

University of Louisiana at Lafayette

Detailed Assessment Report 2015-2016 Scholarship Office

As of: 11/22/2016 02:50 PM CENTRAL

(Includes those Action Plans with Budget Amounts marked *One-Time, Recurring, No Request.*)

Mission / Purpose

The Scholarship Office will provide quality service to prospective students, their parents, guidance counselors and scholarship donors through scholarship opportunities that support the overall mission of the Division of Enrollment Management. We will support that division by helping to recruit and retain excellent students as well as provide assistance to students in the transition to the University.

Other Outcomes/Objectives, with Any Associations and Related Measures, Targets, Findings, and Action Plans

O/O 6: Foundation & Advancement Relations

The Scholarship Office will continue to work with the UL Lafayette Foundation to review and revise guidelines for existing scholarships to facilitate the award process. Drafts of new scholarship guidelines will be reviewed for potential problems in determining student eligibility for each scholarship.

Related Measures

M 6: Foundation/Advancement Relations

The Scholarship Office will schedule one meeting per semester with representatives of the UL Lafayette Foundation and UL Lafayette development officers to review issues with old and new scholarship funds.

Source of Evidence: Discussions / Coffee Talk

Target:

Three working meetings will be scheduled.

Finding (2015-2016) - Target: Partially Met

With the addition of new Advancement administration and staff, a general meeting did not take place. Individual meetings with new personnel were very successful and contribute to a good working relationship between the two departments. Meetings to discuss the administration of specific scholarship gifts occur regularly as situations arise.

Related Action Plans (by Established cycle, then alpha):

Foundation Scholarship Award Rate

Continue to work with the UL Lafayette Foundation and the Office of Advancement in an effort to eventually fulfill a 100% award rate for all Foundation scholarships.

Established in Cycle: 2014-2015

Implementation Status: In-Progress

Priority: High

Relationships (Measure | Outcome/Objective):

Measure: Foundation/Advancement Relations |

Outcome/Objective: Foundation & Advancement Relations

O/O 7: Scholarship Awards/Processes

The Scholarship Office will review the processes involved in communicating available scholarships to potential recipients as well as internal processes in place to award those scholarships.

Related Measures

M 5: Award Process

The office will conduct monthly meetings to review the process of awarding scholarships, namely the transition from Lotus software to Banner.

Source of Evidence: Discussions / Coffee Talk

Target:

The director and office staff will meet monthly to review awards and processes.

Finding (2015-2016) - Target: Partially Met

The weekly/monthly meetings transitioned to an "as needed" approach during the actual implementation of banner. Processes were and are still in the process of being modified/established as specific situations arise.

Related Action Plans (by Established cycle, then alpha):

Communications Plan

Develop a Communications Plan to notify students of new procedures for scholarship awards and acceptance.

Established in Cycle: 2015-2016

Implementation Status: In-Progress

Priority: High

Relationships (Measure | Outcome/Objective):

Measure: Award Process | **Outcome/Objective:**
Scholarship Awards/Processes

Implementation Description: Map out a series of emails to students describing new processes.

Projected Completion Date: 06/2016

Responsible Person/Group: Scholarship Office Director/Staff

M 9: Scholarship Appeals

Students who lost their scholarships at the end of the Spring 2015 semester due to insufficient enrollment hours and low GPA were notified of the possibility having their scholarships reinstated by taking summer classes to reach the required hours/GPA.

Source of Evidence: Activity volume

Target:

Notify students who lose their scholarships of the opportunity to take summer classes to improve their GPA and/or earn the necessary hours.

Finding (2015-2016) - Target: Met

Students continue to take advantage of summer school enrollment to maintain scholarship eligibility.

Related Action Plans (by Established cycle, then alpha):

Appeals Process

Continue to inform students who lose their scholarships of options available to retain their scholarships

Established in Cycle: 2014-2015

Implementation Status: In-Progress

Priority: High

Relationships (Measure | Outcome/Objective):

Measure: Scholarship Appeals | **Outcome/Objective:** Scholarship Awards/Processes

O/O 8: Foundation Scholarship Award Rate

The Scholarship Office will continue to work with the Offices of Development and the UL Lafayette Foundation to insure that scholarships are properly awarded, working toward a 90% award rate for the year.

Related Measures

M 10: Award Rate

The Scholarship Office will periodically analyze a master list of Foundation Scholarship to review award status.

Source of Evidence: Existing data

Target:

The Scholarship Office will work with Foundation personnel to review & analyze the number of unawarded scholarships during the year, contact appropriate University faculty when necessary, to facilitate the process. A goal of 90% is set for 2015-2016.

Finding (2015-2016) - Target: Partially Met

The percentage of UL Lafayette Foundation scholarships awarded for 2015-2016 was 73.8%. 440 of 596 scholarship funds were awarded.

Related Action Plans (by Established cycle, then alpha):

Guidance Counselor Notification

The scholarship office will notify Louisiana guidance counselors of foundation scholarships established specifically for students from their high school. Applications and information on these scholarships will be mailed to each high school

Established in Cycle: 2015-2016

Implementation Status: Planned

Priority: High

Relationships (Measure | Outcome/Objective):

Measure: Award Rate | **Outcome/Objective:** Foundation Scholarship Award Rate

Implementation Description: Mail correspondence

Projected Completion Date: 09/2016

Responsible Person/Group: Scholarship Office Director

O/O 9: Office Procedures

The Scholarship Office will reconfigure all internal and external processes involved in awarding and administering University-funded scholarships, in light of the University-wide implementation of Banner ERP.

Related Measures

M 5: Award Process

The office will conduct monthly meetings to review the process of awarding

scholarships, namely the transition from Lotus software to Banner.

Source of Evidence: Discussions / Coffee Talk

M 11: Banner procedures

The scholarship office will construct office procedures to award scholarships as various components of the ERP adoption are implemented. Reports will need to be pulled to verify online acceptance.

Source of Evidence: Efficiency

Target:

Develop a draft of processes for each type of scholarship awarded by the Scholarship Office, using 2016-2017 as a testing award period.

Finding (2015-2016) - Target: Partially Met

The office continues to develop internal process relating to scholarship offers and awards in Banner. The additional processing of stipends and other miscellaneous payments to students will need to be addressed.

O/O 10: Scholarship Yield-University Funded Scholarships

Increase the number of academic awards and acceptance rate for incoming freshmen.

Related Measures

M 12: Yield-University Funded Scholarships

The eligibility requirements for academic scholarships for incoming freshmen were amended for the 2016-2017 academic year. Scholarship Office will review final statistics in terms of numbers of students reached and funds committed.

Source of Evidence: Evaluations

Target:

The scholarship office will analyze the effectiveness of awarding scholarships based upon ACT/GPA to all eligible incoming freshmen.

Finding (2015-2016) - Target: Partially Met

For the 2016-2017 academic year, the office made scholarship offers to 2,186 eligible incoming freshmen, based solely upon ACT and GPA. This represents an increase of 33.62% over the previous year, during which offers were made only to students who completed a scholarship application. Of the 2,186 students offered a scholarship, 1,247 students chose to attend UL Lafayette. The total number of first time freshman scholarship recipients increased by 102 (8.9%).

Related Action Plans (by Established cycle, then alpha):

High School Notification

The Scholarship Office will send information to each Louisiana High School guidance counselor on the scholarship opportunities available to incoming freshmen. This will include a general letter as well as copies of the "red & white" Scholarship Office recruiting piece distributed during presentations at Preview Days and other recruiting events.

Established in Cycle: 2015-2016

Implementation Status: Planned

Priority: High

Relationships (Measure | Outcome/Objective):

Measure: Yield-University Funded Scholarships |

Outcome/Objective: Scholarship Yield-University Funded Scholarships

Implementation Description: Mailing to all high schools.

Projected Completion Date: 09/2016

Responsible Person/Group: Director/student workers