Mission Statement

The H. L. Nowell Union is designed to enhance the co-curricular education of the student body. The Union, in conjunction with the Union Program Council, Student Government Association, student organizations, and other university departments, provides diverse programs and services to the entire university community as well as off-campus groups and organizations. The Union is a program meeting the daily needs of the university community. Through programs and services the Student Development Union Office promotes cultural, intellectual and social development, while enhancing understanding and fellowship among the faculty, staff, and student body by providing informal association outside the classroom.

Organizational Chart

Vice President of Student Affairs
Dr. Wayne Blansett

SGA President
Valerie Orcutt

Union Director
Linda Ross

Student Director of Union
Erica Cobb

3 Union Custodians
Gerald, Hattie, Dewy

Senior Secretary/Facilities Coordinator
Leigh Smith

* 8 Student Workers

2 Weekend Workers
* Students

* Names of student workers may change each semester or year.
I. Student Development Union Office – H. L. Nowell Union
   Linda Ross, Union Director

II. Department Data:

<table>
<thead>
<tr>
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<th>2001-02</th>
<th>2002-03</th>
<th>2003-04</th>
<th>2004-05 (thru July)</th>
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<tbody>
<tr>
<td>Total # Union Users</td>
<td>51,105</td>
<td>51,505</td>
<td>49,344</td>
<td>47,796</td>
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<tr>
<td>Total # of Meetings</td>
<td>896</td>
<td>1,134</td>
<td>1,140</td>
<td>1,106</td>
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<table>
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<tr>
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<th>2002-03</th>
<th>2003-04</th>
<th>2004-05 (thru July)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total # of University Facility Users</td>
<td>175,079</td>
<td>187,397</td>
<td>221,610</td>
<td>182,022</td>
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<tr>
<td>Total # of Meetings</td>
<td>In University Facilities</td>
<td>2,018</td>
<td>2,263</td>
<td>1,588</td>
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</table>

We currently have 110 active registered student organizations on campus. Four groups are in the process of becoming officially recognized.

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 7,025 students attended these events.

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, Hall of Fame Banquet, The Most Beautiful Pageant and Miss Delta State University Pageant, voter registrations, campus clean-ups, multi-cultural events, Inaugural events, cook-outs for athletic events, and promotion of athletic events to name a few. The SGA was active in legislative affairs, once again sponsoring the annual Brown Bag Luncheon in Jackson. Thirty students made the trip to the Capital and had the opportunity to spend one on one time with twenty-one legislators.
III. Personnel:
There is one full-time professional, one full-time secretary, 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 are 4 student employees who supervise the Union at night and 4 daytime clerical student workers.

Noteworthy Activities:
- The Director of the Union and Student Director of the Union attended the South Regional Conference for the National Association for Campus Activities in Winston-Salem, NC.
- Linda Ross served on the National Association for Campus Activities South Regional Conference Committee.
- Leigh Smith, Senior Secretary/University Calendar Coordinator, attended the America Reads-Mississippi recognition luncheon in Jackson, MS where she was presented a plaque in appreciation of her support of the America Reads-Mississippi, AmeriCorps Program.

New Positions(s), with justification:
- We are requesting a part-time secretary.
- Justification is that the senior secretary has been given additional responsibilities; therefore, help is needed with basic clerical duties.

Recommended Change of Status:
- Since the Senior Secretary has assumed additional responsibilities of the University Calendar, we feel that the position should have a title change to Coordinator of University Calendar.

IV. Departmental Goals for 2004-2005
(All University Goals identified below are on pages 2004-2006 Delta State University Bulletin)

Goal #1:
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.

A. Institutional Goal(s) supported by this goal: 11, 12

B. Expected Results:
- Entrances and elevator will be made more accessible for physically challenged users.
• Restrooms will be renovated in order to be more readily accessible for physically challenged users.
• Minor repairs will be made to the Union as needed in order to maintain the building.
• The switch problems with the lighting system in 302A will be addressed.
• Rooms in Union will be converted back to meeting rooms once offices move to Kent Wyatt.

C. Evaluation Procedure(s):
• Regular inspections of the Union are conducted.
• Informal feedback is sought and offered by facility constituents on the appearance and accommodations of the Union.
• A formal written evaluation accompanies all facility use forms.

D. Actual Results of Evaluation:
• A new elevator and handicapped ramps to make the Union more accessible for the physically challenged users are currently under construction.
• At this time the restrooms have not been renovated to make them more accessible for the physically challenged users.
• Upkeep of the Union has occurred through minor repairs.
• The switch problems with 302A lighting system have not been corrected.
• Rooms have not been converted back to meeting rooms since Kent Wyatt Hall has been occupied.

E. Use of Evaluation Results:
• Renovations to make the Union restrooms more accessible to the physically challenged are in the plans for the near future.
• Minor repairs in the Union are on going.
• Methods of correcting the switch problems with 302 lighting system will continue to be pursued.
• Discussions on Union changes/renovations to convert offices back to meeting rooms are ongoing.

Goal #2:
Maintain a clean, pleasant and safe atmosphere in the Union while satisfying the daily needs of students, faculty, staff, administration, alumni and guest.

A. Institutional Goal(s) supported by this goal: 11

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

C. Evaluation Procedure(s):
• Informal feedback is sought and offered by individuals housed in the Union.
• Informal feedback is sought and offered by facility constituents.
• A formal written evaluation accompanies facility use forms.

D. Actual Results of Evaluation:
• Feedback from the evaluation forms remains positive.
• Informal feedback from individuals housed in the Union expressed concern about the regulating of the heat and air in the Union.
• Physically challenged constituents continue to encounter facility use problems.

E. Use of Evaluation Results:
• Constituents housed in the Union are informed of the heating and air limitations in the Union or problems are reported to the physical plant.
• Sensitivity to the needs of users remains a priority.
• Plans and renovation are on-going to make the Union readily accessible to the physically challenged.

Goal #3
Maintain the university web calendar, keeping the calendar updated with all scheduled events; therefore, improving communication concerning activities/event on campus while meeting the set-up and facility needs of facility use constituents.

A. Institutional Goals(s) supported by this goal: 7, 11

B. Expected Results:
• University facility reservations will be entered on university web calendar through banner keeping the web calendar updated.
• Campus activities information will be provided on the university web calendar.
• Facility and set-up needs of facility use constituents will be met.
• The weekly university calendar along with monthly and annual reports will be printed from web calendar program.

C. Evaluation Procedure(s):
• Web calendar is viewed to see if it is providing all calendar/reservation information.
• Informal feedback is sought as to the usefulness of the web calendar.
• Informal feedback is sought and offered by facility users as to whether or not their needs were met.

D. Actual Results of Evaluation:
• Facility reservations are being entered onto the university web calendar.
• Since the banner program is not user friendly, it is time consuming trying to maintain an updated web calendar.
• There are still many individuals that are unaware that they can look up university events, and print calendar reservation forms on the web calendar.
• The web calendar still does not have the ability to generate reports and the weekly calendar.

E. Use of Evaluation Results:
• With the outsourcing of the university technology services, other facility reservation programs have been studied and we have replaced the banner program for the calendar with the new web based program. This new program makes maintaining an updated web calendar less time consuming.
• Efforts toward increasing awareness of the existence of the university web calendar and educating individuals on its use will continue.

Goal #4

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

A. Institutional Goal(s) supported by this goal: 9, 11

B. Expected Results:
• The UPC and SGA will maintain a strong working relationship with the UPC assuming all programming responsibilities.
• Regular activities will be planned based on the assessed needs and interests of the students.
• Successful regular programming (i.e. movies, hypnotist, etc.) will be continued.
• A student programming board and a student pageant board will be selected to plan and expedite entertainment events and pageants while providing leadership opportunities for the students.
• The UPC will continue to sponsor annual special events (i.e. Welcome Week, Springfest).
• Programs will be held in alternate locations.
• Written evaluations of UPC events will be conducted.
• The Miss Delta State University Pageant and the Most Beautiful Pageant will be planned and produced.
• Miss Delta State University will be trained/prepared for the Miss Mississippi Pageant competition.
• The SGA will provide a voice for the student body at the university and state level.
• SGA cabinet will be elected and appointed providing leadership opportunities for students.

C. Evaluation Procedure(s):
• Surveys on students' programming/entertainment interest were completed by random groups of students.
• Potential programs were evaluated at conference prior to booking.
• The Union Program Council and Student Government Association served as an evaluator of programs/activities.
• Informal verbal feedback was sought and received from students concerning activities and policies/issue.

D. Actual Results of Evaluation:
• Having the same advisor has strengthened the UPC and SGA working relationship even more.
• Programs conducted were successful based on participant numbers and verbal feedback received after programs.
• Annual special events (e.g. Welcome Week, Springfest) were successfully held, along with other successful traditional events.
• Twenty-five students were selected to serve on the Union Program Council, and sixteen students were selected to serve on the Pageant Board by application process, while nineteen students were either elected or appointed to the SGA cabinet.
• Written evaluations of events were not conducted.
• Miss Delta State University Pageant and the Most Beautiful Pageant were successfully produced.
• Miss Delta State University completed preparation for the Miss Mississippi Pageant and competed.

E. Use of Evaluation Results:
• The UPC and SGA will continue to be housed in adjoining office complexes and work together with the UPC assuming all programming responsibilities.
• Continuing efforts will be made to evaluate student interest and needs in programming.
• Traditionally successful programs will continue to be planned and expedited.
• Additional alternate locations for programs will be sought.
• Selection of program board (UPC), University Pageant Board, and chairmen of both through an application process will continue.
• SGA Cabinet will continue to be elected and selected.
• DSU pageants will continue to be produced.
• Delta State will continue to be represented in the Miss Mississippi Pageant.

Goal #5
Continually update and maintain the Student Development Union Office web page, providing individuals with current information on the services offered in the Student Development Union Office.

A. Institutional Goal(s) supported by this goal: 11

B. Expected Results:
• Up-to-date information pertaining to Student Development Union Office services will be made available on the web site.

C. Evaluation Procedure(s):
• Informal verbal feedback is sought as to the helpfulness of the Student Development Union Office web site.

D. Actual Results:
• There are still areas of the Student Development Union Office web site that needs to be updated and areas that information needs to be placed on line.

E. Use of Evaluation Results:
• Student Development Union Office web page will be updated and the remaining areas will be placed on line.

Goal #6
Continually update the Student Organizations list and Student Organizations Handbook and post on Student Development Union Office web site.

A. Institutional Goal(s) supported by this goal: 9, 11

B. Expected Results:
• An up-to-date database of active organizations will be maintained.
• New organizations will be encouraged to seek recognition.
• Organizational lists with contact information will be made available on the Student Development Union Office web site.
• Extra-curricular involvement will be encouraged at all levels.
• Student organizations handbook will be updated, printed and posted on the Student Development Union Office web site.

C. Evaluation Procedure(s):
• Memorandums were sent to all student organizations confirming current information and gathering new information.
• Informal verbal evaluations are sought and offered to determine the level of service provided by the office.

D. Actual Results:
• The database has been updated.
• A current list of campus organizations with contact information is available on the Student Development Union Office web site.
• Encouraging involvement of students outside the classroom remains a priority.
• Two organizations are in the chartering process and students continue to periodically make inquiries about new organizations.
• The Student Organizations Handbook did not need revisions this year.
• The Student Organizations Handbook was not made available on line.

E. Use of Evaluation Results:
• The database will continually be updated.
• Assistance with campus organization recognition procedures will continue.
• The student organization list will continue to be updated on the Student Development Union Office web site.
• The Student Organization Handbook will continue to be reviewed for updates, printed and placed on the Student Development Union Office web site.

VI. Learning Outcome Assessment Plan

Assessment Unit: Student Development Union Office

A. Learning Outcome #1:

Follow proper facility reservation procedures.

B. Assessment Tools and Methods

Measure One: Calendar reservation data
C. Data Collection and Analysis

Data Collection Procedure:
- A monthly report is compiled showing a count of the number of meeting rooms used on campus along with the number of people attending the meetings during the month.

Analysis Procedure:
- The monthly count will be compared with the same month’s count from previous years.

D. Results of Evaluation

Findings: Approximately 60% of the individuals holding a meeting or event followed proper facility reservation procedures.

E. Use of Evaluation Results

Response: The Student Development Union Office will continue to educate individuals on facility reservation procedures and the importance of filling out proper forms through personal contact and publicity.

F. Assessment Team Members

Members: Linda Ross, Leigh Smith, Erica Cobb, Mandy Dunnagan

VI. Learning Outcome Assessment Plan

Assessment Unit: Student Development Union Office

A. Learning Outcome #2:

Participate in extra-curricular activities offered by Student Development.

B. Assessment Tools and Methods

Measure One: Attendance count of activities
C. Data Collection and Analysis

Data Collection Procedure:
- A count of participating individuals is taken at each event.

Analysis Procedure:
- An annual report is prepared and compared with previous year.

D. Results of Evaluation

Findings: Approximately 7,025 individuals participated in programming events during the 2004-05 school year.

E. Use of Evaluation Results

Response: The Student Development Union Office, along with the UPC will continue to encourage student to participate in programming events and other extra-curricular activities.

F. Assessment Team Members

Members: Linda Ross, Leigh Smith, Louis Rocconi, Erica Cobb

I VI. Learning Outcome Assessment Plan

Assessment Unit: Student Development Union Office

A. Learning Outcome #3:

Illustrate respect for facilities.

B. Assessment Tools and Methods

Measure One: Number of work orders written or verbally given for repair and maintenance

C. Data Collection and Analysis

Data Collection Procedure:
• A count is kept of the number of work orders written and called into the physical plant.

Analysis Procedure:
• Twice a year an assessment of the number of work orders will be made and compared with the previous assessment.

D. Results of Evaluation

Findings: There were approximately 10% more work orders turned in to the physical plant during the first half of the year as compared to the second half of the year.

E. Use of Evaluation Results

Response: The Student Development Union Office will continue to encourage students and other facility users to respect the facilities.

F. Assessment Team Members

Members: Linda Ross, Leigh Smith

Department Goals for 2005-2006

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

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

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.

5. Through the Union Program Council (UPC), Student Government Association (SGA), and the University Pageant Board 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.

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

V. Budget & Budget Request

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<thead>
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**Justification:** Level Budgeting
Request to move $200.00 from #75410 Advertising to #75530 Rental of Office Equipment. This will allow the Student Development Union Office to upgrade the office copy machine.

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**UNION**

**EQUIPMENT REQUEST**

- 20 tables for State Room- impact-resistant vacuum-formed plastic/internal hardwood frame-folding tables
  - 30” x 72” x 29” $160.00 each
  - Total: $3,200.00
• Electric Blower $125.00
• Mini Vac $100.00
• Spotlight approximately $500.00 - $1,500.00
• Union Paging System approximately $1,000.00
• Security Camera System Price Unknown

H. L. NOWELL UNION
REPAIR & RENOVATION

• Remodel restrooms to make them more accessible for the physically challenged.
• Replace/repair all locks on all outside doors of Union.

• Renovate Union after offices relocate in new building.

• Replace or repair light switches in Union State Room.

• Replace tile on 2nd and 3rd floor of Union and Scott Annex Hall.

• Renovate Union 206, 202B, 302B and 200 (cut doors, erect walls, remove walls, and install sink)


STUDENT DEVELOPMENT UNION OFFICE EQUIPMENT

• Computer Scanner approx. $150.00
- TV - VCR Combo

$200.00