

# Indiana State University

2005 - 2006 Administrative Annual Report

Student Activities and Organizations

Year in Review

## Achievements

**As you have heard, increasing public awareness of Indiana State University's accomplishments is crucial to building student enrollment, influencing policy makers, and developing a place of pre-eminence in the Midwest. What do you consider to be your department's accomplishments for the 2006-07 year that will contribute to this effort? (Please list in priority order and limit to no more than 8.)**

Hiring a new Assistant Director for Fraternities and Sororities and completing the responsibilities of this position while accomplishing all other responsibilities. SAO was without a Fraternity/Sorority Advisor for the entire academic year. Fraternity and Sorority Organizations are very active and require a great deal of time from our staff. With a position being vacant it required everyone on staff (professional, support staff and graduate assistants) to take on additional responsibilities. In addition to the additional work load the staff was responsible for completing the process to allow this position to be filled again as well as participating in the actual hiring process. The Alternative Spring Break Trip. This year we once again worked in conjunction with the Center for Community Service and Public Engagement in Teaching the alternative Spring Break Class and planning the actual trip. The trip participants increased by over 300% this year. One Professional staff member from SAO and one graduate assistant from the Center for Public Service and Community Engagement led 35 students for one week to do hurricane relief work in Mississippi and Louisiana. The Simmons Student Activity Center Dedication. This was a very time consuming process for our staff. Collaboration with Development, Facilities Management and the University Curator was essential in the success of this important event. This came at a very busy time of the year for our department. Planning the dedication, assisting with the art display, and dealing with the everyday changes and challenges of constructing a building, and at the same time planning a major campus event (homecoming) all while being short a staff member; made this a major accomplishment for our staff. ISU Habitat House. In collaboration with the Center for Community Service and Public Engagement, SAO was instrumental in the raising of funds, promoting the construction and recruiting volunteers. Many of the Organizations in our department were instrumental in this project and it is through the leadership of our staff that this was a reality. Reconstruction of our Web Page. During the course of this academic year we reconstructed the SAO web page. Several staff members and a practicum student in the Student Affairs in Higher Education graduate program spent the spring semester developing a new website on Red Dot, the new format for ISU departments. A new A-Z search for student organizations was a major addition to our site that will allow our students be better served. Other features include special pages for feature programs such as: Miss ISU, Sycamore Sundae and Homecoming.

## Enrollment

**What steps did you take this year to aid ISU in overcoming enrollment challenges?**

In addition to making our programs feature a better image of ISU, we as a department did the following: Traveled with Admissions to the Transfer Days across the state and participated in Preview days on campus. Provided ISU T-shirts to every incoming freshman sponsored by community businesses. Although we only need approximately 1500 t-shirts we made another 500 to distribute at ISU recruiting events. Instrumental in recruiting students for Sycamore Outreach

Program in Admissions. Meeting with and developing programs with Ivy Tech State College in Terre Haute in order to assist students from Ivy Tech in transferring to ISU.

### Action Steps

**Do you have any further progress you would like to report?**

Not at this time.

### Assessment

**What are two ways in which you evaluated the quality or effectiveness in your area last year? What changes did you make based on those assessments?**

For many of our larger programs: speakers, Homecoming, Spring Week, Sorority Recruitment we have attendees complete a program evaluation. This is usually distributed during the program for one day events and after the event for programs that last a week or longer. For sorority recruitment we use focus groups as well to evaluate the program. For all programs the coordinator of the event completes a planning form and then afterwards a program assessment. The planning forms help for future program planners in identifying resources and contact information. The assessment form also aids in making adjustments to the programs and in re-allocating resources. Both tools are useful and result in numerous changes, however, since each program is different and there are over 60 programs to evaluate it would be difficult to name the changes made. Some changes are financial, some are location and others are format.

### Budget

**As you know, ISU is facing significant budget challenges. Finding ways to overcome these while increasing efficiency requires innovation. How are you overcoming your budget challenges this year?**

In the beginning of the year we were asked to find some resources to give up. For the past two years we have taken significant amounts of money out of our programming and operating budget and managed to maintain most of our programs. This past fall we made recommendations for budget cuts for 06-07 that would include the reduction of personnel. We cannot continue to take programming and operating money from our budget and be expected to maintain the quality of our programs. It has been the philosophy of SAO to do things well or don't do them at all. Our only solution was staff reduction. SAO recommended that we reduce our two assistant directors to 10-month positions and that we do the same with one of our support staff positions. What will actually happen for 06-07 is the complete loss of one assistant director position and the reduction of the other assistant director position to 10-months. In addition, we will lose one of our support staff positions completely. We have been compensated for these losses with the hiring of an additional graduate assistant. Here is the breakdown on the losses: professional staff reduction for SAO 29%, support staff reduction for SAO 33%, graduate assistant increase of 25%. Calculating the total losses by weight with the graduate assistant only working part time, we have a total loss in staff power in SAO of 22%. The SAO staff currently operates at a minimum of 100%, so therefore we will be forced to reduce the programs and services we provide. In 06-07 we will no longer be able to provide programming for commuter students and we will no longer be assisting the Union Building with their Art Shows. In addition, we will be limiting our services outside of our department due to time and availability (i.e., no longer teaching University 101 for Student Academic Services).

### **Strategic Initiatives**

### Development Activities

**What role might your unit play during the silent phase of the comprehensive fundraising campaign?**

There has been no information about the “Silent Phase” of the comprehensive campaign. It is difficult to answer this question when there has been no information provided for this campaign. It truly is silent

**Future Goals**

Future Goals

**Have you considered any action steps your department could make to enhance Indiana State University’s reputation as a University of choice? If so, please indicate what you are planning to do and tell us which area of planning your steps fall under.**

SAO will continue to promote the University as a University of choice through its programming efforts. Miss ISU which began five years ago is now a model program producing candidates for Miss Indiana the way ISU never has. For the past two years there have been four women from ISU in the competition. Last year three were in the top 10 in the state. Other programs seek out the ISU women that don’t win at ISU. With only 27 titles in the state ISU currently holds 15% of the titles. This is a great way to promote our university (IM). SAO will continue to program with Ivy Tech to make the transition from Ivy Tech to ISU smoother and more comfortable (EM).