

**Fashion Merchandising and Interior Design  
Administrative Activities Review (AAR)  
7-24-2018**

1. Basic Facts and Description of the Administrative Unit

- a. **Mission:** The administrative staff supports the mission of the both Programs, the University, students and faculties.

**Goals:** The staff supports short and long-term goals to serve students as they work towards their degrees in both programs, ensure CIDA accreditation standards and guidelines are met for the Interior Design Program.

- b. **Services:** Undergraduate art students pursuing BFA degrees in 2 programs

- **Critical partners.** CIDA Accreditation and Interior Design has an established advisory board made up of industry professionals.

- **Customers or end-users.** The staff supports 60 Interior Design students and 55 Fashion Merchandising students, 1 TT faculty in Fashion, 1 NTT faculty in Interior Design and approximately 7 part-time faculty each year.

- **Key performance analysis.** Staff help to support degrees granted, job placement rates and admission into graduate programs.

*Interior Design Graduation Rates:*

2014-10 degrees granted, 2015-15 degrees, 2016-13 degrees, 2017-7 degrees

*Fashion Merchandising Graduation Rates:*

2014-15 degrees granted, 2015-14 degrees, 2016-17 degrees, 2017-6 degrees

- **Brief assessment.** The two programs need a permanent home. When the School of Family and Consumer Science was divided into three programs going into the Fall semester of 2016, these two programs were administratively aligned with the Myers School of Art. This has been a challenge for the staff and faculty as they reside in two separate campus locations and are quite different in developmental program stages.

- c. **Resources:**

- **Personnel.** Since the two programs are administratively aligned only with the Myers School of Art, the Director is split between the three areas: Art, Interior Design and Fashion Merchandising. Additional staff consists of **one Office Assistant** who has been temporary since July 2017. Current contract runs through December 2018.

**Duties are split evenly between the two programs.** Work effort is 60% Administrative Clerical, main office management, phones, supplies, TAAR preparation, PeopleSoft reports, manage student course evaluations. 10% HPM. 30% is direct student support, course scheduling and maintenance, communications.

**Faculty with Administrative Load** – One faculty is given administrative reassignment per semester to coordinate the Interior Design Program and advise students.

One faculty is given administrative reassignment per semester to coordinate the Fashion Merchandising Program and advise students.

• **Financials**

<b>Fashion and Interior Budge Budget</b>	<b>FY14</b>	<b>FY15</b>	<b>FY16</b>	<b>FY17</b>	<b>FY18</b>
Administrative Assistant	\$32,000.00	\$32,000.00	\$32,500.00	\$30,134.00	\$27,768.00
Family & Consumer Science	\$33,744.00	\$31,071.34	\$26,605.18		
Operating Fashion Merch				<b>\$6,029.81</b>	<b>\$5,399.00</b>
Operating Interior Design				\$6,413.40	\$6,194.39

• **Equipment and Technology** There is one textiles lab, one computer lab and one interior design lab with computers and equipment appropriate for the disciplines.

• **Space** – Adequate office and classroom space for current enrollment.

**2. Future Plans**

Grow enrollment.

There are a fair number of majors in each program, but with one faculty taking the buy-out in each program June 2018, both programs are down to bare bones in faculty and staff. Numerous restructures and divisions in recent years leaves both programs without a sound direction.

Curriculum is being updated.

New Coordinator in the Interior Design program is enthusiastic and determined. Has hired new, accomplished part-time faculty and will start implementing curricular updates this year.

