Action Steps of Members of the Dean’s Council
Organized Under the Key SPRAAC Goals
For 2007-2008

Generate New Revenue Sources and Employ Innovative Stewardship

- Participate in the revenue enhancement efforts of the College.
- Disseminate the report for Midwest Art Conservation Center, read the report, and appoint a committee to work on the disaster and long-term preservation plans.
- Capital Expenditures/Revenue Enhancement Proposals
  - Create and manage central depository for all capital requests
  - Create templates for written proposals
  - Create template for financial information
  - Create tracking and feedback mechanism for projects in process and completed
- Complete a review of Academic Support Services by means of a task force that will provide the Dean with a report and recommendations for implementation.
- Investigate the possibility of developing funds or re-budgeting some funds to create a resource to fund our staff for professional development opportunities.
- Complete the first five-year round of Program Reviews.

Attract and Retain Qualified Students

- New Program Development
  - Human Services Program
  - The new cooperative BA-MS degree program in Economics
  - A program that would allow our students in education to obtain certification in Special Education
  - An interdisciplinary program in Justice Studies
  - Concentration in Entrepreneurial Studies within Business Administration

- Explore academic programming options in Criminal Justice, adult degree completion programs in Albuquerque, Pre-Engineering with Michigan Technological University, and course offerings at tribal Colleges.
  - Key Indicator: Have New Programs in Place for 2008-2009
- Implement the Masters of Liberal Studies.
• Develop a proposal for a Catholic Studies minor.

• Explore the possibility of a Marketing Research class.

• Expand international study abroad sites by at least three, to open new student options in Eurasia (Estonia), Latin America (Argentina), and Asia (Singapore).

• Expand evening adult non-credit foreign language course program by adding Conversational Chinese. Increase students, overall, by 30.

Recruit, Retain and Develop Outstanding Human Resources

• Continue researching latest issues facing faculty and faculty developers.

• Increase interaction and communication with faculty and staff.

• Complete teaching workload policy development for Music and Teacher Education and address faculty-wide concerns about workload.
  
  **Key Indicator:** Have New Workload Policies in Place for 2008-2009

• Explore the possibility of establishing the rank of Distinguished Professor.

Define and Articulate the Distinct Identity of St. Norbert College

• Work with the Dean and Divisional Associate Deans to improve mentoring and evaluation of non-tenured faculty.
  
  **Key Indicator:** Establish Clear Guidelines and Expectations

• Introduce and implement the new integrated visual athletic identity marks.

• Complete Review of General Education.
  
  **Key Indicator:** Faculty to Complete Formal Action on General Education Review

• Refocus Academic Affairs on our interdisciplinary heritage and support interdisciplinary teaching through appropriate staffing program and resource allocation.
Increase Fundraising

- Pursue additional financial resources for the division through the pursuit of grants, scholarships and other appropriate sources.

Improve the Physical and Technological Infrastructure

- Improve quality of instruction and quality of space in the JMS building.
- Hire and mentor a new Information Literacy and Instruction Librarian.
- Facilitate the completion of the café area in the library before the beginning of the school year.
- Complete the survey of faculty, staff, and students about Computer Services and Media Services programs and services – evaluate the results of the survey, and determine action steps.
  Key Indicator: Develop Action Plan on Survey Results
- Facilitate the implementation of the enhanced classrooms in Boyle and JMS halls.
- Work with the directors in Information Services on better methods of communication campus-wide.
- Complete an online workflow process for personnel forms and temporary labor forms, including electronic signature.
- Consolidate the information dissemination and application procedures of graduate programs from a common hub.
- Make program review data electronically available to all programs and data sets available to all faculty.
- Complete OID web site conversion.
- Work with interested faculty and staff for the aesthetic improvement of Boyle Hall classrooms and Abbot Pennings Hall of Fine Arts.

Banner Related Goals

- Complete student data transfer for those enrolled from 2005 to present
- Develop and test end of term procedures
- Refine transcript printing via Banner
- Run IPEDS via Banner
- Enable pre-requisite checking via KnightLine
- Develop web self-service transcript and enrollment verification functions
- Establish degree processing and graduation procedures in Banner
- Transition to Banner 7.4 and then to 8.0

**Key Indicator:** Fully Operational Banner System

- Update the 2007-2008 Catalog in Banner and the Web and prepare for 2008-2009 Catalog.

- Enhance the new web-based transfer credit system, develop a plan to address Study Abroad pre-articulation for increased data accuracy, and establish transfer articulation process via Banner.

- Improve data reporting capability through new data auto-uploads, new data dump streams, and additional reports. Start and complete business objects report writing training for staff.

- Create a database and inquiry tracking system for International Marketing and Recruitment.

- Fully implement the Integrative Model of Information Services.

- Complete the Division-wide prioritization of Capital Equipment.

- Work with the Vice President for Business and Finance, provide leadership for the construction of the new library (Completion June 2009).

- Develop architectural drawings for the renovation and expansion of the Science Complex.

September, 2007