

Division: Student Affairs

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Annual Assessment Results and Recommendations Report

Overall summary of Division data results: (College Deans please state summary in terms of actions aimed at improving teaching and learning. Division VPs please state summary in terms of actions aimed at improving institutional effectiveness.)	Implications for resources needed/budget allocations	Strategic Plan goal(s) supported (2014-2020)	Actions Taken
<p>The Division of Student Affairs continues to align its assessment initiatives with the University Strategic Plan. During the 2013-2014 academic year, the division worked with the integration of technology software systems designed to support student success and institutional compliance with recent federal and state regulations regarding health and safety.</p> <p>The Division is currently utilizing four modules in the Campus Labs Assessment Platform: Baseline, Compliance Assist, Collegiate Link and Beacon.</p> <p>The Division has contracted with EverFi to offer the AlcoholEdu for College and Haven to all incoming first year students. These programs provides Kean students with a comprehensive alcohol abuse and sexual assault prevention program and uses the online knowledge tests and surveys to assess changes in students' knowledge, attitudes and alcohol related behaviors. In addition, these systems are utilized as training tools to meet the requirements of the Campus SaVE and Violence Against Women Act (VAWA). The Maxient software is utilized for storing all Clery Statistics and tracking the Student Code of</p>	<p>The technological systems utilized in the Division of Student Affairs continues to be a part of the division's normal business practices to assess and evaluate student learning and the effectiveness of administrative services.</p> <p>During the 2013-2014 academic year, 69 assessment projects were carried out in Baseline including three national benchmark projects: Student Union and Programming, Fraternity and Sorority Life, and Campus Activities and Involvement.</p> <p>Data collected over a couple of years from the AlcoholEdu and Haven programs indicated that over 4,000 first-year Kean students have completed the program and as a whole, Kean student's drinking rates are below the national average and show greater numbers of non-drinkers, as compared with the national average. After completing AlcoholEdu, students who would be considered to be high-risk drinkers demonstrate a positive change in their readiness to change their drinking</p>	<p>2013 – 2020 Strategic Plan Goal 2: To attract and retain more full-time, first-time undergraduate, transfer and graduate students</p> <p>2013 – 2020 Strategic Plan Goal 9: To ensure that all students, faculty and administrators at all Kean sites are provided with the technological resources and innovative technological solutions required to meet Kean's fast changing and increasingly complex instructional, research and administrative needs</p> <p>2013 – 2020 Strategic Plan Goal 10: To develop, operationalize, and sustain a forward-thinking culture of public health and safety</p>	<p>During the next assessment cycle, the Division will work on integrating all technology systems for more effective and efficient reporting.</p>

<p>Conduct processes.</p>	<p>habits. With respect to sexual assault education, after completing Haven, Kean students showed significantly greater understanding of the components that comprise consent to sexual activity, as well as strategies to support survivors of sexual assault.</p> <p>Data collected in Maxient enables the Division to be in compliance and keep track of the Clery statistics to report in the Annual Campus Security and Fire Safety Report as required by the federal government. The Maxient software is also utilized to keep track of all of the cases going through the student conduct process.</p> <p>The division would like to sustain our current annual contracts with Campus Labs, AlcoholEdu, Haven and Maxient software programs. All technology is in place and no new technology funding is requested at this time.</p>	<p>awareness rooted in adherence to all external and internal standards (fire, safety, etc.), and reaching out to every aspect of Kean University life (personal, educational, and institutional)</p>	
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<p><u>Center for Leadership & Service</u> During the 2013-2014 academic year, the Center for Leadership & Service increased the number of community service opportunities offered to students on the Kean University main campus.</p>	<p>SA 1- The office has continued to be very successful with community and volunteer opportunities for the campus community. The number of community service opportunities offered to students on the main campus increased by 61.85% (1,591 services opportunities offered). The increase could be attributed to the purchasing of a van to transport students to community service projects. The office has been challenged with securing a dedicated driver for the van. The program and services has expanded so much in that there is a need to <u>hire a full-time driver</u> for the volunteer services van to service students throughout the academic year; and to assist with the Summer Immersion Program, Resident Student Services, and Student Government programming through the summer months. – Request Program Assistant at an annual salary of \$42,369.03</p>	<p>2013-2020 Strategic Plan Goal Outcome 2.4: To support student retention and graduation rates throughout our community by building or strengthening programs that embed each individual into “communities of care” – from First Year Experience program, through ongoing Learning Communities that works in conjunction with, residential life, co-curricular and career-related programming.</p> <p>2013-2020 Strategic Plan Goal Outcome 5.3: To expand Kean University’s award-winning community service and outreach efforts in communities surrounding the Kean Union, Kean Ocean and Wenzhou Kean campuses.</p>	<p>The office will continue to expand its community services opportunities to the campus community. The office will need to hire an individual that will be assigned to drive the van to meet the demands of the students participating in community service projects.</p>

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<p><u>Center for Leadership & Service - continued</u></p> <p>It is still a major goal of the office to reach the entire student body to market and advertise programs for increased student involvement. It is important to know the preferred source that students like to receive information and notifications regarding programs and activities.</p>	<p>Data collected from the Student Information Source Survey indicated that of the 1,516 survey responses received, students preferred to receive information by: Campus Alert-SMS Text Messaging (32.23%); Cougar Link (31.51%); Bulletin Boards (30.18%); Kean Google E-Mail (29.99%); Facebook (27.41%); Friends and Classmates (25.89%); Club Meetings (19.82%); Kean.edu website (18.76%); Instagram (13.54%); and Kean Mobile (4.43%).</p>	<p>2013-2020 Strategic Plan Goal Outcome 2.4: To support student retention and graduation rates throughout our community by building or strengthening programs that embed each individual into “communities of care” – from First Year Experience program, through ongoing Learning Communities that works in conjunction with, residential life, co-curricular and career-related programming.</p> <p>2013-2020 Strategic Plan Goal Outcome 5.3: To expand Kean University’s award-winning community service and outreach efforts in communities surrounding the Kean Union, Kean Ocean and Wenzhou Kean campuses.</p>	<p>The office will continue to utilize the Student Source Information Survey to collect information from students on their preferred choice for receiving information. The office will also continue to market and advertise programs and events through the preferred sources in an effort to increase student participation university-wide.</p>

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<p><u>Community Standards & Student Conduct</u></p> <p>During the 2013-2014 academic year, Community Standards & Student Conduct continued its efforts to educate the campus community on the Student Code of Conduct.</p>	<p>Community Standards and Student Conduct scheduled a community values week that focused on a different community value in the Student Code of Conduct each day. The office has also worked to place additional resources on their departmental website that would educate faculty, staff and students on the resources that are offered by the office.</p> <p>Another strategy to bring an awareness of the Student Code of Conduct to the student body is to present Student Code of Conduct workshops to all of the T2K class. During the academic year, 23 presentations were made to T2K classes.</p> <p>It was planned to conduct a campus-wide survey on students' awareness of the Code of Conduct and to make presentation to the academic departments but his goal was not met due to the resignation of the Director, Community Standards & Student Conduct.</p>	<p>2013-2020 Strategic Plan Goal 10: To develop, operationalize, and sustain a forward-thinking culture of public health and safety awareness rooted in adherence to all external and internal standards (fire, safety etc.), and reaching out to every aspect of Kean University life (personal, educational, and institutional)</p>	<p>During the next assessment cycle, A search will be conducted for the Director, Community Standards & Student Conduct. The office will continue to work to bring an awareness of the Student Code of Conduct to all T2K classes. The office has worked with the School of General Studies to incorporate the Student Code of Conduct workshops in all scheduled T2K classes for the upcoming academic year.</p>

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<p><u>Counseling & Disability Services</u></p> <p>During the 2013-2014 academic year, a major goal of Counseling and Disability Services was to measure students and faculty awareness of the services that are offered by the department. The department initiated a marketing campaign to the campus community advertising its services. The office also created the File Folder – Student Support Services Guide that contains important information on how to appropriately handle a student in difficulty and how to refer a student who is experiencing distress to the appropriate resource.</p>	<p>Data collected from tracking the number of students serviced and the number of appointments made with the Counseling Center indicated a 12% increase (430 students serviced; 2186 appointments made), as compared to 2012-2013 (377 students serviced; 1988 appointments made).</p>	<p>2013-2020 Strategic Plan Goal 2: To attract and retain more full-time, first-time undergraduate students, transfer and graduate students</p>	<p>During the next assessment cycle, it will be important for the Counseling Center to continue its marketing strategies to the Kean community to promote an awareness of the services the department offers. The File Folder will be distributed to the campus community as a resource to help deal with a student in distress.</p>

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<p>Health Services During the 2013-2014 academic year, Health Services continued to work towards a goal of obtaining a 100% compliance rate with the required immunization among the residential students.</p>	<p>Health Services began to notify all new incoming students of the immunization requirements for residential students. The department also worked with OCIS to create a system to run reports in Datatel that can detect the dates of expired vaccinations.</p>	<p>2013 – 2020 Strategic Plan Goal 10: To develop, sustain and be ready to operationalize a forward-thinking culture of public health and safety awareness rooted in adherence to all external and internal standards (fire, safety, etc.), and reaching out to every aspect of Kean university life (personal, institutional, and educational)</p>	<p>Health Services will continue to monitor the reports until the University is at 100% compliance rate.</p>
<p>Health services implemented the Pyramid Electronic Medical Records system in an effort to provide a more efficient manner for students to make appointments and complete forms prior to their initial visit.</p>	<p>The Pyramid Electronic Record Keeping system was installed and staff completed the necessary training. The system was available for use on March 1, 2014; which was also the start of the media campaign to advertise the electronic record keeping system to the students. Data collected on students utilizing the system indicated that from March 1st – May (the end of the semester), 38% (408 students out of 1088 appointments made) completed their forms online prior to their office visit.</p>	<p>2013 – 2020 Strategic Plan Goal 10: To develop, sustain and be ready to operationalize a forward-thinking culture of public health and safety awareness rooted in adherence to all external and internal standards (fire, safety, etc.), and reaching out to every aspect of Kean university life (personal, institutional, and educational)</p>	<p>During the next assessment cycle, it will be important for Health services to continue the media campaign to advertise the new electronic record keeping system and to track the number of students utilizing the system to gauge if there has been an impact on efficient services that are delivered by the department.</p>

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<p><u>Residential Student Services</u> During the 2013 – 2014 academic year, the office worked to ensure that 85% of students participating in the First year Residential Experience program would be aware and be able locate university resources that are made available to them to retain them to the sophomore year. The first year students participated in the “Cougar Convo” program to learn about the resources on the campus.</p>	<p>Based upon the data collected from both direct and indirect measures: 92.45% of students know the location for Financial Aid; 83% of students know the location of the Counseling Center; 94% of students know the location of Health Services; 56.6% of students know the location of Disability Services; 79.2% of students know where to go for academic advisement; and 98% of students know the location of library services.</p>	<p>2013-2020 Strategic Plan Goal 2: To attract and retain more full-time, first-time undergraduate students, transfer and graduate students</p>	<p>In an effort to retain first time students, it is important that they are given the tools and resources to help them to become acclimated to their environment. The office will continue to utilize the Cougar Convo program and continue to offer the program to all first year residential students.</p>
<p>A goal of the ACCESS Program was to increase an awareness of the program and increase the number of tutoring sessions by 15% for the academic year.</p>	<p>Based upon the data collected, there were 514 tutoring sessions held in Fiscal year 2013. During fiscal year 2014, the number of tutoring session increased to 816.</p>	<p>2013-2020 Strategic Plan Goal 2: To attract and retain more full-time, first-time undergraduate students, transfer and graduate students</p>	<p>The ACCESS Program has met the goal of increasing the tutoring session by 15%. The program will look to identify a large space to hold tutoring sessions during the next assessment cycle. Additional tutors will need to be hired as a result of the increase in tutoring sessions offered to the residential students.</p>

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<p><u>Residential Student Services – cont’d</u></p> <p>The Office of Residential Student Services collaborated with both professional staff and faculty to create 4 Living Learning Communities during the 2013-2014 academic year. With the success of the program model, the office expanded this educational paradigm and adapted it for use with the 2014 Summer English Immersion Program.</p>	<p>Data collected from the Living Learning Communities program indicated that 31% of the Well programs were created with faculty/staff collaborations; 12.5% of the Leadership programs were created with faculty/staff collaborations; 25% of SIMS programs were created with faculty/staff collaborations; and 37% of the Green programs were created with faculty/staff collaborations.</p> <p>Due to the success of Living Learning Communities, the office utilized this educational paradigm and adapted it for use with the 2014 Summer English Immersion Program students. Professional staff members and eight residential student mentors worked with Summer Immersion students to create blogs in Google documents to reflect on their educational and cultural experiences while in the program.</p>	<p>2013-2020 Strategic Plan Goal 2: To attract and retain more full-time, first-time undergraduate students, transfer and graduate students</p>	<p>During the next assessment cycle, the office will be expected to expand the Living Learning Communities and offer more opportunities for students to participate in the program. .</p>

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<p><u>Student Organization</u></p> <p>During the 2013-2014 academic year, the Office of Student Government worked to host at least 73 events from Student Organization and Funded Groups; and 11 programs hosted by the Graduate & Part-Time Student Council.</p>	<p>Student Organization hosted 35 events and the Funded Groups hosted 77 events for the academic year. The Graduate and Part-Time Student Council hosted 13 events during the academic year.</p>	<p>2013-2020 Strategic Plan Goal 2: To attract and retain more full-time, first-time undergraduate, transfer and graduate students.</p> <p>2013-2020 Strategic Plan Goal 5: To provide world-class external opportunities to members of the Kean University community, thereby widening our community beyond the physical campuses, by substantially augmenting our academic, cultural, economic and community partnerships at three distinct levels: the local, regional and national, and international.</p>	<p>The office has met its goal for the 2013-2014 academic year. During the next assessment cycle, the Office of Student Government will continue to work to provide more quality programing for the student body.</p>

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<p><u>University Center Event & Management Office</u> During the 2013 – 2014 academic year, the University Center utilized the card swipe technology in the Campus Labs assessment platform to track student attendance, demographics and participation in CLASS programs.</p>	<p>Data collected from the card swipe system will enable the University Center to plan and implement activities that interest students. The data collected will provide valuable information about students participating in the programs such as: student profile, which programs were successful and which programs attracted the most students.</p>	<p>2013-2020 Strategic Plan Goal 2: To attract and retain more full-time, first-time undergraduate, transfer and graduate students.</p>	<p>The University Center will continue to collect information from the card swipe system to make informed decisions about the types of programs to provide to students.</p>
<p>The University Center worked collaboratively with the Department of Public Safety and Police and the Fire Marshall to assess and evaluate the emergency procedures that are currently in place to ensure a safe environment for the campus community.</p>	<p>Safety workshops and fire drills were scheduled with professional staff members throughout the building. The Center identified floor captains in the building to assist with an evacuation plan if necessary.</p>	<p>2013 – 2020 Strategic Plan Goal 10: To develop, sustain and be ready to operationalize a forward-thinking culture of public health and safety awareness rooted in adherence to all external and internal standards (fire, safety, etc.), and reaching out to every aspect of Kean university life (personal, institutional, and educational)</p>	<p>A continued thorough review of the emergency evacuation plan is necessary to secure the safety of the building and the university community.</p>