

Division of Student Affairs
2009-2010 Annual Report

DEAN OF STUDENTS AREA

Department Mission/Vision Statement

Vision – To create meaningful co-curricular opportunities to promote student development and success.

Mission – The Dean of Students Area is committed to assisting each student in the achievement of success as a member of the University community. We deliver innovative, intentional, high quality programs, services, and learning opportunities that are designed through partnerships to challenge and support students throughout their collegiate experience.

Executive Summary

2009-2010 Executive Summary

Dean of Students Area

The Executive Summary for the Dean of Students area annual report serves as an overview of the highlights and new initiatives completed during 2009-2010 for the entire Dean of Students area. Specific annual reports and assessment reports from each department within the Dean of Students area are included as separate documents.

The quality and dedication of the staff in the Dean of Students area continues to be our highlight. Of particular note this year, upon the resignation of the Associate Dean of Students (Office of Campus Activities), a decision was made to combine the responsibilities of this position with the responsibilities of the Associate Dean of Students responsible for Orientation and First Year programs. Jodi Webb was appointed as the Senior Associate Dean of Students with responsibility for both areas. The challenge associated with this decision is very high, but Jodi has more than risen to the occasion. With her strong organization and administrative skills she has successfully fused two positions into one. The changes in the Office of Campus Activities have been dramatic. Jodi's outstanding leadership has contributed to a greater sense of structure, expectations, and high morale in OCA. She continues to provide the same high level of leadership to New Student Orientation and First Year Programs. I could not be more satisfied with this decision and all that Jodi has accomplished in a relatively short period of time.

The same holds true for all staff in the Dean of Students area. The Leadership Team is strong, position responsibilities and expectations for all staff are clear, objectives and action plans are established and followed throughout the year combined with strong supervision and positive role modeling. I could not ask for more from a staff.

Other accomplishments and highlights for the year include:

- Integration of a position focused on leadership development to the Office of Campus Activities
- Continued development of the Leadership Certificate program
- Completion of a program review of the President's Leadership Academy
- Completion of a program review of the Office of Multicultural Affairs
- Provided significant leadership to the process of re-vamping New Student Orientation
- Completion of a full report and recommendations from the Student Veteran Task Force
- Creation of new on-line information and services for Off Campus and Commuter students
- Increased late night programming and improved management of late night events
- Development of a strong and positive relationship with Chartwells leaders
- Implementation of the JAMS student discipline case management system
- Participation in the recruitment and attainment of a full service bank to be located in the Bowen-Thompson Student Union
- Participation in on- campus and off-campus committees, ad hoc working groups, presentations, etc. by all staff in the area

The Dean of Students area has been highly productive this year and has successfully met budget challenges while continuing to maintain high quality programs and services to students that align with the University's strategic plan and University learning outcomes. Assessment data that confirms student learning and student satisfaction is contained throughout this report.

Contribution to Division of Student Affairs Action Items and University Strategies

Dean of Students Area Action Plans for University Strategies

2009- 2010

Progress Report *

Strategy #1: Create distinctive coherent undergraduate learning experiences that integrate curricular and co-curricular programs

- Offer Service Learning Trip(s) focusing on community service and leadership development in conjunction with specific academic courses;
A sustainability focused alternative break trip to Florida was coordinated and implemented by the Office of Campus Activities.
- Utilize undergrads, as interns or co-op students, as much as possible;
Undergraduate, major specific, internships and graduate student practicum experiences were offered in all departments within the Dean of Students area.
- Explore ways to integrate student employees' course work with employment experiences;
The student employment program in the Bowen-Thompson Student Union has specific learning outcomes designed to link a student's coursework with their position in the Union.
- Market student employment opportunities as true co-curricular experiences;
Same as above
- Assist students employees to better understand how to reflect their student employment experiences in resumes, interviews, and graduate school applications and the e-portfolio program
Same as above
- Increase and continue to enhance leadership development programs, with an emphasis on L.E.A.D as a full co-curricular experience;
A new and revised focus on leadership development programs occurred in the Office of Campus Activities under the direction of Dr. Bryan Cavins, Assistant Dean of Students. A Leadership Certificate program will replace the L.E.A.D. program with full implementation scheduled for fall 2010.
- Better define the first year commuter student experience outside of the classroom;
Enhanced, on-line information and services were developed for first year commuter students as well as a specific interest session during Orientation. Assistant Dean of Students, Andy Alt developed these programs and services.
- Create opportunities to collaborate on programming opportunities with Academic Affairs;
First year success series, Bowen-Thompson Student Union, and the Student Veterans' Task Force are examples of collaborative programming initiatives with Academic Affairs occurring during 2009-2010.

- Integrate transition topics and information into first year courses;
Achieved through UNIV 1000 and First Year Success Series programs.
- Better define transfer student experiences outside of the classroom;
Andy Alt, Assistant Dean of Students, implemented Focus groups for off campus and commuter transfer students. Feedback was used to develop programs and services better aligned with the needs of transfer students.
- Review, revise and improve graduate assistant experiences;
The Office of Campus Activities and the Office of Multicultural Affairs reviewed and revised position descriptions, supervisor patterns, and assessment for all graduate interns.
- Determine our role with service learning initiatives; and
Due to loss of staff in the Office of Campus Activities this action plan was not accomplished.
- Begin programmatic efforts to coordinate services and programs for student veterans
The Student Veterans Task Force, coordinated by Dr. Duane Whitmire, was established and worked throughout the year to develop long and short term recommendations that will increase services, programs, and overall satisfaction for student veteran.

Strategy #2: Expand the student populations for BGSU enrollment and implement programs to recruit them and retain them to successful program completion

- Provide training and education regarding the role of Dean of Students staff in recruitment and retention;
Albert Colom, Vice President for Enrollment Management met with the Dean of Students Leadership Team and discussed how our area could be more intentional in our role with the recruitment of new students. In addition, Dean of Students area staff participated in ALL recruitment initiatives developed by Enrollment Management.
- Evaluate existing retention initiatives within the Dean of Students area and determine opportunities to redefine and collaborate;
Same as above
- Determine the role of Office of the Dean of Students in the early stages of the Admissions recruiting process;
Same as above
- Shift associate and assistant dean of students admission participation to community college fairs, have younger staff attend regional trips that attract high school student;
Completed
- Market involvement opportunities that would appeal to non-traditional age students;
Accomplished through programming opportunities offered by the Bowen-Thompson Student Union and Assistant Dean of Students Andy Alt.
- Shift some programming resources to Saturday morning programs for non-traditional age students with families;
Minimally accomplished through two Saturday morning programs offered by the

Bowen-Thompson Student Union.

- Offer BGSU information to sponsors of events;
Accomplished by adding recruitment materials to information provided by the Bowen-Thompson Student Union to clients reserving space in the BTSU.
- Provide staff with training about campus resources designed to assist students who are experiencing financial or advising problems;
In progress
- Partner with Admissions to have a BGSU information kiosk in the Bowen-Thompson Student Union;
Recruitment information is now available at the BTSU Information Desk. A specific kiosk has not been added.
- Better coordinate University wide services and programs for veteran students;
The Student Veterans Task Force final report will provide recommendations to better meet the needs of student veterans.
- Consider developing some distance programs to reach students enrolled in on-line degree programs;
Incomplete
- Continue improving services to off –campus and commuter students; and
Accomplished through services and programs offered by Off campus and Commuter Student Services coordinated by Andy Alt, Assistant Dean of Students, Specifically, the use of web sites and other on-line features were a focus of this action plan.
- Integrate international students into already existing Dean of Students area programs.
In progress

Strategy #3: Identify and pursue economic development and curricular engagement opportunities

- Pursue outside grants/ funding for leadership programs;
Completed- donations were received from the Newlove family and Ray Marvin.
- Collaborate with Falcon Club for funding and scholarships for cheer, dance and spirit programs;
Completed – Spirit Programs were added to the list of possible donation areas on Falcon Club materials.
- Work with University Advancement to increase giving to Dean of Students programs i.e. LeaderShape, Mascots, SICSIC, Cheer and Dance;
In progress – on-going work is in progress with the Student Affairs Development Officer.
- Add link to donation page from designated Dean of Students web pages;
Completed

- Identify existing programming opportunities that incorporate local communities and prospective students;
Completed – Dance Marathon, BG Connection, BIG Event sponsored by USG, Sibs n Kids Weekend, Homecoming and Campus Fest.
- Appoint a departmental liaison to the new Student Affairs development officer;
Due to the loss of a position this action plan remains incomplete.
- Provide Dean of Students area staff with information about fund raising and grant writing opportunities;
Development information has been provided to Dean of Students area staff.
- Continue to build conference programs with a goal of increasing revenue by 20% each year.
BTSU staff participated on the committee to develop more coordinated conference services. The economy and having the Lenhart Ballroom off line for two months hindered us from increasing conference revenue by 20%.
- Examine existing fee structures; benchmark against like institutions; and realign accordingly;
The BTSU conducted a benchmarking study with MAC school Unions.
- Work with conference programs to identify new clients and retain current clients;
On-going process; the addition of Jeff Smith to the Union staff is proving to be an excellent choice and should allow us to excel in this area next year.
- Increase revenue generation opportunities through collaboration with conference programs; and
In progress; see items above relating to improving conference services.
- Identify a fundraising/development opportunity around the replacement of the ballroom floor.
Attempted, but failed.

Strategy #4: Enhance institutional capabilities for research and creative achievements

- Collaborate with School of Art to display more student artwork;
Completed and on-going
- Increase use of gallery for display and sales;
 Due to the decision to re-allocate the gallery space to a full service bank, efforts to increase use of the gallery this year did not occur.
- Provide a wide variety of opportunities and venues for students to showcase their creative talents;
Completed through programming opportunities in OCA and the BTSU.
- Provide more opportunities for academic programs to implement programs in BTSU;
UAO and BTSU programming added academic related programs to their repertoire of events offered throughout the year.
- Enhance service learning opportunities;
Completed - USG Big Event, Martin Luther King Day Service Project; Spring Break

Service trip to a natural habitat in Florida

- Increase collaboration with the Office of Multicultural Affairs for programming opportunities;
Completed – NCIB workshops, dinner theater, Black Issues conference
- Require doctoral students to present their dissertation research to Dean of Students area staff; and
None of the doctoral students in the Dean of Students area completed their dissertations this year.
- Establish opportunities to recognize staff achievements in or out of the work setting.
Completed- recognition given during performance reviews, in the Student Affairs newsletter when appropriate and through written personal letters or notes.

Strategy #5: Realign individual and institutional incentives and resources to support institutional priorities

- Pursue University wide funding for institutional programs such as: Homecoming, All-Campus Picnic, and Family Weekend.
The All-Campus Picnic was eliminated due to budget reductions; institutional funding is currently being sought for Homecoming.

Strategy #6: Adapt institutional processes and resources for attracting new faculty and staff and for promoting the development of their talent and contributions

- Provide public recognition (i.e. end of year coffee) for committee participants;
Incomplete
- Have conference attendees and graduate students present research findings and learning outcomes from conference attendance; and
No opportunities occurred this year for grads to present research findings
- Move Leadership Institutes to the University level.
Completed – highly successful

Strategy #7: Increase institutional diversity and inclusion through communication of benefits

- Training/ presentation from new campus diversity committee;
Incomplete
- Increase attendance at Student Affairs diversity committee professional development opportunities;
Staff attended workshops and seminars related to issues of diversity when available
- Encourage students to share their diverse experiences (i.e. truly integrate them into the process);
In progress and on-going

- Employment and involvement practices should strive to recruit students so that the area reflects campus diversity;
Complete and emphasized in recruiting and hiring student employees
- Provide as many programmatic opportunities as possible to celebrate and increase awareness of diverse backgrounds and ideologies;
In progress – expectations set in this area for UAO and BTSU programming
- Hire and retain staff, at all levels, that mirror the diverse make-up of the campus;
In progress
- Expand diversity training within units including information on all student sub-populations;
Addressed in presentation by made the Vice President for Enrollment Management
- Weave diversity awareness and the benefits of diversity into all training opportunities;
Complete
- Intentionally design staff participation opportunities to be inclusive of all populations;
Complete
- Partner with offices on campus to stay abreast of changing student populations and their needs;
Complete – sessions with Enrolment Management and the Office of Admissions
- Implement a professional development session for Dean of Students area staff regarding changing student demographics; and
Complete- presented by the Vice President for Enrollment Management
- Increase programming efforts focused on diverse populations.
In progress in all departments within the Dean of Students area
 - Appendix 1 presents this information a grid format.
 - Appendix 2 presents updates to the Student Affairs action plans for the Dean of Students area

Program Participation and Usage Data

Off ice of the Dean of Students Contact Data 2008-09 and 2009-2010			

Yearly Totals	2008-09					Overall Total
	Student	Parent	Faculty	Staff	Visitor	
	2,931	77	158	713	489	4,368

Yearly Totals	2009-10					Overall Total
	Student	Parent	Faculty	Staff	Visitor	
	2,162	92	228	414	566	3,462

%inc./dec. (10-09)/09	Student	Parent	Faculty	Staff	Visitor	Overall Total
	-26.24%	19.48%	44.30%	-41.94%	15.75%	-20.74%

This data represents contacts made in 301 Bowen-Thompson Student Union

Major Staff Achievements

Jill Carr, Assistant Vice President for Student Affairs and Dean of Students

Committee Participation

- Centennial Commission
- Student Events Sub -committee of the Centennial Commission; chairperson
- Student Affairs Crisis Team - chairperson
- University Opening Committee
- University Spirit and Traditions Committee
- Bowling Green Leadership Institute Planning Committee
- Student Veteran Task Force
- Student Affairs Advisory Board
- Bowen-Thompson Student Union Advisory Board
- Falcon Parent and Family Association
- Strategic Enrollment Mgmt Team
- Strategic Enrollment Management Sub Committee - chair
- Enrollment Network
- Associate Vice President for Student Affairs Screening Committee, Chair
- Associate Director of Athletics /SWA Search Committee
- Trustee Scholarship Selection Committee

Presentations

- Opening and Closing Sessions of the Bowling Green Leadership Institute
- GradStep - Managing Conflict in the Classroom
- Mortar Board Last Lecture Series
- Crisis Management
- Dance Marathon Closing Ceremony

Community Involvement

- Bowling Green Exchange Club
- Family of the Year Selection Committee
- BG Connection – chairperson

Susan Swinford, Assistant Director, Business Affairs

Committee Participation

- UDS Advisory Board, Chairperson
- Participant, Bowling Green Leadership Institute
- Conference Programs One Stop Shop Committee
- Search Committee for the Senior Coordinator for Housing Assignments and Administration
- Banking Branch Partnership Selection Committee

Proposed 2010-2011 Priorities/Action Items

1. Ensure that programs and services align with the University's strategic plan and learning outcomes with an emphasis on the action plans developed for strategies one and two.
2. Continue to provide high quality programs and services that meet students' needs and desires.
3. Develop, market, and implement a graduate student services program from existing programs, services, and resources.

4. Continue the process of refining our financial management and business processes including documenting procedures and processes used within the Dean of Students area.
5. Successfully merge all leadership programs into the Department of Leadership Programs and the Sidney A. Ribeau President's Leadership Academy.