Western Illinois University  
Division of Academic Affairs  

Consolidated Annual Report, Planning Document and Budget Request

Reports Due to Provost and Academic Vice President

Directors: March 8, 2013  
Deans: March 13, 2013  
(Please submit electronically)

Respond to the following questions in no more than 15 pages. Attach appendices with supporting documentation where appropriate.

CURRENT YEAR  
Fiscal Year 2013

Accomplishments and Productivity for FY13

1. Give a brief review of the division’s goals and objectives for FY13.
   a. Increase enrollment in Health Sciences undergraduate program (Goal 1, Action 1,a,1; Goal 2, Action 1,a) (short-term, mid-term & long-term)  
      i. Change name of degree from BS in Health Sciences to BS in Public Health to more accurately reflect the content of the degree: This change was approved in the January 27, 2012 departmental meeting. This action has been awaiting action from IBHE since summer 2012.  
      ii. Work with University Advising to better promote BS in Health Sciences/Public Health among undecided/undeclared majors  
      iii. Establish faculty workgroup focused on recruitment and retention in BS in Health Sciences/Public Health program  
      iv. Conduct focus groups with current students to ascertain their ideas to increase enrollment/visibility.  
   b. Initiate program coordinators for all undergraduate programs (Goal 2, Action 1,a) (short-term and mid-term) -  
   c. Initiate curriculum mapping for all undergraduate programs. (Goal 2, Action 1,a) (short-term and mid-term)  
   d. Review & revise all departmental marketing and promotion materials. (Goal 2, Action 1,a) (short-term)  
   e. Continue and finalize 2+2, Program2Program agreements. (Goal 1, Action 1,f; Goal 3, Action 1,c) (short-term and mid-term)  
   f. Actualize computer replacement rotation (Goal 2, Action 3,a) (short-term and mid-term)

2. List the most important divisional accomplishments for FY13 and document how these accomplishments support the goals and objectives of the University, including specific Strategic Plan accomplishments. List the accomplishments based on the below goal areas. Divisions may indicate “not applicable” or “none” under a goal area as appropriate.

   a. Enhanced Culture for Teaching and Learning
      • Maintain rigor and high academic standards  
      • Initiate implementation of revised FYE – Not Applicable  
      • Increase course based civic learning and service learning opportunities, while helping to spur community development in our region and beyond  
         o In EM 305 Dimensions of Disaster, Dr. Rozdilsky led the students in a working project with the Emergency Management Coordinator (EMC) from Harrisburg, IL in response to the devastating
tornado of February 29, 2012. Through efforts of Dr. Rozdilsky to connect with the EM Coordinator in Harrisburg a variety of actions have occurred including a trip to Harrisburg led by Drs. Rozdilsky and Kelley through which Jack and the EM 305 students are working with the Harrisburg EMC to assist in the development of a proposal for an enhanced Emergency Operations Center in Harrisburg.

- In the methods courses taught by Dr. Hamilton-Hancock (HS 444 and HS 513) students are actively engaged in the application of technology to enhance health education projects. These projects included topics such as nutrition for women 45+, depression, metabolism & nutrition, osteoporosis prevention, hardy hearts 4 women and reducing work related stress delivered to a broad audience through the COEHS Techfest.

- In HE 432 The Coordinated School Health Program and HE 433 School Health Curriculum, Joanna Graham incorporates a variety of activities through which her students are actively engaged in Macomb area schools through activities that use their training in the courses.

- Expand study abroad opportunities/increase internationalization –
  - Dr. Fetene Gebrewold developed a study abroad which was to be implemented in spring 2012. It was cancelled due to lack of sufficient enrollment.
  - The department continued its significant enrollment of international students in the graduate program.

- Support scholarly/professional activity
  - Using the Department Travel Funds policy, the department chair allocated approximately $7000 of operating funds to reimburse faculty for travel expenses incurred in travel to present at or provide leadership at national level meetings in the amount of $700 per faculty.

- Support for Quad Cities Riverfront campus
  - The Department of Health Sciences continues to provide teaching and advising support to our graduate students who are located in the Quad Cities. These activities include department chair and graduate coordinator visits to QC, courses offered face-to-face in QC, courses offered via CODEC (with QC acting as the receiving and sending site), and courses offered in an online format.
  - The Post-baccalaureate Certificate in Health Service Administration was offered completely in an online format.
  - At the request of the QC administration one IQ1 section was added to each departmental undergraduate course.

- Expand scope of the Centennial Honors College
  - Dr. Jamie Johnson has been identified as the departmental CHC liaison.
  - Drs. Fetene Gebrewold and Hal Marchand are active in the Presidential Institutes

- Support undergraduate and graduate research opportunities –
  - The department used foundation account funds to support graduate and undergraduate students to travel and present their work at professional conferences. Dr. Amanda Divin organized and led a group of 4 students who presented at the 2012 Robert D. Russell Research Symposium at SIUC. Dr. Divin also mentored graduate student Chaundra Bishop in the publication of a paper in theEta Sigma Gamma Monograph Series (Bishop, C. (2012).


b. Fiscal Responsibility and Accountability

- Allocate new funding and reallocate variance dollars to support University priorities-
  - Variance dollars resulting from the appointment of Dr. Nancy Parsons in the Provost's office were used to hire 18 credits of adjunct instruction.

- Identify alternative funding sources

c. Focus on Statewide Public Agenda and Performance Funding Initiatives
• Increase educational attainment through enhancement of recruitment and retention of students
  o The department has begun the process of developing “student ambassadors” from our student leaders. These ambassadors will assist in recruitment and retention.
  o A process of contacting all freshman and sophomore students with an overall and major GPA of less than 2.0 was initiated in the fall 2012 semester. These contacts include a letter from the department chair and adviser and a “Patron Mail” that encourages them to “change the direction of their academic trajectory and inviting them to contact the chair or adviser for assistance.
  o A process of contacting all junior and senior students with an overall of less than 2.0 and a major GPA of less than 2.5 was initiated in the fall 2012 semester. These contacts include a letter from the department chair and adviser and a “Patron Mail” that encourages them to “change the direction of their academic trajectory and inviting them to contact the chair or adviser for assistance.
  o Several faculty members, Drs. Mark Kelley, Jeanne Clerc, are participating in the Building Connections mentoring program.
  o All incoming freshman and transfer students were contacted by the department chair via email at the beginning of fall 2012.

• Insure college affordability by expanding and improving scholarship opportunities and providing students with greater access to employment
  o Dr. Amanda Divin, as chair of the department Scholarship committee, revised and updated all criteria which were then posted to the department web page by Dr. Mark Kelley.

• Increase the number of high quality baccalaureate degrees awarded
• Enhance access, equity, and multicultural initiatives for entire campus community
  o Dr. Lorette Oden chairs the WIU Minority Health Month committee.

d. Facilities Enhancement and Deferred Maintenance
  • Support for renovation of science laboratories – Not applicable
  • Support for Engineering and Nursing facilities - Not applicable
  • Support for Performing Arts Center - Not applicable
  • Support for three-dimension art facility - Not applicable
  • Renewed funding for classroom renovation - Not applicable
  • Support major capital budget initiatives - Not applicable

e. Technology Enhancement
  • Support the enhancement of technology infrastructure
  • Integrate the utilization of technology into the classroom
  • Implement Desire to Learn – Department faculty are using D2L in online and technology enhanced classes
  • Continue computer replacement as funds are available – Working with the COEHS technology staff the department was able to replace 7 departmental computers ranging in age from 9 to 7 years old.

3. Indicate measures of productivity by which the unit’s successes can be illustrated.
a. Over the last several years a variety of departmental level measures have shown a solid trend upward. These trends continued in calendar year 2012. The Figure below evidences a linear upward trend in Student Credit Hour (SCH) production per year ranged from a low of 6,959 in FY04 to a high of 8,229 in FY11, an increase of 18.2%. This was followed by a decrease of 2.5% to 8,020 for FY 12.
4. Describe how the division used any of the following categories of funds to enhance accomplishments and productivity:

   a. Western Illinois University Foundation funds-
      Departmental foundation funds were used to support a variety of activities to benefit students. For example, foundation funds were used to support student travel to professional conferences. The departmental scholarship committee, under the direction of Dr. Amanda Divin, selects a Health Sciences Major of the year who is presented with the award at the AAHE (American Association for Health Education) annual meeting. This year we supported the travel of Allison Gilbert to attend and receive her award at the AAHE meeting in Boston. Foundation funds were also used to support travel of EM students to the IEEMA and ISEMA meetings in Springfield and Peoria, respectively, and for HS/HSM student to present at the Robert L. Russell Research Symposium at SIUC and graduate students who attended and provided service at the American School Health Association.

   b. Funds available due to vacant positions or dollars saved through hiring of new personnel at whatever level those funds reside – Variance dollars from the appointment of Dr. Nancy Parsons in the Provost’s office have been used to hire adjunct instructors to teach primarily general education human well-being courses.

   c. Grants, contracts, or local funds – Not applicable

   d. Internal Reallocations: For reallocations over $20,000, identify the amount, area that was reallocated from, and the priority that funds supported – Not applicable

   e. Other fund sources – Not applicable

Budget Enhancement Outcomes for FY13

For each budget enhancement received in FY13 complete an Accountability Report form (Attachment A). Be specific about approved productivity measures.
Major Objectives and Productivity Measures for FY14

1. List the most important goals and objectives the division will pursue in FY14, and how these actions will be measured/assessed.
   a. Increase enrollment in Health Sciences undergraduate program (Goal 1, Action 1,a,1; Goal 2, Action 1,a) (short-term, mid-term & long term)
      i. Change name of degree from BS in Health Sciences to BS in Public Health to more accurately reflect the content of the degree. This change was approved in the January 27, 2012 departmental meeting. This action has been awaiting action from IBHE since summer 2012.
      ii. Work with University Advising to better promote BS in Health Sciences/Public Health among undecided/undeclared majors
      iii. Establish faculty workgroup focused on recruitment and retention in BS in Health Sciences/Public Health program
      iv. Conduct focus groups with current students to ascertain their ideas to increase enrollment/visibility.
   b. Refine process for program coordinators for all undergraduate programs (Goal 2, Action 1,a) (short-term and mid-term) -
   c. Initiate curriculum mapping for all undergraduate programs. (Goal 2, Action 1,a) (short-term and mid-term).
   d. Review & revise all departmental marketing and promotion materials. (Goal 2, Action 1,a) (short-term)
   e. Actualize computer replacement rotation (Goal 2, Action 3,a) (short-term and mid-term)

2. Of the objectives identified above, please indicate which are directly related to Strategic Plan action items.

3. For Strategic Plan action items noted above, indicate whether you intend to have the action completed in the short-term (next 12 months), mid-term (2-4 years), or long term (5+ years).

Technology Goals and Objectives

1. List the most important technological goals and objectives the division will pursue in FY14, and how these will be measured/assessed.

2. Describe how these objectives build upon goals in divisional and/or institutional strategic plans.

3. For each technology item, indicate whether you intend to have the action completed in the short-term (next 12 months), mid-term (2-4 years), or long term (5+ years).

Internal Reallocations and Reorganizations

1. What are planned FY14 reallocations or reorganizations, including the movement of positions, the upgrade of positions, the creation of new positions, or the reallocation of personnel or operating funds?

2. How do these reallocations and reorganizations further Strategic Plan goals and objectives?

3. Describe how all reallocations, permanent and temporary, will affect the unit’s standard performance measures.

Revised 1/20/13
4. How are you planning to find new funds?
   a. Describe divisional strategies to seek additional resources (e.g., grants, Foundation)
   b. Provide an explanation of how additional resources would be used to enhance divisional objectives
   c. Summarize long-term external funding goals which extend beyond FY14
   d. Develop indicators/benchmarks to track attainment of goals

5. What is the current status of the long-term funding goals established last year?
Western Illinois University Quad Cities

1. Briefly describe programs or course offerings in the Quad Cities and the current success of those programs in terms of majors, minors, enrollment/SCH production, and completability. The Department of Health Sciences offers our MS in Health Sciences with options in Public Health and School Health on the Quad Cities campus. Courses are offered through the CODEC interactive video technology, in an online format, and one class is taught face-to-face in the QC.

2. How many faculty do you currently have located in the Quad Cities? How many Macomb-based faculty deliver courses in the Quad Cities? How many adjuncts did you use last year to teach in the Quad Cities? Will you be requesting additional faculty/staff next year (explain)? The Department of Health Sciences does not have any faculty resident in the Quad Cities. All required and elective courses are available to QC resident students on a two year rotation. Faculty who teach CODEC are strongly encouraged to travel to the QC campus at least one time per month to use the QC campus as the CODEC sending site rather than the receiving site. We will not be requesting any additional staff in the upcoming year.

3. Will you be asking for new programs or offerings in the Quad Cities next year? Will you be offering fewer programs or courses next year (if so, explain why)? We are not planning to expand or contract our program offerings in the QC.

4. Summarize your short-term (2-4 years) and long-term (5 years or more) plans for Quad Cities in your unit (if applicable). Our short-term and long-term plans for our Quad Cities programs includes maintaining and enhancing our enrollment and continued refinement of the graduate curriculum on both campuses.

5. Explain additional resources (grants, foundation, etc.) derived from or located in the Quad Cities. Not applicable.

New Funding Requests

1. New Academic Degree/Option/Certificate/Concentration Development Requests – Not applicable

Complete a Request for New Academic Degree/Option/Certificate/Concentration Development form (Attachment B) for each new degree, option, certificate, or concentration program to be submitted through the University curricular approval process in FY14, including enrollment projections and required resource requirements. Attach a copy of the feasibility study approved by the Provost.

2. New Operating/Base Resources Not Included in #1. – Not applicable

Complete an FY14 Budget Request form (Attachment C) for each new operating/base fund request not associated with new academic program development requests identified in #1 above. Also, please include any previous unfunded requests which remain as priorities.

3. Facilities Requests – Not applicable

Complete an FY14 Budget Request form (Attachment D) for each facility enhancement request over $100,000.

Summary—New Fund Requests

1. Identify, in priority order, requests for additional funding in a spreadsheet (Attachment E). Include all
funds requested for new academic programs (#1), operating/base (#2), and facilities (#3). – Not applicable

2. On this spreadsheet, please be sure to indicate whether you are seeking one-time or continuous funding. If you are seeking continuous funding, identify whether it is for a period of years or a permanent base increase. – Not applicable
Scholarly/Professional Activities

1. For the calendar year January 1, 2012, to December 31, 2012, provide the total number of scholarly/professional activities in your area for the following categories:

   a. Book publications
   b. Chapter/monograph/refereed article publications
   c. Creative activities—Please provide total creative activities and international subtotal
   d. Conference presentations—Please provide total conference presentations and international subtotal

ATTACHMENT A  Accountability Report for Program Support — FY13
ATTACHMENT B  Request for New Academic Degree/Option/Certificate/Concentration Development — FY14
ATTACHMENT C  Budget Request — New Operating/Base Resources — FY14
ATTACHMENT D  Budget Request — Facilities over $100,000 — FY14
ATTACHMENT E  Summary — New Funding Requests — FY14
1. For the calendar year January 1, 2012, to December 31, 2012, provide the total number of scholarly/professional activities in your area for the following categories:

a. **Book publications**

b. **Chapter/monograph/refereed article publications**


c. **Published abstracts/conference proceedings**


d. **Conference presentations**—Please provide total conference presentations and international subtotal


Hamilton-Hancock, D., Hemphill, L., & Hemphill, H. (2012, May). *A continuum approach to debunking stereotypes regarding the digital divide.* Paper presented at the Faculty Summer Institute, University of Illinois, Urbana-Champaign, IL.


Oden, L. (2012, March). The unlikely connection between personal health issues and retention rates of black male college students. Presented at the National Council for Black Studies 36th Annual Conference, Atlanta, GA.


Wen, M., Hamilton-Hancock, D., (2012). *Preserve Your Sanity: Purposeful Online Discussions to Avoid*
Instructor and Student Burnout. Oral presentation at the Illinois Education & Technology Conference, Springfield, IL.


Zullig, K.J. & Divin, A.L (2012). The association between non-medical prescription drug use (NMPDU) and suicidality. Accepted for poster presentation at the 2012 American Association for Health Education (AAHE)/American Association of Health, Physical Education, Recreation and Dance (AAHPERD) National Conference, Boston, MA.

c. Reviewer of professional journal manuscripts


d. Manuscript/textbook reviewing


e. Other Presentations and Workshops


Hamilton-Hancock, D., Clerc, J., & Divin, A. (2012, February). *Incorporating experiential learning and technology to promote a WIU campus event*. Center for Innovation in Teaching and Research (CITR), Western Illinois University, Macomb, IL.


**h. Other Scholarly/Professional activities done as officer of an interstate, national or international professional association**


Divin, A. L. Manuscript Reviewer, 2012 Eta Sigma Gamma Student Monograph.

Wen, M. 2012 American Public Health Association Program Planning Committee – Health Administration Section Program Planner

Wen, M. APHA Health Administration Section Reviewer

Wen, M. APHA Health Administration Section Moderator