

Francis Marion University
Division of Student Affairs
Annual Report
June 30, 2008

Vice President for Student Affairs

Submitted by Darryl Bridges, VPSA

Mission

The Division of Student Affairs is committed to enhancing the student experience at FMU by providing services and support for students as they engage in their learning experience and connect with the university community. In recognizing that the academic mission of the university is preeminent, the programs and services offered are designed to support the academic success of FMU Students. The divisional mission is to foster student development by engaging students in learning opportunities that enhance their personal, social, cultural, moral, physical and cognitive growth.

Goals and Objectives

1. Increase the level of professional development activities among the student affairs staff.
 - A. Every staff member must participate in a minimum of one educational or developmental program provided by a professional organization in their field.

Every professional staff member who has served in their position for at least one year has participated in a professional development activity relating to their field. Examples include participation and/or attendance at professional conferences (NASPA, NIRSA, NAFSA, SCCPA) and participation in presentations via the World Wide Web. All staff members are provided professional resources via publications and journals relating to Student Affairs, and their areas of responsibility.
 - B. The Division of Student Affairs will provide a minimum of five opportunities for professional staff members to participate in professional developmental activities through presentations, web-seminars, or other group methods.

The Student Affairs Staff have participated in developmental activities during the previous year with topics including legal & liability issues, student privacy & FERPA, On-line Communities, Media Relations, Crisis Communication, and Effective Utilization of the World Wide Web.
2. Review and revise all departmental assessment activities to ensure that the data regarding the outcomes for each area is gathered, reviewed, and assessed for improved services.
 - A. Each department is required to identify, develop, and implement assessment tools that gather quantifiable data regarding the effectiveness of the departmental programs, activities, and services.

Progress is being made in this area, with some departments having greater success than others. The Office of Career Development, Office of Counseling & Testing, and Office of Multicultural & International Affairs have made more progress than the other offices at this time.

- B. Each department is required to include the assessment plan in the annual report, including improvements based upon the results of the assessment activities from the previous year(s).

Offices that created assessment plans have included them in their annual reports.

3. Review, revise and/or create divisional promotional and educational publications.
 - A. Create and publish an informational document about the Division of Student Affairs.

The Student Affairs Web Page serves as the main source of information regarding the services and activities sponsored by the member departments, and has been maintained in an effective manner.

- B. Provide support for each department to create and publish informational and educational documents regarding the department, activities, or services in a consistent manner.

Department heads have been encouraged to consult with the Office of Public and Community Affairs to achieve this goal, and have reported to be making progress toward the creation of new informational brochures regarding their services.

Recent Events

- The Division of Student Affairs held its annual planning retreat on July 24, 2007. During the retreat, the Student Affairs staff reviewed and revised the divisional mission statement (see attached), presented annual goals and objectives for each department, and planned events for the upcoming academic year. Additionally, the Vice President and Dean of Students led a discussion reviewing the purpose of Student Affairs within the University Community.
- The Vice President and Dean of Students, working collaboratively with the Chief Information Officer and Chief of Police, selected an emergency notification system for the campus community that utilizes text-messaging to alert members of the FMU community of critical situations.
- Student Affairs staff members participated in the FMU Orientation program throughout the summer in the following capacities:
 - A. Dr. Rebecca Lawson coordinated English Placement Testing and, along with Darryl Bridges (VPSA), coordinated several presentations and panels relating to the parent and guest programs.
 - B. Dean Teresa Ramey and members of the Dean of Students staff presented two presentations to student participants, assisted with check-in activities, and provided support during course registration.
- Implementation of the cooperative ROTC program in conjunction with the University of South Carolina at Columbia. The Vice President for Student Affairs serves as the administrative liaison for the Army ROTC program at USC. During the past year, this collaboration has resulted in the presence of ROTC personnel on the FMU Campus with a full course of curriculum offered on-site.

- During the past year, the implementation of the Swamp Fox Alert System, including integration with the FMU web site, marketing the system, formulating procedures for implementing the system, and activation, has been accomplished.
- The Advancing Rural Community Health (ARCH) program has been established as part of the FMU Rural Assistance Initiative. Major accomplishments include:
 - Recruitment and selection of a Physician to implement the program. Dr. Paul DeMarco serves as the Director of Community Health Programs and administrates the ARCH program.
 - Implementation of the ARCH Medical Screening Program.
 - Establishment of the ARCH Internship program, to include collaboration with FMU Faculty relating to academic credit, as well as the selection of internship sites in rural communities.
 - Selection and assignment of Kassab Fellowship Recipients, who are undergraduate students who participate in the ARCH program.

Assessment Activities

1. The Division of Student Affairs will utilize the data gathered from the FMU Alumni Survey to review the need for program/service changes in various departments and services.
While the data from this survey has been reviewed, more emphasis must be given to using the results to identify issues that should be addressed regarding student services.
2. The Vice President for Student Affairs will gather immediate feedback from the Student Affairs Advisory Board relating to current activities and issues, as well as policy consideration.
The diverse nature of the Advisory Board ensures that useful qualitative feedback regarding a broad range of student issues is available for the division of Student Affairs and other university entities. Issues brought before the board for feedback this year include tobacco & smoking policy, dining services, computer & information technology, crisis management, and non-traditional student learning activities. Additionally, the board discussed self initiated issues including parking regulations, housing regulations, commencement activities & procedures, and student amenities. All of this information proved to be of great value during the development and implementation of policies and initiatives relating to each topic.

Planning Issues

1. Based upon the number of reports relating to inappropriate behavior in the classroom setting, more emphasis will be placed on student civility, classroom etiquette, and the general behavioral expectations of college students through a variety of interactive and static methods.
2. There have been an increased number of inquiries from students, faculty, and staff regarding the fitness equipment and facility. A review of the facility, usage, equipment, and services at comparable institutions will provide information that may be useful in future planning.
3. Offices within the division will continue to increase assessment activities and utilize outcomes to improve effectiveness and efficiency.

Dean of Students Office

Submitted by Teresa Johnson Ramey, Dean of Students

Mission

The Dean of Students Office serves as the focal point for student-centered, co-curricular involvement within the Division of Student Affairs. As an advocate for student welfare, the Dean of Students Office supports the academic mission of the university by providing programs and services that enhance the intellectual growth, ethical and leadership development of students. Additionally, the Dean of Students Office strives to promote citizenship education while serving to enforce and interpret community standards for the betterment of campus life.

Goals

1. To continue efforts in developing a comprehensive leadership program for students.

- A. Reconvened the Leadership FMU Advisory Board to review assessment results from the Leadership Think Tank from spring semester 2007.

The advisory board increased by seven students and one faculty member. The student membership was represented by 2 first-year students, 4 sophomores, 6 juniors and 3 seniors.

- B. Increase the number advisors for the Leadership FMU Advisory Board.

Dollie Newhouse, director of career planning, was added as an advisor to the Leadership Advisory Board. Newhouse served as an advisor as well as a presenter for Leadership FMU sessions. The other advisors are Dr. Nancy Zaice and Mary Dittman, both faculty members.

- C. Develop an outline and framework for The Winning Edge program.

After careful consideration, the Leadership Advisory Board decided to only pursue The Winning Edge program and delay the first-year program and the Leadership Think Tank.

2. To evaluate the University Programming Board and its programming effectiveness on campus.

- A. Review the UPB present operations and programming.

Upon review of the organization operations and programming, it was necessary to work with the UPB chairs to evaluate the current programming model. After meeting with the chairs, the dean of students determined that the students needed training in the areas of programming, budgeting, recruitment and program assessment.

- B. Review the current structure of the organization.

While evaluating UPB operations, it was determined that the structure that was once in place for the organization was no longer in existence. In an effort to enhance programming efforts for UPB, new by-laws for the organization will be created. The advisor, the dean of students, began the reorganization prior to the end of the semester by expanding the chair positions and requirements are consistent with other

student organization leadership position. The following structure will be activated in the fall 2008 semester:

*Executive Chair (President)
Vice Chair (Vice President)
Treasurer
Secretary/Historian
Program Chair for Social and Special Events
Program Chair for Educational and Cultural Events*

Two of the new chairs attended the APCA (Association for Promoting Campus Activities) Annual Conference in March 2008 where they previewed artist and programs as well as attended educational sessions on programming and membership recruitment.

3. To increase professional training for staff members of the Dean of Students Office.

- A. Meet with each staff member and review goals and objectives.
During each one-on-one meeting, we discussed campus involvement and connections with colleagues at other institutions for support and sharing of ideas.
- B. Work with each staff member to determine areas for professional development.
 - (1) *Daphne Carter, the coordinator for multicultural and international student affairs, and I attended the regional NASFA: International Education conference in October 2007.*
 - (2) *Daphne Carter attended the NASPA (National Association for Student Personnel Administrators) Annual Convention in March 2008.*
 - (3) *Derrick Young, coordinator for campus recreational sports, will be attending the regional NIRSA (National Intramural and Recreational Sports Association) conference in June 2008.*
 - (4) *Cheri Richardson, assistant dean of students, has joined the Association for Student Judicial Affairs (ASJA) and the South Carolina College Personnel Association (SSCPA).*
 - (5) *The Dean of Students maintains membership in the American College Personnel Association (ACPA), Association for Student Judicial Affairs (ASJA) and the National Association for Student Personnel Administrators (NASPA). In addition, the dean of students has renewed membership to the Southern Association for College Student Affairs (SACSA).*

4. To increase the overall effectiveness of the promotional and informational publications for the division to the campus community.

- A. Review current publications related to the Student Affairs Office, and specifically the Dean of Students Office.
Due to changes in personnel and the reassigning of duties because of a vacancy in the coordinator for student activities position, this goal has been postponed until the 2008-2009 academic year.

- B. Create a student-friendly publication for students progressing through the student judicial process.
Due to changes in personnel and the reassigning of duties because of a vacancy in the coordinator for student activities position, this goal has been postponed until the 2008-2009 academic year.
- C. Review of website content for accuracy and timeliness.
Continuous and on-going

Recent Events

August 2007	Student Organization Training Day
September 2007	Senior Woman Administrator/SAAC Meeting in Augusta, GA
October 2007	Student Government Association Training
November 2007	Leadership Advisory Board formation and meetings
January 2008	Leadership FMU: The Winning Edge
February 2008	Commission on Higher Education Safety Conference
March 2008	Association for the Promotion of Campus Activities Conference
April 2008	Leadership FMU Graduation Student Life Awards

Upcoming Events

August 2008	University Programming Board Executive Board Planning Retreat Student Organization Training Day Welcome Week
September 2008	Leadership FMU: The Winning Edge Judicial Hearing Board Training
April 2009	Leadership FMU Graduation Student Life Awards

Assessment Activities

The Leadership FMU Advisory Board met throughout the fall semester to plan the spring session of The Winning Edge program. The group used assessment results from the Leadership Think Tank which occurred during the previous spring semester to determine the formation and topics for the program. The data provided comments and suggestions from faculty, students and staff who participated in the 3-hour program. Comments included the following:

1. Incorporate sessions that relate to the classroom
2. Use speakers who can relate relevant leadership scenarios to students
3. Include topics that are topical and allow students to plan for the future
4. Give students an opportunity to self reflect through discussion and journals

The advisory board used the data to formulate the course plan for the program.

Constituent Contact

Contact with the Dean of Students Office is typically in the form of emails, phone calls and informal conversations with students, faculty and staff on campus as well as occasional telephone conversations with concerned parents. Specific contacts that did not require the use of the formal student disciplinary process included:

1. Wellness check on a student
2. Two meetings regarding class disruption
3. One meeting regarding a grievance involving a staff member

In addition, a non-academic complaint or concern form has been developed for student use. This form is located in the student affairs office. Students wishing to make formal complaints can use the form and the form will be reviewed by the Dean of Students who will contact the student for possible resolution.

Planning Issues

Due to staffing transitions, the planning for programs and services were either delayed or adjusted. Specifically, the coordinator of student life resigned in September and in the month of November, the assistant dean of students, was transferred to another division and replaced with a new staff member currently working for the University. Duties that were assigned to the coordinator for student life were distributed among the remaining staff members as were some of the duties of the assistant dean of students. The management of the transition contributed to a realignment of duties for the dean of students and the vice president for student affairs.

The dean of students currently serves as the advisor to the University Programming Board and co-advisor to the National Panhellenic Council, while the vice president serves as co-advisor to the Student Government Association.

Counseling & Testing

Submitted by Dr. Rebecca Lawson, Director

Mission

The mission of the Office of Counseling and Testing (OCT) is to help students enhance their academic and personal well-being. Counseling supports the educational mission of the University by helping students manage college and life pressures that can threaten their persistence in college. Counseling can also help students enhance or learn skills that optimize their personal effectiveness.

OCT is further charged with the responsibility of coordinating the accommodations offered to students with disabilities. The office aims to implement academic accommodations that make education fully accessible to students with disabilities. It also provides guidance and training for institutional staff and faculty members in the understanding of disability issues.

The OCT is responsible for coordinating testing services for the campus and surrounding community (e.g., English placement testing for new students, advanced placement testing, and testing services for national admission and certification programs). The office is committed to maintaining the highest compliance with nationally recognized professional testing standards, particularly as regards test security and confidentiality of examinee results.

Goals and Objectives

1. Improve the quantity and quality of information provided by the web site of the OCT (OCT).

- A. Ask all OTC staff, including graduate assistants, to participate in training opportunities related to operating the EXTEND web product utilized by FMU.
Completed November 17, 2006.
- B. Review existing web information and update, as necessary.
Completed December 15, 2006. Web information reviewed and corrected to ensure accuracy of posted information
- C. Make stylistic changes to further enhance the appearance and usability of the OCT website.
Completed July 2007
- D. Update web page to include information about Testing Services.
Completed August 2007
- E. Meet as a staff and brainstorm ideas for additional material to be added to the OCT web page (i.e., links for faculty, mental health screening inventories).
Completed August 2007
- F. Assign staff members to review web sites at other colleges and universities and to identify sites that are viewed as outstanding in content and structure.
Completed September 2007

G. Add new material to existing OCT web site.
Completed September 2007

H. Develop procedures to maintain the site with current information/services.
During the summer of 2008, FMU will be migrating to a new system. A planning goal for the 2008-2009 year will be to learn the new system and have a procedure for regularly updating content on the OCT website.

2. Establish a formal assessment process for gathering consumer feedback.

A. Construct a feedback instrument that can be given to individuals utilizing testing services and clinical services.
Completed on May 1, 2007

B. Establish a procedure for collecting the data from consumers.
Partial completion. Materials purchased for setting up and storing survey data.

C. Establish a procedure for reviewing and analyzing the data.
Under Review

D. Use the data analysis to improve services.
Partial completion with anticipated adjustments in future academic years. Current focus of office is going to be on data tracking, activity schedules and constituent statistics. As Student Affairs moves to a learning outcomes model, additional assessment plans will be developed. OCT will continue to use structured assessment with parents and guests at orientation. The office has also begun using assessment with FMU's orientation leaders and with resident assistants. During the spring 2008 semester, formal feedback was sought from both groups. For resident assistants, data revealed that one of the most difficult parts of the job is talking to a student who is in acute distress (i.e., reporting thoughts of death/suicide, recent loss in the family, etc). Many of the R.A.'s reported awkwardness in how to respond verbally and in defining how active their roles should be, i.e., in monitoring and ameliorating distress. In an assessment administered to the orientation leaders, there was nearly 100% agreement on the most stressful part of their job: dealing with overtly negative behavior in their small groups (i.e., students being verbally aggressive with the orientation leaders and student refusal to follow peer-initiated requests). Assessment results were presented to the student affairs team, as well as to the orientation planning team. Changes have been made to the orientation leader training scheduled for June 11th and training will focus specifically on managing these behaviors. Assistant director of OCT, Yulaundra Heyward, also volunteered to serve as an on-site consultant during orientation—to give direct feedback and coaching to orientation leaders experiencing difficult group behavior.

3. Establish a tracking system that includes gender, race, and year in school for consumers of the office.

- A. Purchase a flash drive that can be used to record spreadsheet information in Excel and that can be stored in a secure location.
Completed December 20, 2006.
- B. Using monthly tracking reports to create a database of all clients seen during the Fall 2006 semester.
Completed January 4, 2007.
- C. Add gender, race, year in school to the database.
Completed December 2007
- D. Review policies and procedures and determine the most efficient method for keeping the database updated (i.e., daily, weekly or monthly).
Completed May 15, 2007. Database to be managed daily with weekly and monthly review procedures.
- E. Consult with an expert in database management and review ideas for generating reports from the data.
Completed April 2008. Designed a table format for presenting results. Established a system for recording and entering data in Excel.
- F. Establish a template for data summary and set dates for a regular review and summary of the data.
Completed April 2008. Administrative assistant, Hope Lewis, finalized a data collection procedure whereby each individual seen at OCT completes an appointment card. The card indicates the date, clinician seen, whether the appointment is an intake or recurring appointment, and the nature of the appointment (i.e., therapy, disability or alcohol/drug). This facilitated an improvement in the accuracy of the database as well as the ease of maintaining it.

4. Conduct a survey to get student feedback about accessibility and the accommodations process at Francis Marion.

- A. Construct a feedback instrument that can be given to individuals utilizing disability services.
- B. Establish a procedure for collecting the data from consumers.
- C. Establish a procedure for reviewing and analyzing the data.

Similar to goal #2 above, the assessment goal has been adjusted and will be redefined for the upcoming academic year. The main focus will be on data tracking, constituent statistics and variables assessing academic success. For students on academic probation (or who do not re-enroll at FMU), the director will contact them and request input on the reason for their withdrawal or academic difficulties.

Recent Events (Summary of Campus and Community Events for Academic Year)

- Completion of the change in ownership of the office building. The building was renamed the “Education Foundation Building.” Offices were refurbished with new carpeting, baseboards, and office furniture. (Sept 2007)
- OCT staff designed and implemented a plan to address the wall space left vacant when the contents of the building were removed. Researched and purchased a set of motivational posters and arranged to have them framed and hung. (Sept 2007)
- OCT supervised a practicum student from the masters program in psychology. Shannon Emery spent 80 hours with the office. She conducted co-therapy with Dr. Lawson and Ms. Heyward and saw clients under supervision with Dr. Lawson. (Jan-April 2008).
- Dr. Lawson participated in a Webinar sponsored by the Association on Higher Education and Disability (AHEAD). Topic: Grievance Procedures and Policies for Disability Services. (Jan 24, 2008)
- Dr. Lawson and Ms. Heyward both served as “honorary coaches” for the Women’s Basketball team (selected by players Yariah Bell and Kevina Ransom)
- Dr. Lawson attended a training conference at Horry-Georgetown Topic: Choice Theory by William Glasser, MD (March 31, 2008)
- SC Transition Summit in Myrtle Beach – Dr. Lawson served on the state task force and was a presenter at the conference. (April 6-8, 2008)
- Student Life Awards – Dr. Lawson chaired the Pride of the Patriots Selection Committee and presented awards to this year’s winners. (April 15, 2008)
- Weekly administration of the English Placement Test. Letter sent to admitted freshman in March 2008. Test administered every Tues-Thurs from May 6th through August 6th. Test will also be administered the morning of each orientation.
- Dr. Lawson attended a 2-day clinical training in Columbia, SC. Topic: Using Dialectical Behavior Therapy in Individual Psychotherapy by Sherri Manning, Ph.D. (May 8-9, 2008)

Committee Membership – Heyward

- Enforcing Underage Drinking Laws (EUDL) Task Force, Chair (campus/community)
- Multicultural Affairs Advisory Board Meeting (campus)
- Delta Sigma Theta, Inc. (campus chapter advisor)
- Parenting Issues Task Force (community)
- Circle Park Coalition Board Meeting (community)

Committee Membership – Lawson

- Documentation Review Committee, Chair (campus)
- Orientation Planning Committee (campus)
- SUCCEEDS, Chair (community)
- State Transition Task Force for Students with Disabilities (community)
- Head Start Health Advisory Committee (community)

Upcoming Events

- Orientation Leader Training – June 11 and June 25
- Orientation Sessions – June 12-13, June 26-27, July 17-18, Aug 7
- Praxis – June 14 and July 26
- Wellness Open House for new and returning students – Aug 18

Assessment Activities

Formal feedback was sought from resident assistants and orientation leaders. Result reported in the goals and objectives section of this report (p. 2).

Disability Services

Academic progress was assessed for the 44 fall students and 41 spring students with open disability folders. The majority of the students (76%) did pick up their accommodations memos at the beginning of the semester. The average GPA for students with disabilities was 2.70 in the fall and 2.58 in the spring. The spring GPA was lower because two students earned 0.00 credits (both students were dismissed). (not on academic probation) The spring GPA average for students not on academic probation was 2.89.

- Six students graduated: two in fall and four students in spring.
- Four students were dismissed: two in fall and two in spring.
- Four students were placed on academic probation at the end of both spring and fall semester.
- One student withdrew for psychiatric reasons.
- Two students were removed from academic probation because their grades improved.

Student Demographics – Disability Services – Fall 2007

Gender		Ethnicity		Class	
Male	16 (36%)	African-American	4 (9%)	Freshman	11 (24%)
Female	28 (64%)	Caucasian	39 (89%)	Sophomore	10 (23%)
		Hispanic	1 (1%)	Junior	10 (23%)
N=44				Senior	13 (30)

Student Demographics – Disability Services - Spring 2008

Gender		Ethnicity		Class	
Female	26 (63%)	African-American	4 (10%)	Freshman	8 (19%)
Male	15 (37%)	Caucasian	36 (88%)	Sophomore	7 (19%)
		Hispanic	1 (02%)	Junior	10 (24%)
N=41				Senior	16 (38%)

Disability Services – Demographics

Type of Disability	Fall	Spring
ADHD	6	6
ADHD/Traumatic Brain Injury	1	1
Blind/Low Vision	1	1
Blind/Low Vision/Mobility Impairment	1	-
Deaf/Hard of Hearing	6	7
Dexterity/Fine Motor	1	1
LD	7	5
LD/ADHD	7	5
LD/Seizure	0	1
Mental Retardation	1	1
Mobility Impairment	2	3
Other Health Impairment	4	3
Pervasive Developmental Disorder	2	2
Psychiatric	4	3
Tic Disorder/ADHD	1	1
Traumatic Brain Injury	1	1

Counseling Services

Client Demographics – Counseling Services – Heyward & Lawson – Fall 2007

Gender		Ethnicity		Class	
Male	14 (20%)	African-American	30 (43%)	Freshman	12 (17%)
Female	56 (80%)	Arab-American	1	Sophomore	13 (19%)
		Asian	1	Junior	28 (40%)
		Caucasian	37 (53%)	Senior	14 (20)
N=70		Hispanic	1	Grad	3

Client Demographics – Counseling Services – Heyward & Lawson – Spring 2008

Gender		Ethnicity		Class	
Male	19 (%)	African-American	33 (37%)	Freshman	21 (%)
Female	70 (%)	Arab-American	1 (1%)	Sophomore	14 (%)
		Asian	1 (1%)	Junior	24 (%)
		Caucasian	49 (55%)	Senior	28 (%)
		Hispanic	2 (2%)	Grad	2(%)
N=89		Not Reported	3 (3%)		

Client Demographics – Counseling Services – Heyward – Spring 2008

Gender		Ethnicity		Class	
Male	14 (32%)	African-American	25 (61%)	Freshman	15 (36%)
Female	30 (68%)	Arab-American	0	Sophomore	8 (16%)

		Asian	1 (1%)	Junior	9 (21%)
		Caucasian	15 (37%)	Senior	11 (26%)
N=44		Hispanic	1 (1%)	Grad	1 (1%)
		Not Reported	3 (7%)		

Client Demographics – Counseling Services – Lawson – Spring 2008

Gender		Ethnicity		Class	
Male	5 (11%)	African-American	9 (20%)	Freshman	6 (13%)
Female	40 (88%)	Arab-American	1 (2%)	Sophomore	6 (13%)
		Asian	0	Junior	15 (33%)
N=45		Caucasian	34 (76%)	Senior	17 (38%)
		Hispanic	1 (2%)	Grad	1 (2%)

Constituent Contact – Counseling - Fall 2007

	Heyward	Lawson
New Clients	18	26
Returning Clients	15	11
Consults	2	20
Disability Appointments	0	29
Group Hours	24	0
Total Clinical Hours	139	216

Constituent Contact – Counseling – Spring 2008

	Heyward	Lawson
Number of New Clients	21	31
Number of Returning Clients	13	14
Student Contact Hours	176	260
Group Hours*	2 (20 hours total)	0
AOD Appointments*	10	0
Disability Appointments*	0	26
Consults*	2	12

*Included in Student Contact Hours

Constituent Contact – Testing – Fall 2007 Semester

Name of Test	July	August	September	October	November	Total
ACT (On-Campus)	0	0	0	1	0	1
CLEP	6	12	4	10	6	38
Dantes	0	0	0	0	1	1
Eng Placement	130	95	1	1	5	232
Eng 111 Bypass	7	7	0	0	0	14

Eng 112 Exemption	1	2	0	0	0	3
MAT	12	7	5	5	7	36
Myers-Briggs	11	42	86	21	1	161
Praxis		Unknown	Unknown		411	
Proctor	0	0	1	1	0	2
SAT (On-Campus)	2	0	0	3	3	8
Strong Interest Inventory	0	2	2	7	10	21

Semester Total = 356 on-site tests (does not include Myers-Briggs or Praxis)

Constituent Contact – Testing – Spring 2008 Semester

Name of Test	Dec 07	January	February	March	April	Total
ACT (On-Campus)	0	0	0	0	0	0
CLEP	3	3	2	5	11	24
Dantes	1	0	1	1	0	2
Eng Placement	1	21	3	11	12	48
Eng 111 Bypass	1	1	0	0	0	2
Eng 112 Exemption	0	0	0	0	4	4
MAT	2	4	5	12	16	39
Myers-Briggs	0	75	25	0	2	102
Praxis		377		380	405	
Proctor	0	1	1	2	1	5
SAT (On-Campus)	2	7	3	5	10	27
Strong Interest Inventory	0	1	2	2	3	8

Semester Total = 159 on-site tests (does not include Myers-Briggs or Praxis)

Constituent Contact – Outreach and Programming

Campus Programming

- Dr. Lawson is chair-elect for SUCCEEDS, a networking group of postsecondary disability providers. FMU served as conference host for a 19 attendees from colleges and universities in SC. Topic: The disability provider as a member of the campus community & the connection between disability services and judicial affairs. Presenters: Denise Johnson Marshall, Asst. Dean of Students, Georgia Tech. and Teresa Ramey, Dean of Students, Francis Marion. (October 19, 2007)
- EUDL (Chair: Ms. Heyward) - National Collegiate Alcohol Awareness Week. The task force coordinated a program called “Club Connect” – “R U Connected?” Students participated in a simulated “Night Club”; illegal under age drinking laws were simulated, as well as other unsafe and unhealthy activities. The “Club” was raided by Campus

Police and students were informed of all the violations and unsafe practices that took place. (Oct 2007)

- EUDL (Chair: Ms. Heyward) sponsored a DUI Simulation. The simulator is designed to fully immerse students in the experience of drinking and driving. Students experience the dangerous consequences first-hand. Over 200 students participated in the simulation experience. (March 24, 2008)

Community Presentations

- Ms. Heyward participated on a Grief Counseling Panel at a SIDS and Infant Mortality Forum sponsored by Pee Dee Healthy Start (Fall 2007)
- Dr. Lawson – guest speaker at a College Success Workshop sponsored by Lisa Levega, Transitions Coordinator at Lake City High School. Audience: students with disabilities, parents, and teachers/staff involved in the transitions process.
- Dr. Lawson co-presented at a break-out session of the SC Transition Summit in Myrtle Beach. Attendees included parents, educators and adult service agencies involved in services for students with disabilities. Co-presenters: Anne Filyaw, Transitions Coordinator at FSD1 & Linda Emerson, York Tech. Topic: Learning to Surf Solo: Preparing Seniors for College. (April 6-8, 2008)

Classroom and Campus Presentations

- Dr. Lawson conducted an information session for parents of commuter students and co-facilitated a parent-to-parent forum with Darryl Bridges, VP for Student Affairs. (Summer 2007)
- Dr. Lawson and Ms. Heyward presented a session for parents and guests at new student orientation. Topic: Transition Issues for Students (Summer 2007)
- Dr. Lawson and Ms. Heyward presented at new faculty orientation. Topic: ADA issues and dealing with distressed and distressing students (August 2007)
- Dr. Lawson facilitated a team-building session for the staff of Rogers Library (using feedback from the Myers-Briggs). (August 2007)
- Dr. Lawson facilitated a team-building session for the resident assistants (using feedback from the Myers-Briggs). (August 2007)
- Ms. Heyward facilitated relaxation training for resident assistants. (August 2007)
- Dr. Lawson was the guest speaker for Ars Medica. The topic was “Reaching Your Peak Performance on Standardized Admission Tests.” (Sept. 25, 2007)
- Ms. Heyward facilitated relaxation training for members of the women’s basketball team. (Sept 2007)

- Dr. Lawson made seven presentations to University Life 100 courses and 1 presentation a Business 150 Honors Course. Ms. Heyward presented to one University Life 100 course. (August – October 2007)
- Dr. Lawson facilitated a session with peer tutors at the Campus Writing Center. Topic: “How to Work with Students in Distress.” (Nov 2, 2007)

Classroom and Campus Presentations (continued from previous page)

- Dr. Lawson and Ms. Heyward – RA Training. Topic: How to Respond when Students are Exposed to Mass-Casualty Events (i.e, widely covered tragedies in the media) (Jan 2008)
- Dr. Lawson and Ms. Heyward – Women’s Basketball Team Topic: Test-Taking Strategies (Jan 2008)
- Dr. Lawson – presented to Nursing Leadership Class. Topic: Using the Myers-Briggs to Enhance Team Development and Leadership in the Workplace. (Jan 31, 2008)
- Dr. Lawson – guest presenter for Dr. Barbara Westphal’s UL 100 Course. (Topic was self-management and motivation skills) (February 1, 2008)
- Dr. Lawson – guest presenter for Paul Dove’s and Vicki Williams’ UL 100 Courses. (Discussed college adjustment issues using the Myers-Briggs) (Feb 5 & 7, 2008)
- Dr. Lawson presented to faculty and staff at a workshop facilitated by the Staff Advisory Council. Topic: Personal Happiness and the Impact of Stress and Depression. (March 5, 2008)
- Dr. Lawson presented to SUCCEEDS at the Spring 2008 conference. Topic: Establishing a Documentation Review Committee: Relief from the Gatekeeper Role. (March 20, 2008)
- “Feeling Great in ’08!” Student-sponsored educational program. Event was coordinated by Amanda Morales (a student and RA). Invited presenters included Dr. Lawson, OCT, Derrick Young, Rec Services and Dr. Janis McWayne, Education (April 17, 2008)

Planning Issues

1. Begin using the Judicial Educator for first-offense alcohol evaluations (replacing Alcohol 101). Send a letter to each student who has completed Judicial Educator with an invitation to follow up at the Office of Counseling and Testing (using the principles of motivational interviewing and intervention).
2. Skills training for understanding the new university web system, as well as taking full advantage of the new Microsoft Exchange Server (i.e., coordinating calendars within the office and with the Student Affairs Planning Calendar).

3. Review the grievance procedure process for students with disabilities and make sure that it meets recently updated standards published by the Office of Civil Rights.
4. The Enforcing Underage Drinking Laws (EUDL) taskforce has set a goal to establish a peer education program during the 2008-2009 academic year. The program will utilize a training system developed by BACCHUS.
5. The School of Business plans to pilot an assessment procedure that would allow students to exempt Computer Science 150. OCT would be responsible for administering the test and processing the exemption credit. Gaining familiarity with the test and establishing relevant policies and procedures will be necessary for successful completion of the task.
6. The Department of Nursing is planning to establish an RN-to-BSN curriculum and would like enrolled students to have the option to exempt pathophysiology. OCT has been asked to provide the testing services for the exemption exam. Policies and procedures will be established during Summer 2008.
7. Hiring and training of new administrative assistant. Anticipated departure date for current staff member, Hope Lewis, is June 6, 2008.

Multicultural & International Student Affairs

Submitted by Daphne Carter, Coordinator

Mission

The Office of Multicultural and International Student Affairs provides leadership in the University's effort to support students of under represented populations and international students, inform the University community of the values of multiculturalism, and assist in encouraging a campus environment that is conducive to diverse student learning.

The purpose of the office is to amplify the academic, social, and cultural development of students as well as plan and implement programs that facilitate opportunities for self-expression and cultural harmony.

Goals and Objectives

1. *Plan programs that effectively challenge students both academically and socially*
 - A. Evaluate each program to find out what improvements need to be implemented to increase student participation rates and retention.
 - *All Educational Events are accompanied by a survey for program quality*
 - *Participation is noted at all events by a sign-in sheet*
 - *Program participation and quality are discussed during the monthly Multicultural Advisory Board (MAB) meetings.*
 - B. Re-define Multiculturalism on campus by bringing guest speakers that are socially, ethnically, and intellectually diverse. Also, advertise programs in a way that caters to the student audience.
 - *4 guest speakers are planned for this year's Diversity Seminar and Heritage Month series.*
 - *Advertisements have become more prevalent on the electronic signboard and Facebook.*
 - *Some past programs have been omitted to allow the student body to focus on the larger issue of cultural awareness*
 - *Student organizations have been encouraged to co-sponsor and/or help advertise large events in the office.*
2. *Advise student groups and/or individuals effectively*
 - A. Maintain a list of available dates for programs and fundraisers and make student groups aware of the importance of turning in Space Requests on time and maintaining good standing within their designated organization.
 - *Monthly program calendars have been used to establish dates for future programs per student organization*
 - *Organization Training Day has been planned for 2008 and new guidelines for student organizations will be introduced.*
 - *Student organizations have been encouraged to co-sponsor events with other organizations to help spread a positive collaborative effort within the university's goal of bridging the gap in diversifying its student life programming.*

- B. Send out reminders to all International Students via facebook and email. Also, continue to monitor the employment and academic status of each international student and advise him or her accordingly with ICE and US Homeland Security regulations.
- *Guidelines on maintaining legal status in the US have been given during the International Student Information Session earlier this year (with Dean Ramey).*
 - *As SEVIS updates are received, international students are updated via email and facebook. All new employment and changes in enrollment are documented with a letter in their file and a note in the SEVIS Program.*

Recent Events (annual summary)

- The Office of Multicultural and International Affairs hosted its Showcase on September 5 to make students aware of organizations that catered to the office's mission of providing an atmosphere for diverse student learning. The event also informed students how to get involved with each organization. A total of 400 students were in attendance.
- The NPHC Greek form was held on September 6 in order to let prospective members know more about each black Greek-letter organization on campus and how to get involved. A total of 300 students were in attendance.
- OMISA hosted its first International Cultural Trip of the year on October 19 with a total of 5 students. The students visited Historic Charleston, SC and Savannah, GA.
- NPHC held its first annual Fall Excursion to Morehouse College on October 21 to learn about Greek opportunities at another campus. A total of 14 students were in attendance.
- OMISA hosted an International Student Information Forum on November 12 in order to update international students on current rules and regulations regarding I-20 forms and student visas. A total of 17 students were in attendance.
- OMISA hosted its annual Kwanzaa Celebration on December 3 to allow students to learn more about the origins of Kwanzaa and why it is celebrated. A total of 30 students were in attendance.
- Francis Marion University hosted its 10th Annual MLK Day Celebration on January 10, 2008. Yewande Austin, the guest speaker, spoke on the topic of Rhythm, Rhymes, and Race in America. Approximately 350 guests were in attendance; approximately 50 were FMU Students.
- The Office of Multicultural & International Student Affairs (OMISA) attended the USC Diversity Leadership Conference on February 2, 2008 in Columbia, SC. The conference focused on various aspects of diversity in higher education and how it can be incorporated into leadership roles outside of the classroom. A total of 8 students were in attendance.
- OMISA and Omega Psi Phi hosted FMU's Black History Month Program on February 5, 2008. A local guest speaker gave the ABC's of success and the program ended with one round of Black History Jeopardy. 46 students were in attendance.

- OMISA hosted an International Extravaganza on March 19, 2008 to celebrate the many cultures represented on campus. Approximately 150 students were in attendance over a 3 hour period.
- The FMU chapter of NPHC hosted its annual Step Show on April 12, 2008 as a major fundraiser opportunity. Approximately 750 people were in attendance.

Upcoming Events

- NPHC Officer and Advisor training will take place on August 1, 2008
- New International Student Orientation will take place on August 18, 2008
- Organization Training Day is scheduled for August 23, 2008
- The NPHC Greek Forum is scheduled for September 4, 2008
- Hispanic Heritage Month Activity is scheduled for September 17, 2008
- The OMISA Diversity Seminar is scheduled for October 23, 2008
- Native American Heritage Month Activity is scheduled for November 19, 2008
- Kwanzaa Celebration is scheduled for December 1, 2008

Assessment Activities

1. Program evaluations are given at every educational function in order to ensure that effective programs are being implemented.
2. Periodical student interviews will be used to assess overall program appeal to students
 - Representatives will be asked to expressed their opinions at upcoming MAB meetings
 - Interview International students to see what services and programs
3. Multicultural Advisory Board (MAB) Meeting suggestions:
 - Talk to Darryl Bridges / FMU Foundations about having corporations sponsor MAB events and produce a brochure for these companies to donate. (suggested by a faculty member)
 - Talk to Libby Cooper about having the International Extravaganza the Friday before the International Festival, talk with faculty members about the idea as well.
 - Create applications for the Multicultural Advisory Board and invite students to participate in the monthly meetings.
 - Bring future MAB ideas to faculty senate for suggestions and input. Ask to submit a proposal to be added to the Faculty Senate agenda during Fall, 2008.

Constituent Contact

- *6 individual student contacts through Judicial Conferences.*
- *240 student contacts through various activities.*
- *30 student contacts through NPHC Step Show program.*
- *1 parent contact through 1 program/concerns/consultations (judicial conference).*
- *6 faculty contacts through 1 International program.*
- *8 community contacts through 1 programs/activities/service (MLK Celebration).*

Planning Issues

1. In order to serve the growing International Population, assessments needs to be made to ensure that they are provided what they need. An international retreat is planned for the fall and spring semester in an effort to find out what concerns are among the international student community.
2. Many student groups (ie. Dance Team, NPHC, etc.) are still trying to find an alternative to performing only in the UC Commons area.
3. Student organizations want to implement a better system for reserving space for fundraisers and programs. New strategies will be announced prior to the Organization Training Day.
4. Supplies that need to be taken into consideration for future events and planning include Office 2007, memory for the office desktop, an All-in-One Printer, Copier, Scanner, upgraded digital camera.

Campus Recreation Services

Submitted by Derrick Young, Coordinator

Mission

The mission of Campus Recreational Services is to enhance student's fitness, wellness, knowledge, personal skills, and enjoyment. Intramural and recreational sports are an essential part of college life and our programs are designed to enhance the overall educational experience.

Goals and Objectives

1. Increase the level of participation in intramural sports among residential and commuter college students.
 - A. To emphasize to students the importance of good health and to offer healthy activities students can enjoy and to create a Student Advisory Committee for Intramural Competition.
The Student Advisory Committee for Intramural Competition was formed and consisted of managers from each team in each sport. The committee made several suggestions to improve the Intramural Program this year and participation grew throughout the year.
 - B. To advertise more of the upcoming events through out the year.
In addition to the schedule of events being placed on the web page for Spring 2008, advertisements for events were included in the FMU student newspaper, SGA's "face book, and flyers around campus. The importance of intramurals was shared by the CRS staff at presentations made during freshmen orientation and Student Life Classes. CRS started two new programs for students, The "Patriot Mile" Walking Club held throughout the semester and the "Patriot Games" held during the week of Homecoming.
 - C. Formulate a plan for seeking funds in the form of donations for incentives for student participation.
Due to possible conflicts with other university fundraising programs, the CRS staff was discouraged from seeking outside donations.
 - D. To revise the Intramural web page to include the intramural schedule, updates, and a student survey.
A schedule of events was placed on the webpage with more revisions forthcoming.
 - E. Enhance recognition of students by including announcements in the Patriot News, displays on bulletin board, and at the Student Life Awards banquet.
Recognized student champions by advertising in the student newspaper, displayed an 8x10 picture of each champion on our bulletin board, and purchased awards for winners of Intramural divisions.
2. Review and revise all operational procedures regarding sport guidelines and student participation.
 - A. To utilize, review, and revise rules for each sport by utilizing the Student Advisory Committee for Intramural Competition.

Review and revised our student hand book using suggestions of students and the Advisory Committee.

- B. To revise the intramural and recreational handbook and make it available for students in the Smith University Center.

Reviewed and revised the student intramural handbook, and offered free students copies at the University Center information desk as well as in our Campus Recreation Services information area.

- C. Expand the student officials training to include scenarios, increased interaction with the CRS Coordinator, and to provide more detailed information regarding rules and procedures for each sport.

The CRS department offered instruction to student officials several times throughout the year on several different sports and the student officials were able to communicate their own concerns regarding potential or existing issues.

Recent Events

- The Coordinator for Recreational Services instituted a program to get students, faculty, and staff more health conscious by walking in the “Patriot Mile”.
- The Coordinator for Recreational Services also instituted the “Patriot Games” for students during the week of homecoming.
- The Coordinator for Recreational Services attended NIRSA National Intramural Symposium in Raleigh, N.C on June 11-13 to network with other intramural staff regarding ideas for improving the FMU intramural program.

Upcoming Events.

- The Fall Intramurals schedule begins August 28, 2008. See attached schedule.
- New Student Officials Training begins August 21, 2008.
- The new walking club (Patriot Mile) interest meeting will be August 29, 2008.

Assessment Activities

Student surveys have been revised and are available at the information desk. The Department of Recreational Sports will utilize the data gathered to improve operations.

Planning Issues for upcoming year

1. Increase the level of participation of women in intramurals sports among residential and commuter college students.
2. To increase the advertisement of upcoming intramural events throughout the year utilizing freshmen orientation, freshmen student life classes, the student newspaper, SGA Facebook, and flyers.
3. To increase the recognition of students by including announcements in the student newspaper, display on campus bulletin boards, announce at the student life awards, and at freshmen orientation.
4. To continue and increase participation in the two new initiatives, the “Patriot Games”, and “Patriot Mile” walking club.

Student Health Services

Submitted by Cecilia Smith, Family Nurse Practitioner

Mission

The mission of Student Health is to enhance the educational process by removing health-related barriers to learning and to help students make informed health-related decisions and become good consumers of health care.

Goals and Objectives

1. Reassess vaccine clinics sponsored by student health in order to provide the best access for the students and staff at the lowest cost.
 - Contact Maxim health to ascertain the current cost of flu and meningitis vaccine
Completed: The costs for meningitis and flu vaccine were greater than anticipated.
 - Contact the local health department to provide a meningitis vaccine clinic for freshmen due to the vaccine now available to those 18 and younger for no cost. Request to be held at Student Health.
Completed: Holding a meningitis vaccine clinic at Student Health was declined
 - Purchase flu vaccine to administer to students and staff at cost.
Completed: 130 doses of flu vaccine were administered to students and staff.
2. Plan to provide at least one health and wellness seminar for the students for the fall semester.
 - Conduct a needs assessment of topics that students are interested in.
 - Meet with Karen Thompson, FMU School of Nursing, to discuss logistics of sponsoring a seminar.
Completed: Students had been asking about Human Papilloma Virus and the availability of HPV vaccine. An informative session was presented by Karen Thompson (Women's Health Nurse Practitioner and FMU faculty) to interested students. The program was held at the Forest Villas Community Center on October 1, 2007. 46 students attended. Educational materials were provided by Merck & Co., the makers of the vaccine
3. Assure that the health forms submitted by the Nursing Department to students are correct for the fall 2008 semester.
 - Meet with Dr. Lufkin, Ms Mack and Ms. McFadden to discuss the inconsistencies with the forms.
Completed: The form was sent electronically from the Nursing Department to Student Health and needed changes were made.

Recent Events

- Attended Heart Sounds, a program sponsored by AHEC for continuing education activity on February 21, 2008.
- Attended Worksite Health, sponsored by EIP with Rebecca Culbertson on May 15, 2008 in Columbia and paid for by human Resources.

- Worked with Christal Bazen of the Cashiers Office to ascertain that students are paying fees incurred through Student Health prior to incurring new charges.

Upcoming Events

- Given the task of leading the smoking cessation and wellness programs for the student population by the VP of Student Affairs. Currently researching and gathering information.

Assessment Activities

- Continue the satisfaction surveys that are completed by patients after service is received.
Result: less than five percent of patients completed a survey.
- Continue the chart audits by preceptors.
Result: less than five percent of charts were audited.

Constituent Contact

- 1226 individual student contacts through health services. This does not reflect the summer months as were reported in the past.
- 4 nursing student contacts through clinical activities.
- 46 student contacts through HPV program.
- 130 faculty/staff contacts through flu vaccine program.

Planning Issues

1. Participate along with Office of Counseling and Testing, and ARCH program to welcome students to FMU by providing an informative and social event during Welcome Week to inform them of available services.
2. Create and distribute an informative guide on wellness and illness resources for International Students. Work with the Coordinator of Multicultural Affairs.
3. Create and publish a brochure for Student Health Service outlining available services.
4. Plan at least one educational event for students based on the needs assessment.

Smith University Center

Submitted by Dean Blackburn, Coordinator

Mission

The mission of the Smith University Center is to provide a comprehensive facility for student activities and services. To provide space for classes, meetings, social activities, recreation, athletic programs and community events to enhance the student's fitness, wellness, knowledge, personal skills, enjoyment and school spirit.

Goals and Objectives

1. Improve the physical appearance of the Smith University Center
 - a. Formulate a plan with the Francis Marion University Physical Plant to replace the carpet on the second floor.
At this time in the year, there is not the money to complete this project. Project will be tabled until next year.
 - b. Replace the bulletin and information boards on the first floor.
This project has been completed. The large bulletin boards along the south wall have been removed and the wall freshly painted. New bulletin boards have replaced the former boards around the Smith University Center's interior and exterior walls.
 - c. Increase use of the former café area as a student study lounge.
Three student groups scheduled weekly meetings during the year. The space has been used for other individual meetings and student social gatherings.
 - d. Formulate a plan with the Francis Marion University Physical Plant and Athletic Department to replace the curtains in the gym.
This project has been completed. Two new gym curtains were installed along with new motors and hardware. The window shades and patricians have been removed and it gives the gym a brighter appearance.
 - e. Use Smith University Center surveys to determine additional improvements.
Surveys were placed in the Commons during March to gather user information to help make improvement gather feedback.
2. Increase student use of the Smith University Center.
 - a. Improve game area choices.
The area will be transformed into a new Fitness Room, but the project has been postponed until funding can be secured for remodeling and new equipment.
 - b. Host a reopening cookout for the Smith University Center indoor pool after renovation work has been completed.
When weather became favorable for such an event, there were an over-abundance of student group functions on the schedule. This is an event that will be held in the Fall when the students return.

- c. Use Smith University Center surveys to receive student feedback.
Surveys were taken in March with a disappointing number returned.
3. Improve the day to day operation of the Coordinator of the Smith University Center.
 - a. Update and improve filing methods.
This project was completed, but still in process of improving the system.
 - b. Reorganize the office of the Coordinator of the Smith University Center.
This project was completed, improvements still being made.

Recent Events

- Dean Blackburn has coordinated the Spring semester events in the Smith University Center. Forty programs have been held in the Smith University Center from January 2 – May 30, 2008.
- Dean Blackburn attended all the Smith University Center indoor pool renovation meetings. Was the liaison between the operation of the Smith University Center and FBI Construction and the Facilities Management Department.
- Dean Blackburn as the Certified Pool Operator for Francis Marion University supervised the refilling of the indoor pool and brought it up chemically to DHEC standards.
- Dean Blackburn increased hand towel dispensers and added germicide spray bottles to help in the prevention and spreading of the MIRSAs virus in the Fitness Room.
- Dean Blackburn coordinated the 2008 summer camp program.
- Dean Blackburn was staff advisor for the Inter-Fraternity Council.

Upcoming Events

- The upcoming Fall Semester scheduling and activities.
- The new fitness room project.
- 2008 Summer Camps Program.

Assessment Activities

1. Smith University Center student surveys were gathered during March 2008. Small response. Thirty eight in total was collected. The main concerns from the responses were that of the hours to the information desk were cut back during the mornings, problems with one of the television's picture and the buttons on the big screen being damaged, the need for a large room for student aerobics and exercise classes and that the Athletic Department uses the gym too much at the student's expense. Positive responses about the indoor pool renovation and to the removal of the old bulletin boards.
2. Surveys will be taken earlier each semester to gather a larger response and focus groups used to increase assessment.

Planning Issues

- Student wage increases and not to cut back on student services or programs with the possibility of budget cuts.
- Seek assistance from Facilities Management to replace the second floor carpet.

- Converting the game and old café area into a student fitness center and locating a suitable location for the billiard tables.
- Changing the schedule in which the summer program's information and rates are determined in order to send out hosts by December of 2008.

Advancing Rural Community Health Program (Rural Assistance Initiative)

Submitted by Dr. Paul DeMarco, Director of Community Health Programs

Mission

The mission of ARCH is twofold: to improve the health of the residents of the rural Pee Dee and to involve students in service learning through paid student fellowships (Kassab Service Fellowships). Over time the students' fellowship experiences will increase the number who choose community health careers and who remain in the Pee Dee.

Goals and Objectives

1. *Implement Health Screenings*
 - A. *Design screening protocol, research and order supplies, recruit students for spring 2008 screening team (Completed Fall 2007)*
 - B. *Obtain Prevention Partnership Grant from SCHHS to pay for screening lab work (grant for \$98,256 obtained 11/07)*
 - C. *Arrange and perform screenings in target counties (Marion, Marlboro and Williamsburg) (Completed Spring 2008)*
2. *Establish Kassab Service Fellowships*
 - A. *Visit community health sites in 3 target counties to arrange fellowships and sign affiliation agreements with all sites (Completed Fall 2007)*
 - B. *Recruit and place students in service fellowships (Completed Spring 2008)*

Recent Events

1. *Site Visits to establish Fellowships (Fall 2007)*
2. *Recruiting and Orientation of Student Fellows (Fall 07, Early Spring 08)*
3. *ARCH Health Screenings (Spring 2008)*

Upcoming Events

1. *Summer ARCH Fellowships (6 Fellows on Screening Team)*
2. *ARCH Health Screenings (Summer 2008)*
3. *Health Forum planned for 9/11/08*

Assessment Activities

1. *Evaluation of Fellowship by all Spring Fellows (Completed)*
2. *Evaluation of Fellowship by Site Preceptors (Completed)*
3. *Quarterly Reports to SCDHHS in 2008 for Prevention Partnership Grant*

Constituent Contact

1. *47 Kassab Fellows in Spring 2008.*
2. *34 different community health sites served in 6 Pee Dee Counties (Marion, Marlboro, Williamsburg, Florence, Darlington, Lee) where Fellows interacted with hundreds of patients or clients.*
3. *12 Health Screenings performed in 3 target counties plus lower Florence.*
4. *280 patients screened*
5. *1 retired volunteer physician (Berentha George, MD) has attended most screenings to assist*

6. *6 faculty and 7 students on Steering Committee for Fall Health Forum (faculty are Rooks, Bauer, Malaiyandi, Dineley, Knowles, King)*

Planning Issues

1. *Continue to identify community health sites for Fellowship (especially in Williamsburg)*
2. *Orientation for Fall Fellows*
3. *Health Forum Planning continues*
4. *Hiring 2 graduate students in May with SCHHS grant:*
 - a. *Mary Ward (Psych) to assist with health assessment survey to be offered at screenings*
 - b. *LeAnn Blais (Ed) to assist with educational offerings at screenings.*
5. *Seek continued funding for screening lab work (either extending SCHHS grant into 2009 or new funding source)*
6. *Develop shadowing program for pre-health students with providers in Florence (MDs, PAs, NPs, pharmacists, therapists, etc). This would be distinct from the ARCH program and would provide no stipend since Florence is not one our the rural target counties.*

Office of Career Development

Submitted by Dollie Newhouse, Director

Mission

The Office of Career Development (OCD) supports the educational goals of the University mission by providing a comprehensive, educational approach to career development that helps students and alumni learn about the career development process as a life skill and apply it to their individual circumstances. Specialized services and programs are designed and targeted for FMU students and alumni to serve as a link from college to the world of work.

Goals and Objectives

- 1. Goal: To better assess our student/alum constituents' satisfaction with policies, procedures, and programs designed to increase their understanding of the career development process as a life skill and their ability to apply it to their individual circumstances.**
 - *OCD director created "Career Development Evaluation Form" to assess student/alum constituents' satisfaction with OCD services. The evaluation form was derived from NACE guidelines for assessing career development goal points.*
 - *OCD staff asked student/alum constituents who visited the office to complete the evaluation form.*
 - *OCD staff created a report from the evaluation forms' data for Fall 2007. Because the number of completed evaluation forms was so small in the spring semester, no report was created.*

- 2. Goal: To better assess employers' satisfaction with policies, procedures and programs designed to assist employers in the recruitment of FMU students and alums.**
 - *OCD continued to survey employers participating in the job fair.*
 - *OCD plans to create a yearly survey, derived from NACE guidelines, for all employers who use OCD services.*

- 3. Goal: To collect more accurate employment rates for FMU graduates.**
 - *Job Fair Expo invitations for students and alums included directions for completing OCD's online survey.*

Events, Fall 2007 and Spring 2008

- 2008 Spring Job Fair: 217 students in attendance
- 5 résumé workshops: 123 students
- 3 Interview Workshops: 87 students
- "Professionalism in Workplace" (RA Workshop): 34 students
- OCD Spring Workshop Series: 30 students
- Spring 2008 Job Fair Expo: 217 students, 60 businesses.
- Kaplan Practice Testing Event: 97 students
- Mock Interviews: 6

Upcoming Event

- 2008 Volunteer Fair
- Fall 2008 Job Fair Expo

Assessment Activities

- Fall 2007 Survey of Office Users (attached)
- Survey of Fall 2007 and Spring 2008 Job Fair Expos (attached)

Constituent Contact

Part One: Attendance, On-campus Events

- 2007 Volunteer Fair: 101 students
- Fall 2007 Job Fair Expo: 190 students; 56 organizations
- Spring 2007 Job Fair Expo: 217 students; 60 organizations
- 7 Resume Workshops: 197 students
- 4 Interview Workshops: 124 students
- CIA Recruitment Event: 28 students
- Woodforest Bank Information Table: n/a
- "Professionalism in the Workplace": 34 students
- OCD Workshop Series: 30 students
- Kaplan Practice Testing Event: 97 students
- Mock Interviews: 12
- Palmetto Priority Schools Teacher Recruitment Fair: n/a

Part Two: Office Visits

- Fall 2007: 143
- Spring 2008: 160

Part Three: College Central Network

- Online Resume Critiques, Fall 2007: 128
- Online Resume Critiques, Spring 2008: 136
- New Employers Registered: 7
- Jobs Posted: 124
- Number of Resume Searches: 5
- Number of Times Individual Resumes Viewed: 285

Planning Issues

- Increasing the number of student/alum constituents who complete a "Career Development Evaluation Form."
- Increasing number of alums who complete the online employment survey.

Career Development Assessment Documents

(See subsequent pages)

Fall 2007 Job Fair Expo Recruiter Survey

As a part of Francis Marion University's Fall 2007 Job Fair, the Office of Career Development asked the recruiters present to fill out a survey evaluating specific areas of the event. The 30 surveys received assessed the hospitality of the faculty, the attendance, the facility it was held in, student participation, and their overall satisfaction. The results are as follows:

Recruiter Tallies of Job Fair	
Area of Assessment	Average (scale from 1-5)
Event Format	4.0
Student Participation	3.7
Courtesy of Staff	4.4
Facilities	4.3
Overall Satisfaction	3.9
Total	20.3 out of 25.0

In the open answer section of the survey, the recruiters were asked what they felt could be improved. Along with more student participation they had a few suggestions for areas that could be enhanced for the next job fair. Their suggestions include:

- Providing assistance with loading and unloading their vehicles.
- Holding the fair in a larger facility to better accommodate recruiters and students.
- Removing the tables from the middle area. They were hard to see and bunched together.
- Asking students to dress more professionally.
- Allowing time to meet with fellow recruiters.
- Providing more room for displays.
- Holding a job fair for education majors only.

Although the recruiters felt that some areas of the job fair could be improved, there was an overall agreement that the fair was well organized and the staff was a big help. Below are areas that the recruiters felt the staff excelled in.

- The location and facility of the event was great and very accessible.
- The fair was attended by students who mostly came prepared and seemed very educated in their field.
- The staff for the job fair was excellent and very willing to help.
- The job fair was very organized.
- The time for the job fair was great to recruiters.
- The fair gave recruiters a chance to meet new students.

Spring 2008 Job Fair Expo Recruiter Survey

As a part of Francis Marion University's Spring 2008 Job Fair, the Office of Career Development asked the recruiters present to fill out a survey evaluating specific areas of the event. The 46 surveys received assessed the hospitality of the faculty, the attendance, the facility it was held in, student participation, and their overall satisfaction. The results are as follows:

Recruiter Tallies of Job Fair	
Area of Assessment	Average (scale from 1-5)
Event Format	4.1
Student Participation	3.7
Courtesy of Staff	4.3
Facilities	4.0
Overall Satisfaction	3.9
Total	20.0 out of 25.0

Recruiters were also asked how many students they met during the fair. The results are as follows:

Contacts Made	Number of Recruiters
70	1
55	1
50	1
40	4
33	1
30	1
28	2
25	6
24	1
23	2
22	1
21	2
20	6
18	1
15	4
12	2
10	3
7	1
3	1
Total Contacts Made	1,108

In the open answer section of the survey, the recruiters were asked what they felt could be improved. Along with more student participation they had a few suggestions for areas that could be enhanced for the next job fair.

- There should be more room for displays.
- There should be a better selection of beverages for recruiters.
- Hold fair in a larger facility to better accommodate recruiters and their displays.
- More student participation is needed.
- The time for the fair could be shortened.
- Divide the tables by majors- try not to mix them all together.
- There should be bottled water available to the recruiters.
- Some of the students did not have on the proper attire.
- This event should be publicized more in the news and papers.

Although the recruiters felt that some areas of the job fair could be improved, there was an overall agreement that the fair was well organized and the staff was a big help. Below are areas that the recruiters felt the staff excelled in.

- The students were very prepared for the event and made excellent eye contact.
- There was a lot of room to move around!
- The staff was very friendly and courteous!
- The students seemed very enthusiastic to be there!
- The student helpers were great!
- “We had the opportunity to meet so many people in a short amount of time.”
- The display format was great!
- There was a wide range of majors available.
- The set up was improved from the last fair.
- There were lunches and refreshments available to the recruiters.
- There was a constant flow of students.
- “Students this year were eager to work!”
- “The use of the gym for employer booths allowed for ample room and comfort for everyone.”
- “Much better experience and turnout than last year. Looking forward to this Fall.”
- “I liked the eagerness of the students and alumni of stopping by the booths. I would definitely want to attend the next job fair!”

Student Evaluations of OCD Fall 2007

After reviewing the 61 surveys done by Francis Marion students to the Office of Career Development, the results are as follows:

Area's of Interest Discussed at Meetings with Students	
Area Addressed	Number of Times Addressed
Understanding resume and cover letter	34
Learn how to create resume and cover letter	35
Develop interview skills	3
Learn and conduct a job search	5
Locate job leads	3
Learn about my areas of interest	16
Decide on a major	7
Choose a career path	8

The students wanted the most help with the resume and cover letters and learning about possible areas of interest for their career. Students were also asked to rate the staff and service on a scale from 1-5. Below are the results:

Staff Evaluation Questions	
Area Assessed by Students	Average Score
The OCD staff was courteous and helpful	4.8
As a result of visiting OCD, I have a better understanding of what I need to do to plan for my career	4.6
The reason for my visit today was addressed to my satisfaction during my appointment	4.8
I am more confident about my ability to make career-related decisions as a result of my visit today	4.6
Total Score	18.8 / 20.0

The students seemed very pleased with the services the Office of Career Development offered and felt that the staff went above and beyond to assist them. There were no negative comments or suggestions for improvement made by the students and actually many of them left cheerful comments for the staff. Here are some below:

- “The handouts I was given were very helpful and easy to understand.”
- “It was my pleasure to come in and receive information about resumes!”
- “Mrs. Lane was very helpful and I will recommend her to other students.”
- “Very good counselor- Mrs. Lane is as real as they come. I love her attitude and her honesty. Thanks!”
- “My visit was very helpful and informational. My visit today has provided me with the knowledge to make wise career choices.”
- “Great meeting. Mrs. Lane helped me so much with learning how to do different resumes for different jobs.”
- “I came into this office not having a clue as to what I wanted in a career. Everyone was so helpful and genuinely kind. Everyone made me feel totally comfortable and now I am ready to get started on my career path.”