent times. UNA is a full participant in that model, as our professors are increasingly providing opportunities for active engagement in simulations, such as the model UNs and mock trial; undergraduate research; internships; and other environments of learning by applying ideas, information, and skills learned in the classroom to situations beyond the classroom. I encourage the Strategic Planning and Budget Study Committee to support this request for the 2014-2015 budget.

COLLEGE of ARTS and SCIENCES

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MEMORANDUM

TO: Dr. Vagn K. Hansen, Dean
College of Arts and Sciences

FROM: Dr. Christopher Maynard, Chair *CM*
Department of History and Political Science

DATE: March 7, 2013

RE: Funding Request for Model United Nations

Attached you will find a funding request for the Model United Nations program. As you are aware, Model United Nations has been supported each year through a patchwork of undesignated funds from throughout the university budget. Providing for a budget line for Model United Nations will not actually result in the expenditure of more university funds on Model United Nations, it will simply add a measure of transparency to the budget that is in-line with the stated goals of the Strategic Planning and Budget Study Committee. We respectfully request your support and ask that this funding request be submitted for consideration to Dr. Thornell and, subsequently, to the Strategic Planning and Budget Study Committee. This funding request is supported by a stated goal in our 2012-13 Annual Report for the Department of History and Political Science. Please do not hesitate to contact me if you have any questions.

DEPARTMENT of HISTORY and POLITICAL SCIENCE

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MEMORANDUM

TO: Dr. Christopher Maynard, Chair
Department of History and Political Science

FROM: Dr. Leah Graham
Department of History and Political Science

DATE: March 6, 2013

RE: Funding Request for Model United Nations Budget Line

Attached please find a funding request for the Model United Nations (MUN) student organization at UNA. Formed in the 2010-11 academic year, MUN and has participated in Model United Nations simulations every semester since that time. Each semester, students prepare to represent the global interest of their assigned country on several topic areas. Once at the simulation, students form coalitions and broker agreements dealing with complex issues of global concern including but not limited to: international development, promotion of gender equality, food price volatility, instability in the Democratic People's Republic of Korea and the Republics of Syria and Sudan, nuclear/chemical/biological disarmament, the use of nuclear technology to aid in delivering potable water, terrorism, self determination, and other timely topics. The students have represented a variety of countries so far including the United Arab Emirates, South Africa, Latvia, Laos, Libya, Qatar, and Kuwait.

Due to limited resources, the organization has capped its travelling delegation at 15-18 delegates per semester and introduced a new role of "researchers," students who assist but are not allowed to travel with the group because of space and monetary limits, to meet student interest. Both delegate and research participants join each semester from a variety of College of Arts and Sciences and College of Business majors and they join with students from across the country and some international schools as representatives of their assigned country. Together, these students gain skills in diplomatically navigating the complex web of global interests in order to find pathways of cooperation. The students not only learn marketable skills in mediation, leadership, and diplomacy; these conferences also serve as a networking opportunity and a crash course in professionalization in the field of International Relations. Each conference brings in hiring and internship representatives from Inter-governmental and Non-governmental organizations along with top graduate schools in International Relations, development, and diplomacy. Our participants are already beginning to see the fruits of contacts formed through MUN. For example, two Model UN students were recently placed as State Department student liaisons to UNA where they have been tasked to increase campus knowledge and interest in Foreign Affairs by activities such as bringing in guest speakers, including the scheduled April 25 State Department speaker on the current unrest in Syria.

This funding request is supported by a stated goal in the Department of History and Political Science's 2012-2013 Annual Goals: Increased Financial Resources. Further, this funding

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request supports an organization helping to meet the University's mission to "provide *educational opportunities* for students, *an environment for discovery and creative accomplishment*, and a variety of outreach activities meeting the *professional, civic, social, cultural, and economic development* needs of our region in the context of a global community" (emphasis added).



Currently, as a student organization, Model UN receives much-appreciated funding from Student Allocations. However, this source of funding is often not reliable. For example, the Spring 2013 allocations ran out immediately and MUN was waitlisted. While they luckily did eventually receive funds a month into the spring semester, the prospect of operating on a \$2,000 shortage forced the organization to delay researching in favor of aggressive fundraising and shift plans last minute to a simulation that would take place later in the semester once those funds had been raised. Each simulation also exceeds the amount granted by allocations funding. While Dean Hansen graciously helped fill the gap this year, such an ad hoc approach to funding will make preparations in the future expensive and unstable. While the organization will continue to raise what funds it can; in order to maintain its emphasis on educational function, Model United Nations needs to be able to secure a stable funding source going forward that does not require the piecemeal efforts that leave us in flux each semester. Therefore, I respectfully request that a budget line sufficient to support the program at the current level be established for the 2014-2015 budget year. The total amount of the request is \$9,720.96. (See attached budget)

Please support this request, and forward this funding request to Dean Hansen, Dr. Thornell and the Strategic Planning and Budget Study Committee as appropriate.

| Fall Semester: Model United Nations Conference | | TOTAL |
|---|--|-----------------|
| registration | | |
| delegate fee (20 x \$75) | | 1500 |
| registration fee | | 100 |
| lodging | | |
| [Hilton Atlanta Airport] hotel (\$127/night x 5 rooms, 3 nights) plus hotel taxes and fees | | 2170 |
| Travel | | |
| Van rental (2 vans) | | 800 |
| fuel and parking | | 350 |
| Faculty Advisor | | |
| Hotel Atlanta Airport | | 434.34 |
| per diem (\$35/day) | | 140 |
| course fees and membership dues \$30/student | | \$600 added |
| | | 4894.34 |
| Spring Semester: Model United Nations Conference | | |
| registration | | |
| delegate fee (20 x \$75) | | 1500 |
| registration fee | | 100 |
| lodging | | |
| [OMNI] Hotel (\$119/night x 5 rooms, 3 nights) | | 1989 |
| Travel | | |
| van rental x 2 | | 900 |
| fuel and parking | | 400 |
| Faculty Advisor | | |
| Omni | | 397.62 |
| per diem (\$35/day) | | 140 |
| course fees and membership dues \$30/student | | \$600 added |
| | | 4826.62 |
| TOTAL NEED | | 9,720.96 |