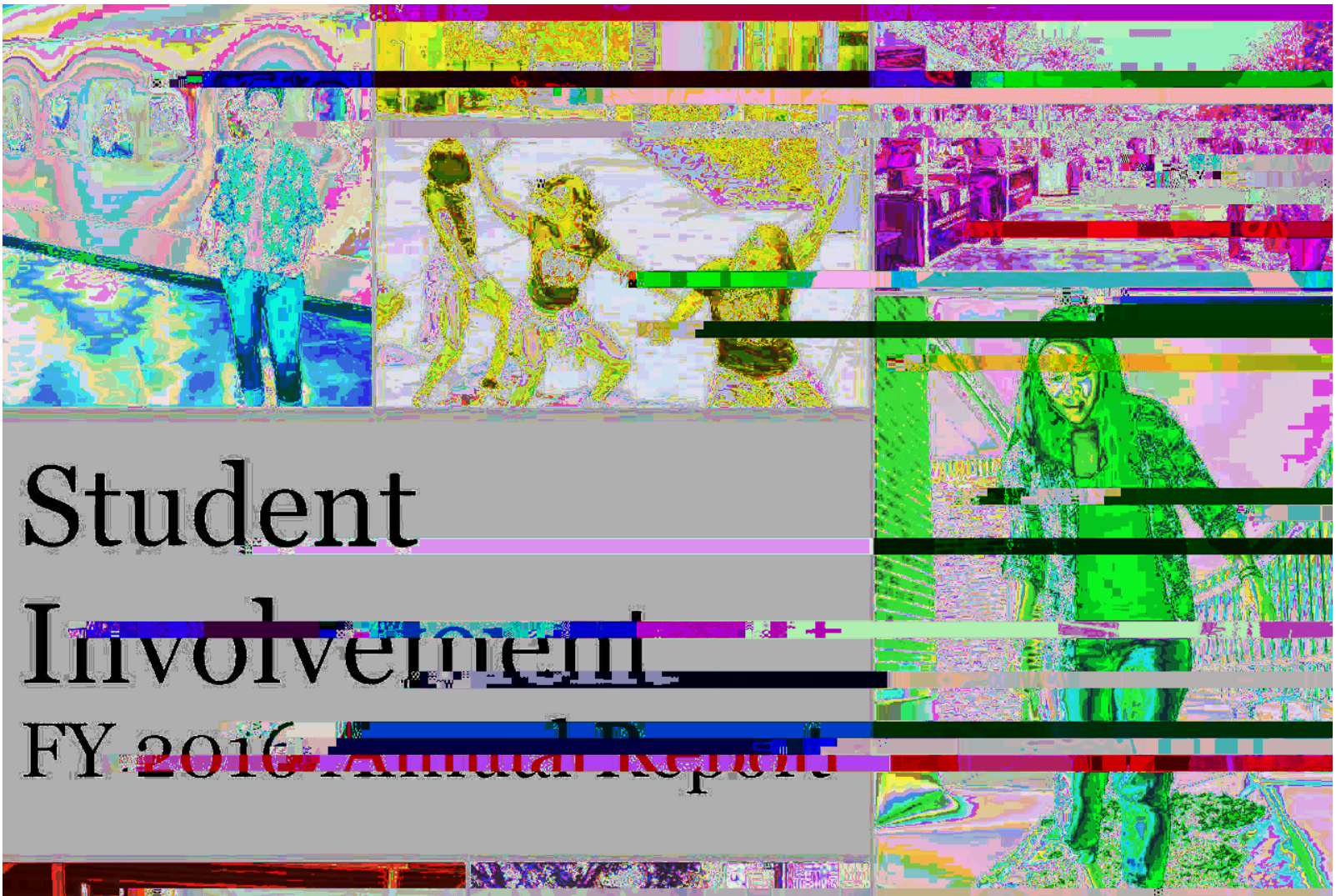


Student Involvement

FY 2016 Annual Report

WICHITA STATE

STUDENT

Student Involvement

This page left intentionally blank.

LETTER FROM THE DIRECTOR

Dear Students, Faculty and Staff,

We are delighted

This page left intentionally blank.

This page left intentionally blank.

STRATEGIC PLAN 2014-2017

Student Involvement

WSU Strategic Goal 5: Empow

Progress: Staff members were assigned a target group {they are military, underrepresented, adult, commuter, graduate and international} and are tracking how we are reaching out to them with certain events and services. Our goal is 2-3 a semester.

- Target returning adult and online students by utilizing current technology and media resources to offer programs and trainings online by fall 2017.
  Progress: We have one training online at this time and nine in development with the goal to have them online by July 2016.
- Assess the needs of commuter students and formulate programs and services on those needs.
  Progress: We are hosting commuter appreciation days twice a semester, collaborating with the Office of Adult Learning to find additional ways to reach our returning adult student population.
- Strategically schedule events and services at various times and locations to accommodate a variety of scheduling and priority interests.
  Progress:

Action Step#3: Create student led service options

3.1 Establish purpose and standards for Community Service Board including working position expectations. Before next officer transition assess and implement needed structural and procedural changes (Spring 2015)
Progress: Completed Fall 2014, new structure adopted November 2014

3.2

5.2 Create a Civic Engagement Dashboard with information collected from student event evaluations and reflections to tell the story of our students (Spring 2016)
Progress: Integrated with Student Involvement Assessment Dashboard beginning Fall 2015.

5.3 Create Community Partners assessment to measure the impact of WSU Civic Engagement programs impact to be disseminated (Spring 2016)
Progress: Created and sent out via Service-Learning team Spring/ Summer 2016.

Fraternity and Sorority Life (FSL)

Action Step #1: Create an alumni board which meets the needs of the councils and the overall Greek community by Fall 2015

1.1 Determine needs of alumni board from each council
Progress: Marketing Directive Support, Advocacy, Fundraising and Strategic Planning Support

1.2 Utilize WSU Alumni Association, chapter Alumni Boards and chapter advisors to recruit a board where councils are equally represented
Progress: Greek Alumni Advisory Board

1.3 Create a constitution, organizational structure and organizational duties
Progress: Initially created Summer 2015 and revised Summer 2016

1.4 Increase awareness of Alumni involvement to students utilizing Greek Ed sessions on the final Monday of every month of the academic year as well as providing Alumni lunches for members of the Fraternity and Sorority Living Learning Community each semester (Fall 2015)
Progress: Happening through Greek Alumni Advisory Board, House Corporation, President and Advisor Meetings, Alumni Association Greek Life Highlight, Omega Gazette Listserv

Action Step #2: Increase wellness opportunities for Fraternity and Sorority members

1.1 Secure funding for men's and women's wellness programs for 2015-2017
Progress: Both retreats have been implemented.

1.2 Create men's wellness experience based on community needs
Progress: Curriculum incorporated into Greek Retreat in fall 2016 as a hybrid model. Independent program will begin Spring 2017.

1.3 Continue partnerships with WSU Counseling and Testing Center and WSU Student Health Services to plan and facilitate 2015-2017 retreats (Fall 2015)
Progress: Ongoing collaborations

1.4 Ensure a speaker from WSU Counseling and Testing is providing a training at either the Fall or Spring semester training for Fraternity and Sorority advisors and

presidents for 2015-2017
Progress: Happening at least once a year

Action Step #3: Seek alternative funding resources for Fraternity and Sorority Life programming

3.1 Work with campus constituents to identify a space on campus to enhance Greek presence (i.e. trees, park benches, bricks, etc.)
Progress: MGC space identified but not fully developed, additional of KKG house in spring 2016.

3.2 Work with WSU Foundation to create a campaign for donations to Fraternity and Sorority programming (Fall 2015)
Progress: Two separate campaigns were launched. In Fall 2015 FSL and GAAB did an outreach plan specific to chapter alumni. In Summer 2016 SI launched 2012 club in which recent alumni could donate to a functional area in which they participated.

3.3 Apply for 3 grant opportunities for funding specific to wellness and leadership (Spring 2016)
Progress: Due to lack of success in grants, FSL redirected and decided on the addition of an FSL fee. $5 per member will be incorporated into council billed begin fall 2016. This will be phased D

Progress: Done

3. Update Bid Cards by Spring 2015 in order to obtain demographics of IFC members and provide chapters with feedback about why members joined specific fraternities. Review the card and process on a yearly basis.
   Progress: Done Spring 2016
4. Ensure the Public Relations Chair manages social media in an effort to increase visibility and begin a marketing campaign, during Fall 2014, that targets non-Greek students in order to inform them of the truths about Greek life and the positives of joining such an organization. *Progress: Ongoing. Efforts include PR and Greek Relations Committee efforts*

Action Step #3: Increase the size of the Wichita State Interfraternity Council community while constructing a stronger relationship with each of its member organizations.

1. Include in the new Expansion Application an expectation that fifty percent (50%) of new chapter members will attend at least four (4) campus events per semester that the majority of IFC chapters attend.
   Progress: Not enforced
2. Formalize the peer mentorship program for new chapters by Fall 2014 and review the program on a yearly basis.
   Progress: Executed for 4 semester during infancy of Colonies.
3. Increase the size of IFC by twenty-five percent (25%) over the next three (3) years, to be checked each spring via grade reports.
   Progress: Currently at 11% increase for fall semesters 2012-2016.
4. Evaluate t

Progress: Outlined in organization constitution and bylaws through OrgSync each year.

1.4 An increased knowledge of each chapter will be provided to all Greek organizations by incorporating chapter and council education into the Greek New Member Academy (2 per year), all Greek President's meetings (8 per year) and council specific meetings (2 per year) by Spring 2016.
Progress: Incorporated into New Member Greek Academy and New Member Greek Council to stare the differences and similarities.

Action Step #2: Add three new or returning chapters and add to individual chapter membership base by the Summer of 2017.

aners(1)(1)(1)Jl y antisrl0.9(()ho)41 choraf Gknce sfe edraf1(1 (1 av3(r)35reil redmr (12 Tdpembicstdred ieecs 0 scns.

2.1 Expand visibility to new incoming stuev.(r) s sv.(r)(t)enoo lra grerwg yta3(du)10(c)-3(a)-4(t(a)-1(w)4(-

Progressuro6-2(1(1)(1)(4)6(1)(1)-2(1)(3)(1)6(1)(1)-1(0)(2)(0)(1)(1)(0)(1)(3)(5)(1)

Action Step #3: Heighten the visibility of MGC through marketable events and resources.

3.1 Be proactive in sharing our story and the benefits of joining a MGC organization by implementing and executing a marketing campaign on a continual basis by Fall 2014. *Progress: The Public Relations Chair on MGC developed a marketing strategy during fall 2015 to increase the awareness of Greeks and non-Greeks on social media. Student Involvement hosted a workshop for MGC chapters to learn how to better market themselves.*

3.2 Increase the amount of participation in programs and recruitment events by ensuring

3.

1.3 Create and host a regional leadership conference (Spring 2017)
Progress: Took place on 6/10/16 with 103 in attendance

Action Step#2: Implement targeted leadership programs to meet specific needs

2.1 Create and implement the final program for the tiered leadership program (Spring 2015)
Progress:

Progress: Spring 2016, worked with the Career Development Center to produce career-focused workshops for RSO leaders and met with Student Health Services to offer future trainings.

1.3 Develop student organization resource area to include training manuals, leadership books, project materials and developmental program outlines

Progress: Developing online training modules, certificate program that rewards RSO's who are actively participating in campus life.

3.3 Create a collaborative process to review each committee's proposed events (Fall 2015)

Progress: Collaborated process took place in member meetings with final approval of executive board members, Fall 2015

HIGHLIGHTS FOR THE YEAR

- Created Leadership Book Club in Fall 2015.
- Faculty Development Symposiums
- Greek Bridge Program in Summer 2016
- LEAD Conference- Regional Drive-in Conference in Summer 2016
- Leadership Certificate created in partnership with Academic Affairs
- Alternative Spring Break tied to 3 credit course
- Student Activities Council hosted Comedian Marlon Wayans
-

- Greek Awards: Revamp Rhatigan Legacy Award
- New Member Greek Academy Format

MAJOR CHANGES BASED ON ASSESSMENT DATA

- Series programs added to CSB event calendar based on feedback from Skyfactor and the desire to volunteer in groups at consistent locations.
- SAC will offer Explore ICT program based on focus group participant feedback.
- As a result of Skyfactor survey, SAC increased number of dances and music focused events available to student body.
- Added the presentation round to the Man & Woman of the Year competition.
- Mentor selection process for the Emerging Leaders Program.

COMMITMENT TO THE FUTURE

- CAS Assessment
- Re-working and updating Strategic Plan from 2017-2020
- Co-curricular transcript
- National Volunteer Week
- Expanding Alternative Break programs
- Completing online trainings
- Utilizing and maximizing new staff (graduate assistants, interns)
- Creating and implementing an overall Greek curriculum
- Improved operations and overall usage of the Cadman
- Working to maintain and re-energize campus traditional events

DEVELOPMENT

- Wu's Big Event T-shirts and Breakfast Bags
- Alternative Spring Break silent auction items
- Alternative Spring Break monetary donations
- Student Leaders Retreat lunches (Winter and Summer)
- Shirts for Walk a Mile
- Food for Walk a Mile
- Prizes for Blowout BINGO
- Water for Mud Events
- Casino Night Prizes
- Springfest Shirts
- Family Carnival Prizes
- Food for Greek Awards
- Inflatables/Cosmic Bowling/Bottled Water/Prizes for Back to School Bash

STUDENT INVOLVEMENT STAFF

The staff members of the Student Involvement department act as resources to Wichita State University. The professional staff provide guidance and leadership to seven functional areas: Cadman Art Gallery, Civic Engagement, Fraternity and Sorority Life, Leadership, Recognized Student Organizations, Service-Learning and Student Activities Council. The staff is dedicated to creating a safe and educational environment for students to learn and grow. The student employees of Student Involvement provide much support to the daily activities of the department.

We started off the year with three new staff members, Chas Thompson, Sara Clifton and Chas Warrick. These new staff brought in fresh energy and ideas and were a welcome addition to the department. In November 2015 our office Manager Michele Miller took an unexpected medical leave of absence and officially resigned her position in June 2016. In her absence Nancy Loosle, Lyston Skerritt and Chas Thompson took on various aspects of the office manager's responsibilities.

Professional Staff

The Student Involvement Staff for 2015-2016 was …

Nancy Loosle – Director, Student Involvement

- Serves on University Behavioral Intervention Team
- Serves on the Retention Board
- Co-chair of the Strategic Enrollment Management Retention Committee •

Chad Warrick Coordinator of Fraternity and Sorority Life (started August 2015)

- Advisor to Multicultural Greek Council, New Member Greek Council, and Order of Omega
- Advisor to Student Involvement Ambassadors
- Phi Kappa Tau Fraternity Great Plains Domain Director (October 2015-Present)
- AFLV Central Conference Presenter, Innovative. Intentional. Influential. Marketing. (February 2016)

Chas Thompson – Coordinator of Student Organizations & Cadman Art Gallery Supervisor (started June 2015)

- Advises and provides training to all 200+ student organizations on campus

Cadman Art Gallery Attendants

- Assist exhibiting artists with installation/de-installation of works
- Track number of people who attend each exhibition
- Maintain security, cleanliness and overall quality of the Cadman Art Gallery
- Provide quality customer service and information on each exhibition

Christina Dickens
August 2015-May 2016

Aleyah Murray
August 2015-May 2016

Brent Quade
January 2016-May 2016

Megan Avila
August 2015-December 2015

STAFF TRAINING AND DEVELOPMENT

As a staff we spent the year holding professional development sessions on a variety of topics, which included strengths, building grit, working with the iGeneration and working with international students. In addition we spent the year focusing on wellness by setting and reviewing individual goals in eight of the wellness areas. We participated in Active Shooter, UBIT, FERPA and sexual

This year, we continued working with other campus departments to produce the Student Engagement Calendar, with a goal of providing a consolidated place for students to get information about events on campus from the different Student Engagement areas.

The Student Involvement Newsletter also underwent a rebrand. The newsletter changed its name to the "NEWSIE" and was sent out weekly to approximately 750 users who self-selected to receive the newsletter. Various events were also sent to other newsletters on campus including the Student Engagement Newsletter, RSC Happenings, International Education newsletter, Midweek Mindful and more. The new design for the SI NEWSIE is below:

We have continued our social media outreach, and expanded upon the incentives offered for following us on those platforms. For example, on Twitter, we began a series of recurring events that aimed to increase our followership. Some of these include #SITriviaTuesday (Student Involvement related trivia contests), #WheresWu Wednesday (we snapped a picture of a plush Wu doll, and students had to guess where it was for a prize) and #SITwitterTakeover (a heavily involved student in SI took over the SI Twitter account for one day to show students the day in the life of an SI Leader). While Facebook and Twitter were our two main social media platforms, we continued using the YouTube Channel created in Spring 2014. There were many discussions on using additional platforms, specifically Snapchat, Instagram and Periscope.

Also, in the Fall and continuing into the Spring, we launched a new program, SI Fun Fridays. The goal of SI Fun Fridays was to get more foot traffic into our office from students who don't typically come to SI. We offered one date in Fall 2015, and held the eve0co1f3 Fll 23E/TJ-27ech1(t)

populations; an international student, a returning adult students and a transfer student. Thomas also worked on special video projects for the WSU Reads program, Summer Leadership Institute and UBIT. Thomas was also responsible for taking photos and video, tabling and more at various events or welcome tables throughout the year. We hope to continue to expand upon the types of videos and creative work that Thomas does in the future.

- As of July 1, 2015, the office had the following engagement on these platforms:
  - Facebook: 1,271 Likes (people who see Student Involvement posts)
  - Twitter: 1,35mlTJ16.73(l)-1(ow)-3(i)-1(n)1(s)5(hi)-1(p)TJ2 of who see Student Involvement posts)o

Frequently Borrowed Equipment

Student Involvement loans out a variety of equipment ranging from sound systems to board games. During FY16, we saw a large increase in the number of equipment requests processed in the office. The numbers below represent the most frequently requested items by departments and student organizations.

Equipment	Frequency of Use				
	Fall 2015	Spring 2016	FY16 Yearly Total	FY15 Yearly Total	Difference
Small Sound System	31	24	55	40	+15

WSU in Turkey

- Artist: Group, classroom collaboration
- October 5-16
- Medium: Photography
- Attendance: 250

Social Justice, Portraits of Change

- Artist: Michael Campbell
- October 19-30
- Medium: Ink on paper
- Attendance: 373

23rd Annual Elements Multimedia Art Competition

- Artist: Various
- November 5-13
- Medium: Mixed Media
- Attendance: 495

Together

- Artist: Ethan Welch
- November 16-24
- Medium: Mixed Media
- Attendance: 332

Explorations

- Artist: Rhonda Davis
- November 30-December 18
- Medium: Painting
- Attendance: 478

Total Attendance for Fall 2015

Ehnbi[(T)-4((a)-5.1(n)]TJ0.00TJ1.51.5 0 Tt[(A))1(n 0)-471(n)-1(e f)-1ontF W 201 0 T15

Untitled

- Artist: Various WSU Students
- September 7-October 2
- Medium: Drawing

WSU in Turkey – 3,000 Years of History

- Artist: Various, classroom collaboration
- October 5-16
- Medium: Photography

AIGA Annual Holiday Card Sale

- Artist: Various Graphic Design Students
- October 19-30
- Medium: Graphic Design

Man & Woman of the Year Portraits

- Artist: n/a
- November 2-6
- Medium: Photography

Textiles Show

- Artist: Various RSC Employees
- November 9-30
- Medium: Various Textiles

Spring 2016 Exhibits

Main Gallery

WSU Photography Abroad: Paraguay

- Artist: Various, classroom collaboration
- January 19-29
- Medium: Photography
- Attendance: 366

Pizza Shaped Box

- Artist: Calista Frost
- February 1-12
- Medium: Acrylic
- Attendance: 173

Figments
- Artist: Sarah Wolfe
- February 15-26
- Medium: Photography
- Attendance: 375

Building Color
- Artist: Melinda Sudbrink
- February 29-March 11
- Medium: Printmaking, Mixed Media
- Attendance: 325

34th Annual Exposure Photography Competition
- Artist: Various
- March 21-April 1
- Medium: Photography
- Attendance: 456

do it
- Artist: Various, classroom collaboration
- April 4-15
- Medium: Experiential
- Attendance: 233

down but not out
- Artist: Autumn Noire
- April 18-May 1
- Medium: Drawing
- Attendance: 325

Total Attendance for Spring 2016: 2,253
Average Exhibit Attendance for Spring 2016: 321

Looking Glass
WSU Photography Abroad: Paraguay
- Artist: Various, classroom collaboration
-

EVENTS					
Wu's Big Event CSB Tabletop Service Events	Sex Ed Bootcamp Tim Wise	Volunteer Fair Wu's Big Event	TOMS One Day Without Shoes	Hunger Games CSB Tabletop Service Events	Alternative Spring Break/ Honors Course Wu's Big Event

Membership Meetings were held weekly on Wednesday afternoons and featured speakers from area community partners such as Child Start, Big Brothers Big Sisters, The United Way, Rainbows United, McKinney-Vento Program, Union Rescue Mission and The Lord's Diner. Members also participated in service projects with Shockerathon, Ronald McDonald House and Child Start during membership meeting time.

w <</0|

than $171,000 was raised this past year. Just a few of the philanthropies that benefited from this

Chapter Advisors:

Chapter	*Faculty/Staff Advisor*	*Alumni/a/Grad Advisor*
Alpha Kappa Alpha Sorority, Inc.	Natalie Toney	Joy Barnes
Alpha Phi Sorority	Debbie Kennedy/Bobby Gandu	Malinda Shock
Alpha Phi Alpha Fraternity, Inc.	Danielle Johnson	Devon Lockard
Beta Theta Pi Fraternity	Sandy Sipes	Jason Carlson
Chi Sigma Tau Fraternity, Inc.	Alicia Newell	Daniel Hong
Delta Delta Delta Sorority	Angela Paul	Dawn Tiffany/Katherine

Programs

New Member Greek Council

During the fall semester the New Member Greek Council worked diligently to restructure the council by focusing efforts in 3 committees (Constitution/Structure, Marketing, and Philanthropy). In the fall, the council introduced a new philanthropy event, Jail-N-Bail, that raised $178 for the Muscular Dystrophy Association. During the Spring 2016, semester the council was made up of 37 students, 2 from each chapter, working on 4 different committees (Scholastics, Philanthropy, Social Programming, and Public Relations). An Executive Board was created to oversee this council including the positions of President, Treasurer, Secretary, Vice President of Scholarship, Vice President of Philanthropy, Vice President of Public Relations and Vice President of Social Programming. Each Vice President oversaw a committee of 8 students. Along with committee work, meetings focused on the common read book, "Start Something that Matters" by Blake Mycoskie and was tailored to look at Greek Life through the lens of the book. Additionally, the council participated in values based questions and teambuilding activities.

FSL Living Learning Community

The LLC had a total of 18 members, 14 active each semester. The group was led by Peer Academic Leader (PAL) Sydney Simek for both fall and spring semester. This year the community moved in a new direc

Meet the Greeks

350 students, both Greek and non-Greek, attended the Cosmic Bowling Meet the Greeks event that took place in Fall 2015. This was the first year that the event was moved down to Shocker Grill and Lanes and it was a packed house. Students enjoyed free bowling, billiards, popcorn, and drinks and

participated in icebreakers, learned about the other councils and time management, and were assessed on the information learned through the online trainings and chapter profiles. Finally the day was capped off with a social where new members were able to tie-

Greek Week

Greek Week is a time for our councils and chapters to bring awareness to all the great things Greeks do throughout the year and to also highlight what being Greek stands for here at Wichita State University. Each council was able to plan and program different events throughout the week that tied to their service or philanthropic initiatives or social aspect of Fraternity and Sorority Life.

- ALL GREEK MIXER
    - 175 Greek students attended the All-Greek Mixer that kicked off the week at All-Star Sports on the eastside of Wichita. Students enjoyed pizza, arcade games, carnival rides, go-carts and miniature golf.
- PC GREEKS GIVE
    - Delta Delta Delta hosted many small service initiatives at their chapter house including making blankets, baking cookies, and writing holiday cards. Additionally, the Panhellenic Council invited a food truck to park its vehicle on LJ-4.09 -0dA-1(e4 hol) foouncs o pared the Peek s.004 Tc -0.004 Tw -3.97 0 6d[ly)-2at ate

Greek Ambassadors

20 Greeks were nominated by chapter advisors and selected by Student Engagement to become a part of the inaugural cohort of Greek Ambassadors. Greek Ambassadors made significant outreach for the Next GENS program and facilitated workshops, teambuilders, games and conversations during Next GENS. Additionally they will be facilitating campus visits and orientation tables, along with developing outreach strategies for high school students. Finally they will be maintaining and building relationships with the 33 high students who attended the Next GENS program.

Next GENS (Greeks Engage New Shockers) Summer Bridge Program

33 high school men and women, along with 18 Greek Life Ambassadors, participated in the inaugural Greek Life summer bridge program. The purpose of this program was to engage high school students in what it means to be in a fraternity and sorority. This was an overnight program that explored the four pillars of scholarship, brotherhood/sisterhood, philanthropy/service and leadership through interactive workshops, teambuilders, service work, and student panels. High school seniors graduating in 2017 were recruited for this program during Junior Days and through direct email and outreach. Surveys showed that the program helped secure students' decisions to attend Wichita State University in the fall of 2017and to additionally join a Greek chapter.

Greek Awards Recap

Award	Recipient
Scholarship Awards Overall • Fraternity • Sorority	 Phi Delta Theta Delta Sigma Theta
Intramural Awards • Sorority • Fraternity	 Delta Delta Delta Sigma Phi Epsilon
Community Servant Award, sponsored by Panhellenic Council	Jenny Nguyen
Gamma Phi Beta Greek Unity Award	Mineka Rose/Ryan Siebuhr
Dottie C. Miller Award	Lindsay Shirk
Schneikart-Luebbe Camaraderie Award	Gamma Phi Beta

began in January with an overnight retreat and ended in April. There were a variety of leadership topics covered as well as planning and executing a half day leadership summit for eighth graders from the Christ McAuliffe Academy. Students completed a pre and post assessment which can be found in the assessment section of this report.

Engaging Leaders Program

The Engaging Leaders Program offers students the unique opportunity to explore, discuss, and analyze various professional fields directed by executive officials from different companies, corporations and industries throughout the Wichita area. The program introduces participants to those leadership skills that rising leaders should possess and consider when choosing a career path. The program provides for visits to various city facilities, exposure to different philosophies and styles of leadership and gives participants a chance to assemble facts, evaluate options and become more comfortable with the transition from the classroom to the boardroom. There were two students who enrolled and received one academic credit each by completing course requirements. The program ran for eight weeks from February through April and received partial sponsorship from Northwestern Mutual. There were 16 students who completed the program visiting six different leaders/sites. Those sites included: Julia Fabris McBride/Kansas Leadership Center, Alex Swainsbury/Northwestern Mutual, Koch Industries, Inc., Beth Tully/Cocoa Dolce, Robert Layton/Wichita City Manager and Brock Oaks/Elevations Investment Partners.

Evolving Leaders Program

The Evolving Leaders Program is designed for returning students to WSU who are looking to expand upon their leadership skills and abilities. This is a nine week program that focuses on creating well balanced leaders. Each participant received a copy of The Well-Balanced Leader by Ron Roberts. Participants completed the Egolibrium Mini-Assessment which showed them where they aligned on nine primary behavior pairs in regards to being a great leader. There were 18 students who completed the program. Each student was assigned a chapter from the book and gave a group presentation. Participants also helped with the planning of the Leadership Discovery Summit, which helped in getting more students to sign up and attend.

Leadership Discovery Summit

The Leadership Discovery Summit is a half-day workshop that gives students the chance to identify their leadership abilities and learn how to better apply their skills to help both WSU and their communities. Through a keynote address and breakout sessions, participants discover new insights into their leadership abilities and personal strengths. There were 50 students who registered and 30 in attendance. The participants of the Evolving Leaders Program helped with the planning and recruiting. Chad Warrick began the Summit by presenting on the DiSC Personality Test and how that applied to each of them as a leader. The students then attended two breakout sessions as well as participated in small group discussions. The Summit concluded with keynote speaker Brandon Johnson, creator of the nonprofit organization, Community Operations Recovery Empowerment (CORE).

Leadership Book Club

The Leadership Book Club began in the fall of 2015 wit[illegible]. Faculty, staff and students were all invited to participate. Initially, there were over [illegible]d in joining. Due to the high level of interest, the book club offered three one hour sessi[illegible]weeks. Once the dates and times were selected for the sessions, there were 30 people w[illegible]ble to participate. Participants received a copy of *You Don't Need a Title to be a Leader* by [illegible]born. Each week, those in attendance would [illegible]he chapters assigned and share t[illegible]hts on the leadership lessons shared in the book. [illegible] popularity of the program, i[illegible]ed to have another book club in the spring. During [illegible]re were 30 partici[illegible]d *Thepa10-119 16(kd*

ethical leaders through self-discovery and action!" There were four learning objectives. 1.) Understand what it means to be an ethical leader. 2.) Self-actualization through reflection and assessment. 3.) Enhancing effective commination skills through team dynamics. 4.) Commitment to becoming an ethical leader through self-discovery and action.

LEAD Conference

Student Involvement set the goal to host a drive-in leadership conference after researching peer and aspirational institutions and seeing that there was no such conference in the region. 2016 marked the inaugural year of the LEAD Conference at WSU. The LEAD Conference is a regional leadership drive-in open to any student from any college or university who would like to network with other student leaders as well as expand upon their leadership skills and abilities. Over 80 schools within the region received invitations to attend. There was a committee of six students who helped with the planning of the conference. The goal was to have 100 students in attendance. However, registration closed at 111 people with 103 in attendance. Other institutions in attendance included: Emporia State University, Kansas State University, Newman University, Pittsburg State University, Research College of Nursing, Rockhurst University and the University of Arkansas. The conference ran from 12-7 p.m. It began with an opening lunch and keynote speaker Justin Jones-Fosu who talked about the 4 Traits of Super Successful Student Leaders. The afternoon was spent in breakout sessions led by various WSU staff members. The conference concluded with a closing dinner and speaker Stephanie Glaskill-Jakub. Following the conference was an optional social in Shocker Sports Grill & Lanes.

Student Activities Council

Highlights

The Student Activities Council began the 2015-2016 academic year with a new structure and format.

2015 - 2016 Executive Board

Position	Name
President	Logan Pohl
Vice President of Membership	Mayumi de Leon
Vice President of Marketing	Joselyne Hernandez
Programming / Arts & Leisure Chair	Sara Carroll
Programming / Family & Commuter Chair	Theresa Doan
Programming / Films Chair	Terence Truong
RSC Programs, created for Spring 2016	Sam McFarland
Programming / Spirit & Traditions Chair	Kristen Yacenda
Programming / Stage Chair	Jacy Beck

Development and Recognition

SAC members attended conferences and workshops such as The Institute for Leadership Education and Development (I-LEAD®), Summer Union Directors Meeting, ACUI Region II Conference, NACA National Convention and the Student Involvement Summer Leadership Institute. Their vast accomplishments were recognized as they received the Outstanding Program of the Year Award for STEM Day.

Highlights of Student Activities Council by Numbers

Campus Wide Events Offered: 101 (increase of 28 programs from previous year)
Overall event attendance: 15,861 (increase of 1600 from previous year)
Average number of students attending substance-free evening events: 220 (increase of 20 per event based on average from previous year)

Road Trip Registrations: 100% (decrease from previous year associated with new online registration process that limited wait lists and last minute registrations)
Songfest Attendance: 1,200 (Sold Out)

Membership Experience

Membership Highlights

Number of Full Members: 73
Number of New Applicants: 54
Percentage of applicants to become active members: 74%

All Member Retreat- Saturday, September 26

Special Presentations

- Stress Management presented by Christopher Leonard (Staff Psychologist, Counseling and Testing Center) and Dr. Maureen Dasey-Morales (Director of Counseling and Testing Center)
- True Colors presented by Jill Pletcher (Director, Career Development Center) presenting

Organization Related Presentations

- Marketing and the SAC Brand presented by Joselyne Hernandez
- Event Planning Basics presented by Logan Pohl
- SAC Jeopardy presented by Mayumi de Leon

Involvement Appreciation Reception. This years award was given to Katie Austin of Residence Life and Housing for her continued support of SAC programs.

Awards

- Outstanding Publicity Campaign: Black Tie Affair
- Murphy's Law Program: Light it Up Glow Dance Party
- Program of the Year: Hump Day Camel Rides
- Vann DePriest Volunteer of the Year: Dharmesh Patel
- Outstanding Chairperson: Terence Truong
- LaVona Spencer Friend of SAC: Katie Austin, Residence Life and Housing

Graduating Seniors

- Logan Pohl
- Joselyne Hernandez

Recognized Student Organizations

Registration and Renewal

WSU students have created 200+ organizations that range from graphic arts to intramural sports. With this diverse collection of student clubs, students are able to explore their interests and passions contributing to a vibrant campus climate and close-knit student community. Student organizations

Average size of organizations: 50
Number of organizations over 100 members: 20

Types of Organizations

1. *Recognized Student Organization:* An organization that has completed the annual renewal process, in which at least eighty (80) percent of total members are currently enrolled University students.
1. *University/Departmental/Community Organization*: An organization in which at least fi

Intramural Sports and Competition in Campus Recreation). These organizations are not eligible for RSO funding through Student Government Association other than what is allocated to the Sports Club program. The organizations will also be governed by the Sports Club Manual.

- Religious (R): Organizations affiliated with or promoting a religion, set of religious beliefs or lack thereof.
- Residence Hall (RH): Organizations whose members reside in university student housing facilities or their associates.
- Special Interest (SI): Organizations promoting or related to specific, defined interests.

Event Registration

RSOs at WSU plan events throughout the year that add to student life and campus culture. This year, organizations utilized OrgSync to publicize and promote 703 events. Of those events, 81 were required to be registered with Student Involvement.

Any group planning to host an event which meets the below mentioned parameters must complete an RSO event registration form in its entirety, ensuring that all officials are in agreement on the expectations and execution of plans. This form, and the entire event planning process, must be completed in its entirety at least ten (10) business days prior to an event and returned to Student Involvement. As of Summer 2014, these forms were made electronic and available through OrgSync. All University locations must be reserved tentatively prior to the submission of this form.

The following are variables which help define an event:

- Over one hundred (100) people will be attending
- Money will be exchanged
- The event is open and/or marketed to the general public
- Alcohol will be served
- Food will be served
- The event requires the RSO to enter into a contract with another entity
- A controversial/political topic may be discussed
- The event is outdoors and on-campus
- Event is publicized (more than three of the following items are used: Facebook, poster, handbill, texting message, website, formal invitation, Twitter, organizational calendar, information table)

Event Registration Frequency / Information

Where will your event be hosted?

Answer	Percentage	Count
On-Campus	67.91%	55
Off-Campus	32.09%	26

Will you sell tickets / exchange money during the event?

Answer	Percentage	Count
No	62.5%	51
Yes	37.5%	30

Will it be open to the public?

Answer	Percentage	Count
Yes	65.43%	53
No	34.57%	28

Will more than 100 people attend?

RSO Workshops

Each year, we offer a number of different trainings for RSO leaders and advisors to attend in order to develop their leadership or management skills further. In both Fall and Spring, a number of workshops on Safe Zone training and Transgender training were offered by the Office of Diversity and Inclusion. In Spring 2016, we also developed a new set of workshops with the Career Development Center focused on car-1(ng(r)3(a)-4(r-11(l)-1(a)-4(nd S)-1(pr)-7(i)-1A,s)9(e)6(C)9(e)1(n)4(t1)6(e)1(r1

February

- 4 – CDC Worskhop for RSO Leaders: Resume Building, 10:30 a.m., RSC 207
- 8 – RSO Advisor Training, 2 p.m., RSC 256
- 11 – Managing Elections, 11 a.m., RSC 264
- 17 – OrgSync Training, 2 p.m., RSC 256
- 26 – Officer Transitions & Recruitment, 1 p.m., RSC 256

March

- 2 – CDC Workshop for RSO Leaders: Interviewing & Etiquette, 1 p.m., RSC 261
- 23 – Diversity is in Our DNA, 3 p.m., RSC 256
- 24 – CDC Workshop for RSO Leaders: The Job Search, 1 p.m., RSC 261
- 28 – Effectively Running Meetings, 2:30 p.m., RSC 256

April

- 7 – Advisor Training, 1 p.m., RSC 256
- 8 – CDC Workshop for RSO Leaders: The Grad School Search, 11 a.m., RSC 202
- 14 – OrgSync Training, 10:30 a.m., RSC 256
- 18 – Navigating the Renewal Process, 3:30 p.m., RSC 256

Challenges to Student Organizations

- Completing/implementing the virtual training program for RSO leaders
- Attendance at RSO Workshops and programs
- Adhering to all RSO Policies & Procedures, especially the food contract policy
- Groups completing the renewal process on time

Commitment to the Future

- Continue to work on and develop and adapt the virtual training program to RSO leaders' needs
- Find more creative ways to outreach to students for RSO workshops to help increase attendance
- Continue to help new groups form and navigate the renewal process

STUDENT INVOLVEMENT SURVEY 2016

Preamble

To provide a better support for resource development and program creation Student Involvement developed and implemented a campus wide student survey that would allow the office to better serve its mission. This survey serves as a follow up to the initial survey created in 2013. The survey assessed both the perception of participants, resources available and benefits of involvement as well as input into functional areas within the office.

The survey, developed through Qualtrics, consisted of 82 questions. The design included demographic question, Likert scale evaluations and open ended questions. The survey was divided into different subsections examining WSU student perceptions of campus life through their involvement in functio

General Student Involvement

1. Over the past 12 months, how have interacted with Student Involvement?

Answer	%	Count
Participated in a student organization	49.14%	201
Attended a training (i.e. student organization workshops, student involvement retreats)	24.94%	102
Attended events (i.e. comedians, movies, campus traditions, table top events)	48.17%	197
Attended leadership programs (Emerging Leaders, Evolving Leaders, Engaging Leaders, Staff facilitated training or Summer Leadership Institute)	12.96%	53
Attended community service/volunteer events (Community Service Board or Service in the City)	20.78%	85

3. Please rate your level of satisfaction with

4. What additional programs or services would you like to see?
    - "National Men's Day", or "White History Month" (General Theme)
    - Adult Students
        - More programs for adult learners, support groups or similar life paths
        - Programs for families
        - Consideration for more non-traditional student schedule and needs
    - Deliberate dialogue

5. Programs, activities, services or organizations provided by Student Involvement:

6. Preferred Marketing and Promotion Mediums

Campus Involvement

An analysis of student feedback was conducted to evaluate their perspective of their involvement over the past twelve months in the co-curricular areas presented as campus involvement; Recognized Student Organizations, Student Activities Council, Fraternity and Sorority life, Leadership, Service-Learning and Civic Engagement. These questions aim to define students' self-report on the impact of campus involvement on college development, civic development, personal

statistically significant to functional areas. Involved students (defined as having used a resource in Student Involvement in the past 12 months) presented a significant relationship with the overcoming misconceptions of stereotypes. $X^2 = 80.52$, $n = 83$ $p < .05$.

ASSESSMENT

Student Involvement Learning Outcome Summary

Learning Outcome Categories (provided by National Association for Campus Activities (NACA), developed from CAS Standards)

1. Leadership Development
2. Event Management
3. Meaningful Interpersonal Relationships
4. Collaboration
5. Social Responsibility
6. Effective Communication
7. Multicultural Competency
8. Intellectual Growth
9. Clarified Values

Event Evaluations Summary

Information reported is based on surveys completed by event participants for a sample of events sponsored by Student Involvement across all functional areas. The response rate for fall 2015 exceeds the entire response rate for event evaluations in FY15.

Event Satisfaction

Feedback provided on participant experience with 14 events attended in association with the Cadman Art Gallery, Civic Engagement, Community Service Board, Fraternity and Sorority Life, Leadership Development, Student Activities Council & Recognized Student Organizations.

#	Question	Total Responses	Mean
1	This program enhanced my Shocker experience and sense of community.	890	5.22/6
2	The event was well organized		

Marketing Results for fall 2015 events hosted by Student Involvement in FY16

Marketing Preference	Percentage

Marketing Results for spring 2015 events hosted by Student Involvement in FY16

Marketing Preference	Percentage
Posters	26
Direct E-mail	27
Word of Mouth	45
Twitter	11
Display Cases	5
OrgSync	4
Website	26
Campus TV	9
Informational Tables	8
Student Engagement Event Calendar	17
Sandwich Boards	2
Promotional Item	2
Text Messages	5
Sunflower Newspaper	1
Handbills/table tents	6
Other	12
Facebook	16
Shockerblast	29
I did not notice the marketing of this event	2
Chalking	1

Demographic

Student Affairs Event Demographics								
Event: All Events for 2015-2016 Academic Year								

Origin of Residence:	All		Undergraduate		Graduate						
Total	2,055	100 %	1,731	100%	318	100%					
KS Sedgwick	1,041	50.7 %	950	54.9%	91	28.6%					
KS MSA without Segdwick[4]	169	8.2 %	164	9.5%	5	1.6%					
KS (southeast exc MSA & Sedg)	44	2.1 %	42	2.4%	<3	n/a					

LAS Humanities	64	3.1 %	47	2.7%	17	5.1%					
LAS Nat Sci and Math	153	7.4 %	144	8.2%	9	2.7%					
LAS Social Sciences	279	13.4 %	237	13.6%	42	12.7%					

IFC New Member Survey Analysis

Demographics

For the Fall 2015 New Member survey there were a total of 92 participants with the majority coming from Sigma Phi Epsilon (28), Beta Theta Pi (17), Sigma Alpha Epsilon (16), and Phi Delta Theta (16). This accounted for 79% of the total participants. Also 85% of the participants were Sophomores or Freshmen in college. The three most prominent majors that were selected were Liberal Arts and Sciences, Engineering, and Business. 50% of respondents were from the Wichita area, and 88% from within Kansas.

Chapter Summaries

Beta Theta Pi

The top three reasons recruits joined Beta Theta Pi were their Current Members, Values and Chapter Participation. They also did really well in contacting PNM's through phone calls and events. The top three reasons recruits did not join Beta Theta Pi are their Values, Academic Standing, and a tie between Current Members/Party Reputation.

Delta Upsilon

The top three reasons recruits joined Delta Upsilon were their Current Members, Values and Financial Costs. All of these were tied. Delta Upsilon also relied heavily on phone calls and events. The top three reasons recruits did not join Delta Upsilon are Chapter Facility, Reputation on Campus and Chapter Participation.

Sigma Phi Epsilon

The top three reasons recruits joined Sigma Phi Epsilon were their Current Members, Values and Chapter Facility. Just like Phi Delta Theta, Sigma Phi Epsilon seems to reach the most PNM's through phone calls and current member referrals. The top three reasons recruits did not join Sigma Phi Epsilon are Financial Costs, Current Members and Relationship with WSU Fraternities and Sororities.

General Remarks

One of the most prevalent ideas that occur in this survey is how hard it is for Wichita State IFC fraternities to survive and grow without a chapter facility of any kind. It is not impossible by any means, but having some sort of house or chapter specific facility is definitely a plus for WSU IFC fraternities. However, three out of the four biggest chapters with houses had issues with members not joining because of financial costs. This will always be an issue because having a facility requires much more revenue, but could be minimized through better communication between PNM's and recruiters.

Personally, I think that current members and values go hand in hand and this is shown by them always being next to each other in the survey results. A chapter's members SHOULD represent the chapter's values and PNMs will see through any masquerade a chapter tries to put on pretty quickly. For the most part I was happy that party reputation and reputation for hazing were not very prevalent in responses, with the exception of a few select cases. I believe that some of these are just from the stereotypical outlook on fraternities that many PNM's start with before the recruitment process. That being said, as a community we cannot let those numbers grow over the next year. WE need to keep this standard up.

Ways to Improve Recruitment

One of the best ways we can improve the financial cost issue is to have each chapter create a sheet of every possible expense (chapter wise) that a PNM could incur over the next year of membership and explain it in detail to all of the recruits. It would also help if IFC created a very general one that was compared to university and off campus housing. This would keep a lot of PNM's from feeling overwhelmed with the financial requirements and minimize financial surprises.

There are a lot of reasons behind people not joining a fraternity because of current members. The community needs to ensure that we are emphasizing that PNM's visit all possible fraternities. Sometimes it is that a PNM just does not fit in to their initial house, and that's okay. That is why there isn't just one fraternity at Wichita State. Each fraternity offers a different experience. Now if it is coming down to just a few guys or cliques that are driving multiple recruits away, then this might be something the chapter needs to address. This comes down to each chapter and what action they think is necessary.

As for the party reputation responses, the Greek system can only control what they say and who they portray themselves. We need to make sure that partying is kept out of ALL recruitment conversations and not a main topic of interest. At the same time, we must realize that this is not always achievable. Part of this is who a chapter is recruiting and who they are using to represent their chapter. Many PNM's come into the recruitment process with a stereotypical mentality about fraternities and half of the battle is to abolish that idea about Greek life.

Conclusion

Overall, the results were nothing out of the ordinary. Many of these obstacles that are shown are par for the course and will always be issues that the Greek community has to combat. Many recruitment improvements can come from systematic things, both at IFC and Chapter levels. Much of this can come from chapters trading ideas and abilities, but with recruitment being such a competitive area everyone wants to keep their

competitive edge. Many chapters excel in places where others lack the expertise. Even though collaboration will bring the competition closer, the community as a whole will expand.

MGC Fall 2015 Survey Results

DEMOGRAPHICS

For the Fall 2015 new member survey there were a total of 27 participants with the majority coming from Kappa Delta Chi (11), Chi Sigma Tau (8), Alpha Phi Alpha (4), Sigma Lambda Beta (3), and Sigma Psi Zeta (2). This accounted for 79.4% of the total participants. Of the participants in the survey 86% were either a Freshman, Sophomore or Junior; but only seven out of the 27 were transfer students. 80% of the intakes were from the Greater Wichita Metro and only two students live on campus. The five most prominent majors that were selected were Business, Engineering, and Liberal Arts. During the fall semester only five of the eight groups facilitated an intake process including, Alpha Phi Alpha, Sigma Lambda Beta, Sigma Psi Zeta, Chi Sigma Tau, and newly formed Kappa Delta Chi.

REASONS TO JOIN

Alpha Phi Alpha
The top three reasons recruits joined was because of Current Members, Brotherhood, and Values; the chapter participation on campus and alumni support; and the philanthropy and reputation put forth by the chapter.

Kappa Delta Chi
The top three reasons recruits joined were the values, alumni support, current members, sisterhood, and philanthropy.

Sigma Lambda Beta
The top three reasons recruits joined were the current members, brotherhood, values, philanthropy, and academic standing.

Sigma Psi Zeta
The top two reasons recruits joined were the values and philanthropy and the chapter participation on campus and their reputation.

Chi Sigma Tau
The hop two reasons recruits joined were the values and brotherhood and the philanthropy and participation on campus.

CHAPTER OUTREACH EXPERIENCE

The purpose of understanding the chapter outreach data is to see what chapters are doing to reach out to potential students to educate them about Fraternity and Sorority Life, but specifically their individual chapter. This also shows us which chapters are being e4(w)-B 21 ɔc1(t)6(a)13(cvhor)3(t)2(,)-ual ons rectct/MCIDu t tte1apting u

OUTLINE OF RECRUITMENT

Overview

- PNM reveal begins once chapters are in place.

WICHITA STATE UNIVERSITY CHAPTERS

Organization: Alpha Phi
Founded: October 10, 1872
Chapter: Gamma Xi

Organization: Delta Delta Delta
Founded: November 24, 1888
Chapter: Phi Xi

Organization: Delta Gamma
Founded: December 25, 1873
Chapter: Gamma Upsilon

Organization: Gamma Phi Beta
Founded: November 11, 1874
Chapter: Beta Chi

Organization: Kappa Kappa Gamma
Founded: October 13, 1870
Chapter: Eta Upsilon

About the National Panhellenic Conference (NPC)

NPC, one of the l-1(D)13.4(e)0.6(r)-4.8(e)11.4(n)-3.3(c)0.6(e)0.6( )-11(()5.2(N1(()12 0 Td( )TjEMC /P <</MCID31.8(l)-1

NEW MEMBER FEEDBACK SUMMARY

Demographics

Of the 180 women who completed formal recruitment, 90 completed a survey providing feedback on their experience (53% Response Rate). 62% were freshman, 28% were sophomores and 9% were juniors. 80% identified as White/Caucasian, 10% identified as Hispanic, 3% identified as Asian/Pacific Islander and 2% identified as Black or African American.

Notable Facts

Data reported below are the averages of responses on Likert scale questions.

- The majority of respondents heard about recruitment through word of mouth from friends or family and sorority or fraternity members. The next highest marketing outlets were Posters on Campus (40%), WSU Website (33%), Orientation (31%), Involvement Fair (20%) and Facebook (6%).
- The majority of the sample attended an Informational session (60%) and found the information to be very helpful to their experience (86% either coding Strongly Agree or Agree).
- Activities Night/Orientation were mean scored as 3.80/5 for helping better prepare women for conversations through recruitment. However, women enjoyed the night's experience 4.08/5 and were

RECRUITMENT COUNSELOR REPORT

Each year Recruitment Counsellors are selected to assist in the facilitation of Formal Recruitment. Being a Recruitment Counselor is a privilege and a great way to network with new members and women from other chapters. This year 23 women were selected as recruitment counselors and were pivotal to the success of recruitment. At the end of the period, they were surveyed to provide feedback to Fraternity and Sorority Life about their experience.

RECOMMENDATIONS FOR NEXT YEAR

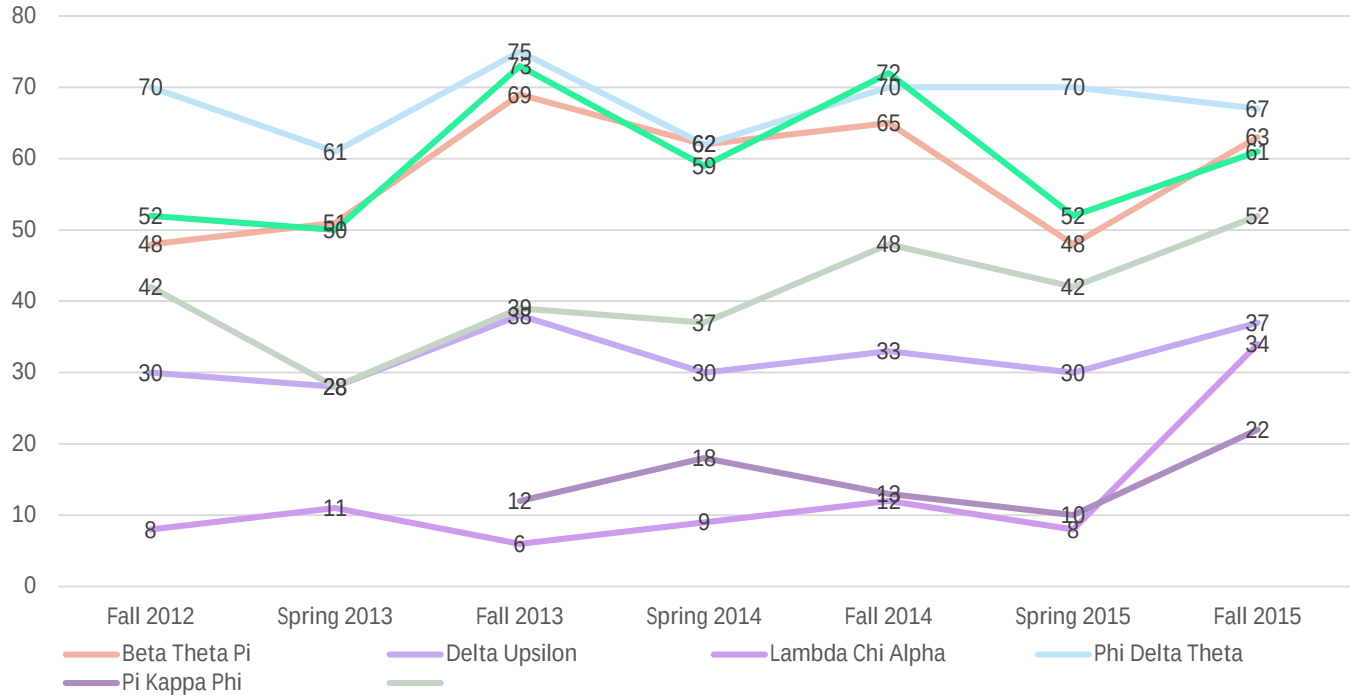
Schedule

1. Advisors and Panhellenic Council would like to consolidate activities night and house tours however, PNMs reported wanting this change as well.
2. Decide the schedule, in relations to how many parties each night, closer to recruitment when we have a more concrete number of girls going through.
3. General agreement that there should still be three parties on preference night for more personal experiences. With the option for chapters to have two parties, if they have smaller numbers.
4. Removal of watch check, unnecessary and takes up valuable time of chapter recruitment teams.

Recruitment Counselors

1. Open Recruitment Counselor application process earlier in the semester.
2. Host more Recruitment Counselor informational meeting to provide information on the process and expectations.
3. Establish a more detailed Recruitment Counselor contract to include fines, expectation for missed meetings and work requirements (i.e. list all recruitment related events such as move-in day, back to school bash, and info sessions as mandatory events). Contact president and recruitment chair if there are future problems with Recruitment Counselors
4. Have more in depth recruitment etiquette trainings for Recruitment Counselors in regards to how to behave in chapters houses and what the week of recruitment, with affiliation, will be for them.

FRATERNITY & SORORITY LIFE GROWTH CHARTS



APPENDIX

STUDENT INVOLVEMENT POLICIES & PROCEDURES

Student Involvement Policies and Procedures are general guidelines and instructions set forth. They may be changed, modified, suspended, or canceled, in whole or part, at any time according to the needs of the office.

Policy 1: Bomb Threat or Suspicious Object Response

A bomb threat or suspicious object response may be warranted for the following:

- Receiving a threatening phone call
- Receiving a suspicious letter or parcel
- Discovering a suspicious object somewhere on the premises
- A suspicious item can be anything which is out of place and cannot be accounted for or any item suspected of being an explosive device
- You may be the one who makes the discovery or you may be the one to whom it is reported

Bomb threats are delivered in a variety of ways. The majority of threats are called in to the target. Occasionally these calls are through a third party. Sometimes a threat is communicated in writing or by a recording. Two logical explanations for reporting a bomb threat are:

1. The caller has definite knowledge or believes that an explosive or incendiary bomb has been or will be placed and he/she wants to minimize personal injury or property damage. The caller may be the person who placed the device or someone who has become aware of such information;
2. The caller wants to create an atmosphere of anxiety and panic which will, in turn, resule2R Tf0 Tc 8(c)13pecma3(,

1. The cases do not come with accessories. Groups must provide their own display materials and accessories.
2. Nails, screws, or any material causing permanent marring of the display cases are not to be used. Peel-off stickers are not to be applied to any part of the case. No materials should be placed on the outside of the cases.
3. Dimensions of the cases are 52” high x 89” wide x 21” deep.

Display Materials Policies

1. The display cases cannot be used to promote, advertise or otherwise advocate an illegal activity or violation of any WSU policy.
2. All materials in the case must be written in and/or have a translated copy displayed in the English language.
3. Any group using the display case must identify the display as being sponsored by their organization/department and include a telephone number, email and website or further information.
4. If a group violates one or more of these policies, Student Involvement will notify the group to rectify the situation immediately. In the event a member of the sponsoring group cannot be reached, Student Involvement reserves the right to take down the display and will notify the group of the

Casual pants Skirt (3" above knee on down) Jumper Pant suit	Mini skirt Athletic warmup/jogging suit/sweat pants Coveralls/overalls Stirrup pants/stretch pants/yoga pants Strapless dress Short shorts/cutoffs/baggy shorts/walking shorts Baggy jeans, slacks, pants, shorts, which hang below the waistline exposing undergarments or body Tight fitting jeans/slacks/pants/shorts/skirts, etc.
FOOTWEAR	
ACCEPTABLE	UNACCEPTABLE
Sneakers/tennis shoes Sandals Cents	

completing the Equipment Use Form. * Equipment requests are considered on a timely basis and must be signed before getting approval. Once a decision is made, Student Involvement will contact the group by phone or email.

There is a blood borne pathogen kit located in the office supply cabinet in the front office. This is only to be used by trained professionals.

- Minor Injuries: First aid kits are used to supply individuals with products for handling minor injuries such as small cuts, scrapes and bruises. Never give out medicine.
- Major Injuries:

Policy 11: Office Supplies

Staff Usage

Office supplies are available for staff use on a regular basis. If a staff member's office is unequipped with certain items, items should be ordered by the Office Manager. Supplies that are requested for events or projects should also be requested by the Office Mana

Event Title
Event Date
Event Time
Event Location
Contact information
Sponsoring Organization
Attendance cost (if applicable)
Rain location (if applicable)
Entry deadline (if applicable)

- Submitted materials will be approved only by full-time Student Involvement staff
- Student Involvement staff reserve the right to not display submitted materials

- Promotional items and non-poster publicity must contain or display the following:
  - Sponsoring organization
  - Contact information
- Designated posting areas for Student Involvement
  - Student Involvement display cases located in the RSC
    Student Involvement sponsored events
    Approved handouts
    Other approved publicity
  - Handout holders in reception area
    Approved handouts may be placed in:
    - Standing display

Policy 14: Leave

For all types of leave, Student Involvement staff members should refer to University Polices. For unclassified staff, refer to WSU Policies and Procedures Manual, Section 6.08 and for University Support staff, refer to WSU Policies and Procedures Manual, Section 7.08.

Student Involvement

- Requests of any type of leave must be in writing in advance using the WSU Leave and Overtime Request Form. Employees must receive approval from their supervisor before leave can be taken.
- Employees should request all leave types as early as possible from their supervisor, but no more than three months prior to the date requested for leave. If special circumstances warrant (e.g., travel plans, medical procedures), employees can request vacation/sick leave from their supervisor sooner than three months out. When in doubt on the appropriateness of the request, the employee should make the request to their supervisor.
- When a Student Involvement staff member is sick, they should contact the staff team via email to let the office know they will not be in. For full-time staff, when they return from sick leave, they should fill out a WSU Leave and Overtime Request Form and turn in to their direct supervisor.

Policy 15: Student/Staff Relations

While in a work situation, full-time staff members should maintain professional conduct in the representation of Student Involvement and Wichita State University. Staff should avoid inviting solitary students to private areas such as their homes and from consuming alcohol while working or supervising students in any capacity.

At events sponsored by Wichita State student organizations or groups, Student Involvement staff shall not partake in alcoholic beverages. It is recommended that staff members attending events with alcohol do so with another WSU staff person.

Policy 16: Tornado Warning

If there is a tornado warning, anyone in the Student Involvement office must either exit the office and go to the Shocker Sports Grill and Lanes or exit the building. It is an individual's choice to not seek shelter, but if they are not going to follow procedure, they must leave the Rhatigan Student Center.

If there is a tornado warning at an event or after hours, seek the closest, open tornado shelter. If the event is in the CAC Theater, individuals must seek shelter under the stage, in the Shocker Sports Grill and Lanes or exit the Theater.

Policy 17: Visitation

<u>Student Workers</u>

- Visitation/Communication
    - Family and friends should not visit work unless allowed by a supervisor.
      If by chance a family member or friend does visit, keep the visit brief.
    - No personal communication should be used on office equipment without the permission of the supervisor. Communication in1(upe)-3(r)3S21 Trquid nozs4epM4 -1.12 Td[e)-3(v)

- Employees are expected to record their time worked honestly and accurately. Employees must track their time in 15 minute intervals. Please refer to the WSU Positive In-

Adjustments are to be made in the following order: day of, days preceding E-hour day and days after E-hour day, but within the same work week.

- When adjustments to the regular work schedule are needed, employees should keep