

DELTA STATE UNIVERSITY: NON-ACADEMIC ANNUAL REPORT
Academic Year 2005-06

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 learner outcomes developed. Those with no student contact may indicate that this section is not applicable.

<p>Learning Outcome</p> <p><i>What should a graduate in this major know, value, or be able to do at graduation and beyond?</i></p>	<p>Data Collection and Analysis</p> <p><i>What assessment tools and/or methods will you use to determine achievement of the learning outcome? Describe how the data from these tools and/or methods will be collected. Explain the procedure to analyze the data.</i></p>	<p>Results of Evaluation</p> <p><i>What were the findings of the analysis? List any specific recommendations.</i></p>	<p>Use of Evaluation Results</p> <p><i>What changes in curriculum, courses, or procedures were made as a result of the program learning outcome assessment process?</i></p>
<p>Gain leadership, responsibility, time management and organizational skills along with the ability to work with others.</p>	<p>Informal observation of individuals participating in extra-curricular activities and leadership positions.</p>	<p>Students participating in extra-curricular activities gain leadership, time management, and organizational skills and the ability to work with others.</p>	<p>Continue to encourage students to become involved in extra-curricular activities.</p>
<p>Illustrate respect and responsibility for facilities.</p>	<p>Number of work orders written for repair and maintenance and inspection of building for vandalism.</p>	<p>Over all students have respect for building and show responsibility during facility use.</p>	<p>Encouraging students to show respect for facilities will be on going.</p>

III. Division/Department Goals for the Current Year

A. Goal # 1

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

2. Evaluation Procedure(s):

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

3. Actual Results of Evaluation:

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

4. Use of Evaluation Results:

- Sensitivity to the needs of users remains a priority.
- Constituents housed in the Union and facility users are informed of the heating and air condition limitations in the Union or problems are reported to the physical plant.
- Requests will continue to be made concerning replacement of the current heating and air condition unit.

B. Goal # 2

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

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

2. Evaluation Procedure(s):

- Informal feedback is sought and offered by facility constituents on the appearance and accommodation of the Union.
- Regular inspections of the Union are conducted.
- Periodically, a written evaluation is completed by facility users.

3. Actual Results of Evaluation:

- Upkeep of the Union has occurred through minor repairs.
- A new elevator and handicapped ramps have been completed to make the Union more accessible for the physically challenged.
- Asbestos abatement/floor tile removal on the 2nd and 3rd floors of the Union has been completed and new tile will be installed.
- New ADA Standard restrooms are currently being constructed, making the Union restrooms more accessible for the physically challenged.
- Room 202B has been converted to a meeting room.
- Union 302B has not been converted back to a meeting space.
- Union 302 lighting system switch problems have not been corrected.

- A new journalism lab and Delta Statement Office is currently under construction.
- New carpet is needed in the 2nd and 3rd floor lobbies in addition to updating lobby furniture.
- 2nd and 3rd floor lobby walls need painting.
- Asbestos tile in Scott Annex of the Union needs to be removed and new tile installed.

4. Use of Evaluation Results:

- Minor repairs in the Union are on going.
- Current renovation projects including the restrooms and tile will be completed.
- Methods of correcting the switch problems with 302A lighting system will continue to be pursued.
- 302B will be converted back to a meeting room.
- Possibilities of painting of the lobby walls and updating lobby furniture will continue to be pursued.
- Tile removal and installation of new tile in the Scott Annex will continue to be studied.

C. Goal #3

Maintain the university web calendar, keeping the calendar updated with all scheduled events; therefore, improving communication concerning activities/events on campus.

1. Institutional Goal which was supported by this goal: SP#4, #5; QEP #2

2. Evaluation Procedure(s):

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

3. Actual Results of Evaluation:

- With the update of the Banner program, it is less time consuming maintaining an updated web calendar.
- Facility reservations are being entered onto the university web calendar daily.
- More individuals are becoming aware that they can look up university events and print reservation forms on the web calendar.
- The web calendar still does not have the ability to generate reports and the weekly calendar.

4. Use of Evaluation Results:

- Efforts toward increasing awareness of the existence of the university web calendar and educating individuals on its use will continue.

- The possibility of generating reports and the weekly calendar from the web calendar will continue to be studied.

D. Goal #4

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

1. Institutional Goal which was supported by this goal: SP#4; QEP#2

2. Evaluation Procedure(s):

- Informal verbal feedback is sought as to the reliability of the information on the Student Development Union Office web site.

3. Actual Results of Evaluation:

- Parts of the web site have been updated, but there are areas which still need to be updated and made more user friendly.

4. Use of Evaluation Results:

- Efforts are being made to update the Student Development Union Office website and make the site more user friendly.

E. Goal #5

Through the Union Program Council (UPC), Student Government Association (SGA), and the University Pageant provide entertainment and/or activities which are of interest and service to our diverse population of student, faculty, and staff, while offering opportunities for student involvement in programming and leadership opportunity.

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

2. Evaluation Procedure(s):

- The Union Program Council and the Student Government Association served as an evaluator of activities/programs.
- Informal verbal feedback was sought and received from students participating in programming activities.
- Random groups of students completed surveys on their programming/entertainment interest.

3. Actual Results of Evaluation:

- Participation in activities/programs was down due to lack of publicity.
- Written evaluations of events were not conducted.
- Parts of annual events (i.e. Welcome Week, Springfest) were successfully held.
- The Student Government Association sponsored a Leadership Workshop for student organizations and high school student councils.

- The UPC and SGA's working relationship was strong due to have the same advisor for both organizations.
- Fifteen students were selected to serve on the Union Program Council, and nineteen students were either elected or appointed to the SGA cabinet, while eighteen students were selected to serve on the University Pageant Board by an application process.
- The Most Beautiful Pageant and Miss Delta State University Pageant were successfully produced.
- Miss Delta State University is currently preparing for the Miss Mississippi Pageant.

4. Use of Evaluation Results:

- Continuing efforts will be made to evaluate student interest and needs in programming.
- Selection of the programming board (UPC) and the University Pageant Board through an application process will continue.
- The SGA Officers will continue to be elected and the Cabinet Directors will continue to be selected through an application process.
- An effort will be made to increase participation in activities/programs by increasing publicity.
- Additional ways of publicizing events will be utilized.
- Continuing efforts will be made to evaluate student interest and needs in programming.
- The SGA and UPC will continue will continue to work together with the UPC assuming major programming responsibilities.
- Annual events (i.e. Welcome Week, Springfest) will continue to be held.
- The DSU pageants will continue to be produced.
- Miss Delta State University will continue to represent DSU in the Miss Mississippi Pageant.

F. Goal #6

Update the Student Organizations List and Student Organizations Handbook and post on Student Development Union Office web site.

1. Institutional Goal which was supported by this goal: QEP#2

2. Evaluation Procedure(s):

- Informal verbal evaluations are sought and offered to determine the satisfaction level of service provided by the Student Development Union Office to student organizations.
- Memorandums were sent to all student organizations to gather officer and membership information.

3. Actual Results of Evaluation:

- The database has been updated with information received from organizations.
- A current list of campus organizations with contact information is available in the Student Development Union Office and on the University web site.
- Students continue to make inquiries about starting new organizations.
- Four organizations were chartered this year and there are no organizations in the chartering process.
- The Student Organizations Handbook has been updated, but needs to be printed.
- The Student Organizations Handbook has not been posted on the Student Development Union Office Web site.

4. Use of Evaluation Results:

- Assistance with chartering procedures of campus organizations will continue.
- The database will continually be updated.
- The student organization list will continue to be updated on the University web site and a list will continue to be available in the Student Development Union Office.
- The Student Organizations Handbook will be printed and made available in the Student Development Union Office to all student organizations, in addition to being posted on the Student Development Union Office web site.

IV. Data and information for department:

A. Facilities Use

	2002-03	2003-04	2004-05	2005-06
(thru July)				
Total # Union Users	51,105	49,344	47,796	41,740
Total # of Meetings	1,134	1,140	1,106	1,060
Total # of University Facility Users	187,397	221,610	182,022	251,898
Total # of Meetings In University Facilities	2,263	1,588	1,601	2,484

B. Student Organizations

We currently have 114 active registered student organizations on campus.

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 21 events including Welcome Week and Springfest. A total of over 3,500 students attended these events. Fifteen 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, voter registrations, campus clean-ups, student van service, International student speakers, cook-outs for athletic events, freshmen events, Leadership Workshop, Hall of Fame Banquet, the Most Beautiful Pageant and Miss Delta State University Pageant, to name a few. The SGA was active in legislative affairs, once again sponsoring the Annual Brown Bag Luncheon in Jackson. Forty-three students made the trip to the Capital and had the opportunity to spend one on one time with approximately fifty-eight legislators. Nineteen students served in leadership positions on the SGA Cabinet and eighteen 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 in the Student Development Union Office. The Student Development Union Office employs two weekend workers, one of which is an international student who supervises the Union on weekends. There were three student employees who supervise the Union at night, three daytime clerical student workers and one graduate student who also works daytime.

A. Noteworthy activities and accomplishments:

- The Director of the Union and Student Director of the Union attended the South Regional Conference for the National Association for Campus Activities in Chattanooga, TN.
- 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.

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

C. Recommended change of status: None

VI. Division/Department Goals for Coming 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

2. Expected Results:

- Minor repairs will be made to the Union as needed in order to maintain the building.
- 302 B will be converted back to a meeting room.
- The switch problems with the lighting system in 302A will be addressed.
- Union directories will be placed on the 1st, 2nd, and 3rd floors, in addition to directional signage for the new elevator.
- Union lobby furniture will be updated.

3. Evaluation Procedure(s)

- Informal feedback will be sought from facility constituents on the appearance and accommodations of the Union.
- Regular inspections of the Union are conducted.

4. Use of Evaluation Results:

- Minor repairs in the Union will continue to be on going.
- Methods of correcting the switch problem with 302 lighting system will continue to be pursued.
- Discussions on Union renovations to convert 302B back to a meeting room will be held.
- Union directories, elevator directional signage and new lobby furniture will 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(s) supported by this goal: SP#3

2. Expected Results:

- Common areas and meeting areas will be maintained in such a manner that optimal use will be encouraged.
- The cleanliness of the facility will be maintained.
- Offices and meeting space will be appropriately maintained.
- Staff will maintain a courteous and helpful attitude.
- Environmentals will be appropriately controlled.
- Potential hazards will be sought out and eliminated.
- Constituent usage needs will be studied and appropriately addressed.

3. Evaluation Procedure(s):

- Informal feedback will be sought from facility constituents.
- A formal written evaluation will be completed by individuals housed in the Union.

4. Use of Evaluation Results:

- Sensitivity to the needs of users will remain a priority.
- Inspections of the Union will take place.

- Concerns with the heating and cooling of the Union will continue to be studied.

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. Institution Goal(s) supported by this goal: SP#4; QEP#2

2. Expected Results:

- Current information pertaining to the Student Development Union Office services will be made available on the office web site.

3. Evaluation Procedure(s):

- Informal verbal feedback will be sought as to the helpfulness of the Student Development Union Office web site.

4. Use of Evaluation Results:

- Additional information will be added to the Student Development Union Office web page and updated on a regular basis.

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. Institution Goal(s) supported by this goal: SP#4, #5; QEP #2

2. Expected Results:

- Campus events information will be provided on the university web calendar.
- University facility reservations will be entered on the web calendar and will be up to date.
- The weekly university calendar along with monthly and annual reports will be printed from the web calendar program.

3. Evaluation Procedure(s):

- Informal feedback will be sought as to the usefulness of the web calendar.
- The web calendar will be viewed to see if it is providing all calendar/reservation information.

4. Use of Evaluation Results:

- Effort will be made to continue to place facility reservations/events on the university web calendar keeping it up-to-date.
- Discussions will be held with OIT in an effort to expand the web calendar's capability to print reports.
- Efforts toward increasing awareness of the existence of the university web calendar will continue.

E. Goal #5

Continually update the Student Organization list on the web site.

1. Institutional Goal(s) supported by this goal: QEP #2

2. Expected Results:

- New organizations will be encouraged to seek recognition.
- An up-to-date database of active organizations will be maintained.
- Student Organization lists will be readily available.

3. Evaluation Procedure(s):

- Informal verbal evaluations will be sought to determine the satisfactory level of service provided by the Student Development Union Office.
- The Student Organization list will contain up-to-date information on organizations.

4. Use of Evaluation Results:

- The student organization list will continue to be updated on the web site.
- Assistance with student organization chartering procedures will continue.

F. Goal #6

Revise Student Development Union Office brochure and reprint.

1. Institutional Goal(s) supported by this goal: SP #3, #4

2. Expected Results:

- A new brochure indicating services provided in the H. L. Nowell Union and Student Development Union office will be designed, printed and made available to Student Development Union Office constituents.

3. Evaluation Procedure(s):

- Informal verbal feedback will be sought as to the helpfulness of the Student Development Union Office brochure.
- The printed brochure will be available through the Student Development Union Office.

4. Use of Evaluation Results:

- Revisions will be made to the brochure if needed according to evaluations.