

**Annual Institutional
Effectiveness Report**

**Office of the Dean
October 2005**

Prepared by:

**F. Andrew Schoolmaster, Dean
Gary Kuhnenn, Associate Dean
Tom Otieno, Associate Dean**

II.

**Office of the Dean
Executive Summary
Planning Period
July 1, 2004 – June 30, 2005**

Strategic Planning for the Office of the Dean was initiated during the 2003-2004 academic year under the guidance of Interim Dean, Dr. Gary Kuhnenn. This initial effort took the form of an action plan intended to align the Office of the Dean with the strategic goals of the College of Arts and Sciences and Eastern Kentucky University. Because the Office of the Dean is primarily an administrative support unit, the action plan included a description of the unit and listing of staff, the mission statement for the Office of the Dean, ECU and CAS strategic directions addressed by the action plan, and a list of six goals for the Office of the Dean. Implementation of this action plan during the 2004-2005 academic year was the responsibility of Dean F. Andrew Schoolmaster, who joined ECU the first day of the reporting period. During this year, attention has focused on working with the Strategic Planning and Budget Work Group to prioritize college strategic budget requests, initiating activities in support of meeting the six goals for the Office of the Dean, and evaluating the college action plan itself, including the mission statement. In the process of this evaluation, it is clear that new key performance indicators and assessment procedures will have to be developed as part of the TracDat assessment impact report. What follows is a summary of actions taken to meet the goals for the Office of the Dean and an analysis and assessment of the previous year's strategic planning and budget process. From this report it will also be clear that much progress was made in meeting the Office of the Dean action goals.

III. Status of outcomes/results with regard to 2004-2005 strategic directions/goals/objectives.

- a. *Insert Assessment Impact Report from TracDat.* (Office of the Dean TracDat see Appendix A.) Many of the activities initiated by the Office of the Dean to achieve the goals specified in the action plan were implemented during the 2004-2005 assessment period. Those activities will be assessed during the 2005-2006 academic year and included as part of TracDat report for the 2006-2007 strategic plan. For example, the faculty mentoring plan, that started in 2004-2005, will be assessed during 2005-2006, and the results of the assessment will be reported in the 2006-2007 strategic plan. Key performance indicators and assessment methods for the largely administrative functions of the Office of the Dean will be reviewed during the 2005-2006 academic year with the TracDat information and variables adjusted accordingly.
- b. *Provide responses to the following 4 items about administrative objectives.*
 1. *Describe how faculty and/or staff members were involved in assessing administrative objectives, including developing objectives, analyzing results and making improvements based on those results.*

Members of the CAS Strategic Planning and Budget Work Group participated in prioritizing the 2005-2006 strategic budget requests from the reporting units. The group also reviewed the 2003-2004 Annual Institutional Effectiveness Report from the Office of the Dean. The Office of the Dean does not have educational objectives but rather, action plan goals, which will be reviewed by the Strategic Planning and Budget Work Group as part of the prioritization of the 2006-2007 planning group strategic budget request process.
 2. *What were the most significant improvements made to your academic program(s) or unit because of assessing your administrative objectives?*
 1. Reorganization of functional responsibilities of Associate Deans.
 2. Reorganization of SLRC to better meet information technology needs of faculty and departments. SLRC was renamed the CAS Technology Information Center.
 3. *How will you determine whether the improvements you made will enhance student learning in future iterations of your assessment?*

Not applicable. Student learning is assessed at the departmental level.
 4. *How will the actions taken based on assessing administrative objectives be reflected in the Office of the Dean's planning and budgeting processes?*

Currently the assessment of the Junior Faculty Mentoring Program is underway. This assessment will focus on not only the program, but on other actions that are needed to better recruit and retain new faculty, and support their instructional, research and creative activity. Based on preliminary data from this assessment, two strategic budget requests from the Office of the Dean will include funding to create a Junior Faculty Summer Research Program and a Faculty Start-Up Fund.

IV. Explanation of outcomes/results for 2004-2005 strategic goals.

The six action plan goals for the Office of the Dean are:

1. To provide effective leadership.
 2. To provide effective administrative support.
 3. To promote outreach by the College.
 4. To promote and support diversity.
 5. To provide technology to students and faculty.
 6. To provide appropriate acquisition and management of chemicals.
- a. *If any goals/strategic directions/objectives were not achieved, explain why.*
Each of the goals of the Office of the Dean were met per se but the success or level of advancement for two goals in particular needs improvement. Both Goal 3: To promote Outreach by the College, and Goal 4: To promote and support diversity, especially as it relates to the hiring of a diverse faculty will be addressed in the 2005-2006 academic year. Outreach of the College requires a larger commitment of time and effort by the Dean, and where appropriate, department chairs. Improving the diversity of faculty will require improved recruiting at the departmental level and an increased level of support including faculty salaries and start-up funds to support junior faculty in such a highly competitive market.
- b. *Modifications: What will be done so strategic directions/goals/objectives will be achieved?* The Dean will commit an increased amount of time to development efforts including working more closely with chairs and University Development officers in identifying and cultivating donors. The status of the College Newsletter will also be evaluated as will existing promotional materials. Search practices by departments and special college initiatives for improving diversity in the faculty and students will be reviewed and where appropriate, revised to achieve a more diverse university community.
- c. *Five major accomplishments for the past year, 2004-2005 in the Office of the Dean.*
1. Created the Roark Lecture Series to showcase the scholarly and creative accomplishments of CAS faculty. (EKU Goal 4)
 2. Started a faculty orientation program to help new faculty with adjustment and acculturation into ECU and Richmond community. (EKU Goal 1)
 3. Implemented a junior faculty mentoring program for all new faculty which includes departmental and college mentors and special sessions on tenure and promotion, research, and sponsored programs. (EKU Goal 1)
 4. Coordinated efforts to secure funding from the General Assembly to plan, design and build a new science building. Resulted in a \$5 million planning appropriation. (EKU Goal 4)
 5. Reworked CAS policies on, and organization of the College Promotion and Tenure Committee. (EKU Goal 3)

V. Adjustments made to the Office of the Dean's action plan for 2005-2006 academic year.

a. *Briefly summarize changes made to the unit's action plan.*

The Dean will work with the Strategic Planning and Budget Group to revise the college mission and vision statements. The action plan will be reviewed and new

goals will be identified especially those relating to fostering and supporting increased scholarship across the professoriate.

VI. Priorities for next year (2006-2007).

- a. *List goals/strategic directions/objectives of priority for 2006-2007 that require new funding.* There are two initiatives that will require additional funding. One relates to providing additional support for junior faculty which should help with recruitment and retention. This initiative features the establishment of a Junior Faculty Summer Research Award and CAS Start-Up Funds. With the retirement of 26 faculty through completion of the RTP Program, the College will be hiring a number of new faculty. Providing such support for research and creative projects will help with the hiring of new faculty and provide needed resources at this critical time in the probationary period. The second initiative is intended to create an on-going source of money to help department chairpersons improve their administrative and managerial skills.

REPORTING UNIT
ANNUAL STRATEGIC BUDGET REQUEST FORM
BUDGET YEAR 2006-2007
EASTERN KENTUCKY UNIVERSITY

Name of Request Junior Faculty Summer Research Awards Priority 1 of 3
requests

Administrative Unit Dean's Office **College** (if applicable) Arts and Sciences
Vice President/Director Provost James Chapman

Description of Request: Junior Faculty Summer Research Awards will be used to support selected junior faculty as they develop their research and creative projects. There will be 5 awards (\$4,000) per year with \$3,500 for salary support and \$500 for travel, supplies and/or equipment. The award shall be used during one of the summer semesters. Eligible faculty must be full-time, tenured or tenure track members of the University and hold the rank of Assistant Professor. These awards will be competitive with preference given to faculty during the first three years of their service at EKU. Administrative procedures will be finalized upon the funding of this strategic budget request.

Justification for Request (no more than 1 page may be attached): Currently there is no junior faculty program providing summer salary support for scholarship in the College of Arts and Sciences. Such programs as the one requested are widespread in higher education and provide valuable summer salary support that enables junior faculty to work on their research and creative projects during this critical time in their probationary period. In effect, this program will facilitate research by allowing the faculty member to receive summer salary the equivalent of one course without having to teach. When this award is compared with other sources of research support such as the Faculty Research Grants and Faculty Development Funds which do not allow for summer salary, we will be in a better position to meet the higher level of research aspirations that many new faculty exhibit. Increasingly, candidates are inquiring about the level of research support during their interviews. Funding this proposal will be a concrete expression of commitment consistent with a number of strategic directions in the EKU Strategic Plan.

Description of Relationship to Reporting Unit Goals and Objectives:
Office of the Dean Goal 1, Strategic Direction 1.3, Goal 2, Strategic Direction 2.1

Description of Relationship to Planning Group Goals and Strategic Directions:
EKU Goal 1, Strategic Direction 1.2, Goal 3, Strategic Direction 3.5, Goal 4, Strategic Direction 4.1,
Strategic Direction 4.2.
CAS Goal 5, Strategic Direction 5.2, Goal 7, Strategic Direction 7.1

Indicate which EKU goal(s) this request is linked to by placing a check in the appropriate box(es):

- To promote and support a climate that respects and celebrates diversity
 To continuously improve the programs, services, and infrastructure of the university through the use of inclusive and innovative processes.

- To promote learning through high quality programs and services.
- To provide intellectual and cultural opportunities which will develop and enhance scholarship and intellectual curiosity.
- To increase and enhance external and internal constituency engagement, while maintaining a connection with Appalachia.
- To attract, develop, and educate an increasingly diverse student body.

Funding Requested

One-time \$ _____ On-Going \$ 20,000

Explanation:

If meeting the objectives described above will require additional funds (other than that requested above) in the future then please explain. If the use of these requested funds fails to meet the stated objectives, explain to what extent on-going funds can be rescinded for future years.

Approval:

Unit Head F. Andrew Schoolmaster Date October 24, 2005
 Extension Number 622-1405 E-Mail Address andrew.schoolmaster@eku.edu

Dean/Director F. Andrew Schoolmaster Date October 24, 2005

Vice President _____ Date October 24, 2005

Attachment to Annual Strategic Budget Request Form

Justification:

Currently, no dedicated funds are available to facilitate the professional development of department chairpersons in the College of Arts and Sciences. What limited travel funds have been available have normally been used to attend disciplinary meetings. While such attendance is highly desirable in keeping chairs professionally active in their field of study, there has not been parallel funding specifically designed to enhance their administrative portfolio. A wide variety of professional programs are available to chairpersons. One of the most well known programs is provided through the Harvard Graduate School of Education. Two programs, the Management Development Program and the Institute for Management and Leadership in Education would be particularly useful to chairpersons. Another example would be the development seminars sponsored by the Council for Advancement and Support of Education (CASE). A final example would be the series sponsored by the Council of Colleges of Arts and Sciences (CCAS). CCAS annually offers a range of programs from facility planning and construction, to legal issues at union and non-union institutions and a workshop for new chairpersons.

Presently, 12 of the 17 chairpersons have less than 3 years of experience in the position, and eight have one year or less experience as chair. Clearly, these individuals could benefit immensely from attending professional development seminars such as those mentioned above. The creation of the Administrative Development Awards would provide much needed funding on a regular and recurring basis for the professional enhancement of those individuals serving in one of the most important and challenging administrative positions in higher education. Initially, there would be five awards of \$2,000 each year. This program would be evaluated annually and modified as needed to maximize outcomes and efficiency.

Funding Requested

One-time \$ _____ On-Going \$ 30,000.

Explanation:

If meeting the objectives described above will require additional funds (other than that requested above) in the future then please explain. If the use of these requested funds fails to meet the stated objectives, explain to what extent on-going funds can be rescinded for future years.

Approval:

Unit Head F. Andrew Schoolmaster Date October 24, 2005
Extension Number 859-622-1405 E-Mail Address: andrew.schoolmaster@eku.edu

Dean/Director F. Andrew Schoolmaster Date October 24, 2005

Vice President _____ Date _____

College of Arts and Sciences
Office of the Dean
2004-2005 Accomplishments

- Reorganized functional responsibility of Associate Dean for Administrative Affairs and Research and Associate Dean for Academic and Student Affairs.
- Refocused the Science Learning Resource Center (SLRC) to provide additional information technology support for faculty and departments. Emphasis has been placed on assisting with web design, with accessibility in response to ADA requirements and new faculty orientation with Blackboard. Former center has been renamed the CAS Technology and Information Center.
- Created the Roark Lecture Series to showcase the scholarly and creative accomplishments of CAS faculty.
- Initiated annual departmental visits to directly respond to questions from faculty and enhance understanding of departmental needs and aspirations.
- Conducted space audits and tours with each department chair to learn of facilities and space utilization issues.
- Started a new faculty orientation program to help new faculty with adjustment and acculturation into EKV and Richmond community.
- Started mentoring program (voluntary) for all new faculty which includes departmental and college mentors and special sessions on tenure and promotion, research, and sponsored programs. Assessment of first year activity is currently underway.
- Organized departmental and administrative efforts to secure a legislative appropriation to plan, design, and build a new science building. Resulted in a \$5 million planning appropriation from General Assembly.
- Reworked CAS policies on, and organization of the Promotion and Tenure committee.
- Initiated annual reviews of each department with chair which serves as an opportunity to discuss departmental accomplishments and objectives for upcoming academic year.
- Collaborated on creation of a CAS statistical profile and database for tracking key performance indicators beyond TRACDAT and CPE KPI criteria.
- Produced a CAS College Advisors Handbook with emphasis on improving college advising and student retention.
- Secured assistance with post-pre-award grants and contracts and produced report "Towards Increased Productivity in Scholarly/Creative Activities in the College of Arts and Sciences, Eastern Kentucky University".
- Redesigned CAS web page to improve communication, navigation, and highlight importance of learning, discovery, and community as part of college mission and vision.
- Participated in numerous development and fundraising activities including alumni presentations and visits to prominent alumni to establish a CAS Advisory Council. Encouraged departments to increase alumni and development outreach activities.

Assessment Impact
 Eastern Kentucky University
 Arts and Sciences, Dean's Office

Objective: **S.D. 1.1 Budget Work Group** - Provide for effective strategic planning and budgeting through the Strategic Planning and Budget Work Group. [\[Show Objective Detail\]](#)

Offices/Functional Areas: \$ Planning Objectives

Result/Observation	Results/Observations		
	Use of Results/Observations	Follow-Up	Resolved
05/15/2005 -- College Wide Planning and Assessment DESCRIPTION: The Strategic Planning and Budget Work Group (SPBWG) reviewed institutional effectiveness reports, including strategic budget requests, from all the departments within the college. It then prepared an overall report for the entire college. TYPE: Distinction / Strength	05/15/2005 -- 2 out of 9 college strategic budget requests were funded by the university. A new list of strategic budget requests will be developed in 2005-2006.		No

Objective: **S.D. 1.2 Technology Work Group** - Provide for the effective use of technology through the Technology Work Group. [\[Show Objective Detail\]](#)

Offices/Functional Areas: No \$ Planning Objectives

Result/Observation	Results/Observations		Resolved
	Use of Results/Observations	Follow-Up	
<p>05/15/2005 -- College Wide Technology Plan DESCRIPTION: In preparation for the university-wide move to the active directory platform for computers, the college Technology Work Group (TWG) conducted an audit of all computers in the college to ensure that they met minimum hardware requirements. Internet connections in some buildings were updated to 1 gig. Plans of installing wireless access in some of the college's buildings were initiated. Upgrade to classroom computers is an on-going activity. The TWG is also working towards the establishment of a college-wide technology plan. TYPE: Distinction / Strength</p>	<p>05/15/2005 -- Individuals whose hardware did not meet active directory requirements were given computers from other sources or new computers purchased with capital equipment funds.</p> <p>The committee will monitor installation of wireless access in additional buildings in 2005-2006. The committee will continue working towards the establishment of a college-wide technology plan.</p>		No

Objective: **S.D. 1.3 Resource Utilization** - Provide for effective utilization of existing resources. [\[Show Objective Detail\]](#)

Offices/Functional Areas: No \$ Planning Objectives

Result/Observation	Results/Observations		Resolved
	Use of Results/Observations	Follow-Up	
05/15/2005 -- Unit Action Plans DESCRIPTION: The Strategic Planning and Budget Work Group reviewed institutional effectiveness reports from all the departments within the college in fall 2004. TYPE: Distinction / Strength			No

Objective: **S.D. 2.1 Information Flow** - Support the efficient flow of information between the academic departments and other units of the institution. [\[Show Objective Detail\]](#)

Offices/Functional Areas: No \$ Planning Objectives

Result/Observation	Results/Observations		Resolved
	Use of Results/Observations	Follow-Up	
05/15/2005 -- Departmental Reports DESCRIPTION: The College Strategic Planning and Budget Work Group reviewed and collated institutional effectiveness reports from departments and passed them on the Office of Institutional Effectiveness.	05/15/2005 -- Departments will be encouraged to prepare comprehensive annual reports beyond the strategic planning reports.		No

TYPE: Distinction / Strength

<p>05/15/2005 -- Chair's Meeting Agendas DESCRIPTION: In the 2004-2005 academic year, there were 11 chairs meetings at which the Dean and Department chairs exchanged information from the college and higher administration and from faculty. TYPE: Distinction / Strength</p>	<p>05/15/2005 -- Chairs meetings are an effective means of sharing information and will continue to be convened.</p>	Yes
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<p>05/15/2005 -- College Website DESCRIPTION: The college website is periodically reviewed and updated as necessary. TYPE: Distinction / Strength</p>	<p>05/15/2005 -- The web allows information to be readily available to the campus community and beyond and will continued to be maintained.</p>	Yes
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Objective: **S.D. 2.2 Degree Programs** - Provide administrative support for certification of degree program completion. [\[Show Objective Detail\]](#)

Offices/Functional Areas: No \$ Planning Objectives

Result/Observation	Results/Observations		Resolved
	Use of Results/Observations	Follow-Up	
05/15/2005 -- Degree Certification Reports DESCRIPTION: Degree certification reports by term (semester and summer). Degree FA 04 SP 05 SU 05 Total Undergrad (2 year) 3 14 3 17 Undergrad (4 year) 164 278 80 522 Graduate 29 42 41 112 Grand Total 196 334 124 654 TYPE: Distinction / Strength	05/15/2005 -- Appropriate support is being provided in monitoring students progress toward graduation.		Yes
05/15/2005 -- Departmental Reports DESCRIPTION: Will be provided by departments as part of the unit strategic planning reports. TYPE: Distinction / Strength			No

Objective: **S.D. 2.3 Curricular Programs** - Provide administrative support for the curricular programs of the College. [\[Show Objective Detail\]](#)

Offices/Functional No \$ Planning Objectives

Areas:

Result/Observation	Results/Observations		Resolved
	Use of Results/Observations	Follow-Up	
05/15/2005 -- CAS Curriculum Report DESCRIPTION: The following types and number of curriculum proposals were processed by the College Curriculum Committee and approved by the Council on Academic Affairs. New courses (13), course revisions (28), dropped courses (13), editorial changes (3), new programs (1, Archaeology minor), program revisions (14). TYPE: Distinction / Strength	05/15/2005 -- Appropriate support is being provided in reviewing curriculum proposals and forwarding these to appropriate committees for further action.		Yes

Objective: **S.D. 2.4 Gen. Ed. Program** - Provide administrative support for the university General Education Program. [\[Show Objective Detail\]](#)

Offices/Functional Areas: No \$ Planning Objectives

Result/Observation	Results/Observations		Resolved
	Use of Results/Observations	Follow-Up	
05/15/2005 -- General Education Committee Report	05/15/2005 -- The KPI is no longer applicable and will be removed		Yes

DESCRIPTION: The Administration of the General Education Program was moved to the Office of University Programs.
TYPE: Distinction / Strength

from the college strategic plan.

Objective: **S.D. 3.1 Recruiting Materials** - Develop effective recruiting materials for the College. [\[Show Objective Detail\]](#)

Offices/Functional Areas: No \$ Planning Objectives

Result/Observation	Results/Observations		Resolved
	Use of Results/Observations	Follow-Up	
05/15/2005 -- College Curriculum Guides DESCRIPTION: The college brochure (developed in 2002-03) and curriculum guides updated in (2003-04) are relatively new and so were not updated in 2004-05. A new display board for use in recruitment activities was purchased. TYPE: Distinction / Strength	05/15/2005 -- Current recruit materials are up-to-date. They will be monitored periodically and updated as necessary.		No

Objective: **S.D. 3.2 Informational Materials** - Develop effective informational materials for external college stakeholders. [\[Show Objective Detail\]](#)

Offices/Functional Areas: No \$ Planning Objectives

Result/Observation	Results/Observations		Resolved
	Use of Results/Observations	Follow-Up	
05/15/2005 -- College Newsletter DESCRIPTION: No college newsletter was published in 2005. TYPE: Problem / Limitation	05/15/2005 -- The status of the newsletter will be evaluated in 2005-2006.		No

Objective: **S.D. 4.1 AFA Program** - Offer a minor and certificate through the African/African-American Studies Program. [\[Show Objective Detail\]](#)

Offices/Functional Areas: No \$ Planning Objectives

Result/Observation	Results/Observations		Resolved
	Use of Results/Observations	Follow-Up	
05/15/2005 -- AFA Enrollment DESCRIPTION: In 2004-2005 there were 3 students in the AFA minor. 2 of them took AFA courses in Fall 2004 and all 3 took AFA courses in Spring 2005. TYPE: Problem / Limitation	05/15/2005 -- The Dean's Office will consult with the AFA Director to see what actions can be taken to recruit more students for the AFA minor.		No

Objective: **S.D. 4.2 Diversity Awareness** - Provide campus events to increase university community awareness of diversity. [\[Show Objective Detail\]](#)

Offices/Functional Areas: No \$ Planning Objectives

Result/Observation	Results/Observations		Resolved
	Use of Results/Observations	Follow-Up	
05/15/2005 -- AFA Report DESCRIPTION: Fall 2004. Annual Homecoming Black Greek Show. Recruitment and Enrichment activity. 500 student participants, 300 alumni, 50 faculty/staff attended. In the spring, AFA sponsored a bus trip for Black Students and Faculty to the Freedom Center: The National Underground Railroad Museum in Cincinnati, Ohio, 50 students, 5 faculty members participated. Under the umbrella of An Affrilachian Summit, AFA sponsored a film festival and panel discussion featuring the			No

documentary Coal Black Voices and a documentary film about the urban residents in eastern Kentucky prisons; a literary reading and panel discussion on Diversity in Appalachia, featuring Crystal Wilkinson from Indiana University, Dr. Teresa Burris from Radford University and Ricardo Nazario Colon from the University of Kentucky; a lecture slide presentation and display by nationally known sculptor Ed Hamilton, and a lecture demonstration and mini concert by acclaimed jazz pianist Harry Pickens. The total attendance for these events was approximately 150 students, 12 faculty and 25 members of the Richmond community.

TYPE: Distinction / Strength

Objective: **S.D. 5.1 Technology in SLRC** - Provide students with the technological tools needed to complete classroom assignments and to enhance learning through the Science Learning Resource Center (SLRC). [\[Show Objective Detail\]](#)

Offices/Functional No \$ Planning Objectives

Areas:

Result/Observation	Results/Observations		Resolved
	Use of Results/Observations	Follow-Up	
<p>05/15/2005 -- SLRC Report DESCRIPTION: In addition to individual students using the Student Learning Resource Center (SLRC), faculty from several departments regularly scheduled classes in SLRC. The latter use has decreased in the recent past. Consequently, the centre changed its name and focus. The name will be changed to Technology Information Center (TIC). Whereas the centre will still offer a wide variety of services to faculty, staff, and students, it will also focus on providing training opportunities for faculty in the use of technology. TYPE: Distinction / Strength</p>	<p>05/15/2005 -- The effectiveness of the new arrangements will be reviewed in 2005-2006.</p>		No

Objective: **S.D. 5.2 Technology in Classroom** - Assist faculty in the College in their integration of technology in to curricula and student/faculty research through the Science Learning Resource Center (SLRC).
[\[Show Objective Detail\]](#)

Offices/Functional Areas: No \$ Planning Objectives

Result/Observation	Results/Observations		Resolved
	Use of Results/Observations	Follow-Up	
05/15/2005 -- SLRC Report DESCRIPTION: The center continued to offer a variety of technology related services to faculty and staff in 2004-05. A large format printer was purchased in 2004-2005 to allow faculty to better prepare large instructional and research related materials. As stated in Strategic Direction 5.1, the center will begin focusing more on providing faculty with training on the use of various technologies. TYPE: Distinction / Strength	05/15/2005 -- The effectiveness of the new arrangements will be reviewed in 2005-2006.		No

Objective: **S.D. 6.1 Chemical Control** - Monitor and control the acquisition of chemicals through the Chemical Storage Facility (CSF). [\[Show Objective Detail\]](#)

Offices/Functional Areas: No \$ Planning Objectives

Result/Observation	Results/Observations		Resolved
	Use of Results/Observations	Follow-Up	

05/15/2005 -- Chemical Storage Facility Report
DESCRIPTION: The CSF manager ordered and supplied departments and individual faculty with chemicals for instruction or research through out the academic year. The primary users of the chemicals were departments of Biology, Chemistry, Earth Sciences, and Physics & Astronomy.

05/15/2005 -- An on-line chemical requisition process will be introduced in 2005-2006 to better track usage.

One disposal per year may not be the most efficient way. Attempts will be made to have three disposals in 2005-2006.

No

The CSF manager also coordinated chemical waste disposal through a commercial company. One disposal per year was not deemed efficient. There is a proposal to have three disposals per year.

TYPE: Distinction / Strength

Objective: **S.D. 6.2 Safety Regulations** - Assist faculty and students in compliance with federal and state safety regulations for the use of chemicals through the Chemical Storage Facility (CSF). [\[Show Objective Detail\]](#)

Offices/Functional Areas: No \$ Planning Objectives

Results/Observations

Result/Observation	Use of Results/Observations	Follow-Up	Resolved
<p>05/15/2005 -- Chemical Safety Officer Report DESCRIPTION: The Chemical Hygiene Plan for the College of Arts and Sciences will be reviewed in 2005-2006.</p>	<p>05/15/2005 -- The chemical inventory handling plan will be reviewed and implemented in 2005-2006.</p>		No
<p>A chemical inventory/ordering/waste handling plan was drafted.</p>	<p>The survey on hazards will be sent to all departments in 2005-2006.</p>		
<p>A survey assessing the presence of any chemical, biological, and radiation safety hazards present in department was made.</p>			
<p>OSHA Lab Standard required training was conducted by the CSO for 26 new employees (including faculty and student employees) in August and September, 2004. 21 of these employees have already taken and passed an online quiz to demonstrate their familiarity with the relevant information. 21 new employees took and passed the quiz. TYPE: Distinction / Strength</p>			
