

DATE: October 1, 2009

TO: **Iowa State University Academic Faculty and Staff**

FROM: Craig Zywicki
Supplemental Instruction Program Coordinator

RE: **Supplemental Instruction Requests for Spring 2010 Courses**

Requests to have Supplemental Instruction offered for spring 2010 courses are now being accepted.

SI annually receives funding support from the President's Office, Provost's Office, Learning Communities, and the Dean of Students Office. These sources form the "central funding" for SI. Each semester, we seek to maximize the number of SI Leaders that can be supported through central funding, as well as maximize the number of students we can reach through our program.

Academic departments may also fund SI for specific courses. We will continue to support any additional SI leaders for spring 2010 courses for which an academic department/college will provide funding, and there is no limit to the number of SI Leaders we can support when the funding is provided by the academic department.

At this time, I would like to request your input for the selection of course for the spring 2010 semester. Our timeline to create this schedule is as follows:

Prior to Wednesday, Nov 11	Meetings between Academic faculty or staff and the SI Coordinator to discuss requests.
Wednesday, Nov 11	Last day to request SI sessions for spring 2010, for sessions centrally funded by the SI program. Requests for SI funded by academic departments will be accepted beyond this date.
Friday, Nov 13	Targeted date to confirm which courses will have SI. Schedule of courses with SI sent to Department Chairs (funding source indicated).
Ongoing	Promotions and recruitment for new SI Leaders.
Monday, Nov 16	Targeted date to begin placement of SI Leaders for spring 2010 courses.
Monday, Jan 4	Last day to request spring 2010 SI that is not centrally funded. (Funding must be provided by an academic department/college.)

The information on the following pages outlines our process to schedule SI. **Please review page 2 of this document as needed for additional information about requesting SI for spring 2010 courses.**

Why SI?

SI is an internationally recognized academic support program proven at Iowa State University to:

- ◆ Assist students with comprehension of course content and study skills
- ◆ Help SI participants earning higher final course grades and improve exam grades
- ◆ Reduce the number of students who withdraw from courses
- ◆ Assist academic departments with course outcomes
- ◆ Promote retention at ISU and in academic programs

SI is also a very cost effective program. Most Leaders typically facilitate 40-45 sessions per semester at a cost of \$1800 per Leader. This is a small cost compared to the return on retaining students at Iowa State University.

Criteria for SI Schedule Selection

The following criteria are used to determine which courses receive SI, supported by funding in our central SI budget:

- ◆ Support of Department Chairperson
- ◆ Support of Instructor(s) for the course
- ◆ Percent of D and F grades and drops in course
- ◆ Course size (over 300 students for a course; over 150 per section)
- ◆ Course format (we target lecture courses)
- ◆ 100 or 200 level course
- ◆ Mean final course grade
- ◆ SI vs. Non-SI participant final course grade received
- ◆ Number of contact hours spent in SI sessions for course
- ◆ Number of students repeating the course
- ◆ Number of tutoring requests at Academic Success Center
- ◆ Perceived level of difficulty

The above criteria ensure we support the greatest number of students possible in courses for which SI is successful. Centrally funded SI must target courses that meet most or all of the criteria. **We will support SI for any course if an academic department/college is willing to fund the SI.** In this situation, we specifically need:

- ◆ Support of Department Chairperson
- ◆ Support of Instructor(s) for the course
- ◆ Departmental commitment to fund the SI Leader (\$1800 per semester)

Submitting a Request for SI for a Course

By Wednesday November 11th, we need as much as possible of the information below for each section of a course that SI is desired by the academic department.

Required Information:

Course Information (Based on the ISU course catalog):

- ◆ Number and section(s)
- ◆ Title of course

Funding:

- ◆ Do you believe this course/section meets the criteria for “centrally funded” SI? Y/N
- ◆ If this course does not meet the criteria for “centrally funded” SI, is your department willing to pay \$1800 per Leader to support SI for this course? Y/N

Preferred Information:

Instructor Information:

- ◆ Name and Title
- ◆ E-mail, office location and phone number
- ◆ Is this instructor supportive of SI for this course? Y/N

SI Leader:

- ◆ Students whom you would recommend as SI Leaders for this course
- ◆ For you and the instructor, what input do you into the selection of the SI Leader for this course? (Some faculty have specific requests, some faculty leave it entirely to us. Your input will be accommodated as best possible!)