

**DECLARATION OF FY2005 DEPARTMENTAL CONTINUOUS IMPROVEMENT
INITIATIVES (Non-Academic Units)**

Administrative Unit	Initiative
Academic Advising and Career Exploration Center	
Academic Success Programs/Kelly Center	
Office of Admissions	<p>Initiative 1: Begin to convert some marketing materials to Spanish.</p> <p>The Admissions Office will begin translating the “Fall/Spring Checklist” to Spanish. This will be used in mailings as well as when presenting to Hispanic parents in group settings. The effectiveness may be measured by reviewing the number of applied and/or enrolled Hispanic students. The Admissions Office will be the responsible party for the implementation and assessment.</p> <p>Initiative 2: Build more relationships with organizations designed to assist first-generation students.</p> <p>The Admissions Office currently works with organizations such as Gear Up and Upward Bound in certain locations. Our efforts are aimed at increasing the number of prospective Hispanic students we work with that are members of these organizations. The more organizations we work with will result in increased numbers of campus visitors. We can measure the success of this relationship building by counting the number of visitors and/or admitted/enrolled Hispanic students from these organizations. The Admissions Office will be the responsible party for the implementation and assessment.</p>
Career Services	<p>Initiative 1: Increase FHSU student awareness of the services and programs Career Services provides through class presentations and workshops.</p> <p>The primary goal at Career Services is to provide FHSU students and alumni with the tools necessary to conduct successful job searches. We cannot be successful at achieving our goal if students do not know Career Services is available for them to use. Using class time to inform students about our office and the services we have available for them to use is the most effective way we reach out to students. We would like to increase the number of class presentations and workshops we conduct to increase the number of students who hear about Career Services and the job search help we can provide them.</p> <p>Initiative 2: Increase employment/internship opportunities for FHSU students by increasing the number of employers participating in the 2005 Virtual Career Fair.</p> <p>The Virtual Career Fair is an excellent opportunity to connect FHSU students and alumni via the web to employers with job openings who may not be able to participate in on-campus recruiting activities such as Career Day and on-campus interviewing. Many employers are inhibited from recruiting on the FHSU campus because of factors such as cost and distance from Hays. Career Services would like to provide FHSU students with the opportunity to network and showcase their talents to employers they may not typically see on-campus. By increasing the number of employers participating in our annual Virtual Career Fair, we are providing FHSU students increased opportunities for full-time and internship positions with national and statewide employers as well as local employers.</p>
Drug and Alcohol	

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Enrollment Management	Initiative 1: Write funding proposal and feasibility study for new institutional student aid grant program. The proposal will include eligibility standards, targeted student population (i.e. needy Hispanic students) and the projected cost of the program over a four-year period. Initial submission to the Vice President for Student Affairs should take place no later than November 15, 2004, with consideration by the President in January 2005. The Assistant Vice President for Student Affairs is the responsible party.
Exchange Programs (NSE and ISEP)	Initiative 1: Assist parents/family members in the exchange process. Disseminate knowledge and information about program to campus community and parents/family members. Develop a Q&A handout... How to.....Keeping in touch, etc.
Facilities Planning	
Financial Assistance	Initiative 1: Implement ImageNow optical imaging software for student services and record retention compliance. Incoming documents will be scanned, indexed and forwarded to staff for further eligibility processing. In some cases, documents will be made available to faculty for advising and scholarship selection purposes. Software should be implemented and fully functional by the end of FY05 with ongoing assessment linked to monitoring of number of workflow and imaged documents scanned. The Director of Financial Assistance is the responsible party.
Greek Life	Initiative 1: Campus Programming Contribute to campus programming in collaborative efforts with other campus organizations to provide variety & alternative activities for students. Success can be measured by the number of programs sponsored, organizations worked with & students in attendance.
	Initiative 2: Full-time Activities Advisor Submit and action plan for a full-time activities director which would report to Carol Brock, Director of Student Activities. This position would oversee all of student organizations and Greek Life. This position is typically coordinated by a graduate assistant; which has a turnover in staff every year.
International Student Services	
Judicial Affairs	Initiative 1: Develop a judicial database. Develop an excel database to track and report campus crime and student adjudication processes.
Kelly Center	
Memorial Union	

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Multicultural Affairs	<p>Initiative 1: Full-time coordinator of diversity</p> <p>Submit an action plan for a full-time, permanent Coordinator of Diversity and submit an action plan for an operating budget for the diversity activities/programs.</p>
	<p>Initiative 2: Diversity training</p> <p>Develop a training workshop for faculty, staff and students addressing diversity issues, awareness and support.</p>
New Student Orientation	<p>Initiative 1: Expand program.</p> <p>Expand Orientation program to include a session promoting American Democracy Project.</p>
Services for Students with Disabilities	
Small Business Development Center (COBL)	
Student Activities and Performing Arts	
Student Affairs/Registrar's Office	<p>Initiative 1: Optical Disc Imaging System.</p> <p>The Registrar's Office has purchased and implemented an optical disc imaging system starting Fall 2004. This software will eliminate paper by digitizing transcripts and other forms, etc., and attaching the digitized image to a student's record on the student system. In doing this, a student's up-to-date file will be available electronically instead of by paper for both internal use and external use. For the first year, we will be assessing internally the use of imaging and how it affects the efficiency of some processes in our office. Examples of efficiency include application processing, transcript auditing and paperwork workflow within the office. Feedback will be ongoing and documented within the staff to assess the first year of operation. In the future, we will be able to provide transcripts to faculty and advisors electronically with the hopes of making advisement more efficient. We will implement and assess that process in the future.</p>
Student Residential Life	

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Testing Services (Kelly Center)	<p>Initiative 1: Implementation of the new paper-based and computer-based Miller Analogies Test (MAT).</p> <p>Testing Services was notified in the beginning of FY2005 that the MAT test developer, Harcourt Assessment, Inc., would be redeveloping the examination by implementing a new paper-based MAT and introducing a computer-based version of the examination.</p> <p>Testing Services will implement the new paper-based assessment as soon as testing materials are received from the testing company. Furthermore, when the computerized version of the examination is introduced, Testing Services will work toward provision of the examination by computer.</p> <p>Due to these changes in the administration of the MAT, implementation of this initiative will require the Coordinator of Testing Services to review administration policies and procedures, revise testing protocols, forward technical information on new scoring guidelines to the Graduate School for dissemination to FHSU departments using the MAT as an entrance examination, and perform other procedural changes.</p> <p>Documentation on the number of examinations administered will be included on monthly and yearly departmental activity reports.</p> <hr/> <p>Initiative 2: Increased availability on PRAXIS test dates for specialty/subject examinations and School Leadership examinations sponsored by Educational Testing Services (ETS)--The Praxis Series.</p> <p>Due to changes in Kansas requiring teacher certification applicants to pass specific subject/specialty examinations in their respective area(s) of certification, Testing Services has been asked to add additional testing capacities for various assessments offered through the Praxis Series ETS testing program. Additionally, these same changes in Kansas require school building administrators (principals/superintendents) to pass a specific examination sponsored by the Praxis Series. The addition of testing capacity on Praxis test dates for these assessments will benefit students in the College of Education and community members pursuing licensure in the State of Kansas.</p> <p>Testing Services will provide additional testing capacities for specific Praxis specialty/subject examinations and School Leadership examinations on Praxis test dates at FHSU. The Counselor/Coordinator of External Testing Programs will coordinate the test administration of these examinations.</p> <p>Documentation on the number of examinations administered will be included on monthly and yearly departmental activity reports.</p>
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