

West Virginia State University
Executive Summary
Student Affairs Activities Report for the Faculty Senate
November 1, 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.

- Application Totals
 - 181 Spring 2012 Applications Processed
 - 27 Accepted
 - 3 Rejected
 - 151 Pending
- Mailings
 - KVCTC Transfer Mailing – Offering easy transfer process to students wishing to transfer
 - Road Runner Mailing – Inviting students seen at fairs the offer to come tour WVSU
 - Pending Mailing – Notifying students of their missing requirements
 - Provisional Hold Mailing – Notifying students accepted for fall of their responsibility to clear their provisional status prior to registration
 - Alumni Recruitment Mailing – Mailing of recruitment information to alumni
- This is the last week of the 2011 West Virginia Road Runners Tour. So far we have attended 17 in-state fairs at various counties throughout the state of West Virginia. We have handed out approximately 600 view books and applications with approximately 150 students who have applied on-site for the Fall 2012 semester. Last week we were in Oak Hill, Fayetteville, Webster, Richwood, Braxton, Gilmer, and Buckhannon West Virginia. Fairs in Central West Virginia will not be held until the end of October. Megan Meadows and Chris Jackson were in Atlanta, GA for two college fairs. The fair held in North Atlanta was not a successful event. Approximately 75 students showed up for that event. The fair in South Atlanta showed promise. Approximately 6000 students were in attendance.
- This year most in-state high schools are taking part in a program to expedite the interaction between potential college students and college representatives. High school seniors input pertinent information into a computer program which in turn prints out a unique barcode. When these students arrive at college fairs they present their barcode to college reps who scan the barcode which is downloaded into a database for our records. After which, we proceed with our follow up procedure which includes telephone calls, mailings, and emails.

Athletics – Mr. Sean Loyd

- Fall sports are finishing their respective seasons.
- Both men's and women's basketball have started practice for the season.
- Our Student Athlete Advisory Committee is planning a partnership with the Tri-County YMCA for their Challenger program. This is a program for adults and children with special needs. We are hopeful to also be more involved with the Tri-County YMCA with some other projects as we move forward.

Career Services and Cooperative Education – Ms. Sandy Maharaj

Director

- Jobweb; Since the recent launch 8% (243/2899) of the student/alumni have logged in at least once. 12% (35/288) of employers have logged in and either and /or posted a position. 62 positions have been posted with 6 archived.
- Conducted career counseling and job search appointments.
- Participated in Search Committee for Assistant Vice President to Planning and Advancement.
- Conducted Career Management presentation to Graduate students in the Biotechnology program and presented a Resume writing session from KVCTC College 101 classes.
- Worked the Graduate Salute.
- Hosted the Criminal Justice Career Fair; 22 organizations represented with 38 recruiters and 140 students (106 WVSU, 31 KVCTC and 3 unknown).
- Continued to make final preparations for the Annual Arts and Humanities Convocation next week.
- Hosted Employer Chats program for the KVCTC classes – College 101 classes. The business representative was Mr. Dan White from Wal-Mart.
- Participated in the Close Implementation phase with the Symplicity staff.

Administrative Associate

- Met a representative of Chick-Fil-A at the Union for *Employer of the Week*.
- Attended Grad Salute meeting.
- Attended Office staff meetings (2).
- Prepared materials and supplies for Grad Salute.
- Downloaded CLEP software updates on TDMS server.
- Verified and secured all testing materials received for National ACT.
- Assisted with Grad Salute.
- Co-op Initial Placement Seminar appointments.
- Participated in CSM System final information session to close implementation phase.
- Organized boxes for the Criminal Justice Fair; arranged for banner placement on campus.
- Prepared testing materials and supplies for NACT testing rooms; posted signs on entrance doors.
- Assisted with Criminal Justice Fair: arranged/set up rooms; registered and directed recruiters to their tables.

- Organized boxes of materials and supplies for the College of Arts and Humanities Convocation.

Administrative Secretary, Senior

- Answer phone and greeted students coming into office for appointments, etc.
- Received and sorted mail daily.
- Created and copied handouts for Grad Salute (Testing Website handout, Student Jobweb instruction handout, etc.)
- Worked at table for Grad Salute on October 18 (11 am-2pm).
- Created Jobweb Employer Handout instructions.
- Created tri-fold "Jobweb" Presentation Board.
- CSM data input flags for Criminal Justice Student Attendance, Presentations, etc.
- Monitoring CSM daily activity.
- Answer employer/recruiter questions via email, phone, etc.
- Assisted students with accessing "Jobweb".
- Copied and collated multiple handouts for class presentations.
- Received registrations in preparation for CLEP/DSST testing for November 4, 2011 testing. Entered into database system. Sent confirmation letters/emails and completed schedule for same...
- Received Criminal Justice Recruiter Registrations and sent confirmation letters/emails. Helped to set up and take down. Worked at Employer Registration table. Talked to recruiters about "Jobweb" and took pictures.
- Worked on program layout, name tags, evaluation handouts, room & table set up for The College of Arts and Humanities Convocation.
- Created certificate for Student Attendance for College of Arts & Humanities Convocation.
- Continued to update student teacher Credential Files as pending documents are received.
- Updated registration form for RACT upcoming testing dates for the webpage and hard copies
- Filed Student Work Study Time Sheets.

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. Last week was the final week for new 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 almost all of the videos and was requested by Bob Loughery to reduce them to 60 seconds to use for commercials.
- Continuing to meet with Pinnacle members. Eight new members have joined and are meeting regularly.
- Continued to train Daisy Squirts on Academic Assistance programs.
- Attended Faculty Senate and Enrollment Management meetings.
- Continuing to work with Crysty Linkenhoker to develop newsletters.

- 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 students about schedules, accommodations, questions and concerns related to ODS.
- Data entry into database for recently registered office of disability students KVCTC and WVSU.
- Administered 12 exams for KVCTC students and 35 exams for WVSU students with disabilities.
- 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 cases files and psych evaluations of new clients to make determinations of accommodations.
- Sent out D/ F letters to students who were on the D/F list encouraging them to make contact with ODS and get help with academics.
- Continued to meet with students regarding academic progress and discusses whether to withdraw or push on with specific classes for the fall semester.
- Met with students regarding meeting with advisors, getting Pin #'s and beginning to think about classes they may need to take for next semester.
- 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.
- 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.

Faculty & Community Contact

- Met with faculty members regarding students with disabilities and academic accommodations.
- Worked with faculty to provide appropriate materials for students specifically to students with visual disabilities (enlarging, CCTV, etc).
- Attended the Environmental Safety and Parking committee meeting on October 18, 2011 making the committee more aware of access issues and concerns about emergency procedures.
- Attended Classified Staff Council Meeting on October 19, 2011 and took notes as the secretary of classified staff.
- Attended a speaking engagement provided by KVCTC on October 18, 2011 for Disability History week.
- Provided informational bulletin board about disability.gov which is a new federally run website with various resources about disability information.
- Maintained working relationships with the West Virginia Office of Rehabilitation Services by making referrals and assisting with technology.

Future plans

- Attend training (AHEAD conference) in the spring 2012 semester for more information in the field of disability services in higher education.
- Provide testing to students with disabilities.
- Provide counseling to students with disabilities.
- Continue to work on issues with note taking.
- Get print out of D & F midterm grades, check that against registered students with the office of disability services and send out letters to students who received a D or F in their classes making them aware of the assistance available to them.
- Continue to work on issues with note taking.

Academic Assistance Counselor

- **Writing Center.** The writing Center had 160 visits from September 2, 2011 through October 6, 2011. There were 80 visits for English 101; 22 visits for English 101 Enhanced; 14 visits for English 102; and 18 visits for English 150. There were also 14 visits with no course designated. There were 8 visits for Business; 1 for Biology; and 3 visits for History.
- **TAP Room.** The TAP Room had 192 WVSU student visits from September 2, 2011 through October 6, 2011. Seventy-nine students came for tutoring and 91 came for studying. There were 124 females and 68 males during this time. One hundred thirty were white, 37 African American, 3 Hispanic, 5 multiracial, 1 Asian, and 15 not declared. There have been 100 KVCTC visits logged for the TAP Room.
- **Smarthinking:** Workshops were given to two Freshman Experience classes to discuss time management, study skills, and the Smarthinking online tutoring program. The Smarthinking Implementation Specialist came to visit several classes to demonstrate how to use Smarthinking.
- **Peer Tutoring.** Thirty-nine students have applied for tutoring and all have been set up with an individual Peer Tutor or referred to the TAP Room or Writing Center. Four new tutors have been interviewed, hired, and trained for all the labs as well as individual tutoring. We have found a Physics tutor, an Organic Chemistry II tutor, and an Accounting tutor.

Mental Health and Substance Abuse Counselor

- Been participating in the Worksite Wellness Program. Have received good nutritional and fitness information to include in the CHOICES Peer Education programming.
- Participated in Bacchus Area 12 Leadership Team Conference Call. Discussion included plans for Spring Area 12 Conference (most likely to be held at Longwood University in Farmville, VA), upcoming General Assembly in DC (not attending), and the proposed \$300 affiliation fee for member institutions (will voted on at the General Assembly meeting).
- Launched candle fundraising sale for CHOICES Peer Educators to assist with travel to spring Area 12 Conference.
- Attended SGA Student Organizations Meeting and submitted necessary paperwork for active status and money.
- Submitted CPE exams to national office for scoring for the Education 110 students.

- Hosted Domestic Violence/Teen Dating Violence Awareness Table.
- Hosted 2 Alcohol Awareness tables for National Collegiate Alcohol Awareness Week.
- Attended the WV Collegiate Initiative to Address Alcohol Abuse (WVCIA) meeting in Flatwoods. Plans are underway for the administration of the National College Health Assessment (NCHA) 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.
- Continue to see students for personal counseling and academic issues.

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 we are having trouble getting timely information on activities and programs. It would be helpful if each office would send the GA a little blurb each week that can be turned 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.
- Articles for the newsletters are being developed by several people. We have a few from the Library, several from Felicia Wilson. Any ideas are greatly appreciated. We are hoping for something informative from the Safety office soon on both general campus safety and the WARN system.
- This office has been tasked with updating the Scholarship page of the WVSU website. Work on those links has begun in addition to research on other available scholarship programs that might be available to WVSU students.

Dining Services and Residence Life – Mr. Joe Oden

- Both Housing and Dining numbers remain constant. We currently have 95 commuter plans. This seems to be a growing trend.
- Preparing to determine how many students will still be on campus during the upcoming Thanksgiving break.
- Culinary Center will be served their Halloween Lunch Monday. Campus wide e-mails inviting everyone to attend were sent.
- "Text Polling" will be launched soon in the Culinary Center. This is where patrons will be able to text responses/Dining requests to the Staff and see the polls change on the TV'S throughout the dining Room. This program can be used for other questionnaires that we may deem appropriate in the future.
- Our Residence Hall community continues to deal with minor issues. Overall things seem to be moving along well. Work is almost complete on the 2nd elevator on the West Side of Sullivan.

- Completed a week of Focus Group Meetings which involved various constituent groups of the Student Body and MANTRA, which is the firm contracted by the University to conduct our housing demand study.

Leadership, Mentoring and Judicial Affairs – Mr. Coston Davis

- Completed Leadership Program for October 2011.
- Worked with students of the NAACP in designing the first Oratorical Program on campus since 1901 - reviewed all speeches of each student who were participating in the contest. Attended various Homecoming activities.
- Completion of Leadership Program for October 7, 14, 21, 28.
- Starting of Leadership Program for November 2011.
- Meeting with Leadership officers each Tuesday of October 2011 in preparation for the Leadership Convocation.
- Completion of Leadership Convocation Luncheon October 21, 2011 Wilson Student Union – Keynote Speaker Author Damon Hamby – Leadership award recipients (William Palmer, Javier McCoy, Christopher Wormley, Stan St. Germain, Chenai Rusike and Special award from the students of Leadership to Dr. Hazo W. Carter, Jr.).
- December 2, 2011 Leadership Charity Ball.
- Addressed 4 judicial issues - met with students that have violated university policy and placed sanctions on each individual.
- NAACP Leadership Training Program on Nov 4-5, 2011 - Beckley, WV.

New Student Programs – Mrs. Sharon Banks

- The freshman experience classes have gone well; begun preliminary planning for spring 2012
 - Four (4) students were selected to attend the TMCF Leadership Institute plus the TMCF Teacher Quality Retention Fellow that was held in New York City, October 21-25, 2011; our students represented the school well; four of the have job offers.
- ✓ Chenai Rusike – “This was truly a life changing experience and I know I can walk away saying that I used every opportunity that came across my way. Ms. Banks, you opened up my eyes to what is truly possible and it makes me feel good to know that I am able to compete with the best of the best, even if I attended West Virginia State University. It’s all about making sure I put myself in a position to get opportunities such as TMCF”.
 - ✓ Rhoda Goitam – “My second interview with Wal-Mart was with the director for global hiring with Sam’s Club. She ignored the positions (generic marketing and merchandising) I mentioned from the company website and asked me point blank what I really wanted to do with my life. She now wants me to develop a new resume reflecting a position we discussed to target the global consumer insight team at Wal-Mart. There is no way I would have had the experience without this program. I only hope I will be offered a position but for my fellow students at West Virginia State University, I hope that many more of them will have the opportunity to experience

what I have experienced in the past year. Ms. Banks has poured her time, energy and love in each of us but also trusts us enough to make the best use of the time allotted us in New York at this conference. That is invaluable. Again, I thank my beloved University for investing in my future and my dreams”.

- ✓ Grace Nyiir – “I was once again educated on how important education is by many great people of our own. Every year there is something new to learn. This time as a non-traditional student, I learned that the journey of education lies in our own hands. Every height can be achieved and an organization like TMCF is there to make us believe in those goals. Job opportunities are many but we have to be the best to achieve that. The only message to my fellow students is that let us stop being last and become first because many have become that”.
- Submitted monthly Title III Report and Quarterly Progress Report.
- Continuous student assistance to those who have problems both academically and/or personally.

Student Activities & University Union – Mr. Jerry Miller

- Upcoming activities this month are a weather permitting Bonfire on November 12th with a Union party until 3:00 AM following. This is to celebrate the Yellow Jackets victory over UC. On November 15th we are having a Pie Eating Contest. All other efforts are geared towards helping with the Leadership Ball.
- The system for conducting the new format of the Honda Campus All-star Challenge is in place and Belinda Fuller will be testing that system with her team from last year.
- Alpha Kappa Alpha is conducting a coat drive and donating the coats to the Davis Children’s Shelter. You should start to see some collection bins in place in various campus buildings this week.
- November 11th is Veteran’s Day and the Achievement Vets student organization is planning a large event for that day. Check your email inbox for details related to this recognition.

Student Financial Assistance – Mrs. Sally Marcus Burger

- All of the Student Financial Assistance staff attended the West Virginia Association of Student Financial Aid Administrators fall conference held in Charleston - October 19th - October 21st.
- We received updates on new regulations that are forthcoming for the 2012-2013 academic year and were able to network with our colleagues on issues we all face in the administration of financial aid.

- Funds disbursed through October 31, 2011 are:

Pell	\$ 3,056,508
SEOG	\$ 113,748
Sub Loan	\$ 2,472,799
Unsub Loan	\$ 2,762,961
DPLUS	\$ 263,762

WVHEAG	\$ 598,726
Promise	\$ 333,541
HEAPS	\$ 51,450

Total State and Federal funds: \$9,653,495

- The WVSU official cohort default rate is now 9%. That is a 1.1% decrease within a year.