

2017-2018
Unit Assessment Report
Division: Academic Affairs
Unit: Provost's Office

I Mission and Goal/Outcomes Statement:

(Provide overall Mission/Goal Statement and then provide summary of goals for 17-18.)

II Personnel:

Administrative Staff:

<u>Name</u>	<u>Position</u>
Dr. Alberto Cardelle	Provost and Vice-President for Academic Affairs
Dr. Catherine Canney	Associate Vice-President for Academic Affairs

Support Staff:

<u>Name</u>	<u>Position</u>
Ms. Joanne Rivard	Staff Assistant
Ms. Deresa Webb	Staff Assistant

Ms. Webb was hired in May 2017.

(Note all personnel changes that occurred during 17-18.)

III Facilities/Equipment:

Software from Gray & Associates

(List any new facilities/equipment/software etc. acquired during 17-18.)

IV Budget Expenditure Analysis:

(Was budget expended as planned? Were additions/changes made, if so, explain.)

V Action Plan for 2017-18:

(List Objectives for 17-18)

N/A

VI Programs/Activities:

(List major campus activities, events etc. that the office participated in/supported; committees served; community outreach; etc. List events provided to current and prospective students. Also provide professional development of all staff)

University Committees Participation

All University Committee (AUC)

Undergraduate Research Conference

MSCA Professional Development and Retraining Committee
Center for Italian Culture Advisory Board (CIC)
Leading For Change (Former Equity and Diversity Committee)
Amelia V. Gallucci-Cirio Endowment Committee
Contributions for Graduate Programs Award Committee
Faculty Research and Scholarship Committee
Faculty Emeriti Committee
MPTC Group
Executive Cabinet
Vice-President Group
Board of Trustee Meetings
Foundation Meetings
Director of Digital Learning Search Committee
Digital Learning Work Group
Strategic Enrollment Group
Student Success Taskforce

Community and state work

State University Chief Academic Officers
Early College High School – Built consortium with regional partners
Cleghorn Board of Directors
Reimaging North of Main Taskforce
DHE Civic Engagement Conference Panelist
FSU Industry Advisory Board
Racial Justice Plan Working Group
DGCE Faculty Contract Negotiation Team
Commonwealth Commitment Advisory Board for State
Employee Relations Committee for state faculty union
Organized several campus visits and events for FHS Honors Academy students and Sizer School students

Campus events and activities

Facilitated Promotion, Tenure, and Reappointment Workshops and Post-Tenure Review Workshop with Faculty Union
Facilitated four full department chair meetings and two department and graduate program chair meetings
Part of Presidential Campus Community Panel Presentations
Presenter for two of Lynne Kellner's Case Management Courses
Community Read events
Center for Teaching & Learning –selected workshops
Center for Faculty Scholarship – faculty book celebrations
Science Symposium
Crisis Prevention Workshop
Honors Thesis Presentations

MLK events
Theater Block events
Harrod Lectures
Visions events
Student Internship receptions

Events to current and prospective students

Open Houses
Future Falcon Day
Orientation Programs
Education Kappa Delta Pi Spring Induction
Nursing Pinning
Commencements
Convocation

Professional Development

MEMA Training
VIPR Training
NEASC Annual Meeting and Conference
OLC Accelerate – Virtual Conference
UPCEA – Online Leadership Summit
Strategic Alliances in Higher Education
AASCU Academic Affairs Summer Meeting
NACUBO, CAO and CFO Collaborations
Governor's Convening – Digital Innovation and Lifelong Learning
EAB Academic Affairs Forum
NEBHE: A New England Leadership Summit

VII Accomplishments 2017-2018:

- Successfully launched 4 online accelerated programs in partnership with Academic Partnerships with large scale changes to curriculum, processes, and policies developed and implemented
- Opened the first ever Center for Faculty Scholarship
- Created an annual Faculty Research Symposium to be held as part of the May Development Day
- Restructured the 3 annual faculty development days to bring in more faculty voices to the planning process and opening up of appropriate sessions to other areas of the campus community
- Successfully planned and executed three commencement ceremonies
- Revised the new faculty orientation program to facilitate more engagement across campus and provide most relevant onboarding needs for first few months.

- Created and implemented a first “Executive in Residence Program”. A business administration program alumnus, now a Nypro/Jabil Senior Executive spent the day at the university visiting with students, faculty and senior leadership.
- Revised the university equity and diversity committee to a “Leading for Change Diversity” committee
- Launched a Community Scholarship Program with an opening reception between the university’s Crocker Center and many community leaders and organizations.
- Created a taskforce to create institutional learning outcomes
- Hired Director of Admission
- Hired new Dean of Business and Technology
- Hired new Dean of Library
- Hired new administrative assistant for AVPAA
- Onboarding of 3 new deans (GCE, Arts and Sciences, Health and Natural Sciences)
- Updated transfer policy to increase the number of potential credits that can be transferred and secured governance approval.
- Revised the academic program review process with new guidelines and timelines and secured governance approval
- Created a process and guidelines for on co-teaching and secured governance approval
- Aligned the four faculty awards (teaching, research, service, graduate) to be reviewed and announced together at an annual Faculty Recognition Event and streamlined application process.
- Forged a north central regional consortium for Early College Programs with MWCC, Fitchburg High School, Leominster High School, Sizer School, Gardner High School and collaborated to submit a state designation for Early College
- Successfully secured grant from the DHE for dual enrollment (CDEP)
- Secured grant to hire VISTA volunteer to work with Crocker Center
- Updated the faculty handbook to prioritize important information and ease of use.
- Created a Digital Learning Workgroup of Academic Department Chairs and administrators to discuss online learning directions in the day program, resulting in a committee that will work next year to outline guidelines and potential policies
- Updated faculty funding sources to support faculty scholarship and professional development
- Collaborated with HR to update the faculty personnel actions process to streamline and provide greater clarity
- Updated the process for SIR II evaluations
- Revised the special studies and petition forms to improve process
- Created form and process for seeking, awarding, and documenting of Alternative Professional Responsibilities(APR)
- Created an Industry Advisory Board for ITEC programs
- Established leadership connections with Monty Tech to facilitate articulations and special initiatives
- Will hold first summer academic department chairs training

VIII Assessment Report:

(Were the Action Plan objectives met? Provide in list format that parallels item V.)

IX Future Directions:

(Provide general summary. Attach Action Plan for 18-19)

- Redesign the Academic Affairs Division website
- Finalize partnership with AUIA International Summer School and seek approval from NEASC for substantive change.
- Continue to work with the LA&S Council to finalize a revised LA&S curriculum for submittal to governance.
- Implement the first of an annual summer academic department chairs training program.
- Make a determination on whether or not the university will seek CACREP accreditation for its graduate counseling program.
- Develop workflows for greater efficiencies for various process (i.e. special studies and student petitions approvals).
- Work with the Office of International Education and deans to outline further strategic directions.

X Supplemental Information:

(Optional)