

## Office of International Programs

### Academic Affairs

### Administrative Unit Assessment

FY 18 (July 2017-July 2018)

### Department and Assessment Report Information

Prepared on:7/31/2018 2:07:49 PM	By:laura.thomason@mga.edu
For which department or area are you reporting?	Office of International Programs
What is the name and MGA email address of the person responsible for this report?	Dr. Laura Thomason laura.thomason@mga.edu

### Departmental Mission and Goals

The mission and goals of the department should be consistent over a 5 year period, although some institutional changes may necessitate and prompt a change in mission or goals for specific departments. In this section, you will report the mission statement for your department as well as the long term goals (5 year range) for the department.

<b>What is the mission statement for this department/area? Your mission should explain why the department/area exists and who it serves.</b>	The Office of International Programs participates in preparing students for global citizenship by offering international experiences to every Middle Georgia State University student.
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<b>What are the goals for this department? These should be the "big things" the department/area intends to accomplish within 5 years.</b>	<ol style="list-style-type: none"><li>1. Making an international experience available to every student such that internationalization creates and sustains engagement and helps make MGA a destination institution</li><li>2. Making internationalization an integral part of the student experience, not an add-on or extracurricular activity.</li></ol>
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## Objectives

Each year, every department should identify objectives the department hopes to accomplish in the next year. These should align with departmental goals and the MGA strategic plan. In the next section you will be reporting on the objectives you set and whether or not you achieved them in FY 18. Later in the document you will report on objectives you hope to accomplish in the coming fiscal year, FY19.

### Objective 1

<b>Objective 1: What was this department's first objective for this fiscal year? Objectives should be specific, measurable, and achievable within one year.</b>	Assist faculty in developing major-specific study abroad programs.
<b>Objective 1: How did your department measure this objective? (Survey, budget number, number of participants, jobs completed, measurable time and/or effort)</b>	Track development of international partnerships and proposed programs.
<b>Objective 1: What was your target outcome for this objective? (1.e. 80% participation, 5% enrollment growth, 7% change in engagement)</b>	At least one new faculty-led program ready to travel in Summer 2018.
<b>Objective 1: At what level did the department/area achieve on this objective? (This should be a number, i.e. 82%, 6%, 345 attendees, 75% engagement)</b>	100%
<b>Objective 1: Did your department meet this objective?</b>	The department met this objective.
<b>Objective 1: What did your department learn from working toward this objective? What changes will you make based on this effort next year?</b>	Based on this year's work we have adjusted the study abroad program proposal process for more accurate budgeting and better integration with the academic calendar and financial aid deadlines.

## Objective 2

<b>Objective 2: What was this department's second objective for this fiscal year? Objectives should be specific, measurable, and achievable within one year.</b>	Develop and administer a process for admitting visiting scholars.
<b>Objective 2: How did your department measure this objective? (Survey, budget number, number of participants, jobs completed, measurable time and/or effort)</b>	Track number of visiting scholars (J visas) on MGA's campuses during AY 2017-18.
<b>Objective 2: What was your target outcome for this objective? (1.e. 80% participation, 5% enrollment growth, 7% change in engagement)</b>	At least one visiting scholar hosted at MGA in AY 2017-18.
<b>Objective 2: At what level did the department/area achieve on this objective? (This should be a number, i.e. 82%, 6%, 345 attendees, 75% engagement)</b>	100%
<b>Objective 2: Did your department meet this objective?</b>	The department met this objective.
<b>Objective 2: What did your department learn from working toward this objective? What changes will you make based on this effort next year?</b>	Hosting a visiting scholar allowed us to create a comprehensive outline of the process for welcoming J visitors to campus and getting them access to necessary campus resources.

### Objective 3

<b>Objective 3: What was this department's third objective for this fiscal year? Objectives should be specific, measurable, and achievable within one year.</b>	Monitor and advise international students.
<b>Objective 3: How did your department measure this objective? (Survey, budget number, number of participants, jobs completed, measurable time and/or effort)</b>	Document that international students on F visas have visited the Office of International Programs for advising and to ensure visa compliance.
<b>Objective 3: What was your target outcome for this objective? (1.e. 80% participation, 5% enrollment growth, 7% change in engagement)</b>	International students' records updated each semester as required
<b>Objective 3: At what level did the department/area achieve on this objective? (This should be a number, i.e. 82%, 6%, 345 attendees, 75% engagement)</b>	85% (approx.)
<b>Objective 3: Did your department meet this objective?</b>	The department met this objective.
<b>Objective 3: What did your department learn from working toward this objective? What changes will you make based on this effort next year?</b>	With changes to the structure of advising at MGA, the Office of International Programs will focus on directing new students to their academic advisors and making sure advisors are aware of credit hour requirements for F-1 students. OIP will continue to monitor all international students for compliance with visa requirements and to update records in SEVIS each semester.

#### Objective 4

<b>Objective 4: What was this department's fourth objective for this fiscal year? Objectives should be specific, measurable, and achievable within one year.</b>	Continue to build international-themed co-curricular events.
<b>Objective 4: How did your department measure this objective? (Survey, budget number, number of participants, jobs completed, measurable time and/or effort)</b>	Track number of international events on our campuses.
<b>Objective 4: What was your target outcome for this objective? (1.e. 80% participation, 5% enrollment growth, 7% change in engagement)</b>	Add at least one new international event per semester.
<b>Objective 4: At what level did the department/area achieve on this objective? (This should be a number, i.e. 82%, 6%, 345 attendees, 75% engagement)</b>	100% (added 1 or more new events per semester)
<b>Objective 4: Did your department meet this objective?</b>	The department met this objective.
<b>Objective 4: What did your department learn from working toward this objective? What changes will you make based on this effort next year?</b>	We will continue to collaborate with academic departments, Student Affairs, and other colleagues to increase event attendance by co-sponsoring events and adding more publicity.

## Future Plans

<p><b>Please identify at least four measurable objectives for the next fiscal year. In listing the objectives, please use the format shown in these examples.1) The Department of X will improve services levels by 5% as measured by our satisfaction survey. 2) The department to X will provide training in ABC for at least 73 MGA faculty and staff.</b></p>	<p>The Office of International Programs will prioritize needs and prepare for active recruitment of international students to begin by FY 2021.</p> <p>The Office of International Programs will ensure that at least 80% of faculty advisors and professional advisors are familiar with advising for F-1 students and study abroad programs as demonstrated by summative assessment administered at the end of a training session.</p> <p>The Office of International Programs will increase study abroad participation by students beyond the Macon campus by at least 5% as demonstrated by students' self-reporting their home campuses when they apply to a study abroad program.</p> <p>The Office of International Programs will develop and implement student learning outcomes for the study abroad experience to be assessed via an evaluation instrument to be completed by returning students.</p>
<p><b>Based on this assessment, please share your thoughts on the current status and future direction of this department or area.</b></p>	<p>The Office of International Programs has succeeded in establishing basic policies and procedures for building study abroad programs, better monitoring and assisting international students, and promoting comprehensive internationalization. With basic infrastructure in place the next steps will be to document and analyze connections between internationalization and RPG while continuing to expand our international offerings.</p>

Form run:

Tuesday, February 12, 2019

