

Francis Marion University
Division of Student Affairs
Annual Report
June 30, 2009

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. The Division of Student Affairs will identify methods to significantly increase efficiency while minimizing the impact on services for students.
 - A. Each department is required to identify and implement strategies to decrease costs while increasing operational efficiency.

On average, departments have absorbed a 20% reduction in operating costs by implementing a wide variety of efficiency measures such as increasing the utilization of on-line publications in lieu of print publications, developing more efficient methods of service delivery, seeking less costly alternatives for traditional activities.
 - B. The Division of Student Affairs will conduct a comprehensive review with the purpose of realigning functions to increase efficiency of service delivery, student satisfaction, and personnel.

During the past year, the Division of Student Affairs has undergone restructuring that provides more cross-training among staff, increases the number of collaborative activities, and realigned both personnel and functions.
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 continues to be made in this area. All departments participate in some type of program assessment, yet some are more advance than others.
 - 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 provided by the departments, and has been increasingly used for more substantial service delivery.
 - 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 personnel have accessed campus resources more consistently to develop and produce promotional brochures, posters, and other materials.

Recent Events

- The Division of Student Affairs held its annual planning retreat on July 23, 2008. During the retreat, the Student Affairs staff reviewed the divisional mission statement, presented annual goals and objectives for each department, participated in professional development activities, 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 and provided training on effective communication.
- 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 multiple presentations to student participants, assisted with all activities, and provided support during course registration.
- Leadership FMU, and Leadership Development program, was fully developed and implemented by the Dean of Students office.
- The Emergency Communications Protocol was jointly developed with Campus Police for inclusion in the FMU Emergency Management Plan, including the Swamp Fox Alert system.

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, campus police & parking issues, student activities on weekends, access to public transportation, and improving dining service options.

Planning Issues

1. Based upon the declining economy, the divisional staff will continue to be creative in providing low or no cost activities for student involvement as well as identify and implement efficient service delivery 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. While funding has not been available, staff members continue to plan.
3. Offices within the division will continue to increase assessment activities and utilize outcomes to improve operational effectiveness.

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

(1) The advisory board was convened and met once during the fall semester to discuss the possibilities of a Leadership Summit and in-service activities for graduates of the program. The board consists of recent graduates from the Leadership FMU program and one member of the Leadership FMU Advisors.

(2) Due to budgetary constraints, the Leadership Summit for the spring semester did not occur, but one in-service for the Leadership FMU graduates took place. The session was entitled, "The Art of Zen and Leadership". The program was conducted by Dr. Heather Epps, professor of English in the FMU Writing Center.

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

Derrick Young, Coordinator for Recreational Sports was added as a member of the board. Mr. Young attends the meetings and facilitated a case study on ethics. The featured faculty/staff speakers for the year were: Angela Crosland, Dr. Peter King, Jay Dowd, Elizabeth "Libby" Cooper, Dr. JoAngela Edwins, Dr. Jacqueline Jones and the vice president for student affairs, Darryl Bridges. At the end of the spring semester, Dr. Peter King was added to the advisory board and will begin working with the board in fall 2009.

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

After evaluating the structure, the positions of executive director, assistant director, secretary/historian, treasurer, and program chairs for educational/cultural and social/special events were added. The restructuring proved to be a positive change in an effort to redirect the type of programming the board offered. Toward the end of the fall semester, the advisor conducted a SWOT analysis to assess the structure for the UPB executive board. Due to the evaluation, it was determined that the structure of the UPB would resemble programming boards at similar institutions, which included limiting the number of members, diversifying the programming focus to include weekend and community service programs and implementing a campus-wide selection process. The selection process was successful and the board will be composed of 20 members: 14

upperclassmen and 6 first-year students. The treasurer position was removed and chairs for marketing and promotions, weekend programming and campus outreach were added to the structure. Each chair will be assisted by 2-4 assistant chairs and the executive chair position will remain. In addition, the UPB will benefit from a training retreat, an operational manual and the implementation of guidelines for behavior and expectations. The students met on May 7, 2009 for a planning meeting.

3. To increase professional training for staff members of the Dean of Students Office.
The hearing officers in Housing and Residence Life and the Dean of Students Office met for additional judicial training. In the spring semester, the Dean of Students Office met twice to establish topics and practical training options.
4. To increase the overall effectiveness of the promotional and informational publication for the division to the campus community.
The coordinator for multicultural and international student affairs has been identified as the staff member who will work with the dean of students to create an information packet for the division of student affairs. At the end of the spring semester, the coordinator began the process of getting pictures and establishing a process for reviewing the division web pages.

Programs and Services

August 2008

- Student Organization Training Day
- Welcome Week Activities
- Formation of the Greek Council (IFC, NPC, NPHC and NMGC)
- Greek Council: “Welcome Back Jam” (Over 400 students in attendance)

September 2008

- National Panhellenic Council Recruitment
- Leadership FMU sessions began (19 participants)
- Welcome speaker at the South Carolina Congress of Advancement Conference hosted by the GLBSA of FMU.

October 2008

- Served on panel for program on feminism and the presidential election. The session was sponsored by the Gender Studies Department.

January 2009

- Martin Luther King Jr. Celebration

February 2009

- Served as one of the speakers on college students and domestic violence. This session was sponsored by the Gender Studies Department and the V-Day student organization.

April 2009

- Leadership FMU Graduation – Speaker: Jay Dowd, V.P. for Development
- Omicron Delta Kappa Induction Ceremony 04/13/09

- Greek Week 04/13 – 04/15/09
- Student Life Awards 04/22/09 (Approximately 65 in attendance)

May 2009

- Attended the Peach Belt Athletic Conference Meeting in the role as Senior Woman Administrator.

Judicial Affairs (Student Conduct)

There were a total of 406 individuals reported on incident reports for the fall semester. Of the 406 individuals, 218 were students, 104 were unknown persons or incidents with unknown suspects and 85 were non-students.

University Programming Board

August 2008

- UPB Executive Officer Training
- Dr. Wand – Hypnotist (1250 students in attendance)

September 2008

- Adam Ace – Comedian (275 students in attendance)
- Peter Bielagis – Financial Consultant (35 students in attendance)

October 2008

- Salsa Magic! Event (85 students in attendance)
- Mike Green – Alcohol Educator (55 students in attendance) this program was a collaboration with the Athletics Department.

November 2008

- UPB Game Show “Are you Smarter Than a 5th Grader?” (25 students in attendance)

January 2009

- Student Health Fair (Over 125 in attendance)

February 2009

- Homecoming Week Activities
 - Black Light Casino (Over 200 students in attendance)
 - Homecoming Ball (Over 250 students in attendance)
 - Homecoming Showcase (Roy Wood Jr. – comedian and Street Drum Corps – band: Over 300 in attendance)
 - Patriot Fest – children’s table (Over 10 children participated)
 - Homecoming Court

March 2009

- APCA (Association for the Promotion of Campus Activities) Conference – Atlanta, GA 3/18 – 3/22/09: 6 students and two advisors in attendance
- Cultural Coffee House – Spoken word artists: Gabriella Garcia and Jon Goode (150 in attendance)

- Human Rights Tour 03/30 – 04/01/09
 - Coffee House (50 students in attendance)
 - Film: Invisible Children (1 student in attendance)
 - Human Rights Festival (125 students in attendance)

April 2009

- Spring Fest (Over 350 students in attendance)
- “Mind Games and V-Games” (Over 100 students in attendance)
- GospelFest featuring Genesis (Over 100 students in attendance)
- Weekend Movie attendance averaged between 20 – 25 students

Upcoming Events

August 2009

- UPB Training Retreat August 18-19
- Freshmen Move-In August 22
- Welcome Week August 22-29
- Student Organization Training August 29
- Leadership FMU Recruitment

Assessment Activities

The Leadership FMU Advisory Board met throughout the fall semester to plan the spring using the same assessment results from the Leadership Think Tank which occurred during the 2007 spring semester to determine the formation and topics for the program. The board will conduct a new assessment process for the spring semester utilizing recent graduates from the program.

At the end of the fall semester a SWOT analysis of the University Programming board was conducted and shared with the UPB executive board. The results from the discussion determined a new structure that will be implemented in fall semester 2009.

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. Meeting and/or speaking via telephone with three parent regarding complaints regarding the discipline process
2. Three meetings regarding class disruption
3. One meeting with a student regarding behavior that may have been related to previous emotional disturbances.

Planning Issues

Due to staffing transitions, the planning for programs and services continue to be either delayed or adjusted. Specifically, the coordinator of student life remains vacant and the duties have been successfully distributed among the staff members in the Dean of Students Office. The office will continue to make adjustments as needed.

As of March 2009, LaTasha Brand resumed her duties as Assistant Dean of Students. Ms. Brand's duties were later refined to focus on student involvement. Brand will assume the primary duties of advising the University Programming Board, student organization management and training, Pride of the Patriot and the Student Life Awards, Welcome Week and other duties that involve direct student engagement. The delineation between the assistant dean positions should greatly enhance the planning of programs and services.

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.

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 test security and confidentiality of examinee results.

Goals and Objectives

1. Begin supplementing the Judicial Educator for first-offense alcohol evaluations (replacing Alcohol 101).

- A. Compose a letter to each student who has completed Judicial Educator inviting students to follow up at the Office of Counseling and Testing (using the principles of motivational interviewing and intervention).
Completed December 15, 2008.
- B. Provide the Dean of Students Office with Counseling and Testing letterhead so letters can automatically be generated to students with alcohol/drug offenses.
- C. Supplement the letter from OCT with an informational brochure that summarizes risks with alcohol and other-drug use.
Completed December 15, 2008. Selection of Options for Mastering the Challenges of College Life (a handbook for students with a history of family alcohol or substance abuse)

2. Review the grievance procedure process for students with disabilities and make sure that the process meets recently updated standards published by the Office of Civil Rights.

- A. Participate in training that outlines necessary requirements for grievance policies and procedures.
Completed October 24, 2008. Dr. Lawson attended a training conducted by the chief attorney for the Office of Civil Rights.
- B. Review Francis Marion's grievance policies and procedures with Dr. Charlene Wages, VP for Administration.
- C. Re-write, as needed, and publish any new policies and procedures.

3. **The Enforcing Underage Drinking Laws (EUDL) taskforce will establish a peer education program during the 2008-2009 academic year.**
 - A. Purchase the peer training program published by BACHHUS.
Completed July 2008 through a donation from Circle Park Behavioral Services.
 - B. Outline a training schedule for the year and recruit participants.
Completed October 2008. Student participants had their initial meeting during National Collegiate Alcohol Awareness Week.
 - C. Conduct training sessions.
Completed April 2009. Seven students completed all 12 hours of training and were recognized at a dinner hosted by EUDL at the end of the semester. The peer educators received t-shirts, certificates and pins as recognition for their training.
 - D. Establish potential interventions/services of peer-trained, student educators.
Completed April 2009. Agreement made by EUDL that the peer educators will be given a large planning role in National Collegiate Alcohol Awareness Week (Fall 2009) and for preventative programming prior to spring break 2010.

4. **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.**
 - A. Discontinued. The faculty member who had responsibility for this project retired in May 2008. The project has not been reassigned. If there is renewed interest by the School of Business, this office will agree to support it.
 - B. Addendum. The College Board, the company responsible for the College-Level Examination Program (CLEP), is adding a new exam option for the 2009-2010 academic year. The exam is entitled "Information Systems and Computer Applications" and may be an option for the School of Business. Preliminary information about the exam was forwarded to Dr. Barry O'Brien, Dean of the School of Business (May 2009).

5. **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.**
 - A. Seek approval from Registrar's Office and Provost's Office for system of awarding credit.
Completed July 2008 through Regina Smeltzer, faculty member in the School of Nursing.
 - B. Determine the fee to be charged to participants.
Completed July 2008. Students to be charged the regular proctoring fee of \$15.00 (used for multiple tests administered by OCT).
 - C. Secured the exam from the School of Nursing and administer to examinees. OCT responsible for administering the test in a secure, standardized environment. School of Nursing responsible for scoring the exams and awarding appropriate credit.

Completed August 2008. Approximately five individuals participated in the optional testing.

6. Hiring and training of new administrative assistant. Departure date for previous staff member, Hope Lewis, was June 6, 2008.

Completed July 2008. Brandon Turbeville, an FMU alum with a BA in English, began his employment on July 28, 2008.

Recent Events

- Dr. Lawson and Ms. Heyward each agreed to supervise a 30-hour practicum experience for two graduate students in the clinical/counseling program (January-April 2009)
- Security system was upgraded for the testing room (new cameras, DVR and monitor). (January 2009)
- Dr. Lawson attended a “train the trainer” meeting with Cecilia Smith, FNP. Topic was on smoking cessation. (February 24, 2009)
- Ms. Heyward completed her recertification as a Prime for Life facilitator (Prime for Life is a psycho-educational program for working with individuals with alcohol and/or other drug convictions). Ms. Heyward is currently employed as a contract worker for Circle Park Behavioral Services and conducts Prime for Life groups with high school and college students. (April 2009)
- CollegeBoard/Accuplacer (the test used for the English Placement test) migrated to a new platform this year. Dr. Lawson completed the required tasks for migration on May 13, 2009.
- Ms. Heyward serves as the chair for the Parenting Issues Task Force which sponsors an annual conference targeted to parents in the Florence community (many attendees are sponsored by agencies such as DSS, foster care, and Head Start). This year’s theme was “I’m the Designated Parent” and was designed to help parents take an active role in addressing drug and alcohol issues with their adolescent children. The program included a keynote speaker and panel discussion with representatives from the community. Dr. Paul DeMarco, from FMU’s Arch program, was a panel participant.
- Ms. Heyward attended a professional development conference in Chapel Hill, NC, sponsored by the Suicide Prevention Resource Center and the American Association of Suicidology. The conference introduced core competencies in the assessment and management of suicide risk and was targeted toward university and college mental health professionals. (May 21, 2009)

Constituent Contact – Outreach and Programming

New Student Orientation (August 7, 2008)

- Dr. Lawson chaired two panel discussions for parents regarding support and safety issues for students
- Ms. Heyward made a presentation to all freshmen regarding services at OCT.
- Ms. Heyward and Dr. Lawson facilitated a session for all parents and guests regarding transition issues of new college students.

New Faculty Orientation (August 15, 2008)

- ADA issues and Dealing with Distressed and Distressing Students (Aug. 15, Lawson and Heyward)

Resident Assistant Training (August 21, 2008)

- Dr. Lawson did a training session on “How to Recognize and Intervene When Students Experience Mental Health Crises.”

Campus Programming

- The Office of Counseling and Testing & Student Health Services hosted an open house for new freshmen called “Pop in for Popsicles.” (August 18, 2008)
- Ms. Heyward and Dr. Lawson participated in the Student Health Fair (coordinated by FMU’s University Programming Board). Staffed a table and provided information about our services. (January 29, 2009)
- Dr. Lawson participated in a campus tour for students with disabilities in the ATEC program sponsored by Vocational Rehabilitation Services. Approximately 35 students attended Dr. Lawson’s Psychology 206 course as guests. (March 3, 2009)
- Ms. Heyward facilitated an anxiety management group for four graduate students enrolled in a clinical counseling class in the School Psychology masters program. The participants attended seven group meetings for 75 minutes each session.
- Ms. Heyward participated on the Orientation Planning Team and assisted with the interviews for prospective orientation leaders (March 25, March 31 and April 1, 2009)
- Ms. Heyward – seven students completed a 12-hour training program for Peer Education certification. The program is designed to empower students with the training to educate, intervene and assist their peers in making healthy lifestyle choices. (Two training dates were held in the fall semester and three were held during spring semester. The recognition dinner was held on April 20, 2009)
- Dr. Lawson chaired the Pride of the Patriots selection committee and presented the awards at the Student Life Awards. (April 22, 2009)

Classroom and Campus Presentations (Fall 2008 and Spring 2009)

- Ms. Heyward administered the Myers-Briggs Personality test and provided feedback to five University Life 100 classes test. Provided a general information session regarding counseling services to another UL 100 class. (11 dates in September 2008)
- Dr. Lawson provided a crisis debriefing group for the coach and members of the FMU Golf Team. A member of the golf team was killed in an auto accident on 9-3-08. (Sept 4th, 2008)
- Dr. Lawson gave a presentation entitled “Reaching Your Peak Performance on Standardized Admission Tests” to Ars Medica (Sept 30th, 2008)
- Dr. Lawson participated in stress management activity and training session (sponsored by Ben Miller, an RA, as part of his programming). Students made “squeeze balloons” and OCT presented on stress management tips. (Oct. 28, 2008)
- Ms. Heyward conducted a relaxation training session for the Collegiate Chapter of Delta Sigma Theta (Nov. 13, 2008)
- Dr. Lawson gave a presentation entitled “Reaching Your Peak Performance on Standardized Admission Tests” Presentation to the Senior Seminar class in Biology (Nov. 14, 2008)
- Dr. Lawson gave a presentation entitled “Career Options for Psychology Students Interested in Clinical Psychology” for a Psychology 220 class (Nov. 18, 2008)
- Dr. Lawson was a panel participant during the Vagina Monologues Week. Presented on unhealthy relationship dynamics (February 2, 2009)
- Dr. Lawson attended a meeting with the Early Childhood Education faculty. Purpose of meeting was to discuss students with disabilities and their needs/challenges during the advanced part of their curriculum (i.e., student teaching) (February 12, 2009)
- Dr. Lawson facilitated three training sessions on anxiety management to 1st semester juniors in the nursing program (March 5th, March 26th and April 4th 2009)
- Ms. Heyward administered the Myers-Briggs Personality test and provided feedback to four University Life 100 classes. Provided a general information session regarding counseling services to another UL 100 class. (February 2009)
- Dr. Lawson - “Reaching Your Peak Performance on Standardized Admission Tests” Presentation to the Senior Seminar class in Biology (March 6, 2009)
- Dr. Lawson - “Career Options for Psychology Students Interested in Clinical Psychology” presented to the Psychology 220 class (March 31, 2009)

- Dr. Lawson presented at a colloquium sponsored by the English department. Topic: psychological dynamics of the protagonist in Into the Wild (the book was required reading in many of the composition courses this semester). (April 1, 2009)
- Dr. Lawson presented on anxiety management strategies for senior nursing majors (who are preparing for their clinical boards this semester). (April 6, 2009)

Community Presentations and Programming

- Dr. Lawson presided as Chair for a SUCCEEDS conference (a post-secondary disability professional group). Conference was held at Midlands Technical College with a satellite link to the Office of Civil Rights (OCR). Conference participants heard a presentation by the Chief Attorney for OCR and two legal investigators for the office. Discussion centered on grievance procedures and general protocols for avoiding a negative OCR finding. (October 24th)
- Dr. Lawson presided as Chair for a SUCCEEDS conference (a post-secondary disability professional group). Conference was held at Midlands Technical College. Conference participants discussed the new ADA amendment and discussed new technologies for accommodating students who are deaf or hard of hearing. (March 12, 2009)
- Dr. Lawson – guest speaker at a Future 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. (March 13, 2009)
- Dr. Lawson – guest speaker at a College Success Workshop sponsored by Florence District 1 at Poyner. Topic: transition issues for students with disabilities. Audience: students with disabilities and teachers/staff involved in the transitions process (South Florence High School and Wilson High School) (March 27, 2009)

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

- Administration of the English Placement Test for the entering freshman class.
- Training of two new graduate assistants from FMU's clinical/counseling masters program (Crystal Shumgart and Karen Copeland will be working 10 hours each throughout the summer).
- Orientation Sessions – June 11-12, June 25-26, July 16-17, Aug
- Praxis – June 13 and July 25

Assessment Activities

Disability Services

Academic progress was assessed for the 44 fall students and 41 spring students with open disability folders. The majority of the students (75%) did pick up their accommodations memos at the beginning of the semester. The average GPA for students with disabilities was 2.67 in the fall and 2.82 in the spring.

- Five students graduated: one in fall and four in spring.
- One student was dismissed (fall semester).
- Four students were placed on academic probation during the academic year.
- Seven students withdrew/transferred between the fall and spring semesters.

Student Demographics – Disability Services – Fall 2008 Semester

Gender		Ethnicity		Class	
Male	17 (39%)	African-American	7 (16%)	Freshman	8 (18%)
Female	27 (61%)	Caucasian	37 (84%)	Sophomore	9 (21%)
				Junior	12 (27%)
				Senior	15 (34%)

Student Demographics – Disability Services – Spring 2009 Semester

Gender		Ethnicity		Class	
Male	15 (37%)	African-American	06 (15%)	Freshman	8 (18%)
Female	26 (63%)	Caucasian	35 (85%)	Sophomore	9 (21%)
				Junior	12 (27%)
				Senior	15 (34%)

Disability Services – Demographics

Type of Disability	Fall	Spring
ADHD	7	5
ADHD/Psychiatric	2	1
Blind/Low Vision	2	2
Deaf/Hard of Hearing	5	3
Deaf/Hard of Hearing/Dexterity	0	1
Dexterity/Fine Motor	2	1
LD	8	8
LD/ADHD	4	4
LD/Borderline IQ	1	1

Medical Condition	3	4
Medical/Dexterity	0	1
Mobility Impairment	3	3
Pervasive Developmental Disorder	2	1
Psychiatric	3	3
Psychiatric – Veteran	1	1
Traumatic Brain Injury	1	1
Traumatic Brain Injury – Veteran	0	1
Total	44	41

Counseling Services

Client Demographics – Counseling Services – Heyward & Lawson – Fall 2008/Spring 2009

Gender		Ethnicity		Class	
Male	24 (20%)	African-American	46 (38%)	Freshman	22 (18%)
Female	96 (80%)	Biracial	05 (04%)	Sophomore	22 (18%)
		Caucasian	66 (55%)	Junior	29 (24%)
		Hispanic	01 (01%)	Senior	40 (33%)
N=120		Not Reported	02 (01%)	Grad	07 (06%)

Client Demographics – Counseling Services – Heyward – Fall & Spring (2008-09)

Gender		Ethnicity		Class	
Male	12 (22%)	African-American	29 (53%)	Freshman	17 (31%)
Female	43 (77%)	Caucasian	25 (45%)	Sophomore	09 (17%)
		Hispanic	01 (02%)	Junior	14 (26%)
				Senior	15 (28%)
N= 55				Grad	00

Client Demographics – Counseling Services – Lawson – Fall & Spring (2008-09)

Gender		Ethnicity		Class	
Male	12 (18%)	African-American	17 (26%)	Freshman	05 (08%)
Female	53 (82%)	Biracial	05 (08%)	Sophomore	13 (20%)
		Caucasian	41 (63%)	Junior	15 (23%)
N=65		No Answer	02 (03%)	Senior	25 (38%)
				Grad	07 (11%)

Constituent Contact – Counseling – August through April 2009

	Heyward	Lawson
New Clients	52	55
Returning Clients	06	10
Consults	01	14
Disability Appointments	00	45
Group Hours	31	02
Total Clinical Hours	277	459
Outreach Presentations	20	20

Constituent Contact – Counseling – Fall 2008

	Heyward	Lawson
New Clients	23	27
Returning Clients	03	10
Consults	00	08
Disability Appointments	00	29
Group Hours	21	02
Total Clinical Hours	132	231
Outreach Presentations	12	10

Constituent Contact – Counseling – Spring 2009

	Heyward	Lawson
New Clients	29	28
Returning Clients	09	13
Consults	00	06
Disability Appointments	00	16
Group Hours	10	00
Total Clinical Hours	155	228
Outreach Presentations	08	10

Constituent Contact – Testing – Fall 2008

Name of Test	August	September	October	November	December	Total
ACT (On-Campus)	00	00	00	00	00	00
CLEP	03	05	07	06	06	27
Dantes	01	01	01	01	02	06
Eng Placement	66	19	06	02	05	98
Eng 111 Bypass	02	03	01	00	00	06
Eng 112 Exemption	00	01	00	00	00	01
MAT	14	04	06	04	00	28
Myers-Briggs	01	86	01	02	00	90
Praxis	00	150	00	381	00	531
Proctor	01	00	00	00	03	04
SAT (On-Campus)	00	01	01	06	01	09
Strong Interest Inventory	01	00	03	03	00	06

Semester Total = 185 on-site tests (does not include Myers-Briggs or Praxis)

Constituent Contact – Testing – Spring 2009

Name of Test	January	February	March	April	Total
ACT (On-Campus)	01	00	01	01	03
CLEP	06	03	02	01	12
Dantes	01	01	01	00	03
Eng Placement	17	00	02	28	47
Eng 111 Bypass	00	00	00	00	00
Eng 112 Exemption	01	00	00	01	02
MAT	03	05	11	07	26
Myers-Briggs	00	62	00	11	73
Praxis	366	00	490	467	1,323
Proctor	01	02	00	01	04
SAT (On-Campus)	01	06	04	03	14
Strong Interest Inventory	01	06	00	05	12

Semester Total = 123 on-site tests (does not include Myers-Briggs or Praxis)

Planning Issues

- Training of two new graduate assistants who will be starting at the end of May
- Participation in summer orientation
- Implementation of Peer Educator Program (using peer educators to plan National Collegiate Alcohol Awareness Week)
- Completing Revised Grievance Process

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. To implement programs that effectively challenges 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. Program participation and quality are discussed during monthly Multicultural Advisory Board (MAB) meetings. The survey results yielded a 91% satisfaction rate among participants.

- 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.

Guest lecturers, including faculty and staff have been added to enhance the quality of educational and diverse programming at FMU. Campus community partners who have helped to identify and encourage strong diversity programs include Dr. Janis McWayne (Women's Empowerment Workshop "WEW"), Angela Crosland (WEW, MLK Celebration), Mary Dittman (WEW), and Dr. Wendy Caldwell (Hispanic Heritage Month). Advertisements have been formed through facebook groups, mass email to faculty/staff, and in-class announcements.

2. To advise student groups and/or individuals effectively on the basis of programming, planning, ethical decision-making, and time management.

- 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.

Student Organizations have been informed and advised to maintain healthy relationships with their faculty/staff advisors through one-on-one meetings and Student Organization Training Day. Among the 48 currently registered organizations, all organizations have been encouraged to collaborate with other groups and academic departments to provide a variety of programming opportunities for their fellow students.

- B. Review present operations and programming efforts of NPHC and make suggestions based on university standards and student expectations.

NPHC's programming efforts have been closely monitored to ensure that group participation and collaboration amongst the eight organizations that comprise the Governing Body reflect positively amongst individual groups and the campus community. Once a Campus Police Report is given after each major NPHC event, the group carefully analyzes the report (interpreted by the Advisor) and offer suggestions as to how to improve communication and event management for future programs. Individual groups have also made an effort to incorporate more educational events in order to apply for Student Government funds (ie. Sigma Gamma Rho Masquerade Ball, Zeta Phi Beta Black & White Social / Etiquette Dinner, etc.)

NPHC's Annual StepFest Competition hosted over 900 guests and a portion of their funds will go towards educational programming during the 2009-2010 academic year. The following items will be considered and advised upon during NPHC's annual training in August, 2009:

*Collaboration amongst member organizations within NPHC
Event Planning with other student organizations outside of NPHC
Use of proper protocol
Educational and Diversity Programming
Effective Communication / Conflict Management
Maintaining a positive individual and organizational reputation*

3. To advise and inform international students on issues relating to the US Department of Homeland Security as well as ensure that they are acclimated to the FMU Campus environment.

- A. Send out reminders periodically 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 were 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.

To date, (8) international students have been approved for Optional Practical Training (OPT) during the 2008-2009 academic term and (1) student is pending in this process.

- B. Review suggestions and expectations of international students and find avenues to support them throughout the campus community.

Through the New International Student Orientation, occasional office visits, and several International Student Advisory Meetings, international students have voice their concerns amongst their fellow peers. Among the concerns include:

- *Transportation*
- *Off-campus events and programs*
- *Employment opportunities*

On-going discussions with various departments are anticipated for the 2009-2010 academic year to help alleviate some of the concerns these students have.

Recent Events

August 2008	NPHC Training New International Student Orientation OMISA – Game of Life Activity
September 2008	NPHC Greek Forum Hispanic Heritage Month Program (with Modern Languages, MAB)*
November 2008	FMU Diversity Seminar Native American Heritage Month Program (with MAB)*
December 2008	Kwanzaa Celebration
January 2009	Annual MLK Day Celebration
February 2009	Black History Month Program (with AAFSC)*
March 2009	Women’s Empowerment Workshop (with Gender Studies, MAB)* Cultural Coffee House (with UPB)* NPHC StepFest ‘09
April 2009	NPHC Induction Governor’s Reception for International Students (Columbia, SC)

**MAB- Multicultural Advisory Board, UPB-University Programming Board, AAFSC-African American Faculty & Staff Coalition, Department of Gender Studies, and the Department of Modern Languages*

Upcoming Events

August 2009	NPHC Training New International Student Orientation OMISA – Game of Life Activity
September 2009	NPHC Greek Forum Hispanic Heritage Month Program MAB Applications Due
October 2009	“Faces of America” (with UPB)

December 2009	Kwanzaa Celebration
January 2010	Annual MLK Day Celebration
February 2010	Black History Month Program
March 2010	Women's Empowerment Workshop
April 2010	NPHC Induction

Assessment Activities

The Multicultural Advisory Board met throughout the year to plan and suggest ideas for educational and stimulating programming. From the meetings, surveys from previous events were evaluated and analyzed through roundtable discussions. Areas of interest that will be revisited in 2009-2010 include:

1. Incorporating more programs in reference to social networking and international awareness
2. Implementing programs that use university faculty and staff as role models for students (speaking engagements, participation)
3. Diversifying student experiences through the use of student-driven activities and added educational context.

Constituent Contact

Contacts with the Office of Multicultural & International Student Affairs is typically in the form of emails, phone calls, occasional student visits, and Facebook correspondence. Specific contacts that required more attention include:

1. (8) OPT applications for international students
2. (29) student judicial conferences
3. (1) conversation with a concerned parent
4. (3) meetings regarding program collaboration with faculty

Planning Issues

In order to serve the growing international population, assessments needs to be made to ensure that they are provided what they need. The International Student Advisory Board may need to meet more regularly in an effort to find out what concerns and expectations are among the international student community. To do this international student schedules will need to be taking into consideration and collaboration with the Athletics Department will be essential to ensuring that this board is successful.

In a time of economic uncertainty, more in-house programming methods are being considered; using the talents of current students, faculty, and staff to provide quality programs for the entire campus community. The lack of funding may affect many of the events that require outside guest speakers and performers.

Campus Recreation Services

Submitted by Derrick Young, Coordinator

Mission

The mission of Campus Recreational Sports is to improve the university experience by involving students in fitness and wellness activities, increasing student knowledge of health and fitness issues, improving student interpersonal and social skills, and to offer opportunities for students to have fun. Intramurals and recreational sports are an essential part of university life that assist students not only in meeting new and possible lifelong friends but offer engaging opportunities for students to get involved in healthy activities that develop good physical, mental, and emotional health. The programs are designed to truly 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 continue the Intramural Student Advisory Competition Committee and receive suggestions for ways to emphasize the importance of good physical and mental health.
 - B. To increase advertisement of events during the year: (freshmen orientation, student advisory competition committee, patriot newspaper, flyers, etc...)
 - C. To revise the CRS web page to include the intramural schedule, pertinent updates, and a student survey.
 - D. To increase the recognition and involvement of students in intramurals by including announcements in the Patriot News, displays on campus bulletin boards, Student Life Awards, and at freshmen orientations.
2. Review and revise all operational procedures regarding guidelines for specific sports and student participation.
 - A. To utilize, review, and revise rules for each sport based on recommendations from the Intramural Student Advisory Competition Committee.
 - B. To revise the intramural and recreational handbook and make them available for students in the Smith University Center.
 - C. To expand the student officials training to include game scenarios, increased interaction among participants and specific training for individual sporting events.

Recent Events

- The Coordinator for Recreational Services attended a one-day conference sponsored by South Carolina Intramural-Recreational Sports Association (SCIRSA) on July 26, 2008.
- The Coordinator for Recreational Services participated in the FMU Orientation program as a member of the Student Affairs panel.
- Campus Recreation started a “Biggest Loser” in conjunction with the “Patriot Mile” walking program.

- Campus Recreation held the 2nd annual “Patriot Games” for students during the week of Homecoming.

Upcoming Events.

- Welcome Back activity for students in University Commons in August
- Fall Intramurals schedule to begin September 1st (See attached schedule)
- New student officials training beginning September 8th
- The “Patriot Mile” walking club interest meeting to be held September 7th

Assessment Activities

1. 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

1. In order to compete in regional and national intramural events, additional funding would be needed.

Student Health Services

Submitted by Cecilia Smith, Family Nurse Practitioner

Mission

The mission of Student Health is to enhance the educational process by utilizing every opportunity to promote lifelong health through review of social history, habits and health history. Assist students to make informed health-related decisions and become good consumers of health care.

Goals and Objectives

1. Create a brochure for Student Health outlining available services.
 - A. Collect and review brochures from other Student Health Centers
Completed: *A brochure was created and printed in color and is utilized at open house or other events involving students.*

2. Participate in event during welcome week for students to be introduced to location, staff and services of Student Health.
 - A. Gather information that would benefit students new to FMU.
Completed: *Ordered brochures of basic health care to distribute. Created business size cards with telephone numbers of student health on one side and counseling and testing on the other side for easy reference for students.*

 - B. Collaborate with OCT and ARCH to jointly promote their respective programs.
Completed: *The show rate for the event was very low. Met with other collaborators of program to reassess plan and how best to serve the students in the future.*

3. Improve assessment of services
 - A. Create new survey tool
Completed: *Unable to locate any useful surveys of other colleges, so continuing with the current survey.*

 - B. Students attending Student Health sponsored events should complete an evaluation after the program
Completed: *All students that were involved in the University Life classes that student health attended were asked for evaluations of the presentation. Overall, evaluations were positive.*

4. Create and distribute an informative guide on wellness and illness resources for International students.
 - A. Work with the Coordinator of Multicultural Affairs to develop effective information for international students.

This is an ongoing project and is being accomplished by conducting a Web search other Student Health Centers and locating an existing FMU international student guide to update the current information.

5. Plan for a tobacco/smoke free campus

A. Gather information from other institutions/businesses that have completed this task
Information gathered from several colleges with useful information, such as a timeline for implementation. Benefits Coordinator for FMU arranged for a smoking cessation seminar on January 28, 2009 through EIP at FMU.

B. Develop outline to begin the process at FMU
This project is being handled by FMU administration.

Recent Events

1. Flu vaccine was administered over a period of three weeks during October, 2008. All vaccine was used.
2. Guest speaker at five University Life classes. Created a Jeopardy game power point presentation which was well received by the students. This increased student participation and competitiveness and was fun for all. Topics were all health related and encouraged the students to make informed choices relating to health.

Assessment Activities

1. 10% of medical charts have been audited this year. Comments made by the auditors were received well and to date have been the best feedback.
2. Satisfaction surveys were continued. Most contained positive comments. Some added that other services should be made available, such as free family planning and STI testing through DHEC, onsite.

Constituent Contact

	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May
Student contacts through health service	69	204	196	97	43	92	189	161	131	21
Student contacts through UL 100 classes		100								
Student contacts through flu vaccine program			22							
Faculty contacts through flu vaccine program			140							
Totals	69	304	358	97	43	92	189	161	131	21
Total for the year	1465									

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.
This project was completed during the 2009 spring semester.
 - B. 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.
 - C. 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.
 - D. 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. 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.
 - C. Update and improve the procedures used to close and secure the building
This project is underway.

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. Conduct and increase Health Screenings in selected counties:
The team travels weekly to sites in Dillon, Marion, Marlboro, and Williamsburg counties as an outreach to some of the Pee Dee's most underserved rural communities. The screenings consist of height, weight, blood pressure, finger stick blood sugar, and lab work. All patients have lab work for cholesterol, liver and kidney function drawn. Diabetics also have a Hemoglobin A1C. Eligible men are offered PSAs. The screenings are free and open to the public and take place in churches, schools, community centers and other appropriate locations.
2. Place Kassab Service Fellows in Appropriate Sites
 - A. *Visit community health sites in 3 target counties to arrange fellowships and sign affiliation agreements with all sites (Completed)*
 - B. *Recruit and place students in service fellowships (Completed)*

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. *50 Kassab Fellows in Fall 2008; 31 in Spring 2009.*
2. *40 different community health sites served in 6 Pee Dee Counties (Marion, Marlboro, Williamsburg, Florence, Darlington) where Fellows interacted with hundreds of patients or clients.*
3. *42 Health Screenings performed in 3 target counties plus lower Florence.*
4. *1,262 patients screened*

Planning Issues

1. *Continue to identify community health sites for Fellowship (especially in Williamsburg)*
2. *Orientation for Fall Fellows*
3. *Seek continued funding for program*

ARCH Health Screenings

Date	Participants	County	Host Site
22 July	11	Marion	Centerville Baptist Church, Centenary
23 July	18	Williamsburg	Mt. Zion United Methodist Church, Kingstree
24 July	25	Marion	Wal-Mart Supercenter, Marion
25 August	1	Williamsburg	First United Methodist Church of Hemingway
26 August	8	Marion	The Progressive Church
27 August	27	Marion	Helping Hands Free Medical Clinic
28 August	29	Marion	Troy-Johnson Learning Center
29 Sept.	5	Lower Flo	Johnsonville Church of God
30 Sept.	12	Marion	St. Timothy Missionary Baptist Church
31 Sept.	19	Marion	Tranquil Methodist Church
32 Sept.	26	Marlboro	Marlboro County Council on Aging
33 Oct.	2	Florence	FMU Smith University Center Commons
34 Oct.	3	Williamsburg	Drucker Drugs & Medical Equipment
35 Oct.	10	Williamsburg	Williamsburg County Recreation Department
36 Oct.	17	Marion	St. Paul Baptist Church, Mullins
37 Oct.	18	Marion	St. James AME Church, Ariels Crossroads Marlboro County Disabilities and Special Needs
38 Oct.	24	Marlboro	
39 Oct.	31	Marion	Community Health Fair, Centenary
40 Nov.	7	Williamsburg	Vital Aging, Kennedy Center, Greeleyville
41 Nov.	14	Williamsburg	St. Mark AME Church, Hemingway
42 Nov.	15	Marlboro	Bennettsville Jubilee Festival
43 Nov.	21	Williamsburg	St. Paul UMC, Kingstree
44 January	23	Marion	Nichols Head Start
45 Feb.	6	Marlboro	First United Methodist Church
46 Feb.	13	Marion	Helping Hands Free Clinic
47 Feb.	20	Marion	Rains-Centenary Early Childhood Center
48 Feb.	27	Marlboro	Marlboro Drug Company
49 March	6	Marlboro	Berea Convention Center
50 March	13	Williamsburg	Williamsburg County Recreation Center
51 March	27	Marlboro	Marlboro Park Hospital
52 April	3	Marlboro	Main Street UMC
53 April	10	Marlboro	Trinity UMC Clio
54 April	17	Marlboro	Senior Circle Center
55 April	24	Marion	The Door of Hope Christian Center

Kassab Fellowship Placement Sites

Fellowship Sites

Fellowship Sites	County
Advanced Medical Associates	Marion
Agape (formerly Helping Hands) Hospice	Marlboro
ARCH Screenings	All
Black River Healthcare	Williamsburg
Campbell Family Practice	Marion
Care South	Marlboro
Dentist-Dr. John Bilder	Marion

Dentist-Dr. Rick Clanton	Dillon
Dentist-Dr. Terry Smith	Marion
Drucker Drug and Home Medical Equipment	Williamsburg
Eau Claire CHC Pharmacy	Columbia
Fowler Rural Medical Clinic	Marion
Free Medical Clinic of Darlington Co.	Darlington
Fresh Start	Marion
Health Care Partners	Marion
Helping Hands Free Clinic	Marion
Hope Health Clinic	Florence
Hospice of the Pee Dee	All
Johnsonville Campus Health Center	Lower Florence
Marion Co.Women's Center-Dr. Burke	Marion
Marion County Medical Center-Occupational Therapy	Mari
Marion County Surgical Center-Dr. Young	Marion
Marion Pediatrics-Dr. Roberts	Marion
Marion-Dillon Co. Board of DSN	Marion/Dillon
Marlboro Co. DSN	Marlboro
Marlboro Park Hospital-Physical Therapy	Marlboro
McLeod Family Medicine-Dr. Odom	Marion
Mercy Medicine Free Clinic	Florence
Mullins Surgical Associates-Dr. Krishnan	Marion
OB-GYN-Dr. Donald Wu	Marion
PDC against Domestic and Sexual Assault	Florence
Pee Dee Mental Health	Marion
Total Family Care-Dr. Floyd	Marion
Tri-County Mental Health	Marlboro
Trinity Behavioral Care	Marlboro
Vital Aging	Williamsburg
Waccamaw Center for Mental Health	Williamsburg
Whittington and Whittington Dental Associates	Marion
Williamsburg Co. Alcohol and Drug	Williamsburg
Williamsburg Co. DSN Board	Williamsburg

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.**
 - A. It remains OCD's policy to ask students/alums to complete an evaluation after each meeting with an OCD staff member.
A small number of students/alums actually completed the evaluation in Spring 2009, and the limited responses do not yield an accurate picture of student/alum constituents' satisfaction with OCD's services. The Fall 2009 addition of a new graduate assistant to OCD's staff provides an opportunity for OCD to recommit to ensuring that students/alums complete the evaluation after meeting with a staff member.

- 2. Goal: To better assess employers' satisfaction with policies, procedures and programs designed to assist employers in the recruitment of FMU students and alums.**
 - A. OCD Director will develop an evaluation for employers based on NACE guidelines.
OCD director researched NACE guidelines for employer evaluations.
 - B. OCD director will work to develop an employer evaluation during the summer of 2009.

- 3. Goal: To improve the daily operation of OCD through more clearly defined procedures.**
 - A. OCD will institute the use of a planning board, on which staff will document important deadlines.
OCD uses planning board to document and prepare for upcoming deadlines and projects.
 - B. OCD director leads a monthly planning meeting for OCD staff.
OCD staff met approximately every three weeks to discuss upcoming events, the operation of CCN, daily operation of the office, and other issues as appropriate.

Events

Fall 2008

1. August 27: Resume Workshop, "Careers in Psychology" (15 students)
2. September 5: Resume Workshop, Biology Senior Seminar (63 students)
3. September 11: Workshop, University Life (25 students)
4. September 24: Volunteer Fair (114 students)

5. September 26: Interview Workshop, Biology Senior Seminar (63 students)
6. September 29: Meeting with Sociology faculty
7. September 30: Interview Workshop, Society for Adv. of Management (20 students)
8. October 1: "Using E-Communication to Your Professional Advantage" (5 students)
9. October 7: "An Evening with SCE&G" (recruiting) (15 students)
10. October 14: "10 Skills Employers Want You to Learn in College" (10 students)
11. October 22: Resume Workshop, Women's Basketball Team (17 students)
12. October 23: "Creating a Resume that Works for You" (12 students)
13. October 27: Professionalism Workshop, Delta Sigma Pi Pledge Class (25 people)
14. October 29: Job Fair Expo (190 students)
15. November 11: "Writing Your Personal Statement for Graduate School" (6 students)
16. November 13: Career Day at Timmonsville HS
17. November 14: Teacher Cadet Day (100 students)
18. November 19: "Negotiating Your Salary" (6 students)
19. November 19: "Email Etiquette," Delta Sigma Pi (35 students)
20. November 20: Resume Workshop, SGA (20 students)
21. Mock Interviews: 10

Spring 2009

1. January 20: Resume Workshop, "Careers in Psychology" @ 12:45 (28 students)
2. January 20: Resume Workshop, "Careers in Psychology" @ 2:10 (20 students)
3. January 21: Kaplan Graduate School Information Table
4. January 30: Resume Workshop, "Biology Senior Seminar" (45 students)
5. February 3: Resume Workshop, "Chemistry Senior Seminar" (3 students)
6. February 17: Interviewing Workshop, "Chemistry Senior Seminar" (3 students)
7. February 20: Interviewing Workshop, "Biology Senior Seminar" (45 students)
8. February 24: Professionalism Workshop, "Business Writing" (20 students)
9. February 25: Internship Workshop, Delta Sigma Pi Prof. Dev. Event (40 students)
10. March 3: OCD Presentation, Chemistry Club regular meeting (15 students)
11. March 7: Kaplan Practice Testing (90 students)
12. March 25: Job Fair Expo (283 students)
13. April 14: BB&T Workshop (10 students)
14. April 16: "10 Things Employers Want You to Learn in College," English Majors (1 student)
15. April 23: Palmetto Priority Schools Drop-in
16. Mock Interviews: 16

Assessment Activities

1. Recruiter Evaluation for Fall 2008 Job Fair Expo
2. Student and Alum Evaluations for Fall 2008

Constituent Contact

Fall 2008

- 183 career advisement sessions with students and alums
- 146 online resume critiques
- Elizabeth Allsbrook, Nan Ya Plastics

- Stefan Bryson, Jackson Hewitt
- Stacy Smith, IRS
- Richard Barnes, Jackson Hewitt
- Kristen Casady, Enterprise
- Jessica Elkins, Enterprise
- Alexa Richard, First Federal
- Steve Vandenberg, Spherion Staffing
- Katasha Campbell, Assurant
- Warren Schmitt, Assurant

Spring 2009

- 221 career advisement sessions with students and alums
- 203 online resume critiques
- Kathi Addison
- Michelle Brookshire (Verizon)

Jobs Posted to CCN

Fall 2008

- 26 full-time jobs posted

Spring 2009

- 31 full-time jobs posted

Recruiter Survey, Fall 2008 Job Fair Expo

During Francis Marion University's Fall 2008 Job Fair Expo, the Office of Career Development requested the recruiters to complete a survey rating specific aspects of the event. Thirty-five surveys were returned completed. Table 1 below shows the average score (on a scale from 1–5) for each area of assessment.

Recruiter Survey Averages	
Area of Assessment	Average Score (scale from 1-5)
Event Format	4.11
Student Preparation	4.06
Courtesy of Staff	4.54
Facilities	4.09
Overall Satisfaction	4.06
Total	20.86 out of 25.00

Table 1. Recruiter Survey Averages

Student Contacts

The recruiters were also asked how many student contacts they made during the event. Table 2 below shows these figures.

Student Contacts Made During Job Fair Expo	
Number of Student Contacts	Number of Recruiters
4	1
10	1
14	1
15	3
16	1
18	2
19	1
20	8
22	1
23	2
25	5
26	1
30	4
36	1
40	1
50	1
Total	746

Table 2. Student Contacts Made During Job Fair Expo

The survey also included an open-ended section where the recruiters were asked what they liked best about the job fair. The following list shows areas that the recruiters were pleased with:

- The interaction with the students
- The preparation of the students (resumes, research, attitude, and dress)
- The pleasant environment with welcoming staff and students
- The level of organization and preparation from the staff
- The variety of people and backgrounds
- The networking opportunities.

Another section asked the recruiters to explain what they felt could be improved for the next job fair. Many of the recruiters wanted more student participation. Their suggestions for enhancement were:

- Holding the fair in a larger facility so all the companies could be together
- Maintaining the temperature at an adequate level
- Providing a place (and time) for structured interviews
- Grouping booths according to majors
- Displaying directional signs around building
- Eliminating extra noise in the gym
- Providing a more convenient parking area for recruiters.

Overall the recruiters enjoyed the job fair very much. Although there were some suggestions for improvement, many felt it was a success. There were various comments thanking the staff and the students for the time and effort dedicated to this event, and many are looking forward to next year's expo.

Recruiter Survey Analysis Report for the 2009 Job Fair

During Francis Marion University's Spring 2009 Job Fair Expo, the Office of Career Development requested the recruiters to complete a survey rating specific aspects of the event. Thirty-six surveys were returned completed.

Table 1 below shows the average score (on a scale from 1–5) for each area of assessment.

Recruiter Survey Averages	
Area of Assessment	Average Score (scale from 1-5)
Event Format	4.47
Student Preparation	4.17
Courtesy of Staff	4.89
Facilities	4.64

Overall Satisfaction	4.47
Total	22.64 out of 25.00

Table 1. Recruiter Survey Averages

This semester's job fair averaged 1.78 points higher than last semester's.

Student Contacts

The recruiters were asked how many student contacts they made during the event.

Table 2 below shows these figures.

Student Contacts Made During Job Fair Expo	
Number of Student Contacts	Number of Recruiters
4	2
10	1
11	2
12	1
15	1
20	5
23	1
25	2
26	1
30	7
32	1
33	1
35	5
40	2
50	2
60	1

Total: 956

Table 2. Student Contacts Made During Job Fair Expo

The student turnout for this semester's job fair was a lot better than Fall 2008's. Recruiters met an average of 210 more students than they did last semester.

The survey also included an open-ended section where the recruiters were asked what they liked best about the job fair. The following list shows areas that the recruiters were pleased with.

- The layout was well planned.
- The expo was organized and well attended.
- Lunch was great.
- Everyone had great attitudes.
- The variety of students and their level of preparation were excellent.
- The staff members were very professional and helpful.

Another section asked the recruiters to explain what they felt could be improved for the next job fair. Their suggestions for enhancement were:

- Supplying recruiters with a directory of potential graduates
- Having the expo in the lobby instead of the gym
- Extending the time span of the fair
- Hosting the fair later in the afternoon
- Providing recruiters with internet access and a map of the campus
- Indicating class rank and major on the students' name tags
- Creating name tags for the recruiters
- Encouraging education majors to attend.

Overall the recruiters enjoyed the job fair very much. Although there were some suggestions for improvement, many felt it was a success. There were various comments thanking the staff and the students for the time and effort dedicated to this event, and many are looking forward to the next expo.