

Updated December 1, 2000
ACADEMIC AFFAIRS ACTION PLAN 2000-2001

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To implement

The Strategic Plan

For the Future of California State University, Chico

Adopted October 9, 1995 • Updated February 3, 1999



**CSU, Chico Policy on Nondiscrimination and
Affirmative Action in Employment and Education**

The University will provide equal opportunity in education and employment for all qualified persons; prohibit illegal discrimination based on age, race, religion, color, national origin, gender, sexual orientation, marital or veteran status, and physical or mental impairment; and promote the full realization of equal education and employment opportunities through a positive and continuing program of affirmative action for the University as a whole and for each constituent unit. Responsibility and authority for the dissemination and implementation of this policy lies ultimately with the president of the University with support of university administrators, faculty, and staff and with assistance from the Director of Employment Practices and Affirmative Action. Support for the University's affirmative action policy will be considered in the annual evaluation of administrators and supervisors. The University will commit appropriate resources and create a supportive atmosphere for the implementation of this policy."

Executive Memorandum 99-21, June 24, 1999

Office of the Provost and Vice President for Academic Affairs
California State University, Chico • Chico, California 95929-0110

Strategic Priority 1. Believing in the primacy of student learning, we will continue to develop high quality learning environments both in and outside of the classroom. With one of the highest graduation rates in the CSU system, our residential campus has, for many years, attracted and retained students who report high levels of satisfaction with the quality of life they can create while they are students. Opportunities for intellectual, social, emotional, spiritual, and physical growth abound, not only for students, but also for faculty, staff, and the community. Our commitment to education as a way of life, both in and outside of the classroom, and our commitment to developing "systems of learning assessment that enable students to demonstrate learning in both courses and programs" (*The Cornerstones Report*, Principle 1b, page 6), remain our highest priorities.

Academic Affairs Action Plan Strategic Priority 1 • 1999-2000	Persons Reporting	Report Due
1. Provide opportunities for faculty, staff, and students to hold discussions on ways to create and maintain learning environments in the classroom that are free of intimidation, harassment, and illegal discrimination based on individual differences in physical ability, ethnicity, age, gender, sexual preference, religion, language, culture, and academic performance.	Brenda Aden Marilyn Winzenz	May
2. Conduct workshops for deans and chairs on how to work with faculty to identify ways that faculty can and will 1) contribute to a positive student culture, 2) make suggestions about how the university can better prevent student alcohol abuse, and 3) create and maintain learning environments outside of the classroom that respect individual differences.	Scott McNall, Brenda Aden, and Joe Wills	May
3. Expand the curriculum campuswide to include scholarship by and about women and culturally diverse individuals.	Byron Jackson	May
4. Implement the Senate Resolution on Encouraging Tolerance and Respect of March 18, 1999.	Paul Persons	May
5. Develop the Honors in the Major (COB & ECST)	Heikki Rinne Ken Derucher	Dec./May
6. Improve the quality of the Honors Program	Byron Jackson	Monthly
7. Analyze CELT's Teaching Effectiveness Survey of department chairs and help implement the recommendations of AAC.	Marilyn Winzenz	As requested
8. Develop a retention strategy for faculty, staff, and students.	Bob Hannigan, Brenda Aden, Marilyn Winzenz, Joe Wills, Donald Heinz	December & May
9. Create & implement interdisciplinary major in computer graphics.	Ken Derucher Don Heinz Steve King	May
10. Coordinate pre-professional advising and integrate with Honors advising. Develop new Honors theme class. Develop assessment plans for all programs and implement to show how results are being used to enhance program quality.	Roger Lederer	May
11. Fully develop the Library ReSEARCH station and continue to provide information literacy and library orientation to freshmen.	Fred Ryan	May
12. Support instructional innovation in Regional and Continuing Education	Debra Barger	Dec. & May
13. Develop assessment plans for all departments and programs and demonstrate how the information is used to improve the quality of the learning environments.	All deans	May
14. Develop assessment plans for General Education and determine how the data will be used to improve the program.	Byron Jackson	Monthly

15. Report on the accomplishments of CourseLink and Freshman Orientation and how they positively affect retention and persistence, per Rigor Committee recommendation for "continuous enhancement of the advising mentoring environment."	Byron Jackson	As requested
16. Discuss equitable treatment of students while respecting academic freedom and take necessary steps to ensure that grading standards in multiple section classes are as consistent as possible (Per Rigor Committee).	Scott McNall with AAC & Deans with chairs	Dec. meeting of the AAC
17. Establish general performance goals for graduate programs and include their assessment in the five-year review process.	Bob Jackson	May
18. Reward the scholarship of teaching through RTP and FMI process.	Deans, Provost, President	May
19. Report on student drug and alcohol abuse and present ways to create high quality learning environments outside of the classroom.	Manuel Esteban Walt Schafer	May
20. Evaluate student learning in GE and the majors	Byron Jackson M. Winzenz (LEAP-W)	As requested
21. Reward outstanding commitment to the development of high quality learning environments (\$5,000 awards).	Scott McNall	April
22. Modify degree programs according to CSU priorities and criteria.	Byron Jackson	May
23. Help reduce the need for remediation in mathematics and English in the CSU.	Bob Hannigan Marilyn Winzenz	Oct. 1
24. Enhance assistance for students and faculty in upper-division writing proficiency (WP) courses.	Marilyn Winzenz	As requested.
25. Assure high academic expectations and academically-engaging assignments during the first two weeks of school, especially in lower-division classes, on Fridays, and around holidays such as Halloween and St. Patrick's Day.	Scott G. McNall and Byron Jackson	December and May
26.		
27. Document work in progress on unit-sensitive performance indicators for Strategic Priority 1.	Arno Rethans Steve King	May

Strategic Priority 2. Believing in the importance of faculty and staff, and their role in student success, we will continue to invest in faculty and staff development. CSU, Chico and the CSU recognize that "faculty scholarship, research and creative activity are essential components of . . . its primary mission" (*The Cornerstones Report*, Principle 4, p. 8). To that end, we seek to create a community of faculty and staff dedicated to the creation of high quality learning environments in and outside of the classroom.

Academic Affairs Action Plan Strategic Priority 2 • 1999-2000	Persons Reporting	Report Due
1. Collect and review campus documents related to social equity on our campus & publish in hard copy and online. Notify faculty, staff, and administrators of its availability annually, preferably at the beginning of the academic year. Provide new staff, administrators, and tenure-track faculty with a paper copy of the document and opportunities for discussion.	Brenda Aden	May
2. Document outreach efforts which department chairs, staff, supervisors, and deans have used to recruit a diverse pool of applicants for faculty, staff, and administrative positions.	Brenda Aden	May
3. Provide workshops for faculty, staff, supervisors, and students, as	Brenda Aden	May

	needed and requested, regarding diversity-related issues.		
4.	Implement Executive Memorandum No. 98-09, Zero Tolerance Policy on Workplace Violence.	Brenda Aden	May
5.	Implement the faculty development plan as key to maintaining accreditation.	Heikki Rinne	May
6.	Report on efforts to build a community of scholars, students, and staff.	Charlie Crabb	May
7.	Increase BSS grant and contract activity and the percentage of BSS faculty/staff involved in grant and contract activity.	Jeanne Thomas	May
8.	Spend development funds in a manner that focuses on outcomes. Continue support and expansion of computer-based training programs. Coordinate staff development programs, where appropriate, with Staff Development Council efforts.	Fred Ryan	May
9.	Document efforts to achieve workload flexibility. Develop individual faculty development plans and the alignment of those plans with RTP criteria and the campus award system. Remove impediments to faculty workload flexibility.	Brenda Aden, Byron Jackson & all Unit 3 Managers	As requested
10.	Promote excellence in learning and teaching through the Center for Excellence in Learning and Teaching	Marilyn Winzenz	As requested
11.	Report on new faculty support program efforts and make recommendations.	Marilyn Winzenz	Jan. and May
12.	Implement staff orientation program.	Brenda Aden	A requested
13.	Provide updates on efforts to develop appropriate strategies for allocating resources, recruiting new faculty, managing workload, and developing measures of faculty effectiveness.	Heikki Rinne	As requested
14.	Address faculty workload issue, along with faculty morale and development. Set in motion tenure-track searches and faculty development efforts. Continue workload discussion. Draft white paper.	Don Heinz	As requested
15.	Draft procedure new Persona Project.	D. Heinz & M. Winzenz	October 31
16.	Work with department chairs to provide the following for all new tenured and tenure-track faculty in the college: a model RTP file; a workshop on preparing a dossier; written notice of funds available to new faculty; consistency in faculty evaluation at all levels; release time in the first year; fewer course preparations; easier access to resources for teaching and research; suitable office furniture, computers, and clerical support; departmental discussions of the budget and budget process.	All deans with new faculty	The first Friday in December and first Friday in May.
17.	Draft implementation schedule for four new CELT projects.	Marilyn Winzenz	October 31
18.	Document work in progress on unit-sensitive performance indicators for Strategic Priority 2.	Arno Rethans Steve King	May

Strategic Priority 3. Believing in the value of the wise use of new technologies in learning and teaching, we will continue to provide the technology, the related training and the support needed to create high quality learning environments both in and outside of the classroom. CSU, Chico, a pioneer in distance education and a leader in information and instructional technology, has a history of offering faculty, staff, and students up-to-date curriculum, equipment, and technological services. It also has an excellent record of partnerships with corporate leaders that enrich the learning environment and open career doors for students.

Academic Affairs Action Plan Strategic Priority 3 • 1999-2000	Persons Reporting	Report Due
1. Move forward with CMS implementation. During transition maintain and enhance existing systems.	Scott McNall Fred Ryan	As requested
2. Exploit fully the functionality of our new messaging and Web platforms	Fred Ryan	As requested
3. Update Target 2000	Fred Ryan	As requested

4. Coordinate, evaluate, and publicize the Learning Productivity Projects.	Bill Post Kathy Fernandes Marilyn Winzenz	As requested
5. Assist new faculty to use the services of TLP and CELT in regard to new technologies.	Marilyn Winzenz	May
6. Document work in progress on unit-sensitive performance indicators for this priority.	Arno Rethans Steve King	May

Strategic Priority 4. Believing in the value of service to others, we will continue to serve the educational, cultural, and economic needs of Northern California. CSU, Chico, an anchor institution in Northern California, has an outstanding record of collaboration with community and regional partners in education and business. We are also known for our contributions to the fine and performing arts, and our long history of service to the community.

Academic Affairs Action Plan Strategic Priority 4 • 1999-2000	Persons Reporting	Report Due
1. Help to create an online Liberal Studies Degree.	Byron Jackson	January
2. Continue to implement and monitor Cal Works.	Bob Hannigan	May
3. Develop plan for AG to focus on needs of community and students.	Charlie Crabb	May
4. Review UPE performance schedule for maximum benefit to the community.	Pat Kopp	January
5. Determine how to link university to community through focused service-learning courses.	Manuel Esteban Scott McNall Joe Wills	May
6. Continue to support the Library of California, the development of partnerships with K-14, and the development of partnerships in all areas of technology.	Fred Ryan	May
7. Connect reward systems to K-12 involvement. Develop college ownership of Liberal Studies. Support programs which increase numbers of teachers. Document impact of applied research on our region.	All Deans and Vice Provosts	May
8. Modify articulation procedures according to CSU priorities.	Bob Hannigan Scott McNall	May
9. Compile a directory of ways in which the campus meets the diverse educational needs of Northern California (America Reads, Jump-Start, SWS-TIP, PAD, CSUC/PVHS Alliance, CSL, UB, UB-ESL, Mini-Corps, etc.)	Katy Anderson and Marilyn Winzenz	May
10. Write proposals to procure state and federal funding to address the diversity of academic performance in K-12, as measured by the EPT and the ELM. Document allocations and uses of that funding, including the effects on the college-going rate of high school seniors in our area.	Marilyn Winzenz	May

11. Document progress toward achievement of selected unit-sensitive performance indicators for this priority.	Arno Rethans Stephen King	May
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Strategic Priority 5. Believing that we are accountable to the people of the State of California, we will continue to diversify our sources of revenue and manage the resources entrusted to us. CSU, Chico “acknowledges, ensures, and documents that it is fully accountable to the people of the State of California” (*The Cornerstones Report*, Principle 7a, p. 15) by identifying performance goals, and indicators to help build high quality curricula, facilities, personnel, university relations, and a sound financial plan.

Academic Affairs Action Plan Strategic Priority 5 • 1999-2000	Persons Reporting	Report Due
1. Compile and report data related to the impact of diversity in academic performance on rates of enrollment, attrition, retention, and graduation. Identify factors contributing to the academic success of CSUC students needing remediation.	Bob Hannigan Marilyn Winzenz	May
2. Implement the <i>Hannigan/Jackson Enrollment Management Plan</i> .	Bob Hannigan Bob Jackson	Monthly
3. Support development efforts, with special emphasis on scholarships. Support and reward grant and contract work. Explore the pros and cons of large classes to manage workload, while maintaining quality.	All deans	May
4. Fund CMS & grow FTES.	Scott McNall	Weekly
5. Develop an advancement program for UED.	Byron Jackson	May
6. Achieve institutional distinctiveness.	Manuel Esteban Scott McNall	May
8. Explore ways to manage toward 14,100 FTE without new resources. Continue work on performance measures; align implementation efforts, Cornerstones reporting, and assessment.	Arno Rethans Steve King	May
9. Recruit international and graduate students.	Bob Jackson	May
10. Build partnerships and document their work to implement the Strategic Plan collectively (for example, CELT and the Writing Center; deans and chairs; department and K-12; Academic Affairs and Business Affairs and Student Affairs).	All members of the Academic Affairs Council	Feb.
11. Identify and coordinate steps to achieve institutional distinctiveness.	Scott McNall	May
12. Align the goals and rewards system with the colleges.	Scott McNall Arno Rethans	May
13. Work with the Collaborative Management Systems Board.	Fred Ryan	Weekly
14. Help develop and monitor the Academic Affairs Action Plan.	M. Winzenz	Weekly
15. Document uses of development dollars, grant and contract dollars, general fund dollars, and external funding.	Arno Rethans Bob Jackson Steve King	May
16. Provide data to academic units as requested and report number of requests, nature of requests, and time needed to gather and provide data.	Bob Hannigan	January
17. Document specific outcomes and goals met by use of the \$1.2 million “SBA” (Strategic Budget Allocations) from the provost.	All deans and vice provosts who received a SBA.	As requested
18. Expand entrepreneurial activities.	Fred Ryan	May

19. Document work in progress on unit-sensitive performance indicators for this priority.	Arno Rethans Steve King	May
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