

# Weber State University

## **WOMEN'S CENTER**

### Program Review

2010



Compiled by

Carol E. Merrill, Director

Wendy Henrie, Office Specialist

# TABLE OF CONTENTS

## MISSION STATEMENTS AND HISTORY

Mission Statements-----	1
History-----	3
Alignment of WSU and Student Affairs Mission and Goals-----	4

## PROGRAMS AND SERVICES

Counseling and Advising-----	4
Outreach-----	4
Student Advisory Board-----	5
Events-----	6
Workshops-----	7
Changes in Core Programs and Services-----	9
Advertising and Marketing-----	10
Programs-----	12
Collaboration-----	13

## LEADERSHIP AND STAFFING

Leadership and Staffing-----	14
Staffing History-----	16
Organizational Structure-----	17
Staffing-----	18
Evaluations-----	19

## FINANCIAL RESOURCES AND BUDGET

Financial Resources and Budget-----	20
-------------------------------------	----

## FACILITIES, EQUIPMENT AND TECHNOLOGY

Facilities, Equipment and Technology-----	20
---	----

## ETHICAL AND LEGAL RESPONSIBILITIES

Ethical and Legal Responsibilities-----	231
---	-----

## ASSESSMENT AND EVALUATION

Learning Outcomes-----	22
Methods Used to Examine Outcomes-----	23
Cohort Groups-----	23
Student Profile and Programming-----	23
Surveys-----	25
Student Satisfaction Results-----	27
Student Tracking Usage-----	29
Data Breakdown-----	30
Areas of Improvement-----	32

## SUMMARY

Summary-----	33
--------------	----

## **WEBER STATE UNIVERSITY MISSION STATEMENT**

Weber State University offers associate, baccalaureate and master degree programs in a broad variety of liberal arts, sciences, technical and professional fields. The university provides excellent educational experiences for its students through extensive personal contact among faculty, staff and students in and out of the classroom. To accomplish its mission, the university, in partnership with the broader community, engages in research, artistic expression, public service, economic development, and community-based learning experiences in an environment that encourages freedom of expression while valuing diversity.

## **STUDENT AFFAIRS MISSION STATEMENT**

The Division of Student Affairs promotes student learning, well being and success through comprehensive services and programs provided in an inclusive environment. Student Affairs serves the needs of a diverse student population by offering educational experiences, leadership opportunities, and academic support, which advances the social, intellectual, cultural, and civic development of students.

## **WOMEN'S CENTER MISSION**

The mission of the Women's Center is to advocate, educate and empower individuals by providing resources and support on campus and in the community through facilitating connections and through advising students and support groups.

The Center actively seeks to develop programs and services in which women are supported, encouraged and empowered to achieve their academic and personal goals.

### **Goals:**

- Taking an active role in empowering, educating and connecting women with resources who are in the pursuit of their academic and personal goals.
- Committing to the expansion and development of new programs that meet the changing needs of women.
- Helping women develop the skills to become self-sufficient and successful in their in their educational, professional and personal lives.

## HISTORY

The Women's Center (Women's Resource Center) came into existence during the 1980-1981 academic year as a result of the efforts of Toni Weight, Associate Dean of Student Affairs. Before the Center was officially established, a re-entry women orientation and re-entry woman support group had been established and was operating under the direction of Dr. Kay Evans, Dean of Student Affairs; Toni Weight, Associate Dean and Mary Jo LaTullippe, a counselor in the Counseling Center. The program for re-entry women was operating successfully and helping to retain students; thus, it was a factor for Women's Educational Resource Center being recognized as a viable part of Student Affairs.

During the summer of 1980, the President's Council approved the proposal for a Women's Educational Resource Center. The approval was accompanied with funding and was soon followed by space in the union building. Because of the diverse needs of the Center, the assigned space quickly became a multi-purpose room and was put into service as group counseling, a meeting place for the weekly brown bagger, a lounge for women returning to higher education, a study area, a library for information directly related to women's issues and an area in which to show films of significance to women.

The Women's Center has functioned under three separate names: The Women's Resource Center, Services for Women Students and the Women's Center. The transition of staffing and programs is documented in the 30-year history report.

## **ALIGNMENT OF WSU AND STUDENT AFFAIRS MISSION AND GOALS**

The Women's Center utilizes the Student Affairs and Weber State University mission and goals as a guideline when creating all programs and services. In an effort to make sure that all programs and services are in alignment with the overall mission and goals of the university, the Women's Center focuses on the values of Student Affairs.

## **PROGRAMS AND SERVICES**

### **COUNSELING AND ADVISING**

- One-on-one counseling and advisement  
Women in the community and on campus utilize the one-on-one counseling/advising as a starting point to applying for admissions to the university. Individuals will receive a "What a Woman Needs" booklet to help them navigate the university process of admissions, financial aid, registration, etc. The staff of the Women's Center provides individualized assistance in connecting each woman to Student Affairs or Academic Affairs Departments that will best meet their needs.
- Scholarship advisement and resources (campus, community and national)  
The Women's Center provides scholarships in the form of tuition waivers and cash assistance. Weber State University provides to the Women's Center 4-6 Activity Waivers for women students. Students agree to volunteer 10-12 hours per week in the Women's Center in exchange for an activity waiver. Additionally, the Women's Center has funding for scholarships based on an endowment account. The Center is able to use approximately 3% of the interest on the endowment account for scholarships. Additionally, Soroptimist International, Executive Women International, Women in Business (Sue Westenskow Scholarship) and the New Beginnings Scholarship are community based donors and provides funding ranging from \$500.00 to \$2,500.00 each.
- Volunteer opportunities  
Students are encouraged to volunteer with the Women's Center by serving on the Student Advisory Board. They have the opportunity to help facilitate existing programs, create and implement new programs, assist with advertising and marketing for events and collaborate with other departments to enhance relationships and build partnerships.

### **OUTREACH**

Campus and community outreach is a top priority within the Women's Center. As part of a community outreach, the Director currently serves on the Board of Directors for the American Association of University Women and the Ogden/Weber Chamber of Commerce Women in Business Executive Board. Within the past five years, she has, also, served on the Your Community Connection Board of Directors. Involvement on these Boards provides for an effective reciprocal dissemination of information. Outreach

is multifaceted and includes community and campus outreach as well as outreach via printed publications such as newsletters, on-line resources and information booklets. Booklets can be found in the appendices.

- Student Outreach

- Outreach to students is facilitated through a variety of mechanisms including inclusion on the Student Advisory Board, classroom presentations, emails, WSU bulletins, table displays, conferences, workshops and orientations.

- Practicum/Internships

Students in the social work, psychology and/or health promotions degree programs are offered the opportunity to serve their practicum or internship within the Center. Students develop leadership skills through program development, community networking and collaborations, providing campus and community workshops and assisting students with support to meet their academic and/or personal goals. These students, also, serve as members of the Women's Center Student Advisory Board.

- Community Outreach and Resources

Community Outreach is a vital part of the Women's Center and essential to providing key services to all women. The Women's Center is actively engaged in partnering with the following organizations and/or agencies:

- Your Community Connection (Weber County - Domestic Violence, Sexual Assault, Transitional Housing, Shelter and advocacy, etc,)
- Ogden/Weber Chamber of Commerce Women in Business
- Safe Harbor (Davis County - Domestic Violence, Sexual Assault, Transitional Housing, etc,)
- Hill Air Force Base- Family Support Services
- American Association of University Women
- Workforce Services

Within the community, the Women's Center holds the Canyon Heights High School Orientation, which is an alternative school for young parents and youth with addiction as well as an orientation for young women transitioning from foster care. Women's Center newsletters are sent to Workforce Services, Catholic Community Services, LDS Social Services, Your Community Connection, Safe Harbor and additional organizations and agencies that serve the needs of women. Additionally, frequent community presentations are provided by the Women's Center staff to women's organizations, agency/organization staff meetings and trainings.

## STUDENT ADVISORY BOARD

The Student Advisory Board was created to give students a voice in the programs and services that are provided by the Women's Center. It is, also, an opportunity for men and women to develop leadership skills in program development and implementation, public speaking, advertising and marketing and community outreach. Each year several members of the Student Advisory Board are selected to attend the National Conference for College Women Student Leaders, the conference is cosponsored by AAUW/NASPA. The conference is held at the University of Maryland.

## EVENTS AND WORKSHOPS

### Events

- Domestic Violence Awareness Month - October

Domestic Violence Awareness Month activities vary from year-to-year, with the exception of the "Silent Witness Campaign" (free-standing, life-sized red wooden figures, each one bearing the name and story of a woman who has survived domestic violence and has become empowered to change her circumstances.) and the "White Ribbon Campaign" (Wearing a white ribbon is a personal pledge to never commit, condone or remain silent about violence against women and girls).

Weekly workshops with guest speakers, campus display tables with preventative information, phone cards with campus and community resources are all a part of the month long events. Close collaboration with "Your Community Connection" (a battered women's shelter) is a regular part of the programs, which includes a candlelight vigil. A fundraiser for Your Community Connection was initiated in 2009 by having a Battle of the Bands. More than \$600.00 was raised and donated to assist women impacted by domestic violence.

Purpose: Students will learn how to stay safe, access campus and community resources in the event of abuse and learn how to identify the signs of an abusive relationship.

- Sexual Assault Awareness Month - April

Sexual Assault Awareness Month provides information, resources and referrals for all students on campus. Hundreds of large red flags are displayed in the center quad of campus, weather permitting, to represent a percentage of the number of sexual assaults in Utah for the prior year. Information tables with written resources are placed at various locations on campus. Books to promote sexual assault healing are provided free to students. Weekly workshops and/or panel discussions are a regular part of the monthly events.



Purpose: Students will learn how to stay safe, access campus and community resources in the event of abuse and learn how to identify the signs of a threatening situation.

- Women's Empowerment Conference

The conference has changed names and changed its focus over the past several years. The focus was changed to enhance community outreach and to promote collaboration with the community. Combining resources and funds from WSU and the community allowed for a larger and more successful conference. Last year, the Women's Center reached into the community and sought to collaborate with the Chamber of Commerce.

Women in Business to create the "Women's Empowerment Conference." The conference focused on professional women and students who were interested in networking with professionals in the field. As a result of the effectiveness of the conference, there is strong consideration to provide a Spanish-speaking component to the workshops.

Purpose: Collaborate with the Ogden/Weber Chamber of Commerce Women in Business to provide a professional conference for women in the community and on campus. Additionally, there will be a new emphasis on developing a mentoring program between established professionals and female students.

- Sub-for-Santa

Working closely, each year, with Continuing Education and the Alumni Center, the Women's Center facilitates a Sub-for-Santa program for single parents. This program has been in effect for the past three years. In December of 2009, 38 families were assisted by providing gifts and food for their children.

Purpose: Meet the needs of single mothers and their children during the holiday season.

- Women's History Month - March

The Women's Center collaborates with the Women's Studies program during Women's History Month. Historically, the Women's Studies programs plans and organizes the speakers and video series. The Women's Center sponsors the Open House, student events/activities and a Women's History Month newsletter.

Purpose: To educate students on campus in regards to women throughout history who have made a difference, celebrate the women of today who are strong leaders and recognize the achievement of women on campus and in the community.

## Workshops

- Automotive Workshop for Women – Each Spring Semester

In collaboration with the Student Senator, responsible for Automotive Technology, we provide a 3-hour workshop and luncheon to assist in understanding the basics of automobile maintenance and repair. Students will learn to identify warning signs of engine failure, how to change oil, replacing a flat tire and other engine services in order to save time and money.

Purpose: To educate and provide basic skills to women in regards to automotive maintenance and repair.

- Mujeres al Poder

In an effort to more effectively connect with the community and to support the Student Affairs initiative for diversity, a women's empowerment support group, Mujeres al Poder, was created for women in the community and on campus. The group provides an series of eight workshops, which includes, but is not limited to: budgeting, resume writing, basic computer skills, communication, parenting, and support for completion of GED programs and assistance in getting admitted to Weber State University.

Purpose: To collaborate with community agencies and organizations in an effort to empower women to increase self-esteem, self-sufficiency, and self-reliance. Attendees will be able to access campus resources and become familiar with the ways that WSU can provide educational opportunities for themselves and their families.

- Single Moms United

The Single Mom United Support Group is an eight-week series consisting of guest speakers and workshops addressing the following topics: Relationship adjustment, goal setting, budgeting, mind and body relaxation, parenting, dating re-entry and networking. Women will have the opportunity to learn ways to empower themselves in order to be a more effective parent in balancing, home, work and education. The group is open to women in the community and on campus.

Purpose: To provide a safe, supportive environment for women seeking to enhance their parenting skills, develop a strong relationship with a partner, learn how to establish effective communication skills and create a strong sense of personal empowerment. An additional purpose is to encourage women to seek and/or complete a college degree.

- Body Image Workshops

This is a six-week workshop that address issues related to body image. The workshops include: Self Esteem and Positive Body Image, Body Obsession and Image Addiction, Fearless Eating, Healthy Mind and Body, Effects of Negative Body Image and the video, "America the Beautiful."

Purpose: To provide information to assist students in developing a healthy body image and creating an environment for learning how to appreciate the woman within and not to compare themselves to the images that are created by the media for the ideal woman.

## **CHANGES IN CORE PROGRAMS AND SERVICES**

There is never a guarantee that a program that has been implemented one year will be implemented the following year. There is an ongoing assessment in regards to effectiveness that will determine if a program is recreated. An example of one such change is the current "Single Mom's United" support group. Nine years ago, when the Single Mom's Foundation approached the Women's Center about providing their single mom curriculum on campus, the Women's Center was currently providing a "Relationship-Separation" support group. After reviewing the curriculum for the "Relationship-Separation" group, we felt that a new support group might better serve the needs of students; thus, the "Single Mom Self-Reliance" support group was created. After the first two years, it was easy to see that the curriculum needed to be changed from the community organization's priorities, to one that would address the needs of single moms who were also students. The Women's Center created a new curriculum, which the Foundation adopted and utilized as a pilot for other campuses. Eventually, the Foundation folded, but the Women's Center continued to offer a single mom support group, but changed the name to "Single Mom's Connection" and three years later the name changed, once again, to "Single Mom's United."

The Women's Center is acutely aware of the needs in the community to provide programs and services for the Hispanic Population. One of the student workers in the Center approached the Director with an idea to provide empowerment workshops for Spanish-speaking women who have a need to gain personal inner strength to establish individual goals. Mujeres al Poder (Women's Empowerment) group is a new campus and community support group for women, implemented in 2010 to meet the needs of the Hispanic population on campus and in the community.

Additional programs that have changed within the Women's Center include:

- The Caretaker Support Group was a support group for faculty, staff and students who were in the process of caring for a disabled child, disabled partner or aging parent. The first year it was quite successful; however, combining faculty, staff, and students created some awkward moments when dealing with emotional issues. It was decided to support community agencies that provided a similar programs and the campus support group was eliminated.
- The Lessons in Leadership Program was created within the Women's Center when a staff member gleaned the idea from another university. The program was successful in its attempt to collaborate with numerous Student Affairs Departments in recruiting 5 students from each area to participate in a leadership-

- training course. When the staff member transferred to the Student Involvement and Leadership Department, the program went with her to her new area, which was an ideal location for her efforts.
- Canyon Heights High School Outreach and Orientation is an alternative high school for young parents and youth who have had challenges with addictions. Weber State University Orientation office does not provide orientation to this school; therefore, the Women's Center works in collaboration with the Canyon Heights Counselors, to bus the students to the WSU campus for a full day of campus orientation. Students are provided with information on admission, registration, financial aid and an introduction to Student Affairs. Lunch is provided and the bookstore provides give-away gifts to each student.

- Women's Professional Development Seminar and the Women's Conference – "Aspire Higher"

These programs were re-evaluated and a more effective conference was produced by collaborating in the community with the Ogden/Weber Chamber of Commerce "Women in Business" organization to create the "Women Empowered" Conference.

The Women's Center is consistently looking for ways to increase their visibility and meet the changing needs of women. The Women in Business organization is working with us to create a mentoring program for students who would like to be connected with professionals in the community. For the year 2010-2011, there are steps in place to create a mentoring program as part of the Women Empowerment Conference and students will be paired with professional women in the community who will act as their mentor and advocate for professional development.

### **ADVERTISING AND MARKETING**

The manner in which programs and services are advertised and marketed depends on the program or service. Programs that are implemented with an emphasis in community outreach are advertised through the Standard Examiner Newspaper, WSU radio spots and Utah magazines (Wasatch Woman Magazine and Synergy Magazine [a magazine for single moms]). These efforts are used for our Single Mom's United and Mujeres al Poder campus and community support groups, which is evident by the increased numbers of women who come to the groups as a result of seeing the advertisements.

Programs, services and events that are specifically designed to meet the needs of students are advertised via the Signpost (WSU newspaper), campus GroupWise emails which includes messages to faculty, staff and students, Emails to all students in the Women's Center and

Nontraditional Student database, Women's Center Newsletter Calendar of Events, and large posters are placed in highly visible areas across campus to alert students to the upcoming events.

Community agencies and organizations, that help to meet the needs of women, receive posters, pamphlets, newsletters and/or brochures to provide to their female clientele. It is imperative for the success of programs and for recruitment efforts that the community is kept informed of programs and events sponsored by the Women's Center. It is a wonderful reciprocal relationship, as the Women's Center advertises and promotes the services and programs of community agencies.

When an anticipated attendance is more than 100 people the University marquee is used. Additionally, students are informed of events sponsored by the Women's Center in a variety of ways, which includes, but is not limited to: Women's Center data base email announcements, flyers, posters, Women's Center newsletter, Women's Center calendar, Nontraditional Student Center email data base and calendar cards at various Student Affairs Departments. We do not at this time track how students learn of our events. The cost of advertising varies each year, depending upon the number of programs and events; however, it would be appropriate to state that we average approximately \$2,500.00 a year for advertising cost of programs.

The University events calendar is utilized as a key location to advertise for upcoming programs and events.

PROGRAMS					
2005-2006	2006-2007	2007-2008	2008 - 2009	2009-2010	Average Attendance for 2009-2010
Body Image Support Group	Body Image Support Group	Lessons in Leadership	Domestic Violence Awareness Month	"How Not to Fall in Love with a Jerk/Jerkette" Series (6 weeks)	15 students weekly
American Red Cross Blood Drive	Women's History Month	American Red Cross Blood Drive	American Red Cross Blood Drive	"Young, Fabulous and Broke" – Money Management Workshop Series (6 weeks)	10 students weekly
Aspire Higher Women's Conference	As Safe As Possible	Automotive Workshop for Women	Automotive Workshop for Women	Battle of the Bands – Domestic Violence Fundraiser for YCC	150 – one time event
Automotive Survival Skills for Women	Automotive Workshop for Women	Block Party	Block Party	Battling Body Image Workshops (6 weeks)	6 students weekly (on average)
Block Party	Be Comfortable in Your Own Jeans	Domestic Violence Awareness Month	Canyon Heights High School Outreach and Orientation	Block Party	campus wide event
Domestic Violence Awareness Month	Block Party	Practicum Placements for Students	Orientation for Young Women in Foster Care	Domestic Violence Awareness Month	Visibility educational campaigns campus wide
Holiday Card Project	Women's History Month Opening Social	Scholarship Recipient Luncheon	Practicum Placements for Students	Foster Care Orientation	25 foster care girls
Opening Social	Caregiver Support Group	Sexual Assault Awareness Month	Sexual Assault Awareness Month	Love Your Body Campaign	15 students
Practicum Placements for Students	Domestic Violence Awareness Month	Single Mom Connection Support Group	Single Mom Connection Support Group	Mujeres al Poder – Hispanic Moms Group (8 weeks)	12 community women attended each week (on average)
Scholarship Orientations	Holiday Card Project	Staff Appreciation Opening Social	Women's Fair	Practicum Placements for Students	3 practicum students
Sexual Assault Awareness Month	Lessons in Leadership	Student Open House with the Nontraditional Student Center	Women's History Month	Red Flag Campaign	Campus wide visible campaign
Silent Witness Campaign	Practicum Placements for Students	Women's Conference – Aspire Higher	Women's History Month Opening Social	Sexual Assault Awareness Month	Visibility educational campaigns campus wide
Single Mom Self-Reliance Support Group	Reading Groups	Women's History Month	Your Community Connection Valentine's Day Service Project	Silent Witness Campaign	Visibility educational campaigns campus wide
Women's History Month	Sexual Assault Awareness Month	Women's History Month Opening Social		Single Moms United (8 weeks)	15 campus and community women weekly (on average)
	Silent Witness Campaign	Women's Professional Development Seminar		Student Advisory Board	9students, 3 staff and 1 faculty member
	Single Mom Connection Support Group			Women's Center 30 <sup>th</sup> Anniversary Dinner and fundraiser	(One time event)
	Staff Appreciation Opening Social			Women's Empowerment Conference	133 attendees
				Women's History Month	Visibility educational campaigns campus wide
				Women's History Month Opening Social	

## COLLABORATION

The Women's Center collaborates as often as possible with various Student Affairs, Academic Affairs, Faculty and/or Community Agencies. Collaboration varies depending upon the program and/or service. Faculty collaboration is a priority in meeting the needs of students and provides increased opportunities for mentoring and supplementing course curriculum by providing additional workshops that meets the objectives of the academic department. Faculty are invited to serve on the Women's Center Student Advisory Board and a faculty representative has always been a part of our active Advisory Board.

There is a strong collaboration between the Social Work Department and the Health Promotions Department. The Women's Center has successfully offered practicum and internships for these two departments. Twelve years ago, the Women's Center approached the Social Work Department and offered the Center as a placement for practicum students. Students learn social work values, skills and gain knowledge of the core issues related to serving others, gain insight into administrative responsibilities and are engaged in a community project as part of their experience within the Women's Center. The Women's Center has received acknowledgement for being one of the top three practicum placement sites for the Social Work Department at Weber State University.

Collaborations for the Mujeres al Poder (Women Empowerment) group are very effective with those serving the Spanish speaking population (e.g., Multicultural Center and Education Access and Outreach and the Student-to-Student Program

Every effort is made to include various departments in collaborative efforts in creating programs, especially with the Nontraditional Student Center. The majority of students that are served in the Women's Center are nontraditional students, and we work closely with the Nontraditional Student Center as often as possible. The staff of the Women's Center spend a large portion of their time meeting with students one-on-one for counseling and advisement, especially with women in the community who are interested in enrolling at Weber State University and need assistance in navigating the campus.

As a direct result of providing presentations to community organizations and agencies, they are able to refer their clientele to the Women's Center. Multiple presentations each year are provided to religious women's organizations to encourage them to seek higher education. Community presentations are crucial to educating women in the community of the resources available to them to complete a university degree.

Not all collaborations are with campus departments. An example of a recent collaboration is the Women's Empowerment Conference. The Director of the Women's Center met with the Women in Business organization and asked how the Women's Center could help to work with

their group in enhancing their Women's Empowerment Conference. Last year was the first year of an effective partnership in empowering women on campus and in the community to become strong leaders. Plans are in place for the 2<sup>nd</sup> annual collaboration of the Women's Empowerment Conference. The first year the attendance was 133 women.

Additionally, the Women's Center works closely with Your Community Connection. Their mission is "to provide services to support and enhance the quality of life for all women, children and families." YCC's programs focus on providing at-risk individuals and families with opportunities and education to achieve goals of affordable housing, home ownership, and self-sufficiency.

In preparation for Domestic Violence Awareness Month and Sexual Assault Awareness Month we work closely with supporting and serving on committees to provide quality programs and events in the community and on campus to bring awareness to the issues of personal safety. The Women's Center is actively engaged in collaborating on programming with Your Community Connection.

In an effort to continually improve the programs offered by the Women's Center, written assessments of a program's effectiveness are ongoing and a part of the six column model. Pre and post surveys are distributed for all ongoing programs, especially for the support groups and workshop series.

At each departmental retreat, all programs are evaluated and pros and cons are established and ranked. If a program is weak, it is eliminated or restructured. If a program is strong, we look at ways to enhance it.

### **LEADERSHIP AND STAFFING**

The Director of the Women's Center has remained constant during the past five years; however, the staffing has changed dramatically, due to a variety of situations. For the past five years a Director, three counselors and a secretary have staffed the Center. The secretary later became the Office Specialist). Two years ago, all three counselors left the Women's Center as a result of: retirement, accepting new employment as a clinical therapist and returning to a prior position within Student Affairs. For a one-year period of time, the Center functioned with a full-time Director, the Office Specialist and student volunteers. Increased efforts are taking place to advocate for student , which will help to meet the needs of implementing programs and events sponsored by the Center. A Student Advisory Board was created which included but was not limited to women who received scholarship funding through the Women's Center. The students who received tuition waivers from the Women's Center, volunteered to work in the Center between 10-12 hours weekly.

Over the years, it has become very apparent that there is need to provide leadership development to students within the Women's Center. In an effort to recruit students to help meet the growing needs of the Center, Student Scholarship Activity Waivers were utilized to encourage women to



assist in the Center. If a student received a full activity waiver, they would volunteer 10-12 hours a week helping with programs and events. This has served a critical need for staffing and has worked well for the student and the Department. The Women's Center is critically understaffed, by professionals, and the loss of two full-time positions does not allow the department to have the continuity that it needs to maintain and support programs and services. Student staffing is extremely helpful; however, it takes a tremendous amount of time to train and mentor students. The reality is that students may or may not be available the following semester or year and the training needs to be repeated with new volunteers. Effective July 1, 2010, the Women's Center was able to expand the hours of the part-time counselor to full-time status. She will have the responsibility to supervise the Bachelor-level Practicum student and the Single Mom United Support Group co-facilitors. Additionally, she will chair the Domestic Violence Awareness Month and the Sexual Assault Awareness Month

In addition to providing learning opportunities for scholarship recipients, individuals who complete the Single Mom's United course have the opportunity the following semester to help co-facilitate the workshops. Single moms are able to network and collaborate with community organizations that focus on the needs of women and bring information to campus for all single mothers.

Ongoing efforts at recruitment to the Women's Center occurs via emails to all students in the Women's Center and Nontraditional Student Center database when student staff positions and/or scholarships are available in the Center. Additionally, recruiting for student involvement in planning and implementing activities is done through newsletters, posters and flyers.

It has been tremendously beneficial to have students working within the Center. It has provided a strong network of women who are engaged in meeting the needs of individuals on campus and in the community. During the past year several programs have been created and implemented by students, which included: Mujeres al Poder (Women's Empowerment) support group, Battle of the Bands (Domestic Violence Awareness Fund Raiser), and a Body Image 6-week seminar.

The challenges of striving to meet the ongoing needs of women with student staff is that it takes time to train the students and it is extremely time consuming to mentor and teach students how to develop programs and implement them in a way that ensures the success of each event. The other challenge is that students may only stay one semester and the department has to start the retraining process all over again. There is a limitation to what students can do to help with the individual needs of women and this can, and should, only be done by professional staff who are skilled in counseling, especially, when the issues revolve around domestic violence and sexual assault.

Staff meetings and Student Advisory Board meetings are combined and provide a venue for discussions in regards to decisions that need to be made in regards to existing and potential programs and services. There are times when it is appropriate for just the permanent staff to

meet and discuss sensitive issues. Department staff meetings (staff and students) meet every other week. The core permanent staff meets on the off weeks.

In addition to meetings, regular emails are sent to all staff members to keep everyone updated on changes in policy, programs and/or procedures. All recommendations from upper administration are shared with staff verbally, during meeting and/or via email. Final decisions regarding programming are unanimous consensus with all invested individuals involved in the implementation of the programs. Some decisions, need to be made with just the permanent staff due to their level of understanding of policies and procedures of the University.

There have been major changes in the budget in the past two years and it has specifically to do with available salary. When staff left the Women’s Center the funding for their salaries was taken from the Women’s Center budget and reallocated to the Student Affairs budget; thus, it did not allow for the Women’s Center to replace the positions. Changes in available funds for rehiring new staff was limited due to the changes in the economy.

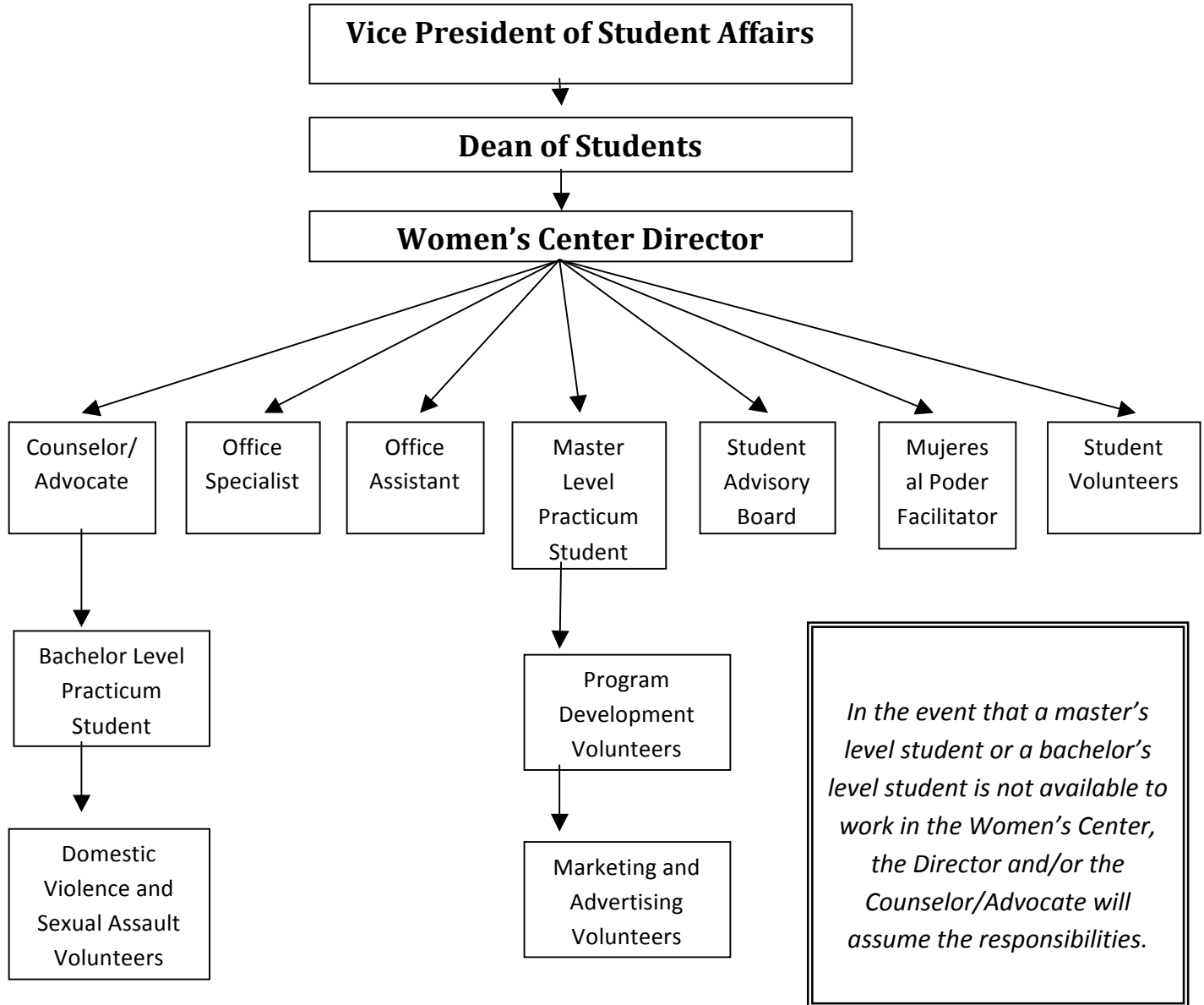
At this time, the Women’s Center’s budget is very adequate to meet the needs of the department and allows for growth for new program, but not for new staff.

Department Staffing History

2005-2006	2006-2007	2007-2008	2008-2009	2009-2010
*Coordinator *½ Counselor *¾ Counselor *F/t Counselor *Secretary *Master’s Level Practicum Student *Bachelor’s Level Practicum Student *Two ASAP (As Safe As Possible) Co-coordinators	*Coordinator *½ Counselor *¾ Counselor *F/t Counselor *Secretary *Master’s Level Practicum Student *Bachelor’s Level Practicum Student *Two ASAP (As Safe As Possible) Co-coordinators *3 – Student Volunteers *Two Single Mom Co-facilitators - students	*Director *½ Counselor *¾ Counselor *F/t Counselor *Office Specialist *Master’s Level Practicum Student *Bachelor’s Level Practicum Student * 1 Student Volunteer *Two Single Mom Co-facilitators - students	*Director *½ Counselor (left in December) *¾ Counselor (left in September) *F/t Counselor (left in August) *Office Specialist *Master’s Level Practicum Student *Bachelor’s Level Practicum Student 1 – Student Volunteer * Single Mom Co-facilitator – student *Student Advisory Board – 7 student volunteers	*Director * Counselor/Advocate *Office Specialist *P/T Office Assistant *Bachelor’s Level Practicum Student *Student Advisory Board 8 student volunteers *2 - Mujeres al Poder co-facilitators

\*\* In 2007 the Secretary’s job title was changed to Office Specialist.  
 \*\* In 2007 the Coordinator’s job title was changed to Director  
 \*\* In 2008-09 three counselors left the Women’s Center and were not replaced that year. One new counselor was added at the end of 2009; however, it is imperative that additional full-time counselors be hired once the economy has stabilized.

## ORGANIZATIONAL STRUCTURE AND REPORTING OF THE WOMEN'S CENTER



## WOMEN'S CENTER STAFFING

### Director

**Qualifications:** Master's Degree and 3 years experience in counseling, women's issues and/or higher education, budgeting, and supervision experience.

**Responsibilities:** Supervise all professional, classified and student staff. Oversee the budget, programs and services.

### Counselor/Advocate

**Qualifications:** Master's Degree and 2 years experience in counseling, women's issues and/or higher education.

**Responsibilities:** Supervisor bachelor level practicum student, scholarship co-advisor, meet with students one-on-one, facilitate the Single Moms United Support Group and assist with all departmental programs.

### Office Specialist

**Qualifications:** Associates Degree, 2 years office experience, computer competency, customer service skills.

**Responsibilities:** Scholarship co-advisor, maintains all student records, answer phones, maintain departmental data base, assist with all departmental programs.

### Office Assistant

**Qualifications:** Customer service skills, experience in creating pamphlets, flyers, brochures, computer competency, and phone etiquette.

**Responsibilities:** Meet and greet students at the front desk, assist with student records, creates flyers/brochures/pamphlets, assists with all departmental programs and accepts tasks as needed.

### Student Staff

**Qualifications:** Ability to assist in creating and implementing student programs, computer competency, knowledge of campus and community resources, 2.5 GPA.

**Responsibilities:** Assists in the creation and implementation of new programs and current programs. Distributes marketing and advertising, collaborates with the community.

Orientation for staff varies depending upon the position; however, each student is provided with a Women's Center staff mentor who provides one-on-one orientation and training. The Practicum Student is provided with a policy and procedure manual specific to their role. The Office Specialist and the Office Assistant have their own policy and procedure manual which is specific to their responsibilities. All staff is given a walking orientation of Student Affairs and Academic Affairs Departments. Staff are encouraged to serve on committees, task forces, and to utilize the opportunities for professional development that are offered through training tracker and conferences.

Examples of professional development or training for staff include, but are not limited to the following:

- Student Affairs Division Training
- Leadership Academy
- Training Tracker options for learning
- Conferences
- FERPA Training
- Required training mandated by the university

## EVALUATIONS

All staff receive evaluations and the type of evaluation process depends on the staff member. Permanent staff receive annual PREP (Performance Review and Enrichment Program) evaluations, while practicum students receive a formal evaluation every semester to ensure that they are meeting their course curriculum requirements. The evaluation process and paperwork for practicum students are provided by the academic department and completed by the Director and/or Counselor who is supervising the student. Additionally, practicum students have a weekly one-on-one with the person who is supervising them within the office.

Ongoing one-on-one interviews and evaluations are done with every student staff member throughout the semester depending upon the need for "learning opportunities" and/or "acknowledgment" for a job well done.

Maintaining a high morale is crucial for motivating and collaborating effectively; therefore, periodic notes of appreciation for a job well done are provided on a regular basis to validate the effectiveness of the work being done by professional staff and student employees

## FINANCIAL RESOURCES AND BUDGET

YEAR	E & G PROGRAMMING BUDGET	STUDENT FEES PROGRAMMING BUDGET	TOTAL PROGRAMMING BUDGET	# OF STUDENTS SERVED	COST PER STUDENT SERVED
2005-2006	\$950.00	\$12,000.00	\$12,950.00	1,433	\$904.00
2006-2007	\$1,000.00	\$13,000.00	\$14,000.00	1,793	\$781.00
2007-2008	\$3,000.00	\$16,155.00	\$19,155.00	1,573	\$1,218.00
2008-2009	\$5,000.00	\$19,000.00	\$24,000.00	996	*\$2,410.00
2009-2010	\$3,000.00	\$20,000.00	\$23,000.00	1,658	\$1,387.00
<ul style="list-style-type: none"> <li>• Excess funding was used in carry over funds the following year. Low number of students served was a direct result of the loss of 3 full-time counselors. The number of students served, does not necessarily include all non-students who receive services from the Women's Center.</li> </ul>					

Additional funding that comes to the Department is received in the form of Student Activity Waivers. The Women's Center receives four activity waivers for the year in the amount of \$8,800.00. Each student receives \$2,200.00 for the year and they volunteer to help in the Women's Center 10 – 12 hours per week.

Determining the priorities of how funding is distributed is evaluated prior to the beginning of each fiscal year. The permanent staff of the Women's Center prioritizes all programs, services and needs of the department and, carefully, allocates the funds to each program based on projected attendance and importance.

A specific amount of money is set aside each year for new programming ideas. The staff member who is chairing a program has the autonomy to disperse the allocated funds in a way that best meets the objective of the program.

## FACILITIES, EQUIPMENT AND TECHNOLOGY

Two years ago, the Women's Center was relocated to the newly renovated Shepherd Union Building. The Women's Center and the Nontraditional Student Center were housed in the same suite to encourage collaboration and unity between the two departments. It has been a strategic move that has proved to be successful. The Nontraditional Student Center successfully implements programs to meet the social needs of students and the Women's Center implements

programs and services that meet the personal and academic needs of students. The director and the Nontraditional Center coordinator work to create collaborative programs that support the mission of each department.

During the first year of the move, the Women's Center lost one office and that has proved somewhat challenging as the staff of the Women's Center continues to grow. Currently 2-3 practicum and student staff members share an office. Multiple times during the week, two students are sharing the same desk, which makes for a crowded working environment. When students are working 15-18 hours a week, it is logistically challenging to find a location for them to work, especially, when part of their practicum requirement is that they meet with students in an one-on-one advising/counseling setting.

At the present time every effort is being made to find places for the student staff to work. With the limited professional staff, we are able to utilize one of the prior counselor offices spaces for the practicum students to use; however, having lost one of the designated professional office spaces to the Nontraditional Student Center, it makes it difficult to find spacing if an additional professional counselor were to be hired.

The Women's Center is able to effectively monitor and provide the needed office equipment for each staff member. Equipment is updated on an "as needed" basis.

Every staff member is encouraged to have computer competency and, as such, they are able to utilize their skills in providing marketing and advertising materials, give quality PowerPoint presentation on campus, in the community and at conferences and stay up-to-date on the latest technologies.

The Women's Center is in the process of having their webpage redesigned and this will help substantially in keeping students updated on our programs and services. Unfortunately, none of the current permanent staff are skilled in webpage design. This is certainly an area for improvement and staff will be encouraged in the 2010-2011 year to pursue training in maintaining the website.

## **ETHICAL AND LEGAL RESPONSIBILITIES**

The Women's Center frequently works with students on very confidential issues related to divorce, domestic violence, sexual assault, relationships, etc. It is imperative that every staff member maintains a high level of confidentiality in their approach to meeting student needs. Office doors remain close when meeting with students to ensure their privacy and office drawers, that maintain student files, are kept locked at the end of each day.

All permanent staff have taken FERPA training and student staff are provided with the FERPA regulations.

Since the Director and Counselor are licensed social workers, they abide by the Social Work Code of Ethics which includes:

- Service - primary goal is to help people in need and to address social problems.
- Social Justice - challenge social injustice.
- Dignity and Worth of the Person - respect the inherent dignity and worth of the person.
- Importance of Human Relationships - recognize the central importance of human relationships.
- Integrity - behave in a trustworthy manner.
- Competence - practice within their areas of competence and develop and enhance their professional expertise.

## ASSESSMENT AND EVALUATION

The Women's Center is committed to establishing and developing core learning outcomes for each of the programs that are implemented within the department.

<b>Program</b>	<b>Learning Outcome</b>
<b>Single Mom's United</b>	Women will empower themselves in order to be a more effective parent in balancing, home, work and education.
<b>Mujeres al Poder</b>	women will discover ways to increase self-esteem, self-sufficiency, and self-reliance. Additionally, will be able to access campus resources and become familiar with the ways that WSU can provide educational opportunities for themselves and their families.
<b>Student leadership practicum/internships</b>	Students will learn counseling and advising skills, create and implement programs, co-facilitate support groups, and network with community agencies, work as a team, and learn advertising and marketing strategies.
<b>Body Image Workshops</b>	Attendees will gain an increased knowledge of how the media impacts the way that women think of their bodies and how they can learn to appreciate and value healthy bodies.
<b>Women's Empowerment Conference</b>	Attendees will gain networking opportunities with professionals in the community, enhance their leadership skills, and learn how to create their own business.



### **Methods Used to Examine Outcomes**

Review of the practicum evaluations – Evaluation of practicum/intern students is pre-established by the academic department, via a written report that is completed and submitted to the academic department at the end of each semester. See appendix.

Six Column model – This is a tool that is structured to assist departments within Student Affairs to ensure that programs and/or services have a measureable learning outcome for the student. The Six Column Model includes:

### **COHORT GROUPS**

The Women's Center works intently with three groups of students: practicum placement students, single moms and Hispanic women. Because of the amount of work with these students, we will track their progress as a cohort. We will begin tracking these in the 2010-2011 academic year.

In 2001, the Women's Center began to supervise social work students in the bachelor bachelor's program at Weber State University. All students who have served their practicum within the Women's have applied for graduate school, been accepted and completed their graduate programs, with the exception of last year's practicum student who is currently in the Master's of Social Work program.

It is interesting to note that one bachelor's level practicum student, was hired as a counselor in the Women's Center after she completed her master's degree.

The Single Mom's United Support Group is a group of women from campus and the community who meet weekly to discuss issues related to single parenting. Guest speakers from campus and the community provide valuable presentations and resources. There is a graduation luncheon at the end of the 8-week series of workshops and attendees receive a graduation certificate and small token for their participation.

It is not uncommon that women in the community, who are not students, have applied for admissions or readmission after attending the workshops.

### **STUDENT PROFILES FOR INTENTIONAL PROGRAMMING**

Demographic information is collected each semester on the students who utilized the Women's Center. The data assists in helping the staff to develop programs that meet the needs of the

population that are served. The majority of students seen in the Women's Center are Non-traditional females, as is evident by the percentages below:

Divorced: 25%

Married: 25%

Separated: 10%

Widowed: 3%

Therefore 63% of students fall into one of the categories above, but it is unknown how many of these students are parents.

35% of students are single and may or may not be parents.

As a result of the percentages, two support groups have been created to address the specific needs of students who are single moms and/or Hispanic women. They are the Single Mom's United Support Group and the Mujeres al Poder Support Group.

Programs are often created to meet the broad needs of women (e.g., sexual assault awareness, domestic violence awareness, and Women's History Month). Thus, the overall profile/demographic of these students are contained within the demographic information found within this report. 65% of students who use the Women's Center have children.

12% of the women that use The Women's Center are Hispanic. The Women's Center is very concerned about the low number of Hispanic women attending WSU and the high percentage of Hispanic women in the community. Therefore, the Mujeres al Poder (Women Empowerment) Support Group was created to encourage women in the community to come onto campus to receive support and receive assistance in completing their GED's and/or applying for admissions to further their education

In reviewing demographic information, it validated that the Women's Center is appropriately addressing the needs of single mothers, non-traditional students and Hispanic women in the community. There is always room for improvement in programs and services, and the Women's Center, for the upcoming year, is focusing on increased collaboration in the community to assist in meeting the vast needs of female students.

It is essential that we understand the needs of students and where are not we are meeting that need. We assess are programs and services in the follow ways:

1. Students who meet one-on-one with the Director, Counselor and/or Practicum Student complete a Satisfaction Survey after their first visit. The majority of students who come to the Women's Center for the first time, receive the information that they need in order to get admitted and registered for classes and they typically do not return unless they have additional questions, concerns or problems. Follow-up visits are most likely to occur as students seeks for funding options to pay for the next semester.

2. Assessments are completed by individuals attending the Single Moms United Support Group
3. Assessments and surveys are completed by the Mujeres al Poder group. They have the opportunity to share their needs and ideas for future programming, events and/or speakers.
4. At the Block Party, during Fall Semester, a suggestion box is used to encourage students to have a voice in future programs and/or services. The staff of the Women's Center reviews all suggestions and comments and selects the idea that best fits with the mission of the department and Student Affairs. The student who makes with winning suggestion receives a gift from the Women's Center and an invitation to serve on the Student Advisory Board. Last year a student suggested that we have a Body Image Workshop Series and that series was implement in the spring of 2010.

## **SURVEYS**

Surveys are complete at the beginning and the end of every ongoing six to eight week program, i.e., Single Moms United, Mujeres al Poder and Body Image Workshops.

All programs and services are reviewed for effectiveness during the semester retreats. Prior to the retreat, each staff member individually completes the "Program and Services Evaluation" and then everyone's responses are added to the matrix and the combined information is distributed at the retreat to stimulate discussion.

Pre and post surveys are included in the addendum for the Single Moms United Group and Mujeres al Poder.

The Programs and Services Evaluation is utilized during the Women's Center Retreat. Each staff member, prior to the day of the retreat, completes the chart and submits it to the Director, who then compiles everyone's information. The chart becomes a tool to address the effectiveness or lack thereof of what we are trying to accomplish. It provides ways to make improvements and how each individual will be a part of the solution. Once the staff has identified the pros and cons of each program or service, then we can make the appropriate changes, as needed.

<b>PROGRAMS AND SERVICES EVALUATION</b>					
<b>PROGRAMS</b> (Identified by name)	<b>NUMBER THE PROGRAM ACCORDING TO PRIORITY</b>	<b>PROS</b>	<b>CONS</b>	<b>SUGGESTIONS FOR IMPROVEMENT</b>	<b>IDENTIFY HOW YOU WOULD LIKE TO BE PART OF THE IMPROVEMENT</b>
<b>SERVICES</b> (Identified by name)	<b>NUMBER THE PROGRAM ACCORDING TO PRIORITY</b>	<b>PROS</b>	<b>CONS</b>	<b>SUGGESTIONS FOR IMPROVEMENT</b>	<b>IDENTIFY HOW YOU WOULD LIKE TO BE PART OF THE IMPROVEMENT</b>

### SATISFACTION SURVEYS – 5 YEARS

#### 2005-2006 - 277 total surveys

(Please note that students do not answer every question on the survey, which makes the percentages lower.)

	<b>Strongly Agree</b>	<b>Agree</b>	<b>Disagree</b>	<b>Yes</b>	<b>No</b>
feel more knowledgeable about campus resources after having met with counselor.	55%	27%			
would recommend Services for Women Students to other students.	68%	14%			
If you have a personal or academic concern would you return to Services for Women Students?				81%	0

#### 2006-2007 - 168 total surveys

<b>Strongly Agree</b>	<b>Strongly Agree</b>	<b>Agree</b>	<b>Disagree</b>	<b>Yes</b>	<b>No</b>
know more about campus resources after having met with a counselor.	63%	31%			
will recommend Services for Women Students to other students.	76%	20%			
If I have a personal or academic concern I will return to Services for Women Students.				92%	

#### 2007-2008 – 166 total surveys

				<b>Yes</b>	<b>No</b>
know more about campus resources after having met with a counselor.	72%	25%			
will recommend Services for Women Students to other students.	89%	10%			
If I have a personal or academic concern I will return to Services for Women Students.				97%	

#### 2008-2009 - 127 total surveys

	<b>Strongly Agree</b>	<b>Agree</b>	<b>Disagree</b>	<b>Yes</b>	<b>No</b>
know more about campus resources after having met with a counselor.	71%	27%			
will recommend Services for Women Students to other students.	87%	10%			
If I have a personal or academic concern I will return to Services for Women Students.				95%	

#### 2009-Current - 151 total surveys

	<b>Strongly Agree</b>	<b>Agree</b>	<b>Disagree</b>	<b>Yes</b>	<b>No</b>
know more about campus resources after having met with a counselor.	70%	28%	1%		
will recommend Services for Women Students to other students.	85%	14%	1%		
I have a personal or academic concern I will return to Services for Women students.				99%	1%
<p><b>4%</b> “Strongly Agreed and/or Agreed” that they knew more about campus resources, after meeting with a professional staff member.</p> <p><b>5%</b> “Strongly Agreed and/or Agreed” that they would recommend others to the Women’s Center.</p> <p><b>3%</b> would return to the Women’s Center if they had a personal or academic concern</p>					

## **STUDENT TRACKING AND USAGE**

We track student usage of services and interactions by having students complete an intact chart and all students who meet with a counselor/director/staff member for the first time complete a satisfaction survey. The survey is included in the Addendum and addresses whether or not the counselor has assisted in directing meeting the student's concerns and whether they would feel comfortable returning if they had a concern. Students who do not meet with a counselor, but come to the Women's Center for other purposes (scholarship application, newsletter, ask questions, etc.) either sign-in or utilize the card swipe system in order for the Center to track how many students come seeking scholarship applications or community resources.

## **STUDENT USAGE PATTERNS**

Students, who utilize the Women's Center, do so for a variety of reasons. We are able to track, via our database, the reasons why they meet with a counselor. Categories include, but are not limited to: Academic Advisement, Information Interaction, Educational Interaction, Mentoring, Personal Counseling, Financial Aid/Scholarships and Staff Interaction. The majority of students who meet with a counselor come to the Center as a first stop to getting admitted or readmitted to a university setting. The second top reason is for help in finding financial resources to help pay for their education. The Women's Center provides one-on-one advisement on how to apply for financial aid, scholarships and how to access community and national resources that may be available to provide funding assistance.

**NUMBER OF STUDENTS SERVED**  
**Verifiable and Unverifiable Data**  
**2005-2010**  
**July 6, 2010**

<b>Year</b>	<b>Student Headcount</b>
<b>2005-2006</b>	<b>1,462</b>
<b>2006-2007</b>	<b>1,793</b>
<b>2007-2008</b>	<b>1,573</b>
<b>2008-2009</b>	<b>996</b>
<b>2009-Current</b>	<b>1,724</b>

**Busiest Month**

<b>Year</b>	<b>Fall Semester</b>	<b>Headcount</b>	<b>Spring Semester</b>	<b>Headcount</b>
<b>2005-2006</b>	<b>October</b>	<b>408</b>	<b>March</b>	<b>102</b>
<b>2006-2007</b>	<b>September</b>	<b>340</b>	<b>March</b>	<b>168</b>
<b>2007-2008</b>	<b>September</b>	<b>212</b>	<b>April</b>	<b>267</b>
<b>2008-2009</b>	<b>August</b>	<b>130</b>	<b>March</b>	<b>160</b>
<b>2009-2010</b>	<b>October</b>	<b>348</b>	<b>February</b>	<b>275</b>



## DEMOGRAPHIC INFORMATION

<b>Age</b>							
<b>Year</b>	<b>17 – 20</b>	<b>21-30</b>	<b>31-30</b>	<b>41-50</b>	<b>51-60</b>	<b>61-70</b>	<b>Unknown</b>
<b>2005 - 2006</b>		37%	40%	21%	6%	2%	
<b>2006 - 2007</b>		42%	26%	20%	8%	2%	3%
<b>2007 - 2008</b>		32%	33%	14%	11%	3%	6%
<b>2008 - 2009</b>	7%	36%	29%	17%	6%	2%	<b>3%</b>
<b>2009 - 2010</b>	Percentages Not Yet Available						
<b>Gender</b>							
	<b>Female</b>	<b>Male</b>					
<b>2005-2006</b>	97%	3%					
<b>2006 - 2007</b>	98%	2%					
<b>2007 - 2008</b>	97%	3%					
<b>2008 - 2009</b>	99%	1%					
<b>2009 - 2010</b>	Percentages Not Yet Available						
<b>Ethnicity</b>							
	<b>Asian - Pacific Islander</b>	<b>Black</b>	<b>Caucasian</b>	<b>Hispanic</b>	<b>Native American</b>	<b>International/ Other</b>	
<b>2005-2006</b>	3%	2%	75%	12%	2%	5%	
<b>2006 - 2007</b>	2%	2%	78%	13%		5%	
<b>2007 - 2008</b>	2%	0%	83%	10%	1%	2%	
<b>2008 - 2009</b>	1%	2%	79%	13%	2%	4%	
<b>2009 - 2010</b>	Percentages Not Yet Available						
<b>Marital Status</b>							
	<b>Divorced</b>	<b>Married</b>	<b>Separated</b>	<b>Single</b>	<b>Widowed</b>	<b>Unknown</b>	
<b>2005-2006</b>	24%	24%	7%	42%	3%		
<b>2006 - 2007</b>	25%	22%	11%	37%	3%	2%	
<b>2007 - 2008</b>	25%	32%	9%	28%	4%	3%	
<b>2008 - 2009</b>	26%	25%	10%	36%	2%	1%	
<b>2009 - 2010</b>	Percentages Not Yet Available						
<b>Dependents</b>							
	<b>Children</b>	<b>No Children</b>					
<b>2005-2006</b>	61%	38%					
<b>2006 - 2007</b>	65%	35%					
<b>2007 - 2008</b>	67%	33%					
<b>2008 - 2009</b>	68%	32%					

## FUTURE IMPROVEMENTS AND PRESENT ACCOMPLISHMENTS

**Trends:** An increase in community collaboration has been an enhanced trend for the 2009-2010 academic year. The Director, Counselor and Student Staff are actively engaged in developing relationships to build a stronger sense of community. There is an on-going need to provide programs and services to meet the needs of single mothers in the community and on campus.

**Needs:** There is an ongoing need to reach into the community to provide programs and services that will encourage women to seek opportunities to pursue higher education.

**Ideas for Future Programming:** Currently, the Women's Center is limited in the amount of new programming that can be initiated due to the reduction of staff. However, if during staff retreats it is determined that a new program would be more effective or needed than an existing program, then changes will be made to introduce new ideas.

**Areas for Improvement:** Tracking of students utilizing the Women's Center programs and services is inconsistent. The Student Affairs tracking system has consistently, over the years, had data that is substantially different than the data that is kept and maintained by the Women's Center. The Women's Center has every student who comes to the Center complete an intake chart. Demographic information is collected for the intake chart and the counselor, also, records the purpose of the visit and what was accomplished on behalf of the student. The Office Specialist compiles all the data and sends it to the Director of Information Technology, who then compiles a report for the Dean of Students and the Vice President of Student Affairs.

Unfortunately, issues of non-registered students, class and/or community presentations, large events are not always included in the totals because they are considered "unverifiable" since there is not a student W# (university identification number). In order to alleviate this program, the Women's Center has created a new report that will collect all unverifiable data and submit it each month to the Dean of Students and, thus, the data can then be attached to the report submitted by the Director of Information Technology to provide a more accurate report.

Ongoing evaluation and assessment is vital to developing and maintaining effective programs and services. All programs and services are reviewed on a regular bases and each year the current programs and services are prioritized on the bases of budget, staff available for implementation and collaborative opportunities.

The following individuals receive copies of the data reports, as needed:

Women's Center Staff, Dean of Students, Vice President of Student Affairs, Associate Vice President of Student Affairs and Student Staff.

Additionally, data collection information is shared during one-on-one monthly meetings with the Dean of Students, in year-end reports, through the six-column model report and in weekly staff meetings.

## SUMMARY

The Women's Center has gone through multiple major changes in the past five years which include; moving to a new location, the reduction of staff, the increase of community collaboration, the creation of a Student Advisory Board, and the increase of leadership opportunities for students in the form of practicum/internships and work-study positions.

During the difficult transition of reduced professional staffing, the Women's Center has maintained AND increased its programming due to the development of the Student Advisory Board. This has truly helped with program implementation; however, it has not been able to meet the needs of students who want to meet with a professional staff member in discussing concerns and/or issues related to their personal or academic needs. It has been intentional, over the years, to have a master's level counselor who has a degree and/or experience in counseling to work as a counselor in the Women's Center. We often deal with highly sensitive issues that require confidentiality and experience in helping emotionally distraught students. This is evident when a student will ask specifically to speak with a counselor, rather than meeting with a student. It is important to state that the student staff are aware that they may be unskilled in dealing with challenging emotional problems. Every effort is made to send students to the counseling center and/or to a community agency when they may require on-going counseling or therapy.

The Student Advisory Board will be an ongoing program and there is the opportunity to increase the leadership opportunity by engaging faculty from each college to nominate a student to serve on the board.

Utilizing the skills of Spanish speaking Student Advisory members, who are committed to making a difference in the community, the Women's Center will be able to work with the Student-to-Student program and the Multicultural Center in meeting the needs of community and campus women.

Additionally, a strength of the Center is the ongoing community outreach to Hill Air Force Base Family Support Services, L.D.S. Social Services, Women in Business, Davis Applied Technical College and the American Association of University Women Ogden Chapter. By working with the various agencies and organizations in the community, the Center is able to actively and consistently work towards meeting the mission of Student Affairs and the university to increase recruitment. The opportunity to work closely with the Ogden/Weber Chamber of Commerce Women in Business in co-sponsoring the Women's Empowerment Conference has been beneficial to student and women in the community.

There is always room for improvement. As a result of the Program Review, it has become apparent that there needs to be a consistent, accurate accounting of the number of students served. Data collection is not effective and does not reflect the total number of students and/or community members who have been involved with programs, presentations or services. Steps are currently in place to establish and maintain a separate data collection to identify the number of individuals served who are not currently students. This will include attendees at community presentations, women who meet with a counselor, but are not yet enrolled in the University and conference workshop presentations.

It is the goal of the Women's Center to maintain accurate and specific reports that will go to the Dean of Students at the end of each semester, clearly identifying the number of women served by the staff of the Women's Center.

Since staffing of the Women's Center is limited to two professionals and two part-time office assistants/specialists, it is not always easy to determine what and how many programs can be maintained from year-to-year. The number of student volunteers and practicum students vary from year-to-year; thus, programs need to be re-evaluated based on the number of individuals available to implement them.

Based on the number of programs and services that are offered, it would be helpful if the program reviewer could assist in recommending how to best create a more consistent staffing of the office. There is no doubt that additional permanent professional is greatly needed; however, with the current budget restraints this is a problem. The current counselor is in the process of looking for grants to write so that we might be able to find funding to fill a position.

Recommendations of additional programs or services that could be implemented would be helpful or recommendations of programs and services that could be eliminated in order to strengthen other areas would be welcomed.

The staff of the Women's Center is strongly committed to providing ongoing quality programs and services that will meet the needs of campus and community.