

West Virginia State University
Executive Summary
Student Affairs Activities Report for the Faculty Senate
December 2, 2011

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

The following information includes any new events, issues, and concerns occurring within the WV State University Admissions and Recruitment Offices. The Admissions and Recruitment Offices are continuing to process applications for the Spring 2012 semester as well as the Fall 2012 semester.

- Application Totals - As of 11-23-11
 - 353 Spring 2012 Applications Processed
 - 85 Accepted
 - 0 Rejected
 - 244 Pending
- We are nearing completion on a more comprehensive scholarships page on the admissions website.
- Recruitment Schedule
 - Pittsburgh, PA - Last fair for 2011 session

Athletics – Mr. Sean Loyd

- Cameron Lewis was named First Team All WVIAC for volleyball
- Volleyball team lost in the 2nd round of the WVIAC tournament
- The following players received post season honors for football:
 - Landon Johnson 2nd Team WVIAC WR
 - Lorain Mallory 2nd Team WVIAC CB
 - Elisha Merchant 2nd Team WVIAC DT
- The football team finished the season 1-9
- Men's basketball team is currently 3-3 as of November 30, 2011.
- Women's basketball team is currently 1-3 as of November 30, 2011.
- Men's basketball was preseason #5 in the WVIAC
- Women's basketball was preseason #8 in the WVIAC
- The following are the upcoming home basketball games:
 - 12/6/11—Women's---- Kentucky State ----Game Time 7:00 PM
 - 12/8/11--- Women's----Glenville----Game Time 7:00 PM
 - 1/4/12---Men's and Women's----Davis and Elkins-----Game Times 5:30 (W) and 7:30 PM (M)

Career Services and Cooperative Education – Ms. Sandy Maharaj

Director

- Total WVSU student contacts to date (for presentations, work study, appointments, testing and career related events); 647/2586 (download of student data from BANNER) 25% of the current enrollees. Actual headcount is: 395/2586 15% of current enrollees. These numbers do not include phone calls, office visits, general inquired, mailings, e-mails etc.
- Jobweb; Approved new employers, job postings, and alumni registrations and resumes. Since the recent launch 11% of the student/alumni have logged in at least once. 14% of employers have logged in to the system to either post a company profile and /or post a position.
- Conducted career counseling and job search appointments.
- Hosted the Annual Convocation for the College of Arts and Humanities; a total of 24 students and faculty attended the sessions.
- Conducted a job certification; met with the CEO of KISRA
- Prepared agenda and hosted the Advisory Group meeting. The Advisory group consists of students, employers and faculty members.
- Attended an on line webinar on the updates for administering the DSST Public Speaking test. The DSST Public Speaking will be administered online with the speech section digitally recorded.
- Began preparing for updates with this and other administrations of the DSST
- Attended a meeting to discuss the TTAP room and program needs for the new computer stations.
- Made preparations for offering the RACT for 2011-12 testing year (November- October).
- Attended Power Lunch Series hosted by Planning and Advancement
- Held Office Staff meeting
- Compiled statistics for graduate survey returns for December 2010 graduates. There was a return rate of 20% and results were placed on Office website

Administrative Associate

- Assisted with registration and set –up of the College of Arts and Humanities Convocation.
- Attended an informational and planned project meeting with Computer Services and Collegiate Support and Counseling to discuss upgrade to Wallace 117 Testing and Tutoring Center.
- Administered CLEP/DSST testing at regular scheduled date: 6 candidates tested and administered one individual session on Thursday, November 17th.
- Attended Office staff meeting
- Assisted with Advisory Group meeting; took minutes
- Verified and secured all testing materials received for Residual ACT
- Processed Co-op application materials and Learning Contract assignments
- Researched and reviewed Co-op/internship listings received; posted several internships to Jobweb; created new online and paper employer files

Administrative Secretary, Senior

- Answer phone and greeted students coming into office for appointments, etc.
- Received and sorted mail daily.
- Filed time sheets for Work Study Students.
- Made deposits according to WVSU cash handling procedures & kept accurate records for such.
- Edited website with updated RACT registration forms.
- Continued to update CSM data, approve employer registrations, etc. Assisted employers and students using Jobweb system.
- Received registrations in preparation for CLEP/DSST testing for December 9, 2011 testing. Sent confirmation letters to students testing.
- Continued to process registrations for upcoming RACT testing.
- Prepared "Token" gifts for members of the Advisory Committee.
- Registered students for College of Arts & Humanities Convocation on November 2.
- Continued to update Education Student Credential Files and communicated with students regarding pertinent information needed for their files.
- Sent out Letters and Graduate Survey to May 2011 graduates (220).
Developed Excel spreadsheets for July – December 2011 contacts through presentations, appointments, attendance at Criminal Justice Fair, Convocation, etc. / headcount figures and total contacts.
- Began working on invitation letter, mailing labels and registration forms for 2012 Teacher Job Fair, which will be mailed December 5.
- Submitted order for approval for upcoming office supplies.

Collegiate Support and Counseling – Mrs. Kellie Toledo

Director

- Continuing to train the 2011-2012 AmeriCorps members. AmeriCorps members continue to make the Faculty Referral calls. To date we have received over 740 student referrals.
- AmeriCorps members have been placed in Admissions, Student Activities, Financial Aid, Writing Center, TAP Room, and with Athletics. All other members are working on assignments from the Ferrell House.
- Megan Sheets has completed 14 of the academic departmental videos and has submitted them to Bob Loughery for review.
- Continuing to meet regularly with Pinnacle members. They are in the process of determining volunteer opportunities for the group.
- Continuing to train Daisy Squirts on Academic Assistance programs.
- Continuing to work with Computer Services and Paul Morris to replace computers in the Ferrell House and TAP Room, and to limit access for security reasons to only a few web sites.
- Attended the Faculty Senate meeting.
- Participated in Title IX Webinar training on campus. Received a copy of a model policy and discussed the need for a review of our current policy with VP of Student Affairs.
- Continuing to work with Crysty Linkenhoker to develop newsletters.
- Submitted a proposal to host an Open House on campus called "Black and Gold Days".
- Provided assistance to students with financial aid, and general problems.

- Continuing to work with CSC staff on implementing programs, etc.

Disability Services Counselor

Student Services

- Met with many students about schedules, accommodations, questions and concerns related to ODS.
- Administered 37 exams for WVSU and 10 KVCTC exams.
- Met with students wanting to be admitted for spring 2012 semester, explained all information about ODS as well as process for admission to WVSU.
- Reminded students about scheduling testing for finals which are just a few weeks away!
- Provided both WVSU and KVCTC students with final exam schedules.
- Assisted various students with MYKVCTC and MYSTATE scheduling difficulties (holds, advisor information etc.) Contacted tech support or send them to the appropriate office to get further information.
- Data entry into database for recently registered office of disability students KVCTC and WVSU.
- Met with referrals from WV Rehab about residual ACT testing and admissions process, deadline.
- Providing support, referrals and continuing relationships with West Virginia Office of Rehabilitation so that students can get tests and get assistance with their disability.
- Reviewed new case files and psych evaluations of new clients to make determinations of accommodations.
- Scheduled future appointments for students to meet with me regarding next semester services etc.
- Created handouts with final exam schedules so that students can begin thinking about scheduling testing for finals with ODS.
- Provided personal counseling to students with disabilities.
- Currently have students reading books onto tape cassettes or digital recorders if the version of that book was unavailable in a digital format from the publisher or Learning Ally.
- Looking into digital textbooks for spring 2012 semester and needs of ODS students.

Faculty & Community Contact

- Met with faculty members regarding students with disabilities and academic accommodations.
- Attended the Environmental Safety and Parking Committee meeting on November 17, 2011 making the committee more aware of access issues and concerns about emergency procedures.
- Attended Classified Staff Council Meeting on October 16, 2011 and took notes as the secretary of classified staff.
- Maintained working relationships with the West Virginia Office of Rehabilitation.

Future plans

- Continue to meet with students about providing accommodations for next spring 2012 semester.
- Continue to meet with students with WV Rehab and admissions process.

- Continue to discuss with those student with disabilities that are interested in transferring from KVCTC to WVSU about the process and requirements to do so.
- Continue to prepare for finals week Dec. 10- Dec 15. Providing testing for large amounts of ODS students.
- Taking a proactive approach to the May 2012 discontinuing of ODS services to KVCTC – Discussing disclosure, records, services and transient situations that may come into play once services have been discontinued.
- Work on storage issues of Items not allowed into the testing center so that they do not have to be in my office (this has caused issues with various interruptions while meeting with other students in my office).

Academic Assistance

- **Writing Center.** The writing Center had 140 visits from October 28, 2011 through November 17, 2011. There were 35 visits for English 101, 18 visits for English 101 Enhanced, 20 for English 102, 19 for English 150, and 3 for no class selected. There were also 3 visits for business, 2 for history, 12 for education, 1 for biology and 24 under listed under other.
- **TAP Room.** The TAP Room had 135 WVSU student visits from October 28, 2011 through November 17, 2011. Seventy-four students came for tutoring, 46 came for studying, and 10 came for computer use. There have been 121 KVCTC visits logged for the TAP Room for Math 011, 012, and 110. Flyers were posted on campus and sent out detailing times that the TAP Room tutors are available to tutor in the areas of Biology 101, Chemistry 105, 107 Consumer Chemistry, Organic Chemistry I & II, Genetics, Business and Social Science Statistics, and Speech Communication. Group tutoring has been incorporated in the TAP Room for Dr. Zaman's and Dr. Zhang's Math 120 courses. The group tutoring will be offered on Tuesdays and Thursdays from 9:00 AM to 12:00 PM and from 3:00 PM to 6:00 PM for the rest of the fall semester.
- **Smarthinking:** Flyers were posted throughout the campus and sent to the all students listing all subjects tutoring is available for. Smarthinking tutorials were given to 11 students on navigating through the program.
- **Peer Tutoring:** From October 28 thru November 17, 2011 eleven students have applied for tutoring and 7 have been set up with an individual Peer Tutor and 4 have been referred to the TAP Room or Writing Center. Two new student tutors were interviewed, hired, and trained. Two study skills workshops conducted during this period.
- **Academic Coaching Program:** Since the start of the 2011 fall semester, 67 of the 94 academic coaching participants were academically coached. Of this number, 53 have completed all aspects of the program. This included two one-hour coaching sessions and completion of either a workshop or an assignment. Two study skills workshops were conducted for the participants. Students had the option of completing an assignment if they were unable to attend either workshop.
- **General Academic Counseling:** From October 28 thru November 17, 2011, twenty-three students have visited for academic and personal counseling.

Mental Health and Substance Abuse Counselor

- Continued participation in the Worksite Wellness Program. Received good nutritional tips and attended a cooking demonstration of healthy breakfast options.
- Met with the extension team to discuss possible cooking demonstrations with our students working on a shoe-string budget during the spring semester.
- Attended a training led by Master Sgt. Walton who provided an excellent military philosophy and fitness information to include in the CHOICES educational outreach.
- Participated in Bacchus Network Area 12 Leadership Team conference call regarding the General Assembly held in Reston, VA the first week of November. There were 650 in attendance and a vote of 85% approval passed the new campus affiliate fee of \$300 to begin in 2012. *The Area 12 Spring Conference will be held at Longwood University in Farmville, VA and the Fall 2012 General Assembly will be in Orland, FL.
- Attended SGA Student Organizations Meeting and compiling necessary paperwork for community service hours completed.
- Submitted CPE exams to national office for scoring for the Education 110 students. Awaiting certification cards and planning end of semester awards lunch.
- Provided training to the peer education students on Stalking Awareness Month (not until January) and shared video on internet stalking.
- Received QPR Suicide Prevention Course Study materials and proceeding with training for certification.
- Attended the Intercollegiate Council on Sexual Assault meeting in Flatwoods. Received further information on Title IX compliance, as well as the plans for the task force's submission with HEPC for a Violence Against Women grant. This funding would allow for the creation of Clery Act, Title IX and Stalking model policies and team training across member campuses to insure the institution's compliance.
- Participated in Title IX Webinar training on campus. Received a copy of a model policy and discussed the need for a review of our current policy with VP of Student Affairs.
- Completed preliminary data form for the WV Collegiate Initiative to Address Alcohol Abuse (WV CIA) to gain approval for administration of the National College Health Assessment (NCHA). *The WVCIA is paying for the cost of the surveys, as well as the scoring.
- Submitted a copy of the National College Health Assessment (NCHA) to the chair of the IRB for approval so it may be administered on campus in February 2012. We use this data as required by the Biennial Review process outlined by the Dept. of Higher Ed.
- Monitoring progress of psychology student intern.
- Collected cell phones to be donated to the domestic violence shelter.
- Re-stocked display racks across campus with mental health and substance abuse information.
- Made 59 student contacts for personal counseling, substance abuse issues and academic assistance.

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 hosted a National Diabetes Day. A checklist was provided to students to know the pre-warning signs of diabetes.
- The Multicultural Counselor has begun developing an agenda for the 7th Annual Human Rights Conference.
- The Multicultural Counselor has begun working on the schedule for the spring 2012 semester.
- The Multicultural Counselor has worked with the Director Admission to identify conditional admitted students.
- The Multicultural Counselor has spoken with a student with allegation of harassment and based on the information, the student was referred to speak with the Director of Judicial Affairs.
- The Multicultural Counselor has had 2 S.A.G.A. meetings and approximately 6 students have been in attendance. The students have filled out the necessary paperwork to be recognized as a student organization.

Graduate Assistant

- **Accuplacer Score Uploads** are on schedule each week. Students using inaccurate A#s are being actively investigated and modified for upload as needed.
- Projects are being completed for Financial Aid, Student Affairs, Media Studies, and CSCS. These include brochures, posters, and bulletin board design plans.
- **Facebook updates** continue, but I am having trouble getting timely information on activities and programs. It would be helpful if each office would send me a little blurb each week that I can turn into a FB post; maybe an activity or an awareness campaign, or a special recognition for someone or a group.
- Four newsletters are now being distributed: Student Success, Metro Counselors, WV High School Counselors, and the newest – Parent’s Newsletter. The Parent Newsletter has yet to send out its first publication, but now has a sign-up method through Computer Services, which is being advertised in the other newsletters to build an audience.

Dining Services and Residence Life – Mr. Joe Oden

- Dining numbers remain constant. We currently have 97 commuter plans which is a slight increase. A slight climb in the commuter number was anticipated due to the change in weather.
- Scaled back operations during the Thanksgiving Break. During the break patrons of the culinary center entered through the Sullivan Hall lobby entrance. A hand held device will be used to process swipe cards at point of entry. This allowed closure to the Union Facility as a cost savings.
- Culinary Center served their “Thanksgiving Feast” lunch on Thursday, November 17, 2011. Many guests came to enjoy the traditional spread prepared by AVI.
- Town Hall meetings involving the AVI staff have been conducted within the Residence Halls. Staff is receiving positive feedback.
- The Residence Halls were open during the week of Thanksgiving while the remainder of the campus was closed.

- Work continues on the 2nd elevator on the West Side of Sullivan.
- The results of the housing demand study are due by December 14, 2011.

Leadership, Mentoring and Judicial Affairs – Mr. Coston Davis

- Working on December 2, 2011 Charity Masquerade Ball
- Meeting with Leadership Institute Officers
- Completion of November 4, 11, 18th Leadership classes
- Addressed 5 Judicial issues on-campus
- Weekly meeting with Leadership officers
- Met with caterer in preparation for Charity Ball
- November 15, 2011 - attended the free webinar and learn about the ATIXA Civil Rights Investigation Model, a set of policies, procedures and practices designed to meet OCR expectations for campus compliance with Title IX.
- Mentoring students and addressing Judicial issues as the occur

New Student Programs – Mrs. Sharon Banks

- Finalizing plans for spring 2012 Freshman Experience classes.
- One of the students who attended the TMCF Leadership Institute (Chenai Rusike) will receive a \$4400 scholarship (she reached out to the President/CEO and he in turn responded).
- Submitted monthly Title III Report.
- Continuous student assistance to those who have problems both academically and/or personally.

Student Activities & University Union – Mr. Jerry Miller

- For the first time since the Union reopened in 2004, it was shut down for the Thanksgiving break. Mr. Rodney Back stopped by on occasion to ensure all areas of the facility were secure.
- Student Activities is assisting the Leadership Institute with planning the Winter Ball on Dec. 2nd. The event is a Masquerade theme, formal wear is expected, and tickets are \$15 per person or \$25 per couple. Monies raised will go towards scholarships for students that have a balance due after all financial assistance has applied.

Student Financial Assistance – Mrs. Sally Marcus Burger

- Funds Disbursed through November 28, 2011:

Pell	\$3,076,227
SEOG	115,448
SUB LOAN	2,533,794
UNSUB LOAN	2,830,432
DPLUS	269,545
PROMISE	333,541

WVHEAG	599,726
HEAPS	<u>51,450</u>
TOTAL	\$9,810,163

- Other Information:
 - December 7th is the last day for disbursement of financial aid for the Fall 2011 semester. Any funds after that date will be disbursed in January for Fall (and only if academic progress has been made).
 - Diane Sisler came on November 15th and 16th to give an overview of our Banner System and limited training. I have requested recommendations from her regarding our electronic processes. She will be assisting us with the implementation and set-up for the 2012-2013 academic year.
- Upcoming Program Integrity Rule Changes for 2012-2013
 - Students that are picked for VERIFICATION must request a tax transcript from the IRS. 1040's will no longer be accepted. This process will slow down completing files for students as it will take 5 – 10 day from the request for transcripts to be received. Verification will now also be asked for # of Household members, # in College, Food Stamps and Child Support Paid.
 - Other changes are anticipated but have not yet been announced.