Appendices
### Appendix A

#### Enrollment by Race - On- and Off-Campus Unduplicated*

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* Unduplicated headcounts count students who are enrolled both on- and off-campus only once.
* All RACE Codes for Domestic Students
Source: Office of Director of Systems Technology - Enrollment, Marketing, and Communications
Appendix B

Office of Admissions (Undergraduate Students) Recruitment Activities

Current Admissions programs that are specifically designed to target diverse student populations include the following:

- College Visitation Programs scheduled throughout the year utilizing our (MAC) Multicultural Ambassador Corps
- Explore Ball State Day scheduled for a day on campus in October where we bring prospective high school juniors and seniors to campus to individual academic departments on campus. This program used to be held in the spring, however; we wanted to create an opportunity to recruit these students in a more timely manner.
- Project Stepping Stone scheduled for Hispanic/Latino students to stay 3 days on campus in June
- 21st Century Scholars’ Day on campus scheduled in April
- We are hosting a staff member from the AmeriCorps grant that works directly with freshmen and sophomore 21st century scholars. In addition, this position is charged with connecting Scholars to support services in alignment with four programmatic goal areas, including: 1) Academic Performance and Persistence, 2) Student Engagement and Enrichment, 3) Career Exploration and Preparation, and 4) Financial Literacy and Debt Management. If there are not strong programs and services in place for any of these areas, the AmeriCorps member will work with campus staff and faculty to create them.
- Summer Scholars Residential Program scheduled for four week stay on campus during summer with more emphasis on some type of immersive seminar in several academic areas across campus. We have added an additional week that will allow us to target out-of-state (Chicago) prospective students.
  - There is a college credit opportunity for students that matriculate to BSU in the fall after the Summer Scholars Program
- Indianapolis Black Expo scheduled an information booth in the exhibitor’s section of the convention to share current information about Ball State University
- Center for Leadership Development Achievers’ Scholarship Dinner in recognition of the recipients of the three CLD/BSU scholarships awarded
- Cinco de Mayo Celebration held in the spring
- Indianapolis Fiesta Celebration in the summer
- La Plaza’s Night of Americas Dinner
- Minority Recruitment Program off-campus at the Indiana Historical Society in Indianapolis held in the fall.
- Minority Yield Program – we will be hosting our third diversity yield program at the Indiana Historical Society in April. All multicultural admitted students from a targeted geographic location will be invited.

Office of Admissions participates in the following college fairs:

- 100 Black Men of Indianapolis
- 100 Black Men of Chicago
- Infinite Scholars Fairs
• Urban League’s Career Fairs
• Indiana Latino Leadership Conference
• National Hispanic College Fairs
• NSFNS College Fairs
• Center for Leadership Development Citywide Conference
• ICE College Fairs

Minority scholarships available through the Office of Admissions are:

• Academic Recognition Scholarship
• Center for Leadership Development Scholarship
• National Achievement Scholarship
• National Hispanic Scholarship
• Dr. Martin Luther King Scholarship
• Dr. David A. Davis Scholarship
• A.B. Floyd Leadership Scholarship
• Dream Makers Scholarship
## Appendix C

### Freshman to Sophomore Retention Rates

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Appendix D

Retention Activities

Multicultural Center Retention Data for Minority Students 2011-2012

- A total of 6,740 students, faculty, and staff attended programs sponsored by the Multicultural Center during the 2011-2012 academic year
  - 2010-2011- 5,570 students, faculty, and staff attended programs
  - 2009-2010-5,053 students, faculty, and staff attended programs
  - 2008-2009- 3,004 students, faculty, and staff attended programs

- The Multicultural Center sponsored 55 programs in 2011-2012 with 31 programs being co-sponsored by student organizations, and academic or administrative departments.
  - 2010-2011-53 sponsored programs with 27 programs being co-sponsored by student organizations, academic or administrative departments
  - 2009-2010-45 sponsored programs with 32 programs being co-sponsored by student organizations, academic or administrative departments
  - 2008-2009- 34 sponsored programs with 22 programs being co-sponsored by student organizations, and academic or administrative departments.

- The Excel Mentor program begins has a three day summer program August 11-14, 2011. But participants have the opportunity to continue with the program for class credit during the fall and spring semester. During the three days the URM students engaged in pre-college experience featuring workshops designed to expose them to the commonalities of first year college life, while challenging students to focus on ways that will assist them in developing academically and socially.

- 30 URM students (mentees) participated in the Excel Mentoring program during the 2010-11 academic year (25 participated the previous year) had the opportunity to connect with nine mentors, returning undergraduate Ball State URM students, who supported the mentees with their transition to Ball State University. 96% (29) mentees were retained for the Spring 2012.

- In addition to all the activities sponsored by the Multicultural Center this year. The final program of the year is the Celebration or Excellence Commencement Ceremony held on Friday, May 4, 2012. The purpose of the ceremony is to honor graduating undergraduate and graduate URM students at Ball State. The celebration not only affirms the participating students’ accomplishments but instills pride in his/her ethnicity and identity as a Ball State graduate. There were over 70 graduating students and their family members, friends, faculty, staff, and Ball State alumni in attendance for the ceremony.

Ball State University Multicultural Student Organizations

Asian American Student Association (AASA)

- Hosted 16 programs with an overall attendance of 527 during the 2011-2012 academic year.
- Hosted 12 programs with an overall attendance of 461 during the 2010-2011 academic year.
- Hosted 9 programs with an overall attendance of 413 during the 2009-2010 academic year.
- Hosted 13 programs with an overall attendance of 754 during the 2008-2009 academic year.
Black Student Association (BSA)
- Hosted 22 programs with an overall attendance of 1,234 during the 2011-2012 academic year.
- Hosted 20 programs with an overall attendance of 773 during the 2010-2011 academic year.
- Hosted 14 programs with an overall attendance of 713 during the 2009-2010 academic year.
- Hosted 19 programs with an overall attendance of 3,006 during the 2008-2009 academic year.

Latino Student Union (LSU)
- Hosted 18 programs with an overall attendance of 644 during the 2011-2012 academic year.
- Hosted 14 programs with an overall attendance of 970 during the 2010-2011 academic year.
- Hosted 10 programs with an overall attendance of 696 during the 2009-2010 academic year.
- Hosted 15 programs with an overall attendance of 1,073 during the 2008-2009 academic year.

Spectrum
- Hosted 18 programs with an overall attendance of 1,750 during the 2011-2012 academic year.
- Hosted 14 programs with an overall attendance of 1,712 during the 2010-2011 academic year.
- Hosted 14 programs with an overall attendance of 1,802 during the 2009-2010 academic year.
- Hosted 19 programs with an overall attendance of 2,076 during the 2008-2009 academic year.

Disabled Student Development
- 637 students with disabilities used services from the Disabled Student Development (DSD) office during the 2011-2012 academic year.
  - 2010-2011 – 601 students used services
  - 2009-2010- 597 students used services
- 72% of the 74 matriculating freshmen who disclosed a disability to DSD by the official statistics day for the fall 2011 semester were retained for the fall 2012 semester.
  - 2010-2011 – 80% retention rate
  - 2009-2010- 87% retention rate
### Appendix E

**Minority Student Withdrawal Report (Appendix E)**

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**Comparison to All Withdrawing Students**

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Minority withdrawals as percentage of all withdrawals for the semester:

- Fall 2009: 14.5%
- Spring 2010: 15.4%
- Fall 2010: 14.9%
- Spring 2011: 19.8%
- Fall 2011: 16.7%
- Spring 2012: 22.0%
- Fall 2012: 17.0%

*Other represents: No reason given, Unknown, Administrative/Disciplinary, and Deceased
+Effective Fall Semester 2012, “Transfer” is no longer an option as a reason to withdraw

Prepared based on withdrawals processed by the Office of the Assistant to the Vice President for Student Affairs/Deputy Coordinator for Title IX
Appendix F

References


Appendix G

College of Sciences and Humanities

Task Force on the Status of Women

Recommendations for Adoption of Changes to Current Leave Policies

The Task Force on the Status of Women recommends that Ball State University adopt a Paid Family Leave Policy for faculty and professional personnel. While we recognize the budget constraints posed by the current economic situation, the current proposal will add relatively little additional cost to the university’s benefits program while providing for changes that further the goals of the university’s strategic plan and make an enormous difference in the lives of Ball State families. Our sister universities (e.g. Indiana University, Bloomington) have adopted similar programs and see them as an incentive for recruitment and retention of nationally prominent faculty and for increasing diversity of faculty and staff, both of which are goals of Ball State’s strategic plan.

Problem Statement: The Task Force began by studying the situation of maternity leave at Ball State. This led us to consider circumstances of adoption and the case of a family member with a serious medical condition. We found that the current policy poses a number of challenges to Ball State employees and their families.

Under the current policy:

1. Sick leave: is intended to cover periods of time when the appointee is sick or medically unable to perform the duties associated with a position.
   - Employees may accrue up to 90 days, which may not be enough to cover a particular illness or accident.
   - Only five days (under Emergency Leave) may be taken to care for a relative.
2. Maternity leave: is considered sick leave and applies only to birth mothers for the period during which their doctor deems them unable to work.
   - If the mother has not accrued enough sick leave to cover the maternity leave, the remainder is unpaid; economic hardship leads many mothers to return to work before they are declared medically fit.
   - It is not available to: adoptive parents, fathers, domestic partners or to mothers who are physically able to work.
3. FMLA (Family and Medical Leave Act): is an unpaid leave of absence of up to twelve weeks that may run concurrently with other types of paid leave.
   - Health insurance premiums may need to be paid by the employee during FMLA leave.
   - Economic hardship may prevent employees from making use of unpaid FMLA leave.
4. Child care leave: is unpaid leave of up to 6 months available to male and female employees that may run concurrently with FMLA.
   - Economic hardship may prevent employees from making use of this program.
5. Emergency leave: is unpaid leave of up to 6 months to care for a member of an employee's family. The employee may be paid up to 5 days (40 hours) of sick leave per fiscal year. The leave may run concurrently with FMLA.
   - Economic hardship may prevent employees from making use of this program.

Summary of Proposal:

A Paid Family Leave Policy (PFLP) provides eligible faculty and professional personnel with up to twelve weeks of fully paid leave as needed for either or both of the following events:

- Birth or adoption of a child by the employee or by the employee's spouse or domestic partner
- The primary care of an employee's immediate family or household member with a serious health condition.

Family leave is separate from and in addition to sick leave. Under the proposed PFLP, maternity leave continues to be considered sick leave; that is, pregnancy and maternity leave are separate from family leave. Leave taken under the plan counts as all or part of the federal Family and Medical Leave Act (FMLA) requirement.

This expands Ball State's current system by extending paid leave to faculty and professional personnel for family situations that are either not covered under Ball State's Leaves of Absence program or are covered only in a limited way. Accordingly, a PFLP plan extends paid leave to adoptive parents, birth fathers and domestic partners, none of whom have the option of extended paid leave under the current system. It also makes paid leave available over an extended period of time for the care of an ill relative.

Rationale:

As Ball State University seeks through the Strategic Plan to 1) recruit and 2) retain a faculty body of national prominence and 3) increase and foster diversity among faculty and staff, salary and benefits are of prime importance. The CSH Task Force on the Status of Women would like to offer the adoption of a Paid Family Leave Plan (PFLP) as a tool to recruit and retain an excellent and diverse faculty and professional personnel:

- Adoption of a PFLP makes BSU a more attractive place to work. This aids in attracting and retaining highly productive faculty of national prominence.
- The options made available through a PFLP as proposed below are easily adaptable to a number of different family situations (stay-at-home fathers, female head of household, non-traditional families). Accordingly, a PFLP aids in fostering a climate that supports diversity and diverse families.
- By adopting a PFLP, Ball State can claim the title of "family friendly employer." This designation enhances the prestige of the university, as well as providing positive publicity at the time of adoption and beyond. A number of national organizations including Fortune Magazine and Working Mother Magazine include "family friendly" policies in their annual criteria for their annual lists of "100 Best Companies." Please see the Appendix for more detail.
Other universities use this kind of incentive to attract and retain an excellent and diverse faculty and professional personnel. Please see Appendix.

A PFLP program is also cost effective. While available to all qualifying employees, a PFLP is generally used by only a certain small percentage each year. For example, at Indiana University, Bloomington, where such a plan is in place, only 32 employees eligible for such leave took advantage of this program during the 2009-2010 school year. A PFLP thus fosters a great deal of good will among employees, serves as a selling point to prospective employees, and enhances the prestige of the university, without costing as much across the board as salary or other benefit increases.

Through adoption of a PFLP, Ball State University will support an environment that offers solutions to the complex issues faculty and professional personnel face in balancing their work and family commitments, while at the same time fostering a "family friendly" reputation that is attractive to potential employees.

**Components of the Paid Family Leave Plan (Adapted from Indiana University's PLFP plan)**

**General Statement**

Family leave is not intended to be a supplemental pay plan. It is a policy which allows for faculty and professional personnel to take necessary time off from work without undue financial hardship. People may need six weeks, or they may need twelve weeks, depending on their situation. It is expected that paid leave periods will vary by need and circumstance, and may extend across semesters. An appointee should not be expected to perform duties while on leave, to make up time/work, or to be on call in clinical settings. The leave is intended to relieve the appointee of responsibilities so he or she may attend to the family need. Family leave is separate from and in addition to sick leave. Leave taken pursuant to this policy shall count as all or part of the federal Family and Medical Leave Act requirement. People who are granted leave under these conditions will be treated equitably in terms of tenure, promotion and merit pay.

**Eligibility for Participation in the PFLP**

Both 10- and 12-month faculty and professional personnel are eligible for family leave after two years of continuous full-time Ball State University service. Visiting, adjunct, part-time, post-doctoral, and intermittent appointees are not eligible for family leave. This policy applies only to salaries paid by the university; it has no application to salaries or other compensation from other sources, including professional practice plans.

Leave may be taken for the birth or adoption of a child, or to care for a member of the employee's immediate family or household.
Leave Frequency

Faculty and professional personnel may take family leave up to twice every five years, but the appointee must return to full-time service for at least one fall or spring semester between leaves. Individuals in non-teaching appointments must return for a designated period between leaves. Family leave for the birth or adoption of a child must be concluded within twelve months of the birth of the child or the date on which the child is placed in the physical custody of the individual requesting leave. The first week of any family leave begins the period for calculating both the twelve weeks and five-year eligibility period.

Short Term Absences

Short term absences of three weeks or less should continue to be arranged informally within a department.

Break Periods & Vacation Time

Unlike with sick leave, all semester breaks (i.e., Thanksgiving, Winter and Spring breaks) count in the leave period. For persons on twelve-month appointments, any accrued vacation time for which an appointee is eligible does not count in the total twelve-week eligibility period.

Flexibility and Teaching Assignments

(1) When a proposed leave under this policy would prevent an appointee from carrying out his or her regular teaching responsibilities in two consecutive semesters, he or she must reach an agreement with the relevant academic unit that meets the needs of both the appointee and the academic unit. Agreements may include a reduced teaching schedule in one or more semesters, partial-semester teaching schedules, additional non-teaching duties, or a combination of paid and unpaid leave. Appointees and academic units are encouraged to be creative and flexible in developing solutions that are fair to both the individual and the university.

(2) All agreements must be committed to writing, signed by the appointee and submitted to the department chairperson or administrative supervisor before being approved. It shall be the responsibility of the supervisor/administrator to ensure that all agreements entered into are entirely voluntary and fair to both the appointee and the university.

Relationship between Paid Family Leave and Sick Leave Policy

Sick leave is intended to cover periods of time when the appointee is sick or medically unable to perform the duties associated with a position. Pregnancy is treated as any other temporary medical condition for the purposes of granting sick leave. Sick leave, including pregnancy and maternity leave, is separate from family leave.
Appendix

A. Criteria for "Family Friendly Employers"

Carol Evans, the President of Working Mother Magazine was interviewed on CNBC's Squawk Box. She listed the main criteria for "Family Friendly Employers" as:

1. Flexibility in Career Positions
2. Flexibility on a Day-to-Day Basis (i.e., flexible scheduling)
3. Parental Leave

Child Care Links, an organization based in Pleasanton, CA which acts as a link between families and social service agencies and serves as an advocate for quality child care, offers an award for "Family Friendly Employer" each year to employers in the cities of Pleasanton, Dublin, Livermore and Sunol (CA). This organization provided the following definition:

A Family Friendly Employer:

1. Recognizes the dual responsibilities that employees have to their families and their jobs and offers strong support to help employees balance their responsibilities.
2. Demonstrates a strong commitment to employees by offering benefits and/or policies that support and strengthen working families. These may include:
   · Dependent Care Assistance Programs (DCAP)
   · Job protected family leave
   · Family Sick Leave
   · Flexible/part-time job sharing options with benefits and advancement opportunities
   · Resource and Referral Services
   · Parent/Family Education program
   · Financial assistance with child care costs
   · Employer sponsored child care program
3. Supports or sponsors community programs that benefit children and working families.

Reference: http://www.childcarelinks.org/

B. Organizations that have been recognized as "Family Friendly Employers"

Working Mother Magazine recognizes annually the "Working Mother 100 Best Companies." For 2011, the "Top Ten" companies recognized were:
These "Top 10" companies were recognized for "family friendly" policies such as: extensive maternity and paternity leave (Deloitte, General Mills), paid sabbaticals for employees (Deloitte) and other programs. Reference: [http://www.workingmother.com/best-company-list/116542/list](http://www.workingmother.com/best-company-list/116542/list)

In 2010, only one education institution, Yale University, made the list of "Working Mother 100 Best Companies"; two more were added in 2011: the State University of New York at Buffalo and Cornell University.

C. "Family Friendly" policies at other universities:

Indiana University, Bloomington

https://www.indiana.edu/~vpfaa/academicguide/index.php/Policy_F-4

Syracuse University [http://supolicies.syr.edu/fac_teach/leave_parental.htm](http://supolicies.syr.edu/fac_teach/leave_parental.htm)

University of Minnesota [http://www1.umn.edu/ohr/policies/governing/unit9contractlduluth/article600/index.html](http://www1.umn.edu/ohr/policies/governing/unit9contractlduluth/article600/index.html)

University of Pittsburgh [http://www.cfo.pitt.edu/policies/policy/02/02-11-01.html](http://www.cfo.pitt.edu/policies/policy/02/02-11-01.html)

University of South Carolina, Columbia [http://www.sc.edu/provost/FacultyFamilyFriendlyPolicies.pdf](http://www.sc.edu/provost/FacultyFamilyFriendlyPolicies.pdf)