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Western Oregon UNIVERSITY

# WOU STRATEGIC BUDGET PROPOSAL FOR INSTITUTIONAL PRIORITIES

## I. PROPOSAL OVERVIEW

| | | |
|---|---|---|
| Title<br>International Student Support and Retention Specialist | | |
| Department<br>International Education and Development Office | Requestor<br>Yang, Girod, Scheck | |
| Requestor Email<br>schecks@wou.edu | Requestor Phone<br>8-8271 | Request Date<br>11/22/17 |

## II. TIMEFRAME

| | | | |
|---|---|---|---|
| **Proposed Dates** | Start | 08/01/18 | End |

## III. PROPOSAL SUMMARY

*Make your summary **concise** and compelling. Avoid jargon and acronyms. A limit of 100 words is recommended.*

Request is for addition of an international student support and retention specialist to augment current staffing in the International Education and Development Office (Neng Yang). We have approximately 290 international students currently enrolled with approximately 80 students entering each year. Our current staffing to assist with on-boarding students upon arrival and working with students on transcript articulation-related issues, with local landlords and community agencies has been very taxing on current staff to the point we currently are not providing the student support necessary. S&S funds for support for bus rentals, etc. is also requested.

## IV. PROPOSAL SCOPE

Describe the proposal and the expected outcomes if approved. Additional space available on the next page.

The arrival this fall of approximately 50 additional Chinese students in the early childhood program in COE placed an immediate additional demand on our existing staffing. Further, projections from existing 2+2 / 3+1 partnerships with Chinese universities in other program areas (art, music, business, computer science, dance) are indicating growth in our international enrollment. Lastly, the Saudi Arabia Cultural Mission is beginning to send us student applications, again, which may result in a renewal of SACM students attending. Lastly, we wish to expand diversity of countries represented at WOU which will place additional time demands on existing staff.

Current staff in the International Education and Development Office is now represented with some staff with small children. The chaotic overtime/time off in lieu of overtime nature of on-boarding of incoming students as historically practiced is not as easily accommodated as in the past and pulls them from their assigned duties (e.g., immigration work, study abroad, application processing) to work with student issues related to academic articulation with WOU programs. Much demand occurs with the on-boarding intervention with students upon their first arrival and navigating the American culture. Delays in getting all transcripts articulated has created problems for academic advisors and for students wishing to enroll through WolfWeb.
Note this type of student support is uniquely different from that provided by the International Academic Support Office (Dr. Robert Troyer and Ms. Qin Ma).

***Proposal Scope continued***

The College of Education will depend upon the Neng Yang's and Robert Troyer's shops for adding international-focused mentoring support.

Additionally, because of the large cohort of students in the early childhood studies program, COE has had to rent buses from Central School District to bus students to study locations. COE is covering this with current budgets that were not designed to handle this expense. A $10,000 S&S budget (place below under "other") is requested to support such expenses.

## V. STRATEGIC ALIGNMENT

Describe the proposal's linkage to the university Strategic Plan.

I. Student Success. 4.1 Improve academic advising for all students; 4.3 Provide culturally responsive support for students from diverse communities.

III. Community Engagement. 2.5 Enhance educational partnerships with international universities that promote global connections for faculty, staff and students.

V. Sustainability & Stewardship. 1.1 Meet enrollment targets through effective recruitment and retention efforts.

Contributes to enrollment growth, student retention and assistance to faculty to ensure academic quality of the educational experience. Providing this support will provide reassurance to academic units that if they participate in recruitment of international students into their programs, the university will provide assistance to the faculty as they engage with the unique aspects of having international students in their classes and programs.

## VI. ADDITIONAL INFORMATION

Please include the following: implementation plan, assessment plan and the plan to sunset proposal if assessed objectives are not met in the timeframe outlined.

Comparative Oregon statistics for international recruitment offices are:
Oregon International Enrollment and Support Statistics
Chemeketa Community College
International Students: 200
Staff: 4
(No admissions, credits transfer evaluation and articulation, no study abroad)

Lane Community College
International Students: 400
Staff: 13
(No credits transfer evaluation and articulation, no study abroad)

Linfield College
International Students: 67, International Scholars: 6
Staff: 4 Full Time, 2 Part Time
(No admissions, credits transfer evaluation and articulation)

Pacific University
International Students: 18 undergrad degree, 20 exchange, 5-7 scholars, 130 Graduate
Staff: 4
(No admissions, credits transfer evaluation and articulation)

Southern Oregon University
International Students: 150
Staff: 5
(No credits transfer evaluation and articulation)

Willamette University
International Students: 214
Staff: 5
International Student Advisor: 3
(No admissions, credits transfer evaluation and articulation, no study abroad)

Western Oregon University
International Students: 292
Staff: 6
(2 staff are responsible for study abroad, 1 staff is responsible for admissions, credits transfer evaluation and articulation, only 1 staff is covering the student immigration advising,)

| **VII. BUDGET** Select all sources that will fund this proposal and complete form A (below) for each source. (Additional copies on pages 6-8.) | | | |
|---|---|---|---|
| Education & General ☑ | Grant ☐ | Self-Support Academic ☐ | Self-Support Non-Academic ☐ |

| **A. Funding Source** | Education & General ☑ | | Grant ☐ | Self-Support Academic ☐ | | Self-Support Non-Academic ☐ |
|---|---|---|---|---|---|---|
| | **One-Time Funding** | | | **Base (3-yr Recurring) Funding** | | |
| **INFLOWS** | FY17 | FY18 | FY19 | FY17 | FY18 | FY19 |
| **SFTE** | | | | | | |
| **Revenue** | | | | | | |
| **OUTFLOWS** | FY17 | FY18 | FY19 | FY17 | FY18 | FY19 |
| **FTE** | | | | 1.00 | 1.00 | 1.00 |
| **Salaries** | | | | 33,000.00 | 33,000.00 | 33,000.00 |
| **Benefits** | | | | 27,930.00 | 27,930.00 | 27,930.00 |
| **Materials & Supplies** | | | | | | |
| **Travel** | | | | | | |
| **Contracted Services** | | | | | | |
| **Capital** | | | | | | |
| **Other Operations** | | | | 10,000.00 | 10,000.00 | 10,000.00 |
| **TOTAL** | 0.00 | 0.00 | 0.00 | 37,930.00 | 70,930.00 | 70,930.00 |

| **A. Funding Source** | Education & General ☐ | Grant ☐ | | Self-Support Academic ☐ | Self-Support Non-Academic ☐ | |
|---|---|---|---|---|---|---|
| | **One-Time Funding** | | | **Base (3-yr Recurring) Funding** | | |
| **INFLOWS** | FY17 | FY18 | FY19 | FY17 | FY18 | FY19 |
| **SFTE** | | | | | | |
| **Revenue** | | | | | | |
| **OUTFLOWS** | FY17 | FY18 | FY19 | FY17 | FY18 | FY19 |
| **FTE** | | | | | | |
| **Salaries** | | | | | | |
| **Benefits** | | | | | | |
| **Materials & Supplies** | | | | | | |
| **Travel** | | | | | | |
| **Contracted Services** | | | | | | |
| **Capital** | | | | | | |
| **Other Operations** | | | | | | |
| **TOTAL** | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

| **A. Funding Source** | Education & General ☐ | Grant ☐ | | Self-Support Academic ☐ | Self-Support Non-Academic ☐ | |
|---|---|---|---|---|---|---|
| | **One-Time Funding** | | | **Base (3-yr Recurring) Funding** | | |
| **INFLOWS** | FY17 | FY18 | FY19 | FY17 | FY18 | FY19 |
| **SFTE** | | | | | | |
| **Revenue** | | | | | | |
| **OUTFLOWS** | FY17 | FY18 | FY19 | FY17 | FY18 | FY19 |
| **FTE** | | | | | | |
| **Salaries** | | | | | | |
| **Benefits** | | | | | | |
| **Materials & Supplies** | | | | | | |
| **Travel** | | | | | | |
| **Contracted Services** | | | | | | |
| **Capital** | | | | | | |
| **Other Operations** | | | | | | |
| **TOTAL** | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

| **A. Funding Source** | Education & General ☐ | Grant ☐ | | Self-Support Academic ☐ | Self-Support Non-Academic ☐ | |
|---|---|---|---|---|---|---|
| | **One-Time Funding** | | | **Base (3-yr Recurring) Funding** | | |
| **INFLOWS** | FY17 | FY18 | FY19 | FY17 | FY18 | FY19 |
| **SFTE** | | | | | | |
| **Revenue** | | | | | | |
| **OUTFLOWS** | FY17 | FY18 | FY19 | FY17 | FY18 | FY19 |
| **FTE** | | | | | | |
| **Salaries** | | | | | | |
| **Benefits** | | | | | | |
| **Materials & Supplies** | | | | | | |
| **Travel** | | | | | | |
| **Contracted Services** | | | | | | |
| **Capital** | | | | | | |
| **Other Operations** | | | | | | |
| **TOTAL** | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

| VIII. PROPOSAL SIGNATURES | | |
|---|---|---|
| Department Head | Name | Signature |
| Division Head | Name | Signature |
| Vice President | Name Steve Scheck | Signature |

| IX. ACTION | | |
|---|---|---|
| **Recommended by UBC** | Yes ☐ No ☐ | Date |
| Comments: | | |
| **Recommended by President** | Yes ☐ No ☐ | Date |
| Comments: | | |
| **Final Approval** | Yes ☐ No ☐ | Date |
| Comments: | | |