




Welcome and Agenda

8:00-8:30	Continental breakfast and welcome
8:30-9:15	Accreditation Update
9:15-10:15	Discussion of Proposed Faculty Handbook Changes
10:15-10:30	Break
10:30-11:15	Discussion of APPR Findings
11:15-12:15	Strategic Planning Updates
12:15-12:45	Lunch
12:45-1:30	Discussion on Faculty Performance Planning
1:30-2:15	Finance & Administration Update
2:15-2:30	Break
2:30-3:15	Fall 2010 Updates
3:15-4:00	Wrap-Up Discussion

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Accreditation Update

8:30-9:15

- - HLC Self-Study and Site Visit
Al McCord
- - ABET Self-Study and Site Visit
Nabil Grace
- - Future HLC Accreditation Model
Al McCord

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HLC Self-Study and Site Visit

8:30-8:45

- Self-Study published in August
- Fall campus outreach to prepare for visit
- HLC site visit October 18-20
- Institutional Actions Committee acts on recommendations ~ March-April 2011

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HLC Self-Study and Site Visit

8:30-8:45

- Reaccreditation objectives
 - Ten-year accreditation with no follow-up
 - Change request for doctoral programs
 - Change request for online programs
- How can department chairs help
 - Thoroughly study self-study when published
 - Discuss with your faculty members and students
 - Be available October 18-20

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ABET Self-Study and Site Visit

8:45-9:00

- ABET site visit September 26-28
 - New accreditation request for Biomedical Engineering
 - Request to regain accreditation for Engineering Technology
- Institutional Representative meetings at ABET Summer Commission Meetings July 8-10

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Lawrence Tech Future HLC Accreditation Model
9:00-9:15

- Current options
 - PEAQ (assurance and advancement)
 - AQIP (continuous improvement)
- New model combines both approaches
- Continuous evidence-gathering as electronic portfolio

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Pathways Timeline

2012-2013

2020-2021

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
Assurance Process	AIDU Filed	AIDU Filed	AIDU Filed	AIDU Filed	AIDU Filed	AIDU Filed	AIDU Filed	AIDU Filed	AIDU Filed	AIDU Filed
	AIDU Analyzed	AIDU Analyzed	AIDU Analyzed	AIDU Analyzed	AIDU Analyzed	AIDU Analyzed	AIDU Analyzed	AIDU Analyzed	AIDU Analyzed	AIDU Analyzed
	Institution may contribute documents to Evidence File			X	Institution may contribute documents to Evidence File					
Improvement Process					Quality Initiative Proposal (window of opportunity to submit)					
					Quality Initiative Launch w/ Visit					
						Quality Initiative Report (window of opportunity to submit)		Quality Initiative Report Review w/ Visit		
Commission Action	Action on AIDU Results as Needed	Action on AIDU Results as Needed	Action on AIDU Results as Needed	Action on Assurance Review	Action on AIDU Results as Needed	Action on AIDU Results as Needed	Action on AIDU Results as Needed	Action on AIDU Results as Needed	Action on AIDU Results as Needed	Action to Reaffirm Accreditation

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Future HLC Accreditation Model

9:00-9:15

- “Arguments” in years 4 and 10
- “Quality Initiative” between years 4 and 10
 - Develop proposal and outcomes (years 5-7)
 - Workshop or visit to approve proposal
 - Completed and documented (years 7-9)
 - Peer reviewers evaluate virtually or on site
 - Peer reviewers write report and recommendations

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Proposed Faculty Handbook Changes

9:15-10:15

- - Key changes
Maria Vaz
- - Tenure and Promotion process
Al McCord

Discussion

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Key Changes 9:15-10:00

- Improved coverage of non-tenure track faculty
- Documented unique practices between the colleges based on academic disciplines
- Documents educational goals and academic freedom
- Documents mentorship program

Discussion

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Key Changes 9:15-10:00

- Documents scholarship expectations
- Documents workload management
- Updated practices and processes for tenure removal

Discussion

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Tenure and Promotion Process

10:00-10:15

- Documentation of practices
- Tenure and Promotion Portfolio components
 - Build and maintain
 - Optional mid-term tenure review
- Tenure & Promotion Committees
- Use of external commentators
- Relates to faculty performance planning and evaluation (afternoon session)

Discussion

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Break

10:15-10:30



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Discussion of APPR Findings 10:30-11:15

- Overview of 2009-2010 APPR process
- Summary of feedback to program directors
- Scheduling the next APPR cycle

Discussion

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APPR Documents

- Most well constructed and contain valuable observations
- Many do not address the “value proposition”
- Many do not include evaluative language
- Few include forward-looking goals
 - Learning outcomes
 - Resources and investments
 - Enrollment initiatives

Discussion

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APPR Observations

- Small number of key faculty requires long-range plans to sustain programs
- Tuition sometimes deemed a barrier, highlighting need to develop true “value propositions”
- Graduate program marketing needs greater coordination and leveraging
- Some Industry Advisory Boards need attention
- Lack of specificity requires dialog to support
 - Budget development and capital processes
 - Three-year academic plans

Discussion

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Next Steps

- Observations and recommendations returned to program directors, chairs, and deans
- Follow-up dialogs with Provost’s Office
- Bi-annual discussions will focus on progress, barrier removal, document update
- Future budget proposals should be explicitly linked with APPR documents
- Gather feedback on the process

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Future APPR Cycle

- Nominal three-year cycle with next round in 2012
- Adjust schedule to support accreditation cycles
- Earlier review (ca. 2011) for new programs or those with significant challenges
- Later review (ca. 2013) for mature programs with few challenges
- Base document should be updated annually
- Full enrollment review conducted in preparation of full report

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Strategic Planning Updates

11:15-12:15

- College Action Plans
 - Based on mission, vision, values, cause
 - Based on strategic planning pillars
 - Based on accreditation documents
 - Based on APPR documents
- “Good to Great and the Social Sectors”
- Update of the Lawrence Tech “Hedgehog Concept”

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Faculty Performance Planning

12:45-1:30

- Review of performance components
 - Student Teaching, Advising, and Support
 - Research, Scholarship, and Creativity
 - Service Activities
- Overall process
 - Annual performance planning and evaluation
 - Tenure and Promotion Portfolio
 - Optional mid-term tenure review
 - Tenure review process
 - Promotion applications

Discussion

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Faculty Performance Planning

- Applies to all faculty members
- Departmental criteria must link to college and university strategic planning objectives
- Annual Plan is mutually developed, uses measurable goals, is developmental, and is placed on file
- Annual self-evaluation is based on the Annual Plan
- One-on-one review with results placed on file
- Annual plans and reviews become part of Tenure and Promotion Portfolio

Discussion

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Faculty Performance Planning

- Student Teaching, Advising, and Support
 - Assigned courses, advising, and mentoring
 - Curriculum development
 - Outcomes assessment
 - Improving teaching and technology capabilities
- Research, Scholarship, and Creativity
 - Expected projects and disseminating results
 - Seeking and administering funded research projects
- Service Activities
 - Committee leadership and service
 - Fund-raising and outreach responsibilities
 - Community service related to academic programs
 - Professional service

Discussion

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Tenure and Promotion Portfolio

1. Letters of Evaluation
2. CV
3. Statement of Philosophy on Teaching, Scholarship, and Service
4. Department Mission Statement and Annual Performance Plans
5. Annual Plans, Reviews, and Retention Recommendations

Discussion

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Tenure and Promotion Portfolio

6. Summary of Student-Related Responsibilities
7. Research, Scholarship, and Creative Activities
8. Record of Service
9. Confidential Letters of Review
 - Three for Associate Professor
 - Five for Professor
10. Appendices

Discussion

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Faculty Performance Planning

- How do departments set and communicate long-range and annual goals?
- How do departments link Strategic Plan objectives with Academic Program objectives?
- How do departments agree to, document, and monitor faculty expectations?
- How do departments link annual reviews to Tenure and Promotion process?

Discussion

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Faculty Performance Planning

- What services could be provided to assist faculty members in preparing and maintaining their portfolios?
- What services could be provided to assist Chairs and Tenure Review Committees in the evaluation process?

Discussion

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Lunch
12:15-12:45



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Fall 2010 Updates 12:45-1:30

- Enrollment and Recruitment Update
Lisa Kujawa
- Changes to Laptop Program
Tim Chavis

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Enrollment/Recruitment Update 12:45-1:10

- Recruitment programming
- Follow-up with future students
- Benchmarking visits
- Update on Art and Science Consulting
- Retention programming

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Recruitment Program Components

- Network and engage constituents while on campus
 - High School Counselors/Teachers
 - Students
 - Parents
- Develop presentations that answer the questions
 - “Why should I attend Lawrence Tech?”
 - “Why should I make Lawrence Tech my first choice?”
- Reinforce Value Proposition of a Lawrence Tech degree
- Talk about the Lawrence Tech and College experiences
- Motivate, inspire, and change perceptions



Follow-up with Future Students

- Spreadsheets of inquiries / applicants / pending students sent bi-weekly to chairs, directors and deans
- Contact students by e-mail, personalized card, or letter
 - Tell students “what happens next” for them
 - Invite students back to campus as many times as you wish
 - Reinforce the value of their decision
 - Encourage students to “move Lawrence Tech up”
 - Consider offering interviews to future students
- Out-of-state students need more contact because they do not “know” us as well



Follow-up with Future Students

- Publications being created to show value proposition between LTU and other schools
 - Architectural Engineering Programs across the country
 - UM and MSU – two of our biggest competitors
 - Architecture programs within Michigan and nationally
 - Real price value of the Tablet/Laptop Program



Benchmarking Visits Art & Science Consulting

- Outcomes from AITU benchmarking visits
 - Fewer out-of-state high school visits and more hosted sessions with Admissions Counselors
 - More housing and new sports
 - Café renovations and new meal plans
- Art & Science engagement
 - Surveying behaviors to understand how prospective students make their decisions
 - Pricing Study to identify pricing strategy



Retention Initiatives

- VISTA Volunteer to work in Financial Aid
 - Financial planning, researching college scholarships, debt planning
- First Year Office initiatives to increase persistence
 - More contact with parents
 - Interviews and focus groups
 - Planning for sophomore year
 - Assess effectiveness of first-year advising program



Changes to Laptop Program

1:10-1:30

- Tablets and Laptops available for inspection
- Comparison of 2010-11 laptops and tablets with 2009-2010 machines
- Software Value chart for communication with students

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Laptop Highlights 2010-2011

	Laptops		Tablets	
	Current	Lenovo W510	Current	Fujitsu T900
Processor	1.66GHz	1.6GHz Hyper	1.66 GHz	2.53GHz
RAM	2GB	4GB	2GB	4GB
Max Resolution	1680x1050	1600x900	1400x1050	Int 1280x800 Ext 1920x1200
Screen Size	15.4	15.6"	12.1"	13.3"
Graphics Card	Intel	NVIDIA (1GB)	Intel	Mobile Intel (1.6GB +4GB system RAM)
Hard Drive	80 GB	320GB	100 GB 160GB	320 GB
OS	XP	Windows7	XP	Windows7
Battery	6 cell	9 cell	8 cell	6 cell (5 hrs) 6 cell Bay (3+ hrs)
DVD-RW	Internal	Internal	External	Internal via Bay
Bluetooth	No	Yes	x61 Only	Yes
Webcam	No	Integrated	No	Integrated

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Laptop/Tablet Software Value

	<i>LTU Annual Cost</i>	<i>LTU Cost Per Device</i>	<i>Software Consumer Price</i>	<i>Total Software Consumer Value</i>
Base Software				
CAS and COM Tablet (MS, Autodesk, Minitab)	\$ 444,960	\$ 202	\$ 11,926	\$ 11,926
College Add-Ons				
COETablet (labview, Catia)	\$ 16,478	\$ 12	\$ 9,589	\$ 31,515
COAD Laptop (Bentley, ArcGIS)	\$ 5,300	\$ 5	\$ 434	\$ 12,360
Arch Engineering Laptop (Arch + Engin + AfterEffects/RISA)	\$10,928	\$10	\$ 1,832	\$ 13,758
Trans Design Laptop (Arch + AfterEffects + Catia)	\$ 18,108	\$16	\$ 16,832	\$ 28,758
Macs (Imaging / Media Comm)	\$ 34,164	\$ 171	\$ 1,399	\$ 13,326
Total LTU Software Costs	\$ 493,722	\$ 224		



Finance & Administration Update

1:30-2:15

- FY2011 budget process
- Importance of faculty participation
- Departmental information and training needs
- Fall workshop on professional expectations

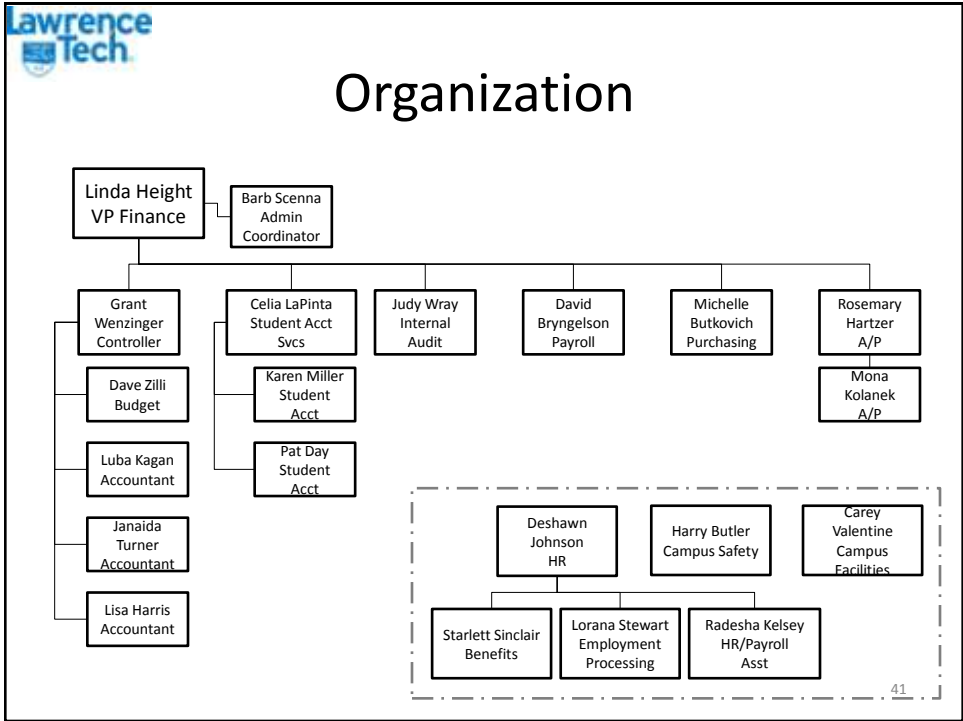
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Finance & Administration Mission

- To provide professional financial services to the University, including investment management, budget planning, procurement, accounting and reporting services.


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University Budget Where It Comes From

- Revenue: Total
 - Student Tuition
 - Donors
 - Grants and Contracts
 - Auxiliary (i.e., rental homes)
- Revenue: Used for Operating Budget
 - Student Tuition
 - Donors



↑


Revenue

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University Budget Where It Goes

- Instruction (Faculty)
- Institutional Support
- Merit Increases
- Academic Support
- Student Services
- Physical plant maintenance
- Debt Services
- Capital Expenditure
- Miscellaneous




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University Budget Where It Does Not Go

- Budget pool is NOT rolled over to the next fiscal year budget
- Invoices can NOT be back-dated

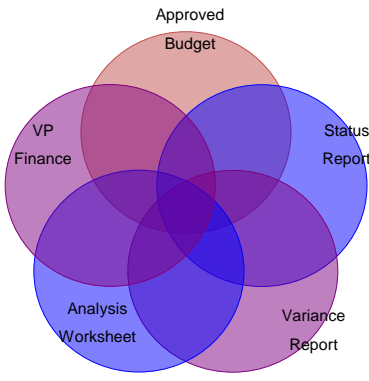


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Budget Process How It Works

- **Approved Budget**
 - Sent to Budget Holder
 - Monthly budget status report
 - Variance report
- **Variances**
 - Department documents reason for variance and forwards to Budget Analyst
 - Budget analysts compile variance reports reflecting explanations
 - Information forwarded to VP of Finance & Admin



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FY 2010 Budget Revenue

- Gross tuition
- Less Discounts/Awards = Net Tuition
- Fees (registration and other)
- Unrestricted current year gifts and prior year pledges
- 5.5% spending policy on unrestricted and temporary restricted endowments
- Spending policy
 - Rental properties cash flow
- Auxiliary enterprises—Housing and Other
- Other sources

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FY 2010 Budget Expenses

- Instruction
- Academic Support
- Student Services
- Institutional Support
- Physical Plant Operation and Maintenance
- Auxiliary Services
- Debt Service including Debt on Student Services
- Open Positions
- Other Expenses
- Transfer to Capital Reserve Fund
- Capital Expenditures

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Current Debt as of 2/28/2010

	HUD Loan	Bridge Loan	1998 Bonds	2000 Bonds	2001 Bonds
	South Housing	Student Svcs Bldg	UTLC Bldg	UTLC and Campus	North Housing
Original Balance	\$3,200,000	\$8,950,919	\$7,940,000	\$12,000,000	\$12,000,000
Principal Balance 2009	\$1,412,000	\$6,000,000	\$7,435,000	\$10,900,000	\$11,100,000
Principal Balance 2010	\$1,224,500	\$4,306,337	\$6,330,000	\$10,300,000	\$10,700,000
	Ends FY2018	Ends FY2011 (must be refinanced)	Ends FY1018	Ends FY2036	Ends FY2032

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Michigan Private Institutions FY 09-10 Tuition and % Increase

	Tuition	%		Tuition	%
Kalamazoo	32,643	5.9	Concordia Univ.	20,460	3.5
Albion	28,880	4.8	Hillsdale	19,920	0.0
CCS	28,275	6.0	Olivet	19,888	0.0
Univ. Detroit/Mercy	27,319	5.9	Spring Arbor	19,790	2.9
Kettering	26,936	4.1	Siena Heights Univ.	19,210	3.9
Hope	24,920	3.0	Northwood Univ.	18,408	4.9
Alma	24,850	4.9	Rochester	17,362	4.5
Adrian	24,440	4.5	Marygrove	16,280	4.9
Calvin	24,035	3.8	Cleary Univ.	15,600	4.8
Lawrence Tech	22,958	4.5	Davenport U(Western)	13,970	5.4
Aquinas	22,314	5.5	Madonna Univ.	13,150	5.8
Andrew Univ.	19,940	6.2	Walsh	9,070	2.3
Cornerstone Univ.	19,530	5.1	Baker	8,550	2.6

Michigan Private Institutions Average Increase = 4.2%

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Other Private Tech Institutions FY 09-10 Tuition and % Increase

	Tuition	%
MIT	37,782	3.8
Cal Tech	34,584	0.4
Rose-Hulman	34,560	5.3
Florida Institute of Technology	31,520	4.4
Rochester Institute of Technology	29,283	4.5
Illinois Institute of Technology	29,362	6.7
Lawrence Tech	22,958	4.5
Indiana Institute of Technology	21,400	5.5

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Break
2:15-2:30



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Wrap-Up Discussion
2:30-3:00

- What are the issues requiring follow-up?
- Department Chair collaboration during the year
- Early view of Web resources for chairs and directors
- Online Advising Handbook
- Topics to cover at new department chair workshop ... and volunteers!
- Topics to cover at new faculty and adjunct orientation

Discussion

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