



ANNUAL REPORT 2015-2016

DIVISION OF STUDENT AFFAIRS
University of North Alabama

June 13, 2016

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DIVISION OF STUDENT AFFAIRS ANNUAL REPORT 2015-2016

VISION

Developing Leaders, Inspiring Success

MISSION

Student Affairs promotes lifelong development, healthy living, leadership, integrity, employability, and civic responsibility in a global society.

CORE VALUES

As professionals committed to students, Student Affairs staff members exhibit the following core values:

Integrity - adhere to professional standards of personal, academic, and intellectual integrity

Community - embrace the diversity of cultural backgrounds, personal characteristics, and life situations represented in this community

Social Justice - value and inspire a just and equitable environment for the free expression of ideas, opinions, thoughts, and differences in people. They understand that their actions serve as an example to students and therefore will challenge actions that may be harmful to and/or diminish the worth of others.

Respect - display respect for the rights and dignity of all

Responsibility - UNA Student Affairs staff members exhibit a high level of responsibility to self, to others, and to the community.

WE ARE EPIC

(ENGAGED, PREPARED, INVESTED, COLLABORATIVE)

EXECUTIVE SUMMARY

The report that follows is a brief summary of the accomplishments by the Division of Student Affairs as a result of our Division Annual Action Plan 2015-16. The priority initiatives pursued during the 2015-2016 academic year were taken from the *Division of Student Affairs Strategic Plan*. The foundation of this plan is the Division's vision and mission statements and a set of core values that serve as the foundation for our work.

The Division of Student Affairs has enjoyed another successful year filled with many accomplishments and challenges. The scope of our successes is only limited by the availability of resources both physical and financial. The successes enjoyed by the Division have come from hard work, creativity, cooperation, collaboration, and persistence. While the Division of Student Affairs continues to employ uncommon creativity and fiscal savvy to stretch every available resource, we have hit a point in several key areas where maintaining the basic quality of services and programs is an acute challenge. In fact, in some areas the needs are immediate.

New federal mandates regarding Title IX, The SAVE Act, and the Clery Act continue to challenge the Division and the University. The Division of Student Affairs, under the leadership of Tammy Jacques, Assistant Vice President for Student Affairs and Title IX Coordinator, has brought the University in compliance with, and meets, all of the federal compliance requirements. UNA has put several efforts in place this past year including a new investigation and response policy and procedure, a Memorandum of Understanding with Rape Response to serve as a victim's advocate, securing funding to hire a Title IX Graduate Assistant, conducted Investigator training, implemented an online intervention and bystander training program, conducted a Campus Climate Survey, and broadly shared the results of the survey to better educate and engage the campus in addressing issues of sexual misconduct to create a more safe and secure campus. The challenges and Federal mandates of Title IX will continue to require significant resources to ensure that the University is meeting its responsibilities and duty of care under the new regulations.

A highlight of the past year was the opening of two new freshmen residence halls – Olive and Mattielou. The project broke ground in July 2014. The first of the new residence halls, Mattielou, opened July 2015 and the second hall, Olive, opened in January 2016. The new halls were very popular and helped to attract a record number of new freshmen in the fall 2015. The new halls and the Freshmen Residency Requirement contributed to having the largest number of students living on campus in the University's history. With 25% of the undergraduate population living on campus, the University became a stronger and more vibrant residential campus. The increase of on-campus residential students this year has had a positive impact on all areas of the University and student life. The new residence halls continue to be popular and are already full for Fall 2016. The Office of University Residences did an exceptional and outstanding job managing the opening and transition to the new residence halls. Discussions are currently underway for Phase Two, creating more appropriate on-campus residence hall space for upperclassmen.

Services for students with disabilities was increased this past year with the hiring of an additional staff member in the Office of Disability Services by converting two graduate assistant positions into a full-time position. The DSS Office has experienced an over 11% increase in appointments, a 12.8% increase alternative testing requests, and has worked with 234 individual faculty members who have students in their classes who need accommodations, an 11.7% increase. Also faculty referrals to the DSS office have increased. The new Coordinator has provided significant assistance to addressing the increase in demand for services and accommodations.

We had some significant challenges this year working with a new student who is blind. We were able to fully accommodate this student's needs by creating and acquiring alternative textbooks, including the development of a biology lab workbook that was screen-reader and Braille-Note accessible. These efforts were significant and required a tremendous amount of staff time and resources. As demand for services and accommodations

increases, staffing patterns and support will need to be addressed to remain compliant with ADA requirements.

Student Counseling Services also experienced a significant increase in all areas of services provided such as, intake appointments, individual counseling appointments, crisis/walk-in interventions, psychiatric evaluations, and follow-up medication monitoring. True to reports from college counseling centers nationwide, UNA SCS continues to see and monitor students with increasingly severe emotional and mental health issues. Some of our work is to help students build or strengthen life (mostly adjustment/transition issues) and relational skills, but many students present with severe and chronic emotional and mental illnesses that require long-term therapy, supportive outreach, and extensive case management by the Counselor which ties up Counselor time and leads to caseload and schedule backlog. We also have students with diagnoses such as Asperger's Syndrome, Tourette's syndrome, impulse control disorders, or are dealing with psychosis (hallucinations, delusions) or chronic suicidality, as well as those with traits of personality disorders.

The presences of these issues are often very time consuming, complicating caseloads and management issues to an even greater degree. While we have added new two new counselors in last two years we are still below the IACS counselor-to-student ratio for our size campus. Staffing in this area has been reliant on the student wellness fee to fund new positions. The wellness fee, which is one of the lowest in the state and region, supports the University Health Services, Disability Services, and Student Counseling Services. There is a need to increase University direct support and wellness fee support to all of these critical care areas, especially Student Counseling Services.

The current services provided by University Health Services are adequate to support the ambulatory health needs for students, faculty, and staff experiencing minor illness and/or injury. The student health clinic is staffed by a physician, nurse practitioner, and registered nurses and is open Monday through Friday when the University is open. Access through both scheduled and walk-in appointments is provided at no charge to students that pay the health services fee. UHS expanded women's health service offerings to include dispensing of birth control, increasing education, counseling, and availability of pap testing prior to initiation of birth control pills and support for a chlamydia research project that provides free testing and counseling to students. Hours were expanded this year to include provider coverage through the lunch period four days per week.

A new required Immunization Policy was completed this past year with a planned implementation date of fall semester 2017. UHS will also move to an electronic records system the coming fall. The new system will enable UHS staff to be more efficient and enhance our record system. University Health Services will also begin the process of seeking accreditation beginning this fall. The accreditation process will provide a comprehensive review of our current University Health Services operation and services. The review process will enable us to continue to provide the highest level of health care possible to our students.

The Office of Student Conduct and Student Affairs Assessment completed several new initiatives this past year to increase caseload management and implement best practices in Student Conduct. The Office of Student Conduct and Office of University Residences restructured the reporting line within University Residences so that the hearing officer in residence life has a direct report to Student Conduct. During the spring of 2015, the Director of Student Conduct and the Director of University Residences presented a written transition plan to the Vice President of Student Affairs. As a result, an Assistant Director of Residence Life position was reclassified to include a dual reporting structure, reporting to both Directors. The position duties include direct supervision of hearing officers in University Residences to Student Conduct. The Assistant Director office was also relocated to the Office of Student Conduct. Also during the 2015-2016 year all student conduct processes were evaluated against the Civil Rights Investigative Model published by Association of Title IX Administrators and the National Center for Higher Education Risk Management. As a result of this review, all UNA student conduct procedures follow the best practices investigative model.

The Office of Student Engagement has moved into the new Student Engagement Center space in the Guillot University Center that used to house the campus bookstore. This new space brings together all of the functions of Student Engagement into one highly visible space. The new SE Center includes the offices of Student Engagement, Greek Life, Service Learning, Student Government, University Programming Council, student

organization workspaces, and the UNA Food Pantry. The physical consolidation of services and space, along with improved workspace design, is allowing the front of house to operate more efficiently. Final furniture and equipment purchases will be completed this summer.

A new partnership has been established with Cross Point Church of Christ, which has provided the University a great space to continue hosting the homecoming pep rally, bonfire, and concert. The Alternative Break program is developing a new partnership with Student Affairs for a co-curricular service-learning trip during the coming year. With the largest number of students living on campus in the University's history, there has been record turn-outs for campus programming events.

Despite the lack of an Assistant Director of Greek Life, the office staff all put in extra overtime to pull off the largest sorority recruitment class at UNA. The increased demand and desire for more campus activities and programs will require a review of staffing this next year. The Office of Student Engagement is one staff member down with the promotion of Tammy Jacques to Assistant Vice President for Student Affairs. There is also a need to address funding for SE, especially in the growing area of Greek Life.

The Office of Career Planning and Development has had a strong year, even with being down one staff member, and is poised to make big strides in the next two years. The role of Employer Development Coordinator continues to expand as new employer relationships have been established. Additionally, we have partnered with the Office of Advancement to make a greater impact and connect with even more employers to develop opportunities for students and the University in general. Employer presence on campus is increasing along with employer engagement with larger companies. CPD established the Golden Opportunity Program bringing employers/companies to campus for a full day of class presentations, meetings with faculty and administrators, and meetings with students on career options with these organizations.

Expanded employer engagement and relationship development has resulted in the growth of our Nursing Career Day by attracting larger hospitals such as UAB and Children's, management trainee internship opportunities with Walmart and Sam's Club, attraction of school systems outside of our area, i.e., Randolph County Schools, Shelby Co. TN, Sumter County, Alabaster City, and relationship development with CSIS Companies- Wyle CAS, Citgal, Hexagon, NASA Marshall Space Flight Center. The CPD Mock Interview Day has become more efficient and student participation continues to grow. This provides a great learning opportunity for students, as well as a tool to bring employers to campus to get a glimpse of the great caliber of candidates we can offer them. Participation in the UNA First-Year Experience program continues to increase opportunities to share the career planning message to new students. This year it seems that the detailed presentations and collaborations with instructors resulted in students utilizing CPD online resources to conduct career exploration more so than a significant increase in appointments.

Career Planning conducted an external review of the department as part of the University's Departmental Five-Year Review Process. This was a very beneficial exercise for two reasons: 1) the information gained will be valuable going forward with improvements for the department; and, 2) having an external review team on campus provided the opportunity for CPD to bring together various constituencies to learn about the department and also collected vital feedback from these key campus partners.

With the relocation of University Events, CPD has acquired all of Suite 202 in the GUC. Renovations of the space will include interview rooms, e-interview spaces, employer lounge, student work areas, computer terminals, interview wardrobe area, and educational space. The growth and expansion of CPD will be a top priority for Student Affairs during the next five years of our strategic planning cycle. Strategic increases in staff and resources are needed for this area to reach its full potential as desired by both the students and the University. The growth and success of the department is critical to the recruitment, retention, graduation, and career success of our students.

The University Police Department welcomed a new Chief of Police, Kevin Gillilan this year. Under Chief Gillilan's skillful leadership the department has had a strong year. The Department obtained an entirely new radio system to include a transmitter, in-car, and mobile radios through a partnership with Lauderdale County

EMA at no cost. UPD successfully partnered with the City of Florence to upgrade the crosswalk at Pine and Irvine in an effort to increase UNA pedestrian safety. Parking continues to be a significant challenge for the Department in both manpower and physical space. The Department completed an internal parking study and recommendations with stakeholder input and began the process of implementing proposed changes for the upcoming academic year to include the launch of a Transportation Services division. The campus shuttle buses transported 6,000 students in each quarter during 2015-2016. UPD also upgraded the shuttle bus tracking capabilities by expanding TransLoc technology to all UNA shuttle buses.

All UNA dispatch officers achieved certification to access the National Crime Information Center in an effort to expand our capabilities of providing officers with needed information while in the field. UPD also coordinated with UNA IT Department and Facilities to expand digital surveillance technology across the UNA campus. There are now cameras in the UNA parking deck, around the new Science Building, in and around all of the residence halls, and in other key areas of the campus. The camera program will enter a second phase this year as funding is available. The cameras have been very helpful in deterring incidents and have helped to solve several cases this year.

Beginning this summer the UPD will begin the process of seeking department accreditation through the International Association of Campus Law Enforcement Administrators (IACLEA). This will be a significant effort and will consist of a comprehensive review of the department and its operations. The review process and accreditation will enable the UPD department to bring on line best practices and become a department of distinction. Captain Les Jackson will serve as the UPD accreditation coordinator.

Although the Department has enjoyed success there are some significant and urgent deficiencies that need to be addressed in the coming years; some are acute and must be addressed immediately. The department continues to inherit more and more responsibility for services on campus. Currently, the Department is a full-service law enforcement agency providing police services such as crime and accident reporting, criminal investigations, fingerprinting, court testimony, emergency planning and response, patrol services, and traffic enforcement within the campus boundaries. UNA Police also provides many additional services to the campus community to include building security, lion escorts, bank escorts, special event staffing, reserved parking, traffic control for Kilby Laboratory School, community educational programming, and University policy enforcement. As the list of duties continues to grow, we need additional staffing to maintain the workload. UNA police needs a minimum of two additional officers to cut down on overtime expenditures and allow employees the luxury of scheduled off days.

Likewise, budget continues to be a challenge when considering proper emergency management tools such as lock-down devices, security cameras, evacuation chairs for disabled persons, and AED devices. In addition, the department lacks resources to provide necessary advanced training and police equipment. Electronic control devices, which are necessary intermediate weapons in the force continuum, need to be replacement. All ballistic vests are expired which may expose the University to additional liability and place officers at unnecessary risk. The department needs additional traffic control equipment such as cones and barricades for the many events we service. These deficiencies will be a priority for the Division in the coming year.

The Division of Student Affairs took on the responsibility for developing the University's efforts to recruit, support, and graduate military and veteran students. A Military and Veterans Advisory Committee was appointed by the President to develop a plan for supporting and recruiting military and veteran students at UNA. A new Military and Veterans lounge was created on the second floor of the GUC as a first-step effort to create a visible presence of support for MVS students. The lounge includes a small work area, coffee pot, comfortable chairs, and a TV. Through a cooperative arrangement with the Registrar, the current Veteran Qualifying official located in the Registrar's office would be transferred along with half of the salary and benefits to Student Affairs to support the Military and Veterans Services efforts. A funding request was submitted to the University's Strategic planning and Budget Study Committee to support the remaining salary, operational expenses, and a renovation of the old Entertainment Industry Office space in the GUC. The SPBC rated this request number one. Funds will be provided in 2016 to complete the renovation and fund a new Military and Veterans Support Center with a mission to actively recruit and support military and veteran students.

Several renovations were completed this past year to accommodate department growth and expand services. The Guillot University Center went through several office changes and renovations this year. The old bookstore area has become the home of the new Student Engagement Center, housing all of the functions and services for student organizations, and will include student government offices, student leadership services, the Food Pantry, Greek Life, and an RSO Resource Room. The former space for the Department of Entertainment Industry will become home to the new Military and Veteran Student Services Center and will open fall 2016. Career Planning and Development will expand their suite to accommodate new interview rooms, an employer lounge, a career clothes closet, office spaces, and career planning resources, including areas for students to work on their résumés and search activities.

The Office of University Events moved to a more visible area on the first floor of the GUC to support activities and programs held in the GUC. The Presidential Mentors program advisor, Dr. Ernestine Davis, will move into the GUC and provide greater access and visibility to this important program. A new Faculty and Staff Commons Room will be created on the first floor of the GUC as a location for faculty and staff to meet for lunch or special meetings.

The GUC Atrium will get a significant facelift this summer with the transition to our new food services provider, Chartwells. New food concepts and seating arrangement will offer more flexibility and gathering spaces for students. The transportation services operation within the Police Department that handles parking and fines will be relocated to the GUC atrium to provide a more convenient and central location for students and visitors.

The Office of the Vice President, as well as individual Student Affairs departments, remain committed to working closely and collaboratively with the Division of Enrollment Management to develop, coordinate, implement, and evaluate programs, activities, outreach, and marketing efforts. These efforts are designed to enhance recruitment and retention efforts by enriching the learning environment for students both inside and outside the classroom. These efforts are critical to the University's success and stability. For example, the Office of Career Planning and Development has worked closely with the First-Year Experience program this past year by providing a career development and planning module. This collaborative effort has been very successful and helpful to students. However, the full implementation of the First-Year Experience program has taxed the current CPD staff and has pulled them away for their core duties. To address this issue and continue to support recruitment and retention efforts, at least two new staff lines will need to be added to CPD. The Division of Student Affairs understands and values the important role it has in advancing recruitment and retention and will continue to commit staff and resources each year.

The ability of the Division of Student Affairs to effectively meet the opportunities and challenges before it will depend upon the continued development and implementation of a focused and limited set of strategic goals over the next five years, and the additional resources to reach those goals. We have been very creative and purposeful in spending our limited resources but we have reached a point where we will struggle to maintain services and programs at current levels. Some areas are experiencing acute challenges of staffing and resources – Student Counseling Services, University Police, Career Services, and Student Engagement. In some areas, without new resources, we may have to reduce services to students and/or the campus, which is not acceptable.

All of the successes and accomplishments we have had as a Division are the direct result of the work, enthusiasm, dedication, creativity, and tenacity of the entire Student Affairs staff. They are amazing people who go above and beyond every day. They are talented and dedicated professionals who make a positive difference in the lives of our students every day. The students of the University of North Alabama are truly fortunate to be served by such a talented, hardworking, and passionate group of professionals.

The Division of Student Affairs continues to be grateful for the support and efforts of the administration, faculty, staff, and students at UNA – so many of whom contribute to our efforts. We are especially grateful for the support and leadership provided by President Ken Kitts. He understands and supports our efforts to

develop an extraordinary learning environment for students both inside and outside the classroom. We are very grateful and appreciative of an enthusiastic, forward thinking, and supportive Board of Trustees and Executive Council. It is in this environment of continued support, collaboration, and cooperation that the Division of Student Affairs can flourish and best support the students at the University of North Alabama.

SIGNIFICANT DIVISION ACCOMPLISHMENTS 2015-2016

CAREER PLANNING AND DEVELOPMENT

- The role of Employer Development Coordinator continues to expand as new employer relationships have been established. Additionally, we have partnered with Advancement to make a greater impact and connect with even more employers to develop opportunities for students and the university in general. Employer presence on campus is increasing along with employer engagement with larger companies, please see list below:

- | | | |
|--|---|---|
| 1. No'Ala Studios | 35. Nursing Career Day participants | 67. Walmart |
| 2. Buckman Labs | 36. COLSA Corporation | 68. Sam's Club |
| 3. Clayton Supply | 37. UAB Medical Center | 69. Marriott Shoals |
| 4. Conversant Bio | 38. Children's of Alabama | 70. Franklin Co. GIS Consortium |
| 5. Citgal | 39. Air Evac | 71. Renewal By Andersen |
| 6. Alabama Law Institute | 40. Intergraph/Hexagon | 72. 3M |
| 7. WISE Co | 41. Dynetics Technical Services- MITS Contract for NASA | 73. Chick-Fil-A |
| 8. Books-A-Million Corporate Headquarters | 42. Southwire | 74. The Lime Group |
| 9. LG Electronics | 43. Tennessee Valley Authority | 75. Valmet |
| 10. Transtar- Florence, Al | 44. TNT Fireworks | 76. City Of Florence |
| 11. NACOLG | 45. Raymond James | 77. WYLE CAS |
| 12. Shoals Economic Development Authority | 46. Florence Lauderdale Tourism | 78. Clearview Cancer Institute |
| 13. Daikin America | 47. ES Robbins | 79. Anglin Reichman, Snellgrove & Armstrong |
| 14. LBMC Staffing Solutions | 48. Dynamic Security, Inc. | 80. CDPA, PC |
| 15. Tennessee Hospital Association | 49. CBC INGS America | 81. NASA CIO |
| 16. UniFirst | 50. North American Lighting | 82. Polaris |
| 17. Decatur Chamber of Commerce | 51. Liberty National | 83. Verizon Wireless |
| 18. Accounting Meet the Firms Employers | 52. Downtown Florence Unlimited | |
| 19. New York Life | 53. BlueCross Blue Shield of Alabama | |
| 20. Parallon | 54. Randstad | |
| 21. Cook's Pest Control | 55. RSM- accounting Birmingham, AL | |
| 22. Farmer's Home Furniture | 56. Tarkett | |
| 23. Hudson Alpha Institute for Biotechnology | 57. Listerhill | |
| 24. Big River Broadcasting | 58. Alethia House | |
| 25. Shoals Crisis Center | 59. Senators Coaches | |
| 26. RiverBend | 60. Huntsville Hospital | |
| 27. USDA | 61. Magnolia Regional Health Center | |
| 28. State Farm | 62. JS Holland Co | |
| 29. Sherwin Williams | 63. Parallon | |
| 30. Mock Interview Day Participants | 64. United Lumber | |
| 31. Sperion Staffing | 65. American Paper And Twine | |
| 32. VF Wrangler | 66. AMCOM | |
| 33. First Metro Bank | | |
| 34. Martin Industries | | |

- Established the Golden Opportunity Program bringing organizations to campus for a full day of class presentations, meetings with faculty and administrators, and educating students on career options with these organizations.
 - November – New York Life
 - February – Waffle House
 - March - Parallon
 - April – Martin, Inc. (due to scheduling conflicts, this company was unable to be on campus but will come in fall 2016 for their full Golden Opportunity Day)
- Further employer engagement and relationship development has resulted in the following:
 - Growth of our Nursing Career Day--ability to attract larger hospitals such as UAB and Children's
 - Management Trainee Internship opportunities with Walmart and Sam's Club
 - Attraction of school systems outside of our area i.e.: Randolph County Schools, Shelby Co. TN, Sumter County, Alabaster City
 - Relationship Development with CSIS Companies- Wyle Cas, Citgal, Hexagon, NASA Marshall Space Flight Center
- Mock Interview Day is becoming more efficient and student participation continues to grow. This provides a great learning opportunity for students, as well as a tool to bring employers to campus to get a glimpse of the great caliber of candidates we can offer them.
- Career Planning and Development website continues to receive the most hits for all of Student Affairs departments. Based on this and our social media efforts (increased likes, followers on Instagram, Facebook, and Twitter), other campus departments have requested assistance with online efforts.
- Participation in the FYE program continues to increase opportunities to share the career planning message to new students. This year it seems that the detailed presentations and collaborations with instructors resulted in students utilizing CPD online resources to conduct career exploration more so than a significant increase in appointments.
- CPD has acquired all square footage in Suite 202 along with new flooring and cosmetic updates to create a more professional environment. This is a great accomplishment and opportunity to further develop the programs we offer!
- Career Planning hosted an external review of our department as part of the Five-Year Review Process. The report including efforts already in progress to make improvements is included as an attachment. This was a very beneficial exercise for two reasons: 1) the information gained will be valuable going forward with improvements for the department; and, 2) having an external review team on campus provided the opportunity for CPD to bring together various constituencies to learn about the department and also collected vital feedback from these key campus partners.

DISABILITY SERVICES

- Creation and acquisition of alternative text for students with disabilities. Researching and obtaining text files for three students for a total of 37 books.
- Production of biology lab workbook in order to make it screen-reader and Braille-Note accessible. This involved scanning, providing descriptions for visual content, formatting, and editing the text.
 - Hiring and supervising a lab assistant to assist blind student in biology lab; to enable the student to participate in a safe manner.
- Two math texts, exams, quizzes, cards, graphs, reviews, and examples assignments were converted to Nemeth Braille. This included delineating which sections of each text to be converted, rather than the whole book.
- Converting classroom math examples and assignments into screen-reader accessible format.
- Scanned, edited, and produced an accessible version of the Mane Book.
- For two classes, converted PowerPoints with a visual format into screen-reader accessible format. This included providing detailed descriptions for complicated visuals, such as the structure of the brain.
- With funding from Alabama Department of Rehabilitation Services, hired and supervised a student to assist student with assignments.
- Presentation (two sections) for Distance Learning Advisory Committee Conference “Caption This!” to educate the faculty about captioning methods and requirements.
- Instituted a campus-wide meeting with department heads and attended faculty meetings to introduce staff and answer questions about this office.

RECREATIONAL SPORTS AND FITNESS

Participation Synopsis – General Overview

2015/16 Academic Year

Student Recreation Center

Unique Users Fall 2014	Male = 1,199	Female = 848	Total = 2,047
Unique Users Fall 2015	Male = 1,156	Female = 1,137	Total = 2,293
Unique Users Spring 2015	Male = 1,279	Female = 986	Total = 2,265
Unique Users Spring 2016	Male = 1,217	Female = 1,152	Total = 2,369
Unique Users Fall 14/Spring 15	Male = 1,643	Female = 1,232	Total = 2,875
Unique Users Fall 15/Spring 16	Male = 1,614	Female = 1,563	Total = 3,177

Visits Fall 2014	Male = 15,300	Female = 6,106	Total = 21,406
Visits Fall 2015	Male = 15,810	Female = 8,323	Total = 24,133
Visits Spring 2015	Male = 17,705	Female = 8,970	Total = 26,675
Visits Spring 2016	Male = 17,247	Female = 10,815	Total = 28,062

Visits Fall 14/Spring 15	Male = 33,005	Female = 15,076	Total = 48,081
Visits Fall 15/Spring 16	Male = 33,057	Female = 19,138	Total = 52,195

Overall Unique Users increased by 302 persons or 9.5%.

Overall Visits increased by 4,114 visits or 7.8%.

STUDENT CONDUCT AND STUDENT AFFAIRS ASSESSMENT

- Successfully completed phase one of the transition plan to prepare for separating the Office of Student Conduct and the Office of Student Affairs Assessment,
- Revised all conduct policies and procedures to be consistent with the One Policy-One Process Model set forth as the University Interim Policy,
- Provided professional Title IX training for all hearing officers, including Investigator certification
- Director of Student Conduct certified as Title IX Deputy Coordinator, and
- Drafted written protocols for office functions and processes and made them available to all hearing officers and other pertinent personnel on a Google Docs page.

STUDENT COUNSELING SERVICES

- *Successfully completed the busiest semesters recorded to date for Student Counseling Services (Fall, 2015 and Spring, 2016)!!*
- Successful hiring and orientation of new Administrative Assistant, Bonnie Olive, during Fall, 2015. Bonnie brought 11 years of experience in mental health office procedures to SCS.
- **Licensure:** All SCS staff maintained *Licensed Professional Counselor* (LPC) Licensure. Lynne Martin and Carmen Richter also maintain licensure as LPC-Supervisors in AL.
- **Certifications:** Lynne Martin - *Alcohol & Drug Counselor Certification* (ADC), Jennifer Berry- *Preferred Provider for Eating Disorders*, Jami Flippo-*QPR Gatekeeper* (Question, Persuade, Refer- Suicide Trainer Certification).
- *Student Counseling Services (SCS) Mission and Values Statements* were revised.
- All professional counseling staff (four Professional Counselors) of Student Counseling attended and were provided professional development with continuing education at the *American College Counseling Association's (ACCA) Annual Conference* held in Louisville, KY
- Director of Student Counseling Services presented overview of SCS services, statistics, and needs to the UNA Board of Trustees, March, 2016.
- *SCS Office Protocols Manual* was completed.
- A local chapter of the national organization "Active Minds" (*Active Minds at UNA*) was established as a UNA Recognized Student Organization with Director of SCS, Lynne Martin, serving as RSO Advisor. *Active Minds at UNA* organized and/or collaborated with other departments to complete six campus events aimed at reducing stigma about mental illness at UNA during Spring 2016. *Active Minds at UNA* finished sixth out of 130 competing chapters in the Spring "Kognito Challenge" to earn \$250 toward required fundraising efforts.

- Carmen Richter is helping facilitate establishment of a UNA Chapter of “One Love Foundation”
- Lynne Martin is collaborating with UNA Athletics working toward the development of UNACoach1, SPR16.
- Lynne Martin is serving on a group collaboration working to establish a Safe Zone project and training for UNA, SPR16.
- Student Counseling Services staff won 2015 “The Scoop”-Best Homemade Ice Cream in the Division of Student Affairs.
- Student Counseling Services won 2015 Best Halloween Costume (Group).

ASSISTANT VICE PRESIDENT FOR STUDENT AFFAIRS /TITLE IX

- December 2-3, 2016 – hosted a Title IX Investigator Training facilitated by ATIXA
- December 4, 2016 – hosted a two-hour Title IX training for the faculty grievance and due process hearing board members
- Haven was implemented as an online tool to educate students on sexual assault, relationship violence, and bystander intervention. All new freshman and transfer students were required to take it. Haven was implemented through the First-Year Experience (FYE) Course during fall 2015 semester.

Fall 2015: 1178 new students registered to take Haven
 1071 new students completed Haven Part I
 726 completed Haven Part 2

Spring 2016: 90 new students registered to take Haven
 31 new students completed Haven Part 1
 14 new students completed Haven Part 2

- 35 FYE classes received a 50-minute interactive training on Title IX and Bystander education.
- 200 Recognized Student Organization (RSO) leaders received training
- 45 Resident Assistants received training.
- A Title IX Brochure was developed.
- SOAR Counselors facilitated small group discussions on Title IX, Reporting, and Consent during orientation.
- Partnered with University Communications, the *Flor-Ala*, and *TimesDaily* to roll out four briefs educating the campus and local community about the Student Campus Climate Survey results. The briefs were broken down to four major topics.
 1. Perceptions and Attitudes
 2. Unwanted Sexual Experiences
 3. Intimate Partner Violence
 4. Stalking and Bullying

The Student Campus Climate Survey and briefs will be found on the Title IX website at www.una.edu/titleix.

UNIVERSITY EVENTS

- Successfully relocated University Events to Suite 107 of the Guillot University Center
- Filled the long-time open position of Conference Coordinator with the hire of Jacob Russell
- Eliminated the position of Event Coordinator and promoted Jayne Jackson to the position of Assistant Director of University Events for Scheduling and Events
- University Events added Military and Veteran Services, offering new services to our veterans and their families. A lounge exclusive to this population was built in the GUC. We are currently working on a new MVSC to be located on the 2nd level of GUC in old Entertainment Industry space.
- For the convenience and comfort of our student users, décor was added and furniture was replaced in the Lion's Den Game Room.
- Assisted the Office of Student Engagement in completing a major renovation of the former bookstore, making space available for the relocation of University Events.
- Welcomed the Harlem Globetrotters to Flowers Hall, hosting a very successful event.
- Produced Aquila Theatre's *Romeo & Juliet* for our annual Shakespeare performance, made possible by the Johnston Foundation Endowment.
- Made a smooth transition of the supervision of Norton from University Events to the Dean of College of Arts and Sciences.

UNIVERSITY HEALTH SERVICES

- Developed a comprehensive policy and procedure manual
- Implemented employee Hepatitis B immunization program
- Hired a Director with clinical and administrative education, training, and experience
- Nurse Practitioner completed doctoral education
- Initiated Sexually Transmitted Disease medication compliance tracking
- Secured funding for and selected electronic medical record
- Secured approvals and planned implementation for required immunization policy

Operations Statistics

	FY 2015 Oct 2014 – Sept 2015	FY 2016 YTD Oct 2015 – May 2016	Rolling 12 months June 2015 – May 2016
Clinic Visits	6082	4529	6165
Mean visits/clinic day	27.5	30.5	27
Prescriptions Dispensed	4496	4302	5640
International Student visit	Not available	19	91
International TB Skin Tests	Not available	60	68
Nursing Physicals	164	141	Not available
Athletic Physicals	151	0	151
Band Physicals	93	0	93
Employee Hepatitis B Vaccine	106	46	82
Employee visits	183	168	582 (increase attributed to including vaccine counts)

UNIVERSITY POLICE DEPARTMENT

- Obtained an entirely new radio system to include a transmitter, in-car, and mobile radios through a partnership with Lauderdale County EMA.
- Successfully partnered with the City of Florence to upgrade the crosswalk at Pine and Irvine in an effort to increase UNA pedestrian safety.
- Completed an internal parking study and recommendations with stakeholder input. Began the process of implementing proposed changes for the upcoming academic year to include the launch of a Transportation Services division.
- Applied for a grant through the Department of Justice to implement Body-Worn Camera technology within the UNA Police Department.
- Piloted a study on a student safety technology to be offered as a subscription service for the upcoming academic year.
- Promoted a Captain/accreditation manager to oversee the police accreditation process through IACLEA.

- Successfully increased the consistency of parking enforcement on the UNA campus, while reducing the costs of enforcement.
- Transported 6,000 students utilizing the UNA shuttles in each quarter during 2015-2016.
- Sponsored each UNA police officer to attend active shooter response training at the Federal Law Enforcement Training Center in Glynco, GA.
- All UNA dispatch officers achieved certification to access the National Crime Information Center in an effort to expand our capabilities.
- Upgraded our bus tracking capabilities by expanding TransLoc technology to all UNA shuttle buses.
- Worked successfully with SGA and the Safety Committee to draft a policy proposal for bicycle and personal transportation devices.
- Coordinated with UNA IT Department and Facilities to expand digital surveillance technology across the UNA campus.

UNIVERSITY RESIDENCES

Residence Hall Tours

- 744 individual prospective student tours occurred in the Fall 15-Spring 16 time frame. This is up from 690 in 14-15.
- Over 720 prospective students toured in large groups and on weekends.

Programming

- 317 total RA programs completed.
 - All programs revolved around one of the Department's Core Values.
- 36 Drug and Alcohol Programs
- 99 Community Development Programs
- 30 Cultural Programs
- 36 Fire Safety Programs
- 29 Responsible Behavior and Citizenship Programs
- 24 Healthy Relationship/Sexual Assault Programs
- 31 Major and Career Planning Programs
- 32 Wellness Programs

Student Conduct

- Adjudicated 179 student conduct cases, up from 86 in 2014-2015.
- 271 students made up the total of those cases, up from 116 students in 2014-2015.

Student Success

- 2015/2016 Cumulative GPA Average for URes Student Staff Members was 3.15 in the Fall and 3.18 in the Spring (not including graduates).
- Six staff members made a semester GPA of 4.0 in the Fall 2015 semester and six made a 4.0 in the Spring 16 semester (not including graduates).
- 17 out of 22 staff (not including graduates) had a 3.0 or above GPA in the Spring 2015 semester.

VICE PRESIDENT FOR STUDENT AFFAIRS

- Secured funding to hire one additional police officer in the University Police Department.
- Championed a plan to develop a Military and Veteran Services program and Center at the University. Secured funding to renovate a facility and permanently establish the MVS center.
- Collaborated with the Student Government Association to establish a new campus tradition of “Light the Fountain” to mark the beginning of spring and the restart of the campus fountain.
- Successfully opened two new residence halls dedicated to freshmen students and moved the university to a residential campus status with 25% of the undergraduate population living on campus.
- Expanded the Division’s Professional Development Committee’s charge and focus.
- Served on boards and committees in the community organizations, including United Way, American Red Cross, Shoals Chamber of Commerce.
- Collaborated with the City of Florence on a joint City/University parking study.
- Hired a new Chief of Police.
- Funded out of Division funds several office renovations and relocations to support growing departments and need for additional services.
- Presented at Student Affairs national conference.
- Served as mentor in residence for the State Student Affairs Conference.
- Served as a University reserve police officer.
- Hired a new Director of University Health Services.
- Collaborated with the Business Office on the selection of a new food services provider.
- Collaborated with the Chief of Police on new parking policies and procedures for 2016-2017.

DEPARTMENTAL REPORTS ON ANNUAL GOALS 2015-2016

CAREER PLANNING AND DEVELOPMENT

Goal: Expand staff structure to include a career counselor for each college so that events could be tailored toward specific majors and departments. Students could then receive more individualized assistance, as opposed to general assistance.

Career Consultants/Advisors (3 new additional):

- College of Business/Alumni
- College of Nursing and Allied Health/College of Education
- College of Arts and Sciences/Undecided
-

Requests have been submitted for additional staff to the Strategic Budget Study and Planning Committee the past two years. We will continue to submit requests in the hopes funding becomes available.

Goal: Strengthen Recognizable Presence on campus among students, faculty, staff and administration. (increase efforts in direct marketing of services and resources)

On-going

Goal: Implement discipline specific career fairs/events for increased opportunities for students and employers.

Currently there are Nursing and K-12 Teacher Recruitment discipline specific events. Initial discussions have been conducted with the College of Arts and Sciences regarding the creation of events for several academic disciplines including history, art and industrial hygiene. In 2015 an event for Social Work was held in collaboration with an educational conference; however, the department did not offer that option in 2016.

DISABILITY SUPPORT SERVICES

Goal: Fill the vacant position for DSS Coordinator

This was accomplished with the hire of Stacy Lee, LCSW. She continues to grow in her job and will attend the AHEAD (Association of Higher Education and Disability) conference in July 2016. Additionally, she is registered for a two-day preconference for Law in Disability.

Goal: Model best practices and Universal Design through use of adaptive technology, appropriately designed office space and equipment, modified lighting, and campus licenses for Read & Write Gold or Kurzweil.

This goal is ongoing. This office was assessed by a project manager from Facilities Administration and Planning and an outside vendor. We are awaiting results of this evaluation in order to simplify and enhance the design of the office. The lighting will be changed in the office as to provide appropriate light levels in the workspaces and testing area. After the assessment is

completed, we anticipate ordering furniture that better meets the needs of the office and universal design.

A representative from Read & Write is scheduled to be here the week of June 1, 2016 in order to better assess this product and its functionality.

Goal: *Use of technology: Implement technological advances to assist students with disabilities, including but not limited to; electronic record keeping software; classroom accessibility; and JAWs, Zoom Text and Voice Over*

Students have been trained to use specific screen readers, such as JAWs and Zoom Text, and to use their computer (both PC and Mac) to do the same, albeit in a simplified manner.

This office participated in UNA's annual Online Learning conference "Caption This!" to educate faculty and staff regarding captioning standards, disability law, and ways to do this with existing technology at UNA. The Online Learning Advisory Committee has a draft memo to support captioning that will be presented to Shared Governance.

The office has participated in acquiring alternative texts, primarily digital, creating alternative texts, by scanning and editing, and having math materials converted to Nemeth Braille. One text was scanned, edited and then annotated to provide information for the visuals. PowerPoint visuals have been described for materials in two classes.

Goal: *Initiating institutional leadership through disability awareness education.*

DSS has an initiative to meet with all faculty department chairs and then to attend the faculty meeting. This will give faculty an opportunity to meet with staff, to ask pertinent questions and to voice any concerns that they may have.

Participation in UPC's disability awareness event, Reality Check: Sympathy vs. Empathy. Personnel from the office assisted students in aspects of planning this event.

Individual meetings with self-identified or students who are referred to this office. Presentations to prospective students and classrooms by invitation. Participation in Preview Day, the Big Deal, and SOAR.

The office has procured cups with our logo and will continue to purchase relevant materials to be given in an effort to increase visibility.

STUDENT ENGAGEMENT

Goal: Secure a \$22,705 E&G budget for Greek Life to do educational training on hazing, risk management, marketing, Greek Standards, and officer development.

With the resignation of the Assistant Director of Student Engagement for Greek Life, it was difficult to make adequate progress towards this goal.

Briefly explain the accomplishments and/or progress toward this goal and what actions or improvements (if any) are planned if not actions have been taken.

The University is in the process of hiring personnel to fill this position. In the meantime, we have collected preliminary data from other institutions regarding the budget structure of Greek Life.

Goal: Expand student engagement into the new Student Engagement center in order to provide relevant resources, tools, and technology for student groups to undertake projects successfully.

Briefly explain assessments used to evaluate progress toward this goal as well as the results of those assessments.

This will be assessed based on increasing the number of tools and resources provided in the Student Engagement Center.

Briefly explain the accomplishments and/or progress toward this goal and what actions or improvements (if any) are planned if no actions have been taken.

While our offices and services have moved, we have not been able to undertake the acquisition of new resources. We are in the process of negotiating fixtures, furniture, and equipment for the space. We have expanded our technology reach with a card swipe feature for Orgsync. The utility of this resource will be assessed over the coming year.

Goal: Greek life students will achieve a 2.75 GPA

Briefly explain assessments used to evaluate progress toward this goal as well as the results of those assessments.

The All-Greek average surpassed this goal. This is assessed by running grade reports each semester.

Briefly explain the accomplishments and/or progress toward this goal and what actions or improvements (if any) are planned if not actions have been taken.

From Spring 2015 to Spring 2016, the All-Greek average GPA increased from 2.92 to 3.17. 11 out of 16 chapters reached the 2.75 GPA in 2015. 14 out of 16 chapters reached the 2.75 GPA in 2016.

Goal: Develop a set of learning objectives for the SGA

Briefly explain assessments used to evaluate progress toward this goal as well as the results of those assessments

This is a work in progress. As a foundational goal, it will be assessed as completed or not.

Briefly explain the accomplishments and/or progress toward this goal and what actions or improvements (if any) are planned if not actions have been taken.

Due to beginning this year understaffed, this goal has not been pursued at this time.

RECREATION SPORTS AND FITNESS

Goal: Review revenue and expenditures to determine if adjustments need to be made to the Recreation Facility Fee structure.

Briefly explain assessments used to evaluate progress toward this goal as well as the results of those assessments.

No assessments used as this process is still underway.

Briefly explain the accomplishments and/or progress toward this goal and what actions or improvements (if any) are planned if not actions have been taken.

N/A: Process is still underway.

Goal: Develop a Club Sports Risk Management Plan that addresses liability regarding travel, medical and safety issues involving this program area.

Briefly explain assessments used to evaluate progress toward this goal as well as the results of those assessments.

No assessments used as this process is still underway.

Briefly explain the accomplishments and/or progress toward this goal and what actions or improvements (if any) are planned if not actions have been taken.

N/A: Process is still underway.

Goal: Develop plans for adding usable facility space for current and future programming.

Briefly explain assessments used to evaluate progress toward this goal as well as the results of those assessments.

No assessment used.

Briefly explain the accomplishments and/or progress toward this goal and what actions or improvements (if any) are planned if not actions have been taken.

No progress made towards this goal.

STUDENT CONDUCT AND STUDENT AFFAIRS ASSESSMENT

Goal: Restructure reporting within Student Conduct and Residence Life so that there is a direct reporting line from hearing officer(s) in residence life to Student Conduct

Briefly explain assessments used to evaluate progress toward this goal as well as the results of those assessments.

The assessment of this goal was evaluated by the actual reporting structure change. During the spring of 2015, the Director of Student Conduct and the Director of University Residences presented a written transition plan to the VP of Student Affairs. As a result, an Assistant Director of Residence Life position was reclassified to include a dual reporting structure, reporting to both Directors. The position duties include direct supervision of hearing officers in University Residences to Student Conduct. The Assistant Director office was also relocated to the Office of Student Conduct.

Briefly explain the accomplishments and/or progress toward this goal and what actions or improvements (if any) are planned if not actions have been taken.

N/A - Goal was accomplished

Goal: Evaluate all student conduct processes and fully implement the Civil Rights Investigative Model

Briefly explain assessments used to evaluate progress toward this goal as well as the results of those assessments.

All student conduct processes were evaluated against the Civil Rights Investigative Model published by Association of Title IX Administrators and the National Center for Higher Education Risk Management. The goal was accomplished as UNA student conduct procedures follow the investigative model.

Briefly explain the accomplishments and/or progress toward this goal and what actions or improvements (if any) are planned if no actions have been taken.

N/A - Goal was accomplished

Goal: Develop a written five-year plan to design three-year best practice roadmaps for each department in the Division of Student Affairs

Briefly explain assessments used to evaluate progress toward this goal as well as the results of those assessments.

None

Briefly explain the accomplishments and/or progress toward this goal and what actions or improvements (if any) are planned if not actions have been taken.

Due to federally mandated requirements related to Title IX, the Director was not able to initiate efforts toward this goal. The Vice President for Student Affairs also expressed concerns that funds for this initiative may not be available. As such, this goal will be reevaluated if/when the Office of Student Affairs Assessment is restructured as an independent office, separate from the Office of Student Conduct.

STUDENT COUNSELING SERVICES

Goal: SCS Policies and Procedures Manual will be updated and revised and a schedule established for regular reviews and needed revisions.

Briefly explain assessments used to evaluate progress toward this goal as well as the results of those assessments.

- Actual review of existing P&P document;
- Review of current legal and ethical changes affecting Counselor practice
- Review of current departmental and national trends for university counseling centers;

Briefly explain the accomplishments and/or progress toward this goal and what actions or improvements (if any) are planned if not actions have been taken.

Much of the review and comparison work has been completed. Actual study and work to produce the revised version of the P&P Manual will be completed by September 30, 2016.

Goal: SCS Relocation to an appropriate sized facility able to house the entire SCS staff and accommodate departmental programming needs.

Briefly explain assessments used to evaluate progress toward this goal as well as the results of those assessments.

- Review of CAS and IACS Standards regarding counseling center personnel, staff: student ratios, facilities and equipment and compared with current SCS operations.
- Discussions of the standards review, SCS needs and plans at each monthly Director Report Meeting with VPSA David Shields.

Briefly explain the accomplishments and/or progress toward this goal and what actions or improvements (if any) are planned if no actions have been taken.

- Discussions of needs and plans at each monthly Director Report meetings with VPSA David Shields.
- One discussion with VPSA Shields and VPBFA Clinton Carter during one meeting Spring 2016.
- Toured five potential properties close to UNA in March 2016, but none offered suitable space.
- Proposed design and layout for an addition to existing structure and SCS current location at 555 Oakview Circle.
- Proposed design and layout for a new construction at undecided location.
- Currently two Counselor offices are located in 553 Oakview Circle, next door to 555 Oakview. Since this goal has not been completed, changes are planned to allow use of at least one more space in 553 by Fall 2016.

ASSISTANT VICE PRESIDENT FOR STUDENT AFFAIRS/TITLE IX

Goal: Increase staffing to comply with Title IX and the VAWA amendments, including a full time Coordinator for Education and Prevention for alcohol and other drugs, sexual violence, and bystander intervention; a full-time Investigator dedicated to Title IX investigations, and a full-time Victim's Advocate (or a contractual agreement with a local agency to serve as a victims' advocate).

Briefly explain assessments used to evaluate progress toward this goal as well as the results of those assessments.

There were no assessments used for this goal.

Briefly explain the accomplishments and/or progress toward this goal and what actions or improvements (if any) are planned if not actions have been taken.

The Title IX Coordinator and the Department of Family Studies partnered to put forth a proposal to hire a Graduate Assistant for Title IX to facilitate education and prevention. This proposal has been approved and we are moving forward with hiring a GA position. This may not be a full-time Coordinator, but it is a step in the right direction.

A Memorandum of Understanding has been developed between Rape Response and the University of North Alabama/Title IX Coordinator to serve as a victims' advocate resources for those who have been sexually assaulted. This may not be a full-time Victim's Advocate on UNA's campus but it is a step in the right direction.

The hope is that a Memorandum of Understanding could be developed between the University of North Alabama and Safe Place. The Title IX Coordinator will continue to foster that partnership.

A team of volunteers was put together to serve as investigators. They consist of faculty and staff members from across the campus.

Actions to be done:

Evaluate Title IX investigator job descriptions to determine if UNA can obtain a full-time investigator.

UNIVERSITY EVENTS

Goal: Evaluate the function and operations for "University Events" and adjust according to CAS and any and all changes that may be and will be made

The office of University Events is an eclectic department due to the multiple facets of Student Affairs. Our CAS standards are not easily identifiable. The director will continue to work with the Student Affairs Assessment office to identify which standards are truly required of our area to ensure all standards are met. While this goal was not met, it is continually being reviewed to meet standards that apply to University Events. No significant changes were made in University Events except for the addition of Military and Veterans Affairs.

Goal: Develop a 5 year strategic plan for Summer Camps. Do we keep them or do we only focus on SOAR?

SOAR along with general camps and conferences held at UNA were discussed at length with Tammy Jacques and David Shields. Bret Jennings is currently establishing a strategic plan for review of all camps, conferences, and SOAR to present to the appropriate departments. A major challenge for camps and conferences is an inconsistent reliability that each year brings from a revenue standpoint. An additional challenge is having a balance between dead conference space (or lack thereof) to be able to provide for week-long camps for high revenue potential. Preparing for larger camps attending back to back, while welcome, can present challenges with conference space as well as housing and the SOAR programs.

Goal: Expand the Game Room into the pit and work with SGA for a small \$1 fee increase to continue offering new and exciting games and programs each year

There was a major increase of 28% in attendance from FY2015 (10,420) to current date FY2016 (13,293). SGA has put forth a referendum to increase our portion of the Student Activity Fee from \$2 to almost \$4. University Events plans to work with facilities to design and expand the Lion's Den to include the pit. To accomplish this, we need to evaluate costs and develop a plan for construction, staffing, and equipment. The increased fee will begin Fall 2016.

UNIVERSITY HEALTH SERVICES

Goal: Service Analysis and Expansion

Review current services, pilot new services, and expand services accordingly; pilot expanded hours of operation

The current services are adequate to support the ambulatory health needs for students, faculty and staff experiencing minor illness and or injury. The student health clinic is staffed by a physician, nurse practitioner, and registered nurses, Monday through Friday when the university is open. Access through both scheduled and walk-in appointments is provided at no charge to students that pay the health services fee. Licensed professionals must maintain an unencumbered license and meet all continuing education requirements to ensure the delivery of competent and quality health care.

- UHS expanded women's health service offerings to include dispensing of birth control, increasing education, counseling and availability of pap testing prior to initiation of birth control pills, and support for a chlamydia research project that provides free testing and counseling to students.
- Hours were expanded to include provider coverage through the lunch period four days per week.

Goal: Policy Development, Implementation, and Evaluation

Draft and implement policies and procedures that promote protection of public health

This goal was partially met and will be carried forward.

- A comprehensive policy and procedure (P&P) manual was revised and is available in draft form.
- A required immunization policy was completed with a planned implementation date of fall semester 2017.
- The P&P manual will be finalized, approved and implemented by December 31, 2016 supported by a review and revision cycle policy.

Goal: Increase collaborative efforts and initiatives

Increase partnerships with on and off campus entities to promote health and wellness among the campus community.

This goal was partially met but will be carried forward as part of the department's annual strategic assessment and planning process.

- Established a referral relationship with a local organization that is part of the National AIDS Coalition to provide testing, education, and treatment resources to students diagnosed and living with HIV/AIDS.
- Increased and strengthened collaborative agreements with several universities as a preceptor site for Advance Practice Nurses
- Sponsored and or participated in multiple health education and promotion events on campus
- Serve as a clinical rotation site for nursing students
- Strengthened relationships as an active participant in area EMA and State Department of Health disaster and emergency response exercises

Goal: University wide wellness initiative

Develop, implement, and evaluate a university-wide wellness initiative in collaboration with relevant departments

This goal was not fully realized but it will be restructured and carried forward through a formal health promotion plan.

- UHS participated in several collaborative health and wellness events that lacked structure and outcome metrics

UNIVERSITY RESIDENCES

Goal: Reclassify Assistant Director of Success Initiatives to an Associate Director of University Residences.

Does this Initiative/Item address a specific issue raised during the department's Program Review?

Reclassifying this position will align it to the duties that it is actually performing. Since the creation of the position, achievements in student success have increased, while also seeing an entire department created and devoted to student success. Because of that, there was a natural tendency to shift duties to a more encompassing description.

UNA's Strategic Goals/President's Priority Initiative/Action Item 1 supports:

- High Quality Programs
- Diversity
- Student-Centered University
- Promote University Community

Discussion of strategies and tactics to reach Action Item 1:

Intended Learning/Process Outcomes:

- Better Customer Service with a head of Residence Life programming overseeing that entire area of University Residences.

- We would have a higher level of student-centered offerings in residence life programming
- New programming/educational opportunities.
- Further the development of the Department by being able to place a higher emphasis on Quality Program Development.

Measurement/Assessment Instrument(s)

- Satisfaction surveys
- EBI Data

Person responsible for assessment:

- Kevin Jacques and Jennifer Ballard

Use of evaluation results for future planning and decision-making:

- Change or modify departmental options.

Status of Priority Initiative/Action Item 1:

We have updated the Job Description to reflect the current duties and are finalizing it to present to HR for reclassification before the end of summer.

Expenditure for Priority Initiative/Action Item 1:

Scholarship and Workstudy: Unknown until review is complete.

Goal: Create New Receptionist Position

Does this Initiative/Item address a specific issue raised during the department's Program Review?

The department has transitioned to a new two office model. A receptionist is needed in the traditional Residence Life Office while the Administrative office transitioned to an administrative office with current staffing.

UNA's Strategic Goals/President's Priority Initiative/Action Item 2 supports:

- High Quality Programs
- Diversity
- Student-Centered University
- Promote University Community

Discussion of strategies and tactics to reach Action Item 2:

Intended Learning/Process Outcomes:

- Better Customer Service with a singular individual responsible for the information flow for the University Residences office.

Measurement/Assessment Instrument(s)

- Satisfaction surveys

Person responsible for assessment:

- Kevin Jacques and Jennifer Ballard

Use of evaluation results for future planning and decision-making:

- Change or modify departmental options.

Status of Priority Initiative/Action Item 2:

We have put this initiative on hold for the year.

Expenditure for Priority Initiative/Action Item 2:

Scholarship and Workstudy: N/A

Goal: Create GA Position

Does this Initiative/Item address a specific issue raised during the department's Program Review?

With the addition of the Professional Studies: Higher Ed Admin Master's Program, create a GA position that would benefit from the course offerings while providing service to the department that utilizes the learning gained in the program.

UNA's Strategic Goals/President's Priority Initiative/Action Item 3 supports:

- High Quality Programs
- Diversity
- Student-Centered University
- Promote University Community

Discussion of strategies and tactics to reach Action Item 3:

Intended Learning/Process Outcomes:

- We would have a higher level of student centered offerings in residence life programming
- New programming/educational opportunities.
- Further the development of the Department by being able to place a higher emphasis on Quality Program Development.
- Additional Duty Coverage for campus

Measurement/Assessment Instrument(s)

- Satisfaction surveys

Person responsible for assessment:

- Kevin Jacques and Jennifer Ballard

Use of evaluation results for future planning and decision-making:

- Change or modify departmental options.

Status of Priority Initiative/Action Item 3:

We have created and hired our first GA for the 2016-2017 Academic year.

Expenditure for Priority Initiative/Action Item 3:

Scholarship and Workstudy: Room, Board, Tuition remission and monthly stipend.

UNIVERSITY POLICE

Goal: Increase Manpower

Briefly explain the accomplishments and/or progress toward this goal and what actions or improvements (if any) are planned if no actions have been taken.

Additional officers were hired, but seemed to only replace positions that were vacated. Recruiting is challenging based on pay considerations and the complexity of the services we provide as opposed to traditional law enforcement agencies.

Goal: Add two additional police officer positions

Briefly explain the accomplishments and/or progress toward this goal and what actions or improvements (if any) are planned if no actions have been taken.

The UNA Police Department requested two additional positions and were granted one additional position. The position was successfully filled; however, additional positions are needed to maintain the level of expected services and safety on campus.

CHALLENGES AND CONCERNS

The Division of Student Affairs has been creative and purposeful in spending our limited resources, but we have reached a point in most areas where we struggle to maintain services and programs at current levels. Without new resources, we may have to reduce services to students. Our needs and challenges are similar to those of our colleagues across the University – personnel, financial resources, and facilities.

Personnel

Several areas are in need of additional staff to meet a growing demand from students to expand services, to meet new federal mandates, and/or to maintain a safe and secure campus. Critical and urgent areas include Student Counseling Services (two additional counselors), University Police (minimum of two additional officers), Career Planning and Development (one to two additional staff), and Student Engagement (one additional staff). The Division will develop a detailed strategic priority plan for addressing these staffing needs this coming year. Failure to address these critical areas could place University at risk and reduce the level of services provided.

Financial Resources

This is not a unique need from that of other divisions within the University. However, it is important to keep the “out-of-class” needs of students in our thinking and planning. There is a need for an infusion of new operating funds for all departments within Student Affairs. However, critical areas include University Police, Student Counseling, and Career Planning and Development. These funds will be used to replace aging equipment, expand resources for students, fund increased costs of existing programs and services, and meet the unfunded mandates of federal regulations.

Facilities

There is an urgent need to address a few facility issues in Student Affairs. A new permanent home for the Student Counseling Center appropriate for their needs must be found. Their department is split between two off-campus houses and creates a number of logistical and safety issues. This remains a top priority for the Division. Plans have begun on an alternative permanent location for Student Counseling Services, including the construction of a new Wellness Center. While their current location in two residential houses provides them space, it is not conducive or appropriate as long-term location. Student Counseling Services needs a professional office setting designed for a broad range of confidential personal counseling initiatives.