



Minnesota State University Moorhead

Student Affairs Master Work Plan and Year End Report

FY 2006

Student Affairs Divisional Goals		Department/Program Goal	Person Responsible	Status/ Progress
MnSCU Priority 1 - Increase Access and Opportunity				
Recruit students and champion retention efforts	1	Target and recruit freshmen and transfer students who are best served by the University	Gina Monson, Admissions	Ongoing through research, surveys and continued environmental scanning. Targeted marketing and segmented communication strategies are implemented and measured based on student attributes.
	2	Purchase names of prospective students based on high student ability, University targets and demographics	Gina Monson, Admissions	Complete. Purchased names and implemented targeted communication plans. Cross checks in database reveal continued need to purchase names to increase prospect pool and applicant funnel..
	3	Meet students & collect information for future follow-up in college fairs and high school and college visits	Gina Monson, Admissions	Ongoing. Expanded college fair and high school visits in Chicago and Wisconsin. Increased visibility and applicants from Chicago. Ongoing efforts underway for 2007 grads.
	4	Offer a speaker series to regional schools about the opportunities and benefits of higher education	Gina Monson, Admissions	Complete. Offered speaker series to MN school counselors. Represented MSUM as keynote speaker in several honors and careers classes. Initiated speaker series in Fargo South, North and West Fargo top feeder schools.
	5	Explore the feasibility of increasing the number of international students in consultation with the various constituencies affected and with the enrollment management committee.	Jill Holsen, International Programs	Current numbers are at saturation point. We will begin investigations with other constituencies regarding the feasibility of increasing numbers. As it is, students may be underserved given the limit on Kim's time.

	6	Identify resources and establish programs that support students whose first language is not English	Jill Holsen, International Programs	Responsibility has moved to Academic Affairs, Dean Enz-Finken.
	7	Support recruitment of International students currently studying at regional high schools or community colleges	Jill Holsen, International Programs	One high school visit in Fergus Falls.
	8	Provide a cross-disciplinary academic course to incoming freshmen/transfer students	Jill Holsen, International Programs	Courses provided during fall semester
	9	Provide foreign credential evaluations to identify transfer credits from overseas educational institutions for students who began their education elsewhere	Jill Holsen, International Programs	At least 200 evaluations conducted
	10	Promote student retention by providing remedial study skills instruction through Academic Fitness Program	Cliff Schuette, Counseling Center	143 students completed the program. Of those, 107, or 75%, were retained in MSUM.
	11	Support student learning by expanding Supplemental Instruction services	Cliff Schuette, Counseling Center	The extra funding last year allowed us to serve 5 extra sections of accounting, 3 new sections of political science, and one extra section each semester of general chemistry. This year the extra funding is going to help support more sessions for Math 229, Bio 111 and Physics 160. These are courses for which students often have conflicts, so more session times should result in greater participation. See Initiative grant summary.
	12	Work with architects to develop adaptive fitness areas and opportunities within the proposed new Wellness Center	Penny Klein, Hendrix & Wellness Center	In progress. Staff and architects researching equipment adaptation, space design and program development.
	13	Provide programming that will bring students, faculty and staff together in lifelong fitness & wellness habits	Penny Klein, Hendrix & Wellness Center	Ongoing program delivery, evaluation and development. Brochure developed to outline limited fitness activity series for students, faculty and staff, Spring FY06; classes offered by Brad Nordstrom, Fitness Specialist.
	14	Collaborate with the Art/Design dept. to offer Art Therapy in the Wellness programming to benefit students' personal/academic goals.	Penny Klein, Hendrix & Wellness Center	Program on hold due to lack of funding in the Art & Design Department budget. Wellness Center student staff would provide scheduling, phone information and help with publicity if program becomes active.

	15	Review, identify and assign tasks to concentrate recruitment efforts for students of color and New Americans.	Abner Arauza, Multicultural Affairs	Recruitment activity included visiting bridge programs in the areas selected. Twin Cities activities (Minnesota Association of Counselors of Color and community events) were not attended due to lack of funds. Recruitment efforts in Texas included training alumni to represent MSU Moorhead at college fairs in The Valley, San Antonio, and Austin.
	16	Employ a recruitment and follow-up database to improve "yield" numbers from potential recruits.	Abner Arauza, Multicultural Affairs	Ongoing. Database information from Admissions was used to follow-up on contacts and identify "yield" areas.
	17	Use two post cards in recruitment efforts. One will be a recruiting message and the other will be congratulatory to admitted students.	Abner Arauza, Multicultural Affairs	One of the cards is currently being used by Admissions as well as Multicultural Affairs Office. Second card is being mailed by MAO to students on "massive list" (database).
	18	Administer and review the Access scholarship program.	Abner Arauza, Multicultural Affairs	Visited with Access with most recipients regarding progress and feedback on how to improve program. Reviewed with Carolyn Zehren.
	19	Review and expand collaboration with departments to assist and facilitate services to students of color.	Abner Arauza, Multicultural Affairs	19 Graduate Assistants participated with other departments (Admissions, Education) in recruitment activities. Through the Multicultural Affairs Office (MAO), students of color participated in Dragon Days, Preview Days and campus visit by Chicago students. MAO staff working closely with Education to recruit students of color.
	20	Promote the Access scholarship and refine the application process.	Carolyn Zehren, Financial Aid/Scholarship	Scholarship program is in place and promoted in the printed scholarship brochure, online information, admissions publications. Scholarship task force recommended first tier awarding late fall with final recipient selection April 1.
	21	Improve retention by providing critical resources to first year students to allow them to successfully transition to the University community.	Kathy Scott, New Student Orientation	New target date of spring 2007
	22	Improved web resources for on-line orientation.	Kathy Scott, New Student Orientation	Completed / ongoing

	23	Continued evaluation of program effectiveness.	Kathy Scott, New Student Orientation	In progress
	24	Collaborate with the Gateway program staff to offer appropriate services for Gateway students.	Kathy Scott, New Student Orientation	Completed
	25	Implement recruiting efforts in areas with large populations of students of color, immigrant, and non-native English speakers - metro area, WI and IL.	Gina Monson, Admissions	Completed third year - Office of Admission established Urban Admissions Counselor where largest concentration of students of color reside. Urban Counselor visits over 250 high schools in metro, WI and IL and supports Multicultural Affairs Office in targeted community outreach efforts.
	26	Increase collaboration with MSCTC to integrate Gateway students and explore opportunities for MSCTC students to access our services and programs.	Gina Monson, Admissions	Ongoing. Each year the program is refined and transition to higher education options is improved. Have increased numbers of Gateway admits each year over past four years.
Provide an environment that celebrates and promotes diversity	1	Hire students and staff from diverse backgrounds and varied interests.	Entire Student Affairs Division	Division student employment breaks down as follows: 27 students of color hired, 10 older than average students hired, 50 International students hired, and 2 students with disabilities hired. Staff hiring includes two staff of color hired in FY06.
	2	Support an Urban Recruitment Coordinator in the Twin Cities area who works to recruit students of color.	Gina Monson, Admissions	Ongoing. Urban Recruitment Coordinator recruits and serves students in the Twin Cities. Strategically placed in metro where there is potential to reach students of color. She participates in MNAAC (MN Association of Counselors of Color) outreach and stays informed of issues impacting the recruitment of students of color.
	3	Coordinate bus tours to campus with targeted populations from the metro area.	Gina Monson, Admissions	Complete. Hosted Admission Possible, Rochester Upward Bound, Chicago, Northern metro, faith schools and several additional upward bound groups. Strong connections made with students and MSUM personnel and student organizations. Students have enrolled at
	4	Encourage currently enrolled students of color involved in on campus activities including recruitment, orientation, Dragon Days and tour guide programs.	Gina Monson, Admissions	Complete. Increased students of color involvement in outreach programs. Increased promotion of students groups through poster board campaign with student organizations and other areas of interest for potential students and families.

	5	Develop programs to address the needs of non-native English speakers.	Gina Monson, Admissions	Responsibility has moved to Dean Enz-Finken. Admissions Director available to support efforts with research and data
	6	Promote diversity through educational programming including Celebration of Nations and International Education week.	Jill Holsen, International Programs	International Education week programming occurred in November. Celebration of Nations occurred March.
	7	Incorporate diversity training in ongoing student and staff training, such as promote and support TOCAR, Stop the Hate, Women's Center and Safe Zone and other appropriate presentations through workshops and presentations with staff and students.	Entire Student Affairs Division	Participation in TOCAR occurs across the Division. Most departments have a diversity component in training for students. Encourage staff training to include RAs. Safe Zone is currently supported by volunteers within the division. Women's Center collaborates with other campus entities to provide workshops and training.
	8	Examine health care delivery model for cultural competency. Collaborate with Nursing Department, International and Multicultural Affairs.	Penny Klein, Hendrix Health Ctr.	In progress. Phase 1- Orientation to Cultural Competency and introduction to TOCAR completed. Phase II, Dialogue with representative students begins Fall of FY07.
	9	Promote involvement of current students of color in activities for prospective and new students and encourage leadership.	Abner Arauza, Multicultural Affairs	MSU Moorhead students were involved in hosting students from Chicago and other areas while on campus tours. Students continue to assume leadership roles in organizing events.
	10	Celebrate and promote diversity through cultural and educational programming.	Abner Arauza, Multicultural Affairs	The Asian American Association and the Black Student Alliance added some cultural events that enhanced the activities with awareness-creating discussions after the presentation. Organizacion Latina Americana re-organized the Unity Conference to increase the effectiveness of the workshops and reach more of the target population.
	11	Provide input to other departments and committees involving recruitment and retention of students of color.	Abner Arauza, Multicultural Affairs	Department staff and graduate assistants worked closely with Admissions, Athletics, and Education in planning and implementing recruiting and retention plans, such as the campus visit by Chicago students.

	12	Work with and define the role of the Access Scholarship Coordinator; facilitate mentoring activities of scholarship recipients, monitoring their adjustment to college life, and academic progress.	Carolyn Zehren, Financial Aid/Scholarship	Abner Arauza, coordinator, updated the Scholarship Task Force with recipient activities and status. Mentoring activities monitored on an on-going basis.
	13	Promote diversity through a new series of events, projects and training to provide awareness and social acceptance.	Kathy Scott, New Student Orientation	Student Orientation Counselor training will include simulations on diversity groups and social issues where students will work in a group with the goal to reduce stereotypes and increase awareness. A TOCAR representative will be asked to speak to the SOCs on racism and how they can address questions and concerns of new students. Also, the Orientation program will include a breakout session showcasing the Minority Resource Center and how students can get involved in minority student organizations, in addition to a theatre troupe "Dramatic Dialogues" performing on alcohol, date rape, diversity, etc. Handouts will be developed on these issues to be included in the new student folders.
	14	Seek to hire students of color for Student Orientation Counselors to promote diversity and assist incoming students of color.	Kathy Scott, New Student Orientation	Two students of color have been hired as Student Orientation Counselors. (One student is Hispanic and one is African American.)

Provide quality and responsive student services.	1	Increase correspondence with area high school counselors to keep them up to date on MSUM programs.	Gina Monson, Admissions	Complete. Admission Director completed breakfast meetings with all counseling staffs at local feeder schools, implemented on-site admission programs at four local high schools, Director is past president of West Central Counselor Association and is in continual contact with area counselors. Created new quarterly communiques for regional counselors. Hosted and presented to over 100 Mpls metro counselors. Email list created for updates. Hosted 45 area counselors on campus fall 2005. Hosted area principals and superintendents for fall Presidents luncheon. Will host area counselors again in fall 2006. Imitating efforts with Tri-College Provost for joint bus tour for metro counselors.
	2	Lead efforts in a statewide course transfer system offering online access.	Gina Monson, Admissions	Ongoing. Significant progress made in Degree Audit System. Hundreds of courses evaluated and entered into DARS system
	3	Determine students' job search expectations, awareness and perceptions	Cliff Schuette, Career Services	Was not completed.
	4	Reconfigure Residence Hall Olympics to focus on cultural diversity awareness and learning opportunities for the residential population	Beth Conner, Housing & Resident Life	Student hired to work on project determined she could not do the work and still graduate and pursue gradate school, so she resigned. The position has been rewritten and we are filling it this summer; Res Hall Olympics will be offered again by mid Fall semester
	5	Develop a new student position to provide regular review of the web site and information provided to current and prospective residents and families.	Beth Conner, Housing & Resident Life	Position description was written and student has been selected and appointed through spring 06.
	6	Investigate ways to provide more structured opportunities for residents' participation in service learning within their community.	Beth Conner, Housing & Resident Life	Working to develop contacts and a programmatic design to apply against either hall or floor units. Will be pursued during planning this summer.

	7	Survey effectiveness of programming and support services provided to students of color and New Americans	Abner Arauza, Multicultural Affairs	Program evaluations as well as verbal comments were considered as the Multicultural Affairs staff reviews the effectiveness of this year's programs and plan for next year. A proactive needs assessment was conducted at the tribal center.
	8	Programming and services will be adjusted based on the results of the student survey and MSUM goals	Abner Arauza, Multicultural Affairs	Throughout the summer, the Multicultural Affairs staff will discuss ways to improve programs and services based on feedback received. The format of the Unity Conference was re-organized based on budgetary needs and student input.
	9	Encourage faculty/staff of color to assist in guiding and monitoring progress of cultural programming.	Abner Arauza, Multicultural Affairs	Various faculty members provided assistance in identifying speakers for various cultural events, among them Ferman Woodbury (Black Student Alliance co-advisor) and Cecilia Mafla-Bustamante.
	10	Serve as academic advisors to students of color who have not declared a major.	Abner Arauza, Multicultural Affairs	Ongoing. Multicultural Affairs staff served as academic to undeclared students of color.
	11	Improve support services and resources for commuter, off-campus and non-traditional students	Kathy Scott, New Student Orientation	New off-campus program planned for fall orientation 2006
	12	Continue to improve family orientation, Family Day and the family website.	Kathy Scott, New Student Orientation	Link to family web site completed
Provide and model creative leadership through programming, training, problem solving and University involvement	1	Create a minor in leadership studies	Cliff Schuette, Counseling Center	In progress. Work continues with Tim Borchers and Denise Gorsline. We believe we will be ready to submit a proposal to APAC for a minor and/or a proposal to MNSCU for a certificate by Dec., 2006
	2	Develop and implement a grant-funded Campus Suicide Prevention program	Penny Klein, Hendrix Health	Grant opportunity lost. Move to FY 07 for reconsideration by HHC and Counseling.
	3	Receive training necessary to provide the University community and visitors with accurate information services, basic First Aid/CPR Services, and basic security services.	Ferman Woodberry, Campus Security	Completed during annual training and in-services throughout the year.

	4	Students of color will be provided with opportunities and encouraged to assume leadership roles in planning and organizing cultural, social, and support programs	Abner Arauza, Multicultural Affairs	Students of color attended the Pan African Leadership Conference (Mankato), the Minnesota Indian Education Association state conference (Mahnomon), and the Asian American Leadership Conference (Mankato). Latino students together with volunteers of other ethnic groups hosted the Unity Conference on Latino issues.
	5	Identify and host resource people from diverse populations to educate, train, and inform the University community on multicultural history, contemporary life, and leadership skills	Abner Arauza, Multicultural Affairs	Eliot Chang spoke on contemporary Asian issues and Dr. Satsuki Ina addressed issues encountered while bridging historical and contemporary concerns. George McCullom addressed American Indian issues while several Unity Conference speakers met with students or community individuals to discuss Latino concerns.
	6	Encourage students of color to participate in campus and community committees that deal with issues affecting them	Abner Arauza, Multicultural Affairs	As a result of encouragement from Multicultural Affairs staff, various students of color participated in student senate, Campus Activities Board, and the Powwow committee. Several other students will be involved as Student Orientation Counselors.
	7	Assist in public relations efforts regarding alcohol use and other social issues.	Kathy Scott, Judicial Officer	Ongoing. Projects include Today Tomorrow Newsletter and Advocates articles. Ongoing collaboration with Alcohol Task Force and other campus constituents
	8	Facilitate the development of a "mandatory" orientation session regarding diversity, alcohol, sexual harassment and other related issues	Kathy Scott, Orientation	"Dramatic Dialogues" contracted for fall orientation 2006. Orientation not yet developed officially as a "mandatory" program.

MnSCU Priority 2 - Expand High-Quality Learning Programs and Services				
Promote student learning, success and achievement through educational and extracurricular programming.	1	Periodically assess study abroad opportunities and make revisions/additions to meet the needs of the student body	Jill Holsen, International Programs	Assessed current agreements and produced schematic for deans' council. Extended the Lincoln agreement to include art majors. Began formulating procedures for new exchange with University of Manitoba.
	2	Promote student learning by providing quality peer tutoring services.	Cliff Schuette, Counseling Center	Ongoing. A total of 1145 hours of tutoring were provided in addition to what is provided in the Supplemental Instruction program. This amount to a 5% increase in tutoring usage. See Special Initiatives Report.
	3	Study how to introduce a regular series of co-sponsored life skill programs for residents.	Beth Conner, Housing & Resident Life	Assertiveness training program was implemented for RA staff and was successful. Will be expanded for pre fall training workshop; will be scheduled as complex activity option for residents in the fall semester.
	4	Develop and emphasize intentional community development, clear understandings of expectations and civility within the residence halls	Beth Conner, Housing & Resident Life	In process and on-going. Fall 05 workshop was redesigned to focus specifically on community development and enrichment. Spring in-service focused on community maintenance. Fall 06 will see different student presentations (being finalized this summer) offered to lend greater focus and clarity to the expectations.
	5	Encourage the responsible expansion of Greek colonies with high ethical standards on the MSUM campus.	Becky Jones, Student Activities	Considering expansion of Sigma Alpha Epsilon at MSUM. Informational sessions held spring 2006. Old Order of Owls requested to become Greek. Ongoing
	6	Provide support and opportunity for students to attend state or national forums	Abner Arauza, Multicultural Affairs	Asian students attended a conference and African American students attended the Pan African Leadership Conference in Mankato. American Indian students attended the MIEA. A student attended the JOM Title VII Conference in Duluth.

	7	Recognize growth and achievement of student leaders, including students of color, each year at an end-of-year event.	Entire Student Affairs Division	The formal Multicultural Affairs recognition event was postponed until next year. Students were informally recognized at end-of-year events hosted by the student organizations.
	8	Design a plan to provide opportunities for students of color to provide tutoring to their peers	Abner Arauza, Multicultural Affairs	Tutoring services were not implemented due to lack of funds. Students were referred to the Counseling Center for services.
	9	Transition oversight of the Honors Apprentice Program to the new coordinator	Carolyn Zehren, Financial Aid/Scholarship	Janet Haak Aarness is completing her first year as the academic affairs advisor to freshman and upper-class Honors Apprentice students.
	10	Structure the Upper Class Honors Apprentice Scholarship program to provide a capstone experience for top junior and senior student participants	Carolyn Zehren, Financial Aid/Scholarship	Janet Haak Aarness is coordinating the program and strengthening the academic nature of the scholarship program.
	11	Develop on-line mini-sessions as a resource for students to learn about the financial aid application process, money and credit management, etc.	Carolyn Zehren, Financial Aid/Scholarship	Project is assigned to Susan Rostvedt Johnson with an August 15, 2006 deadline to have the modules on the web. (Project continued to FY07 work plan)
	12	Develop links to the Student Judicial Services website that address alcohol use.	Kathy Scott, Judicial Officer	Completed. New student alcohol and drug policy will be included in the student handbook and websites.
	13	Create opportunities for additional ASL curriculum by offering service learning grants to faculty.	Kathy Scott, Academic Service Learning	Four grants awarded spring 2006 into 3 new disciplines
	14	Nurture community relationships by providing a community partner liaison and expanding collaborating events.	Kathy Scott, Academic Service Learning	Survey completed
Advocate students' interests and needs	1	Identify appropriate faculty advisors for international students empathetic to their academic and cultural needs	Jill Holsen, International Programs	All exchange students were assigned appropriate advisors during the academic year.
	2	Recruit and promote extensive resident input and involvement during the dining RFP process	Beth Conner, Housing & Resident Life	Used dining committee members as source of input; one regular student member sat on the RFP committee. Contract is still being negotiated between corporate and MnSCU attorneys and expected to conclude by mid June.

	3	Provide new wireless Internet access to residence hall students during FY 06 and initiate an RFP for a longer term contract for internet access in residence halls	Beth Conner, Housing & Resident Life	WI FI service was provided by GoMoorhead; installation was not as smooth a process as they envisioned. As a result, we will wait one additional year to give the system a fair trial run before going out for another RFP in January/Feb. 07.
	4	Provide quality entertainment options for MSUM students. Funds will be set aside for programs such as DragonFest, CAB, and Homecoming	Becky Jones, Student Activities	Dragonfest was held October 4th, Campus Activities Board sponsored 23 programs fall semester and 18 programs in spring. CAB planned 8 programs for summer. Homecoming sponsored or co-sponsored 19 events October 3-8. Funding sources for the programs were Student Activity Budget Committee, Alumni Foundation and entrance fees.
	5	Maintain representatives to serve as a liaison on the Student Senate and Parking Appeals Committee	Ferman Woodberry, Campus Security	Complete. students have continued to be interested in filling these positions.
	6	Develop awareness and support in appropriate departments, organizations and individuals based on student feedback	Abner Arauza, Multicultural Affairs	Advocated in behalf of students with faculty for tutoring, writing, counseling and financial assistance needs.
	7	Adjust and/or develop programs that address the personal, social, cultural and academic needs of students based on student feedback	Entire Student Affairs Division	Variety of surveys and evaluations completed in Student Affairs departments. For example, SOC's surveyed on strengths and weaknesses of orientation and set goals. Admissions surveys students throughout prospect, applicant to enroll process and adjusts outreach accordingly.
	8	Involve the Student Conduct Committee in an initiative to increase awareness of students' rights and responsibilities	Kathy Scott, Judicial Officer	Delayed to fall 2006
	9	Conduct a survey of students	Warren Wiese, Student Affairs	Academic Affairs will be conducting a student survey rather than Student Affairs.

Enhance students' emotional, intellectual, vocational physical and spiritual development	1	Create a new student position for fall, to initiate creation of new data bases from resident profiles, revisit Other Option night programs to offer hall and complex wide late night, weekend program options, redesign Residence Hall Olympics format, provide liaison contact with Faculty Fellows program, and develop programs with an intentional academic focus (major nights, career exploration programs, faculty guests, etc.)	Beth Conner, Housing & Resident Life	This position description was completed and we had an incumbent briefly this spring but resigned. The PD has been tweaked and reassigned to a complex coordinator level position, and will be filled by June 23.
	2	Develop late night and weekend programming that meets the entertainment and relaxation needs of students	Becky Jones, Student Activities	Research conducted on programs from other campuses. Discussion started at MSUM. Underground Unplugged is currently one late night program. Funding sought through strategic initiative grant but was denied. Funding to develop programs and to support additional staff still needed.
	3	Develop a better understanding of club sport's needs, requirements, and liability issues	Angela Boser, Student Activities	Meetings being held. Progress being made with regards to space needs, meeting with Physical Plant and liability form.
	4	Organize events that facilitate networking between new arrivals and upperclassmen, as well as faculty	Abner Arauza, Multicultural Affairs	Various activities were held by Multicultural Affairs staff jointly with student groups to welcome students as well as facilitate networking with upperclass students and faculty: "Welcome to MSU Moorhead picnic," Black Student Alliance (BSA) Thanksgiving dinner, BSA Christmas dinner, BSA end-of-year dinner, AISA sponsored an end-of-term social. Organizacion Latina Americana and Asian American Association hosted a volunteer appreciation cookout.
	5	Organize a directory listing community resources that serve populations of color such as theaters, churches, etc.	Abner Arauza, Multicultural Affairs	Completed and will be continually updated.
	6	Inform students of the importance of academic integrity and the consequences of cheating and plagiarism	Kathy Scott, Judicial Officer	New updates planned for fall 2006

Provide an environment that celebrates and promotes diversity	1	Help fulfill MSUM's mission as an institution that provides equal opportunity, diversity of opinions and multicultural inclusiveness by providing activities through the CAB diversity series.	Becky Jones, Student Activities	Diversity series planned and implemented with 5 Programs. September - Viewing of Blue Eyed video and Abner Arauza speech, October - Stephen Rocheford and Maureen Reed spoke. November - Brent Scarpo. Diversity series is addressed racism, discrimination, multiculturalism, hate crimes and GLBT issues.
	2	Review program evaluations and make adjustments of all programs that celebrate and promote diversity	Abner Arauza, Multicultural Affairs	Ongoing. Multicultural Affairs reviewed some of the evaluations during the end-of-year retreat and will continue to do so this summer.
	3	Plan and organize programming to ensure that events are authentic and respectful to their cultures	Abner Arauza, Multicultural Affairs	In addition to input from students and faculty/staff, insights from community elders were employed at all stages of planning and implementation, such as in organizing the Inter-college powwow.
Provide quality and responsive student services.	1	Promote and develop the concept of an expanded activities area in the CMU	Office of Student Activities Staff	A Office Manager position was developed and funding approved spring semester at Student Activity Budget Committee and the Activity Fee Budget committee. Position scheduled to be posted in June with a August 1, 2006 start date.
	2	Provide effective advertising opportunities for student organizations both in the CMU and throughout campus	Angela Boser, Student Activities	New table tent policy and program implemented with new plexi-glass holders placed in the CMU, Kise and Connecting Link. Program coordinated out of the Office of Student Activities. TTN, wall calendar, list serve, mailboxes, on-line events calendar are all other advertising avenues offered and coordinated by OSA.
	3	Look critically at policies and procedures and make changes as needed	Angela Boser, Student Activities	The Student Organization handbook is being reviewed and changes will be recommended for the printing of the handbook. New student alcohol and other drug policy will be included.
	4	Promote the use of Automated Clearinghouse in depositing financial aid overage funds into a students' personal account	Carolyn Zehren, Financial Aid/Scholarship	Very successful as demonstrated by a significant increase in the number of students selecting ACH of overage deposits into their personal account. Collaboration with the Business Office will continue.
	5	Explore possibilities of how limited summer counseling services can be offered in FY 06/07	Cliff Schuette, Counseling Center	A means has been found by which this can be done.

	6	Request approval for two new non-student part-time positions, a Records Manager and Campus Security Officer	Ferman Woodberry, Campus Security	Successful, in obtaining the Records Manager position, relabeled the Dispatch/Information Manager. Working on reallocating student funds to help hire 2 part-time Security Guards.
	7	Develop the RFP for a food service provider	Warren Wiese, Student Affairs	RFP process was executed by the campus and on time. Letter to negotiate with Sodexo sent 12/15/05. Extensive changes by the Attorney General's office and differences between the Office of the Chancellor and the AG's office have considerably delayed the project. Anticipate contract extension to take place in July of 2006.
Provide and model creative leadership through programming, training, problem solving and University involvement	1	Provide intentional leadership programs for student leaders and student organizations.	Angela Boser, Student Activities	Take the Lead program was completed for 2005-06 academic year. Student organization awards banquet was held in April, 2006.
	2	Provide leadership development opportunities and peer counseling training.	Ferman Woodberry, Campus Security	Completed at annual training and during in-services throughout the year.
	3	Arrange for speakers/presenters of color to meet with students of color while on campus	Abner Arauza, Multicultural Affairs	Eliot Chang, Dr. Satsuki Ina, Dr. George McCollum, Ge'Ylah and actors from Portraits of Courage visited with students of color while on campus. Several presenters at the Unity Conference also met with students of color.
MnSCU Priority 3 - Strengthen Community Development and Economic Vitality				
Promote student learning, success and achievement through educational and extracurricular programming.	1	Update contract addenda for MSCTC and Gateway students who live on campus, and develop relationships with their home programs	Beth Conner, Housing & Resident Life	We are finalizing an inter agency contract with MSCTC for one, possibly two years, to provide 200 beds/year to MSCTC and Gateway students in MSUM residence halls. Process to be completed by July, 2006.

	2	Remodel the first floor, and all other floor bathrooms and lounge areas in Grantham Hall	Beth Conner, Housing & Resident Life	GN project remains on schedule.
	3	Implement a Crime Prevention Training/Awareness program	Ferman Woodberry, Campus Security	Still in progress, researching materials and developing a implementation plan.
	4	Revise and update the University's Emergency Incident Management Manual	Ferman Woodberry, Campus Security	Phase One and Two of the plan have been completed, will have phase Three completed by December 2006.
	5	Seek funding to support the Neighborhood Watch Program of the University and surrounding community, with collaboration from the Moorhead Police and Clay County Sheriff's Dept.	Ferman Woodberry, Campus Security	Complete. \$5,000.00 was added to Campus Security's base budget to support this initiative.
	6	Submit a proposal for a 5 year plan to install 30-60 Blue-Light phones throughout campus	Ferman Woodberry, Campus Security	Received \$20,000.00 for phase one of the plan, also received \$18,000.00 for 07. Will continue to submit work plan initiatives until desired amount of phone are acquired.
	7	Continue to be involved in Tri-College and community events	Abner Arauza, Multicultural Affairs	On going. Department staff were involved in organizing the Inter-college Powwow, a Hip Hop Summit at Concordia, and volunteering in after school programs (Mujeres Unidas).
	8	Be involved in the program development of the Student Center project with primary responsibility assigned to Hendrix, Residential Life and CMU	Entire Student Affairs Division	Student Center Complex project has been cancelled. Design work has begun on two stand alone buildings: food service, wellness center.
Recruit students and champion retention efforts	1	Collaborate with MSCTC and FM Chamber to maximize recruitment opportunities	Gina Monson, Admissions	Collaboration with MSCTC complete. FM Chamber in progress. Chamber partnership has focused on understanding local needs and supporting Chambers area Youth Leadership. Gina initiated planning with Tri-College Provost and Concordia and NDSU Enr Mgrs. Met throughout the summer and planned future joint outreach efforts to local and mpls school counselors..

	2	Those who participate in efforts to recruit students of color will be recognized at an annual reception	Gina Monson, Admissions	Redirected efforts to recognize all campus members who assist in recruitment efforts. Have provided weekly reports to all Academic Dept Chairs on applicant activity in their areas. Planning November evening to include campus in telecounseling and feedback reception.
MnSCU Priority 4 - Fully Integrate the System				
Advocate students' interests and needs	1	Actively participate in developing new programs and initiatives that reflect the interests and needs of incoming students	Gina Monson, Admissions	Complete. Ongoing research, input from professional organizations, surveys and student and family requests. Example is outreach and specialized campus visit
	2	Attend select area forums where issues that affect students of color are being discussed and advocated	Abner Arauza, Multicultural Affairs	Amy Halvorson, a grad assistant, attended the MnSCU Best Practices Conference in March. Other students attended the Minnesota Indian Education Association
	3	Promote use of a mnstate.edu e-mail address by all students, using the medium to send official communications	Warren Wiese, Student Affairs	Concept presented to and accepted by Student Senate. Implementation occurs through ongoing updates in publications.
	4	Deliver award notices of financial aid eligibility to students solely using the mnstate.edu e-mail address	Carolyn Zehren, Financial Aid/Scholarship	Successful. ISRS changes allow Financial Aid to designate which type of email address to use in delivering award notices to students. MnState email is designated by the President as the official means of communication.
	5	Conduct a review and revision of policy and procedure documents including the student conduct code and handbook	Warren Wiese, Student Affairs	Delegated to Dr. Wilson and the process is currently in publication and electronic formatting for distribution in Fall, 2006. Alcohol policy/procedure for students has been completed and approved.
Provide quality and responsive student services.	1	Work with MSCTC to provide a smooth student transition from MSCTC to MSUM.	Gina Monson, Admissions	Complete and improving annually.
	2	Evaluate existing and new services/programs with the pending Student Center project.	Karen Mehnert-Meland, CMU	Student Center project parameters have changed. Programs and services will be evaluated within the context of the Student Union program. A consultant will be working with the Comstock Memorial Union staff to develop a strategic plan.

	3	Plan for impact of demolition of first floor of the union pending design plans, including possible temporary location of services.	Karen Mehnert-Meland, CMU	Planning started and then stopped with the change in plans for a renovated food service (Kise) attached to the CMU. CMU staff is not involved in the Kise project.
	4	Evaluate staff structure for potential reorganization.	Karen Mehnert-Meland, CMU	Evaluation process completed, the results will affect three positions. The organizational structure is designed pending approval. The new position has a written position description and needs to go through the campus process. A second position will be requesting a re-classification and the third position will be searched in spring semester.
	5	Learn and apply the SAVVY software for webpage development/updating. Explore a divisional template for web pages.	Student Affairs Division	Financial Aid has worked through this process to completion. Some departments have worked on this (Admissions, CMU, Security, International Programs). Reviewing possibility of template for division to use.
	6	Identify resources to support students of color regarding financial aid, tutoring, academic advising, counseling housing and cultural programming.	Abner Arauza, Multicultural Affairs	A Strategic Initiative grant provided funding for graduate assistants and some recruitment travel. Other resources that support services include the study center, study manuals, books, videos, and other periodicals.
	7	Set up alternative loans for electronic processing and disbursement via EFT (electronic funds transfer).	Carolyn Zehren, Financial Aid/Scholarship	In place this year. Starting in June, SELF (MN alternative loan) has set up electronic applications for students and certifications for MSUM. Very few alternative loan disbursements will come via paper check.
	8	Update the website for a more user-friendly appearance.	Carolyn Zehren, Financial Aid/Scholarship	Updated and compliant website launched August 14, 2006.
	9	In fall 2005, implement a modified Satisfactory Academic Progress Policy that complies with MnSCU procedure.	Carolyn Zehren, Financial Aid/Scholarship	In place. Complies with MnSCU policy requirements. First evaluation of student performance under the new policy occurred December, 2005 and the first academic year cycle complete in May, 2006. Extensive manual review is needed to validate the results.

	10	Continue to explore the co-location of services to more effectively serve students.	Cliff Schuette, Career & Counseling Services	Disability Services is now co-located with Career Services. Absence of funding for CMU remodeling prevents more extensive co-location at this time.
	11	Engage in a strategic planning process to develop a plan for the next 5 years.	Warren Wiese, Student Affairs	Discussion started on December 20, 2005. Will use Dr. Allen to build on Summer Success Institute in July.
	12	Integrate into the division to take on special projects and administrative responsibility for part of the division.	Dr. Katy Wilson, Student Affairs	Coordinated MnSCU Legal Issues Seminar. Chairing Alcohol Task Force/Dealt with alcohol issues surrounding student death.
	13	Review Multicultural Office and Student Support Services relationship for potential organizational changes.	Abner Arauza, Multicultural Affairs	In progress.
Operate programs and facilities with fiscal integrity.	1	Educate student organization officers regarding policies/procedures of student activity fee dollar allocation and use.	Sandy Schob, CMU	Ongoing. Training provided at Take the Lead for SABC funds and process. Training session also provided at the Organization assembly. A booklet was created that addresses SABC policies and procedures for Activity Fee dollars.
	2	Research and purchase a new point of sale system.	Karen Mehnert-Meland, CMU	Completed. POS system was installed in August in Recreation Center, Copies Plus, Etcetera Shop, Compass and Main Office.
	3	Work with the Business Office to implement changes in the drop/add period and collection of tuition/fees for fall 2006.	Carolyn Zehren, Financial Aid/Scholarship	Owens Forum group meetings on-going to create procedure to reduce drop/add to 5 days; discussed and created policies and procedures to implement "drop for non-payment" fall 2006.
	4	Set up process to allow Bookstore charging by students who have sufficient funds to pay all University costs.	Carolyn Zehren, Financial Aid/Scholarship	In place and very successful. Interface is done each semester. Students have been retrained to accept sufficient financial aid to include books, if they intend to use financial aid to pay. Bookstore receivables decreased markedly.
	5	Work with students and the Business Office to reduce account receivable balances.	Carolyn Zehren, Financial Aid/Scholarship	In place and very successful. Project is done each semester and remains an on-going project.
	6	Explore the possibility of creating an internal business manager position.	Beth Conner, Housing & Residential Life	Begin with exploring internal reconfigurations and funding options.

Minnesota State University Moorhead

Work Plan Initiatives Student Affairs Report

FY 2006

Initiative Goal	Initiative Title	Status/ Progress
Student Growth and Development		
Abner Arauza	1 Initiative Projects Graduate Assistants Budget \$17,600 Base	Mid-year report: Amy Halvorson and Bill Garcia were hired 11/8/05 as graduate students (GAs), supported by the strategic initiative grant. The GAs are facilitating discussions with students of color to identify needs and concerns. In addition, they are developing resource materials to facilitate the students' experiences at MSUM. Bill Garcia has participated in recruitment activities in the Fargo-Moorhead area with Admissions Dir. Gina Monson. Amy Halvorson attended recruitment activities in the White Earth Reservation with Jody Steile, Coord. of the MSUM White Earth Program. Bill also assisted with follow-up telephone calls to prospective students. The GAs have interviewed numerous students of color in an effort to establish rapport and identify their needs to promote ownership of the Multicultural Affairs services and the student organizations. To assist with determining needs and concerns, the GAs created a priority matrix that assigned urgency to their work plans. Although they are working within these parameters, their focus can be altered as new demands or needs are identified.
		End of year report: The graduate assistants hired with the strategic initiative grant has been fundamental to undertaking projects that will enhance the services provided to students of color by the Multicultural Affairs Office (MAO). They participated in recruitment activities with Admissions and MAO staff. Additionally, they assisted with follow-up telephone calls to prospective students. Based on conversations with student leaders, the graduate assistants developed a leadership and survival skills presentation that will reinforce cultural-based skills through culture-sensitive examples. This project is partially completed. The study skills component remains to be completed (projected date is end of Fall 2006). The graduate assistants compiled and designed a resource directory that includes ethnic-related resources throughout the FM area, such as hair needs, groceries, and other items. This project is completed and awaiting funds to be printed. Both graduate assistants became involved in the cultural events organized by the Multicultural Affairs Office with the ethnic student organizations.

		The Dragon Transition Team, a buddy system to assist first year students with transition to university life, was organized and implemented this Fall of 2006. Gus Claymore worked with Bill Garcia, a graduate assistant, on this project. Amy Halvorson, a graduate assistant, compiles a Powwow procedures handbook that will guide the Powwow Committee in organizing the Inter-college event. Halvorson secured an internship in the White Earth reservation in her area of interest, counseling. Bill Garcia continues with the MAO.	
		Currently, the graduate assistants are working on two projects. Bill Garcia is researching and designing a multimedia presentation that will offer information about MSU Moorhead and the Multicultural Affairs Office. The presentation will be used primarily for recruitment activities but also for events where appropriate. Amy Halvorson is researching and compiling a handbook that will serve useful in organizing the Inter-college Powwow. It will contain such information as committee structure, timelines, lists of vendors and advertisers, sources and contacts for services utilized each year, and an appendix of forms, among other related functions. It is hoped that both projects will be completed this summer. Amy Halvorson will not return to work with this program next year. She has secured an internship at the White Earth reservation. A new GA will be hired as a replacement.	
Recruitment and Image			
Veronica Michael	2	Outreach visit program Budget \$2,399 Seed	Mid-year report: Beyond traditional recruitment efforts and hosting approx. 900 visitors fall semester, Admissions brought an additional 85 guests to campus via coordination with mentorship programs across the region such as TRIO and Upward Bound. Follow-up regarding Access scholarship and MSUM opportunities was completed via phone, email and mail. Additional visits are planned for targeted groups from the Minneapolis/St Paul metro area spring semester.
		End of Year Report: Successful implementation of hosting a variety of student groups on campus as well as building partnerships with regional post high school planning organizations. Groups included metro based organizations such as Admission Possible (Mnpls/St. Paul), regional based organizations such as McKinley (Chicago), local private high schools such as Park Christian (Moorhead). Approx. visitors 350.	
Veronica Michael	3	CHAT and broadcast email Budget \$2,399 Seed	Mid-year report: Research completed for selection of vendor best suited for CHAT and broadcast email functions. Spring semester communication will be initiated with new admitted freshmen and transfer students. Goal is to increase yield rate of admitted students.

		End of Year Report: Although research was completed into selection of the most responsive service vendor in the area of CHAT and broadcast email, we were unable to being implementation of this project within this academic year. This decision was made after considering how to best maximize the effectiveness of implementation and properly integrate this new technology into our current recruitment communication flow. We request these funds roll into the 06/07 academic year.
Gina Monson	4	Graduate Student: Campus Visit and CHAT Rep Budget \$7,000 Base Mid-year report: Great use of resources. Utilizing a graduate assistant (GA) in Admissions has been integral in improving personal attention given to visitors, campus tours, appointments with students/families, and hosting mentorship groups such as Upward Bound/TRIO, etc. Our GA formed a partnership with the MSUM Student Organization office and increased involvement/representation of student groups in recruitment activities such as Preview Days. Initiated mailings to students and alums in targeted regions and completed recruitment to WI, IL and regional events. Has researched alternative communication options for first generation and students of color and partnered with agencies in Chicago to follow-up with qualified student leads. Is assisting in expanding our outreach and yield plan to academic scholars including recognition at the Student Academic Conference. GA has received high evaluations from visitors, counselors and key influentials in the college search process. Having a consistent trained staff member in the office when staff are on the road has improved the visitors' experience immensely.
		End of Year Report: This position has proved extremely valuable in the day to day working of our office and maximizing our visitors experience on campus and in follow up communication which increases likelihood of application and enrollment in MSUM.
Enhance Student Experience		
Cliff Schuette	5	Expanding tutoring services Budget \$16,406 Base There was a 38% increase in tutoring hours for the Fall '05 as compared to Fall '04. There was an increase of 23% in the number of students served. Spring calculations are still being conducted.

Cliff Schuette	6	Supplemental Instruction Budget \$8,594 Base	Due to the late notification of additional funding we were only able to add 2 more classes where S.I. was offered (for a total of 13 classes). However, this still represents an increase of 4 more classes, or 44%, over the Fall '04. Spring '06 the aim is to have 14-15 total classes where S.I. is offered. One more class was offered this spring than the previous spring, but that class had 6 sections, so the exposure was expanded. We have one more section this summer than last. We had anticipated an increase of 2 more sections, but last minute leader resignations due to internship opportunities contributed to less sections than desired. Finding qualified and available student leaders is an increasing challenge. The extra funding last year allowed us to serve 5 extra sections of accounting, 3 new sections of political science, and one extra section each semester of general chemistry. This year the extra funding is going to help support more sessions for Math 229, Bio 111 and Physics 160. These are courses for which students often have conflicts, so more session times should result in greater participation.
Ferman Woodberry	7	Neighborhood Watch Program Budget \$5,000 Base	The program was allotted \$5,000.00 for the year and the final cost was \$5,068.00. The Moorhead Police Department reported that the working on this initiative produced the following results: Alcohol Violations 477 Drug Violations 12 Noise Violations 196 Arrests 19 DWI 3 Criminal Citations 62 Noise complaints are down 80% from the fall, the party activity is nearly non-existent in the MSUM area.
Ferman Woodberry	8	Emergency Blue Light Budget \$20,000 One-time	Code Blue software and phones will be purchased. Physical Plant and IT personnel are in the process of the installation of the system base concrete pads and conduit wiring.