**West Virginia State University**

**Student Affairs Activities Report for the Faculty Senate**

**February 4, 2011**

**Admissions and Recruitment – Ms. Trina Sweeney and Mr. Christopher Jackson**

The following information includes any new events, issues, and concerns occurring within the West Virginia State University Admissions and Recruitment Offices.

* Application Totals
  + Spring Numbers 2011
    - Processed 878 WVSU Applications
      * 367 Accepted
      * 28 Rejected
      * 483 Pending
      * 219 New and Transfer Enrollment
  + Summer Numbers 2011
    - Processed 292 WVSU Applications
      * 19 Accepted
      * 3 Rejected
      * 270 Pending
* No lines in Admissions during Advising and Registration
* Haitian Students
* Training Andrea Robinson
* Working on Spring Edits
* SAT Electronic Tape loads
* WVSU Day at the Legislator
* Currently recruiting in the following areas
  + - Baltimore, MD
    - Washington, DC
    - Atlanta, GA

**Athletics – Mr. Sean Loyd**

The head coaches and Mr. Loyd have established an Enhancement Team to explore more ways to incorporate centralized fundraising.  We are in the process of organizing our projects and categorizing roles within the team.

* The Equity in Athletics Disclosure Act (EADA) Report has been completed and submitted.
* Mr. Loyd has completed a report with Dr. Harrison for a catalog revision that has specific language regarding student-athlete missed class time.  This brings clarification to student-athlete’s ability to take courses during their championship segment.
* Men’s Basketball currently has a 13-5 record and is 12-2 in WVIAC play.
* Women’s Basketball currently has a 7-13 record and is 5-9 in WVIAC play.
* West Virginia State senior guard Josh Miller was named WVIAC Player of the Week, as announced by the league office on Monday, January 31st. Miller, a 5’7” native of Charleston, W. Va., helped the Yellow Jackets to a perfect 3-0 mark while lighting up the opponents for 31.7 points per game. He had a superb week from the field, draining 65.3 percent of his shots, including hitting 53.8 percent of his three-point attempts.
* West Virginia State University baseball was the choice of the WVIAC coaches to win the conference, as announced by the league office Tuesday, February 1st.
* WVSU softball was picked to finish fourth in the WVIAC in the pre-season coaches poll.

**Career Services and Cooperative Education – Ms. Sandy Maharaj**

**Director**

* Career counseling and job search appointments
* Interviewed and placed 12 Work Study students
* Administered RACT Jan 10th ; 22 candidates
* Met with employers and visited potential co-op sites.
* Assumed administrative responsibilities for vacant Secretary position; reviewed applications and re-advertized position
* Revised and presented a session on “Effective Employment Habits of Student Teachers”.
* Conducted 4 class presentations in University 101
* Began marketing to recruiters from various school systems to encourage attendance to the Annual Teacher Job Fair
* Began planning for implementation for Career Services Management System (CSM) Studies
* Processed invoices and receipts for the upcoming job fairs

**Administrative Associate**

* Met with new and returning Work Study students to complete required forms and to view the Orientation DVD
* Contacted students with possible Co-op job certifications to complete files to have their positions approved for academic credit
* Co-op Initial Placement Seminar appointments
* Processed Co-op registration forms and added students to the Co-op course on WebCT
* Updated internships matrix; posted to the website and bulletin board
* Attended Office staff meeting
* Updated office calendar for the new year
* Processed email messages from office account; sorted mail
* Recorded and processed payments for EXPO and TJF events
* Downloaded CLEP software updates on TDMS server
* Administered monthly CLEP and DSST testing

**Collegiate Support and Counseling – Mrs. Kellie Toledo**

**Director**

* Worked with AmeriCorps members to attend the MLK Day activities, determined schedules and assignments for Spring 2011. AC members are making ECI calls for Spring 2011, and beginning to call Faculty Referrals.
* Worked with Wayne Smith in Computer Services to finished online Faculty Referral form
* Met with Barry Pelphrey to discuss ways to assess AmeriCorps activities.
* Attended faculty meeting for Spring 2011 and reviewed the new online version of the Faculty Referral form.
* Ordered new laptop computer for CSC to use for class room presentations.
* Worked with Disability Counselor to get the Spring 2011 accommodation letters sent to faculty at KVCTC and WVSU.
* Planning for CSC to have a table at WVSU Day at the Legislature.
* Working on newsletters to school counselors with Crysty Linkenhoker.
* Emailed list of counselors contact info in the metro tuition area to Chris Jackson and Trina Sweeney.
* Worked with Bill Woodrum to have AmeriCorps members assist with WVSU Day at the Legislature.
* Continuing to work with the Academic Assistance Counselor to implement the Academic Coaching program in Spring 2011 for students on Financial Aid probation.
* Continue to provide training to the Academic Assistance Counselor and the Disability Services Counselor.
* Assisting staff members with planning programs for students.
* Provided assistance to students with financial aid, and general problems.

**Disability Services Counselor**

Student Services

* Proctored approximately 48 exams since 12/13/10.
* Working on updating the database for spring 2011 semester, as well as all of the paperwork to be included in the letter to faculty for spring 2011 semester.
* Provided referrals to those students who think they may have a disability.
* Provided referrals to students who needed extra academic assistance.
* Provided counseling to students who were having concerns about grades, classes, disability, etc.
* Continued to emphasize getting scheduled and getting a copy of the students schedule to the office of disability services.
* Met with students regarding setting up accommodation information for spring 2011 semester.
* Ordered and obtained digital textbooks for students from reading for the blind and deaf and/or Pearson publishing.
* Arranged for textbooks that had been unavailable in digital format to be read.
* Created a new spring 2011 database for disability services and completed data entry with each student’s individual schedule.
* Prepared letters to all faculty who have a student with a disability in their classroom making them aware of the appropriate accommodations.
* Met with students who wanted to renew their application for services.
* Assisted hearing impaired students in schedule changes and forms between KVCTC and WVSU.

Faculty & Community Contact

* Work with faculty to make arrangements to get exams as well as returning exams.
* Working with West Virginia Rehabilitation to provide services to clients that have been sponsored by them and attend WVSU.

Future Plans

* Continually researching new updated ways of providing digital textbooks to students and new reader voices that sound less computerized.
* Gain more contacts for referrals.
* Work toward becoming more digital and less dependent on cassette tapes and CD’s and more dependent on digital files, MP3’s and technology.

**Academic Assistance Counselor**

* 110 Letters were sent to potential tutors.
* Emails were sent to students to recruit tutors for specific subjects.
* There have been an outstanding number of interested tutors for this semester.
* A meeting was held between individuals in Collegiate Support and Financial aid to discuss Academic Coaching for the semester.
* TAP Room: The TAP Room opened on Tuesday, January 18. The tutors have been assigned their hours. The room will be open Monday-Thursday 9am-7pm and Friday 9am-3pm.
* The Writing Center opened on Monday, January 24.
* Smarthinking: Student emails have been added for the Spring semester. Emails were sent to the students regarding the information needed to log on.
* Academic Coaching: Forms have been sent to Financial Aid. A list of students will be sent from Financial Aid to the Academic Assistance counselor. The students will begin to sign up for their sessions in February and will continue through April. They will need to attend two sessions and one workshop to complete the requirements.

**Mental Health Counselor**

* Prepared calendar of events for Spring Semester.
* Collaborated with Volleyball Coach for securing date/speaker for student-athletes
* Met with Joey Oden about 2010 Biennial Review and AOD Policy Distribution to staff/students.
* Prepared for new Peer Education students/class materials.
* Worked in conjunction with Ambulance Authority in creating a DUI Reenactment this spring.

**Multicultural Counselor**

* The Multicultural Counselor provided counseling.
* The Multicultural Counselor met with R.O.O.T.Ed in order to discuss social justice issues.
* The Multicultural Counselor finalized the programs for the spring 2011 semester.
* The Multicultural Counselor has finalized the agenda for the 5th Annual Human Rights Conference.

Upcoming Activities

Feb. 1, 2011----5th Annual Human Rights Conference 9:30-3:00 Guest Speaker Greg Smith

Feb. 3, 2011---S.A.G.A Meeting 12:30-1:30pm

**Crysty Linkenhoker**

* **The Student Success newsletter** is designed received approval and will go out twice a semester.
* **The High School counselor newsletter** design was approved and will go out on the 1st of each month while school is in session.

**Food Services – Ms. Vicki Barnes**

* There has been a very smooth transition into the Spring semester. Coordination with AVI alerted us to possible snags with ID recognition (KVCTC) and problems to a large part have been averted. Decision was made to depend on written authorization rosters for billing purposes. Verification of authorization with match-up between Banner and Odyssey should be completed by week’s end.
* There was an initial problem with delay of Banner account roll-over which was thought to have been determined to be automatically scheduled by Computer Services for the day following Graduation at each semester. This mandated entry of accounts during the time of check-in. Importantly, all accounts were entered prior to financial aid disbursement.
* Banner has not imported all ‘Commuter’ plans to date. However, Computer Services is addressing this concern. In the meantime, manual data entry through Odyssey continues to allow contracted students to utilize their flex dollars.

**Leadership, Mentoring and Judicial Affairs – Mr. Coston Davis**

* Provided a presentation on the WVSU Leadership Institute to the Board of Governors on January 27, 2011.

**New Student Programs – Mrs. Sharon Banks**

* Teaching spring freshman experience classes
* Continuous recruiting of students for the Thurgood Marshall College Fund
* Awarding of GMAC Book Scholarships for spring 2011 (the last allotment) and other book scholarships
* Spoke at “Town Hall” meeting with residents of Dawson Hall (January 18th)
* Submitted Title III Process Measures & Project Status along with 2nd Quarter Strats
* Continuous student assistance to those who have problems both academically and/or personally.

**Residence Life and Services – Mr. Cornelious Jones**

* 48 New Residents for Spring Semester / only 3 were walk-ins.
* Currently 388 students on campus / 3 Faculty members on-campus.

**Student Activities & University Union – Mr. Jerry Miller**

* Student Activities began the semester by assisting with the Martin Luther King Day Program, a two day program that included an Evening of the Arts, A History of Greek Life, and 13 Lessons of WVSU. We also supported the men’s and women’s basketball. A welcome Back Party in the Union is planned this weekend. Upcoming activities for February include a Super Bowl Party in the Union and Intensity Game Show where all questions will be geared towards Black History.
* The 22nd annual Honda Campus All-Star Challenge (HCASC) will take place in Orlando, FL on April 9-12, 2010. Last year began a new qualification procedure for the HCASC National Championship Tournament (NCT). The goal is to raise the standard for the level of competition. The selection of the institutions will involve a review of: level of student participation, quality of promotional efforts, an institution's historical record when attending the NCT, results from the campus tournament in the current season, personnel changes materially affecting an institution's potential preparedness and other factors that address the need to raise the caliber of the field. They will only take 48 teams this year (down from 64) and each team is only allowed 4 players (no alternates). WVSU has met all deadlines and completed all requirements to be eligible. We are now at the mercy of the selection committee.
* Students can print again in the Union. 16 new PC’s were added, along with a new XEROX for printing and copying. All functions are coin operated, so we should see some increased revenue. Even wireless users can print by visiting a dedicated website.
* SGA picked right up where they left off in the Fall. The president is planning her State of the SGA Address. The Senate rallied students to attend WVSU day at the Legislature, and May Week activities are already in the works.

**Student Financial Assistance – Mrs. Sally Marcus Burger**

* The first disbursement of financial aid funds for the Spring Semester was $8,732,309. The disbursement for the same date in 2010 was $8,073,642.
* Registration for new and transfer students went very smoothly. Counselors were able to package transfer students as well as some new incoming students as they came in to the office. This has never been done before. The ability was due to students having all needed information and the number of students present.
* Collaborative School Financial Aid Night was held on January 24, 2011 and a FAFSA filing night on January 27th.
* There were 100 students who made all F’s for the Fall Semester. When this happens, students are sent email asking them to submit proof from their instructors if they had attended class. They are given three weeks to submit this documentation. Students who fail to submit documentation of attendance, a portion of their student aid may be recouped.
* With the support of Collegiate Support and Services, students who are on financial aid suspension (first-time appeals) are placed in the “new” Coaching Program. The program is geared to assist students with time management skills, testing taking skills, career goals as well being directed and encouraged to contact their academic departments for an academic plan to improve grades. We will keep track of the students to see the results.
* We will be making preparation for the next year in Banner and Student Aid.