

STUDENT AFFAIRS DIVISION BUSINESS PLAN – 2014-2015
DEPARTMENT NAME Office of Housing, Residential Living, and Dining

KEYSTONE: STUDENT SUCCESS

Strategic Objective:

1. Enhance students' success through experiences designed to foster student learning outcomes attainment.

FOCUSED INITIATIVE

1.1. Using High Impact Practices:

1.1.1. Living Learning Communities

Departmental Action Steps

Timeline for Completion of Initiative

- Plan and deliver learning activities around each residential community's overarching learning theme using needs and interests-based assessment processes (e.g. Living-learning Activities Survey, EBI Resident Study)

Ongoing

- Use Student Affairs Division mini-grant funding to support the creation and delivery of living-learning initiatives designed to enhance student engagement, learning, and success

Spring 2015

- Recognize faculty involvement in living-learning via Center for Teaching Excellence and OHRLD awards

Spring 2015

- Organize one or more all-liaison meetings per semester to address faculty issues, concerns, and opportunities pertaining to living-learning

Fall 2014/Spring 2015

- Continue community-level collaboration between residential living staff and liaisons to plan and deliver learning activities in LLCs

Ongoing

- Partner with the Career and Professional Development Center to develop, deliver, and assess a pilot program which allows employers to present information sessions in LLCs on careers in specific fields

Fall 2014

- Convene ABLLE minimally once per semester to share living-learning updates, and implement living-learning practices that contribute to student learning, retention, and success

Fall 2014/Spring 2015

- Develop a visual in the form of a "Residential Learning Tree" to advance the concept of living-learning among all members of the university community, and ensure its distribution to key stakeholders across the institution

Fall 2014

- Encourage faculty and A-Deans to recommend participation in LLCs to incoming students, and encourage continuing on-campus students to sign-up for LLCs for 2015-2016

Ongoing

- Encourage Living Learning partners and RDs to meet regularly to collaborate and plan LL events, programs, and initiatives

Ongoing

- Facilitate regular check-ins to gage the activity and communication between the LLPs and the RDs

Ongoing

1.1.2. Service Learning

Departmental Action Steps

Timeline for Completion of Initiative

- Conduct three service projects culminating in Winter Workshop Training designed to support learning through philanthropic endeavors (Project Linus, Hope Lodge and local Nursing home prize development)

Fall 2014/Spring 2015

- Organize and raise awareness of homelessness by conducting 'Cardboard Village.' –NRHH

Spring 2015

- Create a haunted house (Halls of Horror) events that encourages student leaders to use their organizational skills to raise money for a local shelter and donate canned goods to the ICCAP-Indiana County Community Action Program.

Fall 2014

1.1.3. Community-Based Learning

Departmental Action Steps

Timeline for Completion of Initiative

- Develop a portfolio of needs-based, "ready to go" academic programs that can be implemented by ASMs to promote student success

Spring 2015

- Continue to register appropriate programs with Diversity Counts

Ongoing

<ul style="list-style-type: none"> ▪ Create a “how to” video for CAs and RDs to view to better understand the Diversity Counts reporting process 	Fall 2014
<ul style="list-style-type: none"> ▪ Develop a system for reporting Diversity Counts programs 	Fall 2014
<ul style="list-style-type: none"> ▪ Create goals on the number of Diversity Counts programs to be planned and implemented each semester 	Fall 2014
1.2. Persistence/Retention Initiatives:	
1.2.1. ASC@iup.edu	
Departmental Action Steps	Timeline for Completion of Initiative
<ul style="list-style-type: none"> ▪ Create an awareness among residential students of ASC@IUP support services in order to align student needs with available institution resources 	Ongoing
<ul style="list-style-type: none"> ▪ Use EAB’s Student Success Collaborative (data analytics technology) to obtain aggregate data for living-learning communities to identify and address student risk factors through programming and other interventions 	Ongoing
<ul style="list-style-type: none"> ▪ Share student QPA and persistence data for on-campus and off-campus students with faculty and academic administrators in each College 	Fall 2014
<ul style="list-style-type: none"> ▪ Collaborate with the A-Deans to create a partnership between ASMs and ARAs in offering assistance to probation and students in transition 	Ongoing
1.2.2. Punxsutawney 1s and 2nd Year	
Departmental Action Steps	Timeline for Completion of Initiative
<ul style="list-style-type: none"> ▪ Informed by findings of the UPC Student Success subcommittee, implement the Transitions Cluster in Northern Suites for second-year students transferring from IUP Punxsutawney, IUP at Northpointe, or other higher education institutions 	Fall 2014/Spring 2015
<ul style="list-style-type: none"> ▪ Plan and present weekly “Life Skills Discussions” available to all students on the IUP Punxsutawney Campus 	Fall 2014/Spring 2015
<ul style="list-style-type: none"> ▪ Residential Living Professional Staff in consultation with Faculty in Developmental Studies plan and present weekly “Transitions: Tuesdays at 7” 	Fall 2014/Spring 2015 tbd
KEYSTONE: INDIVIDUAL AND COMMUNITY WELL-BEING	
Strategic Objectives:	
2. Identify high-risk behaviors and intervene when environments and experiences place students at risk.	
FOCUSED INITIATIVES	
2.1. Supporting Students of Concern	
Departmental Action Steps	Timeline for Completion of Initiative
<ul style="list-style-type: none"> ▪ Continue active work in identifying students of concern at the hall level 	Ongoing
<ul style="list-style-type: none"> ▪ Continue to follow-up with students who exhibit inappropriate behaviors and make referrals as necessary 	Ongoing
<ul style="list-style-type: none"> ▪ Actively participate in CART in a collaborative atmosphere designed to assist students through a multi-faceted approach 	Ongoing
<ul style="list-style-type: none"> ▪ Ensure that all professional staff and student staff in Residential Living are appropriately trained in Title IX expectations/referrals 	Ongoing
3. Promote student’ self-awareness, self-management, and emotional regulation.	
3.1. Culture Change	
3.1.1. Alcohol Strategic Plan	
Departmental Action Steps	Timeline for Completion of Initiative
<ul style="list-style-type: none"> ▪ Continue to provide Alcohol, Tobacco, and Other Drug personnel the option to include related questions on the EBI Resident Study 	Spring 2015
<ul style="list-style-type: none"> ▪ Have two professional staff members serve as standing members of the Drug Free Communities Coalition 	Ongoing

<ul style="list-style-type: none"> ▪ Create alternate programs for ‘High Risk’ weekends that promote a ‘counter culture’ of healthier decision making. 	Fall 2014/ Spring 2015
<ul style="list-style-type: none"> ▪ Provide additional duty on high traffic weekends and station Office Staff at main doors to reinforce policy 	Fall 2014/ Spring 2015
<ul style="list-style-type: none"> ▪ Email residents educational information to assist them in making better choices during ‘high risk’ weekends. 	Fall 2014/ Spring 2015
3.1.2. Bystander Intervention	
Departmental Action Steps	Timeline for Completion of Initiative
<ul style="list-style-type: none"> ▪ Conduct one program per CA/ASM training period that explains and reinforces the concept of ‘up-standing.’ 	Fall 2014/Spring 2015
<ul style="list-style-type: none"> ▪ Provide a staff development to RHA/C on ‘up-standing’ and encourage them to model that with their students 	Fall 2014/Spring 2015
KEYSTONE: INCLUSION AND ENGAGEMENT	
Strategic Objectives:	
4. Nurture an inclusive University and community climate where each member is valued and students interact and develop positive relationships with those who are different from themselves.	
STRATEGIC OBJECTIVES	
4.1. Continuing Diversity Counts	
Departmental Action Steps	Timeline for Completion of Initiative
<ul style="list-style-type: none"> ▪ Continue to encourage staff to register programs for credit 	Ongoing
<ul style="list-style-type: none"> ▪ Support programs others provide related to diversity topics and issues 	Ongoing
4.2. Continuing Student Development	
Departmental Action Steps	Timeline for Completion of Initiative
<ul style="list-style-type: none"> ▪ Revise the CA seminar to include new and different ways to teach and model student development theories. 	Ongoing
<ul style="list-style-type: none"> ▪ Provide opportunities for student leaders, who are interested in the field of SA, to access professionals in the office who can help guide them. 	Ongoing
4.2.1. Student Leadership	
Departmental Action Steps	Timeline for Completion of Initiative
<ul style="list-style-type: none"> ▪ Provide programs and activities related to leadership skill development through the Leadership Development Community in Suites on Pratt 	Fall 2014/Spring 2015
<ul style="list-style-type: none"> ▪ Provide a series of TED talk programs that include panels of students who bring the talk to live by sharing personal examples of leadership in motion 	Fall 2014
4.2.2. Women’s Initiatives	
Departmental Action Steps	Timeline for Completion of Initiative
<ul style="list-style-type: none"> ▪ Continue to support the women in math, science, and technology cluster 	Ongoing
4.2.2. LGBTQIA Initiatives	
Departmental Action Steps	Timeline for Completion of Initiative
<ul style="list-style-type: none"> ▪ Advertise the use of the LGBTQIA space and its resources 	Fall 2014/Spring 2015
<ul style="list-style-type: none"> ▪ Provide at least two LGBT Programs 	Fall 2014/Spring 2015
<ul style="list-style-type: none"> ▪ Examine the concept of an integrated LGBT Awareness week in the spring 2015 	Fall 2014/Spring 2015
<ul style="list-style-type: none"> ▪ Help conduct Safe Zone Training each Fall and Spring 	Fall 2014/Spring 2015
<ul style="list-style-type: none"> ▪ Commit personnel to serving on the LGBT commission and Safe Zone 	Fall 2014/Spring 2015
4.3. Strengthening Partnerships with Community Members/Leaders/Agencies	
Departmental Action Steps	Timeline for Completion of Initiative
<ul style="list-style-type: none"> ▪ Continue involvement in community downtown improvement efforts 	Ongoing
<ul style="list-style-type: none"> ▪ Continue working with Aramark to provide quality catering for off-campus groups using the KCAC 	Ongoing

<ul style="list-style-type: none"> Have two professional staff members serve as standing members of the Drug Free Communities Coalition 	Ongoing
5. Motivate students to develop and achieve personal, social, and professional goals.	
5.1. Strengthening Students' Application of Sustainable Practices	
Departmental Action Steps	Timeline for Completion of Initiative
<ul style="list-style-type: none"> Incorporate recycling opportunities into the Punxsutawney Living & Fairman Centers 	Spring 2015
<ul style="list-style-type: none"> Oversee & expand the Green Nest Project to include: America Recycles Day, & Earth Day 	Fall 2014-Spring 2015
<ul style="list-style-type: none"> Investigate the possibility of running a cigarette waste recycling program in efforts to control cigarette litter 	Ongoing
<ul style="list-style-type: none"> Celebrate the ResLiving Staffs that promote Sustainability the most through the OHRLD Sustainability Champions Award 	Spring 2015
KEYSTONE: ACCOUNTABILITY AND SUSTAINABILITY	
Strategic Objectives:	
6. Deliver quality student-centered services through responsible and effective resource stewardship	
STRATEGIC OBJECTIVES	
6.1. Strengthening Division-Wide Communications	
Departmental Action Steps	Timeline for Completion of Initiative
<ul style="list-style-type: none"> Continue to work with SALT as appropriate 	Ongoing
<ul style="list-style-type: none"> Continue to work with the Coop on HUB renovations 	Ongoing
6.2. Providing Modern Facilities and State of the Art Technology Resources	
Departmental Action Steps	Timeline for Completion of Initiative
<ul style="list-style-type: none"> Assist in the ongoing planning and development of the Folger Renovation, HUB Renovation, & North Dining Construction 	Ongoing
<ul style="list-style-type: none"> Audit Dining Halls & Residential Facilities 	Ongoing
<ul style="list-style-type: none"> Explore options for an Emergency Generator for the Punxsutawney Living Center 	Fall 2014
<ul style="list-style-type: none"> Examine electronic methods of room condition reporting 	Ongoing
<ul style="list-style-type: none"> Review cable channels and make additions as they respond to the needs of the residents 	Ongoing
<ul style="list-style-type: none"> Examine furniture that is "animal-friendly" for use by our residents with comfort/assistance animals 	Spring 2015
<ul style="list-style-type: none"> Work towards the development of a Social Media Strategy for the department focusing on Twitter 	Fall2014/Spring 2015
6.3. Funding Innovation	
Departmental Action Steps	Timeline for Completion of Initiative
<ul style="list-style-type: none"> Continue to develop creative ways to manage diminishing resources during this time of lower enrollments 	Ongoing
<ul style="list-style-type: none"> Seek to hold fee increases to the lowest amount possible 	Ongoing
<ul style="list-style-type: none"> Move continuing student room selection timeline forward by three weeks. Incorporate more marketing to students to sign up to stay on campus, such as post-it notes on every student suite door to increase awareness of on campus housing sign ups. 	Fall 2014
<ul style="list-style-type: none"> Assist FIUP with promoting the Living-Learning Scholarship which encourages upperclassmen and transfer students to live on campus. 	Fall 2014
7. Continually assess the Division's mission, vision, values, and student learning outcomes.	
7.1. Applying Evidence-Based Decision-Making	
Departmental Action Steps	Timeline for Completion of Initiative
<ul style="list-style-type: none"> Participate departmentally in monthly SAD-SLOC meetings 	Fall 2014/Spring 2015

<ul style="list-style-type: none"> Utilize EBI, NSSE, and other archival data (e.g. QPA, persistence) to measure and track OHRLD Goals and Outcomes 	Fall 2014/Spring 2015
<ul style="list-style-type: none"> Share EBI Resident study data with appropriate departments within Student Affairs, and stakeholders across the institution 	Fall 2014/Spring 2015
<ul style="list-style-type: none"> Submit multiple mini-grant applications for Student Affairs mini-grants to support outcomes-based student learning initiatives 	Fall 2014/Spring 2015
<ul style="list-style-type: none"> Distribute the Living-Learning Activities Survey to all residents on the Indiana and Punxsutawney Campuses; Share results with living-learning liaisons in order to guide the delivery of learning activities that address the needs and interests of residents 	Fall 2014
<ul style="list-style-type: none"> Provide OHRLD representation on four Middle States Self-Study Committees, with a special emphasis toward assessing and reporting on OHRLD outcomes to appropriate subcommittees. 	Fall 2014/Spring 2015
<ul style="list-style-type: none"> Provide divisional representation on the University Assessment Committee 	Fall 2014/Spring 2015
<ul style="list-style-type: none"> Continue departmentally to the portfolio of assessment projects and initiatives located on the Student Affairs Assessment web page 	Fall 2014/Spring 2015
<ul style="list-style-type: none"> Contribute departmentally to the implementation and assessment of the Division's Alcohol Strategic Plan 	Fall 2014/Spring 2015
<ul style="list-style-type: none"> Support the use of Crimson Connect among students, and use Crimson Connect as a department when feasible 	Fall 2014/Spring 2015
<ul style="list-style-type: none"> Using Feedback from previous years, modify and improve the Move-In, Move Out Experience for our students 	Fall 2014/Spring 2015
<ul style="list-style-type: none"> Continue discussions at departmental meetings to insure commitment to our goals 	Ongoing
<ul style="list-style-type: none"> Serve on multiple subcommittees of the University Planning Council 	Ongoing
7.2. Supporting Professional Development for Staff, Faculty, and Paraprofessional Staff	
Departmental Action Steps	Timeline for Completion of Initiative
<ul style="list-style-type: none"> Participate departmentally in Divisional and university-wide professional workshops and event 	Fall/ 2014/Spring 2015
<ul style="list-style-type: none"> Continue to support staff attendance at appropriate training opportunities 	Ongoing
<ul style="list-style-type: none"> Utilize the competencies-based "Learning Agreement" to focus the Graduate Assistants individual development goals 	Ongoing

9/20/2014