1. Executive Summary

1.1 Name of the unit: Office of Co-Curricular Programs

1.2 Description and Mission: 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 Welcome Week and shares responsibility with Residential Life for student discipline. The department is responsible for a comprehensive leadership development program that includes: a fellows program living learning community; administration of StrenthsQuest assessment tool; a student leader skill development series; and the annual Student Affairs recognition and awards. The department provides room reservations and scheduling, supervises student Evening 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 ongoing basis. In addition, use/participation rates are tracked.

1.4 Goals: The overarching goal of Co-Curricular Programs is to assist in providing a rich, vibrant, campus life that engages students in learning beyond the classroom and fosters social networks. For AY 08-09, the goals are to implement a co-curricular program model; enhance comprehensive leadership development program, design and execute a new student orientation program, make the Danna Student Center a locus of campus life, establish learning outcomes, and enhance the university discipline system.

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

1.6 Resource needs/reallocation: Capital expenditures for the student center have been addressed through an increase in the Danna Center fee (an additional $25/FT and $12.50/PT student is set aside for on-going building improvements).

1.7 Summary of achievements: The office was successful in restructuring the summer orientation program, including Wolfpack Welcome. The Cardoner Leadership Fellows program was successfully launched, and the Danna Student Center renovation was completed. Greek Life leaders participated in a two-day in-service focusing on ways to
improve their community. In addition, staff re-wrote the Student Code of Conduct, created a comprehensive First Year Experience source book, and Fab & Frugal: A Student’s Guide to New Orleans.

2. Identification of the Unit
Co-Curricular Programs

2.1 Mission and Purpose: 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 General description: 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 Welcome Week and shares responsibility with Residential Life 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; a student leader skill development series; and the annual Student Affairs recognition and awards. The department provides room reservations and scheduling, supervises student Evening Building Managers, and 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 Student Center houses the offices of Student Affairs, University Counseling Center, Career Development Center, Student Health Service, Center for Intercultural Understanding, and administrative space for its own department and student organizations. The facility houses a Learn Lab, the Hub (shared student organization space), Post Office, and an art gallery. Banking services and ATM’s are provided by the Loyola/Tulane 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 Valdis Resources. The Danna Student Center offers several food service outlets including the Orleans Room, CC’s Coffee, the Market, Flambeaux’s, and Satchmo’s. Loyola Dining Services is run by Sodexo Alliance that manages the university’s board plan, retail, and catering operations. Eight meeting rooms accommodate from 10 to 250 individuals for meetings, events, and programs.

2.3 For AY08-09, the office consisted of the following employees:

   Professional staff, full-time, exempt: 4
   Administrative staff, full-time, non-exempt: 1
   Professional staff, part-time, non-exempt: 0
2.2.2 There are no faculty members employed by the OCP.

2.2.3 The office employs four students as Evening Building Managers.

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 Strategic goals assessment description
   - Implement co-curricular program model
   - Enhance comprehensive leadership development program
   - Design and execute a new student orientation program
   - Make Danna Student Center locus of campus life.
   - Establish learning outcomes.
   - Enhance university discipline system.

3.3 Assessment Results:
   3.3.1 Implement co-curricular programming model.
   - UPB implemented 69 programs or 2.3 events per week that included 4 Movies that Matter, 1 debate (Civil Liberties v. National Security), 1 sustainability program co-sponsored with Dr. Bob Thomas and LUCAP, and 1 co-sponsored cultural event (Asia Festival). The remaining programs were social or Saturday in the City programs.
   - 150 commuter students and parents attended the Wolfpack Welcome commuter program.
   - 400 students attended the Greek Welcome Back BBQ.
   - 250 students attended the Greek Halloween BBQ & Pep Rally (for first Wolfpack basketball exhibition game).
   - Increased Panhellenic recruitment enrollment by 11%.
   - Increased non-Anglican Panhellenic potential new members from 1 person to 11 people.
   - 500 copies of “Fabulous & Frugal: A Student’s Guide to New Orleans” were distributed (note: this is a new publication that focuses on low-cost, non-alcohol places to see/things to do in the city).
   - Co-sponsored philanthropic event participation for “Hike for KaTREEna: REPLANT BROADWAY” with 100 participants, 65 of which were Greek Life members. Partnered with AIGA’s Green Salon.
   - Assisted students with programming first Peace Week that included speaker Barbara Martinez Jitner speaking about femicide in Juarez, MX.
   - Hosted Inauguration Celebration with 9 events running over a two-day period. Highlights included large-screen viewing in St. Charles Room, One Loyola “Yes, We Can” student video, 200 attendees at the Inaugural Ball, and 10 students for the Presidential Advisor Game.
   - Programmed 9 Iggy Night events (3 comedy, 3 karaoke, and 3 local student bands); created Student Initiated Program grants that awards groups up to $500 to program a late night event.
• Co-programmed Tavis Smiley with Institutional Affairs for 200 participants.
• 36 Greek community social events (IFC, NPC, NPHC)
• 10 philanthropy projects (IFC, NPC, NPHC)

3.3.2 Enhance comprehensive leadership development
• 729 undergraduate students were administered StrengthsQuest during orientation.
• 125 Parents educated on Strengths at Loyola during summer orientation programs.
• 12 staff Strengths trainers trained, 3 student leader Strengths trainers trained.
• 43 orientation and student leaders trained in strengths development and conflict resolution using strengths-based communication.
• 120 freshmen business students studied strengths-based business communication.
• Estimated 40 faculty members educated on strengths-based advising.
• 1 StrengthsQuest presentation to student affairs during the summer Advance.
• Student Leadership Initiative one day conference held with 134 students attending along with 18 presenters (alumni, faculty, staff).
• Hosted a two-day Greek Life In-Service. Developed advising and consultant relationship with Fr. Charlie LaTour.
• 40 student leaders educated in risk management.
• Implemented discussions, leadership dinners, and Social Challenge Project with Cardoner fellows as well as providing mentorship to Cardoner RA.
• Development of Cardoner Leadership Fellows website. Streamlined application process and increased application pool 355% from 56 to 199.
• Led collaborative review of leadership awards process with representatives of Student Affairs, University Ministry & Mission, and Academic Affairs (International Education).

3.3.3 First Year Experience
• 123 students attended Lagniappe in June and 125 in July. 95% of respondents stated the program prepared them for their arrival in August.
• 703 first year students and over 600 parents attended Wolfpack Welcome orientation. 87.7% of first-years stated the program prepared them for their first semester, and 80% of parents responded they left Loyola with their questions answered.
• 38% of the first year class is actively engaged in the Goalquest FYRE program, with over 450 articles read.
• 34% of first year parents are engaged with Goalquest with over 700 articles read.

3.3.4 Make Danna Student Center locus of student life outside the classroom
• Renovation was completed in August 2008 with exception of build-out of bookstore retail space.
• Eight One Loyola pieces were created and aired.
• Renovation Celebration was hosted on October 9, 2008.
• Renewed and reinvigorated a positive working relationship with Physical Plant.
• Increased communication and cooperation with WFF in terms of cleaning standards and room sets.

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

3.3.2 Enhance university discipline system.
• Conducted first-ever joint training between SGA Court of Review, Board of Review, and Board of Appeals.
• Ensured consistency and progression of sanctions by developing internal document that outlines typical sanctions for substance-related violations.
• Implemented the use of the “3rd Millennium Classroom” online educational programs & sanctions: Alcohol Wise, Under the Influence, and Marijuana 101.
• See Addendum A for complete report of charges, incident rate, and sanctions.

3.4 Internal/External environments: More intentional outreach to faculty through New Student Orientation, the First Year Experience committee, the Cardoner, and the discipline system is strengthening student affairs and academic affairs partnerships. In addition, the Danna Student Center renovation renewed and strengthened a positive working relationship with Business and Administration. New staff and leadership in our external vendors, WFF and the Bookstore, have positively impacted customer service.

4. Planning

4.1 Strategic planning: Planning takes place at the August Advance and Winter Retreat each year.

4.2 Strategic learning outcomes: TBD for AY 2009-2010

4.3 Resources needed: Sufficient human resources are in place. As we continue to develop the iLive strategic initiative, additional financial resources will be needed (~$42,500). An additional $15,000 will be needed to add Senior Appreciation Events beyond the Maroon and Gold dance

4.4 Evaluation criteria/plan: Detailed event evaluations will be developed in AY09-10.

5. Budget

5.1 FY 2008-2009: TBD

5.1.1 Budget Discussion: TBD

5.2 FY 2009-2010: TBD
5.2.1 **Budget Discussion:** TBD

6. **Resource Needs/Wants/Reallocation**

**Personnel**

6.1.1 **General statement:** TBD

6.1.2 **Priority listing:** TBD

6.2 **Facility improvements**

6.2.1 **General statement:** TBD

6.2.2 **Priority listing:** TBD

6.3 **Technology/professional development support**

6.3.1 **General statement:** TBD

6.3.2 **Priority listing:** TBD

6.4 **Budget reduction/reallocation/revenue generation plans**

6.4.1 **General statement:** TBD

6.4.2 **Priority listing:** TBD

7. **Summary of Achievements**

7.1 **Unit as a whole:** N/A

7.2 **Faculty achievements/service:** N/A

7.3 **Staff achievements/service:**

7.4 **Student achievements:** N/A

8. **Appendices**

N/A