

DELTA STATE UNIVERSITY: NON-ACADEMIC ANNUAL REPORT
Academic Year 2006-07

I. Unit Title: Student Development Union Office

Division or School/College: Division of Student Affairs

Unit Administrator: Linda Ross

II. Educational Program Learning Outcome Assessment Plan

*(These are Learner Outcomes identified for the **current** year. Contents of the table should be very brief. Footnotes may be included for items needing explanation or documentation. Not all units have direct student impact. Those that do should have clear learning outcomes developed. Those with no student contact may indicate that this section is not applicable.)*

<p>A. Learning Outcome <i>What should a student impacted by this program / unit / function know, value, or be able to do at graduation and beyond?</i></p>	<p>B. Data Collection and Analysis <i>1. What assessment tools and/or methods will you use to determine achievement of the learning outcome? 2. Describe how the data from these tools and/or methods will be/have been collected. 3.Explain the procedure to analyze the data.</i></p>	<p>C. Results of Evaluation <i>What were the findings of the analysis?</i></p>	<p>D. Use of Evaluation Results <i>1.List any specific recommendations. 2. Describe changes in curriculum, courses, or procedures that are proposed or were made/ are being made as a result of the program learning outcome assessment process.</i></p>
<p>Gain time management, organization and leadership skills in addition to the ability to work with others.</p>	<p>Informal observation of individuals participating in leadership position and extra-curricular activities.</p>	<p>Students participating in extra-curricular activities demonstrated organizational, time management, and leadership skills, in addition to their ability to be a team player.</p>	<p>Continue to encourage student to become involved in extra-curricular activities. Students will be given small incentives for demonstration of outstanding leadership/participation.</p>
<p>Demonstrate respect and responsibility for facilities.</p>	<p>Inspection of building for vandalism and the number of work orders written for maintenance and repair of building.</p>	<p>For the first time in many years graffiti was found in the Union, but over all students have demonstrated respect for the building and shown responsibility during facility use.</p>	<p>An effort of be even more observant of individuals using the Union will be made and encouraging student to demonstrate respect for facilities will be on going.</p>

III. Division/Department/Unit Goals for the Current Year

A. Goal # 1

Continue to repair and renovate the Union in order to enhance its appearance and make it more accommodating to all users.

1. Institutional Goal(s) supported by this goal: SP#3

The university community will benefit from better communication, effective operational and administrative systems, an optimal work environment, and a performance-responsive reward structure.

2. Evaluation Procedure(s):

- Informal feedback is sought and offered by facility constituents on the appearance and accommodations of the Union.
- Monthly walk-through inspections are conducted by the Union Director accompanied by the custodial staff.

3. Actual Results of Evaluations:

- Upkeep of the Union has occurred through minor repairs.
- Construction on the new ADA Standard restrooms and stairwell/3rd lobby railing has been completed.
- The new journalism lab is still under construction.
- Due to money constraints 302B has not been converted back to a meeting space and the lighting system switch problems in the 302 complex has not been corrected.
- Asbestos tile in Scott Annex of the Union needs to be removed and new tile installed.
- The 2nd and 3rd floor lobbies need to be painted, the carpet replaced and the furniture updated.

4. Use of evaluation Results:

- Minor repairs in the Union are on going.
- Current construction in the new journalism lab will be completed.
- 302B will be converted back to a meeting room and corrections of the problems with the 302 lighting system switch will continue to be pursued.
- Painting the 2nd and 3rd floor lobby walls, carpet and furniture will continue to be pursued.
- Union directories and elevator directional signage continue to be researched.

B. Goal #2:

Maintain a clean, pleasant and safe atmosphere in the Union while satisfying the daily needs of students, faculty, staff, administration, alumni and guests.

1. Institutional Goal which was supported by this goal: SP#3

The university community will benefit from better communication, effective operational and administrative systems, and optimal work environment, and a performance-responsive reward structure.

2. Evaluation Procedure(s):

- Written evaluations are periodically completed by facility use constituents.
- Informal feedback is sought and offered by facility users and individuals housed in the Union.

3. Actual Results of Evaluation:

- Feedback from the evaluations completed by facility users remains positive, with the exception of the heat and air problems.
- Informal feedback from facility users and individuals housed in the Union continue to express concerns about the regulation of heat and air in the Union.

4. Use of Evaluation Results:

- Sensitivity to the needs of users will remain a priority.
- Facility users and individuals housed in the Union will be informed of the heating and air limitations in the Union.
- Problems are reported to the physical plant and request will continue to be made concerning replacement of the current heating and cooling system.

C. Goal #3:

Maintain and continually update the Student Development Union Office web page, providing current information on the services offered in the Student Development Union Office.

1. Institutional Goal which was supported by this goal: SP#4

Friends of Delta State University, along with the general public, will become more aware and more supportive of the insitution.

2. Evaluation Procedure(s):

- Informal verbal feedback was sought as to the helpfulness of the web site indicating available services through the Student Development Union Office.

3. Actual Results of Evaluation:

- There are areas of the Student Development Union Office web site that needs to be updated and areas that information needs to be placed on line.

4. Use of Evaluation Results:

- Assistance with the Student Development Union Office web site will be acquired and the site will be updated with additional areas placed on line.

D. Goal #4:

Maintain the university web calendar, keeping the calendar updated with all scheduled events and incorporate a report generating aspect to the web calendar.

1. Institutional Goal which was supported by this goal: SP#4

Friends of Delta State University, along with the general public, will become more aware and more supportive of the institution.

2. Evaluation Procedure(s):

- Web calendar was viewed to see if it was providing all calendar/facility reservation information.
- Informal feedback was sought as to the usefulness of the web calendar.

3. Actual Results of Evaluation:

- Facility reservations are being entered onto the university web calendar daily.
- More individuals are becoming aware of the university web calendar.
- The web calendar program still does not have the ability to generate reports and weekly calendar and the reservation form cannot be completed online and forwarded.
- All events are not being placed on web calendar due to the fact that the Union Office is not notified of some events taking place on campus.

4. Use of Evaluation Results:

- Facility reservation/web calendar programs will be researched in an effort to find a program that will generate reports and can be completed and processed online.
- Efforts will be made to continue to place facility reservation/events on the university web calendar keeping it up-to-date.
- Efforts will be made to instill in individuals on campus the importance of notifying the Union Office about their departmental events so that they may be placed on the web calendar.

E. Goal #5:

Continually update the Student Organization list on the web site.

1. Institutional Goal which was supported by this goal: SP#3

The university community will benefit from better communication, effective operational and administrative systems, an optimal work environment, and a performance-responsive reward structure.

2. Evaluation Procedure(s):

- The Student Organization list will contain up-to-date information on organizations.
- Informal verbal evaluations will be sought to determine the satisfactory level of information available concerning student organizations.

3. Actual Results of Evaluation:

- Students continue in make inquiries concerning starting new organizations and information was made available to individuals.
- Due to the lack of availability of organizations up-dated information the web site did not provide all information on the organizations list.

4. Use of Evaluation Results:

- Assistance with student organization chartering procedures will continue.
- An effort to gather up-dated information on each campus organization and place this information on the web site will continue.

F. Goal #6

Revise Student Development Union Office brochure and reprint.

1. Institutional Goal which was supported by this goal: SP#4

Friends of Delta State University, along with the general public, will become more aware and more supportive of the institution.

2. Evaluation Procedure(s):

- The printed brochure will be available through the Student Development Union Office.

3. Actual Results of Evaluation:

- The brochure is still in the design stages; therefore it has not been printed.

4. Use of Evaluation Results:

- Efforts to complete the new brochure will be made and the brochure will be available in the Student Development Union Office.

IV. Data and information for department:

A. Facilities Use:

	2003-04	2004-05	2005-06	2006-07 (thru June)
Total # Union Users	49,344	47,796	41,740	34,551
Total # of Meetings	1,140	1,106	1,060	1,055
Total # of University Facility Users	221,610	182,022	251,898	250,811
Total # of Meetings In University Facilities	1,188	1,601	2,484	2,809

B. Student Organizations:

We currently have 110 active registered student organizations on campus. In 2006-07 four new organizations were chartered and one organization is still pending.

C. Activities/Programming:

The Union Program Council, under the direction of the Student Director of the Union and advisement of the Union Director, programmed approximately 24 events including Welcome Week and Springfest. A total of over 4,691 students attended these events. Twelve students served on the Union Program Council.

The Student Government Association, under the direction of the SGA Cabinet and advisement of the Union Director, had another active year sponsoring many different types of events. In addition to three campus wide elections the SGA also sponsored homecoming activities, campus clean-ups, International student speakers, governmental forums, cook-outs for athletic events, risk management speaker, the Most Beautiful Pageant, Miss Delta State University Pageant and Hall of Fame Banquet, to name a few. The SGA was active in legislative affairs, once again sponsoring the Annual Brown Bag Luncheon in Jackson. Thirty-two students made the trip to the Capital and had the opportunity to spend one on one time with approximately fifty-two legislators. Eighteen students served in leadership positions on the SGA Cabinet and twenty-five students were responsible for producing the University pageants.

V. Personnel:

There is one full-time professional, one full-time secretary/coordinator, SGA President and the Student Director of the Union the Student Development Union Office. The Student Development Union Office employed three weekend and night workers, of which all three were international students, who supervised the Union at night and on weekends. There were four daytime clerical student workers and one graduate student who also worked daytime.

A. Noteworthy activities and accomplishments:

- The Student Director of the Union and immediate past Student Director of the Union attended the South Regional Conference for the National Association for Campus Activities in Birmingham, AL.
- Linda Ross served on the National Association for Campus Activities South Regional Conference Committee.
- Linda Ross served on the Board of Directors of the Miss Mississippi Pageant Local Directors' Association.
- The Director of the Union and the incoming (2007-08) Student Director of the Union attended the National Convention of the National Association for Campus Activities in Nashville, TN.

B. New position(s) requested, with justification: None

C. Recommended change of status: None

VI. Division/Department Goals for Coming Year

A. Goal # 1:

Create a student task force to investigate the desires and needs of the students concerning the Union.

1. Institutional Goal which is supported by this goal: SP#2

Students will enroll in greater numbers and a larger percentage will persist to graduation.

2. Evaluation Procedure(s):

- Whether or not the Student Task Force of approximately 10 students is in existence and regular meetings are being held.

3. Expected Results of Evaluation:

- The Student Task Force will be in existence and gathering useful information on student desires for the Union.

4. Use of Evaluation Results:

- Student Task Force will be formed in Fall 2007.
- Gathered information from the Student Task Force will be used in preparation for any remodeling/redecorating of the H. L. Nowell Union.

B. Goal #2:

Maintain Union by continuing to repair and renovate the Union in order to enhance its appearance and make it more accommodating to all users.

1. Institutional Goal which is supported by this goal: SP#3

The university community will benefit from better communication, effective operational and administrative systems, an optimal work environment, and a performance-responsive reward structure.

2. Evaluation Procedure(s):

- Regular monthly inspections will be conducted by the Union Director and Custodial staff.
- Informal feedback will be sought from facility constituents on the appearance and accommodations of the Union.

3. Expected Results of Evaluation:

- Union 302B will be renovated in order to reestablish 302 A & B as a large meeting room.
- The lighting system in 302 complexes will continue to be studied and repaired if financially feasible.
- Directional signage will be updated.
- Upkeep of the Union will have occurred through minor repairs.

4. Use of Evaluation Results:

- University Physical Plant will be contacted and request will be made for renovation of 302B in order to reestablish the large 302 A & B meeting room.
- Methods of correcting the lighting problem in 302 will be pursued, along with the repair or replacement if possible.
- Union Directional signage will be studied and purchased.
- Minor repairs will continue to be made to the Union as needed in order to maintain the building.

C. Goal #3:

To conduct training sessions in order to educate individuals housed in the Union on emergency procedures of the Union and publicize the procedures.

1. Institutional Goal which is supported by this goal: SP#3

The university community will benefit from better communication, effective operational and administrative systems, an optimal work environment, and a performance-responsive reward structure.

2. Evaluation Procedure(s):

- All of the staff and students working in the Union attending emergency procedures educational training sessions.
- Informal evaluations through discussions will be held with training sessions attendees to confirm knowledge acquired.
- Printed emergency procedures for the Union appear in the student newspaper.

3. Expected Results of Evaluation:

- All employees working in the Union will become knowledgeable of what to do in case of an emergency in order that they can assist with emergency management in the Union.
- Through newspaper publicity, the students will become familiar with procedures to take in the Union in case of an emergency.

4. Use of Evaluation Results:

- Emergency procedures training sessions will be ongoing.
- Training methods will be modified as needed.
- New methods of publicizing emergency procedures in the Union will continue to be studied.