University of Utah TRIO Programs
Strategic Plan: 2011-13

Our Values & Commitments:

Value, respect and appreciate each student participant.

Promote social justice through commitment and service to traditionally underrepresented students, specifically low income, first generation college students, and students with disabilities.

Promote education by providing the tools that students need to become empowered for themselves and to contribute to their communities and to society as a whole.

Our Vision:

Enhancing educational opportunity as a pathway to success

Our Mission:

Through a supportive environment, the University of Utah TRIO Programs empower underrepresented students to access postsecondary education and to achieve academic success leading to a postsecondary degree.

Strategic Objectives:

1. Recruit and retain eligible students into the University of Utah TRIO Programs.

Goals and Actions

a. Update and revise printed materials and the TRIO website on a regular basis to provide accurate, concise and useful information.
b. Conduct regular case management meetings independently with UB and SSS staff to review and discuss potential students, student cases, policies and procedures, and potential changes to regulations and/or required project services.
c. Maintain working relationship with Department of Education Program Officer for each project to ensure adherence to federal regulations and changes to legislation impacting TRIO programs.
d. Increase the visibility of TRIO programs on campus through the development of working relationships and strategic networking with students, faculty, staff and University departments.
e. Determine student eligibility and deliver required services to project participants.
2. Equip project participants with skills and resources necessary to enroll in and complete a post-secondary college degree. Develop and instill college-minded values and culture.

Goals and Actions

a. Academic Year
   i. Academic advising and tutoring to develop and enhance academic and college preparation skills
   ii. Enrichment activities to develop cultural competencies, career awareness, leadership skills and community building

b. Six-week Summer Residential Program
   i. Offer college preparation courses in mathematics, composition, foreign language, financial literacy and science
   ii. Provide on campus living and learning experience
   iii. Coordinate meaningful extracurricular activities for students that focus on service learning, career awareness, current events and issues, leadership development, recreation and team-building
   iv. Enhance participants ease and understanding of college environment

c. Maximize programmatic potential and efficacy through coordination of services.
   i. University of Utah campus community
   ii. Work closely with administration/staff faculty at each target high school. Appoint contact/liaison at each school.
   iii. Local communities in areas of recreation, careers, cultural awareness, leadership, service learning and political awareness
   iv. Financial aid/Scholarships/UHEAA
   v. Higher education Institutions
   vi. Other TRIO programs

3. Provide project participants with support services, skills and resources necessary to be retained and graduate from the University of Utah.

Goals and Actions

a. Instructional
   i. Continue to offer courses that foster student learning and development, to include Math 990, Math 1010 and Ed Psych 2600, and the Summer Jump Start Program.
   ii. Explore option of teaching Math 1050.
iii. As part of the University’s mission to increase retention among transfer students, design services specific to eligible transfer students which may include an instructional component.

iv. Keep abreast of other instructional areas that will assist students to be retained and graduate.

b. Advising
   i. Provide regular academic advising to eligible students, which may include course selection, financial aid information and assistance, financial literacy, graduate school planning, career development and major exploration.
   ii. Develop campus relationships that enable referral of students as needed.
   iii. Increase project visibility on campus to better meet the needs of eligible students.
   iv. Explore and implement group advising sessions.
   v. Continue to seek out opportunities for staff to serve on university committees.

c. Tutoring
   i. Provide tutoring that supports courses offered by the project.
   ii. To supplement efforts to help students become successful, offer tutoring in writing.
   iii. Explore other tutoring options, including supplemental instruction, that will assist retention and graduation of eligible students.
   iv. Establish working knowledge and relationship with other tutoring options on campus. Make appropriate referrals.
   v. Seek out options that will allow additional study space and technology options for eligible students.
   vi. Hire and train qualified tutors. Utilize CLR training through ASUU to assist with tutor training.

d. Additional Support Services
   i. Continue to develop and build peer mentor program to provide support to students who may benefit from additional peer interaction.
   ii. Offer workshops on relevant topics designed to equip students with tools for success. Maintain comprehensive list of other workshops offered on campus so students can be referred to additional opportunities.
   iii. Maintain and increase student advocacy efforts on campus and in the community.
   iv. Continue to work closely with Financial Aid and Student Affairs to preserve funding for SSS Supplemental Grant and Summer Jumpstart Program. Seek out additional funding opportunities to enhance project services and increase retention and graduation of eligible participants.
   v. Engage in activities that support the mission, visibility and overall effectiveness of the project. Such activities will include TRIO Day, Meet and
Greet events, regularly scheduled tabling opportunities in the Union Building, Residence Halls and Library, and service learning experiences.

vi. Maintain strong working relationships with campus agencies and departments in order to provide effective and efficient resources for students in areas of campus engagement, academic success and career planning.

4. Provide professional development opportunities to ensure that each professional staff member is trained in areas of student development, grant regulations, current research, programmatic development and implementation, data management and data driven decision-making.

**Goals and Actions**

a. Provide opportunities for staff to attend TRIO-sponsored and/or Student Affairs related trainings and conferences
b. Facilitate avenues of communication with Department of Education and other TRIO programs
c. Seek out opportunities for collaboration, networking and research
d. Ensure that all staff are educated in areas of public policy, political awareness and project regulations
e. Provide appropriate updated Student Access database training for all staff
f. Monitor national trends and evolving needs in appropriate student development theory, application of best practices and improved delivery of services
g. Coordinate an on-going strategy with campus IT staff and resources to guarantee that staff receive current and up-to-date technology training

5. Maintain Upward Bound and Student Support Services funding at the University of Utah.

**Goals and Actions**

a. Clearly understand and carry out objectives for each grant.
b. Focus on program development and implementation directly designed to deliver services that will result in successful completion of objectives.
c. Maintain meaningful legislative relationships. Advocate for TRIO programs and TRIO students at the local, state, regional and national levels.
d. Continue to meet COE and ASPIRE “Fair Share” targets.
e. Develop and implement a comprehensive evaluation/assessment program. Utilize qualitative and quantitative feedback to enable data-driven decision making.
f. Utilize Student Access database to maintain accurate records and to ensure record-keeping standards are met.
g. Prepare and submit Annual Performance reports for Upward Bound and Student Support Services as required by the Department of Education.

h. Explore and seek outside funding sources to enhance and improve delivery of project services.

i. Continue to network with other TRIO programs to improve effectiveness and efficiency of TRIO projects.

6. **Purposefully and strategically implement and utilize technology that improves advising, tracking and reporting.**

**Goals and Actions**

a. Train all staff in Student Access database capabilities.

b. Maintain accurate student records on Student Access database.

c. Continue to expand and enhance technological tools and resources to improve project, staff and student efficiency and effectiveness.

d. Ensure that TRIO staff is adequately trained in areas of technology, tracking tools, software and technological resources.

e. Assist student with emerging technologies and improve student awareness, access and use of technology.

f. Dedicate resources to maintaining and improving technology equipment and up-to-date software.

7. **Assess and evaluate project services to increase effectiveness and ensure Department of Education objectives are achieved.**

**Goals and Actions**

a. Bi-annually review individual project objectives and services. On a monthly basis, prioritize needs, review project budgets, set and evaluate goals, and assess departmental strategic plan.

b. Work closely with the Assessment, Evaluation and Research office to develop evaluation and assessment tools and implement assessment strategy.

c. Review system for tracking required performance measures and make modifications/improvements.

d. Maintain accurate records of services provided to students.

e. Improve tracking of staff activity, including appointment statistics, caseload and outreach activities.

f. Ensure that staff has adequate support in terms of training, staff and resources.