



FRANCIS MARION UNIVERSITY

DIVISION OF STUDENT AFFAIRS ****NOTE** starting July 1, 2019 the Division was re-named Student Life**
 IE DEPARTMENTAL ASSESSMENT PLAN

ASSESSMENT PLAN PERIOD: July 2018 – June 30, 2019

DIVISION MISSION STATEMENT: The Division of Student Affairs supports the educational mission of the University by providing programs, services and co-curricular learning experiences that contribute to student success and development within the FMU intellectual community.
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Goals		Desired Outcomes	Assessment Methods and Procedures	Results	Planned Improvements Based on Assessment Results
1.0	The Vice President for Student Life will work to develop and market student and campus-wide programming that provides events and activities that are intellectually stimulating and engaging for the broadest section of our students. Work to organize, plan, and create the upcoming semester events calendars in a timely manner.	See to it that campus programming seeks to engage <i>all</i> of the student body and reaches the largest audience possible for most events. As such, work to develop and aggressively market a variety of activities, events, and topics to be as inclusive as possible. Use of the Intra-University Programming Council to assist in the development, marketing and implementation of programs, events, etc.	Hold regular meetings of the Intra-University Programming Council throughout the year to plan for events. Baseline = for the 2018-2019 year (first year of the Council) we held 3 meetings in summer, 3 meetings in fall and 1 meeting in spring semester for a total of 7 meetings for the year. Baseline = for the 2018-2019 year no semester student events calendars were created.	During the 2018-2019 year which was the first year of the Intra-University Programming Council, we held 3 meetings in summer, 3 meetings in fall and 1 meeting in spring semester for a total of 7 meetings for the year. For the coming year, we completed and distributed the Fall 2019 student events calendar on June 15, 2019.	Continue to hold regular, multiple meetings of the Intra-University Programming Council throughout the year to plan for events. The Target for meetings to be 1 meeting in Summer and 3 meetings in fall and 3 meetings in spring semesters for a total of 7 meetings per year. Work to expand the membership of the Intra-University Programming Council to include representatives from all aspects of the campus

		<p>Have the upcoming semester events calendar completed and distributed by July 1 for Fall semesters and December 1 for Spring semesters.</p>	<p>Benchmark = for the upcoming 2019-2020 year, we will hold 2 meetings in Summer, 3 meetings in fall , and 3 meetings in spring semester for a total of 8 meetings for the year. Benchmark = for the 2019-2020 year, we created and distributed the fall student events calendar on June 15 Target = 1 meeting in Summer and 3 meetings in fall and 3 meetings in spring semesters for a total of 7 meetings a year. Target = for the calendar to be completed and distributed by July 1 for Fall semesters and December 1 for Spring semesters.</p>		<p>community to assist in these efforts. Coordinate with members of the Council and other offices and departments to work to complete and distribute the upcoming semester's student events calendars by July 1 for Fall semesters and December 1 for Spring semesters.</p>
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2.0	<p>The Dean of Students oversees all changes and revisions needed to student conduct policy. Those changes are then compiled and submitted in a revised FMU Student Handbook each year.</p>	<p>The Dean of Students and Student Life Office staff work to incorporate all new changes into the newest edition of the FMU Student Handbook. That Handbook is to be completed in a timely manner with targeted deadline of August 1 each year. Furthermore, the office works to have the completed Student Handbook available on-line to all students by August 15 each year.</p>	<p>The completion of the print version and posting of the online version of the FMU Student Handbook is accomplished through the coordination of multiple offices. Baseline = for the 2017 – 2018 year the Student Handbook revisions with all new policy developments was completed on July 30, 2017 with on-line access available on August 7, 2017. Benchmark = for the 2018 – 2019 year the catalog revisions with all new programs and course developments was completed on August 1, 2018 with on-line access available on August 10, 2018. Target = August 1 of each year for completion of print edition August 15 of each year to post on-line edition of the new Student Handbook.</p>	<p>The newest edition of FMU Student Handbook was completed via input from the Dean of Students and Student Life office staff on August 1, 2018. The Handbook will be made available on-line on August 10, 2018 or sooner.</p>	<p>Continue to attend all committees and meetings that pertain to policy development and proposals. Dean of Students and Student Life office staff will continue to work to incorporate all new changes into the newest editions of the FMU Student Handbook. The target deadline for completion of the newest catalog edition will be August 1 of each year and on-line posting of the Handbook by August 15 of each year. Better communication between the Dean of Students, Student Life office staff and the communications office and all other offices e.g. Housing will be implemented in the future so as to keep to that deadline and/or provide for an earlier date of completion.</p>
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3.0	<p>The Office of Student Life works closely with the Student Government Association (SGA) to promote student development and training. SGA four (4) executive leaders are encouraged to participate in annual training.</p>	<p>SGA Executive leaders and members will engage with other Student Government leaders and gain insight into the best practices for promoting positive change within the Francis Marion campus community. Executive officer professional development will be complete by August 15 each year for the SGA President, Vice President, Secretary, and Treasurer.</p>	<p>Training opportunities are explored throughout the academic calendar year with input from Office of Student Life staff and SGA executive leaders.</p> <p>Baseline = In 2017 – 2018, SGA four (4) Executive Officers did not attend any professional development training that enabled them to interact with SGA leaders from various campuses nationwide.</p> <p>Benchmark = for 2018 – 2019, SGA four (4) Executive officers attended the American Student Government Association Officer (ASGA) training in July 2018 which provided them with the best practice of SGA and each officer position.</p> <p>Target = by August 15 each year the four (4) SGA Executive Officers will participate in 1 or more available professional</p>	<p>The Office of Student Life staff took the four (4) SGA executive officers to the summer American Student Government Association Officer training in July 2018. SGA leaders attended various educational sessions that provided an overview or the rights and responsibilities of SG on the college campus.</p>	<p>Continue to explore and encourage training opportunities for SGA student development. The Office of Student Life with input from SGA will explore student development training during the Spring academic term to adhere to registration deadlines for any summer training available for incoming SGA executive leadership for the upcoming academic year.</p>
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			development training for new and returning Student Government Association Executive Officers (President, Vice President, Secretary, Treasurer). Training will cover the duties of the SGA as well as the responsibilities of the President, Vice President, Secretary, and Treasurer of SGA.		
4.0	The Office of Student Life works closely with the Campus Activities Board (CAB) to promote student programming and training. CAB executive officers and board members are encouraged to participate in annual training. The Office of Student Life would like to increase the number of students participating in training each year	CAB Executive Officers and board members will engage with other student leaders and gain insight into the best practices for promoting positive programming efforts within the Francis Marion campus community. Board member professional development will be complete by December 15 of each year.	<p>Training opportunities are explored throughout the academic calendar year with input from Office of Student Life staff and CAB Executive Officers.</p> <p>Baseline = In 2017 – 2018, CAB was not formed and therefore, no opportunities for professional development were created</p> <p>Benchmark = for 2018 – 2019, have at least (2) CAB Officers attend regional training opportunities</p>	ACHIEVED: The Office of Student Life staff took (4) CAB officers to the National Association of Campus Activities (NACA) regional conference in Atlanta, GA during October of 2018. CAB leaders attended various educational sessions that provided an overview of effective programming and leadership strategies.	Continue to explore and encourage additional training opportunities for CAB student development. The Office of Student Life with input from CAB will continue to support student development and success through increased training opportunities.

			<p>Target = by December 15 of 2019 have at least (7) CAB board members participate in professional development training and team building opportunities</p>		
5.0	<p>The Dean of Students facilitates the Student Conduct Hearing committee training for the two committees. Annual training generates a pool of committee members the Dean of Students may select from to ensure student conduct hearings are conducted in a fair and timely manner.</p>	<p>The Dean of Students strive to provide comprehensive training to the two (2) Student Conduct Hearing Committees (General Conduct and Special Conduct Cases) members that identifies the best practices in the adjudication of student conduct incidents. Annual training for both boards is to be completed during the Fall of each academic year. The targeted deadline of October 15 for both trainings each year.</p>	<p>The facilitation of training is accomplished with the solicitation of committee volunteers willing to serve on either of the two committees for the upcoming academic year during the fall semester.</p> <p>Baseline = for 2017-2018 academic year training was in October 2017.</p> <p>Benchmark = for 2018 – 2019 academic year Conduct Hearing Committee training was conducted on October 3 & 4, 2018 for general student conduct cases. The Special Conduct Hearing Committee training was held on October 16, 2018 for Title IX type conduct cases.</p> <p>Target = October 15 of each academic year</p>	<p>Conduct Hearing committee training for both the General Conduct and Special Cases was completed by the Dean of Students, Office of Student Life staff with input from FMU Campus Police in October 2018 for both committees. Special Cases committee received additional training on trauma.</p>	<p>Remain up-to-date regarding best practices regarding the student conduct process as well as university policy. Dean of Students will continue to incorporate evolve the conduct process based on any changes to in university policy or updates in the best practices. Target training deadline will be October 31 each academic year. Ongoing communication and working relationship between the Dean of Students, Title IX coordinator, and Campus Police will allow this deadline to be kept.</p>

			conduct hearing training will be completed for the two conduct committees that assist with the adjudication of conduct hearings and appeals.		
6.0	The Assistant Vice President for Student Life will maintain, disseminate and educate international students regarding maintaining their F-1 Status, OPT/CPT Work Training and adhering to rules and regulations administered through the Department of Homeland Security.	<p>Increase the number of international students participating in Optional Practical Training (OPT) by 50%. On average, 1 - 2 students participate in this work opportunity each year.</p> <p>Typically, international students will apply for OPT approximately 3 months prior to graduating from the University. This gives the student the option to work an additional (1) year in the United States after graduating from the University.</p>	<p>Each semester, the SEVIS Database program's information on our F-1 and J-1 international students is analyzed to determine how many international students are actively participating in employment opportunities that are related to their major of study. Data is also analyzed to ensure that our international students remain enrolled and in compliance with regulations associated with the US Department of Homeland Security.</p> <p>Baseline:1 Benchmark:3 Target (3-5 years):5</p>	<p>ACHIEVED: At the close of the Spring 2019 academic semester, 3 students submitted applications to USCIS for OPT (Pending Approval). This number derived from the total number of international students graduating during the Spring 2019 semester (5 students).</p>	<p>Continue to communicate with faculty in an effort to educate them on the process associated with international student enrollment and employment. In addition, the Office of Student Life (in conjunction with the Office of Career Development) plans to sponsor at least one workshop per semester to inform international students about the employment approval process and opportunities that may be available to them.</p>

7.0	<p>The Assistant Vice President for Student Life will promote mentorship, personal growth and professional development by fostering a series of programs designed to help Freshman students succeed.</p>	<p>Maintain a personal and professional development program that promotes student success, mentorship, and leadership. The program should serve at least 50 students each year.</p>	<p>The Freshman Focus Program is an eight-week personal growth and development program that takes place each year. The program is marketed through a mass email invite to eligible Freshmen students and FMU faculty to recommend nominations. An Exit survey was provided to all Freshman Focus Participants and Mentors in an effort to provide information on how we could further strengthen the program or partner with other departments on campus to achieve this goal. Baseline: 17 participated / 13 completed Benchmark: 30 participated / 27 completed Target: (3-5 years): 50 participated / 45 completed</p>	<p>NOT ACHIEVED: 15 students began the Freshman Focus program during Spring 2019 and 11 students completed the program. Because of this, the program will undergo a transformation process during the 2019-2020 academic year and will be re-established under a different name for the 2020-2021 academic year.</p>	<p>During the 2019-2020 Academic Year, with the aid of the entire Student Life Staff, (2) student focus groups and (1) faculty/staff focus group; efforts to combine the Freshman Focus Program with the Leadership FMU Program will take place. This will also help sustainability efforts as funding and resources will go towards one program instead of two. Lastly, results from the Freshman Focus exit survey and will be used to improved session offerings and opportunities for participants enrolled in the newly designed program.</p>
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8.0	<p>The Assistant Vice President for Student Life will promote diversity on campus by bringing guest speakers that are socially, ethnically, and intellectually diverse.</p>	<p>A. Increase the average number of individuals from the campus community who attend cultural events to 90.</p> <p>B. Increase the number of cultural programs offered to the campus community from 4 programs to 6 programs annually.</p>	<p>The number of program offerings and the number of individuals attending cultural programs will be assessed through attendance roster tracking. On average, 50 campus community members attend cultural events sponsored by the Office of Student Life.</p> <p>Baseline: 50 Benchmark: 80 Target: (3-5 years): 90</p> <p>On average, 3 cultural programs are offered by the Office of Student Life each year: Hispanic Heritage Program, International Holocaust Remembrance Program and Black Heritage Month program. Program offerings are created based on suggestions from the Campus Activities Board, faculty and staff.</p> <p>Baseline: 3 programs Benchmark: 4 programs Target (2 years): 6 programs</p>	<p>NOT ACHIEVED: The largest cultural program attendance for the 2018-2019 academic year was the Cultural Food Festival (203) and the lowest cultural program attendance was the International Holocaust Remembrance Program (15). The average attendance for all 4 programs is 71 participants.</p> <p>NOT ACHIEVED: During the 2018-2019 academic year, only (4) programs were implemented: Hispanic Heritage Month Program, Cultural Food Festival, International Holocaust Remembrance Program and Black Heritage Month Program. Current efforts are in place to increase that total from 4 programs to 6 programs a year.</p>	<p>The Campus Activities Board plans to include more open-ended questions on their cultural program evaluation for the 2019-2020 academic year to better assess the level of knowledge acquired by the audience and inquire what specific cultural programs are desired by the campus community. The Board will use this information to improve program offerings and select guest speakers that meet the needs of the target audience. The Board will also consult with faculty members who have expertise in respective cultural fields of study.</p>
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9.0	The Office of Student Life staff will work together to generate Large-scale Programs that cater to the entire FMU student body and provide a holistic and diverse approach to student development	a. Increase the number of educational and entertaining programs being offered to the FMU Campus Community (large-Scale average 250 - 800 audience/ participants)	<p>Large-scale programs are typically facilitated through the Campus Activities Board which is comprised of 13 students. The Board works closely with faculty, staff and the Office of Student Affairs to host programs that cater to the students at FMU. The number of program offerings and the number of attendees are recorded via an attendance tracking roster.</p> <p>Baseline: 4 programs Benchmark: 6 program Target (3-5 years): 10 programs</p>	<p>ACHIEVED: A total number of (7) large-scale programs were offered during the 2018-2019 academic year. These programs include: C-Word Consent Comedy Show, Crescent Circus Show, FMU's Got Talent series, Carnevil Halloween Party, Fall Jamboree, Spring Jamboree and the FMU Spring Formal.</p> <p>Each of these events averaged over 250 students. The new events added this year were the C-Word Consent, Crescent Circus, FMU's Got Talent series, and the FMU Spring Formal.</p>	During the 2019-2020 Academic Year, with the aid of the entire Student Life, efforts to collaborate with different departments on campus will take place in order to bring more large-scale program offerings to our students such as concert bands, student talent series, health and safety demonstrations, and campus-wide learning opportunities. Surveys will be provided toward the end of each semester to help assess how popular and effective each program is to our student audience. We plan on continuing our successful events as well as adding on to those events to maintain our service to the students.
10.0	The Dean of Students will enhance the University's response to alcohol and other drugs education.	To positively contribute to student personal development through the enhancement of alcohol and other drugs information informative	Utilize the data collected by the Dean of Students of the number of policy violations to determine if it warrants the continued use of the eCheckup To	ACHIEVED: The VP for Student Affairs chaired a committee of key individuals on campus to evaluate the uses of the software program and	Planned improvements include a continuation of the selected committee and create appropriate programming on alcohol and other drugs for

		<p>and strategic methods and techniques for evaluating alcohol and other drug use.</p>	<p>Go software as an educational tool for violations drug and alcohol violations.</p> <p>Baseline = for the 2017 – 2018 academic year, there were 8 student alcohol violations and 16 student drug violations.</p> <p>Benchmark = for the 2018 – 2019 academic year, there were 7 student alcohol violations and 32 student drug violations.</p> <p>Target = for the 2019 – 2020 year, decrease drug and alcohol violations within a +/- of 10 incidents for the academic year.</p>	<p>determined the benefits of continuing the service for the students in violation.</p>	<p>incoming first-year students, Greek letter organizations, training for resident assistants and the general student population.</p>
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11.0	<p>The Office of Student Life Staff will enhance the FMU Greek Life presence at the university and in the surrounding community. Through service projects and outreach, the fraternities and sororities at FMU will help give back to the Pee Dee Region and to those who reside in it.</p>	<p>To make an impact on campus, in the greater Florence, SC area, and in the Pee Dee Region through community outreach programs by April 24 each year.</p>	<p>Greek Life community outreach activities are accomplished through collaboration with community resources/agencies, local and non-profit, for the betterment of the FMU community and the Pee Dee Region.</p> <p>Baseline = for the 2017-2018 academic year, no Greek Life community outreach activities were held.</p> <p>Benchmark = for the 2018-2019 academic year, two alternative community outreach events were held on April 1, 2019.</p> <p>Target = for the 2019-2020 academic year, three alternative community outreach events will be held by April 24, 2019</p> <p>Target 2 = for the 2019 – 2020 academic year, increase number of</p>	<p>During the 2018-2019 academic year, two community outreach events were held on April 1, 2019. Members of FMU Greek life restored/landscaped a section of Timrod Park in Florence, SC, and sorted and organized donated clothes at the local Habitat for Humanity ReStore in Florence, SC. Of the eleven Greek organizations on campus only 36% of the eleven organizations volunteered for the community outreach activities.</p>	<p>During the 2019-2020 academic year, Greek Life plans to collaborate more with the IFC, NPHC and NPC advisors as well as each individual organization advisor in order to bolster organizations participation in the community outreach programs. The aim is to get at least 50% of all Greek organizations on campus to participate in these community outreach programs and events.</p>
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			Greek organizations' participation in the community outreach events to 50% of the eleven organizations on campus.		
12	The Office of Student Life staff will enhance the Student Government Association (SGA) and Student Life Homecoming election process	<p>A. To streamline the election process by providing an online voting system</p> <p>B. Ease the difficulty of voting for students i.e. online instead of a time sensitive physical location</p> <p>C. Increase student participation in the voting process</p>	<p>During the 2017 to 2018 academic year, the elections were paper based for SGA and Homecoming. During the 2018 to 2019 academic year, the voting process was streamlined to an online format. Using an online service, such as google forms, we created a simple, easy to use voting form which requires students to log in with their university provided email address to be able to participate.</p> <p>SGA Votes: Baseline: paper - Fall 2017 : 203 - Spring 2018: 86 Benchmark: online - Fall of 2018: 353 - Spring 2019: n/a Target (3 year)</p>	<p>The number for 2018 to 2019 academic year show that we were successful in increasing student participation in the voting process for both SGA and Homecoming. The increases were as below:</p> <p>SGA - Fall 2018:353 - Increase: 150</p> <p>Homecoming - Spring 2019: 881 - Increase: 545</p>	<p>a. To maintain these results, we will continue to utilize the online voting process.</p> <p>b. To improve these results, we will advertise the elections on media platforms such as: - Instagram - Email - TV Slides</p> <p>c. Students will have multiple days to vote and campaign to increase their peer engagement in this process</p>

			<ul style="list-style-type: none"> - Increase by 8% each year - 2020 – 16.24 average increase in votes - 2021 – 17.5 average increase in votes - 2022 – 18.9 average increase in votes <p>Homecoming Votes:</p> <p>Baseline: paper</p> <ul style="list-style-type: none"> - Spring 2018: 336 <p>Benchmark</p> <ul style="list-style-type: none"> - Spring 2019: 500 <p>Target (3 year) –</p> <ul style="list-style-type: none"> - Increase by 5% each year - 2020 – 16.8 average increase in votes - 2021 – 17.64 average increase in votes - 2022 – 18.5 average increase in votes 		
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13.0	The Dean of Students will promote events and activities that encourages civility and provides an awareness of student rights and responsibilities as a member of the campus community.	The Dean of Students collaborates with multiple offices to host and participate in events that promote a civil campus community. Two civility events will be sponsored each academic year. The fall civility event targeted deadline is November 15 each year. Spring civility event targeted deadline is April 15 each year.	Civility events at FMU is accomplished through collaboration with various campus resources that are open to the engagement of civil discourse within the campus community. Baseline = for the 2017 – 2018 academic year Civility Week events were held during the fall semester November 6 – 9, 2017. Benchmark = for the 2018 – 2019 academic year no Civility activities were hosted. The desire for this academic year was to host a Civility Week provided the opportunity for student engagement surrounding topics like Civility in the Classroom, Civility on Campus, Civility vs. Respect. Target = November 15 of each academic fall semester a civility event will have happened in the campus community. April 15 of each academic spring semester a civility	Civility events were held during the 2017 – 2018 fall semester but no events during the 2018 – 2019 academic years. The Dean of Students and Student Life staff participated in the Student Rights, Responsibilities, and Campus Safety UL 100 presentations during the 2017 – 2018 & 2018-2019 fall semesters.	The Dean of Students and Student Life staff will continue to gauge the campus climate for aspects of civility that might be beneficial to share with the campus community. Fall freshman UL 100 presentations may include an interactive pre & post questionnaire to gauge student comprehension of their rights and responsibilities as a campus community member.
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			event will have happened in the campus community.		
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** Please refer to the Housing and Residence Life document for information that was previously associated with the Student Affairs report.