

West Virginia State University
Executive Summary
Student Affairs Activities Report for the Faculty Senate
March 2, 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 2012 (as of 2/22/12)
 - Total Apps 790
 - Accepted 450
 - Rejected 2
 - Pending 340

- Fall Numbers 2012 (as of 2/22/12)

○ Total Apps	1287	Fall Numbers 2011 (as of 2/23/11)	Total Apps	1134
▪ Accepted	230	Accepted	229	
▪ Rejected	2	Rejected	39	
▪ Pending	1,057	Pending	866	

- Fall 2012 Goals
 - Increase Enrollment by 5%
 - 2860 Students enrolled for Fall 2011
 - 2994 Students enrolled for Fall 2012
 - 2720 In State
 - 274 Out of State

- Upcoming Projects
 - Follow up Call and Emails
 - Calling each of the different constituencies to clear up missing items, holds, and registration/advising issues
 - No Show Mailing
 - Pending Mailing
 - PA Holds Mailing
 - File Verification

- Recruitment
 - Recruitment Dates and Visits
 - Atlanta, GA 2/11/12
 - Kanawha County High Schools 2/15/12
 - Recruitment Mailings
 - Church
 - GED Centers

- Job Corps
- Transfer Mailing

Athletics – Mr. Sean Loyd

- We are having a reception for the 1987 Men's Basketball championship team on Saturday March 3rd at 8:30 pm in the Erickson Center. This will follow the team being honored at the WVIAC Championship game at the Civic Center that afternoon. Admission for this event will be free.
- Men's and women's basketball seasons concluded this week with the WVIAC Tournament
- All spring sports have started their competitive seasons.

Career Services and Cooperative Education – Ms. Sandy Maharaj

Director

- Career counseling and job search appointments.
- Began individual (job search preparation) appointments for students enrolled in History Senior Seminar.
- Hosted Employer of the week; Fastenal (Representative; Tim Moore)
- Participated in Presidential Search Committee and Enrollment Management Committee
- Graded Co-op assignments.
- Conducted 5 class presentations in Freshman experience courses.
- Continued to prepare for the Annual Teacher Job Fair; number of recruiters continue to be low, began contacting Superintendents of School Districts.
- Conducted a job search readiness session for student teachers who will be participating in the upcoming job fair.
- Participated in a Webinar for Jobweb – Enhanced Resume Builder module
- Participated in the first of two all day sessions on WebCT "Introduction to Quality Matters Rubric" hosted by CIT.
- Began reviewing intake and evaluation survey process for the Office services to integrate with Jobweb.
- Began reviewing job posting and recruitment policies.
- Compiled graduate survey returns for May 2011 graduates; return rate 17%.

Administrative Associate

- Presentation to University 101 class regarding all services offered and to administer personality indicator.
- Phone calls and emails to work-study supervisors regarding new Payroll Time & Attendance Sheets for work-study students.
- Work-study assignments and transfers.
- Gathered materials on Co-op, CLEP & DSST, Jobweb, etc. and sent to Kellie Toledo for Commuters Info Table display.

- Verified and secured all testing materials received for National ACT.
- Researched in Banner and approved new student/alumni registrations in Jobweb.
- Sent emails through Jobweb to all students to promote the Cooperative Education program
- Searched and removed duplicate students registered in Jobweb.
- Presentations (regarding all services offered) to two (2) campus tours and one KVCTC College 101 class that stopped by the office.
- Attended two (2) Office staff meetings.
- Prepared testing materials and supplies for NACT testing rooms; posted signs on entrance doors.
- Posted internships to Jobweb.

Administrative Secretary, Senior

- Answer phone and greeted students coming into office for appointments, work study, etc.
- Received and sorted mail daily.
- Check careerserv@wvstateu.edu several times during the day for Co-op/Internship jobs, Jobweb emails, students registering for CLEP/DSST testing, registrations for upcoming Fairs, etc.
- Prepared memos for deposits and kept accurate records according to WV SU cash handling procedures.
- Continued to update Jobweb data, approve employer registrations, job postings, etc.
- Daily assisting employers and students using Jobweb system for the first time either by phone or email.
- Received registrations in preparation for CLEP/DSST testing February testing dates. Sent confirmation letters to students. Update database with same.
- Continued to update Education Student Credential Files.
- Sent second mailing to schools for Teacher Job Fair.
- Receiving both 2012 Teacher Job Fair Registrations and 2012 EXPO registrations. Sending receipts and invoices as needed to participants as they come in.
- Mailed Graduate Survey for August 2011 graduates.
- May 2011 Graduate Surveys continue to filter back for input into database.
- Copied handouts for upcoming presentations for Sandy Maharaj.
- Worked on reports for December and January counts.
- Create document procedures handbook for Administrative Secretary Sr. responsibilities.

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. Thus far this semester we have received 80 faculty referrals.
- AmeriCorps members have been placed in Admissions, Student Activities, Financial Aid, Writing Center, and the TAP Room. Megan Sheets will be reporting to Bob Loughry in the Department of Communications. All other members are working on assignments from the Ferrell House.
- As of Friday, February 10th there have been 328 faculty referrals.

- Continuing to meet regularly with Pinnacle members. Their first service project will be on February 25th at Manna Meal.
- Continuing to work with Crysty Linkenhoker to develop newsletters. Computer Services provided email address to populate the parent newsletter. AmeriCorps members continue to assist with writing for the newsletters. Submitted an article on Pinnacle for the student Success newsletter.
- Will serve as a mentor to two residence hall students.
- Presented to three Freshman Experience class about Smarthinking and CSC services.
- Attended WVSU Day at the Legislature.
- Attended Faculty Senate meeting.
- Completed working with Bob Huston updating the TAP Room computer.
- Continue to work with Todd Griffith to complete the Student Affairs picture project.
- Attended the R&D workshop on paperwork processes.
- Met with Sandra Orr to discuss supplementing their PPST classes with tutoring.
- Distributed ECI names to three AmeriCorps members.
- 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

- Administered 14 tests for WVSU students with disabilities that needed academic accommodations such as extended test time, alternative testing area.
- Administered 3 tests for KVCTC students with disabilities that needed academic accommodations such as extended test time, alternative testing area.
- Provided counseling to students who may feel as though they are having difficulty due to potentially having a disability.
- Providing support, referrals and continuing relationships with West Virginia Office of Rehabilitation so that students can get tests and get assistance with their disability.
- Advocated for students with disabilities in academic situations related to their disability.
- Made changes to wording in the letters of accommodations to promote faculty being more aware of confidentiality.
- Sent out letters of accommodation to WVSU & KVCTC Faculty.
- Made appropriate changes of instructors when made to scheduling and resent letters of accommodation.
- Contacted work control about desk/chair placement that had not yet been completed.
- Sent out mass e-mail to ODS students regarding: testing, FASFA completion and note takers.
- Worked with note taker database to recruit note takers for those individuals who do not yet have note takers or whose note taker quit.
- Contacted students regarding note takers and assuring that note takers were needed for individual classes.
- Requested additional equipment needed for student with disability – amplification system and additional ear piece to replace broken equipment.

- Met with new students and began guiding them through the getting started process at ODS – discussing their needs, disability and accommodations needed.
- Met with returning students who needed to complete the appropriate paperwork in order to receive services.
- Provided personal counseling to students with disabilities.

Faculty & Community Contact

- Maintained communication with various faculty members regarding academic progress of students with ODS.
- Contacted faculty and made arrangements for testing for students who had scheduled with ODS.
- Spoke with Faculty, Dept. Chair and Dean about situation in the classroom regarding appropriate professional handling of students with disabilities and confidentiality.
- Contacted Dean for approval of schedule changes for student that had an incident in the classroom regarding confidentiality and their disability.
- Worked with Mrs. Linkenhoker to create a “Buzz about the ODS” Facebook page and recruit additional students to join the group to receive updates about ODS.
- Updated PIQ and resume for Human Resources to have on file.
- Discussed with multiple faculty issues regarding students with disabilities and the need for additional testing in order to submit for certification testing such as Praxis, Kaplan etc.
- Contacted office of Admissions discussed providing additional resources for transition students with disabilities from high school to college - Provided additional forms
 - Resources for parents educational form
 - Resources for students educational form
- Discussed with my supervisor providing faculty with additional resources about ODS such as:
 - A general disability statement for syllabus available for faculty
 - Resources for faculty
 - Q & A about ODS and the law
- Provided these additional documents to supervisor for ODS webpage to be updated which provides information for the following:
 - Faculty / Staff
 - Students
 - Parents

Future Plans

- Continue to maintain communication with faculty members regarding
 - Testing
 - Academic performance/progress
 - Confidentiality
 - Note takers

- Desk/chair placement
- Preferential seating
- Continue to maintain communication with West Virginia Rehabilitation Services
 - Referrals
 - Testing for additional documentation
 - Assisting students in receiving equipment needed
 - Advocating for students
- Work with faculty to be more aware of confidentiality and laws regarding ODS.
- Work with academic affairs to implement the general ODS syllabus statement or at least promote it to faculty to take advantage of it.
- Attend Environmental Safety and Parking committee on February 21, 2012 at 12:30.
- Continue to meet with ODS students providing:
 - Personal counseling
 - Academic counseling
 - Academic accommodations/ assistance
 - Testing, etc.
- Research and implement new ways of providing technology to students with disabilities looking into:
 - Assistive technology
 - Digital textbooks
 - Apps for Learning Ally formally (RFB&D)
 - Maintaining and at some point updating out of date/ broken equipment

Academic Assistance

- **Writing Center.** The Writing Center opened on January 23, 2012 for the spring semester. Tutors have been hired to fill all of the vacant positions. One new tutor started on Monday, February 10, 2012. Cat Pleska stated the Writing Center has increasing numbers of students utilizing the center. The Writing Center's computer is at computer services at this time so we have no access to the exact number of students using it.
- **TAP Room.** The TAP Room opened for tutoring on January 23, 2012. For the first three weeks students had to sign-in on paper as the computer was at Computer Services for maintenance. During the first three weeks, 96 students signed in to the TAP Room. Since the return of the computer on Friday, 2/3/12 we have had 102 visitations. Eleven students came for tutoring with no area listed, 2 for computer use, 18 for study, 9 for math with no identification, 2 for other, 13 listed no area of study, 1 for English, 1 for business, 3 for biology, 1 for chemistry, 4 for math 020, 2 for math 103, 4 for math 111, 12 for math 120, 4 for math 208, and 4 for math 222. A presentation was made to Dr. Lebsack's Math 111 Class concerning all that the Peer Tutoring Program has to offer (Smarthinking, TAP Room, Writing Center, One-on-one tutoring).

- **Smarthinking:** Flyers were posted throughout the campus and an email sent to all students listing all subjects tutoring is available for. A meeting was held with the Math Department. Discussion centered on the Smarthinking program and setting up active accounts for all of the professors so they can see available services for students.
- **Peer Tutoring:** Flyers were posted on-campus announcing the availability of tutoring positions. Twenty one tutors have currently been hired to fill positions in all the labs as well as for individual tutoring appointments. An email was sent to all students with at least a 3.00 GPA advertising tutor positions that are available.
- **Academic Coaching Program:** Since the start of the 2012 spring semester, 12 of the 60 academic coaching participants have received their first hour of academic coaching. Thirty of the 60 participants have scheduled their first session. Four students were a no show for their appointment.

Mental Health and Substance Abuse Counselor

- Participated in Bacchus Area 12 Leadership Team Conference Call. Discussion included plans for Spring Area 12 Conference to be held at Longwood University in Farmville, VA on April 14th and 15th.
- Complete Bacchus Network Affiliation application and submitted to National Office.
- Attended SGA Student Organizations Meeting and assigned peer educators dates/times to assist with the African-American Read-in as community service.
- Held general meeting with CHOICES Peer Educators to finalize fund-raising ideas for those interested in attending the Bacchus Area 12 Spring Conference. The students voted to host a "Pajama Party" on Saturday, March 3rd and charge \$2 admission.
- Provided training to the peer education students on Stalking Awareness Month sharing video on internet stalking.
- Received the go-ahead to begin the administration of the National College Health Assessment (NCHA). Notification letters have been sent to instructors of the randomly selected classes and AmeriCorps members are arranging administration dates/times with each.
- Re-stocked display racks across campus with mental health and substance abuse information.
- Participated in the Kanawha Coalition for Health Improvement's "Drug Abuse" (Including Prescription) workgroup. Currently gathering data in order to identify specific needs, as well as contacting potential members.
- Participated in the Kanawha Coalition for Health Improvement's "Lack of Physical Activity" workgroup. Invited members to participate in our upcoming Collegiate Health and Wellness Fair scheduled for Thursday, March 1st.
- Met with the extension team to discuss possible cooking demonstrations with our students working on a shoe-string budget during the Collegiate Health & Wellness Fair.
- Finalized travel arrangements for Carolyn Corneilson (NCAA Speaker). Proud Eagle Inc. has agreed to pay her speaker's fee in order to bring her to our campus to speak to the student-athletes on Sunday, February 26th from 6:30pm to 7:30pm.
- Met with psychology field placement professor and agreed to take on an intern for the semester.

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 the 7th Annual Human Rights Conference.
- The Multicultural Counselor has hosted two (2) S.A.G.A meetings.
- The Multicultural Counselor has been working with S.A.G.A for the preparation of a Mardi Gras party, which will be held in March.
- The Multicultural Counselor has spoken with Dawson Hall R.D. about a possible program in April.
- The Multicultural Counselor has met with her mentee.
- The Multicultural Counselor has been contacting possible vendors and speakers for the Women/Health Awareness Fair.
- The Multicultural Counselor has begun developing an agenda for the Multicultural/Disability Day Fair.

Graduate Assistant

- **Accuplacer Score Uploads** are back on schedule.
- **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.wvstateu.edu/student-success/index.html>.

Dining Services and Residence Life – Mr. Joe Oden

- The West Virginia Higher Education Policy Commission (HEPC) unanimously endorsed the West Virginia State University (WVSU) housing demand study on February 17, 2012. This endorsement allows WVSU to proceed with the development of new student housing on our campus through the Request for Proposal (RFP) process.

Upon completion of the RFP, WVSU will present the recommendations to our Board of Governors (BOG) and, if approved by the BOG, to the HEPC. This presentation will be inclusive of the financing, design, development and construction proposed plan.

Our plan was well received by the Commission. There was no debate and only a couple of questions. We did disclose to the Commission members that the West Virginia Division of Culture and History has expressed concern about the possible demolition of Gore and Prillerman Halls. We indicated that we had taken this notice under advisement. Interim Chancellor Paul Hill and other Commission members noted that Culture and History should essentially provide all funds for any historic preservation effort. Short of that, it was acknowledged that those two

buildings would be very expensive for WVSU to maintain. Our delegation consisted of President Carter, Vice President Jones and Vice President Casto. It was a very good day for WVSU.

- The Administrative Office of Residence Life has relocated to the 3rd floor of Sullivan Hall East to room 315.
- Dining Services, Ms. Vicki Barnes, has been relocated to the Cashiers Office in Ferrell Hall where she is able to update and address meal plan options.
- Some changes in the Culinary Center, there will be more prep work/ cooking at the stations and less prep work being done in the kitchen. You may notice that The Director is spending time manning all stations at some point.
- Residence Halls have finished all room consolidations and rosters are complete. All resident halls hosted Super Bowl activities all were well received. Sullivan Hall is planning Fashion Show. Neci Pickens, RD Dawson is producing an event in Davis Fine Arts titled "OverIt! Word-Flow Experience on the 14th at 7.
- Currently there are 270 on campus residents. Again, while it is realized that these numbers are lower than in past semesters, it is believed 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. Student Affairs and Fiscal Affairs individuals will be doing a door to door audit in the near future.
- Prillerman Hall has 31 Apartments being occupied. Vacancies have been created due to various reasons ranging from discontinued enrollment as well as tenant violations. 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.

Leadership, Mentoring and Judicial Affairs – Mr. Coston Davis

- Leadership Institute meets each Friday in the University Union.
- Judicial issues: Downloading movies and music. Met with several students and explained the policies of WVSU and movie and music companies. Worked with Computer services and Mr. Paul Morris for resolution,
- Corporate Attorney Elliot Hicks will speak with to Leadership students on corporate leadership.

Upcoming Leadership Institute topics:

- Understanding the Stock Market
- Understanding your Credit

New Student Programs – Mrs. Sharon Banks

- Teaching spring freshman experience classes.
- Continuous recruiting of students for the Thurgood Marshall College Fund.

- Continuous student assistance to those who have problems both academically and/or personally.

Student Activities & University Union – Mr. Jerry Miller

- Black History month events have included sponsored completely or in part by Student Activities include: Black History Month Bingo; Giveaways (totes, T-Shirts, water bottles, wrist bands, and dog tags); Trivia Game Show (\$200.00 prize); and a Jeopardy Game Show. Following the SGA BHM Convocation (Dr. Dennis Rahiim Watson) on Feb. 16th, we had our annual Tastes of Soul Food event. Staff members and other community members along with a few members of Student Activities will be helping contribute.
- On Saturday, February 4, 2012 Student Activities and NPHC co-coordinated a Black & White Party (semi-formal) for the students from 11PM – 3AM in the University Union.
- On Sunday, February 5, 2012 Student Activities had a Super Bowl party and provided 200 wings and 14 pizzas along with decoration in the student union to view the game on the big screen.
- This week of February 15th Student Activities had a “How Well Do You Know Your Mate” game show to celebrate Valentine’s Day. Friday, February 17, 2012 Student Activities had an Intramural Billiards & Table Tennis at 5:30Pm in the Gameroom. We have been doing sign-ups throughout the month in the Office, the Gameroom, and at the AmeriCorps “Hello Commuters” tables located in Wallace Hall and University Union.
- The Honda Campus All Star Challenge Team qualified to compete in the National Tournament in Los Angeles, California. The WVSU traveling team travelled to Fayetteville, NC for a Pre-NCT to help prepare the team for the new HCASC game play format on February 17th and 18th. The team will be requesting funds from various campus and off-campus sources to help with travel expenses to the pre-NCT and the National tournament.
- The Program Coordinator sent out reminder letters to all approved University Union caterers to submit any outstanding 5% service fees for any prior catering engagements. All fees must be paid before any new contracts will be approved.

Student Financial Assistance – Mrs. Sally Marcus Burger

As of 02/13/2012

Funds disbursed:

FEDERAL FUNDS---As of 02/13/2012

Pell	\$5,620,501	1480 students
Sub	\$4,519,411	1299 students
Unsub	\$5,002,484	1218 students

PLUS \$472,711 75 students

SEOG \$200,493 383 students

STATE FUNDS---As of 02/13/2012

Promise Scholarship \$676,083 158 students

WVHEG Grant \$1,118,450 533 students

HEAPS \$ 86,100 50 students

Other:

- On February 9, 2012 sent All Student email which informed students of the revised Satisfactory Academic Progress Policy and reminder to file their 2012-2013 FAFSA.
- FAFSA Reminder signs posted on campus.
- Held two workshops: Collaborative School Financial Aid Night – January 24, 2012 and FAFSA Filing Workshops for Student Support Services – February 11, 2012
- Assisted with the Financial Aid portion of the IPEDS survey – due date Feb. 8, 2012
- R2T4 (Return to Title IV) funds for the past Fall Semester 2011 is \$53,042 . Last year's R2T4 was \$80,648 for Fall 2010.
- We still have not received Audit results from this year's audit by Ernst & Young.
- We are still having telephone numbers/address issues getting loans to pay over in Banner. Keith ran a sequel, however, we still had to correct some files manually.

Upcoming Projects:

- We will begin to program Banner in March for 2012-2013. Hope to have awards out to student in mid-to late April.
- Staff is going to review our all F Policy, i.e., time-frame (students who withdrew 5 years or more who made all F's).

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

Student Service Report for February 2012

Lounge

- In the month of January, we received word that we would be relocating to new spaces at 134F Prillermen Hall from our temporary spaces at 212 Wallace Hall. This **new lounge area for Veterans only** far exceeded our expectations. With the help of Physical Facilities, the veterans at

WVSU have the first AVETS lounge in the entire country. Briefly stated, this area will provide much needed meeting and quiet area to help in their transition back into their communities from their military service, as this area is an important component of the entire Achievement VETS operation. Included in our new location are furnishings from WV state surplus and a generous **office supply budget**. More and more veterans have introduced themselves to staff, expressing a desire to be a part of our organization, looking forward to the opening of the lounge.

With the opening of the new lounge, we hope to **reach out in the community to all veterans** and invite them to visit AVETS on campus to see what WVSU can offer: a truly veteran friendly campus that cares about their return to civilian life.

Work has already begun on **notifying all veterans enrolled that we are in our new location** and ready to better help.

Veteran Campus Involvement Initiatives

- A campaign to give a **free ink pen of good to high quality to every veteran**, as a means of promotion and as a token of appreciation for service is currently be planned and budgeted. It is our initial thought to have this be from the University directly through our organization.
- Beth Earl, a representative of **Veterans Upward Bound**, and a vital member and partner of our veteran team, continues to visit weekly with us to advise of on new programs. Also, we have **met with Admissions and Recruitment** to discuss strategies for the streamlining of admissions of veterans. Ms. Earl plans to meet with other essential departments, including but not limited to financial aid and registration. This is one of the main components in the mission of AVETS: assisting WVSU to become a model of veteran service and satisfaction.
- Mr.Caudill met with **Pat Dickerson to discuss a strategic plan** to keep the public informed of AVETS and the opportunities for veterans, including a goal to become the premier veterans education model in the country within 3 to 5 years.

AVET Staff Improvement

- VISTA staff continues to meeting with **Volunteer West Virginia, as well as the West Virginia Mental Health Consumers Association** as part of a statewide veteran lead outreach into primarily rural areas. This past month, we meet in training meeting with both organizations.

AVETS Capacity Building

- We are now ready to begin working on a **media phase** of "***Coming Home Through the Classroom***" for a planned implementation for Fall 2012. This will require a full production including scripting (as needed), production and post-production.
- Planning for a **website** should begin as soon as possible in order to prepare for statewide and eventual national expansion.