

# Student Affairs

## 2008 – 2009 End of the Year Report

### Executive Summary

#### Introduction

Student Affairs completed a highly successful year. Working for the first year as a cohesive unit, there was great collaboration among the nearly 40 staff members and various units. A retreat was held in the spring where a SWOT analysis was done on how each area supports the growing international student population and how changes could be made to further enhance this support. During the summer, nearly all staff members assisted with summer registration. Staff members made national presentations, won numerous awards and provided countless hours of community service in the greater St. Joseph and northwest Missouri areas. A group from Armenia who traveled to the United States through the U.S. State Department's International Visitor's Program was hosted by Student Affairs and met with faculty, staff and administrators to discuss citizen participation in a democracy. The Dean of Student Affairs, Judy Grimes, was invited to present at the Noel Levitz national Marketing, Recruitment and Retention Conference. Kathy Kelly received the James Scanlon Service Leader Award. Tay Triggs, Amy Foley and Elaine Bryant received 2008-2009 outstanding staff employee awards. Tay also received the Martin Luther King Drum Major for Justice Award.

#### Area Highlights

##### Academic Advising and A+

- Coordinated the advisement of approximately 1300 incoming freshmen during summer registration days.
- Provided advising assistance for students on a daily basis. This included current students and those considering returning to college after an absence of one semester or many semesters.
- Coordinated the student-athlete mentoring program in conjunction with the Department of Athletics.
- Managed the campus-wide early intervention program and responded to nearly 150 faculty-generated notifications throughout the year.

##### International Student Services

- Nearly doubled the number of international students from F 08 to F 09
- Developed a comprehensive orientation program for new international students.
- Initiated a relationship between Sichnan Normal University (China) and MWSU.
- Signed a Memorandum of Understanding with the International School of Kabul
- Enrolled our first Afghan student
- Hosted several events for international students, faculty, staff and community members.
- Worked with international faculty and admissions to develop recruitment strategies

##### Center for Academic Support

- Provided services to 1038 students during the fall semester and 708 students during the spring semester for a total of 1746 students served. In all the center staff provided over 5909 hours of academic assistance and logged over 6544 visits.
- Made presentations in numerous classrooms throughout the year on various topics.

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#### Disability Services

- Created the Alpha Delta Alpha Honor Society (ADA) to recognize academic excellence among students with disabilities. 36 students were eligible for membership and 20 elected to become members.
- Applied for and received a \$2500 grant from the Measurement and Assessment committee for the purpose of assessing the campus climate for students with disabilities.
- Discussed services with over 300 students during the last year. Ongoing services provided to approximately 150 students.

#### Non-Traditional Student Services

- Hosted 17 workshops and 20 social and educational programs for Non-Traditional students.
- The Non-Traditional Student Association participated in the March of Dimes Walk-a-Thon and donated \$100 to the United Way Campaign.
- Obtained funding for 2 new non-traditional student scholarships.
- Had a very successful Night at the Ritz to raise funds for nontraditional student scholarships

#### Career Services and Student Employment

- Engaged in 19 on and off-campus affiliations and participated in numerous community and on-campus presentations.
- Hosted 16 career events, 11 on-campus recruiters and conducted 13 corporate visits.
- Implemented the Hire a Griffon program
- Hosted a reception for American Reads and the St. Joseph School District

#### Counseling and Testing Center

- Maintained affiliation with the statewide Partners in Prevention coalition. The coalition, which includes all 12 state universities and will soon include three additional state colleges, was initiated in 2000 by a federal grant and provides more than \$20,000 each year to campuses for educational programming, event planning, and staff development.
- Sponsored and co-sponsored several programming initiatives including the Drive Safe, Drive Smart campaign, Alcohol Awareness Week, the Great American Smokeout, Spring Break Safety Program and a Gatorade Pong Tournament.
- Increased the number of tests given during the 2008-2009 academic year in the following areas: National ACT, GED, Correspondence testing, C-Base, MAPP and Praxis with an overall increase of all tests by 277 for a total of 4,223 tests being administered.
- Administered 464 exams to students with disabilities.

#### Residential Life

- Completed renovations to Logan Hall prior to the start of the Fall 2008 semester and renovations to Leaverton Hall prior to the start of the Fall 2009 semester.
- Maintained 97% - 100 % occupancy through out the year.
- Residence Council won the bid to host the Heartland Resident Assistance Conference during the fall semester.
- Had a very successful faculty mentoring program in Scanlon Hall.
- Assisted student services throughout the summer with registration of incoming students.

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#### Residential Life Continued

- RA's facilitated a total of 226 programs (115 social and 111 educational) and hosted approximately 400 "spontaneous" activities.

#### Recreation Services

- 943 students participated in intramural activities.
- 118 student, faculty, staff and community members were certified in CPR, First Aid, Life Guarding and AED.
- 2948 students, faculty, staff and community members used the facilities managed by Recreation Services.
- Purchased new Cardiovascular equipment - 10 Nautilus Treadmills
- Updated the paint and performed other minor renovations to the Fitness Center.

#### Esry Student Health Center

- Installed a new data management system.
- Provided services to 1716 students.
- Worked with international student services to develop streamlined processes for incoming international students

#### Student Development Office

- The Student Development area (Student Development office, Center for Multicultural Education and Center for Student Engagement) hosted or sponsored 101 events (61 in the fall and 40 in the spring) with approximately 17,000 participants.
- Organized and hosted the Outstanding Student Leadership Awards program which recognized 30 students who made important contributions to student life.
- Coordinated student conduct.
- Provided several leadership programs, including the Barbara Sprong Leadership class.

#### Center for Multicultural Education

- Implemented several new events including the Students of Color Orientation, Ujima Unity Fair, Safe Zone Training, the Multicultural Institute and an alternative spring break trip.
- Hosted 21 events during the fall semester and 22 events during the spring semester in which approximately 2280 students, faculty, staff and community members attended.

#### Center for Student Engagement

- Developed and implemented a new clubs and organization registration process and developed a comprehensive clubs and organization handbook.
- Implemented a new clubs and organization event registration process and approved over 300 clubs and organization events.
- Participated in the restructuring of and co-hosted the Barbara Sprong Leadership Challenge.

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### RESIDENTIAL LIFE AND SERVICES

#### Recreation Services

##### Significant Accomplishments:

- Started First Annual Campus and Community Hot Wheels Derby (It was a great accomplishment)
- Our Department had a larger number of participants in the Student Wellness Fair.
- Assisted in hosting the Emergency Cup Classic where money received went to the United Way.
- Increased community involvement in MWSU Swim Lessons.

##### Programing Summary:

<i>Intramurals</i>	Participants	Teams	Men	Women
Flag Football	286	17	211	75
Volleyball	138	13	59	79
Dodgeball	98	11	70	28
Basketball	234	23	145	89
Bowling	28	7	11	17
Hot Wheels	107			
Coed Volleyball	52	4		

##### *CPR for individuals in the university and community:*

Adult CPR	46
Child CPR	5
Infant CPR	5
First Aid	38
Lifeguarding	9
AED	19
Professional CPR	<u>2</u>
Totals:	118 people were certified

##### *Facility Usage:*

##### By all participants:

1413	Different women used our facility for free time only
<u>1535</u>	Different men used our facility for free time only
2948	Total users for free time only
14,155.46	Hours used by women in Recreation Facilities
<u>30,490.43</u>	Hours used by men in Recreation Facilities
44,645.89	Total hours used in our facilities

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4,925.68      Of the above hours were in the PE building free time only  
39,720.21      Of the above hours were in the FC for free time only

### By users:

Alumni:	116
Employee:	140
Gold Coat :	104
Retired Employees:	3
Students:	1785
Summer Students:	121
Adult Fitness:	6
Guest	<u>673</u>
	2948

### Prime time usage time:

4 pm to 5 pm is prime time  
6 pm to 7 pm is second prime  
3 pm to 4 pm is third prime  
7 pm to 8 pm is the fourth prime  
2 pm to 3 pm is the fifth prime

### Our biggest days of usage:

Mondays	11,465 check ins
Tuesdays	11,104 check ins
Wednesdays	10,686 check ins
Thursdays	8,316 check ins
Fridays	7,054 check ins
Saturdays	2,001 check ins
Sundays	1,301 check ins

### **Staff Accomplishments and Recognition**

- Wonda Berry was asked once again to be the Director of Missouri Valley AAU Basketball Tournament
- We had two students in our area nominated for the Outstanding Student Awards in which both Ronell Bell and Brian Purvis both received the award

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### **Esry Student Health Center**

#### Significant Accomplishments

- Installation of PyraMED software – software based on college health center needs
- Installation of ADA automatic door – accessibility for students with disabilities
- Staffing of RN full-time and FNP Monday thru Thursday
- Frosting of glass front of Esry Student Health Center – to maintain privacy

#### **Significant Accomplishments (continued):**

- Collaborative cooperation between Michael Speros, Director and Angie Beck, Adm. Asst. has led to good stability and forward thinking in Esry Student Health Center
- Two years of 100% immunization compliance

#### **Programming Summary (7/1/08 – 5/16/09):**

##### *Patients Seen*

Residential	1027
Commuter	689
Male	536
Female	1180
Freshmen	632
Sophomore	383
Junior	309
Senior	353
Staff	29
Graduate	10
Total	1716
Services provided	2749
Fees Collected	\$34,000+

##### *Two STD Testing Clinics Provided*

October (1 day)	99 Tested	49 Male & 50 Female
	Residential	83
	Commuter	16
April (1 month)	63 Tested	28 Male & 35 Female
	Residential	48
	Commuter	15

Results of this testing showed there is a severe need for STD Awareness education both for residential and commuter students.

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### **Residential Life**

#### **Significant Accomplishments:**

- Had another successful year concerning the Faculty Mentor program. Faculty was involved in a number of programs held in the halls including two large pancake breakfast programs and two registration/advising programs. We had 13 Faculty Mentors.

#### **Significant Accomplishments (continued):**

- We had a limited number of severe policy infractions. Students for the most part were respectful to one another and staff, based on the quick response and turnaround time on discipline hearings by pro-staff and the Associate Dean.
- We had a wait list for both new and returning students. We were between 97% and 100% occupancy throughout the year.
- We increased the physical size of the Assignments Office to handle the extra workload and space needed with the increased demand for housing.
- We revamped the entire contract renewal process making it more user-friendly for residents as well as creating a more fair way to assign space based on class rank.
- Departmental staff used vacation hours and did two community service projects over the year. One each semester. Fall semester staff worked at the Soup Kitchen for 4 hours and during the spring semester ORL staff worked at Second Harvest for 4 hours.
- Moved the Global Wing to Juda Hall and created space specifically for international students including use of a full kitchen.
- Residence Council along with advisors Jen Kacere and Bobbie Delaney successfully bid for and won the bid to host the Heartland RA Conference here at Western during the 2009 fall semester.
- We continued with our tradition of recognizing residents' academic achievements through our GPA program, where students receive congratulatory letters and their name posted on a GPA board in their hall/area for GPA's of 3.0 and above.
- Residence Council was very active during the year and put on a number of successful programs including a week of opening programs for new residents and a kick out program for the end of the year. They also sponsored the Faculty Mentor Appreciation Banquet.
- Residence Council also created and piloted a "Hall Council" in Scanlon Hall. This council had a complete executive board and was part of the overall RC structure. They hosted three programs once of which involved diversity and multicultural education.
- We had another successful year of working with Facilities staff in maintaining the maintenance and cleanliness of the halls. Included in this was a successful renovation and opening of Juda Hall.

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- Successfully worked with Summer Conference staff to close out and turn over our halls to Summer Conferences. Included in this turnover is key training for Conference Assistants.
- All ORL professional staff advise a number of AWC students

#### **Programming Summary**

- We had a total of 226 programs put on by RAs over the course of the year.
- Out of those 226 programs 115 were social programs and 111 were developmental (educational) in nature.
- We had approximately 400 “spontaneous programs” above and beyond the 226. These are programs that were not planned and could be something as simple as a pick up basketball game, a few residents watching TV or playing X-box in a RA room or eating lunch together with residents.

#### **Staff Accomplishments and Recognition:**

##### **Michael Speros**

- Presented ‘Power to Revolutionize Diversity Training for Millennial Student Staff’ that was sponsored by the Commission for Housing and Residence Life and co-sponsored by the Standing Committee for Multicultural Affairs, ACPA 2009.
- Presented ‘Courage to Cross Organizational Boundaries to Protect Campus’- ACPA 2009
- Presented a diversity session to ORL staff during our professional development training
- Co-chaired the bid process for the selection of a new food service vendor
- Currently chairing the Student Food Service committee; which reviews the quality of service provided by ARAMARK in each of the food venues on campus.
- Worked with Esry Health Services on stabilizing services and staffing, and on immunization requirements which now includes international students.

##### **Sean O’Reilly**

- Continue to oversee the departmental discipline process and work in tandem with the Associate Dean and campus police.
- Continue to be the departmental contact for the Banner implementation team.
- Worked successfully with the Assignments area in helping to set Banner Views in a way that allows more unit control rather than being dependent on the Assistant Director.
- The departmental contact for and worked with Admissions on tours/show suite, Griffon Edge and Summer Big R programs.
- Successfully supervised four RHDs on staff who reported directly to me.
- Successfully responded to and set up systems for all of the day-to-day administrative and procedural issues that arose during the year.
- Worked with facilities on end of the year maintenance reports and programming of newly installed locks.
- Worked with campus police and was the departmental liaison for the Night Security Program.

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#### **Bobbie Delaney– Vaselakos Hall**

- Faculty Mentor Involvement: The Fine Arts wing held theme related programs each month.  
We were finally able to find a Faculty Mentor for the Honors floor.
- Build traditions and pride within V-Hall and place more emphasis on the University and ORL core values: Several traditions were started--community puzzles, Homecoming decorating, which V-hall won, more emphasis on themes, and a monthly newsletter were started. We also created Values Statement for the building that incorporates and adds on to the University and ORL values.
- Work to create a "Safe Space" program for GLBT ally development: I took an online course on safe space development and have done other research in the area of GLBT training. More to come in '09.
- Worked with NRHH to build membership and to build active participation and traditions and based on this push we doubled our membership this year. We started two programs that will likely become traditions: Take The Walk, and Change Wars. We have also increased our OTM submissions and have begun recognizing all who are nominated.
- Attend UMR-ACUHO and become involved in a committee: I have joined the Social Justice Committee for UMR-ACUHO.
- Become ART (Advisor Recognition and Training) Certified and begin to present ART Sessions.

#### **Ron Cohen – Leaverton Hall**

- Advisor to Phi Beta Sigma
- Hosted the 2008 University Talent Show
- Assisted athletics department with statistics and line judging; was also a judge at the basketball dunking contest.
- Intramural champion in Men's volleyball and coed volleyball.
- Created a Student Organization "Da BIS" which is a dance group. We sponsored two events.
- Involved in helping Wonda Berry with her Hot Wheels Derby.
- Competed at the elite level of track and field this year and ran 4 out of the 8 meets being sponsored by NIKE. I took 3rd place in the 55-meter hurdles at Buena Vista University, and 2nd in the 400-meter hurdles at the Kansas State track meet.

#### **Morgan Noland – Suites**

- Successfully operated a 24-hour service and information desk providing assistance to over 1000 residents.
- Developed a foundation for an educational program series that will be used in future semesters.
- In an effort to transition to 'paperless' communication, we successfully implemented mass email communication.
- Implemented a 'complaint log' in order to improve record keeping, and accountability for any resident concerns.

## **Student Affairs 2008 – 2009 End of the Year Report**

- Maintained a constant level of program attendance by focusing programming on the specific needs of upperclassmen residents.
- Through consistent confrontation and enforcement of policy, we were able to reduce policy violations by 50% from first to second semester.
- Enrolled in and completed a course on FERPA. Presented to professional staff.
- Served as a Residential Life representative on the Universities' Disability Committee.
- Worked to help develop an international student community in the Suites, and worked to make these residents feel comfortable.
- Supervised Student Maintenance crew.
- Supervised mail process serving over 1000 residents.
- Served as Chair of Resident Assistant Selection Committee

### **STUDENT DEVELOPMENT**

#### **Student Development Office**

##### **Significant Accomplishments:**

- Hosted a Greek Summit for all Greeks. The summit was a day of reflection on the state of Greek Life at Western. The program included a series world café style round table discussions. The table hosts were Western alumni.
- Hosted a Community Service Agency luncheon for 20 area agencies.
- Acquired wall decoration and pictures for Blum Union 2<sup>nd</sup> Floor and Food Court.
- Managed the renovation of the Student Development office suite and 2<sup>nd</sup> Floor of Blum Union (old side of the building).
- Oversaw the completion of the Information Desk and relocation of the cafeteria doors.
- Created a website for Student Volunteer Programs which allows community service agencies to submit volunteer request forms to Student Development.
- Created a website for Student Leadership Programs.
- Worked with campus printing to develop new Student Affairs brochure.
- Worked with the campus webmaster to develop a new Student Affairs website.
- Acquired funding for and served as the campus administrator for the Multi-Institutional Study of Leadership (MSL).
- Worked with Student Engagement and Multicultural Education to develop a fall student staff-training program for the student employees in our areas.
- Worked with Admissions to develop and facilitate the Griffon Edge Community Service Agency Fair.
- Worked with Admissions to develop a policy and protocol for dealing with Felony applicants.
- Worked with the Campus Civility Committee to develop "Community Expectations."
- Worked with the IMC to produce a Community Expectations video to supplement the community expectations and student conduct programs presentations at the Griffon Edge.
- Hired and trained student employees to manage the Blum Union Information Desk.

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- Over the course of the Fall and Spring semesters met with representatives from several NPHC (Historically Black Greek Organizations) in hopes of re-chartering and chartering new fraternities and sororities.
- Closely advised the restructuring of the SGA, including the development of the newly approved SGA Constitution.
- Reviewed and completely revised the contents and layout of the Student Handbook.
- Revised the Student Code of Conduct and developed a new set of Student Conduct Procedures.
- Acquired funding to incorporate the student handbook into a student planner. Every Western student now gets a student planner.
- Developed the Emerging Leaders Program, a leadership program for first year students.
- Developed the Student Leadership Awards Program and served as the coordinator of the Awards Brunch.
- Worked with SGA to development several new traditions including the President's Forum (Fall) and the SGA Student Inauguration Celebration.
- Worked closely with the SGA to develop new Student Organization Awards and reinstitute the SGA End of the Year Banquet.

### **Programming Summary:**

- The student development office heard 47 conduct cases over the course of the 2008 – 2009 academic year. Two students were expelled from the residence halls and seven students were suspended. Of the 47 students involved in incidents that were heard by the Student Development Office, 34 were African American, 12 were White, and 38 were male and 8 were female.

### **Programming Summary (continued):**

- Over the course of the 2008 – 2009 academic year, the Student Development area (Center for Student Engagement, Center for Multicultural Education and Student Development office) hosted or sponsored 101 total events (61 in the Fall semester and 40 in the Spring semester) with approximately 17,000 participants (11,713 in the Fall semester and 5,516 in the Spring semester).

### **Staff Accomplishments and Recognition:**

Duane Bruce attended the Gerhig Institute for Student Conduct Administrators in June 2008.

The Griffon Edge Community Expectations video, produced by the Student Development office, we produced has won two awards! The Communicator Awards gave us awards of distinction for the production, in the areas of motivational and editing.

## **Student Affairs 2008 – 2009 End of the Year Report**

Kathy Kelly received the following awards:

- 2008 "Top Twenty Who Count" in Northwest Missouri - St. Joseph News Press
- 2009 James J Scanlon Service Leader Award - MWSU Foundations

Kathy Kelly volunteered in the following capacities in the St. Joseph community:

- 2008 Chair - First Ever Autism Awareness Walk
- 2009 Chair - 2nd Annual Autism Awareness Walk
- 2009 Committee - Heartland Regional Medical Center Auxiliary
- 2009 Committee - Autism Conference held on the campus of MWSU
- 2009 Committee - National Autism Awareness Day
- 2008-2009 Executive Board Member - Autism Alliance of NW Missouri

### **Center for Multicultural Education**

#### **Significant Accomplishments:**

- The Center for Multicultural Education created a model for group advising of Registered Student Organizations by providing support and leadership to 5 multicultural student organizations.
- Planned and implemented the first Student of Color Orientation program at Missouri Western State University.
- Planned and implemented the first Ujima Unity Fair that included St. Joseph ethnic businesses, churches.
- Planned and implemented the first student leadership group focused primarily on diversity and service.
- Coordinated the first MWSU Safe-Zone Training focusing on the GLBT population.
- Planned and Implemented an Alternative Spring Break opportunity for students that yielded over 300 hours of service to St. Joseph, MO, Chicago, IL., and Joliet, IL.
- Increased the number of programs and participation in Vote or Shut-Up Campaign in Fall 2008.
- Increased the number of participants in the 3<sup>rd</sup> Annual Global Women's Leadership Summit in Spring 2009 from 25 to 105.
- Co-coordinated the University's first Freedom Fund Banquet in conjunction with NAACP and in honor of Dr. Martin Luther King Jr.
- Co-coordinated the first city-wide commemorative march in honor of Dr. Martin Luther King Jr. and the historical March on Washington.

#### **Programming Summary:**

- Fall 2008: 12 traditional events, 2 co-sponsored, 1 academic, 6 leadership
- Spring 2009: 13 traditional, 3 co-sponsored, 1 service, 5 leadership
- Number of Participants: Fall 1,180, Spring 1,100

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### **Staff Accomplishments and Recognition:**

Tay D. Triggs:

- Received the Outstanding Employee Service Award Fall 2008
- Received the 2009 MLK Drum Major for Justice Award
- Nominated for the 2009 Kelsy Beshears Race and Social Justice Award
- Nominated for the 2009 Women of Excellence Emerging Leader Award

Sandra Rogers:

- Adopted two families for the holiday season
- Completed Safe-Zone training for GLBT population
- Received the Star Reporter award from Public Relations Office

Ivory Duncan (Student):

- Received the 2009 Drum Major for Justice Award
- Received a Student Leadership award for promotion of Diversity
- Received the Presidential Leadership Award for 2008

### **Center for Student Engagement**

#### **Significant Accomplishments:**

- Completed a comprehensive revision of the Clubs & Organization manual.
- Revised the Clubs & Organization Orientation that resulted in a 90+% attendance and the remainder were completed with one-on-one sessions.
- Initiated an on-line "Events Registration" for all student events and activities. This resulted in better coordination of events as well as creating a database for event/activity records for future assessment.
- Revised the Homecoming Chair and committee appointments and assignments to encourage greater participation in planning and organization by all campus groups.
- Initiated a Student Clubs/Orgs Review Committee to guide and advise new groups through the recognition process.

#### **Programming Summary:**

- Through the new clubs and organization event registration process, the Center for Student Engagement approved over 300 clubs and organization events during the 2008 – 2009 academic year.
- The Western Activities Council, advised by the Student Engagement Director and Student Development Programming Coordinator, host 8 large scale events over the course of the Spring semester, including the Spring Concert which had an attendance of over 2,700 people, the largest spring concert the university has hosted.

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- The Center for Student Engagement hosted the Annual Leadership Lexicon program in which 31 students attended.
- The Center for Student Engagement co-hosted the Barbara Sprong Leadership Challenge with the Student Development office. This year there were 14 participants.

### **STUDENT SERVICES**

#### **International Student Services**

##### **Significant Accomplishments:**

- Developed a more comprehensive orientation program for new international students
- Worked with Residence Life in the Faculty Mentor Program to put on an international event with international faculty in the Commons Building
- Worked with the Registrar and IT services on creating an address change tracking for students
- Provided training to staff on campus regarding basic immigration laws pertaining to international students
- Initiated a relationship between Sichuan Normal University, China with Missouri Western
- Initiated an ad hoc committee comprising of international faculty to look into international faculty and students needs
- Hosted the first reception for international students and international faculty in May to celebrate the accomplishments of our graduating international students and also the exchange students who were returning home
- Signed a Memorandum of Understanding with the International School of Kabul (Afghanistan)

##### **Programming Summary:**

- International Fair Nov 08, sponsored through the Faculty Mentor Program- approximately 30 students and 5 staff/faculty, 6 community members
- Valentines Day potluck lunch Feb 09 - 8 international students, 4 community members attended the event at Huey Shi's home
- Year end reception for international students and faculty- 6 international students, 14 faculty and staff

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### Center for Academic Support

#### Programming Summary:

Here are the CAS usage numbers for the past year broken down by semester:

##### Fall 2008

1,038 students

2,726 hours

3,167 visits

##### Spring 2009

708 students

3,183 hours

3,377 visits

### Disability Services

#### Significant Accomplishments:

- ODS created the Alpha Delta Alpha Honor Society (ADA) to recognize academic excellence among students with disabilities. Thirty-six students were eligible for membership. Twenty students were sworn into ADA on 4/21/09. The ADA staff advisor is in the process of seeking official campus recognition of ADA as a formal student organization.
- ODS worked with the Americans with Disabilities Act committee to replace the outdated “Handicapped Parking” signs with updated “Reserved Parking” signs. All of our parking signs now reflect appropriate language and convey a consistent message to identify accessible parking spaces.
- ODS worked with the Americans with Disabilities Act committee to install automatic doors on at least one pair of restrooms in every building on campus. This greatly improved the accessibility and usability of our buildings.
- ODS applied for and received a \$2500 grant from the Measurement and Assessment committee for the purpose of assessing the campus climate for students with disabilities. The survey materials have been purchased from the Association of Higher Education and Disability and the assessment is currently underway.

#### Programming Summary:

- ODS discussed services with over 300 students during the last year. Ongoing services were provided to approximately 150 of those students.

#### Staff Accomplishments and Recognition:

- ODS applied for and received a \$2500 grant from the Measurement and Assessment committee for the purpose of assessing the campus climate for students with disabilities. The survey materials have been purchased from the Association of Higher Education and Disability and the assessment is currently underway.

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### Non-Traditional Student Services

#### Significant Accomplishments:

- **The Non-Traditional Student Center hosted the following workshops:**
  - **"Classroom Workshop Series for Success"** - for the Fall. We offered 13 sessions, covering various topics from Notetaking, to Time Management, to Test Taking, to Learning Styles, to Class Schedule Planning to Career Exploration to Nutrition. I was happy in how easy it was to get other campus staff members to present various topics. We have many very helpful staff members who truly care about students.
  - **"How to Apply for Scholarships"** workshops with Cindy Spotts two times in February, so that we could catch many who were struggling with the March 1 priority deadline. Cindy did a great job presenting pertinent information and answering questions. She gave tips how to have a better chance to be selected for a scholarship.
  - **"Money Management 101"** for non-trad students on April 1 and April 11. We ordered the books filled with helpful information from the U. S. Dept. of Education and arranged for Matthew Gregg and Angie Beam to speak to the students.
- The Center **sponsored the NTSA club**, which was more active than usual. We offered **over 20 events over the course of the academic year** for non-trads and their families. The following are the highlights:
  - **"Retro Ball"** - this was brand new and drew large numbers. The Retro Ball was held on campus with over 100 attending and we had as many traditional students there enjoying it as we did non-trad students!
  - **"Hayride/Bonfire"** - this was a family event and proved to be very successful.
  - **Spaghetti Supper/Auction** - this fundraiser raised enough funds that we were able to adopt 12 families for our **Thanksgiving Adopt-a-Family** program and 22 families for our **Christmas Adopt-a-Family** program.
  - **The NTSA co-sponsored the Hot Wheels Derby** with Recreation Services.
  - The NTSA **Spring End-of-the Semester Banquet was a medieval play and potluck meal**. We had a huge turnout, with 65 attending. Seniors were recognized and all the club members received a certificate.
- Our NTSA club also did **community service** by:
  - walking in the **March of Dimes Walk-a-thon** and
  - making a **\$100 donation to United Way**.

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- The Center coordinated the **15th annual induction ceremony for Omicron Psi National Honor Society** this past spring. There were 29 new non-trad students brought into this special membership.
- The Center worked with Student Development in organizing the first annual **“Outstanding Student Leadership Awards.**

### **Staff Accomplishments and Recognition:**

- Ellen Kisker was a guest speaker to two **ABWA (American Business Women's Association)** groups in St. Joseph. One is offering four **(4) \$1,000 scholarships to non-trad students.** The other club is offering one **(1) \$350 scholarship to a non-trad student.**
- Ellen was a guest speaker to the **Eastside Rotary Club.** For the first time, they decided to designate one **(1) of their \$1,000 scholarships** to a non-traditional student.
- This past year Ellen was able to secure **\$8,000 in PEO scholarships for four non-trad students.** The scholarship recipients were: Heather Hughes, Ann Doohen, Susan Hammontree, and Connie Brown.
- Ellen started working with **two additional PEO chapters** from St. Joseph. They are both willing to sponsor two students, who may apply for up to \$2,000 each for scholarship help from their international office. In other words, instead of getting \$4,000 in PEO scholarships, I am helping non-trads apply for up to **\$12,000 in PEO funds.** PEO has been very generous. I do the paperwork and set up the interviews for the club to meet with the prospective students. This is a good relationship that I plan to continue to foster. The goal is to add two new PEO chapters per year who will be willing to go through the process!
- This past year Ellen helped one of our non-traditional students, Diane Pace, receive one of two national **Omicron Psi Honor Society scholarships, for \$1,000.**
- Ellen worked with the Ambassador Scholarship Committee in the spring and in the fall and coordinated giving out **27 Ambassador scholarships totaling \$19,050.** (I have been the Western liaison with the Ambassadors since 1990. Their membership lost 5 to deaths, but increased with 10 new memberships this past year. I helped them with their 3 luncheon/meetings and their annual Ritz, which was "Hawaiian Night at the Ritz.")
- Ellen worked with the Foundation Office to **administer 12 non-traditional Missouri Western scholarships totaling \$26,700.**

## Student Affairs 2008 – 2009 End of the Year Report

### **Career Services and Student Employment**

#### **Significant Accomplishments:**

- Received the Brad Barackman Bridge Award from the Kansas Association of Colleges and Employers
- Conducted 2008 Graduate Survey
- Wrote Mission, Goals and Objectives for Employer Advisory Board
- Wrote Foundation Requests for funding
- Participated in National Association of Colleges & Employers Salary Survey for new college graduates
- Launched the HIRE A GRIFFON Campaign/created web page
- Updated Career Development web page
- Worked with Engineering Department to develop an Internship brochure
- Created a marketing brochure for America Reads
- Revised publications on Resume Writing, Interviewing and Job Search for Teachers
- Wrote new power point presentations for:
  - Make What You're Worth
  - Business Etiquette
  - College to Career

#### **Programming Summary:**

#### **Community Affiliations:**

- National Association of Colleges and Employers-NACElink
- Human Resource Management Association of NW Missouri-Monthly Meetings
- American Association for Employment in Education
- Metropolitan School Personnel Administrators- Monthly Meetings
- St. Joseph Chamber of Commerce
  - Diplomat's Club
  - New Executives Committee
  - Chairman's Quarterly Breakfasts
  - Public Affairs Coffees
  - Golf Tournament Volunteer
  - Ribbon Cuttings & Ground Breakings
  - My Success Event, Scholarship Committee
- KCI Northland Chamber of Commerce-Monthly Meetings
  - Education Awards Banquet
  - Annual Business Fair
  - Economic Development Council Quarterly Luncheons
  - Job Development Awards Luncheon
- Greater Kansas City Chamber of Commerce
- Economic Development/Workforce Development-Monthly Meetings
- Club North-Weekly Meetings
- Central Exchange-Monthly Meetings
- United Way Allocations Committee Chair
- Heartland Health Career Development Program-as needed
- Consortium of Career Offices of Small Metropolitan Colleges-Kansas City, Executive Director
- Consortium of Interactive Guidance Technology Users-Executive Director

# Student Affairs

## 2008 – 2009 End of the Year Report

### On Campus Affiliations

- Strategic Planning Committee
- Student Employment Committee
- Valuing People Committee
- ABET Accreditation for Engineering Technology
- Advisory Board for Engineering Technology

### Community Presentations

- Youth Leadership Forum, Bartle Hall
- Association of Professional Administrative Assistants, Mitchell Woods
- Business Etiquette, MWSU Athletes, Omega Psi, Alpha Kappa Psi, University of Saint Mary
- Networking and Etiquette Dinner, Embassy Suites Hotel
- Women in Leadership, Central Exchange
- Linked In Workshop
- Weston High School Senior Career Presentation

### On Campus Presentations

- Women & Money Seminar, Fulkerson Center
- College 101-Career Development (8)
- Senior Seminar-Career Development (9)
- Career Exploration for Non-Trads
- CED 149-Academic and Career Research (4) 2 credit hour classes
- Myers Briggs Type Inventory-Psychology Class Life Leadership Class
- Western Institute-Education Majors Seminar, Kansas City Campus
- Destination Western
- Ambassadors
- Student Leadership Awards (nominated 2 candidates)
- America Reads Recognition Reception

### Career Events

- Alumni Speed Networking Luncheon (50 participants)
- Senior Career Day (with Alumni Services)
- Fall Career Fair (72 companies, 300 students)
- Spring Career Fair (70 companies, 350 students)
- Education Expo-Spring (75 school districts, 126 students)
- Interview Day (40 companies, 67 students)
- Corporate Classroom presentations (5)
- Mock Interviews for HPER, PTA
- Workshops: Resume Writing (5) Interviewing (3) Professional Dress (1) Networking (1)
- Greater Kansas City Employer Fair
- Heart of America Employer Fair
- Accounting Day
- Advertising Club Career Day
- Kansas City Star Job Fair
- Urban League Job Fair
- St. Joseph Job Fair

### On-Campus Recruiters

- Commerce Bank
- Walgreens
- US Navy
- US Marines
- WSI
- Black & Veatch
- Enterprise Rent a Car
- Panera Bread
- Census Bureau
- UMB Bank
- USA 800

# Student Affairs

## 2008 – 2009 End of the Year Report

### Corporate Visits

- Aflac
- Enterprise RentACar
- Federated Insurance
- Harley Davidson
- People Wise
- Holiday Inn, KCI
- Public Works Administration
- Zona Rosa, Phase II
- Chase Candy
- Atchison Casting
- Animal Clinic of Boardwalk Square
- U.S. Army CGSC, Ft. Leavenworth
- U.S. Navy, San Diego

### Staff Accomplishments and Recognition

#### Professional Site Visits and Consulting Services

- Rockhurst University Career Center
- Mid-America Nazarene University Career Center
- UMKC Career Center
- Park University Career Center
- William Jewell College Career Center
- Ottawa University Career Center
- Baker University Career Center
- Benedictine College Career Center
- University of Kansas Career Center
- University of Saint Mary Career Center
- Missouri Southern State University

#### Professional Development

- Economic Forecast for Kansas City
- Career Services in a Tough Market, UMKC
- Women in Leadership
- Violence in the Workplace
- Federal Hiring Seminar
- Kansas Association of Colleges & Employers, Topeka KS

#### Career Counseling

- Seniors (353)
- Juniors (261)
- Sophomores (194) includes transfer students
- Freshmen (460)

#### Departmental Meetings and Collaborations with Faculty

- Business
- Social Sciences
- Psychology
- Education
- HPER
- Engineering Technology
- PTA
- Math/CS/Physics
- Criminal Justice/Legal Studies
- Dean of Professional Studies
- Dean of Liberal Arts and Sciences
- Western Institute

#### Media Appearances

- KQ2 TV
- TNC 16
- The Kansas City Star
- The News Press
- The Griffon News
- MWSU video on Career Development

## Student Affairs 2008 – 2009 End of the Year Report

### **Counseling and Testing Services**

#### Significant Accomplishments

- The counseling center continues to maintain its affiliation with the state-wide Partners in Prevention coalition. The coalition, which includes all 12 state universities and will soon include three additional state colleges, was initiated in 2000 by a federal grant and provides more than \$20,000 each year to campuses for educational programming, event planning, and staff development. The coalition initially addressed the issue of binge drinking among college students but has since expanded its focus to include other hurtful behaviors such as smoking, gambling, and distracted driving.
- The center also conducted its annual survey of Missouri Western students in March, which gathered information about unhealthy attitudes and behaviors.
- The Testing Department had increases in the number of tests given during the 2008-2009 academic year in the following areas: National ACT, GED, Correspondence testing, C-Base, MAPP and Praxis with an overall increase of all tests by 277 for a total of 4,223 tests being administered. This number does not include the number of exams administered to special needs students, which was 464 exams.
- This past year the GED was administered at least twice a month and sometimes four times a month to meet the demand of those wanting to take the test.

#### Programming Summary

- With the money provided through the Partners in Prevention Grant, the local campus was able to provide ID holders and backpacks for all incoming freshmen in 2008 with positive health messages, which were distributed during Griffon Edge.
- The Counseling Center also provided support for programming during Alcohol Awareness Week, the Great American Smokeout, and the weeks prior to Spring Break.
- The highlights of the year were a Gatorade Pong Tournament, which was held in April in conjunction with the Student Athletic Organization, of which over 300 students participated, and the Northwest Missouri Substance Abuse Prevention Conference in May with keynote speakers Deacon Dzierzawski, Community Systems Group, and Chuck Daugherty, Division of Alcohol and Drug Abuse.
- Partners in Prevention also sponsored the "Drive Safe, Drive Smart" campaign in September, whereby selected parking lots were surveyed for student seat belt use, then surveyed again following a week-long series of events and activities.

## Student Affairs 2008 – 2009 End of the Year Report

### Academic Advising and A+

#### Significant Accomplishments

- The academic advising process at Missouri Western relies heavily on an effective collaboration between academic and student affairs. We began the year with two fulltime advisors, with one of those specifically responsible for A+ students. The other fulltime advisor advises A+ students, Admitted with Conditions (AWC) students and some other highly at risk students. She also works closely with academic departments in planning for registration days, assigning incoming freshmen and transfer students to advisors and training advisors across campus. As she began the coordination of the COL 101: Foundations of the University Experience class, an academic achievement coordinator/intervention specialist was added to the student services advising center.
- Faculty are a critical part of the advising process and advise the vast majority of our students. Various staff (center for academic support, career development, COL 101 instructors who may be hall directors, recreation services directors, etc.) also carry up to about 20 freshmen advisees—often students they have in a class.
- Faculty reported some 150 early intervention notices during the year and student services advisors contacted all students.
- Advisor training is a joint process between Student Services and a faculty member. There is ongoing and important collaboration between the advising office and the faculty. They provided workshops for advisors in the fall, spring and summer prior to registration dates. Information was provided for advisors across campus for their use in working with both incoming students as well as new students. The degree audit became an increasingly useful tool for the campus this past year and greatly assists students in their planning and tracking.
- The Noel Levitz College Student Inventory was given to all students in COL 101: Foundations of the University Experience classes as well as the Honor's Colloquia. This instrument provides a motivational assessment of students as they enter the University and assists advisors in helping them find the assistance they need to be successful.
- Student Services coordinates the advisement of approximately 1300 incoming freshmen during summer registration days. Staff also assist students on a daily basis who come to the office for advising assistance. This may include students considering returning to college after an absence of one semester or many semesters. Student Services staff also coordinate the student-athlete mentoring program in conjunction with the Department of Athletics.
- Elaine Bryant was one of the 2008-09 Outstanding Staff recipients.