

**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