

FY 2004 Completed Departmental (Non-Academic) Initiatives

Admin Unit	Initiative	Results
Academic Advising and Career Exploration Center	<p>Initiative 1: Collaborate with each academic department.</p> <p>Collaboration with each academic department to build career exploration information for students.</p> <p>Measured by: The number of departments we are able to obtain in-depth information.</p>	<p>This initiative will be carried over to this year. A change in personnel placed this initiative at-risk for follow through. This is moving forward through a FHSU What Can I Do With A Major In... specific to the degrees awarded at our institution.</p>
	<p>Initiative 2: Online advisor development.</p> <p>The goal is to begin the process and have five completed by the end of this academic year.</p> <p>Measured by: The number of development topics that we are able to complete during the year.</p>	<p>After work on the first segment, the Academic Advising Committee made the decision to not move forward with this initiative. It will not remain an initiative for this year.</p>
Academic Success Programs/Kelly Center	<p>Initiative 1: Compile comprehensive campus tutoring directory each semester and list on website. Measure with web counter.</p>	<p>This initiative was not accomplished last year. I sent emails to department chairs and their secretaries and had very little response. I requested individual meetings with department chairs, and these meetings are in the process of being arranged. I have met with one chair as of this date. I will resubmit this initiative for the next year.</p>
	<p>Initiative 2: Improve ASP website – add GPA software. Measure with web counter.</p>	<p>The GPA calculator has been added to both the ASP and Main FHSU website. We will add the web counter this year.</p>
Office of Admissions	<p>Initiative 1: Further development of the admissions web page.</p>	<p>The development of the admissions web page is an ongoing process. We have streamed videos to the web and increased the use of forms for registrations, requests for information, etc.</p>
	<p>Initiative 2: Development of an electronic marketing system.</p>	<p>We have developed a method of marketing electronically through the use of email. However, we are still working on a method to do this automatically. With the use of a software package this will provide the automation we want. If software is not purchased, the Computing Center believes it can provide the technology in three years.</p>
Career Services	<p>Initiative 1: Increase the number of underclassmen (Juniors, Sophomores, and Freshmen) who register for a CareerConnections account with our office.</p>	<p>The number of employers interviewing on campus for internships is increasing dramatically. We want to provide more underclassmen the opportunity to take advantage of this excellent opportunity. Our goal can be measured by counting the number of underclassman registered with our office on Sept. 1, 2002 and then again on Sept. 1, 2003. Everyone in our office is responsible for promoting the advantages of our office to all</p>

FY 2004 Completed Departmental (Non-Academic) Initiatives

Admin Unit	Initiative	Results
Career Services (continued)	Initiative 1 (continued)	<p>FHSU students and encouraging all students to register with our office.</p> <p><b>Reflections:</b> The number of underclassmen registered with our office was counted on Sept. 1, 2002 and then again on Sept. 1, 2003. From Sept. 1, 2001 to Sept. 1, 2002, we had 183 undergraduates registered with our office. From Sept. 1, 2002 to Sept. 1, 2003, we had 202 undergraduates registered with our office.</p>
	Initiative 2: Increase the number of participants in the Teacher Mock Interview Day held in February.	<p>We want to give both Junior and Senior education majors the opportunity to participate in Mock Interviews. This opportunity will strengthen and sharpen their interviewing skills. This goal can be measured by counting the number of participants from the 2002 Mock Interviews and comparing those numbers to the number of participants in the 2003 Mock Interviews. Once again, the entire office is responsible for promoting and encouraging students to participate in the activities of our office.</p> <p><b>Reflections:</b> In 2002, we had 30 students participate in teacher mock interviews. In 2003, we had a total of 76 students participate in Teacher Mock Interviews.</p>
Drug and Alcohol Wellness Network (DAWN)	Initiative 1: Increased Programming.	<p>Last year DAWN collaborated with Student Health Services during the Great American Smokeout, Sexual Responsibility Week, and Safe Spring Break Week by co-hosting informational booths at the Memorial Union and disseminating information on health/safety issues. A program on effectively quitting smoking was also offered at McMindes Hall. DAWN provided counseling resources during Alcohol Screening Day which was coordinated with the Department of Athletics.</p> <p>This year DAWN has added Tiger Odyssey to its student groups. DAWN also has offered two informational sessions at McMindes and presented in two classes. DAWN is currently planning events for the Great American Smokeout, National Drunk and Drugged Driving Awareness Month, and Tiger Odyssey's Alternative Spring Break.</p>

FY 2004 Completed Departmental (Non-Academic) Initiatives

Admin Unit	Initiative	Results
Drug and Alcohol Well-ness Network (DAWN)	Initiative 2: Newsletter.	This project is currently incomplete. We moved forward on this goal, but ran into issues regarding content, format (electronic vs. paper), and frequency and timing of publication. Also, developing a new Kelly Center logo slowed production.
Exchange Programs (NSE and ISEP)	Initiative 1: Develop an informational session for parents of interested students.  Disseminate knowledge and information about program to campus community and parents/family members. Develop a Q&A hand-out...How to...Keeping in touch...	Informational handouts on the exchange programs were developed and handed out to interested students along with the application packet. During International Awareness Week in November, members of the staff visited several academic classrooms to discuss both student exchange programs.
	Initiative 2: Expand promotion of event.  Develop informational bookmarks to be placed in University catalogs/view books when given to new students. Hold informational meetings for interested students.	Bookmarks for University catalogs/viewbooks were not developed due to limited funds and time constraints. However, informational meetings were held for interested students in both programs. These meetings were promoted through mailings, classroom visits, and newspaper advertisements. FHSU students who had participated in either program were also invited and gave a short presentation to interested students.
Facilities Planning	Initiative 1: Post-Occupancy Survey.	The Fall 2002 post occupancy survey, concerning the remodel of first floor McCartney Hall, yielded information about where we need to improve communication with the user group during planning. This year, during the planning phase of the 3 <sup>rd</sup> floor remodel, there was a clear intent to involve the Dean, affected chairman, information systems manager and senior administrative staff in the process. This segment of the project processed well and we have a much stronger sense of buy-in from the user group.
	Initiative 2: Consultant Survey	The Fall 2002 consultant survey yielded very positive results, with no poor performance noted on efforts by the staff. The office continues to strive toward open lines of communication with our on-call engineers and associate architects. Efforts are also underway to improve the partnering relationship with these consultants during the post-occupancy period of completed projects to identify and resolve warranty items in a timely manner.

FY 2004 Completed Departmental (Non-Academic) Initiatives

Admin Unit	Initiative	Results
Financial Aid Office	Initiative 1: Research, develop and implement a school as lender program for graduate students.	After exploring the potential benefits and liabilities of participating in a school lender program, it was decided that the liabilities far outweighed the benefits. In particular the benefits to the student would be minimal and the revenue stream to the university insignificant. This initiative has been eliminated.
	Initiative 2: Expand the functionality of online student account access.	The implementation of our on-Line student account access has been a wonderful success. This feature has been coupled with our Email Notification Program to provide quick and efficient service to students. Dixie Balman will be conducting a Fall 2003 survey to assess the effectiveness of the programs.
Greek Life	<p>Initiative 1: Greek Life Awareness and Education.</p> <p>Increase awareness and education about Greek Life to students, faculty, staff, and parents. This effect will be measured by the number of outreach initiatives (programming/reading/etc.) provided by Panhellenic Council and Interfraternity Council and the number of audience numbers reached.</p>	This has been difficult to measure due to the turnover of staff in this area. The Greek community - Panhellenic Council, Interfraternity Council and the six Greek houses -- all have provided several programming and community service activities. However, the staff position for Greek Life is a graduate student position, in which the Student Affairs Office has had great difficulty in finding qualified graduate students to fill, and it has had to look at undergraduate students. Last year three different individuals (graduate and undergraduate) filled this position. The salary level as well as the Virtual College program has hindered finding qualified individuals.
	<p>Initiative 2: Campus Programming.</p> <p>Contribute to campus programming in collaborative efforts with other campus organizations to provide variety and alternative activities for students. Success can be measured by the number of programs sponsored, organizations worked with and students in attendance.</p>	The Greek community -- Panhellenic Council, Infraternity Council and the six Greek houses -- has collaborated with most activities and programs with other campus organizations. Again, because of the turnover in staff, data was not collected to respond to this imitative.
International Student Services	Initiative 1: Preparation for SEVIS tracking system that will go into effect 1/30/03. Get current international students converted over to new system by 6/30/03.	All documents were filed with INS and the recertification process was completed by January 2003, including the site visit. Current student records were input in the SEVIS system and new I-20's issued for all returning students by August, 2003. All new students were given SEVIS I-20's starting in February 2003. All currently enrolled international student records were updated and activated in the SEVIS system in September 2003.

FY 2004 Completed Departmental (Non-Academic) Initiatives

Admin Unit	Initiative	Results
International Student Services (continued)	Initiative 2: Establish better communication and dissemination of important INS and campus information to currently enrolled, on-campus international students.	E-mail and printed material is still the most used form of communication with international students. Survey of students has not been completed to identify what is the most effective means of communication. Counter and tag system has not been placed on current website or e-mail database to date. Current address and phone numbers for students have been obtained and are being maintained to meet SEVIS requirements.
Judicial Affairs	Initiative 1: Develop a judicial database.  Reorganize disciplinary files. Develop an excel database to track and report campus crime and student adjudication process.	Disciplinary files have been reorganized according to crime reporting years, federal mandates and reports, and crime report statistics. Due to time and staff restraints, an excel database was not developed.
	Initiative 2: Meet latest federal mandate of the Clery Act.  Develop public awareness announcements to disseminate to campus community in order to fulfill Clery Act mandates. Such topics will include: alcohol, drugs, sexual assault, computer crimes, etc.	Public awareness announcements were sent out to the campus community and students via email and posters and newspaper articles and advertisements.
Kelly Center	Initiative 1	Workshops were presented during the spring semester and are continuing in the fall semester. Workshops have included and will include: stress management, depression and suicide, anger management, relationship issues, test anxiety, holiday stress and eating disorders.
	Initiative 2	Support groups for grief, friends and family of those in the military and domestic abuse were attempted over the last year. There was not enough interest generated to hold the groups. An attempt is being made now to begin another group for those suffering from grief. There has also been interest in groups for those suffering with diabetes and those dealing with depression.
Kelly Center Testing Services	Initiative 1: Implementation of Official GED Practice Testing.	The Kansas Board of Regents GED Office set a mandatory requirement that all potential GED examinees had to take and pass the Official GED Practice Tests before attempting the official GED test. With the closure of the Osborne County Literacy Project (Hays, Osborne, and Smith Center locations) that previously provided practice testing, Testing Services implemented official GED practice testing. Testing Services purchased GED Practice test materials and implemented

FY 2004 Completed Departmental (Non-Academic) Initiatives

Admin Unit	Initiative	Results
Kelly Center Testing Services (continued)	Initiative 1 (continued)	specific testing policies and procedures. Practice testing was available on designated days during each month. The Coordinator of Testing Services managed the testing program (dissemination information, managed all aspects of testing, scored examinations, reported test results to examinees, and consulted with examinees/parents). Documentation of the number of examinees participating in GED Practice Testing was documented on monthly and annual department reports.
	Initiative 2: Continual update and expansion of the Testing Services website.	The Testing Services website serves as a source for dissemination of testing information. Continual update of the website ensures that accurate, relevant information is available. The Coordinator of Testing Services continued to review and update the Testing Services website throughout the year to ensure that the content reflected up-to-date, comprehensive information. The Coordinator transitioned all website pages to the new FHSU template. Feedback provided from website users was also considered in the implementation of necessary changes/enhancements.
Memorial Union	Initiative 1: Design a survey instrument.	<p>Exploratory planning is being done to consider design/program changes to the current Memorial Union. As part of the designing phase, a survey instrument will be developed and distributed campus wide to gain input into the process.</p> <p>Reflection: Survey was never designed nor implemented. Department was seeking support from an academic class for a student(s) project. There was no interested from the students I the class and the project goal was never completed.</p>
	Initiative 2: Remove bowling equipment from the Recreation area.	<p>Before any remodeling or reassignment of Memorial Union space can effectively take place, the old and obsolete pinsetters and bowling lanes will need to be removed from the premises. The Memorial Union staff, in conjunction with the Division of Purchases, will take the necessary steps to see that the old equipment is removed.</p> <p>Reflection: Project was consulted with the University facility staff and architect. This initiative was never implemented because of concern for asbestos and creating more damages and costs before the actual funding was in place for the Union renovations.</p>

FY 2004 Completed Departmental (Non-Academic) Initiatives

Admin Unit	Initiative	Results
New Student Orientation	<p>Initiative 1: Expand and promote the orientation program to Academic Departments.</p> <p>Meet with Council of Deans, Department of Chairs, and faculty regarding the Orientation Program, what it is all about, how they can promote it and become involved in the program.</p>	<p>Expanded the New Student Orientation committee and had them become more involved in the planning and evaluation of the program. Following recommendations from this committee, Carol and I met with the Council of Deans and Department Chairs regarding the program. Overall it was successful in gaining the support from the academic community.</p>
	<p>Initiative 2: Begin marketing program to faculty and new students by end of January.</p>	<p>Developed flier/handout to give to students and their parents at Scholarship Recognition Programs, Tiger Registration dates, and faculty handout to promote the program. A New Student Orientation brochure was developed and handed out to the faculty and to prospective students at Tiger Registration dates and to parents during Parent Orientation programs. This same information was also placed on the web.</p>
Services for Students with Disabilities	<p>Initiative 1: Determine what assistive technology is available on campus, and what assistive technology is needed.</p>	<p>Developing a list of all current assistive technology on campus is still in progress. Both Forsyth Library and the Herndon Clinic are evaluating current assistive technology and have submitted action plans to address needs within their respective areas.</p>
	<p>Initiative 2: Reactivate into a working committee the Accessibility for Disabled Committee (ADC).</p>	<p>No additional progress has been made on re-establishing the mission and goals of the ADC. This initiative will be addressed during the 2003-2004 school year.</p>
Small Business Development Center (SBDC)	<p>Initiative 1: Advocacy/Awareness of Program.</p>	<p>Small Business Week was celebrated with two events in the territory. The first was sponsorship of a chamber coffee in Great Bend, which provided the opportunity to address nearly 100 businesspeople gathered to support the efforts of the SBDC. Partners were invited and recognized during the brief remarks. The second event was participation in the Hays Chamber's Business Appreciation Celebration, where two SBDC awards were presented by Governor Sebelius to SBDC Start-up Clients of the Year, Teresa and Loren Boos of Pottery Works, and to SBDC Business Expansion Clients of the Year, Kim Weigel, Rhonda Stults and Kathy Thompson of Beond Salon and Day Spa. Additionally, SBDC submitted the award winning nomination for the SBA District Pioneer Spirit Award, which was presented to Rick and Mary Sturdy of Sturdy Bodies. The award highlights a business who overcame hardships to survive and thrive.</p>

FY 2004 Completed Departmental (Non-Academic) Initiatives

Admin Unit	Initiative	Results
Small Business Development Center (SBDC)	Initiative 2: Development of Training Program for Women in Business.	Developed a two-hour training specifically for women in business and for women who want to go into business. Resources and presentation were provided by the KS Dept. of Commerce Division of Women and Minorities and the Kansas Women's Business Center. A panel of successful women in business was incorporated.
Student Activities and Performing Arts	Initiative 1: Develop a marketing plan for The Encore Series to students.  Develop a strategy plan to be implemented for the 2003-2004 year to increase number of FHSU student season ticket holders to The Encore Series.	Student season subscriptions for the 2003-2004 Encore Series have increased from 56 to 116 to date, or 107%.
	Initiative 2: Computerization of ticket sales.  Seek vendors and computer programs for computerized ticket sales. Develop a plan which includes costs, and strategies for implementation.	Some literature has been gathered, but no significant progress has been achieved.
Student Residential Life	Initiative 1: Administer Freshman Interest Groups (FIG) Program.	<p>Prior to their arrival on campus for Fall 2003, approximately 50 students indicated interest in participating in the FIG program. Four select paraprofessional staff members, under the direction of an experienced professional Hall Director were assigned to administer the program. As of October, 2003, only 12 students continue to participate. This group is maintaining a high level of interest and the members speak of wishing to continue the program into Spring 2004.</p> <p><b>Reflection:</b> Two factors may have hindered broader participation in the program: (1) a less than optimum level of participation by teaching faculty; (2) the high level of living/learning emphasis in regular floor communities lessens the contrast between the latter and the living/learning emphasis provided by the FIG program.</p>
	Initiative 2: Administer the Residential Life part of the Residential Life Physical Plant Renovations program in coordination with the Assistant VP for Student Affairs, VP for Student Affairs, VP for Administration and Finance, Director of Facilities Planning and associate architects and engineers retained by the University.	After several permutations, Phase 1 of the renovations program was determined to consist of the following: (1) renovation of the McMIndes Dining Service; and (2) initiating the renovation of the Wooster Place Apartment complex at the rate of one building per term of study, with the first renovated building to be ready for occupancy at the beginning of Fall 2003 term. Phase I has been successfully completed.

FY 2004 Completed Departmental (Non-Academic) Initiatives

<b>Admin Unit</b>	<b>Initiative</b>	<b>Results</b>
Tiger Tots Nurtury Center	<p>Initiative 1: Promote awareness of Tiger Tots and its services.</p> <p>Will increase University awareness regarding Tiger Tots Nurtury Center and the Services it provides. Will work with Student Affairs and Academic Affairs in assisting in promoting Tiger Tots services to both prospective and current students, and to employees of the University. Measured by: The Center's enrollment form will document information about how new parents found out about the center's services.</p>	<p>The website has been well received and many parents now enroll online. Current enrollment at Tiger Tots is 31 children. Over 80% of the enrollment consists of children who attend full day, five days a week. We are seeing an increase in the number of FHSU faculty/staff who utilize the Center. As a result of the consistent enrollment, the Center's budget is beginning to stabilize. The Center's enrollment can be viewed as a successful result of increasing the campus population's awareness of the fact that there is quality child-care available to them. The status of this initiative is ongoing.</p>
	<p>Initiative 2: Seek volunteers from selected student organizations.</p> <p>Collaborate with the National Society of Collegiate Scholars (NSCS) in promoting and identifying volunteers from its members. NSCS members meet their organization's requirements by volunteering at Tiger Tots. The volunteers enhance the quality if Tiger Tots by increasing the adult-child ratio. Measured by: Number of volunteers and number of hours provided by each member.</p>	<p>Currently, there is only one student volunteering at Tiger Tots. The number is down from an average of four students per semester. Several members of the National Society of Collegiate Scholars (NSCS) have expressed interest in volunteering but were unable to be here due to conflicts with their class schedules. The NSCS student who does volunteer on a regular basis is an asset to the Center and adds to the quality of the program. We will continue to try to enlist the help of student volunteers.</p>