

Strategic Planning Implementation

Annual Workplan Fiscal Year 2010

Northeastern Illinois University's Strategic Plan includes Six Strategic Goals with broad Action Steps for each. As we implement the Plan, we annually select specific activities under each Goal for our University-wide focus. We have chosen the activities described below for FY2010. In addition to these items, other activities will be implemented across all units of our campuses. Activities are numbered to correspond to Action Steps within the Strategic Goals.

Student Success

- 1.1.1 Develop a new design and campaign for undergraduate and graduate recruitment marketing materials.
- 1.3.1 Reorganize retention efforts and establish an Undergraduate Retention Intervention Team, which includes faculty members from each of the academic colleges and student life. The team will develop, implement and refine strategies to address the needs of at-risk students, progression rates and time-to-degree outcomes. The team will also identify key performance indicators associated with these issues.
- 1.3.2 Develop a plan and schedule for University surveys which will provide useful information and direct/suggest activities for improvement. Begin with the College Student Inventory survey Fall 2009.
 - 1.3.3.1 Improve the placement of NEIU websites in search results for major search engines (Google, Yahoo1, Bing, etc.).
- 1.4.1. Create a task force to review and coordinate the various advisement systems that operate at the University in order to strengthen intentional advising.
- 1.5.1 Strengthen programs to engage family members of undergraduates into the University community in order to support student retention and success.

Academic Excellence and Innovation

- 2.1.1 Build on the work of the summer work group, by completing the Statement of Objectives for the Baccalaureate Degree; establish a second work group and initiate discussion to develop a Statement of Objectives for the Masters Degree.
- 2.2.1 Establish a task force to develop proposals for new initiatives in General Education, based on the Statement of Objectives for the Baccalaureate Degree at NEIU, on best practices elsewhere, and on work force needs.
- 2.3.1 Establish task forces to consider development of new curricula and programs in areas of high work force needs at all degree levels.

- 2.3.2 Study why students repeat developmental math courses multiple times and develop interventions to increase their rates of success.
- 2.4.1 Enhance the coordination and delivery of career development services to NEIU students and alumni.
- 2.6.1 Bring support services at CCICS and El Centro in line with those at the Bryn Mawr campus.
- 2.8.1 Establish a task force to develop policy and best practice guidelines for on-line courses and to expand the number of on-line courses.
- 2.8.2 Complete Audio/Visual installation in identified classrooms in LWH, El Centro, CCICS and other University buildings.

Urban Leadership

- 3.2.1 Further develop community service programs at El Centro with initial focus on non-credit ESL instruction.
- 3.2.2 Bring support services at CTC to service levels in line with those at the Bryn Mawr campus.
- 3.3.1 Seek funding for summer research grants on urban issues with initial focus on immigration.
- 3.4.1 Continue efforts to develop curricula that are designed to support Latino communities and students.
- 3.4.2 Build a Faculty Media Expert Program specifically for the ethnic media with a focus on the Latino community.
- 3.5.1 Create a Spanish language translation function on the NEIU website.

Exemplary Faculty and Staff

- 4.1.1 Develop and publish a University employee handbook.
- 4.2.1 Begin a set of studies that identifies the median salary for selected comparison groups for all pay classifications at the University.
- 4.2.3 Create a step-by-step checklist that informs hiring departments of processes for hiring employees.

- 4.3.1 Develop and present the second year of Great Service Matters.
 - 4.3.1.1 Organize a professional development conference appropriate for all employees .
 - 4.3.1.2 Develop and implement periodic workshops covering specific functional areas (e.g. Procurement Workshop).
 - 4.3.1.3 Provide to an initial group of faculty and staff the “Connections Now” on-line training to learn ways to improve our service to students.
- 4.3.2 Implement a new program to provide, on a loaner basis, University teaching instructors with appropriate technology to be able to fully use the technology enhanced classrooms.
- 4.4.1 Implement a schedule that assures that each new employee has appropriate technology and technological support, and appropriate work space on his/her first day of work.
- 4.4.2 Implement a program of employee choice for pay distribution of either payroll direct deposit, the mailing of checks to individuals who choose not to participate in direct deposit, or direct pay to debit card.
- 4.5.1 Start developing an employee incentive plan that rewards employees who attain professional development or training goals.

Enhanced University Operations

- 5.1.1 Complete the revision and compilation of University operating policies and procedures.
- 5.1.2 Create a webmaster’s group to select a system to standardize the overall web design.
- 5.1.4 Develop a plan for combining services from the current Information Center and Box Office.
- 5.1.5 Complete the “Use of Facilities” Manual.
- 5.1.6 Complete the launch and implementation of R-25 for events.
- 5.2.1 Explore options for adding a residential life component.
- 5.3.1 Develop a plan for a multi-cultural center based on program needs developed by the University.
- 5.3.2 Develop a model for a “one-stop shop” for student services at NEIU.
- 5.4.1 Complete a Technology Strategic Plan and prioritize IT projects across the University.
- 5.5.1 Complete a space inventory to assess all areas and identify areas in need of repair

and/or renovation; establish a list, in priority order, of those spaces identified.

- 5.5.2 Begin planning and design for the Education Building.
- 5.6.1 Develop an inventory of NEIU's sustainable initiatives as well as a sustainability theme to be incorporated into NEIU's identity.
- 5.6.2 Implement a fuel efficiency vehicle program that replaces University gas-operated vehicles with hybrid or alternative fuel vehicles.
- 5.7.1 Complete the installation of the second campus emergency notification system for mass electronic notifications (text, e-mail, voice mail).
- 5.7.2 Become fully compliant with the Illinois Campus Safety and Enhancement Act of 2008.

Fiscal Strength

- 6.2.1 Enhance the Government Relations- Alumni Legislative advocacy programs through the development of a database.
- 6.2.2 Recruit eleven members for an Alumni Association Board and launch the NEIU Alumni Membership Program.
- 6.2.3 Develop proposals to increase external support for University emergency preparedness.
- 6.2.4 Negotiate the performance contract for an investment grade energy audit and seek proposals for external support for University energy conservation and sustainability efforts.
- 6.3.1 Develop business processes and procedures to operationalize extended learning programs, including revenue collection, use of facilities and payment of expenses.
- 6.4.1 Recruit three new Foundation Board members.
- 6.4.2 Develop a network of Presidential Scholar alumni.
- 6.5.1 Add \$500,000 to the endowment.
- 6.6.1 Ascertain and record corresponding gift amounts for each deferred gift designated by all 1867 Founders Society members.
- 6.6.2 Secure three lead gifts and twenty-five major donors to the College of Business and Management campaign.

9/3/09