PRESIDENT’S CABINET MEETING

DIVISION OF STUDENT AFFAIRS
July 14, 2009
FROM THE DESK OF THE INTERIM VICE PRESIDENT

- **Reorganization**
  1. Student Success and Retention
  2. Black Males Project
  3. Quality Assurance Initiative
- **Academic Enhancement Academy**
- **Summer Camp Update**
- **Residence Life and Housing**
  1. Room Assignment Update
  2. Banner and Odyssey Issues
- **Enrollment**
- **Banner (Student Module) Meeting items discussed**
  1. Action Items/Dates
  2. Fall 2009 Semester Enrollment
  3. August 18, 2009 class begin
  4. August 28, 2009 class roll and action form submitted by faculty
  5. Sept 4, 2009 Financial Aid Disbursement
  6. Sept 5, 2009 Student Refunds
  7. August 14, 2009 (Information to students) In an effort to provide you with your refund check, you must pay bill by this date.
  8. September 20, 2009 --- Insurance (student deadline to opt out)
  9. September 4, 2009 Deadline for direct deposit
  10. Spring 2010 Deadlines
  11. Spring 2010 January 29, 2010 Enrollment Freeze
  12. January 12, 2010 Class begin all fees paid
  13. January 15, 2010 Last day for drop add
  14. January 22, 2010 Class roll and action forms
- **Academic Affairs and Student Affairs Student Support Services Collaboration**
  1. Met with Dr. Blackwell to ensure that our Student Support Services Grant final report due on August 31, 2009 will be completed and all documentations secured by the Student Support Service Office. (This grant is also in the re-write stage)
  2. Also discussed the progress of our Title III Grant as it relates to Student Success and Retention efforts of the University.
**RESIDENCE LIFE & HOUSING**

**Hugine Suites**

**Staff Related**
Campers are doing great.
- Transportation Camp ongoing.
- Atlanta Group Checked in Friday July 10th and left Saturday Morning.
- Prepared keys for Twirl Camp that’s checking in the F building on Monday.

**Incidents**
None

**Programs**
Group activities have been prepared by Camp directors.

**Earle Hall**

All is well in Earle; Orientation visitors did not see Earle due to construction issues.

**Williams Hall**

All is well in Williams this week. We continue to work around furniture exchange issues and campers in session.

**Mays I Hall**

**Building Renovations**- Contractors are still in the process of renovating the bathrooms in Mays 1.

**Orientation**- The Residence Life and Housing segment was moved to Staley Hall to accommodate walk-in freshman. The overall schedule worked and we had a successful orientation.
FOOD SERVICE

- Continued to work on plans for Summer Camp
- Prepared daily lesson plans for Summer Camp activities.
- Completed travel schedule for Summer Camp (Wednesday, July 15, 2009, Orangeburg; Country Inns and Suites)
- Planning for Atlanta Technical College Institute for Males visit to the University, Friday and Saturday, July 10 and 11, 2009. Activities were scheduled for the K.G. Student Center and Campus Tour and University Admission and Scholarship opportunities provided in conjunction with the Office of Admissions, Recruitment and Scholarships.
COUNSELING & SELF DEVELOPMENT CENTER

Counseling and Self-Development Center Awarded 2009 HBCU Behavioral Health Summit Scholarship

SC State’s Counseling and Self-Development Center has been selected as a scholarship recipient to participate in the 2009 Behavioral Health Summit for Historically Black Colleges and Universities. Dr. Taylor will be joining other counseling center professionals from HBCUs across the country to learn more about cutting edge practices in behavioral health from leaders in the field.

IEP Review Subcommittee Meeting

On Wednesday, July 8th, the Office of Student Disability Services met with the Individualized Education Plan (IEP) Review Subcommittee to assist with determining the admission eligibility of students whose applications required special review. Seven faculty/staff members from the School of Graduate Studies and Leadership, the Business Administration department, the office of Admissions and Enrollment, Health Services, Student Disability Services and one student (SGA representative) attended the meeting.
Office of Student Disability Services

Students requiring special accommodations may receive assistance from the university’s Student Disability Services Office. For more information, contact the SDS Office at 536-7245 to inquire about arranging accommodations for the Spring 2009 academic semester. To view guidelines, policies and procedures, visit the OSDS website at:

http://www.scsu.edu/studentaffairs/officeofdisabledstudentservices.aspx

On Friday, July 10th, the Office of Student Disability Services, along with several other Student Affairs units and offices across campus, participated in a Make-up Day for Summer Orientation 2009. A brief overview of vital information regarding disability services was provided to parents and students during the opening session at the Martin Luther King, Jr. Auditorium.

Throughout the month of July, representatives from the Office of Student Disability Services are participating in a weekly Lunch and Learn series sponsored by the Disability Enhancement Project at SC State. The Lunch and Learn training sessions are an initiative of the Disability Enhancement Project at SC State, designed to increase the awareness of faculty, staff, and administrators to support the academic needs of students with disabilities. The project assists with the development, training and technical assistance along with providing valuable and resourceful teaching methods to enhance student achievement.
On Saturday, July 11th, the Counseling and Disability Services offices, along with other invited offices across campus, participated in an all-day training session sponsored by the Disabilities Enhancement Program. The Summer Institute was designed to teach faculty and staff how to better assist students with special needs at the university.

**President’s Pedestrian Campus Conversion Committee**

A representative from the Counseling, Testing and Student Disability Services Office is serving on the President’s Pedestrian Campus Conversion Committee as South Carolina State University begins preparations for making the transition to a “walking campus.” The committee will meet regularly to discuss options, share presentations, and make plans for spearheading this pending campus initiative.

<table>
<thead>
<tr>
<th>UNITS OF SERVICE DELIVERY (WEEK OF 7-6-09)</th>
<th>METHOD OF SERVICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Individual Counseling</td>
</tr>
<tr>
<td>0</td>
<td>Group Counseling</td>
</tr>
<tr>
<td>5</td>
<td>Consultation</td>
</tr>
<tr>
<td>4</td>
<td>Campus Outreach</td>
</tr>
<tr>
<td>1</td>
<td>Walk-ins</td>
</tr>
<tr>
<td>0</td>
<td>Standardized Test Administrations</td>
</tr>
<tr>
<td>4</td>
<td>Staff Development Training</td>
</tr>
<tr>
<td>0</td>
<td>Psychiatric Medication Evaluations</td>
</tr>
<tr>
<td><strong>19</strong></td>
<td><strong>TOTAL</strong></td>
</tr>
</tbody>
</table>
Counseling and Self-Development Center Director Invited to Participate in Addiction Technology Leadership Training Institute for HBCU Emerging Leaders

SC State’s Counseling Center Director has been selected to be one of fourteen HBCU faculty/staff members selected to participate in the National Addiction Technology Transfer Center (ATTC) Leadership Institute for Historically Black Colleges and Universities Emerging Leaders this coming fall. After several intensive training sessions with her assigned mentor, Dr. Taylor will be joining the ranks of a unique group of addictions educators who have been identified as future leaders and will begin an exciting journey of personal and professional growth, along with other mental health practitioners and providers from across the country. The program is designed to prepare participants to hone their skills in addictions treatment and to return to their respective institutions of higher learning to transfer advanced training methods to staff and student trainees in the addictions treatment and recovery services field.

Student Affairs Summer Camps

The Counseling, Testing & Student Disability Services unit continues to assist with social skills training for participating youth during the 2009 Student Affairs Summer Camps. Planned outreach activities will include sessions addressing adjustment issues which include: conflict and violence prevention, self-esteem, friendship, respecting and getting along with parents, developing friendships, respect, goal-setting, substance education, emotion management, and peer pressure. Weekly sessions are planned over the course of the summer, and registration details can be found on the university’s website.

President’s Cabinet Report: Division of Student Affairs 07142009
A list of competency areas tapped by national tests administered on campus and the SCSU National Test Administration schedule for the Spring 2009 semester is listed below:

### NATIONAL TEST ADMINISTRATION COMPETENCY AREAS

<table>
<thead>
<tr>
<th>Competency Areas</th>
<th>Examinations</th>
</tr>
</thead>
<tbody>
<tr>
<td>College</td>
<td>ACT</td>
</tr>
<tr>
<td>Law</td>
<td>LSAT</td>
</tr>
<tr>
<td>Business</td>
<td>GMAT</td>
</tr>
<tr>
<td>Graduate</td>
<td>GRE</td>
</tr>
<tr>
<td>Medical</td>
<td>MCAT</td>
</tr>
<tr>
<td>Pharmacy</td>
<td>PCAT</td>
</tr>
<tr>
<td>Education</td>
<td>GRE</td>
</tr>
<tr>
<td>English</td>
<td>WLOE</td>
</tr>
<tr>
<td>Social Science</td>
<td>GRE</td>
</tr>
<tr>
<td>Science</td>
<td>GRE</td>
</tr>
<tr>
<td>Psychology</td>
<td>GRE</td>
</tr>
</tbody>
</table>

### NATIONAL TEST ADMINISTRATION SCHEDULE

<table>
<thead>
<tr>
<th>Date</th>
<th>Examination</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 22, 2009</td>
<td>PCAT</td>
</tr>
<tr>
<td>September 12, 2009</td>
<td>ACT</td>
</tr>
<tr>
<td>September 26, 2009</td>
<td>LSAT</td>
</tr>
<tr>
<td>October 17, 2009</td>
<td>PCAT</td>
</tr>
<tr>
<td>October 24, 2009</td>
<td>ACT</td>
</tr>
<tr>
<td>December 5, 2009</td>
<td>LSAT</td>
</tr>
<tr>
<td>December 12, 2009</td>
<td>ACT</td>
</tr>
</tbody>
</table>
ASSESSMENTS AND STAFF DEVELOPMENT TRAINING

**Psychological Testing** is available on a limited basis for students requiring intelligence and achievement testing. Assessments are provided to students on a referral basis and are either tested on-site at the counseling center or are provided referrals for testing prior to receiving special accommodations. Students from neighboring institutions may test at the counseling center for a reduced fee.

**Please contact the Counseling & Self-Development Center for assistance with the following services:**

- Individual counseling
- Group referrals
- Peer Mentoring
- Staff development training
- Psycho-educational outreach/intervention
- Psychological assessments
- Internship opportunities for graduate students
- Paraprofessional training programs for undergraduates
UNIVERSITY POLICE

Services were provided for the following programs and events

July 10, 2009
2009 SUMMER ORIENTATION
Bulldog Lounge

July 11, 2009
FACULTY & STAFF TRAINING
Belcher Hall

July 15, 2009
CHAT WITH THE CHIEF
Garnet & Blue Room

June 17, 2009
UBMS-SCSU LEADERSHIP
Bulldog Lounge

CHAT WITH THE CHIEF
Every 1st and 3rd Wednesday of each month from
11:30 AM – 1:00 PM
Bulldog Lounge
CLASSIFIED CRIMES REPORTED FOR 2nd QUARTER 2009

Petty Larcenies, 26, 35%
Grand Larcenies, 8, 18%
Burglary, 23, 31%
Breaking & Entering, 4, 5%
Drug Offense, 3, 4%
Motor Vehicle Thefts, 2, 3%
Weapons Offense, 0, 0%
Rapes / Sex Offenses, 1, 1%
Alcohol Offense, 3, 4%
Robberies, 1, 1%
Murders, 0, 0%
Simple Assault, 3, 4%
Aggravated Assault, 1, 1%
Arson, 0, 0%
BROOKS HEALTH CENTER

Clinical: We continue to review health information submitted by incoming Freshman and Transfer students.

Registration: We are participating in the planning of registration for new and returning students in August.

Orientation: We have been in attendance at all Freshman Orientation meetings and participated as Panelist discussing required health information and mandatory health insurance requirements.

Immunizations

Confidentiality

Mandatory Insurance
**Health tips:** We continue to provide Prevention Partners health information to faculty and staff.

**Smoke Free Campus:** We will have Marketing and Relations to forward smoke free remainders to students, faculty, and staff as well as to develop PSAs for the campus community.

**MANDATORY HEALTH INSURANCE**

_Students are required to submit proof of health insurance for each semester you attend._

**WAIVE DATE**

September 20, 2009

[www.studentinsurance.com](http://www.studentinsurance.com)
SC State University

100% Smoke and Tobacco Free
Effective August 1, 2008

Smoking and the use of all tobacco products are **PROHIBITED** in all SC State owned or leased buildings, buildings on the University owned land, all University vehicles and in designated outdoor areas including:

- Entrances, balconies, decks, patio and outside stairways to buildings and outdoor passageways to entrances, decks, patios and stairways;
- Within **twenty-five (25) feet** of a building or an air intake unit/opening
- Courtyards or other areas where air circulation may be impeded by architectural, landscaping or other barriers;
- Outdoor entry or service lines, such as for ticket purchases, event admissions, bus stops, ATMs, etc;
- Outdoor seating areas on campus;
- Outdoor areas where there is fixed seating such as Oliver C. Dawson Bulldog Stadium, Tennis Courts, Softball field, etc.; and

Areas that are reserved for events that do not have a fixed seating but for which the sponsor determines that the interests of nonsmokers need to be protected, such as outdoor concerts, University receptions, etc.
CAREER SERVICES

The following student(s) received a Permanent Job assignment, Co-Op or Internship.

<table>
<thead>
<tr>
<th>Student</th>
<th>Major</th>
<th>Company/Grad School</th>
</tr>
</thead>
<tbody>
<tr>
<td>DeAngelo Bolden</td>
<td>Accounting</td>
<td>Internship SC Dept of Transportation</td>
</tr>
<tr>
<td>Tiffany Pearson</td>
<td>Accounting</td>
<td>Internship Columbia School District 1</td>
</tr>
<tr>
<td>Thomas O’Neal</td>
<td>CS</td>
<td>Internship Okonite</td>
</tr>
</tbody>
</table>

7-9-09- Financial Aid Appeals Committee Meeting
7-9-09- Pedestrian Committee Meeting

Services Rendered
Resume Prep- 35
Online Registration 10
Interview Prep- 4
Placement 3
ENROLLMENT MANAGEMENT

OFFICE OF ADMISSIONS, RECRUITMENT AND SCHOLARSHIPS

Admission Processing Update:

- Daily reviews of domestic and International admission applications continue to be our top priority. Currently processing applicants for Fall 2009 and Spring, Summer and Fall 2010.
- The Office of Admissions, Recruitment and Scholarships team increased their efforts with our Phone-A-Thon. **Completing the Process** (1) completing the application process, (2) answering questions relating to their final high school transcript and submissions of these documents prior to the start of the fall 2009 semester (3) Providing information regarding the University new application deadline and priority deadline for student Financial Aid (4) Scheduling Campus Tours (5) access to Bulldog Connection (6) Summer Orientation Program and Schedule.
- Our Data-Review Process for the office of Admissions, Recruitment and Scholarships is ongoing. The Data-Review Process continues focus on data integrity issues as they arise in the six stages of the enrollment funnel. Data Integrity Checks are reviewed at the (1) Suspect Stage(2) Prospect Stage (3) Applicant Stage (4) Admit Stage (5) Paid Accept Stage and (6) Matriculate Stage. Each stage is reviewed for data compliance with SC State University Data Standards and CHEMIS Data Dictionary Standards. These standards are enforced to ensure that our enrollment files, student course files and student disbursement files to CHE are transmitted error free.
- 2009 Academic Enhancement Academy (AEA) support activities continue to be a major part of the summer programming activities for the Office of Admissions, Recruitment and Scholarships. Personnel from our Student Readiness Program with the support of our student tutors continue to provide tutoring sessions nightly in Turner Hall and Felton Laboratory School. Field experience training continues with the aerial view of the city of Orangeburg. All program participants will benefit from this experience throughout the remainder of the summer session.
- Initial Meeting with Student Success and Retention Program staff following our University reorganization of this unit for the coordination and planning of our Friday, July 10, 2009 Summer Orientation Sessions.
- **Summer Orientation Session** scheduled for Friday, July 10, 2009, 8:30 a.m. in Martin Luther King, Jr. Auditorium served 210 students and their parents.
- **Coordinated the University Overview and Campus Visit for Atlanta Technical College Institute for Males.** President George E. Cooper, Assistant Vice President for Enrollment Management, Antonio Boyle, Assistant Director of Admissions, Abiola Wilson-Brignon, Admissions Counselor, Cicely Harpe and our members of Students Helping Students service organization briefed the students and their mentors during the two long activity in the court yard of Hugine Suites Living and Learning Complex on Saturday, July 11, 2009 at 10:00 a.m. Program participants were afforded the opportunity to ask questions and complete University applications for admission and scholarships. Mr. Henry M. Carter, Project Coordinator for the Institute for Males, along with his counseling staff and all program participants received a University gift in memory of their trip compliments of our University Information and Marketing Department, Mrs. Erica Taylor, Director.
- **Next Summer Orientation Program, Friday, July 24, 2009 8:00 a.m. MLK Auditorium**
FINANCIAL AID

Activities

- Supported Summer Orientation Programs

- Continued processing 2009-2010 applications for financial aid
  - Sent letters and emails requesting missing information
  - Made awards to eligible 2009-2010 financial aid applicants
  - Mailed 2009-2010 award notices

MULTICULTURAL AFFAIRS

- Evaluating and determining the authenticity of admissions documents of international undergraduate applicants

- Determining the admissibility of undergraduate international applicants for the fall semester 2009

- Generating SEVIS I-20s for international students for the fall 2009 semester

- Transferring-out F-1 spring graduates to graduate school programs

- Completing transfer-out forms for spring graduates

- Advising F-1 graduates on the Optional Practical Training (OPT) process

- Processing requests for OPT applicants

- Advising F-1 graduates of the 17-month extension for OPT for STEM majors