**West Virginia State University**

**Executive Summary**

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

**February 3, 2012**

**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.

* Spring Numbers
  + Total Apps 698
    - Accepted 357
    - Rejected 2
    - Pending 339
* Fall Goals
  + Increase Enrollment by 5%
    - 2994 Students enrolled for fall
      * 2720 In State
      * 274 Out of State
* Moving Desk/ Seating Arrangements
* Upcoming Projects
  + File Verification
  + Holds Letter
  + No Shows Telethon
  + No Show Mailing
  + Pending Mailing
  + Pending Telethon (AmeriCorps)
  + Wait Telethon
  + Recruitment Mailings
    - Church
    - GED Centers
    - Job Corps
    - Transfer Mailing
* Training Sessions
  + Saturday, January 28, 2012
  + 8:30 AM - 12:30 PM

**Athletics – Mr. Sean Loyd**

* We are planning an on-campus gathering for the 1987 WVIAC Champion Men’s Basketball Team. Details will be released once we have completed the planning.
* We are ready to launch a new fundraising initiative for athletics. This is an opportunity for donors to commit funds to us but pay it in a monthly installment rather than a lump sum. Our goal is to get commitments from 50 donors at 10k each by this time next year.
* Men’s Basketball has a 10-9 record overall and 8-7 in the WVIAC
* Women’s Basketball has a 8-11 record and 5-10 in the WVIAC
* Cookie Miller was voted the most popular athlete in the city of Tarnobrezg, Poland. He is averaging 15.6 points per game

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

**Director**

* Career counseling and job search appointments.
* Demonstrated Jobweb at the opening faculty session.
* RACT administrations yielded; 24 candidates tested and 58% (12) scored an 18 and above, an additional 4 scored between 16-17.
* Met with employers and visited potential co-op sites.
* Participated in Presidential Search Forum and Report session; will serve as Staff representative on the Search Committee.
* Revised and presented a session on “Effective Employment Habits of Student Teachers”.
* Conducted 3 class presentations in the following courses; International Business, Advanced PR and Business Information Skills .
* Began marketing to recruiters from various school systems to encourage attendance to the Annual Teacher Job Fair.
* Revised Job Seeking Strategies course for delivery next week.
* Met with reporter to do media piece on ‘Choosing a College Major’ .

**Administrative Associate**

* Prepared testing materials and supplies for RACT testing room; posted signs on entrance doors
* Administered RACT:  8 students tested.
* Assisted with demonstration of Jobweb at faculty meeting.
* Attended Office staff meeting.
* Work-Study assignments.
* Processed Co-op registration forms and added students to the Co-op course on WebCT.
* Posted internships to Jobweb.
* Emailed job applicants in Jobweb for possible academic credit through Co-op.
* Copied and compiled Co-op application packets.
* Attended forum for staff on Presidential Expectations.

**Administrative Secretary, Senior**

* Answer phone and greeted students coming into office for appointments, work study, etc.
* Received and sorted mail daily.
* Prepared memos for deposits and kept accurate records according to WVSU cash handling procedures.
* Continued to update Jobweb data, approve employer registrations, job postings, etc.

Assist employers and students to access the Jobweb system for the first time either by phone or email.

* Received registrations in preparation for CLEP/DSST testing for January 6, 2012 and February testing dates. Update database with same.
* Continued to update Education Student Credential Files and communicated with students regarding pertinent information needed for their files. Prepared and sent multiple files to various school systems.
* Mailed Career & Employment Expo Fair letter and invitation.
* Receive both 2012 Teacher Job Fair Registrations and 2012 EXPO registrations. Send receipts and invoices as needed to participants as they come in.
* Input May 2011 Graduate Surveys into database.
* Copied multiple handouts for upcoming presentations for Sandy.
* File Work Study Time Sheets.
* Attended President Search forum 1-20-12.

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

**Director**

* AmeriCorps members have been placed in Admissions, Student Activities, Financial Aid, Writing Center, and the TAP Room. All other members are working on assignments from the Ferrell House.
* Working with an AmeriCorps member and Coach Shannon Gerencir to develop a tracking system (Excel) and mail merge (Access) system to generate letters to faculty members and track progress for the Athletics Intervention Program.
* Megan Sheets has completed all but three of the videos (these will be completed in Spring 2012) of the videos and has submitted them to Bob Loughery to review them. She will begin reporting to Mr. Loughery February 1st if this is approved by R&D administration.
* Continuing to meet regularly with Pinnacle members. The first meeting will be held on January 25th.
* Compiled Title III report and strategies.
* Continuing to work with Crysty Linkenhoker to develop newsletters, working with Computer Services to get parent email addresses, and AmeriCorps assisted with writing several articles over the break for the newsletters.
* Submitted Computer Services requests for ECI names, Smarthinking info to upload, and parent email addresses for newsletters.
* Provided assistance to students with financial aid, and general problems. Also, working on assisting students with Christmas needs, food baskets, toys, etc.
* 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 for Spring 2012 semester.
* Completed current data entry into database for spring 2012 semester intake forms - office of disability students KVCTC and WVSU.
* Distributed pagers to students with hearing impairments and deaf students.
* 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 psychological evaluations of new clients to make determinations of accommodations.
* Assisted students in acquiring information the first week of classes such as Pin numbers in order to make additional changes to their schedule or technology placement in classrooms for students with visual disabilities.
* Sent work requests for desk/chair placement in classrooms.
* Prepared to send out letters of accommodation to faculty for students registered for spring semester with ODS.
* Sent out reminder e-mail to students about the following:
  + Signing up for spring semester services
  + Checking out equipment for spring semester
    - Digital recorders
    - Textbooks on tape
    - MP3 players
    - Pagers
* Provided personal counseling/ crisis counseling to students with disabilities.
* Requested digital textbooks for spring 2012 semester.
* Sent out various e-mails on the ODS listserv regarding conclusion of services for KVCTC clients in May 2012.
* Created a form for usage in termination of services for KVCTC students registered with ODS.
* Met with Supervisor regarding the issue of discontinuing services after May 2012 and appropriate procedures, timeline etc.

**Faculty & Community Contact**

* Met with faculty members regarding students with disabilities and academic accommodations.
* Revised the letter of accommodation in order to better explain to faculty the expectation of confidentiality in regards to students with disabilities in their classroom.
* Maintained working relationships with the West Virginia Office of Rehabilitation
  + Referrals
  + Assistive technology
  + Financial Authorization
  + Concerns

**Future plans**

* Provide testing services to ODS students with appropriate accommodations.
* Meet with students about accommodations for spring 2012 semester.
* Continue to meet with students and refer students to WV Rehab for additional testing.
* Continue to discuss with those student with disabilities that are interested in transferring from KVCTC to WVSU about the process and requirements to complete.
* 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) Looking into using a closet within the hall way for storage of personal items during testing.

**Academic Assistance**

* **Writing Center.** The Writing Center re-opened January 23, 2012 with normal hours. Tutors have been hired to fill most of the vacant positions.
* **TAP Room.** The TAP Room was open for the week of finals for study purposes only at the conclusion of the fall term. It was closed from December 15, 2011 and re-opened on January 23, 2012. Flyers are being sent via email to all current students. Two Math 020 classes and two Math 120 classes attended a workshop in the TAP Room the first week of school. Discussion centered on the TAP Room, Smarthinking, the Writing Center, and the Language Lab.
* **Smarthinking:** Flyers will be posted throughout the campus and an email sent to the all students listing all subjects where tutoring is available. Four math classes attended a workshop demonstration detailing how to operate thru the system.
* **Peer Tutoring:** Flyers were posted on campus announcing the availability of tutoring positions. A Peer Tutor Training session was held on January 20, 2012. Eighteen tutors have currently been hired to fill positions in all the labs as well as for individual tutoring appointments.
* **Academic Coaching Program:** Since the start of the 2011 fall semester, 67 of the 94 academic coaching participants were academically coached. Of the 67 who started 57 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. A report was sent to the Financial Aid Department on December 13, 2012 stating the above. Reports from the Financial Aid Dept. states that the program was beneficial to all who participated.
* **General Academic Counseling:** From December 9, 2011 to January 20, 3012 25 students have made contact thru email, phone calls, or stopping by my office. The majority of these were for academic advice.

**Mental Health and Substance Abuse Counselor**

* Officer’s meeting with CHOICES Peer Educators to finalize programming ideas/events for Spring 2012 semester calendar.
* Continue self-study course in QPR Suicide Prevention Gatekeeper materials for certification.
* Completed preliminary data form and shipping notification to the WV Collegiate Initiative to Address Alcohol Abuse (WV CIA) for administration of the National College Health Assessment (NCHA). \*The WVCIA is paying for the cost of the surveys, as well as the scoring.
* Re-stocked display racks across campus with mental health and substance abuse information.
* Participated in the Kanawha Coalition for Health Improvement’s Orientation and was assigned to participate in 3 separate workgroups: Drug Abuse (Including Prescription), Obesity and Nutrition, and Lack of Physical Activity.
* Continue networking with Carolyn Corneilson (NCAA Speaker) and Proud Eagle on bringing her to our campus to speak to the Student Athletes.
* Set-up display table complete with Collegiate Support and Counseling information for returning residence hall students at check-in.

**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 has finalized the 7th Annual Human Rights Conference.
* The Multicultural Counselor has spoken with the football coach about upcoming programs for the football team.
* The Multicultural Counselor has spoken with the Director of Leadership, Mentoring & Judicial Affairs the possibility of making it a requirement for students that have violated the student code of conduct to be placed in the mentoring program.
* The Multicultural Counselor has partnered with Susan Marrash-Minnerly to assist with a production that will take place in March. The production will focus on domestic violence.
* The Multicultural Counselor has assigned two (2) mentee to a WVSU staff member.
* The Multicultural Counselor has spoken to faculty and staff members about volunteering to be a mentor.

**Graduate Assistant**

* **Accuplacer Score Uploads** are back on schedule beginning January 23, 2012.
* **Bulletin Board Project** has been designed – waiting on a few additional photographs from Todd Griffith to complete design for approval.
* **Facebook updates** for Financial Aid, Mental Health, and Collegiate Support have begun for the year. Other offices are pending.
* **Newsletters** are going out as scheduled finally. Frequency changes for the Metro and Parent newsletters are under consideration. We are still waiting for a list of alternate emails to develop the parent’s mailing list. All archived newsletters will be available along with the current issue of all newsletters at <http://newsletters.wvstateuedu/student-success/index.html>.

**Dining Services and Residence Life – Mr. Joe Oden**

* The Administrative Office of Residence Life has relocated to the 3rd floor of Sullivan Hall East to room 315.
* Residence Hall check-in took place beginning with New Students on Jan. 11th from 8am – 5pm
* Returning Students were permitted to check in on Saturday the 14th and Sunday the 15th from 10 am – 6pm. This process was conducted on the 3rd floor Sullivan of Hall East by staff of Student Affairs and Fiscal Affairs.
* Currently there are 263 on campus residents. While it is realized that this number is low when compared to past semesters, it is known that they are solid in that these students have gone through a process implemented by Student Affairs and Fiscal Affairs to ensure their financial sustainability.
* Prillerman Hall is relatively full with 34 Apartments being occupied. There are some maintenance issues being dealt with through out the facility. Additionally 50 Commuter students have signed up for a Meal Plan. These plans begin with a $150 buy in and can be increased in $25 or $50 dollar intervals.
* Inspections will begin in the near future and will be done on a more frequent basis during the spring semester.

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

* Addressed two judicial issues.
* Met with officers of the Leadership Institute.
* The Leadership Institute had its first meeting January 27, 2012.

**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.

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

* Student Activities hosted a MLK informational consisting of a wall of photo’s along with descriptions. Students had the opportunity to ask questions and take a quiz to see how well they knew Dr. King. Also Student Activities Created a Silhouette that stated “I have a dream that WVSU….” Then students and others were to write down their dream for the University to be later hung during black history Month in the Student Union.
* Student Activities had a Meet and Greet table in the Student Union that allowed students to become familiar with Shantel Hudgins (serving as our Program Coordinator) and the Student Activities Council members. The table provided a brief survey to see how students responded to certain perspective events along with, calendars, contact information, and applications to become a part of the Student Activities Council.
* Student Activities and the WVSU PRSSA student organization coordinated with Teays Valley Cinemas to host a “premier” showing of Red Tails. We were able to show the interview given by WWII Veteran Gene Young, prior to the showing, where he commends the Tuskegee Airmen for their service. Dr. T. Ford also spoke to everyone in attendance about the relationship of the main characters in the film to West Virginia State University. Bill Oldani, Editor and Chief of the Yellow Jacket and President of National Broadcasting Society was there in his capacity with Rock 105 promoting another movie, but he graciously gave Red Tails and WVSU just as much promotion.
* Upcoming events include a 50/50 raffle to help pay for miscellaneous event supplies like the Tastes of Soul Food; a spades tournament on January 25th; and movie night on January 26th.
* The Honda Campus All-Star Challenge national tournament takes place in Los Angeles, CA this year. Members of the HCASC club met over the weekend to practice and get familiar with the new format. This week, team coach Belinda Fuller will pick the final team that will represent WVSU if chosen as one of the 48 teams invited to compete

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

* As not all of the federal and none of the state aid has been disbursed, a more thorough report on funds will be given after this week. To date we have disbursed the following:
* PELL $3,092,385.00
* LOANS $5,672,537.00
* The IPEDS report is due in February. Computer Services is generating the information and the data will be populated into the survey by the Director.
* The Coaching program showed good results for the Fall term. Approximately 60 students were referred. Of these 40 students maintained their eligibility for financial assistance.
* There were 90 students who earned all F’s the Fall term. Of this number 72 students were sent emails informing them that if they could show class attendance in at least one class, portions of their federal aid would not be returned. To date, we have had three (3) students who submitted the required information. Students from this fall term who made all F’s had their financial aid suspended for Spring 2012. There is no appeal.
* State aid was disbursed this week – January 30th. (Promise, WVHEAG, and HEAPS).
* We are continuing to process financial aid and complete packages. We will also begin to input data into Banner in preparation for the 2012-2013 academic year soon.
* Signs will go out on campus reminding students to file their financial aid for 2012-13. Mr. Paul Morris is working on getting us another computer as we only have three that are presently operable.

**Veterans Affairs and Service Learning – Mr. Phillip Caudill and Mr. John Haulotte**

* Veterans Affairs and Service Learning were transitioned from Academic Affairs to Student Affairs at the beginning of the spring semester**.** They will soon move into new office space in Prillerman Hall. The office is presently located in Wallace Hall.

**Assessed needs**

* Currently, there are 89 veterans receiving educational benefits at WVSU. It’s estimated that college populations are 3 to 5% veteran students. By this number, of the reported 3,200 here, 96 to 160 veterans are enrolled. These veterans face, but are not limited to: higher levels of academic dropout, unemployment, alcohol and substance abuse, suicide, and other social maladjustments due to challenges associated with transitional processes.

**Response to needs**

* Achievement VETS, or “AVETS”, was founded here as a model to assist primarily combat veterans transition from military structured lifestyle to the relative disorder of the civilian world. The primary goal is successful transition, more so than the actual earning of a degree. The goal of re-socialization of these young veterans takes precedence over education, but we understand the grave need for educated leaders in West Virginia. Achievement VETS is a student-chartered organization bound by the rules of the University which relies on student veterans currently participating and understanding the AVETS to perform the major functions of our mission, thus reinforcing the concept of “ownership” of the program.
* **Three main objectives**
  + Short term: Successful **transition from Military to a college campus** through various means, including, but not limited to, peer support camaraderie and mentoring and service therapy that encourages reengagement to the community when many veterans feel isolated and part of fringe collectives.
  + Medium term: Successful **completion of a college education** to become more holistic contributors of their home towns and communities.
  + Long term: **Equip** these veterans with skill sets to become lifelong community and civic leaders by becoming conscious of their needs and assets.
* **Actions and operations**
  + AVETS also acts as a **“buffer” for the University** by helping members negotiate the sometimes frustrating challenges of dealing with administration, faculty, and staff.
  + We have begun a program and presentation that **aids University personnel in their understanding of veteran needs and attitudes**, as well as assembling a select group of faculty to intervene before a veteran drops out of school.
  + We are working diligently on a component that addresses specific and unique **issues involving female veterans.**
  + **Community service and outreach** is a more important part of the two year model, but AVETS still believes that lifelong volunteerism is a quality of a community leader.
  + We currently are waiting for the key to our **new vets-only lounge**, thanks mainly to the actions of Dr. Carter and Dr. Byers. This lounge will act as a needed respite for veterans stressed and overwhelmed by the transition process. It will also act as a study center and hub of veteran social life on campus. Equipped with everything essential for our mission, the lounge includes a full equipped kitchen, bathroom with shower, and a separate office space for administration and development of AVETS statewide, and eventually nationwide. Our chapter president, John Haulotte, has secured an IN KIND giving **pledge from Target retailers for items such as extensive entertainment items, snacks and soft drinks, and other item not provided by the University.**
  + We look to begin development of a **website** to link all AVETS chapters together, as well as provide veterans with resources vital for smooth and reduced-stress enrollment.
  + AVETS is **partnered with Veterans Upward Bound**, providers of resources and assistance to West Virginia veterans statewide seeking enrollment into higher education. Beth Earl, their representative in our region, is the chapter president of AVETS and our lead veteran at Marshall University. She provides valuable insight on our growth and expansion. We, she and I, are currently working with Stonewall Resort to conduct a statewide AVETS leadership conference for August to promote the organization, as well as our ideas.
  + AVETS also works from time to time with the College of Professional Studies to **assist Social Work students** to better understand veterans’ lives and concerns.