



YOUNGSTOWN
STATE
UNIVERSITY

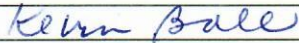
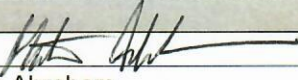
Template for Strategic Investment Funding Proposals, FY 2018

Proposals must be submitted to the YSU Budget Office, no later than February 1, 2018

Section I: Proposal name and contact information

Title / name of proposal:	TRANSFER EQUATE DATA ENTRY
Contact person name and title:	KIMBERLY J VERDONE, DIRECTOR - DEGREE AUDIT
E-mail address:	KJVERDONE@YSU.EDU
Phone number:	(330) 941-1518

Section II: Approvals of the appropriate College Dean and/or Division Officer

To certify that the proposal is aligned with the strategic objectives of the department, college or division, signature approvals are required by the appropriate Department Chair or Director, College Dean, and/or area division officer, i.e., Provost, Vice President, Associate VP.	
Signature of Dept. Chair or Director	
Name (printed/typed):	Kevin E. Ball
Title:	Associate Provost
Date:	1/25/2018
Signature of Dean (if applicable):	
Name (printed/typed):	
Title:	
Date:	
Signature of Division Officer:	
Name (printed/typed):	Martin Abraham
Title:	Provost
Date:	01/31/2018



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Section II: Description of the proposal and its alignment with the YSU 2020 Strategic Plan

Please summarize the proposal and specify how it aligns with the YSU 2020 Strategic Plan.

The Office of Degree Audit is requesting funding for \$12,000 to fund data entry efforts outlined by the new transfer evaluation policy approved by Deans' Council in Fall 2017. The new policy decreases the amount of time to evaluate transfer credits in order to complete the student degree audit.

YSU's vision statement expressly says that it is a "student centered institution, committed to the education, development, well being, and success of students of all ages." This proposal contributes to the success of YSU students, especially those classified as returning adults. Many YSU transfer students are non-traditional aged. Transfer students have diverse needs not only because they have commitments and responsibilities that a traditional population does not have but also because they are bringing with them university credits that date back many years and prior learning experiences that the state requires YSU to consider for credit bearing purposes. In addition, the Strategic Plan's student success cornerstone indicates that we want our student body to be satisfied with academic and non-academic experiences. If we are not properly serving our transfer student population, how can we expect them to be satisfied with their experiences at YSU? If YSU is to meet the six-year graduation rate, then the Office of Degree Audit needs to evaluate all credits for transfer students in a timely manner to ensure that they graduate from the university within the six-year timeframe.

Section III: Shared governance and stakeholder engagement

Was the proposal developed collaboratively and with input from all stakeholders? Please describe the process used to develop your proposal.

This proposal was discussed with my supervisor, Associate Provost Kevin Ball. He is aware of the needs in the Degree Audit Office, and he is aware of the newest transfer evaluation policy because it was vetted and approved in Deans' Council in Fall 2017.



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Section IV: Return on Investment

If applicable, describe how the proposal may generate new revenue to support related expenses or other strategic initiatives. If there are benefits other than revenue-generation, whether tangible or otherwise, you may also describe those.

As YSU seeks to enroll greater numbers of transfer students, we need to appropriately service those students in a timely fashion. When students enroll with transfer credits, we must have the credits evaluated and posted in a three-week period of time from the date that the academic record is put into the degree audit system. In order to meet the three-week turn around goal (a goal that our statewide competitors are meeting and promising to transfer students), we must evaluate coursework and enter equates into the degree audit system in the three-week period of time. In Spring 2018, we adjusted the workflow by which courses are evaluated. These efforts have assisted the turnaround time from faculty. However, the information still needs to be entered into the degree audit system. Due to a lack of staffing, a student employee is currently the only source of assistance with this task. Having a student worker 25 hours a week for the entire academic year will allow us to meet the three-week deadline imposed by the new transfer evaluation policy. Without meeting the timely expectations of our incoming transfer student population, we cannot entice and enroll a larger number of students.

Section V: Proposed funding amount requested (NOTE: Available strategic investment funds are one-time dollars left over from the prior fiscal year. Consequently, proposals requiring multi-year funding will require additional consideration.)

Single year funding request:	\$ 12,000.00		
Multi-year funding request (if applicable):	\$	No. of years:	

Section VI: Space utilization and/or modification

If applicable, describe any special and/or additional building or space requirements that would be needed to pursue your proposal.



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Section VII: Personnel costs / additions

If applicable, explain any additional costs associated with the need to add staffing and/or faculty resources required to pursue your proposal.

Section VIII: Enterprise risk management

If applicable, describe the risk mitigated by your proposal, or the risk elevated if your proposal is not funded.

Not only do we run the risk of losing transfer students who have been accepted to the university, but if the courses are not evaluated properly and in a timely fashion, advisors cannot properly advise and register students into degree programs. Improper advising could result in transfer students taking courses that they have already completed at other institutions, potentially resulting in a student not only wasting time but also wasting money. Prolonging a student's time to degree completion is not what the Ohio Department of Higher Education (ODHE) desires for us to do as an institution. In fact, ODHE is encouraging its state institutions to help students graduate with as little debt as possible and in a timelier fashion.