

ANNUAL REPORT
Dean of Students Office

Student Affairs Division
Texas State University
2013-2014

Executive Summary of 2013-2014

As of this year, the Dean of Students Office consists of the Alcohol and Drug Compliance Services (ADCS), the Administrative Support for the Central Office, the Attorney for Students Office (AFS), Greek Affairs, the Leadership Institute, Student Emergency Services, Student Justice (SJ), Student Ombudsman Services and seven chartered student organizations that include: Student Government, Student Foundation, Leadership Board, and the four Greek Councils (Interfraternity Greek Council, Multicultural Greek Council, National Pan-Hellenic Council and the Panhellenic Council).

This year's highlights included the new activities occurring in the areas of Greek Affairs, the Leadership Institute and the Dean of Students Office's chartered student organizations. The Dean of Students Office new area, Greek Affairs, implemented a Three Step Risk Management Training and raised the GPAs for all male students from a 2.25 GPA to a 2.65 GPA during the Spring 2014 semester. For the first time in many years, the all Greek male student GPA is the same as the average GPA for all males at Texas State of a 2.59. This year the staff in the Leadership Institute implemented the Pathfinder program for emerging student leaders, reintroduced the Dean of Students Office chartered student organization Student Leadership Team as the Student Leadership Board and completed StrengthsQuest facilitator training that resulted in staff conducting trainings of StrengthsQuest for student organizations. The Associated Student Government was approved by university administration and the student body to reorganize and change its name to Student Government, which is the third time in the history of this organization that the name has been changed.

Major Accomplishments/Retention Initiatives of 2012-2013

Below is a list of twenty-three (23) major accomplishments achieved by the Dean of Students Office this year, but it is not comprehensive of all achievements from each Dean of Students Office area.

1. Administrative Support for the Central Office assisted a total of 9,518 students/faculty/staff/parents and others throughout the year and provided 102 students with notary services (phone calls, emails, correspondence, etc.)..
2. Administrative Support for the central office assisted the Dean of Students in coordinating the Student Service Fee Committee meetings and deliberations, which resulted in allocating \$601,311 in one-time funding and \$80,000 in permanent funding.

3. Administrative Support for the Central Office scheduled and coordinated 97 staff members for Sexual Harassment Training and 103 staff members for EEO Training
4. Student Emergency Services provided Absence Notifications to 2,120 faculty members (263 more than last year) for 530 students (196 more than last year) and distributed \$17,516 through funding including the Student Affairs Emergency Grants and Crawford Loans to 35 students who experienced emergencies.
5. Student Emergency Services reached out to offer assistance to approximately 399 students who were identified in a variety of ways as having experienced a crisis, such as the students who were impacted by the weather emergencies, and scheduled 111 meetings with those needing resources for emergency related problems.
6. Student Emergency Services responded to 1536 emails received in the Dean of Students Office email account, sent 25 letters to students who had received noise citations in San Marcos, processed 259 reports of students who were reported to have violated the Tobacco Policy, emailed 213 students who were reported to have violated the Tobacco Policy only once, and met with 19 students who were reported to have violated the Tobacco Policy twice.
7. Student Emergency Services coordinated the Behavior Assessment Team to consult with two faculty members and assess 16 reported incidents of concerning student behavior.
8. Attorney for Students Office spoke to over 1,700 students in US 1100 classes, residence halls, organizations, the 2014 Housing Fair and similar programs. The office had a first time presence in the 2014 Housing Fair, creating a highly successful “game show” that emphasized rental knowledge and an understanding of these processes.
9. Greek Affairs implemented a Three Step Risk Management Training. This program provided an overview of the new university policies related to risk management and hosting safe events with alcohol, form submittal, and round table discussion on “best practices” for fraternity/sorority chapter operations and management with 2 keynote speakers, and a panel discussion with local law enforcement officials, university police and university student conduct officer and university administrators.
10. Greek Affairs conducted recruitment in fall 2013 resulting in 639 applicants for National Panhellenic Council, 267 for the Interfraternity Council, 42 for the National Pan-Hellenic Council and 70 for the Multicultural Greek Council.
11. The GPAs for all Greek male students rose from a 2.25 GPA to a 2.65 GPA during the spring 2014 semester. For the first time in many years, the all Greek male student GPA is the same as the average GPA for all males at Texas State of a 2.59.
12. Student Government, with the support of the Dean of Students Office, reviewed 576 scholarship applications and awarded a total of \$225,000 in scholarships to 189 applicants.
13. Student Government, with the support of the Dean of Students Office, awarded the Scholarly Travel and Research (S.T.A.R.) Grant to award \$26,482 to 73 students to provide monetary aid to students conducting and presenting research in its second year of implementation. This amount awarded this year \$6,282 more than last year.
14. Student Government, with the support of the Dean of Students Office, hosted two successful roundtable events for all students to meet university administrators and held annual student body elections along with a student referendum that approved Student Government Constitutional amendments, including a name change from Associated Student Government to Student Government, with a vote of 94% for and 6% against.

15. Leadership Institute conducted the fourth Leadership Institute Annual Conference for 354 students (14 more than last year) and a total attendance of 497 participants that included students and staff volunteers and guest speakers,
16. The Leadership Institute implemented its most recent program as per the strategic plan for emerging leaders called Pathfinder. This program targeted 24 students.
17. The Leadership Institute hosted the second campus-based session of LeaderShape®-Texas State with 60 students and 14 Texas State University LeaderShape student alumni and staff participating.
18. Leadership Institute fundraised approximately \$23,000 and completed paperwork to charter the Student Leadership Board (no longer Student Leadership Team) for funding and assistance with hosting the Leadership Institute Annual Conference and other leadership initiatives. The concept of a student board will allow for better recruitment of student leaders who will assist in meeting the vision and goals of the Leadership Institute.
19. Student Justice investigated and adjudicated cases involving a total of 517 students. Student Justice is now more fully utilizing the Conduct Coordinator (case management) portion of Adirondack software. This program is now being rolled out to Alcohol and Drug Compliance Services staff in order to have a more fully integrated management of cases (from report entry to documenting completion of sanctions) while reducing staff time and steps in the process.
20. Alcohol and Drug Compliance Services provided 440 individuals with opportunities for 5,125 community service hours, which amounted to the “in-kind” equivalent of \$37,156.25 in minimum wage labor. .
21. Alcohol and Drug Compliance Services provided the Marijuana 101 program for 60 students, 22 Alcohol Education Program for Minors classes educating 365 individuals and held individual assessments (typically a series of 4 sessions) with 14 students.
22. Student Ombudsman Services assisted 30 students.
23. Student Foundation, with support of the Dean of Students Office, coordinated two large annual events to have 450 people attend the Veterans Day Ceremony and 180 people attended the Bobcat Pause Memorial Service.

Progress on 2012-2017 Administrative Support Plan / Strategic Plan 2014-2015

Below is this year’s progress to the department strategic plan.

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: FY12 End FY: FY13

Status: **The strategy is complete.** Materials have been created for standardized training procedures and online forms have been launched on the website encouraging students to ask for absence notifications using a standard method. The success of implementation waits to be seen but the materials and processes are in place.

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: FY13 End FY: FY14

Status: **This strategy has been partially met.** This year a request was submitted for Student Services Fee funding for this position. President Trauth approved the Student Service Fee Committee recommendation to permanently fund a part-time Coordinator for Student Emergency Services. The selection process for this position will begin in summer 2014 for hire in fall 2014.

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 3.1.1 (2012-2017):

Develop and implement a comprehensive set of activities for a multi-tiered Texas State Leadership Institute.

Beg FY: FY12 End FY: FY17

Status: During the spring 2014 semester, the Leadership Institute began the Pathfinder: Texas State Emerging Leaders Program and reintroduced the Student Leadership Team as the Student Leadership Board. The implementation of Pathfinder provided additional programming to the existing emerging leader tier. The new Student Leadership Board structure contributed to all three leadership development tiers because the organization provided multiple opportunities for student involvement and learning. Planning and the implementation of the Institute's first campus-based session for LeaderShape®-

Texas State in 2013 also contributed to the multi-tiered leadership development programming for the Institute and has been continued due to its success. The second LeaderShape®-Texas State session was hosted in May 2014.

Department Strategy 3.1.2 (2012-2017):

Create the Texas State Leadership Institute Advisory Board.

Beg FY: FY12 End FY: FY14

Status: Due to the importance of increasing programmatic offerings by the Leadership Institute and priorities to sustain the quality associated with the Leadership Institute Annual Conference, a decision was made to postpone the formal creation of this body. Significant progress was made in building partnerships with units within the Division of Student Affairs along with other university departments including the Alumni Association, University College, Honors College, College of Fine Arts and Communications, College of Education and the College of Science and Engineering.

Department Strategy 3.1.3 (2012-2017):

Implement a senior capstone program at Texas State.

Beg FY: FY12 End FY: FY14

Status: **The Strategy has been met.** The Leadership Institute implemented the Texas State Leadership Capstone Program: Step Forward, Give Back in 2012. The Capstone program has been offered each long semester since fall 2012. The Capstone sessions have included speakers ranging from academic deans to legislators and, to date, a total of 83 students have successfully completed the capstone program. This program will continue to be offered each long semester.

Department Strategy 3.1.4 (2012-2017):

Create Leadership Institute Endowment.

Beg FY: FY12 End FY: FY14

Status: **Strategy has been partially met.** The Leadership Institute has continued to raise funds toward the bulk of the amount needed to host the Leadership Institute Annual Conference in addition to contributing to the Leadership Institute endowment fund. Efforts will continue during the next fiscal year to grow this endowment before any funds will be used. The Leadership Institute began developing the Bobcat Leader Legacy Fund to explore fundraising among student organizations and added an Endowment Coordinator position to the Student Leadership Board to assist with raising funds. Other opportunities for increased fundraising efforts include seeking corporate sponsors for LeaderShape®-Texas State.

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: **The strategy has been partially met.** Associated Student Government and Student Foundation were both invited to select student leaders to attend state leadership conferences including the Texas Student Leadership Forum on Faith and Values, the Hatton W. Sumners Undergraduate Student Leadership Conference and the LBJ Presidential Library and Museum Trip for Texas State Student Leaders. Student Government and SF members were selected to serve as small group facilitators for the Leadership Institute Annual Conference, along with members of the Student Leadership Board and other chartered student organization members. The Leadership Institute actively recruited Student Government and SF members to apply for the *Texas State Leadership Capstone Program: Step Forward Give Back*, and the Student Body President and Vice President for the last two terms attended a LeaderShape® national session utilizing the Student Leadership Travel Fund.

Department 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

Status: **Strategy in progress.** The Leadership Institute website was redesigned to attract more viewers and to more effectively communicate opportunities. The redesign of the website allows for information to be more accessible to students through the use of an events calendar which includes deadlines for opportunities as well as a Twitter feed that is real-time. The creation of relationships with other departments and student organizations have contributed to the opportunities offered and displayed on the website. The content for the clearinghouse portion of the website still needs further development.

Department Strategy 3.1.7 (2012-2017):

Hire a full-time support staff person.

Beg FY: FY13 End FY: FY15

Status: While this strategy remains a priority for the Leadership Institute, we have been unable to hire a full-time support staff person. Other areas within the Dean of Students Office have had greater staffing needs. However, the Leadership Institute received continued Student Service Fee funding to maintain two Graduate Research Assistant for 2014-2015.

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 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 5.1.2 (2012-2017):

Create a brochure for the university community about the Alcohol and Drug Compliance Services.

Beg FY: FY12 End FY: FY14

Status: **In progress** It was expected to be complete prior to its end date of FY13, however modifications and refinement, as well as Marketing requirements, have extended the end date to FY 14.

Department Strategy 5.1.3 (2012-2017):

Create a website about the Alcohol and Drug Compliance Services.

Beg FY: FY13 End FY: FY14

Status: **Completed** Modifications and refinement were completed in advance of end date FY14, and information/content will be updated on an as needed basis.

Department Strategy 5.2.2 (2012-2017):

Hire a full-time Conduct Officer.

Beg FY: FY13 End FY: FY17

Status: Funding had not yet been identified. With the growing student enrollment and increasing federal mandates, this position becomes more necessary. A proposal will be made to add this position as part of TSUS efforts to update policies and efforts to comply with these federal mandates, generally regarding Title IX, SaVE Act and VAWA requirements. If funding is approved for the position, the Dean of Students Office will work to accommodate this position within the limited workspace allocated to DOS.

Assessments of 2013-2014

The Dean of Students Office conducted 26 assessments this year. The two largest assessments this year were the Council for the Advancement of Standards in Higher Education's comprehensive program review called the Self Assessment Guide (SAG) for Student Leadership Programs conducted by the Leadership Institute and for Fraternity and Sorority Advising Programs conducted by Greek Affairs. The SAGs completed by the Leadership Institute and Greek Affairs resulted in effective action plans that will improve the services in these areas. All areas of the Dean of Students Office except the Administrative Support for the Central Office area conducted satisfaction surveys of customers served. Satisfaction surveys indicated that on average students were highly satisfied with services and events provided by the Dean of Students Office. Tracking and demographic analyses were conducted by the Administrative Support for the Central Office, Attorney for Students Office, Student Emergency Services as well as each program evaluation in the Leadership Institute. Outcomes assessments were completed for the areas of the Alcohol and Drug Compliance Services, Greek Affairs, and the Dean of Students Office chartered student organization Student Leadership Team. The Alcohol and Drug Compliance Services completed a pre-test/post-test of the Alcohol Education Program for Minors (AEPM) courses to find that students were gaining knowledge from the AEPM course. Greek Affairs analyzed end of semester GPAs of individual Greek affiliate students as well as the chapters to determine their academic support was effective this year. The Student Leadership Skills Proficiency Observations were conducted by Dean of Students Office staff advisors for the Student Leadership Team in order to gather effectiveness of advising services on student leadership skills.

Presentations by Department Staff in 2013-2014

The Dean of Students Office staff presented approximately 85 topics that at times were given multiple times. Presentation audiences included high school students, Texas State and other universities undergraduate and graduate students, as well as Texas State faculty and staff to educate people in this region of Texas. Four more topics were presented this year than last year.

Special Recognitions for Department Staff in 2013-2014

This year Dean of Students Office staff members were recognized for numerous accomplishments. Some highlights were the successful dissertation defense of Vincent Morton, the Mariel M Muir Excellence in Mentoring Award received by Iliana Melendez, and the honor of being named a PAWS Preview Namesake by Kathryn Weiser.

Progress on Objectives for 2013-2014

All areas of the Dean of Students Office worked to achieve a combined total of 47 objectives during this year. Of the 47 objectives, 51% (N=24) were achieved, 36% (N=17) are in progress, to achieve and 6% (N=3) were eliminated as an objective.

Objectives for 2014-2015

All of the Dean of Students Office areas have established the following 48 objectives to complete during the 2014-2015 academic year.

1. Administrative Support will research within the Student Affairs Division to find the most effective method of training for student workers.
2. Administrative Support will improve communication between the support staff of the office.
3. Administrative Support will coordinate and execute Thanksgiving Potluck and Student Appreciation. Potluck for the Dean of Students Office and students at Texas State.
4. Administrative Support will improve staff leave notification process among support staff.
5. Alcohol and Drug Compliance Services will acquire a new, larger, projector for the Alcohol Education Program for Minors (AEPM/MIP) course as well as an additional laptop for backup.
6. Alcohol and Drug Compliance Services will acquire a digital camera for the ADCS office to document events provided by the office and to share with the DOS office for publication.
7. Alcohol and Drug Compliance Services will create (Summer, 2014) and implement (Fall, 2014) 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.
8. Alcohol and Drug Compliance Services will continue to create and 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.
9. Alcohol and Drug Compliance Services will continue to create and implement a community service satisfaction survey for ADCS.
10. Associated Student Government advisors will create an Advisors Manual.
11. Associated Student Government advisors will hire a part-time administrative assistant.
12. Attorney for Students Office will develop a presentation on Digital Trusts for faculty/staff to bring greater attention by that audience to this office.
13. Attorney for Students Office will make certain standard forms available on their website to aid “one stop shopping.”
14. Attorney for Students Office will update the Attorney for Students Handbook and make sure it is aligned with the website.
15. Attorney for Students Office will track Legislative changes in the state of Texas 83rd Legislature that will impact our students.
16. Greek Affairs will provide more leadership, service, and academic programs for Order of Omega.
17. Greek Affairs will establish the Greek Board of Directors as a chartered student organization.
18. Greek Affairs will move three of the four days of Panhellenic Recruitment to Embassy Suites.
19. Greek Affairs will update the Multicultural Greek Council constitution.
20. Greek Affairs will assess the Multicultural Greek Council recruitment process.
21. Greek Affairs will monitor the progress of Alpha Psi Lambda and Delta Xi Nu and make sure that they are still viable colonies.
22. Greek Affairs will work with the Panhellenic sororities to move towards “no frills” recruitment.
23. Greek Affairs will develop sustainability plan for NPHC men’s organizations.

24. Greek Affairs will move to 365 recruitment for IFC.
25. Greek Affairs will review and amend governing documents for IFC council.
26. Greek Affairs will increase visibility for the council and chapters.
27. Leadership Institute will 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.
28. Leadership Institute will develop and incorporate a service learning component to enhance the leadership development potential of participants.
29. Leadership Institute will expand the Leadership on Demand workshop opportunities using outreach to student organizations and the development of Student Leadership Board members.
30. Leadership Institute will enhance the leadership development opportunities provided the Student Leadership Board officers.
31. Leadership Institute will continue implementation of the Pathfinder: Texas State Emerging Leaders Program and conduct greater recruitment efforts.
32. Leadership Institute will develop marketing plan to promote the Leadership Institute incorporating the Institute website, technology, and print and social media.
33. Leadership Institute will begin the development of a leadership course by benchmarking courses and programs provided at similar institutions.
34. Leadership Institute will explore and assess additional cultural immersion opportunities.
35. Leadership Institute will develop a clearinghouse policy assessment to ensure that the Leadership Institute is meeting the needs of students.
36. Leadership Institute will develop an updated strategic plan to provide guidance to the future of the Leadership Institute.
37. Leadership Institute will begin identifying areas of research and publication opportunities to affirm the quality of programming and services offered by the Leadership Institute.
38. Student Emergency Services will hire a part-time Coordinator for Student Emergency Services.
39. Student Emergency Services will continue creating formalized, written information to provide to students who seek assistance for different types of emergency situations.
40. Student Emergency Services will benchmark comparable universities to find effective way to to inform the university community about the Student Emergency Services' Absence Notification process and the role of faculty in the process.
41. Student Emergency Services will continue to update the Student Emergency Services.
42. Student Foundation advisors will develop and implement more leadership opportunities for Student Foundation members, especially with the Directors and within the different internal committees.
43. Student Foundation advisors will 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 LeaderShape®-Texas State.
44. Student Foundation advisors will increase leadership opportunities for students through new Co-Director positions for Bobcat Pause and Veterans Day events in order to help provide balance in planning, workload, and increased appropriate use of committees.

45. Student Foundation advisors will develop and implement organizational leadership by facilitating an early summer retreat for officers and committee directors.
46. Student Foundation advisors will the organization to 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.
47. Student Justice will recruit additional Hearing Board student members so that each student member can contribute but not necessarily be over-burdened as likely higher numbers of hearings are requested as a result of higher Title IX case reviews.
48. Student Justice will work closely to facilitate full and successful implementation within the first semester after the option is made available if the Study Abroad Office pursues an option to process student disciplinary checks electronically
49. Student Justice will complete ongoing assessment objectives set for 2013-2014 within summer 2014 timeframe (new assessment for Student Justice and assist with survey regarding ADCS' acceptance of payment options other than cash and money orders).

Trends/Challenges for 2014-2015

Like the last two years, this year's accomplishment of implementing new programs to enhance students' development while providing an increased amount of service is also the challenge faced by all areas within the Dean of Students Office.

The continued increase in the student population as well as awareness of Dean of Students Office services initiates a rising demand for services that creates the need for more resources, such as funding, staff and physical space, in order to maintain quality services for more customers.

As the demands for services continues to increase while funding remains the same or in some cases decreases, the challenge becomes to educate the university community about the Dean of Students Office services that will result in appropriate use of services and efficient use of all available resources. The trend is becoming to educate and serve students by providing more information on the office websites and through live or video presentations. The challenge with this trend will become maintaining the most up to date material as well as the erosion of the personal side of service to our students.