Executive Summary

Highlights

It has been a productive year for On Your Time Initiatives (OYT) in the areas of program growth and new program creation. Our focus on opportunities to help students catch up, stay on track, or get ahead for graduation has benefited the University as a whole, and we have also been able to move into the area of accelerated graduation opportunities to assist students who are interested in graduating in less than 4 years. We are continuing our work to situate USC as a national leader in the area of on-time graduation initiatives and the use of intersessions to meet student needs.

Mission Statement

The mission of On Your Time Initiatives is to ensure that all students have the opportunity to graduate on time.

Updated: 12/31/2069

Vision Statement

Updated: 12/31/2069

Values

Updated: 12/31/2069

Blueprint for Academic Excellence
On Your Time
AY2019-2020

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Goals - Looking Back

Goals for the On Your Time for the previous Academic Year.

Goal 1 - Improve and Grow Non-Standard Semesters

Goal Statement	OYT will recommend non-standard options for implementation at USC after reviewing USC's available data and researching successful inittiatives at other institutions.
Linkage to University Goal	•Educating the Thinkers and Leaders of Tomorrow
Alignment with Mission, Vision, and Values	Improvement of non-standard semesters allows for more options for educating our students and better serving them during their time at USC.
Status	Progressing as expected (multi-year goal)
Action Plan	We made great progress in the 2017-18 year with the Winter Session pilot and additional improvements to the Summer Semester. We also offered supplemental courses for academic units in an effort to help particular groups of students stay on track or graduate on time.
Achievements	OYT piloted the new 3 -week Winter Session in January 2018, offering the opportunity for students to take a 3-credit hour course during what is typically seen as downtime. It was a great success, with all seats filled by the 2nd day of registration. Of the 235 students who completed the session, 146 were seniors. Of those seniors, 112 had already applied for Spring 2018 graduation by the mid-February deadline. All instructors were required to have their courses reviewed for Quality Assurance with the Center for Teaching Excellence, and the results made for excellent final course evaluations. Students performed well in Winter Session with 171 As and only 7 Ds or Fs. The feedback from students, instructors, and units has been exceptional.

Resources Utilized	Partnering with Financial Aid, the Registrar's Office, the Center for Teaching Excellence, and the University Advising Center allowed us to make the new program a success for both the students and the instructors. We promoted the session to students who would benefit via their advisors â€" and also utilized advisor communication with students to discourage enrollment in more than one Winter Session course.
Goal Continuation	We look forward to growing Winter Session in the future. The most negative feedback was related to not enough seats for students who wanted to enroll. This small launch was intentional and allowed us to roll out the program with minimal issues and negative unintended consequences.
Goal Upcoming Plans	We will review current online courses to consider which ones would be good candidates for Winter Session and work with academic units to assess interest in partnering with us. For future years, based on feedback from other institutions, we would like to consider whether Winter Session lends itself to study abroad opportunities that aren't as ideal for travel in the summer.
Resources Needed	We will need to hire more instructors next year and have each of them work with the CTE on a review of their course for quality assurance. We need more courses that are prepared for online distribution in a 3-week format. As Winter Session 2019 will cover a portion of time before University offices have opened back up from the winter break, we will need to consider staffing resources â€" particularly in the areas of Blackboard and instructor support.
Goal Notes	

Goal 2 - Remove bottleneck courses in order to accelerate graduation.

Goal Statement	OYT will analyze available USC data to determine bottlenecks in various degree programs and offer assistance to academic units for elimination of these internal hurdles to students.
Linkage to University Goal	•Educating the Thinkers and Leaders of Tomorrow
Alignment with Mission, Vision, and Values	USC should work to eliminate the existing administrative hurdles that hinder student degree progression. Doing so will help us better educate the thinkers and leaders of tomorrow and shows our commitment to their opportunity for timely degree completion.
Status	Progressing as expected (multi-year goal)
Action Plan	OYT is building a portfolio of accelerated study plan options, including 3 year bachelors and 1 year masters. We are meeting with each academic unit to determine what degree programs they are already offering in the accelerated format, and we will begin to package the opportunities for marketing.
Achievements	A website has been created with a list of the programs and links to their various schools/colleges for more information. A helpful meeting of all associated offices was held to discuss hurdles and opportunities for success.

Resources Utilized	Tena Crews has been very helpful in building the terminology for the Accelerated Study Plans to keep them in compliance and eliminate need for review by the CHE. Claire Robinson (Director, UAN) is partnering with OYT to design that application for students who want to be in an accelerated study plan, and her office will facilitate selection and signing of an agreement with each student. OYT staff are meeting one on one with each academic unit to discuss the accelerated plans they offer and how we might be able to assist in promoting the plans to prospective students and/or offering additional sections of bottleneck courses.
Goal Continuation	Ongoing as we develop more programming around the option of Accelerated Study Plans
Goal Upcoming Plans	Continue to vet programs with units and build partnerships for rolling out to our first group of applicants in Fall 2018.
Resources Needed	Support from academic units. Assistance in marketing the plans to prospective students, including a more attractive website that promotes reasons for considering this option, and professionally designed pieces for distribution to prospective students. Tracking capabilities to ensure students maintain minimum GPA. The ability for the students to have priority registration with the class above their own.
Goal Notes	

Goals - Real Time

Goals for the On Your Time that are in progress for AY2019-2020.

Goal 1 - Improve and grow non-standard semesters.

Goal Statement	OYT will recommend non-standard semester options for implementation at USC after reviewing USC's available data and researching successful initiatives at other institutions.
Linkage to University Goal	•Educating the Thinkers and Leaders of Tomorrow
Alignment with Mission, Vision, and Values	Improvement of non-standard semesters allows more options for educating our students and better serving them during their time at USC.
Status	Progressing as expected (multi-year goal)
Action Plan	For the coming academic year, we will consider how OYT programs can benefit students with the greatest financial need.
Achievements	Use of Financial Aid increased from Summer 2017 to Summer 2018. Undergraduate students utilizing aid grew from 1,523 recipients in 2017 totaling $6,767,527.68 to 1,915 recipients in 2018 totaling $8,061,725.59. 951. Specifically, Pell recipients increased from 128 students in 2017 receiving a total of $142.924.50 to 951 Pell recipients in 2018 receiving a total of $1,467,145.00.
Resources Utilized	Cooperation with Financial Aid was key to this success. They partnered in promoting the Summer Semester and deadlines to apply for summer aid.
Goal Continuation	We will continue to look for opportunities to serve financially insecure but do not have specific plans for this goal at this time. Changes in Pell policies will benefit students going forward, so we will keep that in mind when planning new programs and opportunities.
Goal Upcoming Plans	

Resources Needed	We will continue to work with Financial Aid to better understand award packages and how they can be used for accelerated study plans and other potential OYT initiatives. We took a trip to Georgia State in person to learn more about how they are tailoring their programs to meet the needs of the most financially insecure students and will continue to look to them as an example in this area.
Goal Notes	

Goal 2 - Focus on professional development of instructors.

Goal Statement	OYT is responsible for nearly 400 classes per semester, and we want to increase our focus on the instructors who teach classes to make sure students are getting the best instruction possible.
Linkage to University Goal	•Educating the Thinkers and Leaders of Tomorrow •Assembling a World-Class Faculty of Scholars, Teachers, and Practitioners
Alignment with Mission, Vision, and Values	Our students deserve the best instructors, and our instructors deserve opportunities to improve their skillsets.
Status	Progressing as expected (multi-year goal)
Action Plan	OYT conducts course evaluations for each of our sections, and we also conduct a yearly survey of our instructors. Both assessments provide information that we will use to implement professional development opportunities for our instructors. We will also begin to roll out a plan for having all online OYT courses reviewed by the CTE, as we have already implemented for the Winter Session.
Achievements	In the 2018-19 year, OYT utilized course evaluations and instructor surveys to improve our professional development opportunities for instructors. In addition, we started utilizing grade distributions as a tool.
Resources Utilized	
Goal Continuation	Instructor preparation and ongoing improvement will continue as a part of our work into the coming year. We want to maintain the highest quality of instruction for our students.
Goal Upcoming Plans	OYT is partnering with the Center for Teaching Excellence to pilot an orientation for adjunct instructors in Summer 2019. We will also be encouraging OYT instructors to attend CTE sessions to improve their teaching and stay current on available technologies and resources.

Resources Needed	The Center for Teaching Excellence has already agreed to support our OYT professional development needs. OYT staff will continue conducting instructor surveys and course evaluations and using the results to inform our professional development needs.
Goal Notes	

Goals - Looking Ahead

Goals for the On Your Time that are slated for the upcoming year.

Goal 1 - Enhance data driven decisions

Goal Statement	Increase use of predictive data to forecast and prescribe solutions for student retention and time to degree.
Linkage to University Goal	•Educating the Thinkers and Leaders of Tomorrow •Assembling a World-Class Faculty of Scholars, Teachers, and Practitioners
Alignment with Mission, Vision, and Values	We rely on data collection to predict student needs and develop initiatives that support the University's and our collective purpose of retaining and graduating students on time.
Status	Newly Established Goal
Action Plan	OYT's Data Services Coordinator is responsible for identifying partners and resources for data driven decisions. A new budget manager will analyze financial data to ensure programs are providing a return on the University's investment. Using data, we will collaborate with campus units to serve specific student populations that are in need of additional programmatic support. OYT will share our data with these units to support their informed decisions.

Achievements	We will assess achievement of this goal by reviewing the initiatives that were implemented using predictive data. We will measure their successes across multiple years on the growth/decline of enrollments, graduation rates and time to degree. We will determine how students are utilizing OYT's programs using student satisfaction surveys and Data Warehouse reports related to revenue, graduation and retention. OYT will monitor how other units implement the data we provide to determine its value. Another way we will assess this goal is by reviewing University course offerings and supplementing them based on the following OYT priorities: Bottleneck courses, Needed for degree progression without other options, Increase in student demand from previous semester, Semester by semester approval, and Unexpected need for additional instructor. We want to ensure that OYT funds are being best utilized for courses that contribute to student degree progression.
Resources Utilized	Data warehouse is our primary source of data. We will continue to use Survey Monkey to administer student satisfaction and other surveys. OYT also uses an internal Access database.
Goal Continuation	This goal will continue for years ahead as we look for additional ways that data can help us make better, more informed decisions about the programs we create and the opportunities to expand them for the benefit of students.

Goal Upcoming Plans	Upcoming plans include sharing data with academic units regarding which courses enrolled at 85%+ for the Fall/Spring, as this is a good indicator that they will do well during the summer as well. We will use this same logic (coupled with whether a course has been approved for online delivery and can be taught in an accelerated format) to inform our course options for future Winter Sessions. In addition, we will use financial data to determine the costs of our various OYT initiatives and the return on them (in terms of number of students served and whether they were retained and/or graduated).
Resources Needed	We need a budget manager, already posted for hire in Spring 2019. This individual will need to be trained and become acclimated to our OYT work so that he/she can be a core team member and involved in decisions.
Goal Notes	

Goal 2 - Explore opportunites for accelerated undergraduate graduation

Goal Statement	As the coordinating office for Accelerated Study Plans (ASPs), OYT will take leadership in growing the opportunities for students to accelerate completion of their degree, thus contributing to greater success in retention and degree progression.
Linkage to University Goal	•Educating the Thinkers and Leaders of Tomorrow •Assembling a World-Class Faculty of Scholars, Teachers, and Practitioners •Ensuring Institutional Strength, Longevity, and Excellence
Alignment with Mission, Vision, and Values	As part of its mission of allowing all students to graduate on time, OYT also implements opportunities for them to complete their degree in less than four years by tailoring accelerated degree progression plans that take advantage of summer semester in order to matriculate early.
Status	Newly Established Goal
Action Plan	We will collaborate with the University Advising Center to promote ASPs to students who represent ideal candidacy for early degree completion. We will work with the Graduate School to educate advisors on the use of Senior Privilege and Accelerated Bachelors/Graduate Degrees as they relate to graduate level ASPs. We will work to increase the accelerated program options by meeting with academic units and developing three year course plans.
Achievements	This goal will be assessed by growth in the number of degree options as well as the number of contracted students who are taking advantage of the opportunity. Using reports culled from data gathered over the academic year, we will establish the presence of an increase in the number of students graduating in less than four years, showing achievement of this goal.
Resources Utilized	The primary resources are our campus partnerships with the University Advising Center, Financial Aid and the various academic units that have an ASP option. Data warehouse reports will be used for graduation rates and enrollment reports.

Goal Continuation	We will continue to tweak and grow ASP opportunities based on feedback from students, advisors, faculty, and staff. We will use data to determine which majors may be high need for ASPs based on enrollment levels and need for elimination of internal graduation barriers.
Goal Upcoming Plans	In the coming year, OYT will participate in First Year Orientation during the summer to promote ASPs to parents and students. We will expand marketing efforts to include a focus on ASPs, specifically targeting students who would be a good fit, as well as campus units that are well placed to make students aware of ASP opportunities.
Resources Needed	Funding for marketing resources is needed to increase awareness of ASPs, to include printed materials and digital outreach platforms. Assistance from central University Communications with marketing efforts.
Goal Notes	

Goal 3 - Facilitating awareness and inquiry into Academic Innovation at USC

Goal Statement	OYT will expand academic innovation on the USC campus. Bearing in mind OYT's overarching goal of timely degree completion, we will continue to seek and craft innovative approaches to meet students' needs for degree progression.
Linkage to University Goal	•Educating the Thinkers and Leaders of Tomorrow •Assembling a World-Class Faculty of Scholars, Teachers, and Practitioners •Ensuring Institutional Strength, Longevity, and Excellence
Alignment with Mission, Vision, and Values	This goal relates directly to our mission of ensuring all students graduate on time in that we are exploring multiple opportunities for them to do so, often in ways that have not been previously considered by our campus. As needs of students change, methods and structures that meet those changing needs will be explored in innovative ways, thus ensuring timely graduation goals can still be met.
Status	Newly Established Goal
Action Plan	We will continue to attend national conferences to learn from others who have implemented innovative ideas on their campuses, and we will share how USC has been innovative. Brainstorming sessions with various USC constituencies are an important tool for gauging future needs in the area of academic innovation. Partnering with both academic and administrative departments will continue to be an important element as we increase the opportunities to serve students.
Achievements	With each innovative measure or program implemented, we will assess success by use of surveys of participating students, as well as seeking staff and faculty feedback. Due to the nebulous nature of academic innovation, this will be a goal whose success will be revealed over an extended period of time, based on the results of each new innovation.

Resources Utilized	Funding for travel is essential for this goal, as many of our newest programs have been inspired by peer institutions' presentations at conferences both within the state and out of state, as well as campus site visits. Interdepartmental relationships are crucial to this goal as collaboration is often necessary for innovative achievement.
Goal Continuation	This goal is one that will be ongoing for multiple years as we continue to advance academic innovation to meet the needs of our changing student population.
Goal Upcoming Plans	OYT will facilitate an annual interdepartmental design challenge thinking event to create new student programs for the University.
Resources Needed	Funding for marketing resources is needed to increase awareness of new programs, to include printed materials and digital outreach platforms. Assistance from central University Communications with marketing efforts.
Goal Notes	

Goal 4 - Focus on Professional Development of Instructors

Goal Statement	OYT has been responsible for nearly 400 classes per semester, and we want to increase our focus on the instructors who teach classes to make sure students are getting the best instruction possible.
Linkage to University Goal	•Educating the Thinkers and Leaders of Tomorrow •Assembling a World-Class Faculty of Scholars, Teachers, and Practitioners •Ensuring Institutional Strength, Longevity, and Excellence
Alignment with Mission, Vision, and Values	With the goal of On Your Time being to help students reach graduation goals, it is imperative they receive the best possible instruction to create the highest probability of academic success.
Status	Progressing as expected (multi-year goal)
Action Plan	All online OYT instructors are paired with a course designer from the Center for Teaching Excellence for DLQR. OYT conducts course evaluations for each course and we also conduct a yearly survey of our instructors. Both assessments provide information that we use to implement professional development opportunities for our instructors. We have recently started reviewing grade distributions as well for each course. These provide an opportunity for feedback with instructors about their courses.
Achievements	We will assess this goal by maintaining 100% participation in the DLQR process by OYT online instructors. We will also maintain high standards for all instructors on their course evaluations, with additional conversations and CTE collaboration for those who are not performing well. In addition to our assessment steps, we will ensure instructor awareness of professional development opportunities on campus.
Resources Utilized	Course Climate for course evaluations. CTE for course designers who assist with DLQR.
Goal Continuation	This goal will be ongoing as long as OYT is hosting courses.

Goal Upcoming Plans	OYT and CTE have plans to jointly host a training for adjunct instructors in summer 2019. Additional plans in this area are tentative, as a shift to a new budget model may eliminate the need for OYT to host as many courses on behalf of the academic units. Regardless of how many courses OYT is hosting, all instructors who teach for OYT will receive this focus on professional development.
Resources Needed	
Goal Notes	

Goal 5 - Improve and grow non-standard semesters

Goal Statement	OYT will recommend non-standard semester options for implementation at USC after reviewing available data and researching successful initiatives at other institutions.
Linkage to University Goal	•Educating the Thinkers and Leaders of Tomorrow •Assembling a World-Class Faculty of Scholars, Teachers, and Practitioners •Ensuring Institutional Strength, Longevity, and Excellence
Alignment with Mission, Vision, and Values	Non-standard semester options allow more opportunities for our students to reach graduation goals by allowing them to stay on track with degree progression. Furthermore, these opportunities can be used to assist financially insecure students by reducing their educational debt.
Status	Progressing as expected (multi-year goal)
Action Plan	Our plans include 2 primary areas: - Winter Session includes adding more online courses and sections and pursuing additional program possibilities, such as study abroad. - Summer Semester includes continuing our strategic selection of courses based on the data that is available about what classes current USC and transient students are taking. We will continue sharing this information with the academic units to inform their summer course selections and scheduling. The Summer Transfer Program is also a new addition for Summer 2019.
Achievements	We will assess the goal based on: - Winter Session- will have an increased number of courses offered and students registered for classes that keep them on track for degree completion. All instructors for Winter Session courses (as with all OYT sections year-round) will work with a course designer in CTE to assure quality instruction and materials. - Summer Semester- will have increased undergraduate registrations, with growth particularly in the number of students who are taking a full course load of 12+ credit hours, and increased use of summer Pell Grants.

Resources Utilized	Partnerships are an important resource for Winter Session and Summer Semester. We work with both academic and administrative units to increase communication and collaboration, which decreases unintended negative consequences. Data resources that are useful are Data Warehouse, APS, and the support of IBM for new reports when needed. We have found our counterparts at other institutions to be particularly helpful in advising of potential issues we might face in building programs they have already implemented on their campuses.
Goal Continuation	As this goal relates to the On Your Time core mission, it will be continued each year with new programs and growth of current programs.
Goal Upcoming Plans	OYT will expand our use of data to drive our decisions related to the program, specifically in the area of return on investment of funds. We will continue to encourage expansion of course offerings in Summer Semester and Winter Session.
Resources Needed	A budget director (currently posted position) will be a valuable addition to our OYT staff as we look to make data driven programming decisions.
Goal Notes	

Programs or Initatives

Effective Programs or Initatives

List your most effective programs/initiatives toward fulfillment of mission.

OYT has a number of successful ongoing initiatives, including the Summer Semester and Winter Session. Winter Session piloted in 2018 with 8 courses and an enrollment of 235 students. In 2019, 457 students enrolled in 14 courses. Summer Semester has seen growth in total enrollment from 11,081 students in 2016 to 11,960 students in 2018, and a 32% increase in students taking a full course load of 12+ hours over the last three years. Total course offerings have increased from 1,997 courses in 2016 to 2,096 in 2018 courses. OYT also coordinates the Accelerated Study Plan program allowing students the option to pursue a traditional four year degree, but earned in three years by taking courses in Winter Session and the Summer Semester.

Program Launches

List any programs/initiatives that were newly launched during the Academic Year or any programs/initiatives you would like to launch in the coming year(s). Describe the program/initiatives, provide financial requirements (including additional staff), and Academic Year in which you would launch. What key performance indicators are you utilizing to track the success of this program?

In the coming year, we will launch a pilot of the Transfer Summer Program, the product of a interdepartmental design thinking event. The program is in partnership with the College of HRSM and will allow approximately 20 transfer students to attend summer orientation and take two summer classes together as a cohort prior to their first fall semester, thus easing their transition into USC. We will survey them pre and post program to assess attitudes toward USC, and then track the students for retention and time to degree progression.

Program Terminations

List any programs that were newly terminated or discontinued during the Academic Year. Provide justification as to why the program was discontinued

We have had no terminations.

Program Rankings

List any nationally ranked or external recognition during the Academic Year. For each, provide the formal name of the program followed by the name of the organization that issued the ranking, the date of notification, effective date range, and any other relevant information.

Supplemental Info - Academic Programs

Any additional information on Academic Programs appears as Appendix 1. (bottom).

Community Engagement

Community Perceptions

Describe how your unit assesses community perceptions of your engagement, and how the unit assesses the impact of community engagement on students, faculty, community and the institution. Provide specific findings.

OYT serves as the front door at USC for the Senior Citizen Free Tuition program. With approximately 150 students in the program each semester, our services for advisement, course overrides, and assistance in navigating the larger USC campus are well-received. The students participate on a listserv, attend a yearly orientation, and participate in group lunches to support each other and provide input on the program. The website is a regularly used resource for these students with information on how to apply and register at no tuition cost. Recent Ph.D. graduate Debbie Yoho stated, "People ask me why I continue to study at my age. I tell them because I want to continue to grow, and I still have a lot to give back to my community."

Supplemental Info - Community Engagement

Any additional information on Community Engagement appears as Appendix 3. (bottom)

Collaborations

Internal Collaborations

List your Unit's most significant collaborations and multidisciplinary efforts that are internal to the University. Details should be omitted; list by name only.

Collaborations are at the heart of how OYT has been able to successfully implement programs at USC. We regularly work with the University Advising Center, the Registrar's Office, Financial Aid, more than 50 academic units in most of the schools and colleges, the Center for Teaching Excellence, Office of Distributed Learning, and many of the units in Student Affairs to serve the needs of our students and instructors. One of our most successful recent collaborations involved a design thinking challenge in which nine University program representatives met for two days in early fall 2018 to create a new and innovative summer program to fulfill a current unmet student need. The design thinking challenge resulted in a proposal to pilot a summer transfer program which will launch in summer 2019. This collaboration has progressed throughout the academic year as plans for the pilot has evolved.

Winter Session is another example of the great work being done through extensive collaborations on campus. OYT partnered with the Center for Teaching Excellence to pair Winter Session instructors and a course designer to ensure all courses meet DLQR standards. The Office of Distributed Learning recorded course introduction videos for winter courses and assisted with making these available to students on the OYT website prior to Winter Session registration.

OYT has worked directly with academic units and the University Advising Center on the Accelerated Study Plans program to make three year study plans available as a degree option for students.   Further, OYT works to ensure that courses needed to stay on track to an accelerated course path are available to the student when needed.

Financial Aid, the Registrar's office and the University Advising Center have all been partners in the promotion of the Summer Semester for students who are on academic probation or in danger of losing scholarships or financial aid. When these offices send out warning letters, OYT has been able to share a promotional insert with information about the Summer Semester at USC to encourage the student to think about using summer courses as a tool to get off of probation or regain scholarship status, whichever the case may be.

External Collaborations

List your Unit's most significant collaborations and multidisciplinary efforts that are external to the University. Details should be omitted; list by name only.

OYT's membership in the North American Association of Summer Session (NAASS) and attendance at its national and regional conference has been an extremely impactful source of information and inspiration for ideas and programs. The background learned about piloting a Winter Session was a result of attending NAASS conferences and talking directly with other peer institutions who presented their work and successes in running such a program. OYT has been able to present our work at national and regional conferences with NAASS to share our programs and ideas for degree progression and retention which has been unique among our peers.

Campus Climate & Inclusion

Activities the unit conducted that were designed to improve campus climate and inclusion.

Initiatives and Fees

Initatives

Describe any new initiatives your unit will need for the coming year.

Fees

List any new or changed fees that your unit has implemented or had to take on in the last academic year.

Concluding Remarks

Weaknesses and Plans for Improvement

What is your unit struggling with? What plans do you have to overcome the weakness that you have faced in the next academic year.

The budget model for On Your Time has been a weakness in the past in that we have not had much control over which classes we offered. With the new budget model and with changes to our internal process for priorities in offering courses, this will likely be an easier process for us. Having a budget manager on staff will also be a significant help in determining our budgeting needs and tracking data across multiple years.

Key Issues

Identify key issues or potential challenges your unit will encounter this coming year and the steps you plan on initiating.

A key issue we are currently facing is the internal and external communication of our programs and initiatives. We are striving to grow awareness with students, their parents or guardians, and the campus community about the opportunities for timely degree completion.   To address this issue we have added marketing and communications to staff members' roles. This will allow us to build relationships with key individuals who specialize in promoting special programs and initiatives to the campus community. We will also begin tabling at Orientations and other campus events in order to meet directly with students who could benefit from our services. We will continue to present our work at regional and national conferences and share our story with peer institutes.

 OYT's process for accepting and offering courses from academic units has not historically been done in a strategic way. This can sometimes be burdensome to our office when a heavy course load is requested on short notice. Going forward we intend to be more intentional about how we select what course offerings we will be able to host on behalf of academic units. Having a prescribed criteria for selection will help us better manage our resources and be consistent across all disciplines.

Quantitative Outcomes

Explain any surprises regarding data provided in the quantitative outcomes modules throughout this report.

Winter Session piloted in 2018 with 8 courses and an enrollment of 235 students. In 2019, 457 students enrolled in 14 courses. 73% of senior level students taking Winter Session have been approved for May 2019 graduation the same semester they were enrolled.

Summer Semester has seen growth in total enrollment from 11,081 students in 2016 to 11,960 students in 2018, and a 32% increase in students taking a full course load of 12+ hours over the last three years. Total course offerings have increased from 1,997 courses in 2016 to 2,096 in 2018 courses.

Cool Stuff

Describe innovations, happy accidents, good news, etc. that occurred within your unit not noted elsewhere in your reporting.

OYT staff are continually involved in campus events which further improves our ability to build partnerships and a sense of community. Many staff members have helped with move-in day, Discover USC, Veteran's Day breakfasts, Educational Technology Showcase, Women's Leadership Institute, Carolina Judicial Council,

Wellness Committee and many other events. One staff member will teach U101 in fall 2019 and several are pursuing various degrees at this time. These connections to the campus through attending functions together have built a strong morale in the office and a commitment to serve the University's students better.

Appendix 1. Programs or Initatives

ON YOUR TIME INITIATIVES
2019 WINTER SESSION

3 WEEK SESSION: JANUARY 2-20, 2019 • 457 STUDENTS ENROLLED • 14 ACCELERATED ONLINE COURSES • ALL COURSES MET THE PROVOST'S QUALITY ASSURANCE STANDARDS

2018 vs. 2019 Data Comparison:

OF COURSES OFFERED ....▲75%
OF SEATS AVAILABLE ....▲83%
OF UNIQUE STUDENTS
REGISTERED ....▲94%
OF SEATS FILLED ....▲95%

73% of seniors enrolled in Winter Session have been approved for May graduation.

We asked students for reasons why you should take Winter Session. Here's what they said:

Earn degree faster **46.85%**
Stay on track for graduation **45.45%**
Improve GPA **26.57%**
Scholarship requirements... **19.58%**
Major requirements **13.99%**

"I like that I can receive credit for a class while I have free time. It makes my winter break feel more productive and helped me maintain credit hour requirements for my scholarships."

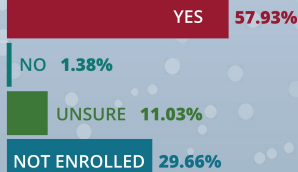We asked students what types of courses they took:

Major/Minor Requirement **64.83%**
Elective **22.07%**
Carolina Core Requirement **22.07%**
Personal Interest **7.59%**
Required for Degree Program **1.38%**

"Being able to complete the coursework at my own pace helped me be more successful."

How satisfied were they?

46.21% HIGHLY SATISFIED
37.93% SATISFIED
13.79% NEUTRAL
2.07% DISSATISFIED
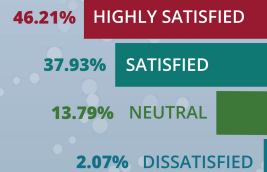
Would they attend Winter Session again if enrolled in 2020?

YES **57.93%**
NO **1.38%**
UNSURE **11.03%**
NOT ENROLLED **29.66%**

93% of student respondents felt adequately prepared for the accelerated pace of Winter Session.

LEARN MORE ABOUT WINTER SESSION AT:
ONYOURTIME.SC.EDU

UNIVERSITY OF SOUTH CAROLINA
ON YOUR TIME INITIATIVES
Byrnes Building
901 Sumter St., Suite 209, Columbia, SC 29208
803-777-9850 | onyourtime@sc.edu

ON YOUR TIME INITIATIVES
SUMMER SEMESTER at USC
The 2018 Summer Semester was HOT!

"I was happy to use summer classes to catch up to graduate on time."

"Taking summer courses was an awesome experience. The smaller class size and amazing instructors made for a great learning environment."

FULL-TIME STUDENT ENROLLMENT INCREASED!
(STUDENTS TAKING 12+ HOURS)

UNDERGRADUATE STUDENTS ▲**15%**
2016-2018 UNDERGRADUATE STUDENTS ▲**32%**
GRADUATE STUDENTS ▲**4.7%**
2016-2018 GRADUATE STUDENTS ▲**20%**

SUMMER UNDERGRADUATE
REGISTRATIONS INCREASED
5.5 %

ENROLLMENT IN ONLINE COURSES INCREASED
21%
(39% INCREASE 2016-2018)

UNDERGRADUATE STUDENTS **USING FINANCIAL AID INCREASED**
26%
(643% INCREASE IN PELL RECIPIENTS)

SUMMER	2016	2017	2018
100% WEB COURSE OFFERINGS	274	317	388
CAROLINA CORE COURSE OFFERINGS	292	315	318
TOTAL COURSE OFFERINGS	1,997	2,078	2,096
ONLINE REGISTRATIONS	5,750	6,745	8,180
TOTAL ENROLLMENT	11,081	11,550	11,960

Transient & non-degree students apply by May 1st
REGISTER FOR SUMMER 2019 AT:
WWW.SUMMER.SC.EDU

UNIVERSITY OF SOUTH CAROLINA
ON YOUR TIME INITIATIVES
Byrnes Building
901 Sumter St., Suite 209, Columbia, SC 29208
803-777-9850 | onyourtime@sc.edu

Appendix 2. Community Engagement

Senior Citizens
Tuition Waiver Guide
ON YOUR TIME INITIATIVES

UNIVERSITY OF
SOUTH CAROLINA

ADDITIONAL RESOURCES & SERVICES

Campus Recreation

All active students enrolled in good standing and paying fees to the University of South Carolina Columbia campus will have access to the recreation centers listed below. Please note a current Carolina Card must be presented during each visit.

Solomon Blatt
Physical Education Center

1300 Wheat Street, Columbia, SC 29208
803-576-9375

Additional Information can be found on their website:
https://campusrec.sc.edu/solomon-blatt-physical-education-center (Fees may be involved)

Strom Thurmond Fitness Center

1000 Blossom Street, Columbia, SC 29208
803-576-9375

Additional Information can be found on their website:
https://campusrec.sc.edu/strom-thurmond-wellness-and-fitness-center

Carolina Tech Zone

1244 Blossom Street, Columbia, SC 29208 803-777-1800

The Carolina Tech Zone is a walk-in technology support center for students. You can receive a variety of assistance with things such as software, Microsoft word, virus protection and spyware removal.

Library Access

1322 Greene Street, Columbia, SC 29208

Once admitted you will have access to both the Thomas Cooper Library and the Ernest F. Hollings Special Collections Library, which can be accessed through the Thomas Cooper library.

Out to Lunch Program

The Out-to-Lunch Program is designed to promote faculty and undergraduate student interaction outside the classroom. More information can be requested from the Student Success Center, or by calling 803-777-1000.

ADMISSIONS

The easiest way to apply is by completing an online application. Before you can begin your online application, you must first set-up an account with a unique user ID and password. Once you have begun your application, you may save it and return to it as many times as you wish.

You can find the application at:

www.sc.edu/apply

Please note there is a $25 nonrefundable application fee.

The University of South Carolina is committed to meeting the needs of students in every walk of life. The Office of On Your Time Initiatives serves students who are outside of a formal degree program, whether temporarily or long-term, and who require a more flexible schedule.

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OFFICE OF ON YOUR TIME INITIATIVES

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