

ANNUAL REPORT
Dean of Students Office

Student Affairs Division
Texas State University
2015-2016

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Executive Summary 2015-2016

During FY16, the Dean of Students Office at Texas State University consisted of eight areas and seven Chartered Student Organizations. The eight areas managed by full-time employees include the Administrative Support for the Central Office, Alcohol and Drug Compliance Services, the Attorney for Students Office, Greek Affairs, the Leadership Institute, Student Emergency Services, Student Ombudsman Services and Student Justice. The Dean of Students Office provided professional staff members to advise (as an aspect of their job duties) and oversee operations of the offices for two of the Dean of Students Chartered Student Organizations, Student Foundation and Student Government. The other Chartered Student Organizations advised by Dean of Students Office included the Student Leadership Board, the five Greek Councils (Interfraternity Council, Multicultural Greek Council, National Pan-Hellenic Council and the Panhellenic Council) and the Greek Affairs Programming Board.

The Dean of Students Office areas during FY16 employed a total of thirty staff members that included twenty-one full-time employees, four part-time employees and five Graduate Assistants. During FY16, the Dean of Students Office experienced staff changes that included additions of one full-time employee for Special Projects support to the Dean, one part-time employee to the Student Emergency Services area and one full-time employee to the Student Justice area. The Attorney for Students Office merged two part-time positions into one full-time position when one part-time employee retired, allowing the remaining part-time employee to become a full-time employee during FY16. Staff changes will continue in FY17 after Student Service Fee funding changed the Student Emergency Services area salary commitments, which eliminated one Graduate Assistant position and increased the part-time position to a full-time position.

The FY16 highlights for the Dean of Students Office included new programming efforts from Greek Affairs. The Dean of Students Office expanded student participation in leadership activities with Greek Affairs' new "Emerging Leaders Academy" (Epsilon Lambda Alpha) where students learned executive leadership skills. The Greek Affairs Programming Board, with support from Greek Affairs, replaced the former annual "Greek Week" with the first annual "Greek Challenge" to highlight Greek Organizations' Academic Achievement, Recruitment/Retention, Community Service, Philanthropy and Campus Involvement. The support and activities from Greek Affairs in the Dean of Students Office has increased positive student participation. Overall in FY16, the Dean of Students Office experienced increases in student participation in all areas.

The Dean of Students Office is recognized on campus as a source of support for students, as evidenced by the 28% (N=3,211) increase in individuals aided in the Administrative Support for the Central Office area, which assisted a total of 11,471 individuals, up from 8,899 individuals assisted in FY15. Additionally, an average of 97% (N=991) of students who received assistance through the Student Emergency Services' Absence Notification and related services (total of 1,022 students in FY16), completed the semester they received the services.

The Dean of Students Office staff are known for excellence in national Student Affairs arenas for their work on campus and beyond. Staff members were recognized for countrywide projects, including an individual who received funded support from the White House administration; staff who were nationally selected as conference presenters and inducted into professional and service organizations; and the entire office received regional recognition, such as honors from the City of San Marcos for disaster recovery actions supporting the university and Hays County communities after the record flooding of May 2015.

Major Accomplishments/Retention Initiatives of 2015-2016

Below is a list of 15 major accomplishments achieved by the Dean of Students Office during FY16, but it is not comprehensive of all achievements from each Dean of Students Office area.

1. The Dean of Students Office has expanded student participation in leadership activities (outside of opportunities provided by the Leadership Institute) with Greek Affairs' new "Emerging Leaders Academy" (Epsilon Lambda Alpha) attracting 80 student participants for an overnight retreat where they received executive leadership skills training, and 11 Student Foundation members attended a special leadership training in FY16.
2. The Dean of Students Office supported several areas, including Greek Affairs and the Leadership Institute, to coordinate and host new events focused on diversity. Greek Affairs held a Diversity and Social Justice Training that attracted six Interfraternity Council chapters and launched a collaborative effort for future programming across a broader section of the Greek community, while the Leadership Institute provided Student Leadership Travel Fund assistance to 30 students for attendance at diversity-based state and national student leadership conferences.
3. Greek Affairs supported the Greek Affairs Programming Board to host the first annual "Greek Challenge" that replaced the former annual "Greek Week" to focus on and highlight Greek organizations' Academic Achievement, Recruitment/Retention, Community Service, Philanthropy and Campus Involvement. The events' efforts provided thousands of hours to city-wide clean-up efforts following this past year's flooding, five Keep San Marcos Beautiful events, a donation of 4,048 pounds of canned food, and raised \$14,000 for St. Jude Children's Research Hospital.
4. The Leadership Institute Endowment has raised \$25,000 to reach endowment creation status, but will be allowed to continue to grow before tapping into funds. A portion of all fundraising and Student Leadership Board dues is contributed to the endowment. The Institute also raised approximately \$46,000 from departmental and corporate sponsors to fund the Leadership Institute Annual Conference and other leadership initiatives.
5. Greek Affairs assisted both Greek-affiliated individual students and Greek chapters to increase their grade point average (GPA) over last year. Greek-affiliated student average

GPA's rose to 2.72 in FY16, from 2.70 in FY15. The FY16 average GPA represents an overall 0.05 increase over the last three fiscal years. A continued increase in the number of chapters who achieved an overall chapter average of 2.50 or higher also rose over FY15. For FY16, 81% of Greek-affiliated chapters achieved an average 2.50 GPA or above, compared to 77% in FY15 and 67% in FY14. An overall improvement of 14% from FY14 has been achieved.

6. Student Emergency Services provided Absence Notifications to 4,573 faculty members for 1,022 students (a 171% increase from FY15) and distributed \$40,773 through funding emergency grants and loans to 103 students, which was a 294% increase over FY15.
7. Administrative Support for the Central Office assisted a total of 11,471 individuals, which was a 28% (N=3,211) increase from the 8,899 individuals assisted in FY15, and provided 64 students with notary services.
8. The Attorney for Students Office assisted 1,355 students with legal advice and notary services, and provided 1,810 education/outreach presentations to 2,400 students in multiple venues.
9. Student Government, with support from the Dean of Students Office, awarded \$33,546.19 in Scholarly Travel Activity and Research (STAR) grants, in comparison to \$30,722.92 in FY15 (a 9% increase from the previous year), to support Texas State students in conducting and presenting scholarly research.
10. Student Foundation, with support from the Dean of Students Office, coordinated two large annual events that hosted a total of 875 people (a 28% increase from the 680 people in FY15) who attended the Veterans Day Ceremony and the Bobcat Pause Memorial Service.
11. Alcohol and Drug Compliance Services provided community service opportunities for 617 students who completed 6,950.50 total verifiable hours, which is the "in-kind" equivalent of \$50,391.13 in minimum wage labor. The organizations that students helped through their community service hours in the greater Texas State University community included the Dean of Students Office (Leadership Conference), Office of Student Diversity and Inclusion (Equality University Conference, Martin Luther King Celebration), Community Relations (Elementary/Middle/High School Tours), St. Bernard Project, City of San Marcos, San Marcos Food Bank, Student Involvement (Bobcat Build, Boko Awards), Community Staff Development Team (Student Affairs Symposium), Student Health Center, LBJ Student Center, Meadows Center, Barton Middle School (Golf Tournament), Retention Management (Brilliant Bobcats), Higher Education Act 50th Anniversary, TRIO Program, The Austin San Antonio Corridor Council (Executive Committee Meeting), Travis Elementary School, Sights & Sounds of Christmas, Lehman High School, San Marcos High School, Mendez Elementary School, Crockett Elementary School, Downtown San Marcos Beautification Project, Meals on Wheels, Farmer Fred's Garden Spring Carnival, Science Texas State Summer Camp Fair and the Spring Jamboree.
12. Greek Affairs assisted the four Dean of Students Office Greek-affiliated Chartered Student Organizations (Interfraternity Council, Multicultural Greek Council, National Pan-Hellenic Council, and Panhellenic Council) to significantly increase engagement, grade point averages, diversity training, community service and leadership activities, which included a most noteworthy increase from three chapters to 11 chapters recognized for academic achievement of its members over FY15.
13. The Leadership Institute provided almost 500 students with leadership development opportunities that included the Leadership Institute Annual Conference for 403 participants, a

Pathfinder: Texas State Emerging Leaders Program (expanded to two sessions each long semester) for 24 students, and the campus-based session of the LeaderShape® Institute for 60 students.

14. The Leadership Institute hosted approximately 350 middle school students and teachers from across the state of Texas for the 50th Anniversary of the Signing of the Higher Education Act of 1965 with approximately 80 student volunteers to help commemorate the event.
15. Student Justice investigated and adjudicated cases involving a total of 628 students, and completed seven Sexual Misconduct Policy Investigations per the Title IX policies and procedures.

Progress on 2012-2017 Administrative Support Plan / Strategic Plan in 2015-2016

Below is the FY16 progress made to the Dean of Students Office 2012-2017 Strategic Plan.

Department Goal: 1 (2012-2017): Support student success by enhancing services to assist students in social Greek letter organizations, students affected by emergencies and students affected by university related concerns.

Department Objective: 1.1 (2012-2017): Create a comprehensive review and response process for addressing reported student emergencies and university related concerns.

Student Affairs Goal: I. Facilitate the retention, graduation and career development of a high quality, diverse student population.

Department Strategy: 1.1.1 (2012-2017): Develop comprehensive written processes for responding to student emergencies brought to the attention of the Dean of Students Office.

2015-2016 UPDATE: This strategy is complete. A permanent part-time Student Emergency Services Coordinator began working September 1, 2015. The full-time Coordinator funding will begin working September 1, 2016.

Department Strategy: 1.1.2 (2012-2017): Hire a full-time staff person to coordinate emergency services for common/routine emergencies often experienced by students.

2015-2016 UPDATE: Student Service Fee permanent funding approved in spring 2016 for full-time position. Part-time staff member employed converted to full-time status effective September 1, 2016 for 2016-2017.

Department Objective: 1.2 (2012-2017): Develop an academic achievement and support program reflective of university and national social Greek letter organizations academic standards and requirements.

Student Affairs Goal: Create and deliver co-curricular programs and services through partnerships with faculty, staff, and external constituents to ensure the success of students.

Department Strategy: 1.2.1 (2012-2017): Create a Scholarship Programming Resource for Fraternity/Sorority Chapters.

2015-2016 UPDATE: Greek Affairs staff continues to work with Scholarship Officers from each of the Greek Governing Councils to encourage chapter utilization of the resource manual created during the 2014-2015 school year. The manual is provided through the Greek Affairs website and by Greek Affairs staff to individual chapters and chapter executive officers as annual officer transitions take place. Additionally, the resource was provided to New Member Educator and Membership Development officers during the annual Risk Management training for all chapters in the Fall. For new chapters colonizing on campus, the manual is reviewed with chapter leadership and/or advisors to assist in developing strong scholarship programs within their organizations at the beginning of their colonization.

Department Strategy: 1.2.2 (2012-2017): Collaborate with the Student Success & PACE Center areas on the development of a comprehensive Greek Academic Support Program.

2015-2016 UPDATE: Scholarship Officers from the Greek Governing Council are encouraged to meet with a representative from Alkek Library's Student Learning Assistance Center to create an opportunity to develop a relationship with the service providers in this area. Individual fraternity and sorority chapters are encouraged to go to SLAC for assistance with their chapter scholarship programs as well as set up appointments for individual members in need of academic assistance. Additionally, the Greek Affairs office coordinated with a representative from Career Services to provide a presentation at the annual Risk Management training to all chapter New Member and Membership Development officers on resources and strategies to assist new members in maintaining academic achievement. The presentation provided the scholarship manual as a resources as well as university resources to assist them.

Department Strategy: 1.2.3 (2012-2017): Increase award and recognition opportunities for positive academic achievement.

2015-2016 UPDATE: During the spring 2016 semester, Greek Affairs awarded recognition for fraternity and sorority chapters who achieved outstanding work in five different pillars of advancement as well as overall performance, including academic excellence. No chapter achieved the top recognition in this area. However, a total of 11 fraternities and sororities from all four councils were awarded a "most improved" performance recognition for increased academic performance of their chapter membership

over the course of the 2015 spring and fall semesters. This is an improvement from the three chapters from two councils who were awarded recognition in the spring 2015 semester. One of the Greek Governing Councils increased recognition, awarding acknowledgement to individuals with outstanding academic achievement within their council. The Greek Affairs Programming Board added other recognition opportunities by awarding points based on overall academic performance in the yearlong Greek Challenge program designed to encourage positive chapter achievement in five areas, including academics.

Department Goal: 3 (2012-2017): Facilitate student success through leadership development opportunities which focus on needs of a diverse student population.

Department Objective: 3.1 (2012-2017): Increase the collaboration with faculty, staff and students throughout the university in order to provide leadership opportunities that will integrate ethics/integrity, excellence, social responsibility, inclusivity, civic engagement and empowerment.

Student Affairs Goal: II. Create and deliver co-curricular programs and services through partnerships with faculty, staff, and external constituents to ensure the success of students.

Department Strategy: 3.1.5 (2012-2017): Connect the Dean of Students Office Chartered Student Organizations (Student Government and Student Foundation) to the Texas State Leadership Institute.

2015-2016 UPDATE: Staff from the Leadership Institute conducted presentations at a general meeting of Student Foundation to outline its strategic plan and seek Leadership Institute involvement with programming. Student Foundation (SF) members were also selected to serve as small group facilitators for the Leadership Institute Annual Conference. Select SF leaders were speakers at workshops and conference breakout sessions offered during the year. Student Foundation members are also encouraged to attend and complete the Leadership Institute Capstone program, as well as to participate in any of the programs offered.

Department Goal: 4 (2012-2017): Promote awareness of legal issues affecting students through direct educational programs, collaborative efforts with academic and other departments as well as professional training opportunities for students.

Department Objective: 4.1 (2012-2017): Increase staff to manage growing programs and services while maintaining personal safety and a high level of customer service.

Student Affairs Goal: V. Recruit, develop, support and retain high quality, diverse staff.

Department Strategy: 4.1.1 (2012-2017): Research and implement addition of full-time receptionist.

2015-2016 UPDATE: It continues to be a priority Dean of Students Office/Attorney for Students Office objective to obtain an additional full-time administrative assistant to answer phones, schedule clients in the office, and perform notary services. Clients with critical issues

often feel uncomfortable with a student worker preparing notes/briefs on sexual assault or crime cases. The office may not be sufficiently staffed to answer immediate needs because of limited student worker hours and heavy workload for the full-time Administrative Assistant II. With sporadic hours and significant gaps in office coverage (due to spring/December/summer breaks, etc.), it is difficult for the Administrative Assistant II to handle office calls and set-up appointments along with her other duties. The Administrative Assistant II supervises all the student workers; handles purchasing and maintenance issues for all office equipment and supplies; reviews, categorizes, summarizes and compiles all statistical data necessary for the annual report; performs bookkeeping for the office (resolves conflicts with SAP); coordinates travel; performs notarizations; makes appointments; assists with all attorney needs (legal research, document production, client contacts, etc.); and performs the labor-intensive scheduling of more than 180 presentations around campus each year. The Administrative Assistant II devotes a substantial portion of her day to receptionist duties, making the position more challenging and limited in time management. The office can better serve students with an additional full-time Administrative Assistant new hire.

Department Goal: 5 (2012-2017): Increase student sustainability and success both academically and personally, by providing satisfactory and appropriate programming that encourages healthy decision making relating to alcohol and drugs as well as personal responsibility.

Department Objective: 5.1 (2012-2017): Identify the Alcohol and Drug Compliance Services as a valuable resource for the university community, by providing needed alcohol and drug related services in an established, efficient and confidential setting.

Student Affairs Goal: II. Create and deliver co-curricular programs and services through partnerships with faculty, staff, and external constituents to ensure the success of students.

Department Strategy: 5.1.1 (2012-2017): Complete relocation of Alcohol and Drug Compliance Services to a permanent location clearly identified for efficient access of students.

2015-2016 UPDATE: This relocation (strategy) is complete as intended in the strategic plan, and in advance of end date FY17. The workspace is not ideal and has operational challenges that will be monitored, as will opportunities for a subsequent relocation/modification.

Department Strategy: 5.1.2 (2012-2017): Create a brochure for the university community about the Alcohol and Drug Compliance Services.

2015-2016 UPDATE: This is in progress and on time. It was expected to be complete prior to its end date of FY13, however modifications to the overall Dean of Students Office service brochure during the 2014-2015 period, which includes appropriate and sufficient marketing

material for the ADCS area, has rendered this strategy complete. No other marketing brochure for ADCS will be created at this time.

Department Strategy: 5.1.3 (2012-2017): Create a website about the Alcohol and Drug Compliance Services.

2015-2016 UPDATE: This is completed and is on-going since beginning date of FY13. Modifications and refinement will be made on an as-needed basis. The website for ADCS is monitored and updated by the Coordinator and by the Administrative Assistant II, who are both GATO trained. The ADCS website is also monitored overall by the Marketing Coordinator from the Dean of Students office.

Department Objective: 5.2 (2012-2017): Increase staff to manage growing programs and services while maintaining personal safety and a high level of customer service.

Student Affairs Goal: V. Recruit, develop, support and retain high quality, diverse staff.

Department Strategy: 5.2.1 (2012-2017): Hire a half-time support staff person.

2015-2016 UPDATE: Funding has not yet been identified and with current growth of the office, student enrollment and expansion of services in the Dean of Students Office, this position is more necessary. Due to limited resources (lack of funding and workspace), this priority has been placed under strategy 5.2.2 under this objective – hiring a conduct officer – and this strategy remains in place for future completion.

Department Strategy: 5.2.2 (2012-2017): Hire a full-time Conduct Officer.

2015-2016 UPDATE: COMPLETED. A request that was made and pending approval in 2014-2015 for this position was approved and the position has been filled. A small conference room was repurposed in order to provide a workspace for this and an unrelated position.

Assessments Conducted in 2015-2016

The Dean of Students Office conducted Customer Tracking/Demographics, Satisfaction Surveys/Event Evaluations and Outcomes-type assessments during FY16. Four areas of the Dean of Students Office collected customer information, six areas conducted different surveys rating satisfaction of services and evaluating events, and five areas reported results from outcomes data. Summaries of all 15 assessments, including highlights of the results, are below.

Customer Tracking / Demographics:

1. The Dean of Students Office Administrative Support for the Central Office conducted customer tracking during 2015-2016 for both in person and over the phone assistance provided by the reception area staff. A total of 11,471 contacts were made for the year. The busiest month for this office is February (N=1,916), while the slowest is September (N=391). The Dean of Students Office areas with the highest activity were Student

Emergency Services (N=566) during summer/fall 2015 and Student Justice (N=1,042) during spring 2016. The most activity throughout the year in the Dean of Students Office was 3,237 contacts for general inquires and requests for assistance.

2. The Attorney for Students Office services were utilized by 44% of students who utilized identified as White, 36% as Hispanic and 11% identified as Black. The office served more women (54%) than men which was consistent from the services provided during 2014-2015. Criminal issues remained at the forefront for all classifications. Majors who used the office most frequently were Business Management, who were often seeking advice on starting a business.
3. The Leadership Institute conducted participant tracking and demographics for the workshop series, film series and the Annual Leadership Institute Conference. The 2016 Leadership Institute Conference hosted 403 total participants, including 282 students. The majority of students who attended the Conference were classified as Seniors (31%) and Juniors (28%) while 31% were Sophomores and Freshman. Over 60% of students who participated in the Conference were majors within the Colleges of Education (28%), Business (17%) and Liberal Arts (15%). During 2015-2016, a total of 104 students participated in the Leadership Institute's five workshops during 2015-2016 and a total of 93 students participated in the Leadership Institute's film series. Additionally, the Leadership Institued assisted 52 students to travel to leadership development conference within the state of Texas.
4. Student Emergency Services conducted Absence Notification Customer Tracking. The 464 notifications issued during fall 2015 and the 558 notifications issued during spring 2016 was analyzed in an effort to understand the distribution of types of absences reported for notifications. Of the total 1,022 notifications issued in FY16, 73% (N=393) of notifications were medically related, 18% (N=83) of notifications for a death in the family, and 9% (N=45) of notifications were related to another type of emergency.

Satisfaction Surveys / Event Evaluations

1. Alcohol and Drug Compliance Services evaluated the two aspects of the area for the first time during 2015-2016 by e-mail surveys in Spring 2016. The survey results of the Community Service Program indicated 72.7% of respondents strongly agreed with being satisfied. The Alcohol and Drug Compliance Services Assessments Sessions Process survey resulted in low response rate but indicated 100% of respondents reported the overall process was very helpful to extremely helpful.
2. The Attorney for Students Office continues to implement Satisfaction Surveys. The office continues to use an Android tablet to get students to answer assessment questions at the end of their appointments, which has improved response rate to 88% of students who completed the survey during 2015-2016. More than 60% of student respondents reported their legal issues distracted them from their studies. While more than 97% of student respondents reported feeling better equipped to handle similar situations in the future, negative comments primarily focused on the length of time it takes to see an attorney.
3. Student Emergency Services e-mailed an electronic satisfaction survey to 1,022 students who had received Absence Notification services during 2015-2016. In fall 2015, 464 surveys sent yielded a 12.3% (N=57) response rate and the 558 surveys sent in spring 2016 yielded an 11.5% (N=64) response rate. The total 1,022 surveys distributed resulted in an overall 12% (N=121) response rate in 2015-2016. Major findings in the survey

results indicated between 100% to 98% of respondents were satisfied with the services provided, found it helpful, and believed the service assisted them with continuing their education during 2015-2016. The survey comments supported the students' satisfaction with the services because respondents specifically named Dean of Students Office staff who were especially helpful, which included the Student Emergency Services Coordinator, the Assistant Coordinator, the Graduate Assistant, the Administrative Assistant, and a Student Worker at the Central Office reception area. Based on survey comments provided, Student Emergency Services plans to improve the Absence Notification service by revising the language on the notification in order to make it clearer for both the students and faculty regarding the purpose of the notification.

4. The Student Ombuds Services conducted an electronic survey of 61 students who received the service in the office after the completion of their case, which yielded a 14% (N=9) response rate. Major findings of the survey showed as a result of the Ombuds process 78% (N=7) of respondents know where to find information to address future concerns they may encounter. Overall satisfaction with the Ombuds services ranged from 56% (N=5) of respondents who rated their experience as "Excellent" and 22% (N=2) of respondents rated their experience as "Satisfactory" or "Average."
5. The Leadership Institute administered a paper survey in April 2016 to 17 Student Leadership Board members and 16 completed surveys were returned, yielding a 94.1% response rate. The survey asked students to rate their level of satisfaction with the advising of the organization using a four-point Likert scale. The number of respondents who indicated they were very satisfied with the advising was 81.3% (N=13). Based on respondents' comments, the organization members need more guidance about effective marketing of events/workshops and the organization as a whole to increase participation.
6. The Leadership Institute conducted a paper event evaluation to student participants at all five of the leadership workshops, both leadership film series sessions and the Annual Leadership Institute Conference held during 2015-2016 to evaluate the events. All five workshop survey respondents reported high levels (100% to 86%) of satisfaction with presenters and topics, which respondents strongly believed would be helpful to their development as leaders. The Leadership Institute learned from the survey results that improvement may be made to increase workshop attendance in order to enhance engagement through more group discussions and activities during each session. The leadership film series survey results were similar to the workshop series results and area of needed improvement, which the Leadership Institute plans to address during 2016-2017. The Annual Leadership Institute Conference paper survey was provided to all 282 student participants at the end of the 2016 Conference yielding an 84.4% response rate (N=238 completed surveys), which is 35.4% increase from 62.32% in 2014-2015. Major findings of the 2016 Conference survey showed 99.6% of respondents agreed or strongly agreed that they enjoyed the conference overall, which is a 16.2% increase from 85.7% in 2014-2015. Based on the 2016 Conference survey results, the Leadership Institute plans to revisit how session descriptions are created to improve accuracy, explore incorporating a networking session or reception for non-Texas State attendees as well as with the featured speaker and to increase participation in the Common Experience exhibit.

Outcomes

1. Pre-Test/Post-Test

The Alcohol and Drug Compliance Services continues to utilize the state mandated pre-test/post-test, provided by the Alcohol Education Program for Minors (AEPM) curriculum, as the tool to determine learning outcomes (including knowledge increase) for each AEPM class facilitated. Per state mandate, the pre-test is completed by each student as part of the registration process prior to the beginning of the class. Per state mandate, the post-test is completed by each student at the conclusion of the course. Successful completion of the course is determined by a post-test score of at least 70%. During 2015-2016, 13 AEPM/MIP classes were conducted with 168 participants successfully completing the course with an overall “knowledge increase” of 73%.

2. Completion Rate

Student Emergency Services compared the fall and spring semester completion rates for all students who received Absence Notification services during 2015-2016 by reviewing the students’ transcripts after grades posted each semester. The completion rates were defined as not withdrawing from the university and receiving any letter grade for courses in the semester students received the Absence Notification services. Of the 464 students in fall 2015, 97% (N=452) of students who received Absence Notification services completed and, of the 558 students in spring 2016, 98% (N=547) of students who received the services completed. Overall, of the total 1,022 students who received Absence Notification services in FY16, an average 98% (N=999) of students completed the semester they received the services.

3. GPA Comparisons for Greeks

Grade monitoring of Greek-affiliated students shows that the average grade point average of individual Greek affiliated students increased to 2.70 GPA. The FY16 average GPA was a 0.02 percent increase over FY15. Since FY14, Greek-affiliated students have earned an overall 0.05 percent increase in the last three fiscal years, when the average GPA of Greek-affiliated students was 2.67. A continued increase in the number of chapters who achieved an overall chapter GPA average of 2.50 or higher was achieved this fiscal year as well, with a 4 percent increase in FY16 over FY15. For FY16, 81 percent of Greek-affiliated chapters achieved an average 2.50 GPA or above, compared to 77% in FY15. An overall improvement of 14 percent from FY14 has been achieved, which included a 10% increase in FY 15 over FY14.

4. Student Leadership Skills Proficiency Observations for Student Foundation

Student Foundation Advisors evaluated the leadership skills proficiency of all ten of the Student Foundation Officers and Directors based on Carsten’s Matrix of Student Employment. This rubric contains three leadership skills categories (nuts and bolts; people and places; and personal skills) that are rated using the five levels beginning with the lowest level of (1) Member, (2) Volunteer/Contributor, (3) Coordinator, (4) Organization Veteran, and ending with the highest level of (5) Visionary. In Fall 2015, three (30%) Leadership Team members were at the *Visionary* level (the highest leadership skills level), two (20%) Leadership Team members were at the *Organization Veteran* level, two (20%) Leadership Team members were at the *Coordinator* level, one (10%) Leadership Team member was at the *Volunteer/Contributor* level and two (20%) Leadership Team members were at the *Member* level (the lowest leadership skills level). Leadership levels were maintained through spring 2016 from among the same students. In spring 2016, one (10%) Leadership Team member was at the *Visionary* level (the highest leadership skills level), three (30%) Leadership Team members were at the

Organization Veteran level, two (20%) Leadership Team members were at the *Coordinator* level, two (20%) Leadership Team members were at the *Volunteer/Contributor* level and two (20%) Leadership Team members were at the *Member* level (the lowest leadership skills level). The results from the Student Leadership Skills Proficiency Observations assessment indicate that Student Foundation activities (including team building, budgeting, event planning, assessment, communication, recordkeeping and university policies and procedures training) positively affected the Leadership Team’s continued growth and involvement.

5. Student Leadership Skills Proficiency Observations for Student Leadership Board
 Student Leadership Board Advisors evaluated the leadership skills proficiency of two executive officers, who have the greatest connection (and only two paid positions with required office hours) with the office, based on Carsten’s Matrix of Student Employment. This rubric contains three leadership skills categories (nuts and bolts; people and places; and personal skills) that are rated using the five levels beginning with the lowest level of (1) Member, (2) Volunteer/Contributor, (3) Coordinator, (4) Organization Veteran, and ending with the highest level of (5) Visionary. By the end of the spring semester both students (100%) had achieved at least a (4) Organization Veteran in all three categories. The two students assessed averaged a 1.25 point increase between their fall average assessment score and their spring average assessment score. The results indicate that students are experiencing growth in their leadership skills. Specifically, they are able to share their leadership responsibilities, hold themselves accountable, and encourage ownership and participation in the organizations.

Presentations in 2015-2016

The Dean of Students Office staff provided more than 90 presentations on approximately 65 topics during FY16, including international, national, state and local professional appearances as topic experts representing Texas State University. Staff presented to audiences at both the San Marcos and Round Rock campuses of Texas State University; at the regional annual conference of the Texas Association of College and University Student Personnel Administrators in Corpus Christi, Texas; at the national annual conference of the Association of College Unions International in New Orleans, Louisiana; and at the Universidad Alberto in Santiago, Chile. Presentations were most frequently provided to the University Seminar classes by all professional staff in the Attorney for Students Office, the Leadership Institute and Greek Affairs on topics such as Social Justice training, Leadership Inventories, Alcohol Education Program for Minors, Renting/Tenant issues, How to Use Your Fraternal Values in Your Day to Day Leadership, Academic Success Strategies, Risk Management Presentations, Communications and Connections, Effective Chapter Management and others. The Dean of Students Office presentations are listed below.

PERSON	PRESENTATION	AUDIENCE	PLACE
Iliana Melendez, Skylar Walkes, Tanya Long, Dr. Michael O’Malley, US Embassy Representative, Community Non-Profits	Social Transformation and Justice through Education: Citizens Changing the World	90 Student, Faculty, Staff, and Community partners of the Universidad Alberto Hurtado and Universidad Catolica de Chile	Santiago, Chile at the Universidad Alberto Hurtado

PERSON	PRESENTATION	AUDIENCE	PLACE
Mackenzie Davidson	Synergy > Silos: A Guide to Powerful Collaborations	2016 ACUI National Conference	New Orleans, LA
Mackenzie Davidson	Inventory Gumbo! Leadership Inventories and Uses	2016 ACUI National Conference – 50	New Orleans, LA
Iliana Melendez & Corey Benson & Makiba Morehead	Community Through Compliance: Supporting the LGBTQIA Community on Campus	70 Faculty, Staff, and Graduate Students from across the state of Texas 10/5/15	TACUSPA Conference Corpus Christi, Texas
Iliana Melendez & Corey Benson & Makiba Morehead	Community Through Compliance: Supporting the LGBTQIA Community on Campus	90 Faculty, Staff, and Graduate Students from across the state of Texas 3/30/16	TACUSPA Webinar Presentation
Milena Christopher	Renting Laws	ACT	San Marcos Police Dept.
Iliana Melendez	New UPD Officer Training – Student Justice & UPD	1 New UPD Officer 7/8/15	Texas State
Iliana Melendez	True Colors	10 SAHE Graduate Students 10/23/15	Texas State
Iliana Melendez & Dr. Catherine Bitney	Open the Closet, Your Child is Knocking	150 Faculty, Staff, and Students	Texas State
Ismael Amaya, Iliana Melendez & Brenda L.	Judicial Hearing Board & OCR Member Training	19 Faculty, Staff & Students 1/29/16	Texas State
Kama Davis	Tenant Issues	1 st Generation Students	Texas State
Ismael Amaya, Iliana Melendez & Brenda L. – featuring Nelly Herrera, Assoc. Gen. Counsel	Judicial Hearing Board & OCR Member Training	20 Faculty, Staff & Students 4/22/16	Texas State
Iliana Melendez	Texas State University Pathfinder: Ethics and Integrity	20 Students 10/20/15	Texas State
Iliana Melendez	Texas State University Pathfinder: Ethics and Integrity	30 Students 3/28/16	Texas State
Iliana Melendez	USAC Social Justice Training: Gender Identity & Equity	42 Students 2/12/16	Texas State
Iliana Melendez, Dr. Brandon Beck, & Dr. Rachel Deavenport	Allies Training: Faculty and Staff Presentation	60 Faculty & Staff 4/07/16	Texas State
Cheryl Harper	Alcohol Education Program for Minors (5 classes)	AEPM/MIP Students	Texas State

PERSON	PRESENTATION	AUDIENCE	PLACE
Stacy Batts	Alcohol Education Program for Minors (8classes)	AEPM/MIP Students	Texas State
Kama Davis	What to Expect in the Real World	Alpha Kapa Psi Business Fraternity	Texas State
Bob Dudolski	“How to Use Your Fraternal Values in Your Day to Day Leadership”	Alpha Sigma Phi Fraternity Alpha Xi Delta Sorority	Texas State
Ismael Amaya & Iliana Melendez	International Student Orientation - – Welcome, Intro to DOS services, conduct expectations & legal issues.	Approx. 150 mostly new International Students. 8/19/15	Texas State
Iliana Melendez	Study Abroad – Things to Remember (Conduct Expectations)	Approx. 20 Students In Japan Study Abroad Program with Dr. Moriuchi 4/15/16	Texas State
Shannon FitzPatrick	Renting Issues for Students	Athletes	Texas State
Laramie McWilliams	Leadership Styles Assessment	Blanco Hall Students (Leadership On Demand) – 10	Texas State
Lindsey Trione	Effective Chapter Management	Chapter Operations & Risk Management Chairs	Texas State
Leslie Cheromiah	Effective Chapter Management	Chapter Operations Officers & Risk Management Officers	Texas State
Bob Dudolski	Risk Management Workshops	Chapter Presidents & Risk Management Chairs	Texas State
Cheryl Harper	Alcohol Use Among College Students	Communication Studies Class	Texas State
Bob Dudolski	Team Synergy & Communication Skills	Dean of Students Office Staff	Texas State
Bob Dudolski	Recruitment Seminars	Delta Sigma Phi Fraternity Kappa Sigma Fraternity	Texas State
Bob Dudolski	Executive Officer Transition Training	Delta Tau Delta Fraternity	Texas State
Bob Dudolski	Academic Success Strategies	Delta Tau Delta Fraternity Sigma Chi Fraternity	Texas State
Bob Dudolski	Risk Management Presentations	Delta Zeta Sorority Kappa Alpha Order	Texas State
Laramie A. McWilliams	Step Into the Circle: Understanding Identity	Diamond Sweethearts Retreat – 120	Texas State
Bob Dudolski	Student Leadership Training and Development	Emerging Leaders Academy & Chapter Presidents’ Retreats	Texas State

PERSON	PRESENTATION	AUDIENCE	PLACE
Laramie McWilliams	Courage 101	Equality University - 20	Texas State
Laramie McWilliams	Awareness 201	Equality University - 20	Texas State
Laramie McWilliams	Daring Greatly 301	Equality University - 20	Texas State
Milena Christopher and Shannon FitzPatrick	Digital Trusts	Faculty/Staff	Texas State
Glynis Christine	Communications and Connections	Fall 2015: Pathfinder: Texas State Emerging Leader Program	Texas State
Kathryn Weiser	Dean of Students Office and Student Emergency Services	Graduate Student Orientation	Texas State
Aaron Noon	Goal Setting & Robert's Rules of Order	Greek Council Executive Officers	Texas State
Lindsey Trione	Greek Council Executives Kick-Off	Greek Council Executives	Texas State
Aaron Noon	Judicial Board Training	IFC & NPHC Delegates	Texas State
Aaron Noon	Presidents Roundtable	IFC Chapter Presidents	Texas State
Aaron Noon	TechPhi Recruitment Technology Workshop	IFC Chapters	Texas State
Aaron Noon	Recruitment Roundtable	IFC Chapters	Texas State
Bob Dudolski	Greek Council Executive Officers Beginning of the Year Kick-off & Leadership Expectations	IFC, MGC, NPHC & PHC Council Executives	Texas State
Lindsey Trione	Risk Management Presentation	Kappa Delta Chi Sorority	Texas State
Kama Davis/S. FitzPatrick	Issues in Gay Marriage	Lambda/Bobcat Pride	Texas State
Laramie McWilliams	Strategies for Effective Communication	Leadership Capstone Program – 25	Texas State
Laramie McWilliams and Naiha Campos	Social Excellence	Leadership Capstone Program – 25	Texas State
Laramie McWilliams	The Sandlot: Lessons on Leadership	Leadership Film Series Students – 50	Texas State
Bob Dudolski	“Discovering the Leader Within”	Leadership Institute Annual Conference	Texas State
Glynis Christine	Investing in Your Greatest Ally: You!	Leadership Institute Annual Conference	Texas State
Ismael Amaya & Iliana Melendez	International Student Orientation – Resource Fair	New and Returning International Students. Approx. 100. 1/13/16.	Texas State
Kama Davis	Landlord/Tenant Issues	New Student Orientation	Texas State
Shannon FitzPatrick	Dean of Students	New Student Orientation Parents	Texas State

PERSON	PRESENTATION	AUDIENCE	PLACE
Shannon FitzPatrick	New Gun Laws and How They Might Impact the Disabled	Office of Disability Services	Texas State
Lindsey Trione	Recruitment Counselor Training Sessions	Panhellenic Council Executive Board & Recruitment Counselors	Texas State
Lindsey Trione	Selection with Campus Director	Panhellenic Recruitment Counselors	Texas State
Kama Davis	First Generation Organization Meeting	Parents of first generation college students	Texas State
Aaron Noon	Parents' Orientation Presentation	Parents of New Students	Texas State
Lindsey Trione	Parents' Orientation Presentation	Parents of New Students	Texas State
Laramie McWilliams	Social Excellence	Pathfinder: Emerging Leaders Program – 30	Texas State
Aaron Noon	Risk Management	Phi Kappa Psi Fraternity Phi Kappa Tau Fraternity Theta Chi Fraternity	Texas State
Aaron Noon	Hazing Prevention Program	Phi Kappa Tau Fraternity	Texas State
Laramie A. McWilliams	Leadership Institute Overview	Pre-Physical Therapy Organization – 85	Texas State
Dr. Ashley Spicer-Runnels	Importance of Professional Development for SAHE Students	SAHE Students - 20	Texas State
Stacy Batts	Social Work Graduate Class x 2 Presentation on DSM Criteria	Social Work Graduate School Students	Texas State
Glynis Christine	Communications and Connections	Spring 2016: Pathfinder: Texas State Emerging Leader Program	Texas State
Laramie McWilliams and Mackenzie Davidson	Mission and Vision Development	Student Leadership Board Retreat – 15	Texas State
Naiha Campos	Step Into the Circle: Exploring Identity	Student Leadership Board Retreat – 15	Texas State
Naiha Campos	Leadership Institute Overview	TSIE Program Students – 25	Texas State
Laramie McWilliams and Mackenzie Davison	Leadership Institute Overview and Assessment	University Seminar (Dana Holmes) – 15	Texas State
Laramie McWilliams	Professionalism and Communication	University Seminar (Megan Haynes) – 15	Texas State
Laramie McWilliams	Leadership Styles Assessment	University Seminar (Nina Pereira) – 10	Texas State
Dr. Ashley Spicer-Runnels	Leadership Institute Overview	University Seminar (Section 1 for Susan Rolls) – 15	Texas State

contributions through a total of three Texas State University Quarterly Team Awards received, which included one for the entire staff for assistance provided in response to the May 2015 flooding in San Marcos. Below is a list of recognitions the Dean of Students Office received and the people who received recognitions during FY16.

<u>PERSON</u>	<u>RECOGNITION</u>	<u>ORGANIZATION</u>
Iliana Melendez	selected as a 100K Strong – Gabriela Mistral Scholar	A joint project & recognition of the following: Texas State University’s Project LEARN-Chile, Gabriela Mistral Foundation, Universidad Alberto Hurtado, with funding support from the White House Administration
Vincent E. Morton	awarded Ph.D.	Texas State University, College of Education
Dr. Margarita Arellano and Cheryl Harper	selected, Bobcat Preview Den Namesake	Bobcat Preview at Texas State University
Stacy Batts	inductee, Golden Key Honorary Member	Texas State University Student Foundation
Iliana Melendez	inductee, Order of Omega	Texas State Chapter of Order of Omega
Cheryl Harper	Pack It Up, Pass It On Mayoral Proclamation	Texas State Community Relations & City of San Marcos City Hall
Cheryl Harper	elected, Executive Board – Treasurer	Texas State University Coalition of Black Faculty and Staff
Ismael Amaya	elected, Executive Board – Secretary	Texas State University Hispanic Policy Network (HPN)
Attorney for Students Office	Office of the Year January 6, 2016	University Student Legal Services Association - Western Region
Dean of Students Office Staff Team	Quarterly Team Award (August 2015) - May 2015 Flood Response	Texas State University, Team Recognition Committee
Dr. Margarita Arellano, Shelby Pritchett and Mary Ann Moerke	Quarterly Team Award (February 2016) - Higher Education Act Celebration Team	Texas State University, Team Recognition Committee
Ismael Amaya	Quarterly Team Award (May 2016) – HPN Naturalization Ceremony	Texas State University, Team Recognition Committee
Alma Machado	selected, Champion of Success Award	Division of Student Affairs

Mariel Alvarez	recipient, Miguel Hernandez Staff Council Scholarship	Texas State University Staff Council
Mariel Alvarez	recipient, Award of Appreciation	Texas State university Coalition of Black Faculty and Staff
Stacy Batts	selected & graduated, Citizen's Police Academy	Texas State University Police Department
Stacy Batts	selected as Faculty/Staff Family Cluster Facilitator & completed The Institute – LeaderShape®	Texas State University Leadership Institute

Progress on Objectives from last year’s Annual Report

All areas of the Dean of Students Office worked to achieve a combined total of 50 objectives during 2015-2016. Of the 50 objectives, 60% (N=30) were completed, 26% (N=13) were achieved and will continue to be on-going, while 14% (N=7) are still in progress towards completion.

Objectives for 2016-2017

The following is a list of 45 objectives the ten Dean of Students Office areas have established to achieve during FY17 in order to better serve students.

1. Administrative Support for the Central Office will continue to enhance the staff resources with the placement of forms online to assist all staff in the Dean of Students Office.
2. Administrative Support for the Central Office will continue to improve communication with the support staff in all areas of the Dean of Students Office.
3. Administrative Support for the Central Office will coordinate all support staff creating online written procedures for their areas of the Dean of Students Office.
4. Administrative Support for the Central Office will enhance established Student Worker training for all areas of the Dean of Students Office.
5. Administrative Support for the Central Office will implement cross training for the support staff in all areas of the Dean of Students Office.
6. The Alcohol and Drug Compliance Services will continue revising and implementing a survey for the overall office, the Community Service area and the Assessment Process to determine satisfaction with services received and to identify appropriate services to add.
7. The Attorney for Students Office will begin to combine two US1100 classes that meet in the same building at the same time to provide one presentation in order to accommodate the growing demand for these presentations.
8. The Attorney for Students Office will stay abreast of changes from the State of Texas Legislative session that may impact students and make that information widely available.
9. The Attorney for Students Office will upgrade the office online presence in order to be compliant with the university web server conversion and be mobile-friendly.
10. Greek Affairs will assist each of the Greek Governing Councils to apply for AFLV Awards.

11. Greek Affairs will assist Order of Omega to revise its constitution and by-laws in order to better fit its current purpose and programs.
12. Greek Affairs will colonize one new Interfraternity Council fraternity – Phi Gamma Delta Fraternity (Fall 2016).
13. Greek Affairs will continue the Extension/Expansion process to add a new sorority to the Panhellenic Council.
14. Greek Affairs will develop and improve a second National Hazing Awareness Week campaign on campus.
15. Greek Affairs will expand the curriculum to strategic planning for the individual chapters into the community during the established annual Chapter Presidents’ Retreat at T Bar M Ranch in New Braunfels, Texas.
16. Greek Affairs will expand the Greek Challenge to coincide with each of our fraternity and sorority chapter’s national assessment and awards programs.
17. Greek Affairs will grow the Fraternal Values Society into the Leadership Development Curriculum by creating a mentoring relationship with the Emerging Leaders Academy and ending with eventual membership in the Order of Omega.
18. Greek Affairs will merge the Emerging Leaders Academy into a six-week semester course and move our retreat at T Bar M Ranch in New Braunfels, Texas to an annual Fraternal Values Retreat.
19. Greek Affairs will redevelop its relationship with St. Jude Children’s Research Hospital and create a fundraising program that will better fit the culture of the local Texas State Greek community.
20. The Leadership Institute will continue fundraising efforts, both for the Leadership Institute endowment and for major programs such as the Leadership Institute Annual Conference and the LeaderShape® Institute.
21. The Leadership Institute will develop an updated strategic plan to provide guidance to the future of the Leadership Institute.
22. The Leadership Institute will develop and incorporate a service learning component to enhance the leadership development potential of participants.
23. The Leadership Institute will enhance training, orientation and professional development of new Graduate Assistant staff to provide easier transition and better support of new professionals in the field.
24. The Leadership Institute will explore and assess national and international cultural immersion opportunities.
25. The Leadership Institute will further develop the Leadership On Demand services by updating or developing new activities/workshops, and increase promotion of these presentations to student organizations, faculty and staff members.
26. The Leadership Institute will increase development, support and advising of the Student Leadership Board to help expand and promote involvement in the organization.
27. The Leadership Institute will increase recruitment efforts and retention of students in multi-week programming such as the Pathfinder: Texas State Emerging Leaders Program and the Texas State Leadership Capstone Program: Step Forward, Give Back.
28. Student Emergency Services will complete benchmarking of other universities with reviews of their websites and one-on-one contacts to determine the most effective method to inform the university community about the Absence Notification service and the role of faculty in this process.

29. Student Emergency Services will complete the Behavior Assessment Team website.
30. Student Emergency Services will conduct benchmarking of other universities with reviews of their websites and one-on-one contacts to compare educational outreach and procedures for services provided similar to emergency funding and academic consultations.
31. Student Emergency Services will create a one-page handout that provides necessary information about academic options available for students to assist them in making informed decisions without the need to meet with area staff.
32. Student Emergency Services will hire a full-time Coordinator for the area.
33. Student Foundation will develop and implement targeted fundraising strategies for alumni and other donors wishing to support the organization's programs and endowed scholarships by updating the Alumni database, increasing use of the Alumni Facebook page and enhancing advertising/marketing of Student Foundation events to Alumni.
34. Student Foundation will develop organizational leadership by continuing an early summer retreat model for officers and committee directors.
35. Student Foundation will increase involvement with the Leadership Institute including participation with the Annual Leadership Institute Conference, the Capstone program, other Leadership Institute-affiliated state and national conferences, as well as the LeaderShape® Institute.
36. Student Foundation will increase support from Executive Officers for all events in order to help provide balance in planning, workload, and increased appropriate use of committees.
37. Student Foundation will provide more leadership opportunities for all members, especially for the Directors and within the different internal committees.
38. Student Government Advisors will hire and train a part-time Administrative Assistant to fill the vacancy left in February 2016 that assists in the support of Student Government by September 1, 2016.
39. Student Government Advisors will provide more guidance to the Student Body President regarding selection of the Election Board including its Chair in order to better develop these student leaders' abilities to effectively run a smooth election and increase the amount of election voting participation.
40. Student Government Advisors will review and revise event checklists as needed to begin creating a handbook for necessary Student Government positions such as the Election Board Chair and the Director of Programs.
41. Student Justice will complete ongoing goals related to enhancing recruitment and training of Hearing Board members.
42. Student Justice will complete ongoing goals related to improving assessment methods.
43. Student Justice will develop a training and operations manual for the area.
44. Student Justice will develop an intern and/or Graduate Assistant position for the area.
45. Student Ombuds Services will explore how to improve assessment response rates by seeking guidance from the Student Affairs Assessment Team and consider recommendations to implement including a different assessment.

Trends/Challenges for 2016-2017

All areas of the Dean of Students Office have been impacted by the increase in students participating in the department's programs and services. An overall example of this is the department's central office assisted a total of 11,471 individuals, which was a 28% (N=3,211) increase from the 8,899 individuals in FY15. The services and programs provided to more students supports Texas State University in retaining more students who will continue their education and ultimately graduate. As more presentations from Dean of Students Office staff members are requested and the amount of both physical space and staff members remain the same, it has become a challenge to provide presentations off-campus and during the evenings or weekends. For example, Greek Affairs and Leadership Institute staff provided presentations in FY16 on the Texas State campus as well as around San Marcos, in Round Rock, New Braunfels and Wimberley. The trend has become to utilize technology and other means to provide as much information to a large audience at the same time. The Attorney for Students Office illustrates this with the FY17 implementation of presenting to multiple University Seminar classes that take place at the same time and in the same building.

The reason for the increase in students served by the Dean of Students Office may be attributed to both the student population growth each year and the students' high level of satisfaction with services as indicated on assessments from all department areas. The other reason for an increase in student traffic through the Dean of Students Office is the change in laws. For example, the Alcohol and Drug Compliance Services and Student Justice have met with more students after laws in other states have legalized the use of marijuana. Student Justice anticipates facing the challenge in FY17 of investigating and adjudicating weapons violation allegations after August 1, 2016 when the State of Texas law to allow concealed handguns to be carried on public university campuses goes into effect. In a proactive effort to address this challenge, the Student Justice website was updated in FY16, adding information to guide individuals on where and how to report different types of concerns. During FY17, the Dean of Students Office will strive for excellence by proactively addressing challenges and continuously making improvements when the need is easily evident as well as when it is indicated in assessment results.

**ANNUAL REPORT
Dean of Students Office
ADMINISTRATIVE SUPPORT FOR THE CENTRAL OFFICE**

**Student Affairs Division
Texas State University
2015-2016**

Accomplishments/Retention Initiatives 2015-2016

1. Administrative Support for the Central Office assisted a total of 11,471 customers throughout the year and provided 64 students with notary services.
2. The Office coordinated notification for the 21 Texas State students that passed away this academic year:
 - a. Emailed deceased students' current faculty
 - b. Emailed university departments to initiate refund process
 - c. Followed-up on refunds due to the family
 - d. Prepared and sent sympathy letters to the family
3. Office funds are now within a secure safe in the office storage supply closet that is locked at all times and has limited staff access and a password is needed for entry.

Progress on 2004-2016 Administrative Support Plan / Strategic Plan 2015-2016

n/a

Assessments for 2015-2016

Customer tracking was conducted during 2015-2016 for both in person and over the phone assistance the Dean of Students Office reception area staff provided. A total of 11,471 contacts were made for the year. The graphs below represent the breakdown of contacts made during the 2015 summer/fall and 2016 spring semesters.

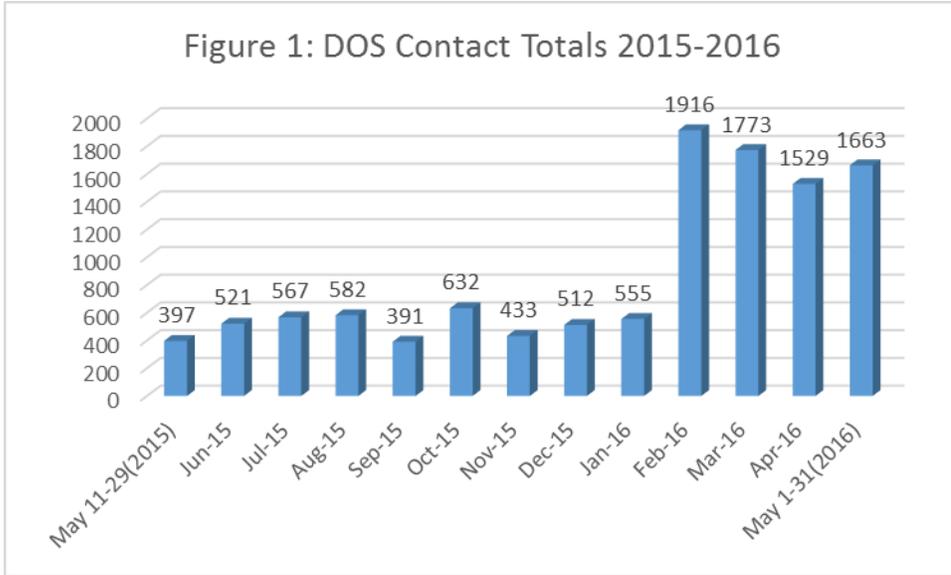


Figure 1 reflects the total number of contacts initiated in the Dean of Students Office May 11, 2015 through May 31, 2016. Contact includes phone calls, walk-ins, and general information obtained by others using our office as a resource. The busiest months for this office are February (1916), March (1173), and May (1663), while the slowest are December (512), November (433) and September (391). The reasoning for the drop in contact between these months is assumed to have been caused by the lack of activity on campus due to extended student breaks that are given within these time frames.

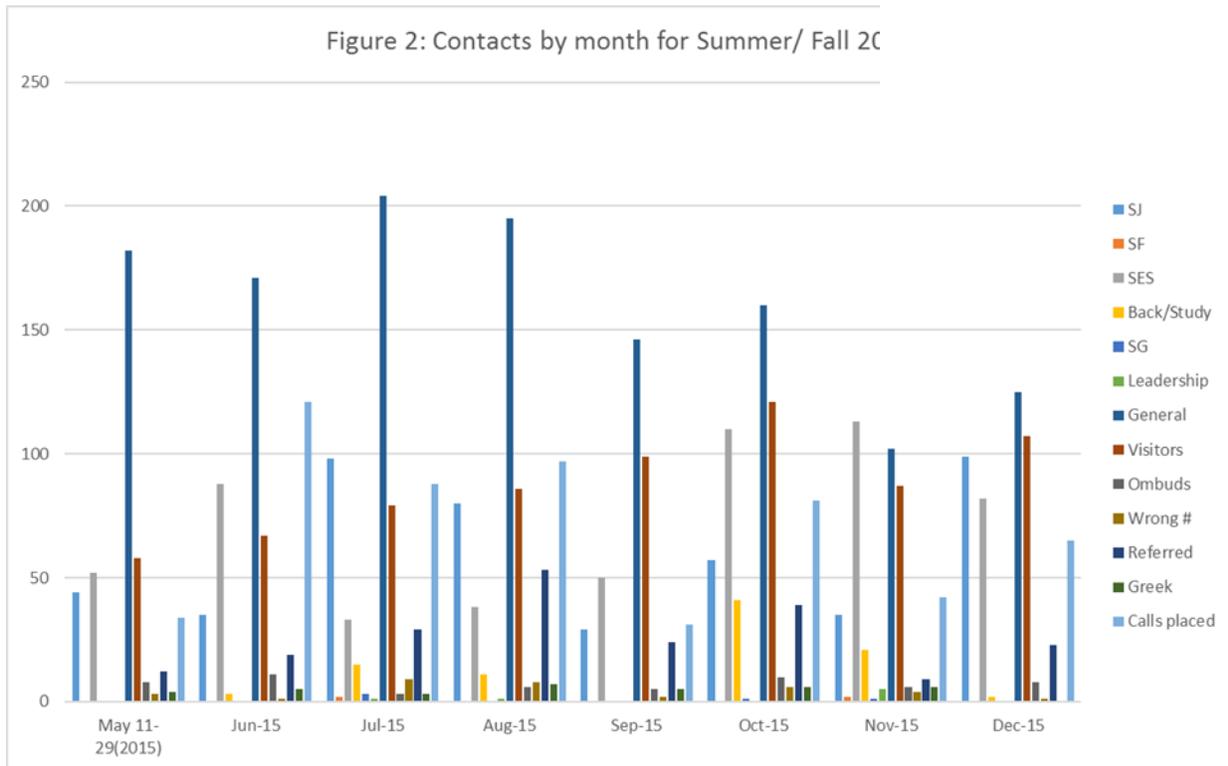


Figure 2 distributes the breakdown of activity in the Dean of Students Office for Summer/Fall 2015. May includes dates ranging from the 11th – 29th, while December includes dates ranging from the 1st thru the 18th. An explanation for the positive increase in activity in our office for the month of October is largely represented by the increase of Background and Study Abroad checks along with an increase in Student Justice cases mid-semester. Almost all activity increased within the month of October and declined soon after as we made our way towards the end of the semester.

Figure 3 represents a breakdown of combined totals of each sector for Summer/Fall 2015. The areas with the highest activity include General (1285), Visitors/Appointments (704) and Student Emergency Services (566). The lowest activity within this office include sectors related to the Leadership Institute (7), Student Government (5) and Student Foundation (4).

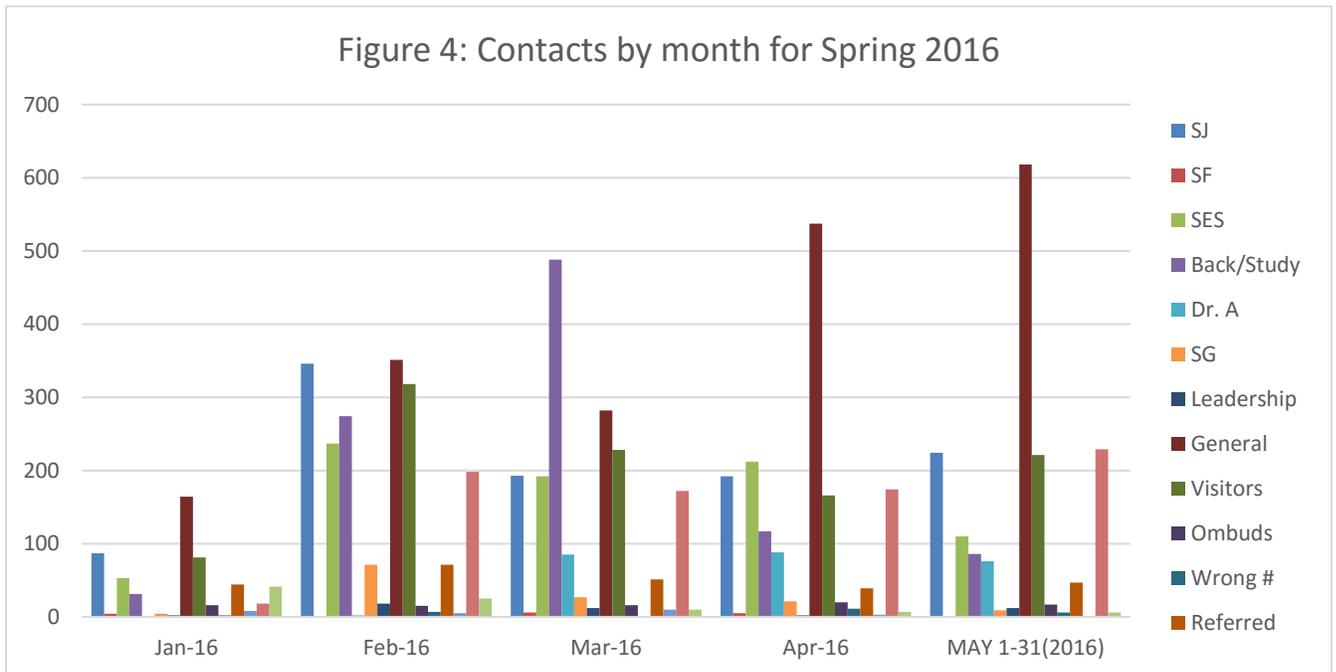
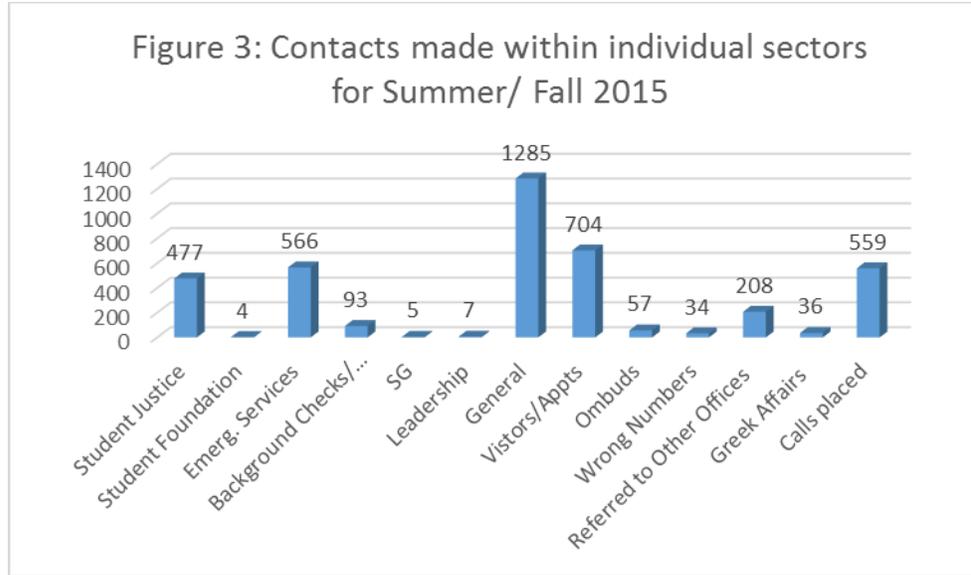


Figure 4 represents the breakdown of activity for Spring 2016. The month of January includes dates ranging 4th-29th marking the start of Spring '16 while the month of May includes dates ranging from 1st through the 31st marking the end of Spring '16. Overall, the graph above includes data collected from January 4th- May 31st. May saw the highest activity in this office. As you can see, activity increases in February, steadily increases as we reach the end of the academic semester. Although there is adequate activity in Spring 2016, we do not see as much activity in comparison to Summer/Fall 2015.

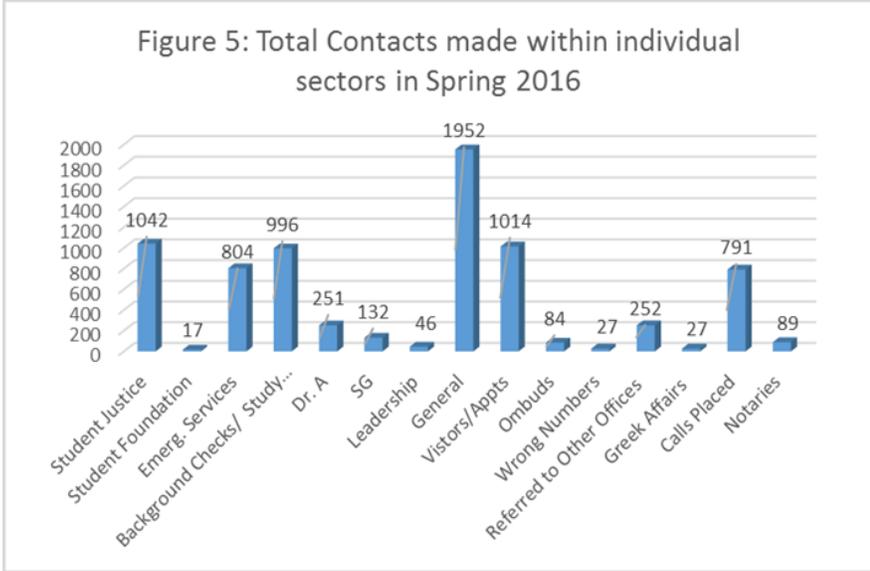


Figure 5 represents the total amount of activity taking place during Spring 2016 at an individual sector. The highest activity was seen at the General standpoint (1952) along with Student Justice (1042). The lowest activity was seen in Greek Affairs/ Wrong Numbers (27/each) and Student Foundation (17).

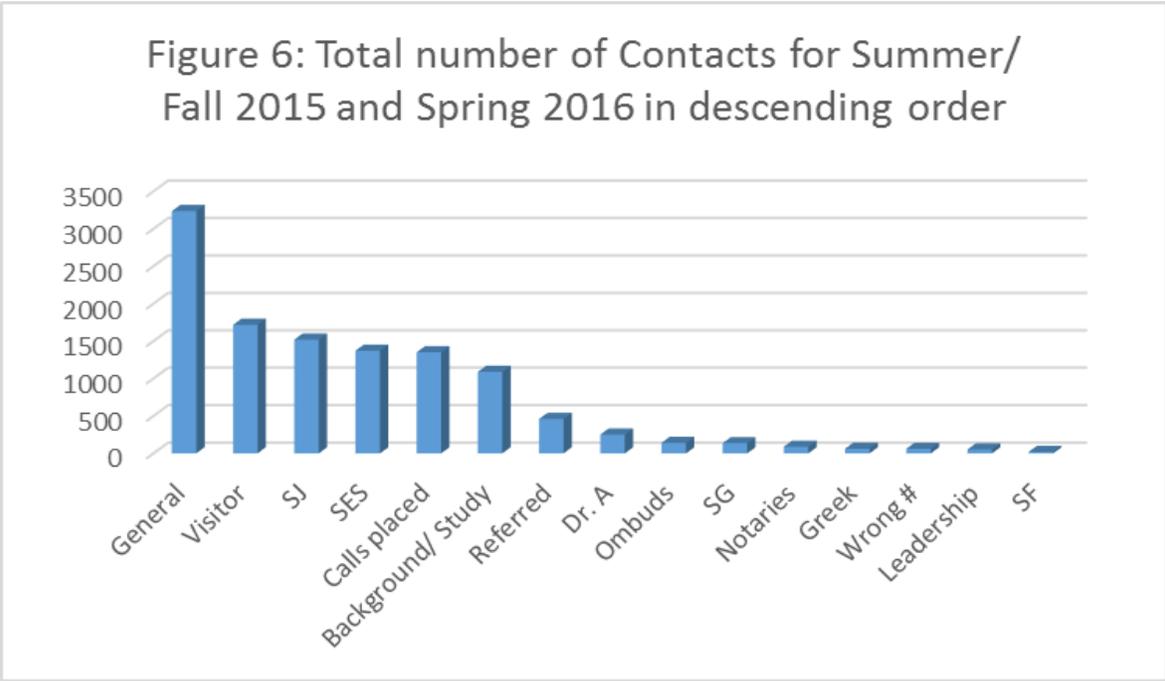


Figure 6 represents the total number of contacts received in our office ranging from May 11th-December 18th combined with activity measured from January 4th-May 31st. In conclusion, the data is arranged from highest activity which includes General (3237) to the lowest which includes Student Foundation (21).

Presentations presented by Area Staff

n/a

Special Recognitions for Area Staff

- Texas State Quarterly Team Award for the Flood Victims which included Alma Machado and Mary Ann Moerke
- Texas State Quarterly Team Award for the 50th Anniversary of the Signing of the Higher Education Act with included Shelby Pritchett and Mary Ann Moerke
- Student Affairs Champion of Success Award – Alma Machado

Progress on Objectives during 2015-2016

Objective 1

Research within the Student Affairs Division to find the most effective method of training for student workers

Objective 1 Status

After researching, office wide trainings for all of the student workers and administrative assistants within the Dean of Students Office were held on September 18, 2015 and February 5, 2016. On the February 5th training, all areas met together for half of the meeting and then split off into separate areas for a more in-depth training for each office. We will continue to improve the process through more research and reflection upon the fall training.

Objective 2

Improve communication between the support staff of the office

Objective 2 Status

This objective was achieved by monthly Support Staff meetings with the administrative assistants and the Dean of Students. The DOS Central Office administrative assistants also began meeting weekly for inter-office updates and concerns.

Objective 3

Coordinate and execute Thanksgiving Potluck and Student Appreciation Potluck for the Dean of Students Office and students at Texas State

Objective 3 Status

The objective has been completed, but we continue to improve the process.

Objective 4

Implement a “Staff Resources” area on the Dean of Students Office website for quick access to employment forms, interdepartmental forms, etc.

Objective 4 Status

The objective has been completed, but we will continue to update and advance the website.

Objectives for 2016-2017

1. Administrative Support for the Central Office will continue to improve communication with the support staff in all areas of the Dean of Students Office.

revised 7/8/2016

2. Administrative Support for the Central Office will continue to enhance the staff resources with forms on-line to assist all staff in the Dean of Students Office.
3. Administrative Support for the Central Office will implement cross training for the support staff in all areas of the Dean of Students Office.
4. Administrative Support for the Central Office will coordinate all support staff creating on-line written procedures for their areas of the Dean of Students Office.
5. Administrative Support for the Central Office will enhance established Student Worker training for all areas of the Dean of Students Office.

Trends/Challenges for 2016-2017

The trends/obstacles for 2016-2017 will continue to be reviewing and coordinating time entry and leave requests for the time administrator and back-up. Lack of access to staff calendars is a challenge as calendars are a vital part of the time entry and leave request process. The Student Government Administrative Assistant vacancy since February has been a challenge as the duties needed to be assigned to other staff. The new hires and student employee trainings will continue to rise and become more refined processes. Although this data above paints a general perspective of activity observed in our office, we cannot state the information above reflects the exact amount of activity flown in our office. The factors that could contribute to the lack of adequate information include: multiple marks per student, inability to keep up with traffic flow, employee absenteeism, and forgetfulness of proper marking. With the data above we are still able to track on which sectors have the greatest amount of flow along with those who do not. It is important to remind employees to keep track of flow in order to grasp a more accurate sense of activity in the Dean of Students Office. This can reflect which areas are deemed priority in our office with the hopes of administering resources to these particular departments.

ANNUAL REPORT
Dean of Students Office
ALCOHOL AND DRUG COMPLIANCE SERVICES

Student Affairs Division
Texas State University
2015-2016

The Alcohol and Drug Compliance Services office provides services to students who are found responsible for alcohol and drug-related violations of the Code of Student Conduct, as well as violations of the law and referred by area Courts, Attorneys and Probation Officers. When students complete their sanctions, many of them are usually able to continue their enrollment at Texas State, unless suspension or expulsion has been identified as the decision from the referral source. In some situations, the services students receive from ADCS go beyond completion of sanctions, such as resource referral and mentoring. ADCS services are implemented to help students make healthier choices, such as identifying networks that will support their choices to reduce or eliminate their use of alcohol or drugs and make positive behavior changes that increases the likelihood of them succeeding academically and socially.

Accomplishments/Retention Initiatives from 2015-2016

1. ADCS provided various community service opportunities which allowed 617 individuals to complete their community service requirements during the 2015-2016 reporting period, about the same as the 615 individuals in 2014-2015.
 - a. These individuals completed a total of 6,950.50 verifiable hours that amounted to the “in-kind” equivalent of \$50,391.13 in minimum wage labor.
2. Continuing an initiative from the Fall of 2012, the ADCS office sends reminder emails to all students who are scheduled to participate in community service for major and/or special events.
 - a. This process continues to help reduce the number of “no-shows” to community service events, and continues to be appreciated by the students as exhibited by their email responses to the reminders.
3. ADCS community service opportunities continue to increase and diversify, both on the university campus as well as in the surrounding local communities. These efforts included collaborating with university departments to assist with daily functions as well as special events. New departments and community organizations continue to become partners with ADCS, and that will continue to help fill in opportunities to the growing student body that will need to complete community service in the future.
 - a. The departments and organizations that students helped through their community service hours included the Dean of Students (Leadership Conference), Office of Student Diversity and Inclusion (Equality University Conference, Martin Luther King Celebration), Community Relations (Elementary/Middle/High School Tours), St. Bernard Project, City of San Marcos, San Marcos Food Bank, Student Involvement (Bobcat Build, Boko Awards), Community Staff Development Team

(Student Affairs Symposium), Student Health Center, LBJ Student Center, Meadows Center, Barton Middle School (Golf Tournament), Retention Management (Brilliant Bobcats), Higher Education Act 50th Anniversary, TRIO Program, The Corridor (Executive Committee Meeting) and the Agriculture Department.

- b. Some of the surrounding local communities' events that utilized students included Travis Elementary, Sights & Sounds of Christmas, Lehman High School, San Marcos High School, Mendez Elementary School, Crockett Elementary, Downtown San Marcos Beautification Project, Meals on Wheels, Farmer Fred's Garden Spring Carnival, Science Fairs, Discover Texas State Summer Camp and the Spring Jamboree.
4. ADCS continues to provide a living document listing all of the currently available community service opportunities, and is sent to students via email when they register for hours with the ADCS office in order to schedule optimum hours with more flexibility based on their schedule. We are continuing to receive positive feedback from students.
 5. ADCS provided 13 Alcohol Education Program for Minors (AEPM, aka MIP classes) in 2015-2016 which hosted 203 participants registering for the course and 168 participants completing the course. Participants this year exhibited an overall "Knowledge Increase" of 73% (pre-test and post-test scores).
 - a. In 2014-2015 there were 18 classes with 254 participants completing the course that exhibited an overall "Knowledge Increase" of 64% (pre-test and post-test scores).
 - b. The decrease in the number of classes offered is primarily related to the limited availability of space in the LBJ Student Center during the past year.
 - c. The decrease in the number of students registering for and completing the class is attributed to fewer referrals from regular sources, as well as the legislation passed effective 9-1-13 that allows Texas courts and judges to decide if they will accept the on-line Texas Education Agency approved 6 hour timed course, titled Drug and Alcohol Driving Awareness Program (DADAP), that is advertised as being structured similarly to the Texas Department of State Health Services (DSHS) AEPM course. Local area courts and judges have decided to accept the course, although they continue to offer ADCS as a referral source.
 - d. Texas State referral sources (Dean of Students, Student Justice and Department of Housing and Residential Life) have chosen not to accept the on-line course certificate.
 6. ADCS's Marijuana 101 program was completed by 126 participants as a result of marijuana-related violations (77 POM and 49 PODP). These participants met individually with the ADCS Coordinator prior to and after their completion of the online portion of the program.
 7. The ADCS Coordinator provided individual assessments (typically a series of 4 sessions) to 25 students. This one-on-one service is typically assigned to students who may have a

history of alcohol or drug use/abuse/possession, used/possessed more than one drug or used a drug other than marijuana.

8. The ADCS Coordinator, Stacy Batts, provides supervisory duties for the ADCS staff (Community Service Coordinator and Administrative Assistant II), serves as Co-Advisor for Student Foundation (supervising the SF Executive Board as well as the SF Directors), serves on the Alcohol and Drug Advisory Committee, the Judicial Hearing Board, the Foster-Care Alumni Committee and serves on the Board of Regents Meeting Planning Committee. Stacy also taught the AEPM course eight (8) times in 2015-2016 and is the Advisor for The Echoes A Cappella Chorus student organization.
9. The ADCS Community Service Coordinator, Cheryl Harper, served as Chairman of the Sallie Beretta Outstanding Senior Woman Award Committee (22 faculty and staff nominations, 10 students applied), Executive Board and Treasurer - Coalition of Black Faculty and Staff, Co-Team Leader for Academic Appreciation Ceremony, the LBJ Student Center Tenants Team, Equality University Conference – Conference Leadership Committee member and Co-Chair for Food and Hospitality Sub-Committee, as well as taught five(5) AEPM courses and supervised five (5) student workers.
10. ADCS continues to strive to provide consistent venues and facilitators for Alcoholics Anonymous (AA) meetings on campus. During the 2015-2016 reporting period AA meetings were moved to the Lampassas Building on campus due to continued space availability in the building. Meeting space in the LBJ Student Center continues to become more and more limited, which caused inconsistency with meeting space in the Student Center for the AA meetings. ADCS continues to provide advertisement support for the AA meetings on campus.

Progress on 2012-2017 Administrative Support Plan / Strategic Plan 2015-2016

1. Strategic Plan 2012-2017. Objective 5.1. Strategy 5.1.1 to complete relocation of Alcohol and Drug Compliance Services to a permanent location clearly identified for efficient access of students. This relocation (strategy) is complete as intended in the strategic plan, and in advance of end date FY17. The workspace is far from ideal and has operational challenges that will be monitored, as will opportunities for a subsequent relocation/modification.
2. Strategic Plan 2012-2017. Objective 5.1. Strategy 5.1.2 to create a brochure for the university community about the Alcohol and Drug Compliance Services is in progress and on time. It was expected to be complete prior to its end date of FY13, however modifications to the overall Dean of Students office service brochure during the 2014-2015 period, which includes appropriate and sufficient marketing material for the ADCS area, has rendered this strategy complete. No other marketing brochure for ADCS will be created at this time.
3. Strategic Plan 2012-2017. Objective 5.1. Strategy 5.1.3 to create a website about the Alcohol and Drug Compliance Services is in progress in advance of its beginning date of

FY13. Modifications and refinement were completed in advance of end date FY14, and information/content will be updated on an as needed basis. Website for ADCS is monitored and updated by the Coordinator and by the Administrative Assistant II, both GATO trained. The ADCS website is also monitored overall by the Marketing Coordinator and Graduate representative from the Dean of Students office.

Assessments Conducted in 2014-2015

Alcohol and Drug Compliance Services (ADCS) continues to utilize the state mandated pre-test/post-test, provided by the Alcohol Education Program for Minors (AEPM) curriculum, as the tool to determine learning outcomes (including knowledge increase) for each AEPM class facilitated. Per state mandate, the pre-test is completed by each student as part of the registration process prior to the beginning of the class. Per state mandate, the post-test is completed by each student at the conclusion of the course. Successful completion of the course is determined by a post-test score of at least 70%.

- a. For this assessment period of 2015-2016, 13 AEPM/MIP classes were conducted with 168 participants successfully completing the course with an overall “knowledge increase” of 73%. The overall class “knowledge increase” is still well above the targeted 10%.
- b. For this assessment period the Objective 5.1, as identified in the Strategic Plan, was to have “at least an average of 10% increase of knowledge to be demonstrated by program participants”, to which was surpassed as evidenced by the 73% overall “knowledge increase”.

It was determined at the end of the last reporting year that this assessment was no longer necessary for the Dean of Students Annual Report as it had been an assessment measurement from reporting period 2010-2011 through 2014-2015. This process, however, will continue to be mandated by the Department of State Health Services as an operation criteria for the program.

Alcohol and Drug Compliance Services (ADCS) discontinued assessing the state mandated Course Evaluation tool, provided by the Alcohol Education Program for Minors (AEPM) curriculum, as a method of identifying student satisfaction with the course, program and instructor strengths as well as areas needing improvement within the realm of flexibility allowed by the Texas Department of State Health Services (DSHS) and course curriculum creators. Course Evaluations consistently demonstrated that at least 75% of respondents gave an “Overall Rating of Course” and an “Overall Rating of Instructor” measurement a score of 8 or higher on a 1-10 scale (with 10 being the highest) from reporting years 2010-2011 through 2014-2015. It was determined at the end of the last reporting year that this assessment was no longer necessary as there was no change in the information gathered.

For this assessment period the Department Goal 5: “Increase student sustainability and success both academically and personally, by providing satisfactory and appropriate programming that encourages healthy decision making relating to alcohol and drugs as well as personal responsibility” in the DOS Strategic Plan will be newly measured through utilization of two ADCS Customer Satisfaction surveys: Method 1 – Survey measuring the Community Service Program, and Method 2 – Survey measuring the ADCS 4 Assessment Session process.

Method 1 – Survey measuring the Community Service Program

This is the first year the Community Service Program has been evaluated. Thus far, the results have been great. The Community Service Coordinator utilized quantitative and qualitative research approach. The surveys were administrated via e-mail. The results below are on for the Spring semester of 2016.

- a. The return rate for males totals 54.5% and 45.5% for females
- b. Was the community service procedure and expectations clearly explained? 56.8% stated Strongly Agree and the remaining 43.2 % with Agree
- c. Was the community service program able to work around my schedule? 77.3% with Strongly Agree, 20.5% with Agree and only 2.2% with Disagree
- d. Were the e-mail reminders helpful? 81.8% with Strongly Agree and 18.2% with Agree
- e. If you received the quarter sheets was it helpful? 97.7% stated Yes and 2.3% stated No
- f. Would you utilize our program again for a new issue? 88.6% stated Yes and 11.4% stated No
- g. As a result of our program, are you aware of new resources/programs on and off campus? 95.5% stated Yes and 4.5% stated No
- h. Overall experience with our program. 72.7% stated Strongly Agree and 27.3% stated Agree
- i. Would you recommend our program to other students who may need community service? 100% of participants said yes

Some of the comments include:

- a. They were very helpful in regards to planning my community service hours
- b. Cheryl is the most helpful person I have ever spoken to in my life!
- c. Very helpful (3)
- d. Quarter-sheets were helpful big time
- e. Move those chairs...there's not enough space
- f. Best group of ladies to do community service for. Extremely nice and organized. Would love to work with them again.
- g. I really appreciate all the extremely helpful and kind women that helped me get my hours and if I ever need more, I will definitely return to ADCS
- h. Cheryl ILY (I love you)
- i. I learned a lot more about plants and how to tend to them

Method 2 – Survey measuring the ADCS 4 Assessment Session process

This is the first year the ADCS 4 Assessment Session process has been evaluated. Thus far, feedback has been positive from student respondents, however, responses were minimal compared to the number of survey emails sent out. The ADCS Coordinator utilized quantitative and qualitative data collection approach, and created a five (5) question survey that was sent via email to 24 students at the end of the Spring, 2016 semester. Three (3) students responded to the survey. The information below is a summary of the information collected from the 3 surveys received.

The Five Stages of Change Model utilized for this Assessment process is summarized as follows: Stage 1 – Pre-Contemplation “No, Not Me”, Stage 2 – Contemplation “Well, Maybe”, Stage 3 –

Preparation “So, What Do I Do Now”, Stage 4 – Action “Ok, Let’s Do This” and Stage 5 – Maintenance “It Is Possible”.

The five questions and response summaries are as follows:

- 1) Reflecting on your 1st Assessment Session, what Stage of Change (regarding any of the life issues we discussed) would you say you were in? Care to comment further?
Stage 1 – 0 responses
Stage 2 – 2 responses (67%)
Stage 3 – 1 response (33%)
Stage 4 – 0 responses
Stage 5 – 0 responses

- 2) Reflecting on your 4th Assessment Session, what Stage of Change (regarding any of the life issues we discussed) would you say you were in? Care to comment further?
Stage 1 – 0 responses
Stage 2 – 0 responses
Stage 3 – 0 responses
Stage 4 – 3 responses (100%)
Stage 5 – 0 responses

- 3) Please rate the helpfulness of the overall Assessment process to your situation (underline or highlight your response below): Care to comment further?
(1) Not Very Helpful – 0 responses
(2) Minimally Helpful – 0 responses
(3) Indifferent – 0 responses
(4) Very Helpful – 2 responses (67%)
(5) Extremely Helpful – 1 response (33%)

- 4) Did you take advantage of the Follow-Up sessions offered once the 4 Assessments were completed? Care to comment further?
Yes – 0 responses
No – 3 responses (100%)

- 5) Based on your overall Assessment experience, do you have any suggestions that would improve the service and/or the process?
Responses to this question did not offer suggestions for improvement, however, did identify comfort and secure process, and professionalism of experience. One student did identify discomfort being in the “Alcohol and Drug Compliance Services” office.

This was the first year for using this Assessment Evaluation process, which helps establish baseline data for the service and process itself, which presents as positive. With minimum response to the survey, however, implementation needs to be re-evaluated. Also, the Qualitative questions need to be re-worded to be “open ended” instead of “closed ended”.

Presentations presented by Area Staff in 2015-2016

Complete the table with information requested. (Add more rows by highlighting row, right click, select “insert” and select “insert row below”)

	<u>PERSON</u>	<u>PRESENTATION TITLE</u>	<u>AUDIENCE</u>	<u>LOCATION</u>
	Stacy Batts	Alcohol Education Program for Minors (8classes)	AEPM/MIP Students	LBJSC
	Stacy Batts	Social Work Graduate Class x 2 Presentation on DSM Criteria	Social Work Graduate School Students	Health Science Bldg.
	Cheryl Harper	Alcohol Education Program for Minors (5 classes)	AEPM/MIP Students	LBJSC
	Cheryl Harper	Alcohol Use Among College Students	Communication Studies Class	LBJSC
	Cheryl Harper	ADCS Services and Alcohol Use Among College Students	Psychology Class	LBJSC

Special Recognitions for Area Staff in 2015-2016

Complete the table with professional recognition(s) such as awards, organization positions attained, etc. (Add rows by highlighting row, right click, select “insert” and select “insert row below”)

	<u>PERSON</u>	<u>RECOGNITION</u>	<u>ORGANIZATION RECOGNITION FROM</u>
	Mariel Alvarez	Miguel Hernandez Staff Council Scholarship, recipient	Staff Council
	Mariel Alvarez	Bobcat Bond Program Mentor for the 2015-2016 School Year	Bobcat Bond Program
	Mariel Alvarez	Award of Appreciation	Coalition of Black Faculty and Staff
	Mariel Alvarez	Spanish Q & A Translator	New Student Orientation
	Mariel Alvarez	Quarterly Team Award	VPSA
	Cheryl Harper	Pack It Up, Pass It On Mayoral Proclamation	Community Relations & City Hall
	Cheryl Harper	Committee Chair	Sallie Beretta Award Committee
	Cheryl Harper	Committee Member	LBJ Student Center Tenants Team
	Cheryl Harper	Committee Member	SDI – Equality University Conference Leadership Committee
	Cheryl Harper	Committee Co-Chair Committee Member & Co-Chair	SDI – Equality University Conference Co-Chair, Food & Hospitality Sub-Committee
	Cheryl Harper	Committee Chair	Selection Committee – Student Government’s Administrative Assistant
	Cheryl Harper	Executive Board Member - Treasurer	Coalition of Black Faculty and Staff
	Cheryl Harper	Committee Member	Coalition of Black Faculty and Staff Silent Auction for Texas State Trail Blazer
	Cheryl Harper	Paws Preview Den Namesake	Paws Preview
	Stacy Batts	Co-Advisor	Student Foundation
	Stacy Batts	Committee Member	Alcohol and Drug Advisory Council
	Stacy Batts	Committee Member	Foster Care Alumni Advisory Committee
	Stacy Batts	Citizen’s Police Academy Graduate	University Police Department
	Stacy Batts	Golden Key Honorary Member Induction	Student Foundation Students
	Stacy Batts	Committee Member	Board of Regents Meeting Planning Committee
	Stacy Batts	The Institute – LeaderShape Completion & Faculty/Staff Family Cluster Facilitator	DOS Leadership Institute
	Stacy Batts	Texas State Quarterly Team Award	VPSA

Progress on Objectives from last year's Annual Report

1. "Create and implement a community service satisfaction survey for ADCS students." Community Service Program evaluation goal was completed, and will continue implementation in 2016-2017.
2. "Create (Summer 2015) and implement (Fall 2015) a pre-test/post-test component of the Assessment process for the ADCS office to measure knowledge increase, possible behavior and thinking changes, as well as positive and/or negative outcomes of the four (4) session Assessment process." ADCS Assessment process evaluation goal was completed, and will continue implementation in 2016-2017.
3. "Continue to create and implement a community service satisfaction survey for ADCS resources that utilize community service students." The ADCS Community Service Coordinator will have this objective completed in the Summer, 2016 for implementation in Fall, 2016.
4. Acquire a new, larger, projector for the Alcohol Education Program for Minors (AEPM/MIP) course as well as an additional laptop for backup. The projector was purchased thus this goal has been completed. The additional laptop has not been investigated or discussed due to the purchase of a new desk computer for the reception desks this past Spring, 2016.

Objectives for 2016-2017

46. Continue to implement a survey to determine customer satisfaction for ADCS area and what services, if any, students would find useful that would be appropriate for ADCS to provide.
47. Continue to implement a survey to determine customer satisfaction with the ADCS 4 Assessment process, as well as to re-word the qualitative questions to be "open ended".
48. Continue to create and implement a community service satisfaction survey for ADCS resources that utilize community service students.

Trends/Challenges for 2016-2017

1. Binge and abusive use attitudes, along with increasing pro "social norming" perceptions of students regarding marijuana and alcohol, as well as impact of marijuana decisions made during the past Texas Legislative Session, correlating with their refusal to discontinue using.
2. Increase numbers of student population, along with the consequences of attitudes and perceptions challenge, will create an increased demand on ADCS services, specifically Community Service and AEPM/MIP classes. ADCS office space is extremely small, and continues to pose a problem for efficiency and safety for staff and students. Storage is also a related challenge.

3. Access to space in the LBJ Student Center for classrooms for the AEPM/MIP continues to present as a challenge this year, and will continue to be a challenge as the demand for more student programs increases.
4. More referral resources outside of the Texas State University community are accessing the ADCS services such as Adult Probation, Attorneys, Courts and Judges, as well as parents.
5. Legislation approving the court's decision to accept the TEA on-line Drug and Alcohol Driving Awareness Program (DADAP) course in lieu of the DSHS certified AEPM classroom based course will continue to present as challenging for all AEPM courses around the state as more individuals prefer to complete the on-line course from a variety of "smart" products instead of attending a class in person, and the ADCS office will need to continue to monitor class scheduling and registration numbers. Texas Department of State Health Services (DSHS) is continuing to monitor the decisions made during the current Texas Legislative Session regarding the appropriateness of the on-line course.

**ANNUAL REPORT
Dean of Students Office
ATTORNEY FOR STUDENTS**

**Student Affairs Division
Texas State University
2015-2016**

Accomplishments/Retention Initiatives from 2015-2016

1. The Attorney for Students office informs students of their legal rights and provides these services without any additional fees. This year this office saved students over \$400,000 in legal costs and taught them how to better utilize legal resources and empowered them to take control of some of their own legal issues.
2. This year, there were over 1355 visits to our office, which includes 320 notarizations (alone a potential savings for students of over \$3,200) (the Wells Fargo branch in our building charges \$10 if you aren't a member). The majority of students who met with attorneys were seniors, maintaining a steady pace from last year. The majority of the cases were criminal matters, 36 percent, down slightly from last year. This was followed by renting, 29 percent, a 4% increase from last year and family matters saw a slight dip to 10.6 percent.
3. Out of the 1,810 presentation questionnaires, the majority of respondents continued to report a high degree of satisfaction with the presentations. Based on student responses to last year's questionnaires, the office developed a PowerPoint to accompany these presentations which was well-received.
4. The office began the use of Titanium in May of 2015 and while there were some challenges to getting the software to fit a law office, the overall results have been quite satisfactory.
5. The office spoke to over 2,400 students in multiple venues, such as US 1100 and other classes, student organizations, and similar programs.
6. Office Director and staff attorneys continued serving on various committees and made numerous presentations to parents, students, faculty, and staff. Attorney Milena Christopher retired and Kama Davis became full-time so the office is now staffed with two full-time attorneys.

Additional Educational Outreach/Presentations by Dept. Staff to Online Communities

The Attorney for Students office continues to integrate multiple marketing tools to promote legal services to students in various venues around campus and online, such as in print (handbooks), TV monitor in the waiting area (informational), Android tablet (for surveys), and online (Dean of Students website). The office director updated student handbook, which will be available to students by mid-summer. The office continues to use the 32" TV in the waiting area that plays memes and videos that educate (and entertains!) students on housing and other legal issues.

Progress on 2012-2017 Administrative Support Plan / Strategic Plan 2012-2013

revised 7/8/2016

Department Goal 2 (2012-2017):

Integrate technology into all Dean of Students Office services to improve achievement of department core functions.

Department Objective: Objective 2.1:

Utilize information technology to improve achievement of department core functions.

Student Affairs Goal: VI. Develop and manage financial, physical and technological resources effectively and efficiently.

Department Goal 4 (2012-2017):

Promote awareness of legal issues affecting students through direct educational programs, collaborative efforts with academic and other departments as well as professional training opportunities for students.

Department Objective 4.1 (2012-2017):

Increase staff to manage growing programs and services while maintaining personal safety and a high level of customer service.

Student Affairs Goal: V. Recruit, develop, support and retain high quality, diverse staff.

Department Strategy 4.1.1 (2012-2017):

Research and implement addition of full-time receptionist.

Beg FY: FY13 End FY: FY15

Status: *Incomplete*. It continues to be our objective to ultimately obtain a full-time administrative assistant to answer calls, schedule clients in the office, and perform notary services. Clients with critical issues often feel uncomfortable with a student worker preparing notes/briefs on sexual assault or crime cases. The office may not be sufficiently staffed to answer immediate needs because of limited student worker hours and heavy workload for the full-time Administrative Assistant II. With sporadic hours and significant gaps in office coverage (due to spring/Christmas/summer breaks, etc.), it is difficult for the Admin II to handle office calls and set-up appointments along with her other duties. The Administrative Assistant II supervises all the student workers; handles purchasing and maintenance issues for all office equipment and supplies; reviews, categorizes, summarizes and compiles all statistical data necessary for the annual report; performs bookkeeping for the office (resolves conflicts with SAP); coordinates travel; performs notarizations; and takes appointments and assists with all attorney needs (legal research, document production, client contacts, etc.) and the labor-intensive scheduling of over 180 presentations around campus each year. Therefore, the Admin II has devoted a substantial portion of her day to receptionist duties making her position all the more challenging and limited in time management. The office can better serve students with additional full-time Administrative Assistant new hire.

Assessments Conducted in 2015-2016

The Attorney for Students Office continues to implement two instruments for measuring student satisfaction of our programs and services: an online Customer Satisfaction Survey based on the

Dean of Students website and an in-person, paper survey that is distributed after most presentations. At the end of its first year of use, Titanium has given us access to more data, but there has still been a learning curve as we learn to plumb its features and understand its limits within Banner.

The office continues to use an Android tablet to get students to answer assessment questions at the end of their appointments. Because the clients are given the opportunity to respond as they are leaving their appointments, our office has an improved response rate of 88 percent of students during the academic year. The responses are strongly positive, but the negative comments primarily focus on the length of time it takes to see an attorney.

A large portion of students continued to express feeling overwhelmed by their legal issues to the point of impairing their academic performance, those same students overwhelmingly felt better after meeting with an attorney about their issues and would recommend the Attorney for Student office services to other students. Over 60 percent of the students responded that their legal issues were distracting them from their studies and over 80 percent said that it was causing them stress. Over 97 percent of student respondents stated that they felt better equipped to handle similar situations in the future, and 99 percent would recommend this service to other students. In response to the question “As a result of my experience with the Attorney for Students office, I feel better equipped to handle a similar situation in the future.” 97 percent agreed or strongly agreed (n=1027). Supporting our students when they need it most, with education, care and compassion is a hallmark of the office of the Attorney for Students. A sample of comments are listed below:

- This is a great program and I would definitely love to see it grow. **Sep 28, 2015**
- Staff really cares and takes pride in their job. **Apr 11, 2016**
- I feel like a weight has been lifted off my shoulders and now I can focus my attention on my studies. **Sep 28, 2015**
- Speaking with a lawyer has greatly decreased the hopeless anxiety I have accumulated since being contacted by the defendant's lawyer. **Feb 1, 2016**
- I had solved all my problems in a such a short time. I hope there were more student attorneys available. **Jan 13, 2016**
- Everyone in the office was above and beyond what I expected. They put me at ease from the time I called to the time I got my solution. **Apr 26, 2016**

Pertinent Demographics:

The following demographics were made available via our Titanium management software:

- The office served more women (54%) than men which was consistent from the services provided last year. This is likely owing to the university's changing demographics in which more women than men are enrolling.
- Criminal issues remained at the forefront for all class levels and although the freshmen who we served were getting in trouble for the first time, there were also many seniors who needed assistance in cleaning up their records as well.
- Juniors and seniors also had more problems with renting and family matters causing them stress.

revised 7/8/2016

- Majors who used the office most frequently were Business Management (often seeking advice on starting a business), Exercise and Sports Science, Psychology and Interdisciplinary Studies.
- 44% of the students who utilized our services identified as White, 36% Hispanic and 11% Black.

Presentations

All three attorneys made presentations to the students, including over 150 sections of US1100. Additionally, Milena Christopher was a featured speaker to the professional development course: *Hand From Beyond the Grave* which concerned digital issues in estate matters as well as presenting to ACT Allies. Shannon FitzPatrick spoke to athletes about renting issues and also presented to the US1100 faculty and parents at New Student Orientation. Both Ms. FitzPatrick and Kama Davis made presentations to faculty and staff victims of the Memorial Day floods, Lambda, Student Government and the Office of Disability Services. Ms. Davis also presented to Veterans, First Generation Parents, and business and law fraternities.

US1100 presentations received excellent feedback from students. Based on last year's evaluation, a PowerPoint presentation was added and received high marks. Written comments were also valuable in confirming that the speakers connected with our audience:

- She is wonderful. Loved the PowerPoint; she answered all my questions.
- Very well spoken and energetic. The PowerPoint was helpful and easy to follow.
- Amazing presentation! She was very knowledgeable and I learned so much.
- Very good presentation, I really enjoyed the enthusiasm and humor! I will definitely be coming to your office when I need help.

The office staff made presentations on campus mostly to freshmen. That is a more vulnerable population in terms of needing information and resources and in terms of starting their academic careers, and of critical importance to this office. Such presentations will continue as long as there is a need and impact.

Presentations presented by Area Staff in 2015-2016

<u>Person</u>	<u>Presentation Title</u>	<u>Audience</u>	<u>Location</u>
Shannon FitzPatrick	Attorney for Students	US1100 classes	Across campus
Shannon FitzPatrick	Dean of Students	New Student Orientation Parents	LBJ/Warren Room
Shannon FitzPatrick	Renting Issues for Students	Athletes	End Zone Complex
Shannon FitzPatrick	New Gun Laws and How They Might Impact the Disabled	Office of Disability Services	Bexar Hall
Shannon FitzPatrick	Office of the Attorney for Students	US1100 Faculty	LBJSC Ballroom
Kama Davis/S. FitzPatrick	Issues in Gay Marriage	Lambda/Bobcat Pride	LBJSC
Kama Davis	Attorney for Students	US1100 classes	Across Campus
Kama Davis	First Generation Organization Meeting	Parents of first generation college students	LBJ SC
Kama Davis	Legal Issues Affecting Veterans	Veterans	LBJSC
Kama Davis	What to Expect in the Real World	Alpha Kapa Psi Business Fraternity	McCoy School of Business
Kama Davis	Tenant Issues	1 st Generation Students	LBJSC
Kama Davis	Landlord/Tenant Issues	New Student Orientation	JCK
M. Christopher/ S. FitzP	Digital Trusts	Faculty/Staff	JCK
Milena Christopher	Renting Laws	ACT	San Marcos Police Dept.
Milena Christopher	Attorney for Students	US1100	Across Campus

Special Recognitions for Area Staff in 2015-2016

<u>person</u>	<u>recognition</u>	<u>organization recognition from</u>
AFS	Office of the Year USLSA – WR (Student Legal Services – Western Region). January 6, 2016	United Student Legal Services Award – Western Region conference

Progress on Objectives from last year’s Annual Report

1. Develop a PowerPoint presentation for US1100 presentations. *Successful/Ongoing.* The office designed a PowerPoint presentation for the US1100’s based on evaluations received in the 2014-2015 academic year. The presentations were well-received and are changed/updated on a regular basis to meet the needs and concerns of the students,

2. Creation of a video for US1100s to help meet demand for the Attorney for Students Presentation. *Incomplete.* The office simply did not have the resources to complete this concept. The need remains but another option is being considered that might be more cost and time effective.
3. Update the Attorney for Students Handbook. *Completed.* With significant changes in our laws over the past year it was necessary to update the AFS Handbook. That was completed in the Spring and is now awaiting the print shop.
4. Track Legislative changes in the 83rd Legislature that will impact our students. *Completed.* Changes have been both noted on our website and will be in the updated student handbook.

Objectives for 2016-2017

1. Based on the comments made by a number of students in the US1100 presentations, this office will continue to integrate legal services and academic advancements in the classrooms. These presentations were seen by over 2,000 freshmen and the impact was made evident in the assessment comments, the steady increase of requests for presentations made by faculty and staff, and the individual appointments generated by the presentations. In order to meet demand however, we are proposing to some faculty members (who have already started making requests for the fall) that when possible, we combine two classes for one presentation. Since many classes already meet in Derrick Hall, this should be an easy move and accommodate the growing demand for these presentations.
2. With the new webserver for the university, our office will be looking to make upgrades to our online presence – including making it mobile-friendly if the software allows. WE need to be able to reach students where they are at, and that is their phone.
3. With a new legislative season coming, the office will work to stay abreast of changes that could impact our students and make that information available as widely as possible.

Trends/Challenges for 2016-2017

The Attorney for Students Office is in high demand, with the demand for services and presentations outweighing the current office services offered. While presentations have been an overwhelming success, there is not enough staff to increase the number of presentations, which are now being sought by transfer and international students, university organizations, first generation parents of college students, and Student Government. Since an increasing number of students continue to learn about the office, the more it is used and thus more pressure is being placed on the system (i.e. how to serve students in need). The Attorney for Students office space is limited and is not able to serve all the students needing assistance.

The limited space poses a delicate attorney-client privilege problem. All attorneys are required to keep all communications with clients completely confidential. The attorney-client privilege is challenging to protect due to the limited space in the AFS office.

revised 7/8/2016

The office continues to seek a receptionist to assist attorneys and office staff meet the needs of the growing and diverse student body. As has been the norm for the past three years, our support staff continue to be stretched thin for a busy and successful law office. Student workers are becoming more difficult to find and the caseload continues to increase.

As student debt and student legal needs continue to increase, the attorneys will continue to look for ways to help them with financial issues, renting, and other consumer issues. The Attorney for Students office will continue to seek better ways to help students be successful in college and beyond and make good consumer choices now, thereby reducing their debt after graduation.

**ANNUAL REPORT
Dean of Students Office
GREEK AFFAIRS**

**Student Affairs Division
Texas State University
2015-2016**

Accomplishments/Retention Initiatives from 2015-2016

1. The Greek Affairs Programming Board of Directors had a second successful year focusing on the major areas of leadership development, community service, school spirit, and developing support for fundraising efforts and positive public relations.
2. The Interfraternity Council (IFC) has continued growth and progress. The IFC has seen an exponential increase in the number of men interested in joining one of our 15 men's Greek letter organizations in both the fall and spring semesters. Overall, for the year a total of 456 men were extended and accepted bids including two new fraternity colonies established this year. Scholastically the council has adopted the NIC 2.7 GPA standard that was implemented in the fall of 2015. As a part of this standard change, the council developed a social tier system that will reward chapters that meet the standard and provide guidance for those that do not. The council had all chapters participate in the Annual Bobcat Build program hosted by Student Involvement, organized a day of service for the Keep San Marcos Beautiful campaign, and collected 4,048lbs of food for the Hays County Food Bank during their annual can food drive.
3. The Multicultural Greek Council (MGC) saw an increase in students attending MGC hosted recruitment events in both the fall and spring semester. Chapter sizes steadily grew overall as a result. The council continued their 365 recruitment approach. MGC hosted monthly president meetings that aimed to unite presidents and the members of the executive committee. The council hosted a successful community-wide community service event that included membership of 75% or more from each chapter. MGC recognized the academic accomplishments of chapters and individual members who received a 4.0 during a council meeting.
4. The National Pan-Hellenic Council (NPHC) has seen a vast improvement in structural management and operations of the council. The council hosted multiple fundraising events to increase their council budget to support sending NPHC leaders to national conferences and trainings. The council focused on supporting the programming of the member chapters as well as increased collaboration with the other Greek governing councils. As a new initiative, the council collaborated with the Office of Student Diversity and Inclusion and the Black Student Alliance to assist in planning and execution of the Desegregation Picnic and the MLK March held in January and February this semester.
5. The Panhellenic Council successfully held their recruitment events at Embassy Suites this past September 2015. There were 741 women who registered for Recruitment and 575 received a bid (invitation to join) giving the council an 83% retention rate. The council opened for Continuous Open Recruitment (COR) of chapters still able to take members, which led to 40 new members added in the spring semester 2016 due to so many of the sorority chapters' membership remaining over the total membership allowed. The

council hosted a Women's Empowerment Weekend October 2-3, 2015 including a speaker named, Dr. Erin Foley and a self-defense seminar. In the spring semester the Panhellenic Council hosted a program called "Something of Value" on April 15-16, 2016 that addressed issues and challenges across the community and ways to improve upon them.

6. The Greek Affairs Programming Board hosted the first annual "Greek Challenge" which replaced the former annual "Greek Week" event. The Greek Challenge program was focused around highlighting all the best aspects of being in a Greek organization. The events throughout the year were developed, designed, and executed by a student-lead organization that helped to ensure each event was well-planned, received proper funding, and was achieved through collaborative work. The week included events focused on community service, philanthropy, and positive social interaction. The week's efforts provided thousands of hours to city-wide clean-up efforts following this past year's flooding, 4,048 pounds of donated canned food, and raised \$14,000 for St. Jude Children's Research Hospital. The format of this year's Greek Challenge events spread out traditional events throughout the year instead of just one week in the month of April. The hosted events were as follows:
 - Saturday, October 17th / Keep San Marcos Beautiful Project
 - Sunday, October 18th / Care Packages Collected and Sent to Troops Overseas
 - November 16th - 20th / Canned Food Drive
 - Saturday, February 13th / Keep San Marcos Beautiful Project
 - Wednesday, February 17th / Profit Share benefitting St. Jude Children's Research Hospital
 - February 23rd-25th / South Texas Blood & Tissue - Blood Drive
 - Saturday, February 27th / Keep San Marcos Beautiful Project
 - Friday, March 4th / Greek Olympic Games
 - Saturday, March 5th / Keep San Marcos Beautiful Project – San Marcos River Clean-up
 - Saturday, April 2nd / "Greeks Got Talent" & Lip Sync Dance Competition
 - Saturday, April 9th / Keep San Marcos Beautiful Project
 - Thursday, April 21st / Greek Awards Reception
7. DOS-Greek Affairs took student leaders to the Association of Fraternal Leadership & Values (AFLV) Annual Meeting from February 3-7, 2016. Texas State University was represented by 11 of our Greek Council leaders and 2 DOS-Greek Affairs staff members at the AFLV Conference which is the largest gathering of fraternity and sorority leaders in the nation.
8. DOS-Greek Affairs also took student leaders to the North American Interfraternity Conference (NIC) & National Panhellenic Conference (NPC) – IFC/PHC Academy from January 22-24, 2016. Texas State University was represented by 5 of our Greek Council leaders and a DOS-Greek Affairs staff members at the IFC/PHC Academy which is a gathering of fraternity and sorority leaders from across the nation.
9. This past year the new emerging leaders program called Epsilon Lambda Alpha or "Emerging Leaders Academy" was launched and took 80 student participants on an overnight retreat January 16-17th, 2016 where they received executive leadership skills training.

10. The second annual Chapter Presidents' Leadership Retreat was hosted on January 30-31, 2016 at T Bar M Ranch in New Braunfels, Texas. Each of the individual fraternity and sorority chapter presidents joined the Greek Governing Council Presidents for a weekend of goal setting and leadership development training to help them become more effective leaders within their chapters as well as work more closely together as a community of leaders.
11. The Greek Affairs staff supported and helped to coordinate a Diversity and Social Justice Training for members of Kappa Alpha Order, Alpha Phi Alpha Fraternity, Kappa Alpha Psi Fraternity, Phi Beta Sigma Fraternity, Phi Iota Alpha Fraternity and Sigma Lambda Beta Fraternity as a means to help launch a collaborative effort to begin a dialogue and a potential for additional future programming across a broader section of the fraternity and sorority community.
12. The State of Texas mandated Risk Management Training was held on Sunday, September 20, 2015. This program provided an overview of the university policies and state laws related to risk management and hosting safe events with alcohol. The participants learned how to manage risk for an event as well as the requirements for submitting the appropriate forms and documentation. The keynote speaker was Mike Dilbeck who spoke about Bystander Behavior.
13. Recruitment Workshops with Phired Up Productions were held on August 21st, 2015 and also April 9-10, 2016. This program was an *active* approach to building meaningful relationships with non-Greek students. Chapter and Council leaders were taught how to continually build their network of non-Greek friends using optimized strategies for meeting new people and how they can track their growing network utilizing a standardized Phired Up Names List.
14. Greek Council Executive Officer Kick-Off Leadership Trainings were held on Sunday, August 16, 2015 and also on Wednesday, January 27, 2016. This program was led by the Greek Affairs staff to introduce the staff to the student leaders, review the calendar of events for the year, and participate in interactive programming.

Progress on 2012-2017 Administrative Support Plan / Strategic Plan 2015-2016

Department Objective: Objective 1.2 (2012-2017): Develop an academic achievement and support program reflective of university and national social Greek letter organizations academic standards and requirements.

Assessment Target: Increase the All-Greek Average GPA and reach overall 2.85 GPA by Fall 2017.

Student Affairs Goal: Create and deliver co-curricular programs and services through partnerships with faculty, staff, and external constituents to ensure the success of students.

University Planning Category: Provide a premier student-centered, educational experience that fosters retention and success.

Department Strategy 1.2.1 (2012-2017): Create a Scholarship Programming Resource for Fraternity/Sorority Chapters. Greek Affairs staff continues to work with Scholarship Officers from each of the Greek Governing Councils to encourage chapter utilization of the resource manual created during the 2014-2015 school year. The manual is provided through the Greek Affairs website and by Greek Affairs staff to individual chapters and chapter executive officers

as annual officer transitions take place. Additionally, the resource was provided to New Member Educator and Membership Development officers during the annual Risk Management training for all chapters in the Fall. For new chapters colonizing on campus, the manual is reviewed with chapter leadership and/or advisors to assist in developing strong scholarship programs within their organizations at the beginning of their colonization.

Department Strategy 1.2.2 (2012-2017): Collaborate with the Student Success & PACE Center areas on the development of a comprehensive Greek Academic Support Program.

Scholarship Officers from the Greek Governing Council are encouraged to meet with a representative from the Library's Student Learning Assistance Center to create an opportunity to develop a relationship with the services in this area. Individual fraternity and sorority chapters are encouraged to go to SLAC for assistance with their chapter scholarship programs as well as set up appointments for individual members in need of academic assistance. Additionally, the Greek Affairs office coordinated with a representative from Career Services to provide a presentation at the annual Risk Management training to all chapter New Member and Membership Development officers on resources and strategies to assist new members in maintaining academic achievement. The presentation provided the Scholarship m annual as a resources as well as University resources to assist them.

Department Strategy 1.2.3 (2012-2017): Increase award and recognition opportunities for positive academic achievement.

During the spring 2016 semester we awarded recognition for fraternity and sorority chapters who provided outstanding work in five different areas of achievement as well as overall performance. One of the five individual areas was academic excellence. No chapter achieved the top recognition in this area. However, a total of 11 fraternities and sororities from all four councils were awarded a "most improved" performance recognition for increased academic performance of their chapter membership over the course of the 2015 spring and fall semesters. This is an improvement from the three chapters from two councils who were awarded recognition in the spring 2015 semester. One of the Greek Governing Councils increased recognition, awarding acknowledgement to individuals with outstanding academic achievement within their council. The Greek Affairs Programming Board added other recognition opportunities by awarding points based on overall academic performance in the yearlong Greek Challenge program designed to encourage positive chapter achievement in five areas, including academics.

Assessments Conducted in 2015-2016

Continued increases in grade point averages for both Greek-affiliated individual students and Greek chapters for the third year in a row.

Greek affiliated student average GPAs rose to 2.72 in FY 16, from 2.70 in FY15. The FY16 average GPA represents an overall 0.05 increase over the last three fiscal years where the average GPA of Greek affiliated students was 2.67.

A continued increase in the number of chapters who achieved an overall chapter average of 2.50 or higher also rose over FY15. For FY16, 81 percent (N=29) of Greek-affiliated chapters achieved an average 2.50 GPA or above, compared to 77 percent (N=28) of Greek affiliated

revised 7/8/2016

chapters achieved the target average GPA in FY15 and 67% (N=21) of chapters achieved the target average GPA in FY14. An overall improvement of 14% from FY14 has been achieved, which included a 10% increase in FY 15 from FY14 and a 4% increase in FY16 from the results in FY15.

The results demonstrate the strategies used to improve academic performance for the Greek affiliated students, and consequently their chapters, are continuing to be effective. An academic resource manual, which Greek Affairs staff completed in fall 2014 and distributed to all chapters during spring 2015 has continued to be utilized by chapters and provided by Greek Affairs staff as well as council executive officers when meeting with chapter representatives. Additionally, council executive officers have implemented new approaches to working with chapter scholarship representatives to provide support and resources to chapters. Furthermore, the results show the effectiveness of the Greek Affairs staff in providing appropriate data to the governing councils and chapters in an effort to help identify chapters and individual members who may need more assistance or resources to improve

Presentations 2015-2016

<u>PERSON</u>	<u>PRESENTATION TITLE</u>	<u>AUDIENCE</u>	<u>LOCATION</u>
Leslie Cheromiah	Effective Chapter Management	Chapter Operations Officers & Risk Management Officers	LBJ SC
Bob Dudolski	Risk Management Workshops	Chapter Presidents & Risk Management Chairs	LBJ SC
Bob Dudolski	Greek Council Executive Officers Beginning of the Year Kick-off & Leadership Expectations	IFC, MGC, NPHC & PHC Council Executives	LBJ SC
Bob Dudolski	Recruitment Seminars	Delta Sigma Phi Fraternity Kappa Sigma Fraternity	LBJ SC
Bob Dudolski	Executive Officer Transition Training	Delta Tau Delta Fraternity	LBJ SC
Bob Dudolski	Academic Success Strategies	Delta Tau Delta Fraternity Sigma Chi Fraternity	Undergraduate Advising Center
Bob Dudolski	Risk Management Presentations	Delta Zeta Sorority Kappa Alpha Order	LBJ SC
Bob Dudolski	“How to Use Your Fraternal Values in Your Day to Day Leadership”	Alpha Sigma Phi Fraternity Alpha Xi Delta Sorority	Evans Hall Chapter House
Bob Dudolski	“Discovering the Leader Within”	Leadership Institute Annual Conference	LBJ SC
Bob Dudolski	Student Leadership Training and Development	Emerging Leaders Academy & Chapter Presidents’ Retreats	T Bar M Ranch
Bob Dudolski	Team Synergy & Communication Skills	Dean of Students Office Staff	Cabela’s -Buda, TX UAC
Aaron Noon	Risk Management	Phi Kappa Psi Fraternity Phi Kappa Tau Fraternity Theta Chi Fraternity	LBJ SC
Aaron Noon	TechPhi Recruitment Technology Workshop	IFC Chapters	LBJ SC
Aaron Noon	Recruitment Roundtable	IFC Chapters	LBJ SC
Aaron Noon	Presidents Roundtable	IFC Chapter Presidents	LBJ SC
Aaron Noon	Parents’ Orientation Presentation	Parents of New Students	LBJ SC
Aaron Noon	Hazing Prevention Program	Phi Kappa Tau Fraternity	LBJ SC
Aaron Noon	Goal Setting & Robert’s Rules of Order	Greek Council Executive Officers	LBJ SC
Aaron Noon	Judicial Board Training	IFC & NPHC Delegates	LBJ SC

Lindsey Trione	Parents' Orientation Presentation	Parents of New Students	LBJ SC
Lindsey Trione	Greek Council Executives Kick-Off	Greek Council Executives	Embassy Suites Convention Center
Lindsey Trione	Recruitment Counselor Training Sessions	Panhellenic Council Executive Board & Recruitment Counselors	UAC
Lindsey Trione	Effective Chapter Management	Chapter Operations & Risk Management Chairs	LBJ SC
Lindsey Trione	Risk Management Presentation	Kappa Delta Chi Sorority	LBJ SC
Lindsey Trione	Selection with Campus Director	Panhellenic Recruitment Counselors	LBJ SC

Special Recognitions for Area Staff in 2015-2016

<u>PERSON</u>	<u>RECOGNITION</u>	<u>ORGANIZATION RECOGNITION FROM</u>
N/A		

Progress on Objectives from last year's annual report

- Successfully colonize two new Interfraternity Council fraternities – Alpha Sigma Phi (fall 2015) & Delta Sigma Phi (spring 2016). - **COMPLETED**
- Launch the Fraternal Values Society as a part of the Leadership Development Curriculum beginning with the Emerging Leaders Academy and ending with the Order of Omega. - **COMPLETED**
- Develop and execute the first National Hazing Awareness Week campaign here on campus. - **COMPLETED**
- Host the first annual Emerging Leaders Academy retreat at T Bar M Ranch in New Braunfels, TX. - **COMPLETED**
- Host the second annual Chapter Presidents' Retreat at T Bar M Ranch in New Braunfels, TX.
- Successfully move from an annual Greek Week event held in the spring semester to a year-long program called the Greek Challenge that will provide similar programs over the course of the academic year utilizing existing Greek Council programs, yet maintain a similar point system accumulated to award fraternities and sororities from each council as the winner of the program. - **COMPLETED**
- Launch the relationship with St. Jude Children's Research Hospital and culminate the first year of active fundraising with the "Up 'til Dawn" event as the closing of the newly created Greek Challenge program. - **COMPLETED**
- Continue work with the Panhellenic sororities to move towards "no frills" recruitment. - **COMPLETED**
- Begin the Extension/Expansion process to add a new sorority to the Panhellenic Council. – **IN PROGRESS and the extension process is underway.**
- Multicultural Greek Council will apply for AFLV Awards. – **IN PROGRESS and the council is reviewing the awards application packet.**

- Order of Omega induct 30 members overall and two honorary initiates by spring 2016. - **COMPLETED**

Objectives for 2016-2017

- Successfully colonize one new Interfraternity Council fraternity – Phi Gamma Delta Fraternity (fall 2016).
- Grow the Fraternal Values Society into the Leadership Development Curriculum by creating a mentoring relationship with the Emerging Leaders Academy and ending with eventual membership in the Order of Omega.
- Develop and improve a second National Hazing Awareness Week campaign here on campus
- Merge the Emerging Leaders Academy into a six-week semester course and move our retreat at T Bar M Ranch in New Braunfels, TX to an annual Fraternal Values Retreat.
- Continue hosting the annual Chapter Presidents’ Retreat at T Bar M Ranch in New Braunfels, TX and expanding the curriculum to strategic planning for the individual chapters in the community.
- Expand the Greek Challenge to coincide with each of our fraternity and sorority chapter’s national assessment and awards programs.
- Redevelop our relationship with St. Jude Children’s Research Hospital and create a fundraising program that will better fit the culture of our local Texas State Greek community.
- Continue the Extension/Expansion process to add a new sorority to the Panhellenic Council.
- Each of the Greek Governing Councils will apply for AFLV Awards.
- Order of Omega will revise its constitution and by-laws to better fit its current purpose and programs.

Trends/Challenges for 2016-2017

PHC

- The Panhellenic Chapters are too big to find space on campus and are outgrowing their houses. The council will need to move quickly to find a new sorority to expand to the campus as the interest in sororities continues to grow along with the increase in overall campus enrollment.

IFC

- A major focus for the fraternities within this council will continue to be risk management issues and leading the chapters toward better organizational management and operations. Addressing issues such as the focus on alcohol, new member education program activities that waste time of the new members along with a need for building strong, positive leaders within the fraternity chapters will be the focus of discussion for the IFC.

MGC

- The MGC is seeing a disconnect between the council and its member organizations as well as the rest of the Greek community. There is a lack of participation in Greek Challenge events, community leadership positions and council programs. The MGC chapters continue to over program themselves to the detriment of the council and their

own members. The council lost two chapters this past semester and is causing a decrease in council membership and morale. The council will need to focus on how this will impact their finances and recruitment efforts.

NPHC

- A main challenge faced with this council continues to be the involvement in the overall community to work together. This council has seen explosive growth this past year and with the increased number of members and resources, they have begun to see conflict arise between individual members and with the organizations. They will have to continue to develop stronger relationships between organizations and increase stronger and more positive communication to function together as a council and a community.

Programming Board

- The Programming Board will be facing the challenge of improving the “Greek Challenge” and utilize existing programming to create opportunity in using these programs as a means of supporting the fraternity and sorority chapters work to become accredited nationally and receiving top honors at their national conventions. The board will be re-tooling two initiatives with the Fraternal Values Society becoming a mentoring program and the creation of a local fundraising program for St. Jude Children’s Research Hospital. The programming board has just transitioned its first full set of officers and with new leadership the board will have to continue to innovate and improve its events and programs.

**ANNUAL REPORT
Dean of Students Office
LEADERSHIP INSTITUTE**

**Student Affairs Division
Texas State University
2015-2016**

Accomplishments/Retention Initiatives from 2015-2016

1. Hosted approximately 350 middle school students and teachers from across the state of Texas for the 50th Anniversary of the Signing of the Higher Education Act of 1965 with approximately 80 student volunteers to help commemorate the event.
2. Completed a second successful year under the new Student Leadership Board structure. The Student Leadership Board members:
 - a. concluded the year with 31 paid members;
 - b. participated in bi-weekly meetings (and bi-weekly officer meetings) during the academic year;
 - c. served as small group facilitators for the Leadership Institute Annual Conference;
 - d. developed and presented leadership trainings and workshops at organization meetings; and
 - e. received significant recognition, both organizational and individual, from Student Involvement, including Student Organization of the Month, the Community Engagement Award, Breakthrough Leader of the Year (Shakeel Jessa), and Student Organization Leader of the Year (Ruth Flores Carrillo).
3. Pathfinder: Texas State Emerging Leaders Program was expanded to offer the program in both the fall and spring semesters (rather than spring only).
4. Successfully hosted the sixth Leadership Institute Annual Conference February 19-20, 2016 with 229 Texas State University students, 53 non-Texas State attendees, 25 special guests, 29 speakers and 67 volunteers in attendance.
5. Fundraised approximately \$46,000 from departmental and corporate sponsors to fund the Leadership Institute Annual Conference and other leadership initiatives.
6. The Medal of Hope audience has been greatly expanded, with 70 audit requests and the awarding of 28 applicants (up from 14 the previous year).
7. The Leadership Institute's website was redesigned utilizing a new template in the content management system, and Student Leadership Board has received approval to develop an independent website under the Dean of Students umbrella to provide more relevant information regarding the organization and increased engagement with interested students.
8. Hosted the fourth campus-based session of LeaderShape®-Texas State with 55 students and 12 Texas State University staff participating.
9. Conducted the second annual leadership conference at Wiley Middle School in Leander, Texas, with 13 Student Leadership Board members participating. This year, SLB students planned and executed the workshops independent from staff members, and facilitated all of the activities and dialogue.

10. Provided Dean of Students Office Student Leadership Travel Fund assistance to 30 students for attendance at state and national student leadership conferences including:
 - a. Sent one student to University of Houston-Clear Lake Leadership Conference in November 2015.
 - b. Sent two students to the Sigma Gamma Rho Sorority, Inc. Southwestern Region Area Meetings in October 2015.
 - c. Sent one student to The World’s Largest Conference for Women Engineers in October 2015.
 - d. Sent one student to the Association for Applied and Clinical Sociology Annual Conference in October 2015.
 - e. Sent one student to the Society of Black Engineers Fall Regional Conference in November 2015.
 - f. Sent five students to the Circle of Change Leadership Conference in November 2015.
 - g. Sent five students to the Hatton W. Sumners Undergraduate Student Leadership Conference in February 2016.
 - h. Sent six students to Texas Student Leadership Forum on Faith and Values in April 2016.
 - i. Sent 8 students to the United We Dream Congress in June 2016.

Progress on 2012-2017 Administrative Support Plan / Strategic Plan

Department Goal: Goal 3 (2012-2017): Facilitate student success through leadership development opportunities which focus on needs of a diverse student population.	
Department Objective: Objective 3.1 (2012-2017): Increase the collaboration with faculty, staff and student throughout the university in order to provide leadership opportunities that will integrate ethics/integrity, excellence, social responsibility, inclusivity, civic engagement and empowerment.	
<i>Assessment Method:</i>	Satisfaction Survey
<i>Assessment Type:</i>	Satisfaction Assessment
<i>Assessment Target:</i>	At least 80% of participants will be satisfied with the event/program.
<i>Assessment Results:</i>	
<i>Student Affairs Goal:</i>	II. Create and deliver co-curricular programs and services through partnerships with faculty, staff, and external constituents to ensure the success of students.
<i>University Planning Category:</i>	4. Enrich our learning and working environment by attracting and supporting a more diverse faculty, staff and student body. (3. Enhance recruitment, retention, and support programs for all racial, ethnic, and international groups.)
<i>Department Strategy:</i>	Strategy 3.1.1 (2012-2017): Develop and implement a comprehensive set of activities for a multi-tiered Texas State Leadership Institute.

	Beg FY: FY12	End FY: FY17
	<i>Cost (New Funds):</i> \$0	<i>Cost (Reallocated Funds):</i> \$ 0
	<i>New or Reallocated Resources:</i>	Money/Funding, Staff time
	<i>Fund Source:</i>	Gift funds, Student Service fee
	<i>Responsible:</i>	Coordinator for Leadership Institute
	<i>Status:</i>	Implemented/Ongoing
	<i>Comments:</i>	UPDATE 6/1/16: The Leadership Institute has developed a multi-tiered comprehensive set of programming that provides leadership development opportunities for Texas State students. Examples include Pathfinder: Emerging Leaders Program for first and second year students, the Texas State Leadership Capstone Program: Step Forward, Give Back for juniors and seniors, and other programs such as the Leadership Workshop Series, Leadership Film Series, the LeaderShape® Institute, and Student Leadership Board opportunities for students at all levels.
	Department Strategy:	Strategy 3.1.2 (2012-2017): Create the Texas State Leadership Institute Advisory Board.
	Beg FY: FY12	End FY: FY14
	<i>Cost (New Funds):</i> \$ 0	<i>Cost (Reallocated Funds):</i> \$ 0
	<i>New or Reallocated Resources:</i>	Staff time
	<i>Fund Source:</i>	None
	<i>Responsible:</i>	Coordinator for Leadership Institute
	<i>Status:</i>	Implemented/Ongoing
	<i>Comments:</i>	UPDATE 6/1/16: The Leadership Institute Advisory Board has not yet begun meeting, but will be implemented beginning in FY17 as the Leadership Institute develops its next five year strategic plan.
	Department Strategy:	Strategy 3.1.3 (2012-2017): Implement a senior capstone program at Texas State.
	Beg FY: FY12	End FY: FY14
	<i>Cost (New Funds):</i> \$ 0	<i>Cost (Reallocated Funds):</i> \$ 0
	<i>New or Reallocated Resources:</i>	Money/Funding, Staff time
	<i>Fund Source:</i>	Student Service fee
	<i>Responsible:</i>	Coordinator for Leadership Institute
	<i>Status:</i>	Implemented/On-going
	<i>Comments:</i>	UPDATE 6/1/16: The Texas State Capstone Program: Step Forward, Give Back, was implemented during the fall

		semester in 2012. The program has been repeated each fall and spring since its implementation. It has continued to grow and become competitive each semester.
	Department Strategy:	Strategy 3.1.4 (2012-2017): Create Leadership Institute Endowment.
	Beg FY: FY12	End FY: FY17
	Cost (New Funds): \$ 0	Cost (Reallocated Funds): \$ 0
	New or Reallocated Resources:	Money/Funding
	Fund Source:	Gift funds
	Responsible:	Coordinator for Leadership Institute
	Status:	New
	Comments:	UPDATE 6/1/16: The Leadership Institute Endowment is close to reaching endowment status, but will be allowed to continue to grow before tapping into funds. A portion of all fundraising and Student Leadership Board dues is contributed to the endowment.
	Department Strategy:	Strategy 3.1.5 (2012-2017): Connect the Dean of Students Office chartered student organizations (Student Government and Student Foundation) to the Texas State Leadership Institute.
	Beg FY: FY12	End FY: FY17
	Cost (New Funds): \$ 0	Cost (Reallocated Funds): \$ 0
	New or Reallocated Resources:	Staff time
	Fund Source:	None
	Responsible:	Coordinator for Leadership Institute
	Status:	Implemented/On-going
	Comments:	UPDATE 6/1/16: The Leadership Institute has established ongoing relationships with Student Foundation and Student Government. Leadership Institute have scheduled presentations for both groups during long semesters and assists within internal retreats by providing presentations. Both organizations frequently support the Leadership Institute by providing nominations and ongoing advertisement.
	Department Strategy:	Strategy 3.1.6 (2012-2017): Create a website portal that provides a clearinghouse of all campus leadership programs and activities.
	Beg FY: FY12	End FY: FY17
	Cost (New Funds): \$ 0	Cost (Reallocated Funds): \$ 0

	<i>New or Reallocated Resources:</i>	Staff time
	<i>Fund Source:</i>	None
	<i>Responsible:</i>	Coordinator for Leadership Institute
	<i>Status:</i>	Implemented/On-going
	<i>Comments:</i>	UPDATE 6/1/16: The website portal has been implemented. http://leadership.dos.txstate.edu/resources/slpcollection.html http://leadership.dos.txstate.edu/resources/clearinghouse.html The website has also been updated to a more current template.
	<i>Department Strategy:</i>	Strategy 3.1.7 (2012-2017): Hire a full-time support staff person.
	Beg FY: FY13	End FY: FY15
	<i>Cost (New Funds):</i> \$ 36676.68	<i>Cost (Reallocated Funds):</i> \$ 0
	<i>New or Reallocated Resources:</i>	Facilities, Money/Funding, New staff
	<i>Fund Source:</i>	None
	<i>Responsible:</i>	Leadership Institute Coordinator
	<i>Status:</i>	New
	<i>Comments:</i>	UPDATE 6/1/16: No progress has been made on this strategy. At this time other areas of the departments have more urgent hiring needs.
	<i>Department Strategy:</i>	Strategy 3.1.8 (2012-2017) Implement the Legends of China program that provides students, faculty and staff an international immersion from traveling through China to meet their counterparts.
	Beg FY: FY12	End FY: FY13
	<i>Cost (New Funds):</i> \$ 0	<i>Cost (Reallocated Funds):</i> \$ 0
	<i>New or Reallocated Resources:</i>	Staff time
	<i>Fund Source:</i>	self-funded by participants ,
	<i>Responsible:</i>	Dean of Students
	<i>Status:</i>	Completed
	<i>Comments:</i>	UPDATE 6/1/16: This was implemented in summer 2013. However, future international travel has been diversified to include other countries such as Spain and Cuba. The area will continue to explore new ways to provide international and cross-cultural experiences to our students.

Assessments Conducted in 2015-2016

List each assessment(s) conducted, results and improvements made based on the results.

Leadership Workshop Series

The Leadership Workshop Series provides speakers, interactive sessions, panels, and other activities throughout the semester designed to help students develop a strong foundation of leadership beyond the classroom setting. Two to three workshops are offered each long semester and offer students the opportunity to discuss important leadership concepts and issues associated with the Institute's core values. The goals of the series include:

- developing an understanding of leadership concepts and practices,
- reflecting on and developing their personalized leadership styles,
- understanding the ethical/moral responsibilities of leaders,
- articulating a vision statement and developing achievable goals as a leader, and
- learning to incorporate social responsibility and inclusivity into their leadership.

These workshops serve as an opportunity for student leaders to further develop their own personal leadership skills and interact with other students, faculty and staff in a small setting. Workshops are free and open to any members of the Texas State community.

Workshop 1 – Power Words, Power Results

Tuesday, September 22, 2015, 5:00 – 6:30 p.m.

Speaker: Tabitha Williams, Outreach & Retention Coordinator, Office of Disability Services

Description: Participants will discuss how language can unify groups and inspire others to action, as well as explore strategies that can enhance a message, such as word choice, voice inflection and others. Language is a powerful tool to move groups toward a common goal and achieve great results.

Workshop 2 – Are You LinkedIn? The Professional Polish

Tuesday, October 20, 2015, 5:00 – 6:30 p.m.

Speaker: Ross Wood, Career Advisor, Career Services

Description: Does your LinkedIn profile have the professional polish? LinkedIn (the world's largest professional social network!) is undoubtedly the most effective social medium for personal branding and demonstrating your professional expertise. This workshop will help you understand how to craft a LinkedIn profile that effectively communicates your experiences to potential employers. If you don't yet have a LinkedIn profile or wish to improve your current profile to maximize its impact, this workshop is for you!

Workshop 3 – Get Connected: Technology & The Student Leader

Wednesday, November 18, 2015, 5:00 – 6:30 p.m.

Speaker: Reed Rallojaj, Director, Leadership and Ethics Institute, The University of Texas at Austin

Description: The rising use of technology among college students can be a powerful tool to aid leaders in accomplishing their goals. An effective leader is knowledgeable of the positive and negative aspects of technology and how to incorporate its use within a group. This workshop will explore how student leaders can utilize technology to promote

community among their members and advance an organization in achieving their initiatives.

Workshop 4 – Empowering Others to Lead

Wednesday, March 2, 2016, 5:00 – 6:30 p.m.

Speaker: Dave Gallander, Assistant Director, Student Life, St. Edward’s University

Description: There is no single "right way" to empower others. A leader's job consists of continually looking for new opportunities to accomplish the group mission. Do you always chair the program committees? Do you lead the meetings as well as write up the minutes? Maybe it is time to recommend someone else for these duties. Not only does this empower others, it adds to your free time as well. Through this workshop, you will discover the ability to build others up, while taking a step back.

Workshop 5 – Growing an Organization

Tuesday, March 29, 2016, 5:00 – 6:30 p.m.

Speakers: Ian Smith and Natalie Berko, Co-founders, H.E.A.T (Human, Environmental, Animal Team)

Description: This workshop will be presented by members of the Texas State chapter of the H.E.A.T. Establishment. The alpha chapter of this organization was founded in 2010 by two students and is the largest chapter, with meetings reaching over 200 interested students. The organization is continuing to expand, educate and empower on a global scale. This workshop will explore the strategies that made this organization one of the largest and most quickly expanding organizations on campus.

Assessment

A paper survey was provided to student participants at each of the leadership workshops conducted during the fall and spring semesters.

Workshop 1 – *Power Words: Power Results* – Survey provided to 27 participants and collected from 26 individuals at the end of the workshop with a response rate of 96.3 %.

Attendance Summary	
Participants	27
Semester	Fall 2015
Enrolled Students	27 (100%)
Unknown	0 (0%)
Ethnicity	
Unknown	9 (33.3%)
White (Non-Hispanic)	8 (29.6%)
Black (Non-Hispanic)	2 (7.4%)
Hispanic	7 (25.9%)
Native Hawaiian or Pacific Islander	1 (3.7%)
Asian/Pacific Islander	0 (0.0%)

Gender	
Female	23 (81%)
Male	4 (19%)
Classification	
Freshman	8 (4.8%)
Sophomore	8 (19%)
Junior	0 (14.3%)
Senior	10 (61.9%)
Graduate	1 (0.0%)

100% of respondents agreed or strongly agreed that the presenter was knowledgeable, and that the activities were fun and engaging. 96.2% agreed or strongly agreed (with 3.8% being neutral) that the material will be beneficial to them as a leader.

Workshop 2 – *Are you LinkedIn? The Professional Polish* – Electronic surveys were emailed to 23 participants and received back from 6 individuals for a response rate of 38.3%.

Attendance Summary	
Participants	23
Semester	Fall 2015
Enrolled Students	23 (100%)
Unknown	0 (0%)
Ethnicity	
Unknown	12 (52.2%)
White (Non-Hispanic)	3 (13.0%)
Black (Non-Hispanic)	1 (4.3%)
Hispanic	4 (17.4%)
Native Hawaiian or Pacific Islander	1 (4.3%)
Asian/Pacific Islander	2 (8.7%)
Gender	
Female	16 (69.6%)
Male	7 (30.4%)
Classification	
Freshman	5 (21.7%)
Sophomore	0 (0%)
Junior	6 (26.1%)

Senior	10 (43.5%)
Graduate	2 (8.7%)

100% of respondents agreed or strongly agreed that the presenter was knowledgeable.
 100% strongly agreed that the material will be beneficial to them as a leader.

Workshop 3 – *Get Connected: Technology and the Student Leader* – Survey provided to 15 individuals and collected from 12 with a response rate of 80%.

Attendance Summary	
Participants	15
Semester	Fall 2015
Enrolled Students	15 (100%)
Unknown	0 (0%)
Ethnicity	
Unknown	5 (33.3%)
White (Non-Hispanic)	1 (6.7%)
Black (Non-Hispanic)	0 (0%)
Hispanic	5 (33.3%)
Native Hawaiian or Pacific Islander	3 (20%)
Asian/Pacific Islander	1 (6.7%)
Gender	
Female	11 (73.3%)
Male	4 (26.7%)
Classification	
Freshman	5 (33.3%)
Sophomore	1 (6.7%)
Junior	4 (26.7%)
Senior	4 (26.7%)
Graduate	1 (6.7%)

100% of respondents agreed or strongly agreed that the presenter was knowledgeable and that the material will be beneficial to them as a leader. Additionally, 100% of respondents better understand how student leaders can use technology to promote community and advance a group toward their goal.

Workshop 4 – *Empowering Others to Lead* – Surveys were provided to all participants (17 individuals officially checked in to the event) and received from 19 individuals (there

may have been two students who were not accounted for in the attendance summary) for a response rate of 100%.

Attendance Summary	
Participants	17
Semester	Fall 2015
Enrolled Students	17 (100%)
Unknown	0 (0%)
Ethnicity	
Unknown	6 (35.3%)
White (Non-Hispanic)	2 (11.7%)
Black (Non-Hispanic)	1 (5.9%)
Hispanic	7 (41.2%)
Native Hawaiian or Pacific Islander	1 (5.9%)
Asian/Pacific Islander	0 (0%)
Gender	
Female	14 (82.4%)
Male	3 (17.6%)
Classification	
Freshman	3 (17.6%)
Sophomore	2 (11.8%)
Junior	5 (29.4%)
Senior	4 (23.5%)
Graduate	3 (17.6%)

100% of respondents agreed or strongly agreed that the presenter was knowledgeable, the activities were fun and engaging, and that the material will be beneficial to them as a leader. Based on their experience at this workshop, 100% of respondents would attend a workshop in the future.

Workshop 5 – *Growing an Organization* – Surveys provided to 22 individuals and received from 19 individuals for a response rate of 86.4%.

Attendance Summary	
Participants	22
Semester	Fall 2015
Enrolled Students	22 (100%)
Unknown	0 (0%)

Ethnicity	
Unknown	9 (40.9%)
White (Non-Hispanic)	3 (13.6%)
Black (Non-Hispanic)	5 (22.7%)
Hispanic	4 (18.2%)
Native Hawaiian or Pacific Islander	0 (0%)
Asian/Pacific Islander	1 (4.5.7%)
Gender	
Female	18 (81.8%)
Male	4 (18.2%)
Classification	
Freshman	1 (4.5%)
Sophomore	5 (22.7%)
Junior	3 (13.6%)
Senior	11 (50%)
Graduate	2 (9.1%)

100% of respondents agreed or strongly agreed that the presenter was knowledgeable.
89.5% agreed or strongly agreed that the material will be beneficial to them as a leader.

Improvements

Survey responses indicate that the Leadership Institute has provided knowledgeable and engaging workshops to assist in the personal leadership development of its participants. The Institute would like to see an increase in the number of attendees to enhance the engagement offered at each session. Increasing the number of attendees will provide an opportunity for more group discussions and activities.

The Leadership Institute will continue to recruit dynamic speakers for the workshop series, and will ensure that presenters incorporate activities and enhance audience participation for more experiential learning.

Leadership Film Series

The Leadership Film Series provides an opportunity for students to watch movies which reveal aspects of leaders appearing throughout the history of cinema. The Leadership Film Series offers an opportunity to observe leadership in action and relate it to one's own leadership style.

Following each film, a panel of students, faculty, and/or staff will engage the audience in a discussion of the film's leadership lessons and implications. The goals of the series include:

- exploring what ethical leadership means to different people in different historical periods,
- critiquing leadership qualities of characters found in popular and historical films, and

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- identifying leadership strategies that result in positive social change either locally and/or globally.

Screenings are free and open to any member of the Texas State community until capacity is reached. The series is offered once each long semester.

Fall Film Series: *Documented*

Tuesday, October 27, 2015, 4:45 – 7:00 p.m.

Speaker(s): Gloria Velasquez, Senior Lecturer, Department of Modern Languages and Juan Jaimes, Texas State student

Description: This edition of the Leadership Film Series has selected *Documented*, a film that chronicles the Pulitzer Prize-winning journalist Jose Antonio Vargas who outed himself as an undocumented immigrant in an essay published in the New York Times Magazine. Documented chronicles his journey to America from the Philippines as a child; his journey through America as an immigration reform activist; and his journey inward as he re-connects with his mother. Audiences screened the film, then followed with a discussion led by two formerly undocumented individuals who shared their personal stories.

Spring Film Series: *The Sandlot*

Tuesday, April 6, 2016, 4:45 p.m. – 7:00 p.m.

Speaker(s): Laramie A. McWilliams, M.Ed., Leadership Institute Assistant Coordinator

Description: *The Sandlot* is a classic coming of age baseball film and chronicles the story of a new kid in town who is taken under the wing of a young baseball prodigy and his team over the course of an adventure-filled summer. Following the film, participants discussed lessons in leadership from the film, and those they have brought from their own adolescents that still serve them today.

Assessment

A paper survey was provided to student participants during the fall semester. During the spring semester, the survey contained inaccurate information, and was subsequently emailed to participants for electronic feedback.

Fall Film Series: *Documented*

Survey provided to 61 individuals and collected from 27 individuals at the end of the workshop with a response rate of 44.3%

Attendance Summary	
Participants	61
Semester	Fall 2015
Enrolled Students	61 (100%)
Unknown/Non-students	0 (0%)

Ethnicity	
Unassigned/Unknown	23 (37.7%)
White (Non-Hispanic)	10 (16.4%)
Black (Non-Hispanic)	6 (9.8%)
Hispanic	16 (26.2%)
Asian/Pacific Islander	3 (4.9%)
Native Hawaiian or Pacific Islander	2 (3.3%)
American Indian or Alaskan Native	1 (1.6%)
Gender	
Female	51 (83.6%)
Male	10 (16.4%)
Classification	
Freshman	17 (27.9%)
Sophomore	4 (6.6%)
Junior	3 (4.9%)
Senior	28 (45.9%)
Masters	9 (14.7%)

96.3% of respondents agreed or strongly agreed that the speakers were knowledgeable (one respondent was neutral). 100% of respondents agreed or strongly agreed that the material will be beneficial to them as a leader, and believe they better understand the experiences of as well as myths and facts regarding undocumented individuals.

Spring Film Series: *The Sandlot*

Survey sent electronically to 32 individuals with five completing the evaluation for a response rate of 6.4%.

Attendance Summary	
Participants	32
Semester	Spring 2016
Enrolled Students	32 (100%)
Unknown/Non-students	0 (0%)
Ethnicity	
Unassigned/Unknown	13 (40.6%)
White (Non-Hispanic)	7 (21.9%)
Black (Non-Hispanic)	2 (6.2%)
Hispanic	6 (18.7%)
Asian/Pacific Islander	2 (6.3%)

Native Hawaiian or Pacific Islander	2 (6.3%)
American Indian or Alaskan Native	0 (0%)
Gender	
Female	26 (81.3%)
Male	6 (18.7%)
Classification	
Freshman	4 (12.5%)
Sophomore	8 (25%)
Junior	8 (25%)
Senior	12 (37.5%)
Masters	0 (0%)

80% of respondents agreed or strongly agreed that the speaker knowledgeable (one respondent was neutral) and that the material will be beneficial to them as a leader.

Improvements

The Leadership Institute will be intentional in its selection of the film to keep the event within a two-hour time frame and ensure that the audience connects with the content. Speakers will also be selected with care to ensure they are knowledgeable and engaging.

Leadership Institute Annual Conference

Each year the Leadership Institute holds an annual conference based on the Common Experience theme and Core Values of the Leadership Institute. The conference was held on February 19-20, 2016 on the Texas State University campus in the LBJ Student Center. This year’s conference theme was “Bridged Through Experiences: The Immigrant Story.” There were 403 total participants, including 282 student participants at this year’s conference. A total of \$46,000 was fundraised for this event, which covered 100% of the total cost.

The primary purpose of the conference is to bring together students from diverse backgrounds to learn leadership skills, engage students in values-based activities that foster ethical leadership development, build a unified community, cultivate social responsibility, and inspire students to adopt a new way of life while expanding their leadership potential. The learning outcomes for this year’s conference were:

- Students will be able to recognize the impact of the immigrant experience in the United States of America.
- Students will recognize and value the contributions immigrants have made to the economic development of the country.
- Students will understand the obligation of leaders to be actively engaged in their local and global communities.
- Students will recognize the contributions diversity brings to their campus and society and be empowered to advocate for equality and inclusion.

The conference included two keynote speakers – one for Friday evening (José M Hernandez, American engineer and former NASA astronaut) and one for Saturday (Julissa Arce, writer and immigration rights/education advocate), and 27 breakout sessions presenters/panelists. Twenty (20) breakout sessions were offered that focused on general leadership development the six core values of the Leadership Institute (social responsibility, ethics/integrity, inclusivity, excellence, civic engagement, empowerment) and the Common Experience theme.

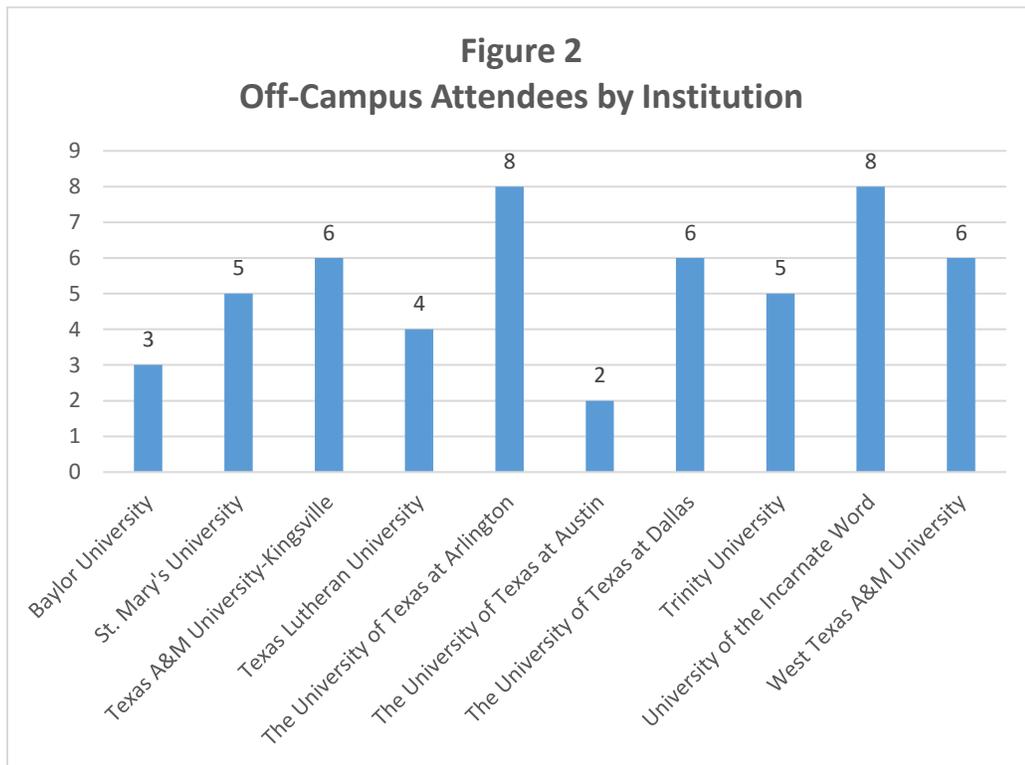
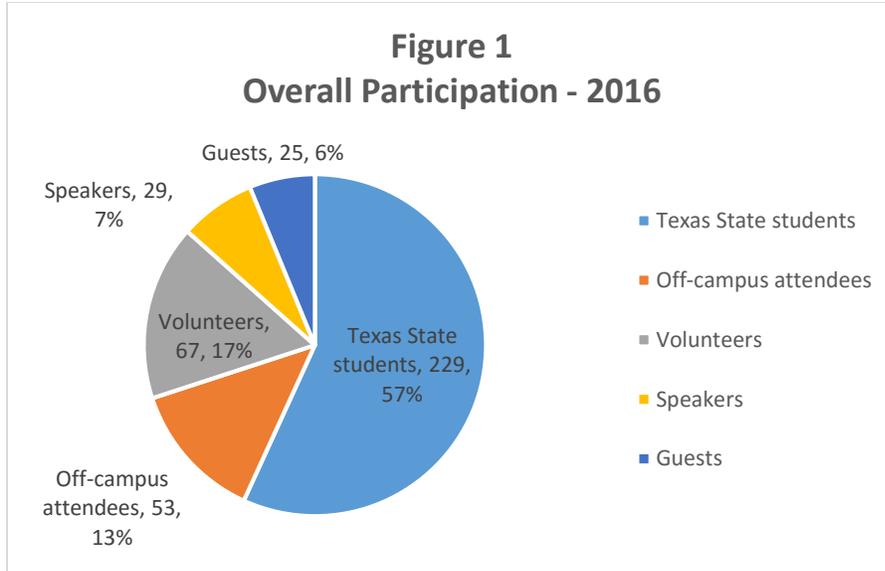
Participants were divided into small groups of 8-10 students which are led by experienced student leaders who were recruited from the Student Leadership Board, Student Government, Student Foundation, graduate students and other student leaders on campus. These small group leaders served as guides for students throughout the conference. Each small group met three times during the conference and facilitated the following guided activities:

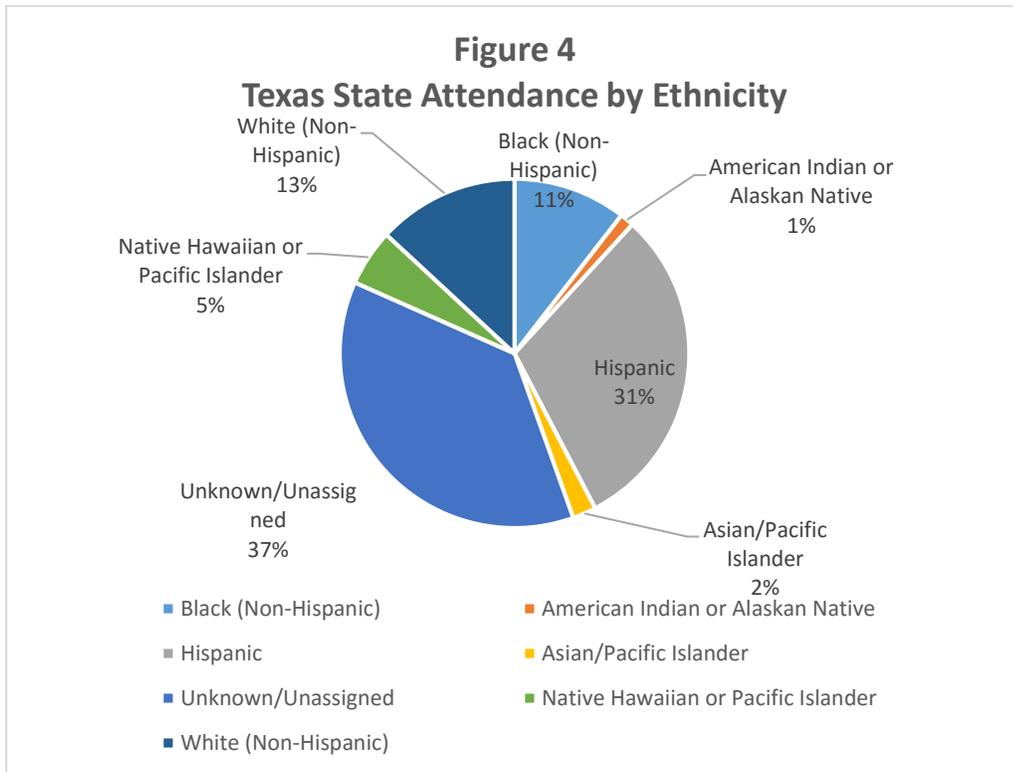
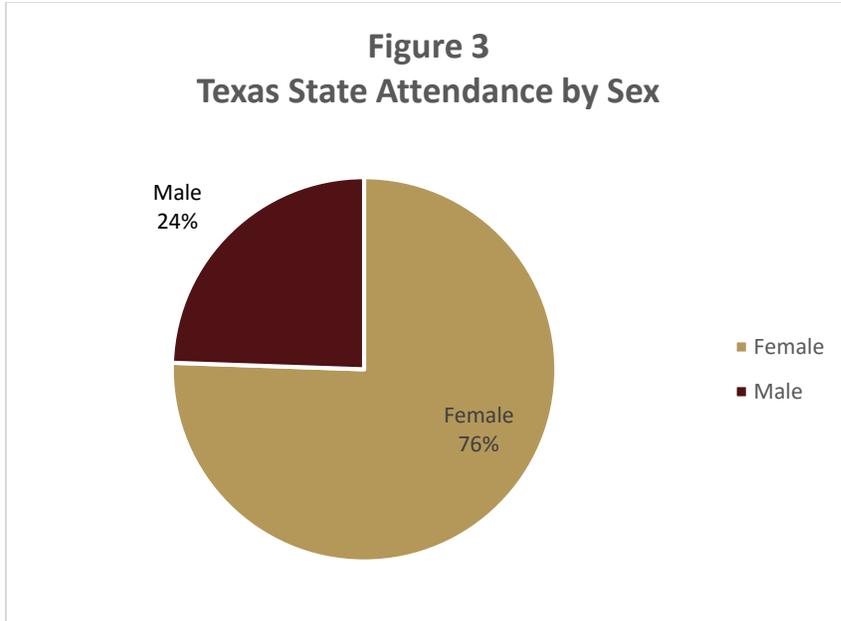
- Introductions/Purpose/Community Agreement/Conference Expectations, along with group reflection of the keynote address
- Beginning discussion about how students have been inspired to lead differently and the role that their passion plays in their leadership journey
- Reflect on the conference and what they have learned, and identify how they will implement the knowledge they've gained into their daily experiences.

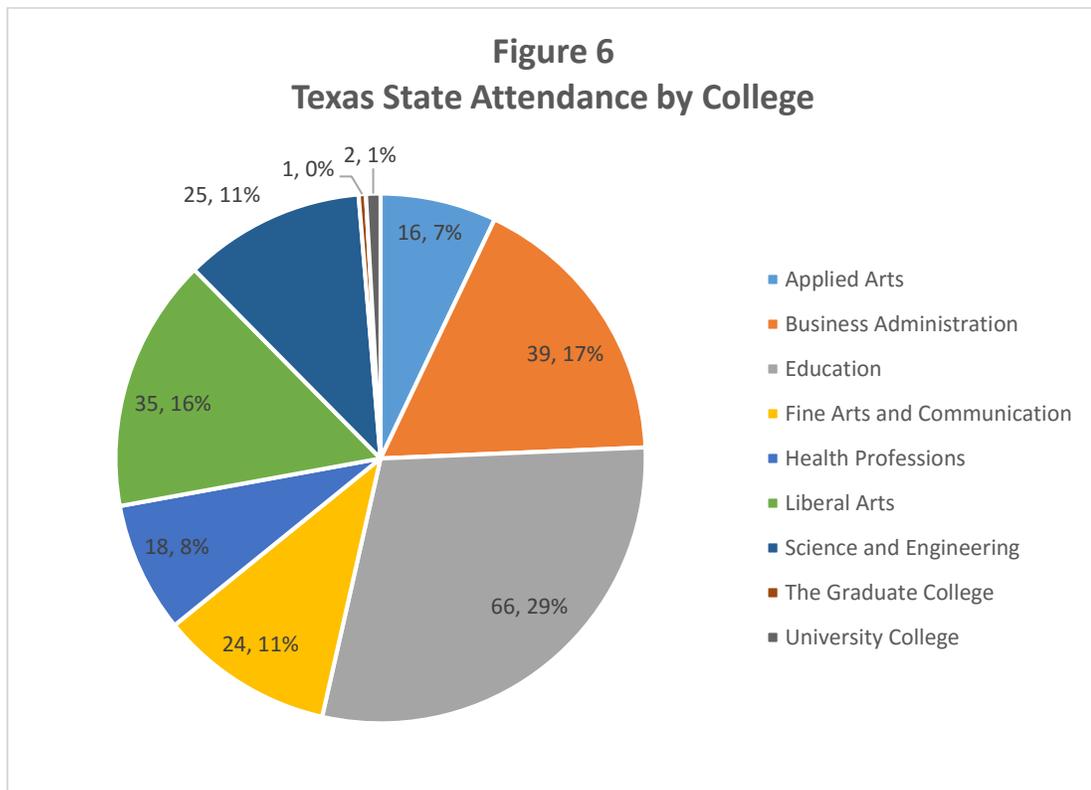
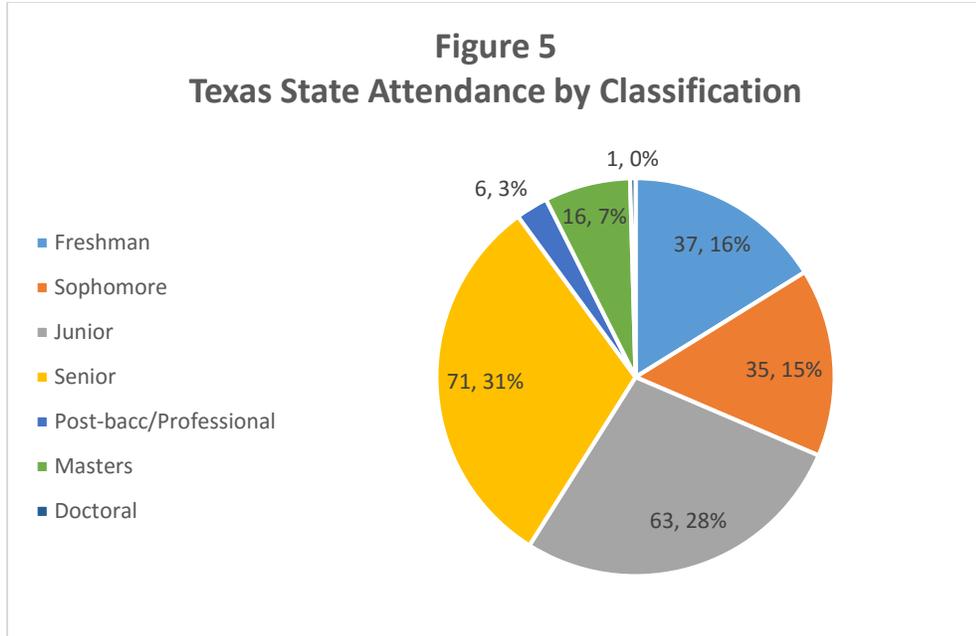
The planning committee for the conference was intentional about finding ways to integrate the conference theme into all aspects. Students were encouraged to “tweet” throughout the conference using the hashtag #LIAnnual16, which allowed them to comment on keynote speeches and breakout sessions, as well as connect and network with their small groups and other conference participants.

Assessment

Participant tracking was conducted to determine the demographics of those attending the conference. A total of 403 people participated in the conference as shown in Figure 1. The non-Texas State attendance is detailed in Figure 2 indicating the other universities who participated, which included Baylor University, St. Mary's University, Texas A&M University – Kingsville, Texas Lutheran University, The University of Texas at Arlington, The University of Texas at Austin, The University of Texas at Dallas, Trinity University, University of the Incarnate Word, and West Texas A&M University-Kingsville. Figures 3 and 4 illustrate the sex and ethnicity, whereas Figures 5 and 6 show the classification and college of Texas State student attendees. These demographics indicate that the majority of Texas State students who attended were females (76%) and students majoring within the College of (29%).







Assessment

A paper survey was provided to all student participants during the 2016 Leadership Institute Annual Conference. This survey was provided to all 282 student participants on Saturday, February 20, 2016 at the end of the conference and was collected from 238 individuals with a response rate of 84.4%. This rate is up from last year’s response rate of

62.32% due to a requirement to submit a survey in order to receive a conference participation shirt.

Major findings of the assessment showed that 99.6% of respondents agreed or strongly agreed that they enjoyed the conference overall (up from 85.7% from the previous year). 95% of respondents agreed or strongly agreed that the speakers helped them understand the value of their leadership experiences and how they relate to the future. 97.5% of agreed or strongly agreed that the conference was well organized, and 99.6% of respondents stated they would recommend the Leadership Institute Annual Conference to another student (up from 96% during the previous year).

The assessment also provided valuable feedback related to the keynote speakers. 89.9% of respondents agreed/strongly agreed that José M. Hernandez’s session was engaging, and 90.3% found his session relevant to their leadership experience and better understood how it relates to their future. 92.8% of respondents agreed/strongly agreed that Julissa Arce’s session was engaging, and 90.2% found her session relevant to their leadership experience and better understood how it relates to their future.

Improvements

Based on this year’s assessment, we plan to revisit the creation of session descriptions to accurately reflect the breakout sessions, potentially involving the presenters themselves for accuracy. We also plan to explore the possibility of a networking session for non-Texas State attendees such as the advisors. Another area for improvement is regarding visibility and participation in the Common Experience exhibit. Students have also indicated a desire for more interaction with the featured speakers aside from regular question and answer sessions, so we will explore ways to incorporate this in the networking reception.

LeaderShape® Institute

Attendance Summary - 2016	
Participants	55
Semester	Summer 2016
Ethnicity	
African American/Black	6 (10.9%)
Asian	2 (3.6%)
Caucasian/White	9 (16.4%)
Latina/Latino	30 (54.5%)
Multiracial	5 (9.1%)
Not Specified/Other	3 (5.5%)
Gender	
Female	35 (63.6%)
Male	19 (34.6%)

Transgender	1 (1.8%)
Classification	
Freshman	7 (12.7%)
Sophomore	14 (25.5%)
Junior	18 (32.7%)
Senior	15 (27.3%)
Post Baccalaureate	1 (1.8%)

Assessment

In accordance with the contract with the LeaderShape® Institute, program assessment for this program are conducted by the LeaderShape® organization. It is an international non-profit, and they are the stewards of this data so they can compare results across all campus partners. Feedback is collected from paper surveys at the close of the program, and this information has not yet been made available to Leadership Institute staff.

Student Leadership Conference Travel

Leadership development conferences are important opportunities for students to network with other student leaders, learn successful practices from peers, and develop their personal and leadership skills. Yet very few student organizations are able to adequately invest in their student leadership. The Dean of Students Office requested financial assistance from the Student Service Fee Committee to support student travel for leadership development. As part of a comprehensive leadership development program, student travel is an important aspect in delivering experiential learning opportunities.

Student travel is a highly beneficial endeavor. Student leaders able to travel for leadership development conferences benefit directly from the experience with enhanced leadership skills. Furthermore, the entire organization benefits from the ideas, energy, motivation, and renewed focus those students often share upon return from leadership conferences. This will enable the organization to better serve the student body. A more cohesive student organization is better able to recruit and retain students in the group, leading to increased involvement. The Student Service Fee Committee recognized the important of student travel and agreed to fund \$15,000 for the Leadership Institute to send students to leadership development opportunities.

Sigma Gamma Rho Sorority, Inc. Southwestern Region Area Meeting

Houston, TX

October 1-4, 2015

Number of Students: 2 students, 4 days

The mission of Sigma Gamma Rho Sorority, Inc. is to enhance the quality of life for women and their families in the U.S. and globally through community service. Their goal is to achieve greater progress in the areas of education, healthcare, and leadership development. This conference allowed members across the Southwestern region to connect for national and regional updates.

Association for Applied & Clinical Sociology Conference

Montgomery, AL

October 7-10, 2015

Number of students: 1 student, 4 days

Assoc. for Applied & Clinical Sociology members get together once a year to share research, policy work, teaching, activism, clinical experience or other applications that are helping sociology to make a difference in the world. This conference helps to support practitioners as they use sociological ideas to effect positive social change, or to help systems function as well as possible in their current forms.

The World's Largest Conference for Women Engineers

Nashville, TN

October 22-24, 2015

Number of Students: 1 student, 3 days

For 65 years, the Society of Women Engineers has endeavored to establish a place and voice for women in the engineering profession. Their annual Women Engineers Conference celebrates the hard work of their members and the great advancements the women in engineering community have made in the past year. Attendees also have the opportunity to make international connections while advancing their careers at insightful educational opportunities.

University of Houston-Clear Lake Leadership Conference

Clear Lake, TX

November 7, 2015

Number of Students: 1 student, 1 day

University of Houston-Clear Lake is committed to developing and cultivating the leadership potential that exists in each of us. They welcome more than 250 students and professional staff from universities and colleges all over Texas as they explore trends in leadership. The day includes inspiration, leadership insights, fun, and networking with other college student leaders. Conference speakers led participants in a day-long interactive experience where they learned about leadership styles, how to facilitate effective teams, and discover simple ways of making a difference.

Society of Black Engineers Fall Regional Conference

Kansas City, MO

November 6-8, 2015

Number of Students: 1 student, 3 days

The Society of Black Engineers Fall Regional Conference provides a forum for discussion and information exchange between collegiate, pre-college, professionals, and corporate representatives at the regional level. Within the three-day weekend, each region encourages academic excellence and professional development through various technical, cultural, workshops and competitions, and career and graduate school fairs.

Circle of Change Leadership Conference

Carson, CA

November 19-22, 2015

Number of Students: 5 students, 4 days

The Circle of Change Leadership Experience connects student leaders nationally with an incredible and diverse leadership network of students and professionals that will provide them with the inspiration, leadership development training, and professional skills needed to take their personal and leadership experience to the next level. It was voted the top student leadership program of the year in 2015 by the NASPA Student Leadership Programs Knowledge Community.

Hatton W. Sumners Undergraduate Student Leadership Conference

Austin, TX

February 25-27, 2016

Number of Students: 5 students, 3 days

The purpose of the conference is to develop the leadership potential of current students in higher education. The immediate goals to fulfill this purpose are: to inspire young men and women to seek or accept leadership responsibilities as part of their contribution to their society; to increase awareness of current and emerging leadership challenges in a variety of settings; and to develop a network of students to support future collaboration among these emerging leaders.

Texas Student Leadership Forum on Faith and Values

Austin, TX

April 1-3, 2016

Number of Students: 6 students, 3 days

The Texas Student Leadership Forum allows students from diverse backgrounds to gather and discuss the importance of faith and values in both personal and public life. The forum explores the practical applications of servant leadership including: purpose, service, relationships, and reconciliation.

United We Dream Congress 2016

Houston, TX

June 10-12, 2016

Number of Students: 8 students, 3 days

This event will allow undocumented and immigrant youth from across the country to come together for a historic gathering. Through tables, workshops and networking with other individuals and organizations, participants should uncover knowledge and resilience that can be shared with families and friends at home.

Assessment

An electronic survey was provided to student participants upon their return at each of the following student leadership conferences.

Sigma Gamma Rho Sorority, Inc. Southwestern Region Area Meeting – October 1-4, 2015 – Electronic survey provided to two individuals and collected from one individual for a response rate of 50%.

The only respondent rated the conference as a 4 on a scale of 1 to 5 (with 5 being the highest). The respondent indicated that she would recommend this conference

to other students, and appreciated the opportunity for increased personal growth and focus on goal-setting.

Association for Applied & Clinical Sociology Conference - October 7-10, 2015 – Electronic survey was provided to one individual, but was not returned for a 0% response rate.

The World's Largest Conference for Women Engineers - October 22-24, 2015 – Electronic survey provided to one individual and collected from one individual for a response rate of 100%.

The only attendee and respondent rated the conference as a 5 on a scale of 1 to 5 (with 5 being the highest). The respondent believes it was a great opportunity to connect with other women engineers that share the same passion. The respondent also reported that the conference increased her awareness of ways to encourage girls and women in STEM fields. There were no areas of the conference the respondent did not enjoy or have suggestions for improvement.

University of Houston-Clear Lake Leadership Conference – November 7, 2015 – Electronic survey provided to one individual and collected from one individual for a response rate of 100%.

The only attendee and respondent rated the conference as a 5 on a scale of 1 to 5 (with 5 being the highest). The respondent indicated that he/she would recommend this conference to other students, and enjoyed the high levels of energy and interaction with other student participants. The respondent reported that it was a great experience and believes it should be an opportunity extended to more Texas State students. The only area of complaint was a suggestion for the event to be longer as components seemed rushed to fit in all sessions and activities.

Society of Black Engineers Fall Regional Conference - November 6-8, 2015 - Electronic survey was provided to one individual, but was not returned for a 0% response rate.

Circle of Change Leadership Conference - November 19-22, 2015 – Electronic survey was provided to five individuals and received from four individuals for a response rate of 80%.

The average rating of the Circle of Change Leadership Conference was a 4.25 on a scale of 1 to 5 (with 5 being the highest). 100% of respondents would recommend the conference to another student, however, 80% of these respondents stipulated that it might be geared to underclassmen, rather than mostly juniors and seniors. Major themes in the comments about what students most enjoyed were networking with diverse students from across the country and successful

individuals in a variety of fields, impactful panels, and the importance of developing a vision statement based on passion and positive change. Areas for improvement related to the structure and scheduling of the conference, which resulted in long days and frequently getting off-schedule when sessions or activities ran over the allotted time frame.

Hatton W. Sumners Undergraduate Student Leadership Conference - February 25-27, 2016 – Electronic survey provided to five individuals and received from two individual for a response rate of 40%.

One respondent rated the conference as a 5 on a scale of 1 to 5 (with 5 being the highest), with the other respondent not providing an answer. The respondents would recommend this conference to other students, and indicated that it was an empowering multicultural leadership experience. Both respondents indicated the networking aspect of the conference provided the most value as it allowed attendees to connect with students from other universities, both national and international. Lodging was indicated as an area for improvement for one respondent, while the other stated the only negative was the end of the conference, resulting in the inability to continue the conversation and learning.

Texas Student Leadership Forum on Faith and Values - April 1-3, 2016 – Electronic survey provided to six individuals and received from two individuals for a response rate of 33.3%.

The average rating of the Texas Student Leadership Forum on Faith and Values was a 4.5 on a scale of 1 to 5 (with 5 being the highest). 100% of respondents would recommend the conference to another student. Feedback from the conference included remarks about appreciating the group discussions during which individuals had to analyze their viewpoints and become more self-aware as they discussed their values and perspectives, and exploring ‘the why’ behind what drives an individual to become a leader. According to one respondent, the opening day could have been better organized with an updated schedule, but the other respondent only had positive feedback.

United We Dream Congress 2016 - June 10-12, 2016 – An electronic survey will be provided to participants once they return from the conference later this month.

Improvements

Decisions about student travel for the 2016-2017 fiscal year will be determined based on the findings and feedback in this assessment. For example, the Leadership Institute will consider the classification or level of leadership involvement when identifying students to send to each conference. There will, however, continue to be a wide variety of conferences attended as those who apply for scholarships will identify conferences and opportunities that are specific to their fields or organizations.

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These assessments also illustrate the importance of scheduling a post-trip meeting during which students complete paper or electronic evaluations while in the office to assess their experience. Utilizing the electronic evaluations compared to paper evaluations has let to much lower response rates.

Presentations by Area Staff in 2015-2016

Complete the table with information requested. (Add more rows by highlighting row, right click, select “insert” and select “insert row below”)

	<u>PERSON</u>	<u>PRESENTATION TITLE</u>	<u>AUDIENCE</u>	<u>LOCATION</u>
9/1/15	DR. ASHLEY SPICER-RUNNELS	IMPORTANCE OF PROFESSIONAL DEVELOPMENT FOR SAHE STUDENTS	SAHE STUDENTS - 20	ED 4040
9/11/15	LARAMIE A. MCWILLIAMS	STEP INTO THE CIRCLE: UNDERSTANDING IDENTITY	DIAMOND SWEETHEARTS RETREAT - 120	WIMBERLEY, TEXAS
9/15/15	DR. ASHLEY SPICER-RUNNELS AND LARAMIE A. MCWILLIAMS	LEADERSHIP WORKSHOP SERIES: SOCIAL EXCELLENCE	ROUND ROCK STUDENTS - 5	ROUND ROCK CAMPUS
10/7/15	LARAMIE A. MCWILLIAMS	LEADERSHIP INSTITUTE OVERVIEW	PRE-PHYSICAL THERAPY ORGANIZATION - 85	HINES HALL 204
10/23/15	DR. ASHLEY SPICER-RUNNELS AND LARAMIE A. MCWILLIAMS	LEADERSHIP AS A PROCESS, NOT A POSITION	UNIVERSITY SEMINAR STUDENTS - 20	DERRICK HALL 239
11/2/15	DR. ASHLEY SPICER-RUNNELS AND LARAMIE A. MCWILLIAMS	LEADERSHIP AS A PROCESS, NOT A POSITION	UNIVERSITY SEMINAR STUDENTS (SECTION 1 FOR KEN MURDOCK) - 20	UAC 405
11/2/15	DR. ASHLEY SPICER-RUNNELS AND LARAMIE A. MCWILLIAMS	LEADERSHIP AS A PROCESS, NOT A POSITION	UNIVERSITY SEMINAR STUDENTS (SECTION 2 FOR KEN MURDOCK) - 20	UAC 405
11/4/15	LARAMIE MCWILLIAMS AND MACKENZIE DAVIDSON	LEADERSHIP AS A PROCESS, NOT A POSITION	UNIVERSITY SEMINAR STUDENTS (INSTRUCTOR) - 20	ASBS 112
11/5/15	DR. ASHLEY SPICER-RUNNELS	LEADERSHIP AND COMMUNICATION	ROUND ROCK STUDENTS - 5	ROUND ROCK CAMPUS
11/20/15	DR. ASHLEY SPICER-RUNNELS	LEADERSHIP INSTITUTE OVERVIEW	UNIVERSITY SEMINAR (SECTION 1 FOR SUSAN ROLLS) - 15	ASBS112
11/20/15	DR. ASHLEY SPICER-RUNNELS AND LARAMIE MCWILLIAMS	LEADERSHIP INSTITUTE OVERVIEW	UNIVERSITY SEMINAR (SECTION 2 FOR SUSAN ROLLS) - 15	ASBS 112
11/20/15	DR. ASHLEY SPICER-RUNNELS AND LARAMIE MCWILLIAMS	LEADERSHIP INSTITUTE OVERVIEW	UNIVERSITY SEMINAR (SECTION 3 FOR SUSAN ROLLS) - 15	ASBS 112
11/20/15	LARAMIE MCWILLIAMS	LEADERSHIP INSTITUTE OVERVIEW	UNIVERSITY SEMINAR (SECTION 4 FOR SUSAN ROLLS) - 15	ASBS 112
11/21/15	LARAMIE MCWILLIAMS	COURAGE 101	EQUALITY UNIVERSITY - 20	LBJ STUDENT CENTER 3-15.1
11/21/15	LARAMIE MCWILLIAMS	AWARENESS 201	EQUALITY UNIVERSITY - 20	LBJ STUDENT CENTER 3-15.1
11/21/15	LARAMIE MCWILLIAMS	DARING GREATLY 301	EQUALITY UNIVERSITY - 20	LBJ STUDENT CENTER 3-15.1

1/22/16	NAIHA CAMPOS	STEP INTO THE CIRCLE: EXPLORING IDENTITY	STUDENT LEADERSHIP BOARD RETREAT - 15	SLUMBER FALLS, WIMBERLEY, TEXAS
1/23/16	LARAMIE MCWILLIAMS AND MACKENZIE DAVIDSON	MISSION AND VISION DEVELOPMENT	STUDENT LEADERSHIP BOARD RETREAT - 15	SLUMBER FALLS, WIMBERLEY, TEXAS
2/26/16	LARAMIE MCWILLIAMS AND NAIHA CAMPOS	SOCIAL EXCELLENCE	LEADERSHIP CAPSTONE PROGRAM - 25	LBJ STUDENT CENTER 4-9.1
3/7/16	LARAMIE MCWILLIAMS AND MACKENZIE DAVISON	LEADERSHIP INSTITUTE OVERVIEW AND ASSESSMENT	UNIVERSITY SEMINAR (DANA HOLMES) - 15	DERRICK HALL 239
3/22/16	MACKENZIE DAVIDSON	INVENTORY GUMBO! LEADERSHIP INVENTORIES AND USES	2016 ACUI NATIONAL CONFERENCE – 50	NEW ORLEANS, LA
3/23/16	MACKENZIE DAVIDSON	SYNERGY > SILOS: A GUIDE TO POWERFUL COLLABORATIONS	2016 ACUI NATIONAL CONFERENCE	NEW ORLEANS, LA
3/23/16	LARAMIE MCWILLIAMS	PROFESSIONALISM AND COMMUNICATION	UNIVERSITY SEMINAR (MEGAN HAYNES) - 15	DERRICK HALL 239
4/4/16	LARAMIE MCWILLIAMS	LEADERSHIP STYLES ASSESSMENT	UNIVERSITY SEMINAR (NINA PEREIRA) - 10	DERRICK HALL 230
4/4/16	LARAMIE MCWILLIAMS	SOCIAL EXCELLENCE	PATHFINDER: EMERGING LEADERS PROGRAM - 30	LBJ STUDENT CENTER 3-15.1
4/4/16	LARAMIE MCWILLIAMS	LEADERSHIP STYLES ASSESSMENT	BLANCO HALL STUDENTS (LEADERSHIP ON DEMAND) - 10	BLANCO HALL
4/6/16	LARAMIE MCWILLIAMS	THE SANDLOT: LESSONS ON LEADERSHIP	LEADERSHIP FILM SERIES STUDENTS - 50	LBJ STUDENT CENTER 3-15.1
4/15/16	LARAMIE MCWILLIAMS	STRATEGIES FOR EFFECTIVE COMMUNICATION	LEADERSHIP CAPSTONE PROGRAM - 25	LBJ STUDENT CENTER 4-9.1
5/3/16	NAIHA CAMPOS	LEADERSHIP INSTITUTE OVERVIEW	TSIE PROGRAM STUDENTS - 25	THORNTON HOUSE

Special Recognitions for Area Staff in 2015-2016

Complete the table with professional recognition(s) such as awards, organization positions attained, etc. (Add rows by highlighting row, right click, select “insert” and select “insert row below”)

	<u>PERSON</u>	<u>RECOGNITION</u>	<u>ORGANIZATION RECOGNITION FROM</u>
	Ruth F. Carrillo (Student Leadership Board Co-Executive Director)	Student Organization Leader of the Year	Student Organizations Council
	Shakeel Jessa (Student Leadership Board Club Account Coordinator)	Student Organization Breakthrough Leader of the Year	Student Organizations Council
	Student Leadership Board	Community Engagement Award	Student Organizations Council
	Student Leadership Board	Student Organization of the Month	Student Organizations Council

Progress on Objectives from last year’s Annual Report

Objective 1

Reach goal of an endowment for the Leadership Institute and continue growing the endowment to support major Institute programs, including the Leadership Institute Annual Conference.

Objective 1 status

The Leadership Institute endowment as reached the required level of funding. We will continue to fundraise for this initiative in order for the endowment to produce a large amount of interest each year to support significant leadership programming. The Institute has also been able to fundraise 100% of the costs associated with the Leadership Institute Annual Conference and the LeaderShape® Institute, and will continue to foster relationships and partnerships to increase the potential for future sponsors.

Objective 2

Develop and incorporate a service learning component to enhance the leadership development potential of participants.

Objective 2 status

Service opportunities within the Leadership Institute were increased during the 2015-2016 academic year, particularly with the support of the Student Leadership Board’s Service Coordinator, but a formal service learning component has not been implemented. This will be a priority for the 2016-2017 academic year with support from the Special Assistant to the Dean.

Objective 3

Expand the Leadership on Demand workshop opportunities using outreach to student organizations and the development of Student Leadership Board members.

Objective 3 status

While presentations as a whole were slightly lower than the total amount conducted in previous years, utilization of the Leadership On Demand services has increased by more than 500%. Leadership Institute staff have been intentional about promoting this service among student organizations, advisors and instructors and have achieved good results, particularly with University Seminar instructors.

Objective 4

Enhance the leadership development opportunities provided to the Student Leadership Board officers.

Objective 4 status

The Student Leadership Board experienced tremendous growth and development under the direction of the 2015-2016 Co-Executive Directors. Several members of the board were afforded opportunities to attend leadership conferences to enhance their personal development, including the Circle of Change Leadership Experience, the Hatton W. Sumners Undergraduate Student Leadership Conference, and the Texas Student Leadership Forum on Faith and Values. Board members were also allowed opportunities to grow professionally by taking a more active role in the planning and execution of the Wiley Middle School Leadership Conference in Leander, Texas. Rather than being partnered with a professional staff member or graduate student, members themselves developed and presented all sessions, as well as facilitated all activities and group discussion. They also experienced growth by providing a greater number of presentations at general meetings, and more active roles in the retreat sessions and team-building activities. As the membership will change from year to year, this objective will continue to be a priority for future groups.

Objective 5

Strengthen the Pathfinder: Texas State Emerging Leaders Program and conduct greater recruitment efforts.

Objective 5 status

The Pathfinder: Texas State Emerging Leaders Program has grown in many arenas since 2014-2015, including sessions hosted, students enrolled, and retention of student participants. The program has been expanded to be offered in the fall semester as well as the spring. Recruitment efforts were improved as Leadership Institute staff have developed relationships with key faculty and staff in areas such as University Seminar and the PACE Center. Promotion for the program also occurs during Bobcat Preview browse sessions in August, and during involvement fairs in both semesters. Additionally, student attendance remained consistent throughout, and the program did not experience an issue with retention during either semester it was offered. The student mentors for Pathfinder played a major role in the success of both recruitment and retention, and their selection should be intentional and strategic for future groups.

Objective 6

Develop marketing plan to promote the Leadership Institute, incorporating the Institute website, technology, and print and social media.

Objective 6 status

The Leadership Institute has made great strides in improving its marketing plan, but still needs significant work. A new, eye-catching and unique brochure has been developed

revised 7/8/2016

that better highlights signature programming in the area, as well as promotion of the Medal of Hope. Focusing on this recognition has also increased awareness of and attendance at leadership programming and service opportunities. The Leadership Institute also conducted a website redesign with an updated template, and has hired a new graduate assistant with social media savvy who will focus on the department's online presence.

Objective 7

Explore and assess additional cultural immersion opportunities.

Objective 7 status

The Leadership Institute's first foray into international travel was with Legends of China: The Silk Road to the Future, and has since explored opportunities with established companies who offer trips to a wide variety of national and international locations that assume a greater role in planning and risk management. While these companies allow Institute staff to focus solely on recruitment, the high prices for trips have not been conducive to high student involvement, particularly without the opportunity to earn college credit. The Leadership Institute has explored the option of planning and executing our own trips (both within the United States and abroad) to minimize costs associated with third-party planning and make the trip feasible to greater number of students, faculty and staff. The Institute will also consider partnering with faculty who may be able to offer independent study credit for attendees.

Objective 8

Enhance clearinghouse component of the Leadership Institute and enhance web presence.

Objective 8 status

The Leadership Institute website has been enhanced to provide more of a clearinghouse of leadership development opportunities across the Texas State campus. A page has also been dedicated for opportunities across the state of Texas that are open to all students. Institute staff also include information about serving as a clearinghouse of opportunities at all informational sessions and presentations.

Objective 9

Develop an updated strategic plan to provide guidance to the future of the Leadership Institute.

Objective 9 status

Due to the resignation of the Leadership Institute Coordinator and a lack of staff to appropriately guide this initiative, progress on the new strategic plan has been stalled. This project will be a priority for the next academic year.

Objective 10

Begin identifying areas of research and publication opportunities to affirm the quality of programming and services offered by the Leadership Institute.

Objective 10 status

While Leadership Institute staff have published works in a variety of arenas in previous years, there was not much movement on this objective in 2015-2016. With the resignation of the Coordinator at the beginning of the spring semester and right before the largest program for the Institute, focus was made on other areas to continue ongoing services and programming to the student body.

Objective 11

Enhance relationship and opportunities with Round Rock campus.

Objective 11 status

Progress has been made to increase the Leadership Institute's presence on the Round Rock campus by conducting workshops at this location, and promoting events through their staff such as the Leadership Institute Annual Conference and the LeaderShape® Institute. We have had several students involved with the Leadership Institute serve as allies for us, and will continue to explore new ways to promote leadership development with our Round Rock students.

Objectives for 2015-2016

1. Develop an updated strategic plan to provide guidance to the future of the Leadership Institute.
2. Develop and incorporate a service learning component to enhance the leadership development potential of participants.
3. Continue fundraising efforts, both for the Leadership Institute endowment and for major programs such as the Leadership Institute Annual Conference and the LeaderShape® Institute.
4. Further develop the Leadership On Demand services by updating or developing new activities/workshops, and increase promotion of these presentations to student organizations, faculty and staff members.
5. Explore and assess cultural immersion opportunities, both national and international.
6. Enhance training, orientation and professional development of new graduate assistant staff to provide easier transition and better support of new professionals in the field.
7. Increase development, support and advising of the Student Leadership Board to help expand and promote involvement in the organization.
8. Increase recruitment efforts and retention of students in multi-week programming such as the Pathfinder: Texas State Emerging Leaders Program and the Texas State Leadership Capstone Program: Step Forward, Give Back.

Trends/Challenges for 2016-2017

Challenges/Obstacles

1. Recruitment and retention of male students

2. Identifying new ways to engage students once they have completed all programming opportunities at their level of leadership or classification
3. Scheduling difficulties due to space limitations (events, meetings, etc.)
4. Issues with low registration to attendance ratios at major events such as the Leadership Institute Annual Conference and the LeaderShape® Institute
5. Identifying new and dynamic speakers on a continual basis to keep programming fresh and innovative
6. Lack of sufficient permanent funding for the Student Leadership Board and signature programs such as the Leadership Institute Annual Conference LeaderShape® Institute

Trends

1. Increased focus on experiential learning or learning by doing, rather than instruction.
2. Values-driven leadership and social responsibility are increasingly important philosophies in leadership education.
3. Service-learning components are becoming more integrated with leadership programs and departments.
4. Incorporation of diversity and social justice issues are common themes in leadership education.
5. Student organizations, chartered and registered, are inviting leadership staff to present at organization meetings and retreats, and a significant number of these requests are for nights and weekends.

**ANNUAL REPORT
Dean of Students Office
STUDENT EMERGENCY SERVICES**

**Student Affairs Division
Texas State University
2015-2016**

Accomplishments/Retention Initiatives from 2015-2016

1. Issued Absence Notifications for 1,022 students who could not attend classes because of emergency situations to 4,573 faculty members. The number of student served for FY16 represents a 171% increase from FY15 (N=599)
2. Distributed \$40,773 in funds to 103 students who experienced emergencies or crises through Student Emergency Services. The amount of funds distributed in FY16 compared to FY15 (N=\$17,516) represents a 233% increase. Also, the number of students assisted in FY16 represents a 294% increase in the number of students served in FY15 (N=35). The sources of funding included Student Affairs emergency grants, Corporal Michael Warner Davis Veterans emergency grants, Family Association grants, University Bookstore emergency grants, and Crawford Loans.
3. Scheduled 407 appointments to assist student emergency-related problems. The meetings, which occurred both in person and by phone, included consultations regarding absence notifications, emergency financial requests, academic concerns, and withdrawing from classes or the university. This number of appointments in FY16 represents a 367% increase over the number of appointments conducted during FY15 (N=111).
4. Responded to 24 PAWS Alerts related to issues such as family/personal crisis, family/friend death and classroom disruption.
5. Responded to 2,984 emails received in the Dean of Students Office inbox.
6. Sent 13 emails to students who received noise citations in San Marcos.
7. Sent 29 emails to students who violated the Tobacco Policy.
8. Gathered information and led discussions of the Behavior Assessment Team about 9 students of concern to assess the risks to the university community by consulting with faculty and recommending action steps in order to cease concerning behavior.

Progress on 2012-2017 Administrative Support Plan / Strategic Plan 2015-2016

Department Goal 1 (2012-2017): Support student success by enhancing services to assist student emergencies and university related concerns.

Department Objective 1.1 (2012-2017):

Create a comprehensive review and response process for addressing reported student emergencies and university related concerns.

Student Affairs Goal: I. Facilitate the retention, graduation and career development of a

high quality, diverse student population.

Department Strategy 1.1.1 (2012-2017):

Develop comprehensive written processes for responding to student emergencies brought to the attention of the Dean of Students Office.

Beg FY: FY15 End FY: FY16

Status: This strategy is ongoing. The Student Emergency Services manual, created to standardize training procedures, is being updated to include the responsibilities of a full-time Student Emergency Services coordinator.

Department Strategy 1.1.2 (2012-2017):

Hire a full-time staff person to coordinate emergency services for common/routine emergencies often experienced by students.

Beg FY: FY14 End FY: FY15

Status: This strategy is complete. A permanent part-time Student Emergency Services Coordinator began working September 1, 2015. The full-time Coordinator will begin working September 1, 2016.

Assessments Conducted in 2015-2016

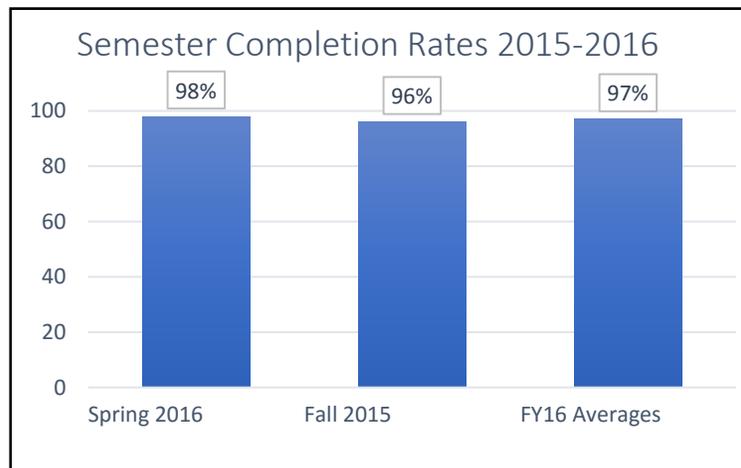
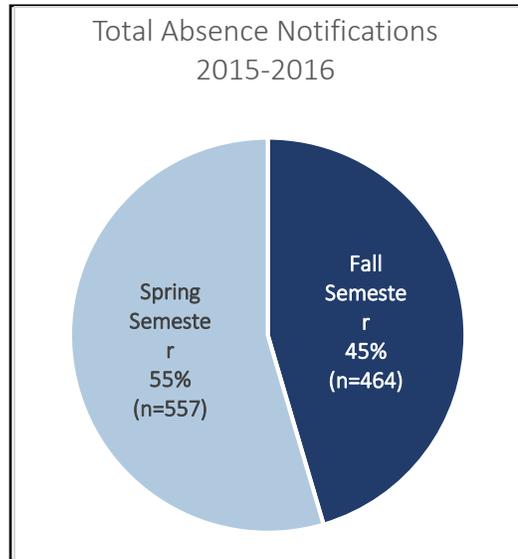
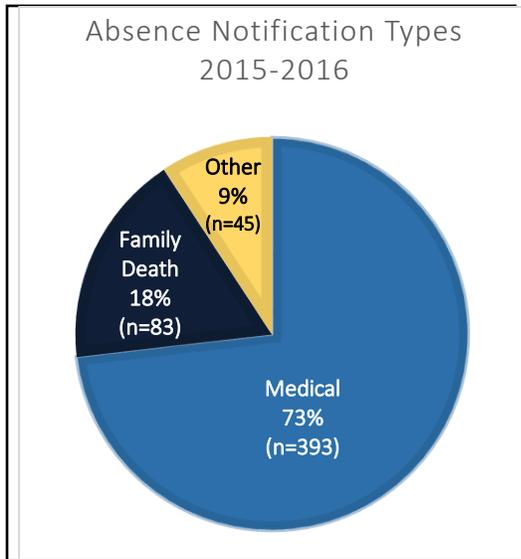
Student Emergency Services conducted a total of three assessments this year, which included Absence Notification and Customer Tracking, Semester Completion Rates, and a Student Absence Notification Satisfaction Survey.

Absence Notification and Customer Tracking

In an effort to understand the distribution of types of absences reported for notifications, data was analyzed to compare the number of notifications issued during the fall 2015 semester (N=464) and the spring 2016 semester (N=558). This comparison is shown in the Total Absence Notifications 2015-2016 chart below. Of the 1,022 notifications issued in FY16, 393 were medically related (73%), 83 regarded a death in the family (18%), and 45 were related to another type of emergency (9%). This comparison is illustrated in the Absence Notification Types 2015-2016 chart below.

Semester Completion Rates

The semester completion rates were calculated for students who received Absence Notification services for FY16, comparing the fall and spring semesters. Semester completion rates were defined as not withdrawing from the university and receiving any letter grade for semester courses. The Semester Completion Rates chart below shows that 96% of students who received Absence Notification services in the fall semester completed, and 98% of students who received Absence Notification services in the spring semester completed. The percent average for FY16 was 97%.



Student Absence Notification Satisfaction Survey

An electronic survey was e-mailed to 1,022 students who had Absence Notifications sent to faculty members. The purpose of the notifications was to verify that the student experienced an emergency or crisis which prevented him or her from attending class on specific days during the 2015-2016 academic year. During the fall semester, 464 surveys were sent and 57 were completed and returned (12.3%) During the spring semester, 558 surveys were sent and 64 were completed and returned (11.5%) Overall, 121 of the 1,022 surveys distributed in FY16 were completed and returned (11.8%).

For statements 1 through 3, students were asked to rate each using a Likert Scale of 1 to 4, where 1 = *Strongly Agree*; 2 = *Agree*; 3 = *Disagree*; and 4 = *Strongly Disagree*. For statements 4 and 5, students were asked to provide written comments that might improve the services provided.

The items on the survey were as follows:

1. I was satisfied with the absence notification service provided to me.

Response: For the fall semester (n = 57), one respondent Strongly Disagreed with this statement; 98% of the respondents either or Agreed or Strongly Agreed that they were satisfied with the services. In the spring semester, 100% of the respondents either Agreed or Strongly Agreed that the absence notification service was satisfactory.

2. The service I received was helpful to me.

Response: For the fall semester (n = 57), one respondent Strongly Disagreed with this statement; 98% of the respondents either or Agreed or Strongly Agreed that they were satisfied with the services. In the spring semester, 100% of the respondents either Agreed or Strongly Agreed that the absence notification service was satisfactory.

3. The service I received assisted me with continuing my education.

Response: For the fall semester (n = 57), one respondent Strongly Disagreed with this statement, while the remaining 98% of the respondents either or Agreed or Strongly Agreed that they were satisfied with the services. In the spring semester, 100% of the respondents either Agreed or Strongly Agreed that the absence notification service was satisfactory.

4. What suggestions do you have to improve our Absence Notification services?

Overview of responses: For both the fall and spring semesters, the recommendations fell into one of three categories: Follow up the email with a phone call to the instructors; Make the language and format of the notification clearer; and provide instructors and students with information regarding the service, preferably during student orientation. The one student who was dissatisfied with the service stated that the process of getting the documentation for the notification was too time-consuming.

5. Additional comments?

Overview of responses: During the fall and spring semesters, respondents specifically named members of the Dean of Students Office staff as especially helpful. These included the Student Emergency Services Coordinator, the Assistant Coordinator, the Graduate Assistant, the Administrative Assistant, and a Student Worker at the front counter.

Presentations by Area Staff in 2015-2016

PERSON	PRESENTATION TITLE	AUDIENCE	LOCATION
Kathryn Weiser	Dean of Students Office and Student Emergency Services	Graduate Orientation	Texas State
Glynis Christine	Investing in Your Greatest Ally: You!	Leadership Institute Annual Conference	Texas State
Glynis Christine	Communications and Connections	Fall 2015: Pathfinder: Texas State Emerging Leader Program	Texas State
Glynis Christine	Communications and Connections	Spring 2016: Pathfinder: Texas State Emerging Leader Program	Texas State

Special Recognitions for Area Staff in 2015-2016

PERSON	RECOGNITION	RECOGNITION FROM
Alma Machado	Champions of Success	Division of Student Affairs
Student Emergency Services	Team Quarterly Award for the May 2015 Flooding Response Team	Texas State

Progress on Objectives for 2014-2015

Objective 1

Hire a part-time Coordinator for Student Emergency Services.

Objective 1 status

This objective was completed.

Objective 2

Continue creating formalized, written information to provide to students who seek assistance for different types of emergency situations.

Objective 2 status

This objective is ongoing. A Student Emergency Services training manual is being updated to include the responsibilities of a full-time Coordinator.

Objective 3

Explore methods to inform the university community about the Student Emergency Services' Absence Notification process and the role that faculty play in that process.

Objective 3 status

This objective is ongoing. Collaborations are being established with various members of faculty, student support staff members and emergency service providers within the community. Benchmarking efforts were conducted by the Student Emergency Services Graduate Assistant and are continuing with the Coordinator to determine the scope and range of similar services within other Dean of Students Offices: An email letter has been drafted and one-on-one phone conversations have been conducted.

Objective 4

Continue to update the Student Emergency Services website.

Objective 4 status

This task is ongoing. The Coordinator has made adjustments to the language on the website with reference to the scope of Absence Notifications on a section that is aimed at providing information to faculty members. The current website will be evaluated and updated.

Objectives for 2016-2017

1. Hire a full-time Coordinator for Student Emergency Services.
2. Complete benchmarking with other Dean of Students Offices to determine processes for Absence Notifications, student emergency funding guidelines, and academic consultations procedures.
3. Create a one-page handout that outlines the various academic options available to students.
4. Determine methods to inform the university community about the Student Emergency Services' Absence Notification process and the role of faculty in the Absence Notification process.
5. Complete benchmarking with review of websites and one-on-one contact with other Dean of Students Offices to explore ways to make the Student Emergency Services website more helpful to students, faculty and staff members.
6. Complete the Behavior Assessment Team website.

Trends/Challenges for 2014-2015

1. During FY16, the number of Absence Notifications issued increased by 171% (FY15, N=599; FY16, N=1,022). Considering this substantial increase and the current high rate of customer satisfaction, it is necessary to take strategic steps to inform faculty and staff members who can assist in informing students experiencing emergencies about the services provided.
2. Student Emergency Services increased the amount of emergency funds issued by 233% during FY16 (FY15, N=\$17,516; FY16, N=\$40,773). This substantial increase was due, in part, in response to two major natural disasters. In the event that there are more such disasters in the future (which have been predicted by government officials), the need for additional funding sources is critical. Especially important will be to secure sources of funding that are readily available. Additionally, staffing during these periods are also of concern.
3. The overwhelming increase in the number of student appointments in FY16 (FY15, N=111; FY16, N=407), suggests that Student Emergency Services staff must determine a way to process and assist students more efficiently. This will require a strategic plan to

assist a greater number of students while maintaining the level of customer satisfaction. Hiring the Coordinator on a full-time basis is expected to address this concern.

4. Because the number of PAWS Alerts in FY16 (FY15, N=15; FY16, N=9) was not consistent with the increase in the number of students served (- 86%), it is necessary to determine the cause of the decrease. One possible explanation is that more faculty and staff members are aware of the range of services offered by Student Emergency Services and may be either referring students directly to the office or contacting members of the Student Emergency Services staff directly.
5. The increase in the number of emails received in the Dean of Students Office inbox for FY16 by 214% (FY15, N=1,536; FY16, N=2,984) suggests that the Dean of Students Office and Student Emergency Services websites can serve to inform members of the university community about the services that are offered and provide concise information about those services that might be better handled through another office. This would allow Dean of Students Office staff to service inquiries and requests more efficiently. Another method for addressing this might be to create a one-page handout that can be distributed to interested groups and individuals.
6. A number of students sought assistance from Student Emergency Services based on referrals from faculty and staff members who had a misunderstanding of the scope and nature of Absence Notification services provided. This presents the challenge to provide more accurate information about Student Emergency Services in general, and Absence Notifications specifically, to the university community.
7. One challenge is how to provide professors who do not wish to excuse the absences of students with assistance beyond the Absence Notification service. Unfortunately, many students (and some instructors) have gotten the impression that Absence Notifications are automatic “excused” absences. As a result, the student might not understand the need to communicate with their professors in person after they return to class and to follow up with any required assignments that were due during their absence. This could result in students who do not complete all of the work required to pass the class. Therefore, there should be a statement in the request for services that clearly states the student and faculty member’s roles and responsibilities.

**ANNUAL REPORT
Dean of Students Office
STUDENT FOUNDATION**

**Student Affairs Division
Texas State University
2015-2016**

Accomplishments/Retention Initiatives

1. Conducted a successful Veterans Day Ceremony on November 11, 2015 with 525 people attending the ceremony in the Quad and 130 people attending the reception in Flowers Hall Room 230 afterwards.
2. Conducted a successful Bobcat Pause Memorial Service on April 7, 2016 with 350 people attending the reception and service in the LBJ Student Center Ballroom.
3. Conducted Foundations of Excellence which included a nomination and selection process followed by an awards ceremony held in Flowers Hall Room 230 on October 28, 2015 attended by the ten (10) faculty and staff award recipients and their guests along with the Student Foundation advisors and student membership.
4. Through an invitation from the Leadership Institute area, about twelve (12) Student Foundation members were selected as small group facilitators for the Leadership Institute Annual Conference held on February 19-20, 2016 in the LBJ Student Center.
5. Conducted new member Induction from Spring, 2015 recruitment (35 new members) at the Fall retreat at 7 A Resort in Wimberley, Texas from August 29-30, 2015 with 45 members and the organization Advisor and Co-Advisor.
6. Conducted one year-long membership recruitment process, including two weeks of interviews in March, 2016 (32 applicants), selection and tapping, and finally the formal Fall Induction Ceremony for 23 new members in the Reed Parr Room in JCK on April 14, 2016.
7. Held Winter Banquet at Evo Entertainment Center in Kyle on December 4, 2015.
8. Held Spring Banquet and Awards Ceremony at The Oasis in Austin on April 29, 2016, recognized twenty (20) members who were graduating, and presented the following awards:
 - a. Committee Member of the Year – six (6) awarded
 - b. Crest Awards – three (3) awarded; *Legatus, Ducis, Fides*
 - c. Member of the Year – one (1) awarded
 - d. Director of the Year – one (1) awarded
9. The Leadership Institute area, which administers the Dean of Students Student Leadership Conference Travel Fund, selected Student Foundation members to attend one of the following Texas State, state or national leadership conferences:
 - a. Four (4) member attended the Hatton Sumner's retreat in Austin, Texas.
 - b. Seven (7) members attended the LeaderShape-Texas State Institute in May 2016. One (1) of them served as a Co-Family Cluster Facilitator.
10. Successfully re-applied for and received funding to be able to hire and pay our Executive Officers and will continue that process this upcoming academic year (2016-2017).

Veterans Day Ceremony

Each year Student Foundation helps sponsor the Texas State Veterans Day Ceremony and Observance on the Quad. Planning for this intensive program is a year-round process that begins just weeks after the previous Veterans Day Ceremony. The Director of Veterans Day and members of the Veterans Day Committee are involved with DOS staff members and the university planning committee throughout the year including designing and mailing invitations, distributing posters and ribbons around campus and in the community, preparing and printing programs, arranging for speakers and music, room and equipment reservations and arranging for exhibitions. The Veterans Day Ceremony is a presidential event open to the entire campus and San Marcos community. This year's event cost approximately \$3,000.00 with 525 people attending the ceremony in the Quad and 130 people attending the reception in Flowers Hall, Room 230 – location change this year due to the Board of Regents Meeting on campus.

Student Foundation members escort veterans and their families from designated parking areas to the seating in the Quad and provide assistance to visiting dignitaries and the University President as needed. The ceremony began with the posting of the colors by the United States Army ROTC wing stationed on the Texas State University campus. It is followed by the national anthem and an invocation. The annual fly over by the Commemorative Air Force was unable to happen this year due to low rain clouds, which they call a “low ceiling”. Also, out of respect to attendees with Post Traumatic Stress Disorder as a result of active duty experiences, the annual cannon-fire from the Army ROTC detachment was discontinued.

This year's keynote address was given by Texas State Air Force ROTC Distinguished Alumnus, Brigadier General Robert D. LaBrutta, U.S.A.F. The Texas State Marching Band performed the Armed Forces Medley. Texas State Veterans Alliance, Office of Veterans Affairs and the Veterans Faculty and Staff Committee were included in the planning process and recognition during the ceremony this year.

The challenges to plan and execute this program are legion. Seeing that everyone possible is included is a daunting and time-consuming task – a task that proved difficult for members to complete on their own. Student Foundation worked incredibly hard on this year's event including a major outreach campaign to raise awareness about the event and distribute ribbons to students, faculty, and staff across campus. Staff in the Dean of Students Office committed countless hours to assist Student Foundation in compiling the list of students, faculty, and staff veterans and coordinating the ceremony and reception.

Bobcat Pause Memorial Service

On April 7, 2016 the Dean of Students and Student Foundation hosted the 29th Annual Bobcat Pause Memorial Service in the LBJ Student Center Ballroom. The purpose of the event is to honor current students, faculty, staff, and retired faculty/staff of the university who have passed away within the past year. Planning for this intensive program is a year-round process that begins just weeks after the previous Bobcat Pause Memorial Service. The Director of Bobcat Pause and members of the Bobcat Pause Committee are involved with DOS staff members throughout the year including designing and mailing invitations, distributing posters and ribbons around the campus, preparing and printing programs, arranging for speakers and music, room and equipment reservations and purchasing roses that are presented to the family of the deceased.

Members serve as ushers, ceremony announcers and presenters, as well as organize the entire event. The Bobcat Pause Memorial Ceremony is a presidential event open to the entire campus and costs approximately \$5000.00 for the reception, service, and marketing.

The LBJ Ballroom continues to serve as an appropriate venue for both the reception and ceremony. Family and friends were invited to bring photos or other mementos of their loved ones to display during the reception. The event also included a slideshow containing photos of the 38 Bobcats being honored submitted by their family and friends, designated tables for setting up memorial displays during the ceremony, and a website with an online guestbook for tributes to the honorees. This year's ceremony hosted approximately 320 guests and received a host of accolades for the slideshow, reception, program, and hospitality of Student Foundation members. The music was performance by VocaLibre of Texas State University during the ceremony.

The challenges to plan and execute this program are legion. Seeing that everyone possible is included is a daunting and time-consuming task – a task that proved difficult for members to complete on their own. Student Foundation worked incredibly hard on this year's event including a major outreach campaign to raise awareness about the event and distribute ribbons to students, faculty, and staff all over campus. Staff in the Dean of Students Office committed countless hours to assist Student Foundation in compiling the list of honorees, contact closest living relatives, and coordinating the reception.

Foundations of Excellence

The purpose of the event is to honor faculty and staff members who have made exceptional contributions to their educational experience at Texas State and served as a foundation to a member in achieving their goals and ambitions in life. The event was planned and executed by the Director of Foundations of Excellence along with the Foundations of Excellence Committee with the support of the organization's officers and advisors. Out of 47 faculty and staff members nominated by Student Foundation members, ten (10) were selected to be honored at the awards dinner held on October 28, 2015. This event is a long-standing tradition in Student Foundation so there was a great deal of excitement when this tradition was restored. The event had an approximate cost of \$2,500.00 which included room reservations, awards, decorations, printing, outreach, publicity, etc.

Winter Banquet and Holiday Social

For the last event of the fall semester, Student Foundation members, advisors, alumni, and guests gather to celebrate the semester's accomplishments and upcoming holiday season, recognize graduates, and listen to inspirational speakers. The event was planned and executed by the Director of Membership along with the Membership Committee with the support of the organization's officers and advisors. This year's event had a total cost of about \$1500.00 and was held on December 4, 2015 from 7:00-9:00 p.m. at Evo Entertainment Center in Kyle.

Spring Banquet and Awards Ceremony

For the last event of the spring semester (and academic year), Student Foundation members, advisors, alumni, and guests gathered to celebrate the year's accomplishments, recognize graduates, hand out awards and announce the winners of scholarships. The event was planned and executed by the Director of Membership along with the Membership Committee with the

revised 7/8/2016

support of the organization’s advisors. This year’s event had a total cost of \$2,500.00 and was held on April 29, 2016 from 8:00-12:00 p.m. at The Oasis, Texas. Attire for the event was very formal and included catering from The Oasis and dancing.

In addition to recognizing the twenty (20) members who were graduating in May of 2016, the following awards were presented:

- Committee Member of the Year [six (6) total given] – awarded to best member of each committee
- Crest Award – *Legatus, Duces, Fides* [three (3) awards given] – awarded by Executive officers to the member who demonstrated extraordinary leadership in support of the 3 core values of the organization
- Member of the Year (awarded under provisions in the SF Constitution and Bylaws [one (1) award given] – Andrew Rodriguez
- Director of the Year (awarded under provisions in the SF Constitution and Bylaws [one (1) award given] – Lore Gonzalez

New Member Recruitment and Induction

This year Student Foundation Advisor, Executive Board and membership decided to conduct one membership recruitment processes during the year, and build a strong, quality membership. In the Fall of 2015 formal recruitment began during the first week of classes with informal recruiting taking place during Spring and Fall Student Involvement Fairs, Quad days and the Leadership Institute Annual Conference. Student Foundation also participated from 10:00 a.m. to 2:00 p.m. on both days of the Student Organization Council (SOC) Organization Fair in August. At the conclusion of recruitment and verification of eligibility, 32 applicants were interviewed over a two-week period. A final meeting of the Selection Committee, a special committee of the organization, was convened and 23 outstanding student leaders were offered membership. All accepted and the formal Induction Ceremony took place in the Reed Parr Room at JCK on April 14, 2016.

Spring 2016 Entering Class Demographic Information	
Male	5
Female	18
Hispanic	4
Black/African/African-American	5
White	6
Other – Multi, Asian, Am. Indian	8

New Member Retreat

During the Fall of 2015 semester, immediately following the induction ceremony, all new members along with current members and advisors participated in a two-day retreat at 7 A Resort in Wimberley, Texas. In addition to activities designed to welcome and introduce new members to the organization, the Saturday afternoon, August 29th through Sunday afternoon, August 30th, 2015 retreat also included sessions designed to enhance team-building, professionalism, etiquette, and other leadership qualities. This event was attended by 45

members (both current and new) and cost approximately \$1200 including camp reservations, food, and supplies. Many new and current members commented that this event was one of the most rewarding experiences of the year.

The membership continues to agree that all new members should attend the New Member Retreat. The decision to maintain the two-day format for the New Member Retreat worked really well this year. They accomplished what they needed. This coming year they will be exploring other options as far as dates, longevity, and location as cost continues to increase and space options are limited.

Presidential Hosting Duties

Student Foundation members represent the university and President Trauth at various events during the year. They assist with university events as requested by the president's Special Events Coordinator, and these events are often attended by Regents, special guests, and donors of the university. Their duties include providing directions, opening doors, greeting guests, and escorting attendees to various locations. Each Fall, President Trauth hosts a reception for Student Foundation members in appreciation for their service throughout the year.

The Student Foundation advisors have primary responsibility for coordinating member participation and training at these events in coordination with several other university departments. In addition, one advisor generally attends the event to support members. This year's requests to host events attended by the president included:

- Boko's Block Party, August 17, 2015, 3:00 pm to 7:00 pm
- Bobcat CARE, August 21, 2015, 10:00 am to 3:00 pm
- Book-It-Brigade Reenactment, September 23, 2015, 10:15 am to 12:30 pm
- President's Higher Education Act Event, October 26, 2015, 4:30 pm to 9:00 pm
- 50th Anniversary of LBJ signing Higher Education Act, November 3 - 4, 2015, various times and events
- Board of Regents Meeting, November 11 – 13, 2015, various times and events
- President's Community Christmas Party, December 3, 2015, 6:00 pm to 8:00 pm

Members are required to dress appropriately for all events (Khaki pants/skirts and maroon polo shirts for informal events; khakis (pants) and blazers for formal events). A women's blazer costs approximately \$150 with the Student Foundation logo embroidered on the front, and a men's blazer costs approximately \$100 with the logo. Blazers are now purchased through membership due moneys. So each member now owns their own blazer. Student Foundation kept a select number of blazers (ranging in size) and they are available for check-out for when a student is unable to purchase their blazer and/or any other issues arise and a student is in need a blazer. Polo shirts are purchased for each member at a per person cost of \$16, including the Rising Star of Texas logo required for the front.

Etiquette Dinner

This year's Etiquette Dinner took place during the Spring semester on April 20, 2016 and was hosted by Career Services. New Student Foundation members are requested to attend an etiquette dinner that prepares them to better represent the university and president at more formal events.

Part of this training includes not only how to handle one's knife and fork, but also how to engage in polite conversation, phone etiquette, sending thank you notes and all varieties of social etiquette. Student Foundation members are leaders on campus and many go on to be highly successful in their chosen fields. Having the confidence to properly enter social situations is critical for these leaders of tomorrow. Many alumni have commented that this training is invaluable.

Leadership Institute Annual Conference

Each year the Leadership Institute area hosts an annual conference based on the Common Experience theme and one of the Core Values of the Leadership Institute. This year's conference took place on February 19 and February 20, 2016. Student participants are selected through a delegate process from departments across the Texas State campus as well as each registered student organization.

The primary purpose of the conference is to bring together students from diverse backgrounds to learn leadership skills, engage students in values-based activities that foster ethical leadership development, build a unified community, cultivate social responsibility, and inspire students to adopt a new way of life while expanding their leadership potential. The learning outcomes for this year's conference were:

- Students will be able to articulate the aspects of globalization that contribute to effective leadership.
- Students will understand the obligation of leaders to be actively engaged in their local and global communities.
- Students will learn the ethical strategies and solutions other leaders use to address organizational and societal issues and concerns.
- Students will recognize the contributions diversity brings to their campus and society and be empowered to advocate for equality and inclusiveness.

Participants were divided into small groups of 8-10 students which are led by experienced student leaders from the Student Leadership Team, Student Government, and Student Foundation selected by the Leadership Institute area. Twelve (12) of the small group facilitators were selected from Student Foundation. These small group facilitators served as guides for students throughout the conference. Each small group met three times during the conference and conducted the following guided activities:

- Introductions/Purpose/Expectations for the Conference
- Checking in/Beginning discussion about how to formulate an idea for bold action to be better Leaders
- Conference Experience reflection and discussion of how they will utilize these skills or lessons and any other take away concepts

Participation in State and National Leadership Conferences

Leadership development conferences are important opportunities for student leaders in chartered student organizations to network with other student leaders, learn successful practices from peers, and develop their personal and leadership skills. Yet very few student organizations are able to adequately invest in their student leadership, including Student Foundation which currently cannot allocate any funds to attend a state or national leadership conference. The Dean

of Students Office requested financial assistance from the Student Service Fee Committee to support student travel for leadership development; and thanks to the generosity of the Leadership Institute area, which administers the DOS Student Leadership Conference Travel Fund, members of Student Foundation were selected to attend the conferences listed below:

The Texas Leadership Summit

The University of Texas at Austin; Austin, TX

Number of Students: 5 students, 1 day

The Texas Leadership Summit is a conference that offers a unique opportunity to interact with a diverse community of student leaders and to develop and refine leadership skills through participation in breakout sessions, group activities and special workshops that speak to the following topics: Emerging Leadership, Unifying Campus and Civic Engagement and Volunteerism. Goals of the Texas Leadership Summit are to provide students with concrete ideas, concepts, skills and tools related to leadership development; to motivate students to take their new knowledge back to their organizations and social networks; and to empower students with personal tools and leadership skills to implement in their academic lives and future careers.

Hatton W. Sumners Student Leadership Conference

The Embassy Suites Hotel; San Marcos, TX

Number of Students: 4 student, 4 days

The Hatton W. Sumners Undergraduate Student Leadership Conference is a critical part of the Center for Ethical Leadership's educational mission to develop leaders for tomorrow. Leadership is a highly complex form of human behavior that requires the integration of knowledge and experience. Because the Center aims to contribute to the development of future leaders, not just to the science of leadership, they strive to bring educators and students into association with leaders from many settings who can share their experiences and insights. The purpose of the conference is to develop the leadership potential of current students in higher education.

The Institute: LeaderShape - Texas State Session

New Braunfels, Texas

Number of Students: 7 students, 6 days

The Institute: LeaderShape - Texas State consists of six intense days of dialogue and interactive self-discovery in a supportive Learning Community. The Institute: LeaderShape - Texas State Institute challenges participants to lead with integrity while working towards a vision grounded in their deepest values. Participants explore not only what they want to do, but who they want to be. The week is dynamic, challenging and exciting, and is intended to produce a breakthrough in the leadership capacity of participants – benefitting them individually, as well as their respective communities and the organizations they will go on to lead and serve in the future.

Student leaders able to travel for leadership development conferences benefit directly from the experience with enhanced leadership skills. Furthermore, the entire organization benefits from the ideas, energy, motivation, and renewed focus those students often share upon returning from leadership conferences. This will enable the organization to better serve the student body. A more cohesive student organization is better able to recruit and retain students in the organization, leading to increased involvement.

Progress on 2012-2017 Administrative Support Plan / Strategic Plan 2015-2016

Department Goal 3 (2012-2017):

Facilitate student success through leadership development opportunities which focus on needs of a diverse student population.

Department Objective 3.1 (2012-2017):

Increase the collaboration with faculty, staff and student throughout the university in order to provide leadership opportunities that will integrate ethics/integrity, excellence, social responsibility, inclusivity, civic engagement and empowerment.

Student Affairs Goal: II. Create and deliver co-curricular programs and services through partnerships with faculty, staff, and external constituents to ensure the success of students.

Department Strategy 3.1.5 (2012-2017):

Connect the Dean of Students Office chartered student organizations (Student Government and Student Foundation) to the Texas State Leadership Institute.

Beg FY: FY12 End FY: FY17

Status: Staff from the Leadership Institute conducted presentations at a general meeting of Student Foundation to outline our strategic plan and seek their involvement with programming. Student Foundation members were also selected to serve as small group facilitators for the Leadership Institute Annual Conference. Select SF leaders were also speakers at workshops and conference breakout sessions offered during the year. Student Foundation members are also encouraged to attend and complete the Leadership Institute Capstone program, as well as to participate in any of the programs offered.

Assessments

This year was a growing year for Student Foundation. The four (4) Executive Officers and six (6) Directors were paid with a Student Service Fee Stipend, the Executive Officers were allocated 10 hours of office hours per week and submitted timesheets as if they were student workers. The advisors and other staff in the Dean of Students Office worked hard to support Student Foundation Leadership Team over the 2015-2016 year to continue their development. This year they continued to examine the role and scope of the organization, as well as the complexity of the existing programming which now includes Bobcat Pause Memorial Service, Veterans Day Commemoration Ceremony, Foundations of Excellence, hosting duties for the

university president, Fall recruitment and induction, winter and spring banquets, etiquette dinner, and Fall and Spring retreats. One formal assessment tool was utilized during the 2015-2016 year to mark satisfaction and leadership development.

Student Leadership Skills Proficiency Assessment

Student Foundation Advisors evaluated the leadership skills proficiency of ten (10) of the ten (10) Student Foundation Officers and Directors in the Fall of 2015 – all ten (10) Leadership Team members were asked to complete the assessment tool, ten (10) actually completed. In Spring of 2016 ten (10) of the ten (10) actually completed the assessment tool.

In Fall 2015, three (30%) Leadership Team members were at the *Visionary* level, two (20%) Leadership Team members were at the *Organization Veteran* level, two (20%) Leadership Team members were at the *Coordinator* level, one (10%) Leadership Team members were at the *Volunteer/Contributor* level and two (20%) Leadership Team members were at the *Member* level.

In Spring 2016, one (10%) Leadership Team members were at the *Visionary* level, three (30%) Leadership Team members were at the *Organization Veteran* level, two (20%) Leadership Team members were at the *Coordinator* level, two (20%) Leadership Team members were at the *Volunteer/Contributor* level and two (20%) Leadership Team members were at the *Member* level.

Leadership Skill Level	SF Fall 2015	SF Spring 2016
MEMBER (lowest level)	2	2
VOLUNTEER/CONTRIBUTOR	1	2
COORDINATOR	2	2
ORGANIZATION VETERAN	2	3
VISIONARY (highest level)	3	1

The results from the Student Leadership Skills Proficiency Assessment indicate that the retreats for the Leadership Team (consisting of the advisors, officers, and directors) for transition in May and planning for the academic year, along with the meetings with advisors have indeed affected the Leadership Team’s continued growth and involvement with the organization. All of that should continue to be offered and include team building, budgeting, event planning, assessment, communication, recordkeeping and university policies and procedures. The students also participated in a formal performance evaluation as employees in January, 2016. This process allowed the students to also be a part of their skills proficiency evaluation and becomes a dual professional development piece. Resulting in both advisors and students being fully aware of where they are and how they can both work to ensure there is progress and development.

Student Foundation membership held their meetings on alternating Wednesdays from 7:00-9:00 PM., and event committees usually met after the general meetings. The Leadership Team also held regular meetings just before general membership meetings from 5:00-6:30 PM. Executive Officers met with Advisors every other Wednesday from 5:00-6:30, and held office hours (10

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hours) per week to ensure that the office is open to the membership and so that meetings with advisors can be scheduled during the day as opposed to evening times and weekend.

Executive Officers and the rest of the Leadership Team had more accessibility to programs and events, and ensured that they are being supported from the top down. In order to achieve this the Executive Officers supervised 2 Directors, except for the President and VP Finance who supervised 1 Director each, and assisted them through their programming efforts. This also enhanced the professional development the Executive Council and Directors received, as well as resulted in better accountability measures. The hope is that the Leadership Team will continue to grow and become more effective as a whole and not just as individuals.

The Advisors will continue to place emphasis on Student Foundation membership involvement with other DOS areas including the Leadership Institute, Student Government, Student Justice, Student Ombudsman, Student Emergencies, Greek Affairs, and Attorney for Students.

Presentations by Area Staff

n/a

Special Recognitions for Area Staff

Person	Recognition	Organization Recognition From
Mackenzie Carhart	Bill Hogue Memorial Scholarship	Stelos Alliance

Progress on Objectives for 2015-2016

Objective 1

Develop and implement leadership development opportunities for Student Foundation Members, especially through involvement in internal committees.

Objective 1 status

The organization conducted fall retreat at 7 A Resort from August 29-30, 2015 with 45 members and the organization advisors, and a spring retreat at LBJ Student Center from January 29-30, 2016 with 40 members and the organization advisors. These events included team-building activities, review of members' expectations, goal setting, leadership assessments (True Colors), and other activities. This year's Etiquette Dinner took place on April 20, 2016, was hosted by Career Services and all new Student Foundation members were encouraged to attend. The event helps to prepare them to better represent the university and president at more formal events.

Objective 2

Increase Student Foundation involvement with the Leadership Institute, including the Leadership Institute Annual Conference.

Objective 2 status

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The Leadership Institute area, which administers the Dean of Students Student Leadership Conference Travel Fund, selected ten (10) Student Foundation members to attend state or national leadership conferences. Through an invitation from the Leadership Institute area, fifteen (12) members were selected as small group facilitators for the Leadership Institute Annual Conference held on February 19-20, 2016 in the LBJ Student Center.

Objective 3

Increase leadership opportunities for students through new director positions and discuss recreating Associate Directors positions to help provide balance in committee workloads.

Objective 3 status

The Executive Council, which consists of the elected officers and advisors, agreed place the responsibilities of the Director of Alumni and Community Relations under the duties of the President because a greater emphasis needed to be placed on establishing these connections. The President, with the support of the active members and advisors, attended Alumni Association meetings regularly as a representative of Student Foundation. Other Executive Officers were able to provide better support to the Directors, their Committees and to the events.

Objective 4

Develop and implement organizational leadership by facilitating a summer retreat for officers and committee directors.

Objective 4 status

The Leadership Team, which consists of the officers, advisors and directors, held an early summer retreat on May 12, 2015 in the LBJ Student Center. This half-day event included topics such as communication, expectations, creating the event calendar, and team building. Throughout the academic year, this team met every other week to discuss operational matters and direction of the organization. Because of the magnitude of work and event organization that needs to take place during the summer, this retreat was held on May 12, 2015 when the new Executive Officers and Directors were selected, and after the Transition Meeting took place with the previous Leadership Team on April 30, 2015. Consensus is that early summer is a more appropriate time to conduct this retreat, therefore this Objective will be adjusted for next year to reflect the change.

Objective 5

Develop and implement targeted fundraising strategies for alumni and other donors wishing to support the organization programs and endowed scholarships.

Objective 5 status

The Executive Council, which consists of the elected officers and advisors, agreed to absorb the duties of the Director of Alumni and Community Relations into the President's responsibilities because a greater emphasis needed to be placed on establishing connections with our community and alumni at large. The organization continues to search for opportunities in which they can continue to connect with alumni, especially a diverse group of alumni. This will in turn give both alumni and other friends of Student Foundation an avenue to connect with the current membership and have the opportunity to give back to them in the form of mentorship,

networking, etc. The President, the Leadership Team along with the support of the advisors will focus on the Alumni database and the Alumni Facebook page in order to develop and implement targeted fundraising strategies for alumni and other donors. This year the poster sales fundraiser posed several organization and implementation problems and the Executive Officers made the decision to discontinue this event. Conversations for new fundraiser ideas will occur during the summer working times.

Objectives for 2016-2017

1. Develop and implement more leadership opportunities for Student Foundation members, especially with the Directors and within the different internal committees.
2. Increase Student Foundation participation with the Leadership Institute programs, to include increased attendance and involvement with the Leadership Institute Annual Conference, the Capstone program each semester, other state and national conference opportunities affiliated with the Leadership Institute, as well as the Leadershape program.
3. Increase leadership opportunities for Committee members and Director positions, as well as increase support from Executive Officers, for all events in order to help provide balance in planning, workload, and increased appropriate use of committees.
4. Develop and implement organizational leadership by continuing an early summer retreat model for officers and committee directors.
5. Develop and implement targeted fundraising strategies for alumni and other donors wishing to support the organization programs and endowed scholarships by updating the Alumni database, increased use of the Alumni Facebook page and enhancing advertising/marketing of Student Foundation events to Alumni.

Trends/Challenges for 2015-2016

1. Decrease in membership numbers for males from 2014-2015, along with a new group of members in the Fall of 2015, will challenge members to improve outreach activities to ensure a broad spectrum of outstanding and diverse opportunities for membership and for the university community, specifically in our male membership.
2. Next year's goal of an improved emphasis on connections to a broader spectrum of alumni, further leadership development for the organization at large, and more accountability from the Executive Council down to the Student Foundation membership will be a challenge as a majority of the membership will have one year or less membership experience.
3. Trend of Senior applicants with one year of school desiring Student Foundation membership continues to be a challenge as they bring strength and experience to the membership collective, however they are not available the following year to guide and mold new members.
4. Challenge for this next year is to continue working on an appropriate budgeting process for Student Foundation with a higher level of fiscal accountability for all members, specifically the VP of Finance and advisors.
5. Challenge of timeliness and advance planning for event and activity processes.

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6. Challenge of filling the Director for Bobcat Pause and Veterans Day events continues to present each year.

**ANNUAL REPORT
Dean of Students Office
STUDENT GOVERNMENT**

**Student Affairs Division
Texas State University
2015-2016**

Accomplishments/Retention Initiatives from 2015-2016

1. Student Government, with support from the Dean of Students Office, called for a student referendum that passed by a vote of 614 to 418 in order to increase the LBJ Student Center fee. The \$64.00 fee will increase to a \$100 fee that will fund the LBJ Student Center's expansion of new student spaces to include a grand ballroom, large meeting rooms, expanded lounges and dining space, a central lobby, a multicultural lounge and upgraded technology.
2. Student Government, with support from the Dean of Students Office, awarded \$33,546.19 in Scholarly Travel Activity and Research (S.T.A.R.) grants in comparison to \$30,722.92. during 2014-2015, which is a 9% increase from the previous year.
3. Student Government, with support from the Dean of Students Office, awarded the Student Activities Grant for the first year to assist student organizations in funding events for the Texas State students.
4. Student Government, with support from the Dean of Students Office, hosted two successful roundtable events on September 28, 2015 and March 7, 2016 for all students to meet and talk with University administrators including University President Trauth.
5. Student Government, with support from the Dean of Students Office, held the annual student body election with the student referendum to increase the LBJ Student Center fee resulting in voter participation of 1,023 in comparison to 573 in 2014-2015, which is a 78% increase from the previous year.
6. Student Government passed 20 pieces of legislation from the Student Senate that included one to confirm the organization's 2015-2016 budget and 19 pieces to recommend ideas for improving Texas State student life, and one piece from the House of Graduate Representatives to establish required Equal Employment Opportunity and Title IX training for all Graduate / Doctoral Assistants. The 21 pieces of Student Government legislation passed in 2015-2016 is two more than in 2014-2015.
7. Student Government, with the support from the Dean of Students Office, received 205 Student Government Scholarship applications to awarded a total of \$225,000 in scholarship towards tuition and received 272 Student Government/University Bookstore Scholarship applications to award a total of \$5,400 in scholarships towards textbooks.

Progress on 2012-2017 Administrative Support Plan / Strategic Plan 2015-2015

Department Goal 3 (2012-2017):

Facilitate student success through leadership development opportunities which focus on needs of a diverse student population.

Department Objective 3.1 (2012-2017):

Increase the collaboration with faculty, staff and students throughout the university in order to provide leadership opportunities that will integrate ethics/integrity, excellence, social responsibility, inclusivity, civic engagement and empowerment.

Student Affairs Goal: II. Create and deliver co-curricular programs and services through partnerships with faculty, staff, and external constituents to ensure the success of students.

Department Strategy 3.1.5 (2012-2017):

Connect the Dean of Students Office chartered student organizations (Student Government and Student Foundation) to the Texas State Leadership Institute.
Beg FY: FY12 End FY: FY17

Status: This strategy continued to be achieved this year in a similar manner as the years before. This year all Student Government members from the President's Cabinet to the Freshman Council were encouraged by both advisors to attend the Annual Leadership Institute Conference and serve as small group facilitators during the conference. A few members who were also members of Student Foundation attended the Leadership Institute Annual Conference. The Student Body President before being elected had participated in the Leadership Institute's campus based LeaderShape Texas State® and offered to fund the Student Body Vice President to travel to the national LeaderShape conference, but he was unable to attend during the dates provided..

Assessments Conducted 2015-2016

n/a

Presentations by Area Staff in 2014-2015

n/a

Special Recognitions for Area Staff in 2014-2015

n/a

Progress on Objectives from last year's Annual Report (2014-2015)

Objective 1

Advisors will meet with each Director during the summer 2015 or early fall 2015 to guide them on their respective program areas.

Objective 1 status:

This objective was completed. The Directors demonstrated knowledge of having learned their responsibilities and an understanding of the advisor's role to support them when fulfilling their job duties.

Objective 2

Advisors will meet with the Cabinet once per month to stay connected with the leadership team members and provide continuous guidance.

Objective 2 status:

This objective was modified and then completed. The advisors decided to meet with the Cabinet once per long semester, which the advisors completed.

Objective 3

Advisors will provide more guidance to the Election Board Chair in order to increase the amount of election voting participation.

Objective 3 status:

This objective was partially achieved. The Election Board Chair was selected very late in the election process and the most effective guidance to increase voter participation could not be utilized. However, guidance was provided by the advisors through a training with the entire Election Board and regularly scheduled times for the Election Board Chair to meet with the advisor at least once per week from election filing through the results announcement. The Election Board utilized social media to encourage voter participation and a collaboration with the University Star to host a Debate for the President and Vice President candidates. The voter participation increased by 78% from 573 in 2014-2015 to 1,023 in 2015-2016.

Objective 4

The Student Body President and Vice President plan to accomplish the following initiatives during 2015-2016:

- a. Provide more financial education for students, many of whom are living on their own for the first time. This would include providing education on budgeting and financial management.
- b. Develop a comprehensive student and organization matching system that would be available online. This would allow students to more easily identify organizations that would best match their interests, qualities and goals for their university experience.
- c. Increase attendance at athletic events through programs and collaboration with the athletics departments.
- d. Implement funding for student organizations.
- e. Host a lunch honoring Veteran students.

Objective 4 status:

Three of the five initiatives were achieved through either full support from other offices or direct implementation by Student Government. The Student Body President and Student Body Vice President collaborated with University administrators who agreed to incorporate the initiative ideas into their department functions. The continuation of Money Savvy Cats supports one of the initiatives and the University College Dean

wanted to help with matching students and organizations at the freshman level through the PACE program. The Student Government Finance Commission Director and the Student Body President, with support from the Dean of Students Office, created criteria and on-line information including a request form to implement the first year of funding the Student Activities Grants.

Objectives for 2016-2017

1. Student Government Advisors will hire and train a part-time Administrative Assistant to fill the vacancy left in February 2016 that assists in the support of Student Government by September 1, 2016.
2. Student Government Advisors will provide more guidance to the Student Body President regarding selection of the Election Board including its Chair in order to better develop these student leaders' ability to effectively run a smooth election and increase the amount of election voting participation.
3. Student Government Advisors will review and revise as needed event checklists to begin creating a handbook for necessary Student Government positions such as the Election Board Chair and the Director of Programs.
4. The Student Body President and Vice President plan to accomplish the following initiatives during 2016-2017:
 - a. Sustainability
The Homann Martinez administrations wants to increase the environmental sustainability efforts on campus by increasing awareness for the various programs on campus. The administration plans to spend a lot more resources into marketing and one of the focuses of the marketing will be for these various programs on campus. The Homann Martinez campaign along with the 3rd session of the Senate will work together to establish an Adopt-A-Section program. The new initiative will allow organizations to formally adopt a recycling bin on campus and enter into a contract to take care of the respected area. The administration also would like to look into the possibility of increasing the range of project the environmental service committee can achieve.
 - b. Parking
With the collaboration between the Parking Services director and the Senate, the Homann Martinez administration would like to establish a more effective way that student parking tickets are appealed. The current system is inefficient resulting in unfair representation. The Homann Martinez administration has talked to Stephen Prentice the Director of Parking Services and pending approval have agreed to establish a one year pilot program in which the Student Government Supreme Court will be the committee for parking ticket appeals. This will allow for a more transparent appeal process and give Student Government the opportunity to provide student representation in such an important decision.
 - c. Spirit
By working with athletics, The Homann Martinez administration plans to completely revamp and enhance the students Athletic experience. By reducing the freshman tailgates from 6 to 3 a year this will allow Student Governments Tailgates to have more flash and entertainment. The administration has help established "The Walk" which is where the Football team will walk through the tailgate lot before football games to give them more

publicity with the fans. Homann Martinez campaign has also help plan the Home opener tailgate which will feature an artist in a prime location of the parking lot.

d. Technology

As one of the top institutions in the State the Homann Martinez administration believes it is imperative to upkeep with the latest technology offered to ensure student success. One of the main initiatives for the administration is increasing the effort for obtaining more GIS software. The administration also hopes to work with the Residence Hall Association (RHA) to advocate for WI-FI access in all Residence halls. Texas State University models itself to 22 institutions.. Out of the main 11 that Texas State is “striving to be like” 10 of the institutions have Wi-Fi built into the Residence Halls (Ball State, Bowling Green State, George Mason University, Illinois State University, Northern Arizona University, Northern Illinois University, Kent State University, Old Dominion, Texas Tech University). The only school of the 11 that doesn’t have Wi-Fi is the University of Wisconsin-Milwaukee which current enrollment is 28,000 students. The University of North Texas, University of Texas at San Antonio and Texas A&M also provide Wi-Fi in Residence Halls. The Homann Martinez administration hopes to soon promote this initiative.

e. Safety

To increase safety on campus, the Homann Martinez campaign will continue to promote legislation to increase campus lighting throughout Texas State. The administration will also cooperate and lead a marketing effort for the “Not on my Campus” movement which will shed light and break the silence on the rape culture within colleges and provide education on university resources available. The Homann Martinez will also work on ensuring safety on campus as we approach the beginning of campus carry.

f. Community

To promote community involvement with upcoming elections the Homann Martinez administration plans to execute a college political party debate featuring College Democrats, College Republicans, Socialist Alternative, and Young Americans for Liberty. The Administration also plans to have members of the cabinet become voter deputy registrars to allow them to register people on campus to vote.

Trends/Challenges for 2016-2017

The Student Government members and advisors will continue to be challenged to learn and recall the new operating procedures outlined in the Code. Student Government must continue to work towards marketing the organization and what it does to improve the student body at Texas State University. The more Student Government can make itself known to student, the more students will be interested in participating. Student Government continues to struggle with recruiting and maintaining fully committed student leaders. This challenge connects to the trend that the Student Government advisors must proactively encourage the work from the student leaders.

**ANNUAL REPORT
Dean of Students Office
STUDENT JUSTICE**

**Student Affairs Division
Texas State University
2015-2016**

Accomplishments/Retention Initiatives from 2015-2016

Write in numbered sentences what your area achieved during the past year.

1. From May 17, 2015 through May 14, 2016, investigated and adjudicated cases involving a total of 628 students*, 24 less than the previous year. Comparing to past years:

Yearly Comparison of Students			
Year	Change	Percent Change	Comparison Year
2015-2016*	Flat/Down	3.7	2014-2015
2014-2015	Up	26.1%	2013-2014
2013-2014	Flat/Down	3.7 %	2012-2013
2012-2013	Down	19.6 %	2011-2012
2011-2012	Up	24 %	2010-2011
2010-2011	Up	22 %	2009-2010
2009-2010	Up	76.5 %	2008-2009

*Some cases still under review, which may result in a variation from these numbers by the end of summer if individuals are added to ongoing investigations.

Most students are “suspects” who are adjudicated for an alleged violation of the Code of Student Conduct. Students found responsible for a violation are assigned sanctions. Common sanctions include completion of educational programs and community service. All students accused of a violation, whether found responsible or not, are advised about the university’s conduct expectations and how their behavior may impact their ability to remain enrolled at Texas State.

2. Though not an “accomplishment”, an important item to monitor is the number of student suspensions and expulsions since these have an impact on retention and the actions of students can have an impact on the retention and wellness of students around them. During this evaluation period, fifteen (15) students were suspended and nine (9) were expelled. A yearly comparison shows:

Year	Total Suspensions	Total Expulsions	Drug Violation Expulsions
2015-2016*	19	8	8
2014-2015	15	9	5
2013-2014	8	2	1
2012-2013	6	6	4

2011-2012	16	8	6
2010-2011	10	5	2
2009-2010	17	11	11
2008-2009	20	2	2

*Some cases still under review, which may result in a variation from these numbers by the end of summer based on the outcomes ones finalized.

3. All Student Justice staff remain engaged, in some form, in the ongoing development, review or implementation of the university’s Sexual Misconduct Policy. While the overall responsibility and oversight of Title IX matters has continued to be absorbed by the Office of Equity and Access/Title IX Coordinator, Student Justice and the Dean of Students continue to play a significant role. In this reporting period, the Assistant Dean and Conduct Officer conducted a combined total of seven (7) Sexual Misconduct Policy violation investigations and the Dean of Students assigned sanctions in four (4) cases where the Title IX Coordinator found that a violation had occurred. Of these four, 1 student was recommended for suspension and two for expulsion with some of these going on to due process hearings and possibly appeal to the VPSA.
4. In March of 2016, the adjudicating Student Justice staff, the Dean of Students and other DOS staff members traveled to a Texas State University System training on Title IX at Sam Houston State University and, in collaboration with the Vice President for Student Affairs, assisted with some of the related logistics to facilitate the participation of various members in the student affairs division who serve as investigators or hearing officers.
5. Disciplinary checks – As more and more requests for disciplinary checks, recommendations, character references, enrollment verifications, etc., are submitted by investigating agencies, other higher education institutions and employers, a risk of misidentifying former students was identified. To mitigate this risk, in collaboration with the Registrar’s Office, the verification process was revamped to ensure proper identification of the (usually former) student occurs first while keeping the timeliness of the turnaround period.
6. The Conduct Officer served as an AdvoCATS Programming Board Member. The team promotes awareness and understanding about sexual and gender identities through education and training for Texas State Students. In this role, she continued to develop/update the training curriculum, assisted with the planning of educational programming and outreach, and assisted with the training of the AdvoCATS Peer Educators. The work of this Team can contribute to the reduction of Code of Student Conduct violations as they relate to harassment and the Conduct Officer is an excellent resource to students she encountered in her Student Justice role who may need support or education that can be provided by the Dean of Students Office as well as other departments on campus and agencies in the broader community. This team’s work has a direct impact on helping students feel welcome, safe and informing them of resources and support networks available to them, which in turn increases the likelihood that students will succeed and progress towards completion of their degree.

7. The Assistant Dean of Students served on the Study Abroad Advisory Board. In addition to reviewing proposed program proposals, applications for program development funds, and offering feedback to general program concerns, the Assistant Dean is sought by the Study Abroad Office for advice and guidance on student behavior concerns. This includes preventative initiatives as well as responding to concerns that arise with students who participate in Study Abroad programs as at times concerns that arise during the application process.
8. In spring 2016, the Assistant Dean of Students, in collaboration with the Vice President for Student Affairs and the Dean of Students, coordinated a task force effort to review concerns of a possible trend involving what was believed to be drug-related incidents that occurred in 2015-2016 on campus and in the community. After consultation with law enforcement and looking at other factors, it was determined that while we should not let our guard down, it does not appear we were experiencing anything out of the ordinary considering the university's and community's growth. That's not to say that the issue was put to rest. The task force reaffirmed the need to continue working closely with area law enforcement agencies & improving communication channels. It also brought attention to the need to address this issue from the very beginning of the recruitment of students via admissions and including parent communication through the end of our education process by addressing alumni that continue to promulgate the "party school" myth. The Alcohol and Drug Advisory Council (ADAC), whose function is to improve the effectiveness of alcohol and drug abuse prevention and intervention efforts for Texas State students in order to enhance academic success, create a culture of accountability and respect, and promote behavior changes that reduce health and safety risks, will continue monitoring data & trends. To highlight the attention given to drug-related violations and behavior, 56.5% (355) of students seen by Student Justice in this reporting period were summoned for a drug-related incident.
9. Student Justice continues to provide a representative to serve as a core members of the Behavior Assessment Team.
10. The Conduct Officer coordinated the edits and additions to the Texas State University Student Handbook and Planner. Formatting changes from the previous year continued in this year's publication which again consisted of 12,000 copies. This time, size was increased to an 8"x10" layout. This and other changes allowed for a reduction in the number of pages by 30% – from 230 pages to 162. In this edition, the Conduct Officer removed all gendered language in order to ensure that our printed materials supported the university's Non-Discrimination Policy Statement. This year was the first year that the Distribution Center ran out of copies by April.
11. The Conduct Officer continued to serve as the Co-Chair for the Community Staff Development Team through which she coordinated and assisted in the planning and execution of three (3) division-wide events, which were very successful and had a wonderful turnout. The team, through its events, including celebrations and recognitions, promotes community connections within the division and among the staff.

12. The Assistant Dean of Students served on the Student Retention Council and as Secretary of the Hispanic Policy Network.

13. The Student Conduct Officer taught a section of US1100 in fall 2015.

Progress on 2012-2017 Administrative Support Plan / Strategic Plan 2015-2016

Outline completed strategic plan objectives and strategies from your area's strategic plan.

Department Goal 2 (2012-2017):

Integrate technology into all Dean of Students Office services to improve achievement of department core functions.

Department Objective 5.2 (2012-2017):

Increase staff to manage growing programs and services while maintaining personal safety and a high level of customer service.

Student Affairs Goal: V. Recruit, develop, support and retain high quality, diverse staff.

Department Strategy 5.2.1 (2012-2017):

Hire a half-time support staff person.

Beg FY: FY13 End FY: FY15

Status: As noted in 2015-2016 report, funding had not yet been identified and with current growth of the office, student enrollment and expansion of services in the Dean of Students Office, this position becomes more necessary. However, due to limited resources (funding and workspace currently assigned to the DOS office), priority has been placed on strategy 5.2.2 under this objective – hiring a conduct officer – and this strategy remains in place for future completion.

Department Strategy 5.2.2 (2012-2017):

Hire a full-time Conduct Officer.

Beg FY: FY13 End FY: FY17

Status: Completed. A request that was made and pending approval in 2014-2015 for this position was approved and the position has been filled. A small conference room was repurposed in order to provide a workspace for this and an unrelated position.

Assessments Conducted in 2015-2016

Outline assessment(s) conducted, assessment results and improvements made based on the results.

revised 7/8/2016

Student Justice did not conduct assessments in 2015-2016 but is reviewing and creating new assessments that will take into consideration:

- CAS Standards
- Assessments geared towards students sanctioned to suspension or expulsion (previously excluded)
- Assessments geared towards complainants/victims (previously focused only on respondents/suspects)
- Simplifying/reducing the assessment in order to focus on areas needing improvement
- Seeking more/different information that may result in different action plans/ideas from improvement

It is the goal to finalize development of new assessment tool(s) during the summer in order to implement by the start of fall 2016.

Presentations by Area Staff in 2015-2016

Complete the table with information requested. (Add more rows by highlighting row, right click, select “insert” and select “insert row below”)

	<u>PERSON</u>	<u>PRESENTATION TITLE</u>	<u>AUDIENCE</u>	<u>LOCATION</u>
	Iliana Melendez	New UPD Officer Training – Student Justice & UPD	1 New UPD Officer 7/8/15	LBJSC 5-9.1
	Ismael Amaya & Iliana Melendez	International Student Orientation – Welcome, Intro to DOS services, conduct expectations & legal issues.	Approx. 150 mostly new International Students. 8/19/15	JCK 1100
	Iliana Melendez & Corey Benson & Makiba Morehead	Community Through Compliance: Supporting the LGBTQIA Community on Campus	70 Faculty, Staff, and Graduate Students from across the state of Texas 10/5/15	TACUSPA Conference Corpus Christi, Texas
	Iliana Melendez	Texas State University Pathfinder: Ethics and Integrity	20 Students 10/20/15	LBJ 3-5.1
	Iliana Melendez	True Colors	10 SAHE Graduate Students 10/23/15	LBJ 3-6.1
	Iliana Melendez, Skylar Walkes, Tanya Long, Dr. Michael O’Malley, US Embassy Representative, Community Non-Profits	Social Transformation and Justice through Education: Citizens Changing the World	90 Student, Faculty, Staff, and Community partners of the Universidad Alberto Hurtado and Universidad Catolica de Chile	Santiago, Chile at the Universidad Alberto Hurtado
	Ismael Amaya & Iliana Melendez	International Student Orientation – Resource Fair	New and Returning International Students. Approx. 100. 1/13/16.	JCK 1100
	Ismael Amaya, Iliana Melendez & Brenda L.	Judicial Hearing Board & OCR Member Training	19 Faculty, Staff & Students 1/29/16	LBJSC 3-13-1
	Iliana Melendez & Corey Wheeler	True Colors	210 RA Candidates and 20 Professional DHRL Staff 2/5/16	Texas State NHC
	Iliana Melendez	USAC Social Justice Training: Gender Identity & Equity	42 Students 2/12/16	LBJ 3-13.1
	Iliana Melendez		60 Students 2/27/15	UAC 105
	Iliana Melendez	Texas State University Pathfinder: Ethics and Integrity	30 Students 3/28/16	LBJ 3-5.1
	Iliana Melendez & Corey Benson & Makiba Morehead	Community Through Compliance: Supporting the LGBTQIA Community on Campus	90 Faculty, Staff, and Graduate Students from across the state of Texas 3/30/16	TACUSPA Webinar Presentation
	Iliana Melendez, Dr. Brandon Beck, & Dr. Rachel Deavenport	Allies Training: Faculty and Staff Presentation	60 Faculty & Staff 4/07/16	Texas State JCK 460

Iliana Melendez	Study Abroad – Things to Remember (Conduct Expectations)	Approx. 20 Students In Japan Study Abroad Program with Dr. Moriuchi 4/15/16	Centennial Hall 218
Ismael Amaya, Iliana Melendez & Brenda L. – featuring Nelly Herrera, Assoc. Gen. Counsel	Judicial Hearing Board & OCR Member Training	20 Faculty, Staff & Students 4/22/16	LBJSC 3-13-1
Iliana Melendez & Dr. Catherine Bitney	Open the Closet, Your Child is Knocking	150 Faculty, Staff, and Students	LBJ Teaching Theatre

Special Recognitions for Area Staff in 2015-2016

Complete the table with professional recognition(s) such as awards, organization positions attained, etc. (Add rows by highlighting row, right click, select “insert” and select “insert row below”)

<u>PERSON</u>	<u>RECOGNITION</u>	<u>ORGANIZATION RECOGNITION FROM</u>
Iliana Melendez	Texas State Quarterly Team Award (August 2015 – DOS Flood Response)	Texas State University, Team Recognition Committee
Iliana Melendez	Selected as a 100K Strong – Gabriela Mistral Scholar	A joint project & recognition of the following: Texas State University’s Project LEARN-Chile, Gabriela Mistral Foundation, Universidad Alberto Hurtado, with funding support from the White House Administration
Iliana Melendez	Inductee, Order of Omega	Texas State Chapter of Order of Omega, Greek Affairs Office
Ismael Amaya	Texas State Quarterly Team Award (May 2016 – HPN Naturalization Ceremony)	Texas State University, Team Recognition Committee
Ismael Amaya	HPN Executive Board Member – Secretary	Hispanic Policy Network (HPN)

Progress on Objectives from last year’s Annual Report

Write in numbered sentences progress of goals from past year.

49. Complete development of training program for Student Judicial Hearing Board and establish dates and times for hearings in conjunction with board training.
 - Status: Ongoing.
 - New Hearing Board members continue to receive basic training. In spring 2016, a new component was added that brought the Associate General Counsel in to provide training and inform members of the legal protections extended to them in

their roles. The curriculum remains under further development and is intended to provide more than basic training and to serve as a professional development opportunity.

- Hearings dates were scheduled in advance and this allowed hearings to take place in a more timely manner.
50. Recruit additional Hearing Board student members so that each student member can contribute but not necessarily be over-burdened when there is a higher number of requests for hearings.
- Status: Previously achieved/Renewed
 - New members were recruited, but, recruitment is ongoing and some members graduated during this time.
51. Modify the current Student Justice assessment tool or create a new one that better assesses student learning and areas for improvement.
- Status: Ongoing/Pending.
52. Create and implement a survey to determine if ADCS should consider alternate forms of payment to cash and money orders.
- Status: Ongoing/Pending.
53. Worked with the Study Abroad Office to implement electronic student disciplinary checks for students applying for Study Abroad Programs.
- Status: Previously completed.
 - While this goal was previously completed, a “two steps forward, one step back” situation arose. Soon after implementation, the system was working as intended (two steps forward), however, the Study Abroad Office later encountered some issues with the system and the work flow was disrupted, resulting in the Study Abroad Office having to request checks via e-mail (one step back), though this is still more efficient than having all students bring hard copy forms. This goal is reinstated.
54. Hire a new Conduct Officer.
- Status: Completed.
55. Develop an intern and/or GA position.
- Status: Ongoing

Objectives for 2016-2017

Write in numbered sentences goals to achieve for next year.

1. Complete ongoing/pending goals related to assessments in Student Justice and Alcohol & Drug Compliance Services.
2. Complete ongoing/pending goals related to recruitment and training of Hearing Board members.

3. Develop a training and operations manual for Student Justice.
4. Develop an intern and/or GA position.

Trends/Challenges for 2016-2017

Write in either paragraphs or numbered sentences new variables, trends, issues that we should be aware of that will affect future planning at the University.

1. Higher number of reports of Title IX cases (Sexual Misconduct Policy violation allegations) continues to be a concern, however, it is alleviated in part by the transition of some functions related to these from Student Justice to the Title IX Coordinator, for example, the logistics for due process hearings. Also, in this reporting period, a significantly lower number of cases were assigned to Student Justice staff, presumably because of the addition of more investigators. Still, these cases tend to involve multiple individuals and generally require meeting with each primary party at least two times. The meetings require more time than other types of cases because of additional information that must be provided to the parties, especially to victims (complainants) and suspects (respondents) and the detailed report that must be submitted to the Title IX Coordinator. These cases tend to have a higher likelihood of a request for a hearing and an appeal to the Vice President for Student Affairs and are more likely to result in suspensions.
2. The university's internationalization efforts, which we support and applaud, if successful (and indicators are that they are), will result in a continued increase in the number of disciplinary checks. Additionally, Student Justice staff collaborate with Study Abroad as well as the International Office to offer support to those offices, the faculty participating in study abroad programs and the international students upon their arrival through participation in their orientation and other events.
3. While Texas statutes and university policies regarding marijuana and alcohol have not changed, national conversations and changes in other states' statutes continue to increase social acceptance and normalizing of marijuana and alcohol use/abuse among students. Already, Student Justice pays particular attention to drug-related alleged violations. In this reporting period, 56.5 % of all students seen were summoned for a drug-related incident. And, the Texas State University System Rules and Regulation's (and by extension the university's drug policy) dictates an expulsion for students responsible for a second drug violation without distinction of the egregiousness of the violations. These two factors, combined, may increase the number of drug violations seen on campus and potentially the number of suspensions or expulsions. Already, drug-offenses lead as the number one reason students get expelled. In all but one of the last eight (8) reporting periods, expulsions for drug-related violations represented 50% or more of the total expulsions. In three (3) of those periods, drug-related violations represented all (100%) of the expulsions.
4. Previously noted: Ongoing efforts to increase turnout at Texas State football games include a focus on tailgating. As more and more students attend tailgating events, more students are engaged in illegal alcohol consumption and violation of university/facility rules (ex., types of

alcohol and containers). This could result in more arrests for public intoxication and minors being cited for possession/consumption of alcohol, though, there may also be a challenge for security/law enforcement personnel to address all of these violations through citations since they may find themselves issuing warnings in order to respond to emergency calls, more severe violations, and/or matters of greater concern/disturbance.

5. Previously noted: The City of San Marcos implemented a tobacco city ordinance prohibiting the use of tobacco in public places, including schools. However, the university is not enforcing the city ordinance and this makes enforcing the university's "voluntary enforcement" of its own tobacco policy more challenging.
UPDATE: While the university is still not enforcing the city ordinance, there referrals for tobacco policy violations by students was minimal in this reporting period.
6. In August 2016, the university will implement a new "Possession of Handguns on University Owned or Controlled Premises" policy (UPPS number to be assigned) which by state statute requires that individuals with a permit to carry a weapon be allowed to carry their weapons, with limited restrictions, on campus. This change will undoubtedly result in an increased presence of handguns on campus and in turn likely to result in Student Justice needing to investigate alleged violations of the policy.

**ANNUAL REPORT
Dean of Students Office
OMBUDS SERVICES**

**Student Affairs Division
Texas State University
2015-2016**

Accomplishments/Retention Initiatives from 2015-2016

1. From June 1, 2015 through May 31, 2016 there were 65 completed Ombudsman cases.
2. There were an additional 11 cases in FY16 than there were in FY15.

	Summer	Fall	Spring
Academic Affairs			
Anthropology	1	1	
American Sign Language			1
Athletic Training		1	
Business Administration		4	1
Business Management		1	
Biology		4	1
Chemistry		1	
Computer Science		1	1
English			1
History			1
Mass Communications	1		1
Math	1	1	1
Mental Health Withdrawal	1		
Modern Languages	1		1
Nursing		1	
PFW		1	
Physical Therapy		1	1
Political Science		2	
Psychology	1		
Plagiarism		1	
Recreation Administration			1
Academic Advising		1	
Grades in General		1	1
Staff			
Athletics	2		1
Financial		2	1
Housing and Residential Life		2	1

Pathway			2
Parking		1	3
University Police	1		
Registrar	1	1	
Other			
Discrimination		3	1
Employment			1
Registration		1	
Accommodations due to illness		1	
TOTAL	10	33	22

Progress on 2012-2017 Administrative Support Plan / Strategic Plan

Goal 1 (2012-2017): Support student success by enhancing services to assist student emergencies and university related concerns.

Assessments Conducted in 2015-2016

An electronic survey was forwarded to each student who visited the office after the completion of their case. For those who did not respond the first time, a follow-up phone call was made by DOS student workers and an e-mail was forwarded following the phone call. There were 9 students who completed the survey for FY16 for a 14% response rate.

The following scale was used to measure Overall Satisfaction with Ombudsman Services:
 EXCELLENT-SATISFACTORY-AVERAGE-POOR-UNACCEPTABLE

Of the 9 respondents:

- 4 (67%) rated their OVERALL satisfaction with Ombudsman Services as EXCELLENT
- 2 (33%) rated their OVERALL satisfaction with Ombudsman Services as SATISFACTORY

The results to the 10 questions are as follows:

- 1. Was a response to your inquiry received in a timely manner? Yes **100%** No **___** No Response
- 2. Did your case/inquiry require a personal meeting with Dr. Morton? Yes **89%** No **11%** No Response
- 3. Was your case/inquiry resolved via e-mail without the need to meet with Dr. Morton? Yes **11%** No **89%** No Response
- 4. As a result of the Ombudsman process, do you consider the amount of time required to address your case/inquiry was reasonable? Yes **100%** No **___** No Response

5. Prior to meeting with Dr. Morton, were you aware of the appropriate University Policy and Procedure to address your concern? Yes **67%** No **33%** No Response

6. Did Dr. Morton clarify options for you that positively contributed to your ability to make a well informed decision regarding your case/inquiry? Yes **78%** No **22%** No Response

7. As a result of the Ombudsman process, do you know where to find information to address future concerns you could encounter as a student? Yes **78%** No **22%** No Response

8. As a result of the Ombudsman process, do you feel your case adequately addressed by Dr. Morton? Yes **67%** No **33%** No Response

9. Please rate your OVERALL SATISFACTION with Ombudsman services provided through the Dean of Students office by circling the appropriate response.

Excellent **56%** Satisfactory **11%** Average **11%** Poor **11%** Unacceptable **11%**

Presentations by Area Staff in 2015-2016

Complete the table with information requested. (Add more rows by highlighting row, right click, select “insert” and select “insert row below”)

#	PERSON	PRESENTATION \ (title or topic)	AUDIENCE (amount and type - students, staff)	LOCATION (Texas State, conference)
10				

Special Recognitions for Area Staff in 2015-2016

Complete the table with professional recognition(s) such as awards, organization positions attained, etc. (Add rows by highlighting row, right click, select “insert” and select “insert row below”)

	PERSON	RECOGNITION	ORGANIZATION RECOGNITION FROM
	Vincent E. Morton	Awarded Ph.D.	Texas State –College of Education

Progress on Objectives from last year’s Annual Report

Objective 1: Improve low response rate for Satisfaction Surveys

revised 7/8/2016

Objective 1 Status: Despite e-mail phone calls and follow-up e-mails the response rate remains low as it has previously.

Objectives for 2015-2016

The one area of concern remains how to increase response rate. Will consider seeking guidance from Student Affairs Assessment Team, including a totally different assessment.

Trends/Challenges for 2016-2017

Students are increasingly expressing that many faculty speak to them in disrespectful ways both inside and out of the classroom. There is bit of a concern regarding how faculty, staff and students communicate with one another because Texas passed the Campus Carry-Concealed Handgun Law and there is no guarantee how individuals will respond to communication they deem disrespectful.