

West Virginia State University
Student Affairs Activities Report for the Faculty Senate
October 7, 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
 - 2979 Fall Applications Processed
 - 1342 Accepted
 - 334 Rejected
- Spring 2012 Admissions Deadline
 - December 15, 2011
- Conditional Admissions
 - 7% Conditional Admitted for Fall
 - 10% Allowable
- Mailings
 - Pending
 - Counselor Mailing
 - Church Mailing
 - GED and Job Corps Mailing
- Kanawha County School Counselors were hosted on-campus on September 14, 2011
- Called rejected students that fell slightly short of Series 23 to offer fall admission
- Hired two temporary assistants
 - Corey Williams
 - Scotty White
- Currently recruiting heavily both in and out-of-state

Athletics – Mr. Sean Loyd

- Women's Tennis, Volleyball and Football are currently in their competitive season
- Men's and Women's basketball practice starts on October 15th
- Baseball and Softball are presently in fall practice
- We have begun to certify our coaching staff in First Aid, this is the second phase of our training. Currently our staff has all been CPR certified.

- The architects for the Fleming Hall project sponsored the football game on October 1st (Homecoming). They had several renderings and information on display.
- We are currently working to get game sponsors for MBB and WBB for the upcoming season

Career Services and Cooperative Education – Ms. Sandy Maharaj

Director

- Continued with implementation phase of CSM; began testing different aspect of the system.
- Assigned work study students: total: 83
- Conducted career counseling and job search appointments
- Taught the new 'Job Search Strategies' course
- Prepared and delivered presentations to a total of 80 students. Topics covered included effective career planning, resume writing and the implementation and interpretation of the Myers Briggs Type Indicator. These presentations were mainly for the College of Professional Studies, Arts and Humanities and Natural Science and Mathematics
- Began preliminary preparations to develop the Annual Convocation for the College of Arts and Humanities; met with students from PRSSA to seek assistance with program development
- Prepared and submitted materials for the Compact
- Implemented a specific documentation process (check-in/out) for work study students placed in the Athletic and Residence Halls
- Made arranged for a series of speakers for the KVCTC classes – Power Plant Technology and College 101 classes. There were approximately 10 students that stopped by for information on the services as part of their class assignments

Administrative Associate

- Met with new and returning Work Study students to complete required forms and to view the Orientation DVD
- Mailing to RBA students to promote Co-op program for possible job certifications
- Administered CLEP/DSST testing: 5 candidates tested
- Updated web page content
- Verified and secured all testing materials received for the National ACT
- Participated in Shelter-in-Place Drill
- Participated in CSM System practice session
- Prepared testing materials and supplies for NACT testing rooms; posted signs on entrance doors

Administrative Secretary, Senior

- Answer phone and greeted students coming into office for appointments, etc.
- Received and sorted mail daily
- Updated Job Postings to the website on a weekly basis & updated Bulletin Board Job Postings
- Processed monies collected for deposit in a timely fashion (Clep/DSST)
- Helped process Work Study Students; filed completed student files
- Ongoing CSM Training and Homework/Practice sessions
- Entered passed/failed into student Clep/DSST data base for September 2 testing

- Received registrations in preparation for Clep/DSST testing for October 7, 2011 testing
- Purchased grad gifts and other give-a-way gifts for office from WVSU Bookstore.
- Prepared and mailed "grad gifts"
- Purchased office supplies from Staples; checked in completed order in preparation for payment
- Worked on various spread sheets, handouts, and letters etc. as Director requested.
- Entered May 2011 graduates into data base
- Entered December 2010 "Grad Survey Information" into data base as the surveys come in
- Completed and mailed Criminal Justice Fair Invitation and registration to employers
- Completed excel list of company, organization, school data for upload into CSM system

Collegiate Support and Counseling – Mrs. Kellie Toledo

Director

- Continuing to train the 2011-2012 AmeriCorps members. Members have been trained on policies and procedures for Financial Aid, Admissions, Recruitment, Cashier's, Career Services, and banner.
- 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.
- AmeriCorps has completed Arts video, and it has been approved by Bob Loughery.
- Continuing to make Faculty Referral Calls. 520 distinct students have been referred to date.
- Continuing to meet with Pinnacle members to make plans for Fall semester.
- Teaching a Freshman Experience Class.
- Presented to four Freshman Experience classes to discuss CSC services.
- Completed my portion of the Compact.
- Submitted an AmeriCorps report to Lawrence Smith.
- Continuing to train Daisy Squirts on Academic Assistance programs.
- Worked with Implementation Specialist from Smarthinking to increase use. Attended 6 Freshman Experience classes, College of NSM to speak to faculty during their meeting, and held two open sessions. Athletics reps also were trained on Smartening.
- Met with Shannon Gerencir to assist with the Athletic Academic Intervention Program.
- Assisted with CSC table during Residence Hall Check-in.
- Continuing to work with Crysty Linkenhokerto develop newsletters.
- Provided assistance to students with financial aid, and general problems.

Disability Services Counselor

- Met with students about schedules, accommodations, questions and concerns related to ODS.
- Data entry into database for fall for KVCTC and WVSU students
- Edited, printed, organized, stuffed and mailed approximately 300 letters to WVSU Faculty regarding students with disabilities and academic accommodations
- Edited, printed, organized, stuffed and mailed approximately 120 letters to KVCTC Faculty regarding students with disabilities and academic accommodations
- Met with various new students & parents about WVSU – disability services
- Worked with Career Services to get disabled students placed with the appropriate offices

- Administered 2 exams for 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 new case files and psych evaluations of new clients to make determinations of accommodations
- Corresponded with Physical Facilities to arrange desk/chair placement in classrooms.
- Met with all HOH and Deaf students, distributed pagers for emergency situations, spoke with them about new policies and procedures, as well as tutoring.
- Provided students with equipment such as digital recorders in lieu of note takers, Daisy readers which are essentially book readers, and tape recorders.
- 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 table at student check in providing materials and information about CSC services.
- Provided new students with community resource handout for their benefit.
- Worked with faculty to provide appropriate materials for students specifically to students with visual disabilities (enlarging, CCTV, etc.).
- Maintained working relationships with the West Virginia Office of Rehabilitation.
 - Referrals
 - scholarships

Future plans

- Attend training (AHEAD conference) in the spring 2012 semester for more information in the field of disability services in higher education.
- Provide resource manual or information to faculty regarding students with disabilities.
- Work to organize the books on tape or digital textbooks process to be more user friendly and compatible to new technology – providing more options to students that require textbooks on tape/digital.
- Provide testing to students with disabilities.
- Provide counseling to students with disabilities.

Academic Assistance Counselor

- **Writing Center.** Thirty-one students have visited the Writing Center since August 19, 2011. There were 17 visits from female students and 14 visits from male students. (See attached report)

The hours of operation are as follows:

Monday: 10:00 AM to 5:00 PM Tuesday: 10:00 AM to 7:00 PM

Wednesday: 10:00 AM to 4:00 PM Thursday: 10:00 AM to 6:00 PM

Friday: CLOSED

Flyers were posted and emails were sent to all students. Handouts were given to all students during dorm check in announcing all of Collegiate Support & Counseling's services.

- **TAP Room.** The TAP Room opened on August 29, 2011. The first week 25 WVSU students have visited the TAP Room so far this semester. Eleven KVCTC students have visited the TAP Room. WVSU students totaled (69.4%) and KVCTC averaged totaled (30.6%) of those who visited the TAP Room. (See attached report)

Monday thru Thursday: 10:00 AM to 7:00 PM Friday: 10:00 AM to 3:00 PM

- **Smarthinking.** All WVSU faculty members were notified about Smarthinking and how the system works. So far this semester, four students have initiated 21 interactions with the Smarthinking online academic assistance program. The majority of these (71%) have been math sessions; science questions made up (19%) of the sessions, and essay sessions account for an additional 10% of all interactions.
- **Peer Tutoring.** Nearly all of the 12 students who have applied for tutoring have been set up with appointments or referred to the TAP Room or Writing Center. Tutors have been interviewed, hired, and trained for all the labs as well as individual tutoring. Peer Tutor Training, held on August 27, 2011, had 13 tutors in attendance. We are still looking for a physics tutor and an organic chemistry II tutor.

Mental Health and Substance Abuse Counselor

- Submitted a NCAA Student Affairs Grant to pay \$2000 in speaker's fees for Carolyn Cornelison to present to the student athletes in February. *Did not get funded.
- Met with James Vance, Community Outreach Specialist for Office of Healthy Lifestyles at DHHR to discuss collaboration on projects and possible future funding for fitness and nutrition education on our campus.
- Participated in the Residence Hall Check-in Procedures to promote all of CSC's services including the Peer Education class.
- Met with CHOICES Peer Education members to plan evening "Welcome" program for new residence hall students.
- Co-hosted evening "Welcome" program for new residence hall students occurring on Thursday, August 18th. Event included guest speaker, food, beverages and an ice-breaker led by CHOICES members.
- Reserved rooms/information tables/spaces for upcoming events in the Student Union, as well as, Wallace Hall.
- Attended the 2011 National HBCU Peer Educators in Behavioral Health Leadership Summit in Atlanta, Ga. *Received information about possible upcoming mini-grant opportunities and became certified in QPR (Question, Persuade, Refer) Suicide Prevention.
- Continue to see students for personal counseling and academic issues.

Multicultural Counselor

- Multicultural Counselor participated in the Residence Hall check-in procedure. This allowed for the counselor to enlighten incoming freshman and athletes about the services in which the Collegiate Support & Counseling Center provide.
- During the Residence Hall check-in the Multicultural Counselor spoke with students and parents about the benefit of being involved in the Faculty/Staff and Student Mentoring Program. Throughout the two days, the Women's Basketball Coach expressed that fact that she may have 3 of her athletes to participate.
- The Multicultural Counselor spoke with the Men's Basketball Coach about speaking to the basketball team.
- The Multicultural Counselor spoke with the Academic Assistance Counselor about possible approaches to providing tutoring to the student. One approach was to offer tutoring within the Residence Halls. I also suggest the possibility of conducting a survey throughout the resident halls to compile a list of subjects that the residents would prefer to have tutored. The Multicultural Counselor also suggested to the Academic Assistance Counselor about the possibility of placing Smarthinking Info Cards under each residence door.
- The Multicultural Counselor sent out an email to All Employee explaining the progress of the mentoring program. The multicultural counselor also encouraged the Faculty and Staff to make recommendations of any student that they feel would benefit from the mentoring program.
- The Multicultural Counselor hosted "Experience the Power of....College." This program was for incoming freshman that resided in the residence hall. During the program, students were provided with information pertaining to the services offered by the Collegiate Support and Counseling Center. The staff of CSC and C.H.O.I.C.E.S. Peer Educators was present in order to provide the students with pizza and ice cream. During this program, the students had the opportunity to hear a guest speaker that spoke about "Freshman Experience."
- The Multicultural Counselor participated in the RA training. Information about Multicultural Affairs was provided to the RAs.

Dining Services and Residence Life – Mr. Joe Oden

- Currently we are in the process of assuring that all student accounts have been evaluated. This is as a follow-up to the check-in process that was conducted in conjunction with The Office of Finance. Additionally, we are making sure that all students are in the system for Dining and ensuring that the processes are working effectively. There have been a few glitches but things seem to be moving forward in a positive manner.
- The Resident Directors have been working hard to get all student committees formed within the resident hall communities. This is an area where we need improvement. The committees should be formed in order to effectively address student concerns/issues in their earliest

stages. Housing inspections have turned up several issues in Prillerman Hall which the Physical Facilities staff has been addressing on a daily basis.

- Currently the on- campus student population is 316
- There are currently 13 students signed up for Commuter Student meal plans and 4 Faculty/Staff Plans.

Leadership, Mentoring and Judicial Affairs – Mr. Coston Davis

- Completion of August MAR — Filing of Judicial reports pertaining to students who break policy of WVSU code as reported by the Dept of Public Safety –
- Collecting of more clothes for Leadership Clothing Closet
- Meeting with officers of Leadership Institute to prepare for coming semester and October Leadership Ball
- Completed end of the year report Strat report completed for Student Affairs
- Currently using Livetext as required for Monthly Accountability Reports
- Regional Intergovernmental Council meeting September 15, 2011
- NAACP Leadership Training September 16 – 17th Beckley, WV
- Leadership Meetings September 2, 9, 16, 23
- Opening of Leadership Institute Computer Lab September 2, 201

Next Month Planned Activities

- Completion of September MAR
- Addressing Judicial issues pertaining to students who break policy of WVSU code as reported by the Dept of Public Safety
- Community Service - Clothing Drive
- Re - Organizing Judicial Affairs file
- Meeting with officers of Leadership Institute to prepare for coming semester and December Leadership Ball
- Meeting with Leadership officers for October Leadership Convocation Luncheon Oct 21, 2011
- October Leadership Classes 7, 14, 21, 28

New Student Programs – Mrs. Sharon Banks

- The first-year college experience classes are going well; James Taylor (Assessment Office) taught all the students in my classes how to register for LiveText and how to search for class assignments
- The TMCF Program informational session was a success and the interviews were held on Thursday, September 8, 2011. Students selected will attend the Leadership Institute that will be held in New York City, October 21-25, 2011

- One student was awarded book scholarship totaling **\$344.00** from the GMAC Book Scholarship Fund; purchased books for two students from other resources and purchased books for two students who attended summer school
- Two students (Jessica & Rebecca Hale) received TMCF Scholarships through the Wal-Mart Foundation totaling **\$4400.00** each
- Presented a summary of the research paper done by Terasina Neely for the Undergraduate Research through the McNair Scholars Program during the "Sophomore/Junior/Senior Experiences" session
- Assisted student-athletes with class scheduling
- Presented information about TMCF and McNair Scholars Program to AmeriCorps participants
- Presented oral communication skills to the College of Professional Studies Freshman Experience class
- 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

- The Student Activities office kicked off Welcome Back Week with our first self-conducted picnic. The grill and startup supplies were funded by the Student Affairs Development Fund. We purchased all the food and beverage items for around \$1700.00. There were plenty of supplies left over so that we can tailgate at home WVSU games and cookout at other events. This same picnic in the past has cost us over \$5000.00. We also brought in Funny Photos for students to make and Euro Bungee. Due to the rain, Euro Bungee has been rescheduled for Homecoming Week.
- SGA has conducted a budget workshop for Student Organizations to receive funding. They are also actively planning their portion of Homecoming which includes the Coronation and Parade. Class elections are scheduled for September 14th to elect officers and queens. Three Senate seats are also vacant and need to be filled during this election.
- The Union is pleased to have eleven work study employees this year. This allows us to hire fewer student labor positions. We also are grateful to have an AmeriCorps student working with us this year.
- Belinda Fuller has expanded the resources available for weddings and receptions that should generate new revenues for the University Union.
- Zumba Classes start tonight and run every non-holiday Monday through December 5, 2011.
- The Pan-Hellenic Council is having Poetry Night on September 13th at 7:00 in the Union.

Student Financial Assistance – Mrs. Sally Marcus Burger

As of 9/19/2011

Funds disbursed:

FEDERAL FUNDS

Pell	\$2,773,692	1202 students
Sub	\$1,907,755	880 students
Unsub	\$2,179,157	847 students
PLUS	\$486,121	56 students
SEOG	\$109,448	356 students

STATE FUNDS

Promise Scholarship	\$329,480	137 students
WVHEG Grant	\$568,226	483 students
HEAPS	\$ 30,450	29 students

Other:

Ms. Vicki Saunders has been named Interim Associate Director for Student Financial Assistance

Reports Pending and Submitted:

WVHEPC Financial Aid Report – submitted

Pending ---

FISAP – was submitted September 30, 2011

In the process of financial aid federal audit --- Ernst & Young Accounting Firm