

**Davis Campus Student Programs & Services Programs Review - Action Plan
Six Month Update
2012**

	Recommendations for Administration	Action Plan	Timeline	Responsibility
1	Develop a short-range, written strategic plan for Student Affairs - organizational, budget, and facilities - which factors in the growth of Davis. (three to five years)	SAMC will discuss these issues at a fall planning retreat. Facility discussions are underway via the executive planning team for the new building project.	Fall 2011	Brett and SAMC
1 Update July 1, 2012	Based on the results of the SAMC planning retreat, a restructure of Student Programs & Services will commence July 1, 2012. Three to five-year plans will be written by staff in these areas appropriate to their new roles.			
1-A	Use the opportunity of the new building at Davis to enhance and expand programs and services and meet compelling space needs, as well as foster collaboration among Student Affairs content experts in scope, programming, and design.	Meetings discussing these issues will begin fall 2011 and continue until final decisions are made concerning the new building. VPSA office will schedule meetings in small groups with participating departments to discuss how to provide service to students across both campuses (specifically Davis Campus).	Fall 2011 to Fall 2013	SAMC
1-A Update Summer 2012	Small-group meetings have been held to discuss how programs and services will be delivered at the Davis campus. These meetings will continue over summer 2012 to determine how more Student Affairs programs will be available at the Davis campus and how existing services can be expanded.			
1-B	Increase cross-functionality of services and programs areas across the university.	SAMC will meet in a retreat setting fall 2011 to clarify vision and strategic direction to improve cross functionality.	Fall 2011	Brett

		VPSA office will schedule meetings in small groups with participating departments to discuss how to provide service to students across both campuses (specifically Davis Campus).		
1-B Update Ongoing	At the SAMC planning retreat, a restructure of Student Programs & Services was decided that will increase the cross-functionality of student programs and services. Key leaders continue to meet to work out details and ideas for cross functionality. New position descriptions are being drafted for the Assistant Dean of Student Programs, the Assistant Dean of Student Services, and the Coordinator of Student Programs.			
1-C	Communicate expectations on what collaboration "looks like" between Davis and Ogden campuses in order to facilitate more collaboration.	SAMC will meet in a retreat setting to clarify vision and strategic direction to improve cross functionality. VPSA office will schedule meetings in small groups with participating departments to discuss how to provide service to students across both campuses (specifically Davis Campus).	Fall 2011	SAMC
1-C Update Summer 2012	Several small-group meetings have been held to discuss what collaboration between Davis and Ogden campuses "looks like." Decisions were made for the Ogden campus Student Affairs departments to provide services to students by sending representatives to the Davis campus. This is a new model for some departments, (Multicultural Student Center, Nontraditional Student Center, and Women's Center). Meetings to decide more specifics of collaboration will continue over summer 2012. As continued meetings with VPSA are held, the focus for improving and expanding services and programs will be a priority in discussions for both D3 and D2.			
1-D	Develop a meeting structure that allows for communication among functional service providers.	Explore a meeting structure that would facilitate greater	Fall 2011	SAMC

		communication among service providers.		
1-D Update Summer 2012-Fall 2012	One of the components of the restructure changes Student Programs to be a part of Student Involvement & Leadership. This change will allow for direct communication between the Ogden and Davis student leadership programs. A large meeting to be held in summer 2012 is being planned to include department heads and individual service providers to discuss how services can be improved and promoted at Davis and the frequency and personnel of regular meetings. Monthly "touch-base" meetings are envisioned throughout fall semester 2012 between Davis Student Services staff and individual service providers. Summer			
1-E	Hold an all-Student Affairs leadership team retreat to address the challenges of serving all students in a multi-campus university	Retreats of this type have been held for three years. The small group meetings will replace the joint meetings held previously. Hold an all-Student Affairs leadership meeting to disseminate information from the SAMC retreat and small group meetings.	Fall 2011 Spring 2012	Brett
1-E Update June 2012	The small group meetings replaced the large meeting/retreat and were held spring 2012. The information from the SAMC retreat concerning the basic structural changes has been announced at the Department Head's and other meetings, such as SADC and the Davis Faculty Advisory Board. A discussion of the restructure will also be on the agenda at the Department Head Retreat in June 2012.			
	Recommendations for Student Programs			
7	Leverage technology to complement programs and services, enhance communication, and reduce travel between campuses.	Erik Ashby will look into having convocation-type speakers videotaped (or live feeds) and presented at the Davis Campus. The possibility of using Skype for staff meetings will be explored.	Spring 2012	Erik
7 Update Summer 2012	Two convocations speakers were simulcast at the Ogden and Davis campus, one in fall semester and one in spring semester. Conversations have begun to retrofit the technology in some conference classrooms at Davis that could be used to Skype or for other methods of campus-to-campus interface. The goal is to use Skype for Jennifer to "attend" an Associate Vice President's meeting summer of 2012.			
8	Improve and enhance promotion of programs and services	Jennifer is working now with Alan	Fall 2011	Jennifer/Erik

	via website, Facebook, Twitter, Collegiate Link, and texting.	Livingston on the texting opt-in option to hear about events. The process of adding applications for the Davis Campus is in process through IT and will be ready fall semester. All services, programs and events are posted on the website and the weekly e-mail. The Student Council posts events on Facebook. Nontrad events on Meetup.com feed directly to Twitter. The Director of Publicity will be trained to post event flyers to the bulletin on Collegiate Link. Student Affairs Technology will be updating the website. (According to Dani McKean, it will be 4-6 months into the future before SP&S will have its website updated.)	and Spring 2012 SA Tech website update will be assessed in 4-6 months – Fall 2012	
8 Update Summer 2012	A Davis app is ready at m.weber.edu/wsudavis; Davis has a text opt-in at 469-579-2390. The website is maintained and updated regularly; notices are posted on Facebook on a Davis page and a Nontrad page. Collegiate Link is not used as much because it is felt that students do not access it as much as the other options; but in the coming year, it will be used more often to post information and event notices. Because of the restructure of Student Programs and Student Services, the web pages will have a quick update this semester to reflect that change.			
9	Ensure that appropriate Davis staff members have access to databases and information that will allow them to complete job duties and responsibilities.	Pending the outcome of the SAMC and small group meetings, if databases are needed for advising purposes, Student Programs administration will request access.	Fall 2011	Jennifer/Erik
9 Update	This access to student records will no longer be needed due to the Davis restructure. The access request was for the Coordinator of Student Programs to have access to records of multicultural students; however, the advising for multicultural students will no longer be the coordinator's area of responsibility.			

10	Work with WSU Davis Student Council to encourage students to create registered student organizations.	Jennifer will work with the coordinator of Clubs & Organizations to encourage Student Council members to form clubs at the Davis Campus: The C&O coordinator will attend two Student Council meetings in fall 2011 and will hold an event in spring 2012 at Davis to provide information to the student body regarding forming clubs and organizations. Jennifer will provide information in the weekly e-mail announcements about forming student clubs/organizations.	Fall 2011 Spring 2012 Fall 2012	Jennifer
10 Update Ongoing	The C&O coordinator came to two Student Council meetings to inform the council on how to start a club or organization. Information was sent out each semester on the weekly Davis Campus News e-mail informing the Davis student body of the same information. Now that Student Programs will be administrated by Erik Ashby who will report directly to Student Involvement & Leadership, he will be responsible for the continuation of this effort.			
11	Intentionally seek out faculty as partners in programming.	Jennifer will begin to identify faculty who would like to partner with SP&S. Jennifer will offer to provide programs that enhance faculty's curriculum. When appropriate, the SA VP's office will consider ways to fund these new programs. Once faculty partners are identified, consideration will be made to have student leaders direct these programs.	Spring 2012 Fall 2012 Spring 2013	Jennifer
11 Update Summer 2012	Jennifer has identified three faculty members who are interested in partnering in some way with Student Affairs at the Davis campus. At the Faculty Advisory Board meeting in March, a form was given to all members offering a partnership. Also, the End of Year Faculty Survey is in progress, which asks faculty if they would like to present workshops with Student Affairs staff. When the results are in, Jennifer will contact those faculty members who showed interest. Over the summer, Jennifer will begin to form			

	the specifics of these partnerships.			
12	Initiate a process that gives graduate students a governance voice at the university. Davis Campus should take the lead on this effort based on the high, overall percentage of graduate students enrolled in programs at Davis.	The Davis Campus senator has begun the process of bringing this issue to a vote in the senate. Jennifer is conferring with the MBA Enrollment Director to determine what graduate students are requesting.	Fall 2011 Spring 2012 Fall 2012	Jennifer
12 Update	<p>Legislation has been passed in Student Senate to allow graduate students to hold elected office in the WSUSA Student Senate. The legislation is as follows:</p> <p>SB: 012312-01 Brief Senate Bill 012312-01 Amends Article II, Section 2 of the Constitution of the Weber State University Student Association (WSUSA) to allow WSU Graduate Students to be able to hold elected office within the WSUSA, so long as they are considered to be "Full-Time" students by the University. Previously, Graduate Students could not hold elected office within WSUSA without taking upon themselves an unnecessary credit-hour load.</p> <p>The specific changes are: Section 2: WSUSA Elected Officer Eligibility Any full-time student of WSUSA who holds a WSU cumulative grade point average of at least 2.5 on a 4.0 scale at the time of elections may be elected to any of the elected offices. Full-time status for undergraduate students is defined as enrollment in at least 12 credit hours during the current semester. Full-Time status for graduate students is defined as enrollment in the required number of credit hours to be classified as a full-time matriculated or full-time degree seeking student, as duly established by the University or the Completion of 24 credit hours equal to full-time status within the preceding Summer and Fall semesters and registration of the current Spring semester will also deem a student eligible to hold elected office.</p> <p>The Bill was unanimously passed by the Student Senate on January 30, 2012.</p>			
	Recommendations Already in Place	Action Plan	Timeline	
13	Continue the strong and positive relationship with NUAMES and include the principal of NUAMES in the programming and design of building to ensure their needs are considered.	Student Programs works closely with NUAMES to include students in events and activities. Davis Student	NA	Jennifer

		Council invites NUAMES student body officers to a BBQ, has a NUAMES liaison attend student council meetings, and pairs each student council member with a NUAMES SBO officer. The NUAMES principal is being included in plans for the new building.		
13 Update Ongoing	The principal of NUAMES has been included in all aspects of the new building design. Student Council has continued to have a NUAMES student liaison present at all of the meetings. This inclusive relationship will continue with both Student Leadership (Programs) and Student Services.			
	Recommendations for Student Services	Action Plan	Timeline	
14	Review the dual-track appeals process and consider simplifying it to better serve students.	Alan Dayley will team with the Davis Campus senator to propose, through student government, that Financial Services inform students that assistance is available to help prepare appeals to the Hearing Office, resulting in parallel services by both Enrollment Services and Financial Services.	Fall 2011	Alan
14 Update Ongoing	Many verbal and two e-mail requests have been made to meet with Brady Harris this spring semester. He has been simply too busy with higher priorities to let this happen. Hopefully, this summer, in his new role as Legislative V.P., meetings will take place to pursue this goal. Follow up will continue.			
15	Offer an evening Career Development course at Davis.	Alan Dayley will work with Career Services to offer this course for spring 2012 or fall 2013.	Spring 2012 or Fall 2013	Alan
15 Update July 1, 2012	Several verbal and two e-mail requests have been made to Dr. Winn Stanger for this course to be offered (Fall 2012) at the Davis campus. To date, no definitive plans have been forthcoming. Hopefully, a positive response will be received before 7-1-12. Follow up will continue.			
16	Raise awareness of programs and services among staff and faculty.	Alan Dayley will coordinate the creation of a flyer for the four service providers to be distributed to staff and faculty. Services and	Fall 2011 and Spring 2012	Alan

		programs will continue to be advertised on the weekly Davis Campus News e-mail announcement, on the website, and in the semester tabloid.		
16 Update	One flyer, covering the four service providers visiting the Davis campus (and the three support services offered at the Davis campus), was created and distributed to all Davis constituents early spring semester. Shortly thereafter, knowing that major changes were coming to Programs and Services, it seemed prudent to defer any major campaign.			
17	Improve building signage for programs and services areas.	Building signage will be assessed and discussed with Davis Administration and Facilities Management.	Spring 2012	Alan
17 Update	Two e-mails have been sent to Chris Rivera with a recommendation to duplicate the 2 nd floor section of the building directory (located in the 1 st floor lobby) and place it near the elevator on the 2 nd floor. This same evolution could be performed for the 3 rd floor, in order to make all three floors more readily accessible and user friendly. This request is being reviewed. With changes coming to Programs and Services on 7-1-12, it may be advisable to defer any immediate signage changes. Plus, with the completion of Building 3 (in about 18 months), signage changes will be massive.			