Executive Summary

1.1. Office of Co-Curricular Programs

1.2. The department directly advises SGA, UPB, and Greek Life with partial advising responsibility for 90 other recognized student organizations. It oversees New Student Orientation and shares responsibility with Residential Education for student discipline. The department is responsible for a comprehensive leadership development program that includes a fellows program living learning community; administration of StrengthsQuest assessment tool; student leader skill development series, student development transcripts; Welcome Week events; and annual Student Affairs recognition and awards. The department provides room reservations and scheduling, supervises student Building Managers; provides oversight to food service, bookstore, conference services/special events, and vending operations. It shares with other university departments in the administration of the campus one card system.

The office of Co-Curricular Programs is committed to learning beyond the classroom by providing students opportunities to engage actively in orientation & leadership development programs, student governance, and clubs & organizations. We support the mission of Loyola by educating the whole student, encouraging meaningful and accountable citizenship, and promoting interaction within a diverse and global society.

1.3. Assessment: The department uses qualitative and quantitative instruments to assess learning outcomes and student satisfaction. Reflective journals/papers, pre/post instruments, surveys, program evaluations, and focus groups are conducted on an on-going basis. In addition, use/participation rates are tracked.

1.4. Goals:
• Implement co-curricular program model
• Comprehensive leadership development
• Work collaboratively to implement a First Year Experience
• Make Danna Student Center locus of campus life
• Increase communication and programming for commuter students
• Establish learning outcomes
• Enhance university discipline system.

1.5. Budget review: Operating and salary budgets are sufficient to meet objectives.

1.6. Resource needs/reallocation: Sufficient human and financial resources are available to meet goals and objectives.

1.7. Summary of Achievements:
• Increased quality and quantity of programs to engage students at educational and social levels.
• Increased outreach to underrepresented off-campus students.
• Restructured New Student Orientation; implemented GoalQuest retention modules.
• Finalized a strong comprehensive leadership development program to include: Cardoner Fellows; Leadership Loyola, Student Leadership Initiative, Council 2012, student development transcript and StrengthsQuest.
• Created process and selected inaugural Cardoner Leadership Fellows cohort.
• Implemented StrengthsQuest assessment tool to provide a common leadership language to students.
• Improved quality of dining services.
• Implemented renovation of Danna Center.
• Completed judicial review.

2. Office of Co-Curricular Programs
2.1. Mission: The office of Co-Curricular Programs is committed to learning beyond the classroom by providing students opportunities to engage actively in orientation & leadership development programs, student governance, and clubs & organizations. We support the mission of Loyola by educating the whole student, encouraging meaningful and accountable citizenship, and promoting interaction within a diverse and global society.

2.2. Descriptive Statement: The department directly advises SGA, UPB, and Greek Life with partial advising responsibility for 90 other recognized student organizations. It oversees New Student Orientation and shares responsibility with Residential Education for student discipline. The department is responsible for a comprehensive leadership development program that includes a fellows program living learning community; administration of StrengthsQuest assessment tool; student leader skill development series, student development transcripts; Welcome Week events; and annual Student Affairs recognition and awards. The department provides room reservations and scheduling, supervises student Building Managers; provides oversight to food service, bookstore, conference services/special events, and vending operations. It shares with other university departments in the administration of the campus one card system. The Danna Center houses the offices of Student Affairs, University Counseling Center, Career Development Center, Student Health Service, Intercultural Center for Understanding, and administrative space for its own department and student organizations. The facility houses the Post Office, Art Gallery, and Danna Center Mall vendors. Banking services and ATM’s are provided by the Tulane/Loyola Credit Union, Chase, Whitney, and Capital One national banks. The department also has the administrative responsibility for the Broadway Activities Center, a small facility dedicated primarily to retail food service on the Broadway campus. The University Bookstore, providing all textbooks, trade books, study aids, imprinted gift items, clothing, and office supplies, is managed by Validis Resources. The Danna Center offers several food service outlets including the Orleans Room, Godfather’s/Convenience Store, Smoothie King, and the Underground. Loyola Dining Services is run by Sodexho Alliance that manages the university’s board plan, retail, and catering operations. Seven meeting rooms accommodate from 14 to 250 individuals for meetings, events, and programs.

2.2.1. Staffing: 4 full-time administrative staff; 1 full-time university staff; 5 part-time student building managers, and 2 work study students.
3. **Assessment**

3.1. **General Statement**: The department uses qualitative and quantitative instruments to assess programs and student satisfaction. Surveys, event evaluations, and focus groups are conducted on an on-going basis.

3.2. **07-08 Goals**:

3.2.1. **Implement co-curricular programming model.**
- Educates students as whole persons.
- Supports interdisciplinary learning.
- Creates rich, vibrant campus life.

3.2.2. **Comprehensive leadership development**
- Supports student learning.
- Strengthens national reputation.
- Promotes ethics and social responsibility.
- Supports interdisciplinary learning.
- Increase percentage of students living in affinity residence halls.
- Strengthens the Jesuit identity of the university.
- Develops stronger ties with the city.

3.2.3. **First Year Experience**
- Strengthens national reputation.
- Increase participation in international education.
- Improves quality of residential experience.
- Increases student satisfaction.
- Strengthens the Jesuit identity of the university.

3.2.4. **Make Danna Student Center locus of student life outside the classroom.**
- Strengthens residential experience.
- Integrates the administration of student services to better develop students as whole persons.
- Modernizes facilities to maximize student and faculty success.

3.2.5. **Establish learning outcomes**
- Contributes to vision of a comprehensive university rooted in the Jesuit, Catholic tradition.
- Excel in educating students as whole persons.
- Provides evidence of scholarship, practice, and leadership.

3.2.6. **Increase outreach and programming for commuter students**
- Increases student satisfaction
- Creates rich, vibrant campus life.
- Strengthens the Jesuit identity of the university
- Develops stronger ties with the city

3.2.7. **Enhance university discipline system**
- Supports student learning.
- Promotes ethics and social responsibility.
- Educates students as whole persons.

3.3 **Assessment Results**:
3.3.1 **Implement co-curricular programming model.**
- UPB has increased the amount of programming from 1.3 to 2.5 events per week; they are programming in advance of each semester. Over 100 respondents of the University Programming Board 07-08 Program Survey has assisted us in planning and implementing programs for 08-09 school year. *See Appendix A.*
- Student organizations have hosted 138 events.
- The number of men that signed bids to pledge social fraternities equaled 22% of first year men.
- 18.5% of undergraduate women belong to social sororities; 82.5% of women who attended recruitment received a bid. Three of four sororities achieved recruitment quota.

3.3.2 **Comprehensive leadership development**
- Magis Retreat written evaluation. *See Appendix B.* Over 100 students attended and rated the overall experience as 3.5 on a 4.0 scale.
- 300 students were nominated to become a Cardoner Fellow; 20% or 60 submitted applications and 20 were selected (making it a highly selective process of only 7% admitted).
- The following have taken StrengthsQuest: 150 student leaders; 50 DVSA staff, faculty, and trustees; Sodexho employees. 9 DVSA staff and 3 student leaders have been trained as StrengthsQuest presenters.
- 6 student leaders have been selected and trained to facilitate each program within comprehensive leadership development.

3.3.3 **First Year Experience**
- 250 participants at Dance Party
- 350 at Late Night in the Danna Student Center.
- GoalQuest, our retention software, has seen an increase in registration with 273 users or 52.5% of the first year population. Number of articles read is 680 or 2 per user. Our parent module saw 336 active users which was 57% of the original parent list of 580. The parents averaged 3 articles per user with 1100 articles read. *See Appendix C.*
- 130 respondents to a New Student Orientation survey. *See Appendix D.*
- Deans Advisory Committee reconvened with result of structure and process being changed.
- First Loyola Lagniappe evaluation in process for June 22-23 session to reflect change in structure of program. *See Appendix E.*

3.3.4 **Make Danna Student Center locus of student life outside the classroom**
- Monthly food focus groups are held with average of 10 participants.
- 213 students responded to Food Preference Survey, *See Appendix F.*

3.3.5 **Increase outreach and programming for commuter students**
- Two focus groups were conducted in fall 2007, with 25-30 students in attendance at each. Two lunch/speakers series were hosted in spring 2008, with 25-30 students in attendance at each.
• 8 issues of *On The Go* e-zine have been sent to 3600 readers.
• Hosted commuter student lunches in September 2007. Student attendance reached as high as 90.

3.3.6 **Establish learning outcomes**
• *No assessment to report.*
• *Development of matrix.*

3.3.7 **Enhance judicial system.**
• *See Appendix G.*

3.3 **Internal/External Environments:** The department has been positively impacted by new leadership/hires and new opportunities to create partnerships with other units in the university and negatively impacted without a comprehensive Freshman Year Experience program. The external environment affects our programming efforts positively in that we have access to a variety of venues and cultural/educational attractions within the city and negatively affects student life due to the bar scene. Operations and services are impacted by WFF and Physical Plant personnel/staffing shortages (building cleanliness, repairs) and current inability of auxiliary units to reinvest revenue in its operations. Operations were positively affected through the increase of the Danna Center fee.

4. **Planning**

4.1 **General Statement:** Formal strategic planning occurs in August and December each year. Goals and action steps for the upcoming year are established during the summer months and reviewed in December. While the yearly goals do not change, continuous adjustments are made to the action steps as the year progresses; such adjustments are based on assessment feedback, input from collaborating partners, and the development of new ideas or direction.

4.2 **08-09 Goals:**
• **Implement co-curricular program model.**
  o Increase academic rigor of programs.
    1. Implement a Jesuit speaker series
    2. Partner with Center for International Education to program a full international film series.
  o Collaborate more closely with Residential Life in providing campus programs.
    1. Increase presence of co-curricular staff within the residence halls by programming 8 events in residence.
  o Ensure success of culture room by programming messages and holding related workshops/discussions.
  o Launch Greeks at the Centennial project.
    1. Establish systematic expectations of chapter, advisor and administration relations through regular reports, schedules and meetings.
    2. Articulate university standards for Greek social and educational programming
    3. Re-design of Greek Awards/Chapter of Excellence recognition
4. Create better education opportunities and requirements for chapter leaders who deal with Risk Management and Greek Week
5. Develop Greek life website information including university policies on hazing.
   o Improve student organization management and co-curricular transcript through software application.
   o Form Commuter Student Association.

- **Enhance comprehensive leadership develop program**
  o Create a Strengths-based culture at Loyola.
    1. All entering first-year students to use StrengthsQuest inventory and attend educational session.
    2. Assist department in establishing environmental cues.
  o Ensure success of Cardoner Leadership Fellows program
    1. Create Cardoner Advisory Board to include key staff and faculty
    2. Program related activities, ensuring presence of faculty/staff on the floor.
    3. Further develop timing of nomination and selection process.
    4. Explore concept of second year Cardoner “alums” program for the inaugural class of 07-08.
  o Create student organization president training retreat and on-going professional development series through Student Leadership Initiative and Leadership Loyola.
    1. Strengthen partnerships with faculty by inviting them to present workshops for Leadership Loyola.
    2. Implement monthly issues-driven leadership development workshops for emerging and non-traditional student leaders
  o Create structure and programming for Council 2012.
  o Review and revise awards ceremony based on best practices.

- **Design and execute a new student orientation program by working in conjunction with Enrollment Management and academic colleagues.**
  o Review Lagniappe and Wolfpack Welcome and revise as needed.
  o Partner with VPEM enhance delivery and effectiveness of placement tests.
  o Use Goal Quest to maximum potential.

- **Make Danna Student Center locus of campus life.**
  o Create bookstore retail space.
  o RFP on Bookstore.
  o Ensure proper training and scheduling of Learn Lab.
  o Ensure proper maintenance of center by WFF.
  o Ensure success of Satchmo’s late night programming by programming calendar one semester in advance.
  o Revise webpage to enhance user-interface and effectiveness of information.
  o Implement new scheduling software and priority reservation system for selected users.
• **Establish learning outcomes**
  o Map learning environment; establish outcomes and assessment measures.

• **Enhance university discipline system**
  o Develop a hearing officer training program and manual.
  o Develop internal document that outlines typical sanctions so that consistent enforcement of standards is upheld; Partner with University Counseling Center with regard to alcohol/drug sanctions.
  o Partnership with RA’s to enhance floor programming/education sessions with regard to integrity.

4.3. **Resources:** Appropriate financial, human, and material resources are currently available to complete these goals with the possible exception of New Student Orientation. Based on financial data from 06-07 and 07-08, an increase in the NSO fee may be requested.

4.4. **Evaluation Criteria & Plans**

• **Implement co-curricular program model.**
  o Participation rates.
  o Satisfaction surveys.
  o Interest surveys.
  o Event evaluations.

• **Enhance comprehensive leadership develop program.**
  o Focus group of Cardoner participants.
  o Leadership Loyola and Student Leadership Initiative event evaluations.
  o Satisfaction surveys.

• **Design and execute a new student orientation program by working in conjunction with Enrollment Management and academic colleagues.**
  o Student and parent evaluations.
  o Focus group of Associate Dean’s Advisory Council.

• **Make Danna Student Center locus of campus life.**
  o Loyola Dining Service and Bookstore satisfaction surveys.

• **Establish learning outcomes**
  o Map learning environment; establish outcomes and assessment measures.

• **Enhance university discipline system**
  o Track judicial cases by incident and sanction type.
  o Focus group of hearing officers for changes to Code of Conduct.

5. **Budget**

5.1. **FY07-08 Budget to Actual:**
  5.1.1. The budget support was adequate to staff and operate the unit.
5.2. FY08-09 Budget:
5.2.1. NSO fee may need to be increased for AY09-10 to accommodate increased costs in programming, support of GoalQuest license fees, and StrengthsQuest codes.
5.2.2. With renovation complete, building will be used more extensively which may precipitate a need for extended hours and therefore increase salary dollars to staff the facility after hours with student Building Managers.

6. Resource Needs FY09-14
6.1. Personnel
6.1.1. No additional staff needed to complete strategic goals.

6.2. Technology & Professional Development Support
6.2.1. Technology and professional development support are sufficient to complete strategic goals.

6.3. Budget:
6.3.1. Endowed funding for Cardoner Leadership Fellows at $40,000/year assuming $20,000 for the incoming class and another $20,000 for the second year class.
6.3.2. Learn Lab maintenance contract support; price TBD.
6.3.3. FiberSeal maintenance contract support; price TBD.

7. Summary of Achievements

New Student Orientation
• Created Wolfpack Welcome, a series of new alcohol-free events targeted toward first year students. The dance party included 250 participants. The Late Night in the Danna Student Center saw over 350 participants.
• Reconvened New Student Orientation Advisory Committee to change structure for 2008, including separate tracks for transfer and commuter students.
• Created Loyola Lagniappe optional summer orientation programs that highlight signature strengths programs: FYE Seminars, StrengthsQuest, and Global Café.
• Coordinate and implement the “Opening Doors” program with faculty and divisional staff members (a program reaching out to on-campus first-year students).
• GoalQuest, our retention software, has seen an increase in registration with 273 users or 52.5% of the first year population. Number of articles read is 680 or 2 per user. Our parent module saw 336 active users which was 57% of the original parent list of 580. The parents averaged 3 articles per user with 1100 articles read.
• Incorporated GoalQuest Enrollment information into Early Warning committee by using parent and student survey responses and alerts.
• Redesigned website.

Programming
• Focus on late night and weekend programming. Created Saturdays in the City series to introduce students to all that New Orleans has to offer. Events are held either Saturday day or night (Swamp Tour, Opera, New Orleans Museum of Art, National D-Day Museum, Saints and Hornets games, etc.) Co-curricular staff implemented
Tacos and Trivia monthly program throughout the academic year in the Underground attracting over 50 students per program.

- Created a film series co-programmed with other student organizations and faculty/staff where appropriate. Series focus on international films, films that teach, and blockbuster movies. Partners in film series included Mission and Ministry, faculty, BSU, MSA and LASO.
- Implementation of Global Café concept wherein students, faculty, and staff engage in deliberate dialogue on a given topic. This year we’ve addressed race relations and the connection between alcohol and sexual violence. In addition, the Loyola Society for Civic Engagement addressed global warming.
- Partnered with office of Parent and Alumni Relations to move Family Weekend to fall semester, optimizing parent involvement within the critical first six weeks of the school year. Coordinated the annual Fr. Carter Lecture series to coincide with Family Weekend.
- Sponsored bus ride to participate in the Jena 6 protest and march.
- UPB is now successfully programming in advance and has doubled the number of programs offered each week (up from 1.3 to 2.5).
- Increased risk management adherence by fraternities.
- Partnered with University Counseling Center to program around health & wellness and alcohol issues.
- Created weekly flyer in fall semester, The Stall Street Journal and placed in Danna Student Center and Residence Halls restrooms to advertise upcoming events.
- Student Organizations registered 138 programs.
- Hosted Senior Appreciation Events throughout the year: Welcome Back (150 attendance) dance party in conjunction with alumnus Robert LeBlanc; Rock and Bowl (50 attendance) underwritten by the Bookstore; Senior Safari at the Zoo (25 attendance); and Maroon and Gold dance (300 in attendance).
- Coordinated two group dinners with Greek leadership and VPSA. Attendees included IFC and Panhellenic presidents and e-boards; invited NPHC, but they chose not to participate.
- Promoted the fall 2007 production “The Laramie Project” by bringing speaker, Brent Scarpo, to campus.
- Developed The Sober Student’s Guide to New Orleans that was distributed to 500 students at Loyola.
  - The publication was distributed to 1000 participants at the Association of College Unions International Conference in New Orleans in spring 2008.
  - The publication guide was also requested by Loyola faculty member, Jerry Goolsby, for distribution to a high school group that visited New Orleans during the spring 2008 semester.
  - Currently working with Maeghan Livaccari at Tulane University to publish a joint “Sober Students” publication.

**Commuter Student Outreach**

- Hosted commuter meals in September to enhance connectedness to the university. Final lunch had 90 students.
• Published monthly e-zine *On the Go* with feature stories, spotlight on key university events, New Orleans highlights, safety information and tips, resources, and an article featuring involved commuter students.
• Redesigned Commuter Services website.
• Held a commuter student meeting to hold a dialogue about issues pertinent to commuter students (25 students in attendance). Group is also working towards establishing a Commuter Student Association to launch in the spring of 2008.
• Established a commuter-student list serve, utilizing it to advertise events and notices to the off-campus population throughout the year.
• Created a lunch series in the spring, offering lunch and a presentation by a featured speaker. The speakers included Roberta Kaskel, Director of the Career Development Center, and members of the Young Urban Rebuilding Professionals group.
• Promoted the spring Finals pancake mass/dinner through the commuter list serve.

**Comprehensive Leadership Development**

• Partnered with Residential Life to create Magis student leadership retreat in Fall 07.
• Researched best practices for comprehensive leadership development. Created Center for Civic Engagement to house the following components: Cardoner Leadership Fellows; Student Leadership Initiative; Leadership Loyola, student development transcript; StrengthsQuest; service learning. Later dropped the Center name and service learning component and added Council 2012.
• Entered into year-long conversation with the Telluride Association to explore a potential partnership with their summer service learning program.
• Created Cardoner Leadership Fellow application process in conjunction with Enrollment Management; secured $1000 per student housing credit for AY08-09 with intent of making it part of the award/scholarship package beginning AY09-10.
• Partnered with Residential Life to create a Cardoner living learning community; secured funding to renovate/upgrade hall floor.
• Selected summer reading for Cardoner class.
• Introduced StrengthsQuest (SQ) talent assessment to Loyola; secured national expert to present at DVSRA December retreat; provided for the systematic introduction of SQ to first year class through New Student Orientation. To date, have presented 8 education sessions to 200+ incoming students and parents.
• Provided training to university community on SQ.
• Partnered with Mission and Mission to create a Jesuit speaker series for AY08-09.
• Identified Leadership Loyola component programs; created a Call for Programs process to solicit university-wide participation.
• Developed training outline for Student Leadership Initiative.
• Finalizing Leadership Development certificate process and programs.
• Finalizing Greeks at the Centennial leadership retreat program.
• Researched best practices for student organization management software; selected vendor.
• Created on-line application and recommendation process for the annual spring student leadership awards; realized a 500% increase in applicants.

**Facility Enhancement and Services**
In partnership with Tulane University, created Uptown Campus Dining concept where Wolf Bucks and Wave Bucks can be exchanged at retail outlets.

- Hired a new Loyola Dining Services management team.
- Sodexho implemented the Circle Customer Excellence training program for staff members to increase service and friendliness of staff.
- Secured commitment from Bookstore to hire a new manager with strong retail experience. Bookstore did a quick refresh of the store with product placement; secured clearer understanding and commitment of new direction for bookstore in AY08-09; contract will go out to bid Spring 2009
- Created Danna Center renovation website.
- Finalized Coca-Cola contract worth $1.3M to university.
- Implemented Ad Astra university-wide reservation system; updated all policies and procedures to accommodate this change.
- Collaborated with Kell-Munoz, Sodexho, Validis, and university-stakeholders to complete programming of Danna Center renovation.
  - Created a renovation website.
  - Established student space allocation committee to create an equitable distribution of shared and private office space.
  - Facilitated and navigated a year-long conversation regarding the Center for Intercultural Understanding.
  - Secured new location for Loyola/Tulane Credit Union.
  - Secured and created new Bookstore retail concept for mall area.
  - Creating a Learn Lab based on the Steelcase model.
  - Partnered with CC’s to open a kiosk.
  - Established university committee to recommend name changes for each room/area.
  - Dining Services partnered with Graphics Arts department to create new logos.

Judicial

- Restructured the student discipline system to make it more transparent, easier to understand, and allow for peer review and ownership.
- Created a judicial system that integrated the SGA Judicial Court, Board of Review, and administrative hearings.
- Developed standard sanctions for alcohol and drug policy violations.
- Mentored the SGA Judicial Court through learning peer review.
- Collaborated with Residential Life, Risk Management, University Counsel, and student stakeholders for a complete re-write of the Loyola University Code of Conduct.

Quality Enhancement Plan

- 3 staff members participate on FYE and Leadership Development committees.
8. Appendices
  8.1. University Programming Board
  8.2. Magis Retreat Evaluation
  8.3. GoalQuest Data
  8.4. New Student Orientation
  8.5. Lagniappe Instrument
  8.6. Loyola Dining Services Survey
  8.7. Judicial Report