



Academic Affairs



Associate Vice President for Undergraduate Education & Assessment

Mission Statement

The mission of the Academic Affairs division is to ensure that the University's mission and goals are accomplished. We believe in promoting excellence in teaching and learning; research, scholarly and creative activities; and service.

The office of the AVP for Undergraduate Education and Assessment is responsible for coordinating academic and student support services in order to foster learning and engagement (Strategic Plan, Goal 3).

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Programs

- First-year Experience
- University Writing Center
- University Writing Program
- Office of Undergraduate Research
- International Education
- IELI/Continuing Education
- Student Support Services (TRiO programs)

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AVP for Undergraduate Education & Assessment (22017-2000)

Item	FY17*	FY18
Salary	110,000	110,000
Fringe	15,905	15,905
Longevity	1,200	1,200
M&O	3,000	3,000
TOTAL	130,105	130,105

*in Provost's budget

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First-year Experience (Strategic Plan, Goals 1.A & 3.B.b)

One of the primary responsibilities of the AVPUEA office is to create, implement, and evaluate a sustainable first-year experience for new students. In order to do so, funding is needed for:

- coordinating efforts and services of faculty, staff, and administrators across campus;
- recruiting, training, and compensating Peer Mentors
- providing ongoing training and compensation for faculty; and
- supporting campus engagement activities.

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First-year Experience (new account)

Item	FY17*	FY18
Non student salaries	65,530	65,530
Fringe	9,470	9,470
Student Scholarships	0	10,000
M&O	0	5,000
Total	75,000	90,000

*in Provost's budget

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University Writing Center (2010-present)

Staff

- ~12 tutors, undergraduate and graduate, from different disciplines

Training

- Semester orientation
- Weekly practicum

Service to MSU

- Provides free tutoring to all students, faculty, and staff
- Conducted 1000+ sessions during the 2015-16 academic year
- Writing support outreach (classroom visits, workshops)
- Writing center research

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University Writing Center needs (Strategic Plan, Goal 3.B)

Assistant director

- Teach 2 writing courses in English department each long semester
- Recruit, train, and monitor 7-12 undergraduate and graduate tutors
- Schedule tutoring and outreach events
- Manage budget
- Work with faculty
- Conduct and oversee student research
- Take students to regional and international conferences

Competitive wage for tutoring

- National average \$10.00/hour
- Loss of excellent tutors to other campus offices

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University Writing Center (2701*-22714)

Item	FY17	FY18
Salary	0	40,305
Fringe	0	10,075
Student salaries	12,000	15,600
M&O	3,000	3,000
Total	15,000	68,980

*needs to be changed to a 2000 account

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University Writing Program (2010-present)

Staff

- Writing Program Administrator (TT Faculty position)
- Office of Writing Proficiency secretary

Service to MSU

- Serves on Core Curriculum committee
- Works with English department chair to coordinate first-year writing curriculum
- Provides ongoing training and support to writing faculty (across campus)
- Facilitates writing and grammar workshops for students
- Administers the Writing Proficiency Exam and ENGL 2113
- Assesses the effectiveness of writing core curriculum

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University Writing Program: Office of Writing Proficiency

2000-22001			2000-22013		
Item	FY17	FY18	Item	FY17	FY18
Staff salaries	17,949	17,949	Non-student wages	16,068	17,950
Fringe	10,002	10,002	Fringe	2,232	4,017
M&O	4,275	4,275	Total	18,300	21,967
Total	32,226	32,226			

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Critical needs

Program	Justification	FY 17	FY18	Increase
First-year Experience	<ul style="list-style-type: none"> peer mentor program Learning Community events Faculty development 	\$75,000	\$90,000	\$15,000
University Writing Center	<ul style="list-style-type: none"> Assistant director w/ 2:2 load Competitive tutor wage 	\$15,000	\$68,980	\$53,980

