

UNIT REPORT

**Millard Oakley STEM Center -
Institutional Effectiveness Final
Annual Report 2019**

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Definition of Unit

Definition of Millard Oakley STEM Center

Reporting Year: 2The Oakley STEM Center is a national leader in rural STEM Education.

Mission

The Oakley STEM Center enriches pre-kindergarten through college (P-16) student STEM learning with hands-on inquiry, enhances the STEM preparation of new and practicing prekindergarten through high school (P-12) teachers, models innovative instructional design and learning environments, conducts rigorous STEM education research, and collaborates with industry and organizations to strengthen STEM education initiatives across the region, st(s)3 .996()3 .9-gt(s)

Goal 1 Objectives:

1.1 Lending Library

1.1.a Conduct an inventory of all Lending Library items.

Strategic Alignment: Strategic Goal 3: Tennessee Tech is committed to optimizing resources and continuously improving effectiveness, efficiency, and return on investment for students.

Assessment Tool: No specific assessment tool required. Objective met upon completion of Lending Library inventory.

Status: A full inventory of the Lending Library has been completed and will be maintained from this point fwseegi998(r)8.95 219.007 (e).01(d)13.995 (t)-95 (

1.3.a Establish a process for communicating with P-12 teachers who have requested expeditions for their P-12 students. The established process must project both excitement and customer service, be transparent and understandable to STEM Center outreach staff, and include some form of a digital survey to make scheduling efficient for both the P-12 teacher(s) and STEM Center staff.

Strategic Alignment: Strategic Goal 3, Priority Action A: Improve efficiency and effectiveness of operational/administrative processes and procedures.

Assessment Tool: No specific assessment tool required. Objective met upon the completion of canned documents that can be used to:

1) respond to initial inquiries about an expedition trip, which would include a digital application that includes questions such as number of students, special needs requirements, preferred dates/time, etc., 2) offer a recommended date as well as rules/requirements for the expedition, 3) remind P-12 of the expedition one week before the expedition, and 4) follow up email about the expedition experience that includes a survey (see 1.3.b below) to evaluate their experience.

Status: Successfully completed. A process was established for communicating with P-12 teachers who request expeditions for their P-12 students. The established process projects both excitement and customer service, is transparent and understandable to STEM Center outreach staff, and includes a digital survey that makes scheduling efficient for both the P-12 teacher(s) and STEM Center staff. This process was implemented in January of the Spring 2019 semester.

1.3.b Create a post-expedition survey to gauge satisfaction with the expedition experience.

Strategic Alignment: Strategic Goal 3, Priority Action A: Improve efficiency and effectiveness of operational/administrative processes and procedures.

Assessment Tool: No specific assessment tool required. Objective met upon the completion of an evaluation survey that gauges the satisfaction of the teacher with the provided expedition experience.

Status: Successfully completed. A post-expedition survey was created to gauge satisfaction with the expedition experience. **This survey began being administered in February of the Spring 2019 semester.**

1.4 Facility Scheduling

1.4.a Review the existing protocol for scheduling Ray Morris Hall rooms. Provide clear guidance for room preferences.

Strategic Alignment: Strategic Goal 3, Priority Action A: Improve efficiency and effectiveness of operational/administrative processes and procedures.

Assessment Tool: No specific assessment tool required. Objective met upon updating the existing room scheduling protocol and reviewing the updated protocol with the Dean and Associated Dean of the College of Education.

Status: The procedure for scheduling Ray Morris Hall rooms was reviewed and updated to provide clear guidance for room preferences.

1.4.b Develop typical email wording for every aspect of the room scheduling process.

Strategic Alignment: Strategic Goal 3, Priority Action A: Improve efficiency and effectiveness of operational/administrative processes and procedures.

Assessment Tool: No specific assessment tool required. Objective met upon the completion of canned documents that can be used to:

1) respond and/or confirm room requests, 2) inform users of successful room scheduling, and 3) inform users of room rules/processes.

Assessment Tool: No specific assessment tool required. Objective met upon creation of the document.

Status: Successfully completed. This objective was completed based upon institutional knowledge of the life cycle of a grant, from pre-award to close-out. Responsibilities include:

	Bookkeeper	Student	Workshop	Expenditures	Department
Setup Excel Budget Sheet Enter expenditures in budget sheet, per agency line item and TTU account codes Reconcile accounts monthly Indirect reports	X				
Order materials and supplies for project Check out and label					
Prepare agency					
Book space for workshop in EBAC		X			
Order food	X	X		X	
Prepare Food Approval form (now required for Chartwells)	X	X		X	
Room setup		X	X		
Prepare TTU Close Out Form		X			
PD Letters			X		X
Sign In Sheets			X		X

1.5.b Return the short-term grant storage room to it originally intended purpose. At a minimum, the back wall and one side should be available for short-term storage.

Strategic Alignment: Strategic Goal 3, Priority Action A: Improve efficiency and effectiveness of operational/administrative processes and procedures.

Assessment Tool: No specific assessment tool required. Objective met upon the back wall and one side storage room being cleared of stored materials.

Status: Successfully completed. The short-term grant storage room was successfully returned to its originally intended purpose. The back wall and one side of the storage room is available for short-term storage and the remaining wall is being utilized for STEM Center outreach events.

Oakley STEM Center Goal 2: P-12 Support

Define Goal:

Oakley STEM Center Goal 2:

P-12 Support: Increase STEM Center support for P-12 teachers and students.

Expedition	UMS	Putnam County	12/18/2018	95
Expedition	UMS	Putnam County	12/19/2018	90
Expedition	Home school group	Putnam County	12/20/2018	34
Expedition	TNTech Trep Academy (homeschool)	Putnam County	1/18/2019	67
Expedition				

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Assessment Tool: No specific assessment tool required. Objective met after lending more items to Tennessee Tech faculty, staff, and students above usage in the 2017–2018 fiscal year. 258 items were lent to Tennessee Tech faculty, staff, and students during the 2017–2018 fiscal year.

Status: The Lending Library website crashed during the Fall 2018 semester. At that time, a decision was made to acquire an improved hosting platform due to complaints received regarding the original hosting platform. The updated hosting platform was not approved until the Spring 2019 semester and it took until the end of the 2018-2019 fiscal year to populate it with the Lending Library items and bring it online. While the Lending Library hosting platform was offline, stakeholders were still able to check out items by calling the

Outreach Event Name	Date	Total Kids	Total attendance
Calling All STEM Heroes	9/14/2018	55	106
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