Unit Report
Campus Life
Northwest Mississippi Community College
January 2006
Campus Life Review

I. Unit Mission

UNIT PURPOSE STATEMENT:
The purpose of the Campus Life Office is to facilitate the mission of the College through student development and behavior modification.

II. Unit Goals

The goals of Campus Life are to:

1. Ensure the proper administration of the Discipline System.
2. Provide appropriate health information and services to the student community.
3. Ensure a thorough and appropriate slate of events for Black History Month.
4. Ensure the safety and security of the residence hall population.
5. Promote the leadership development of students through the Student Executive Council.
6. Provide an informative and useful orientation process for all incoming freshman and transfer students.

RELATIONSHIP TO NWCC PURPOSE AND COLLEGE WIDE STRATEGIC GOALS:
The Campus Life Office supports Northwest Mississippi Community College’s mission by organizing culturally diverse programming like Black History Month and enhancing quality educational support services through accurate and equitable administration of the student judicial process.

III. Evaluations of the Unit and Use of Results Forms

Student Guide Evaluation (Appendix 1) - Each year the Student Guide is evaluated by various campus staff and faculty and by the Student Executive Council.
NWCC Services Survey – Time for Division Directors and Career-Technical Counselors factored in to orientation program to secure a more efficient registration process for faculty and students.
Orientation Survey – Additional day added to summer orientation.
Smoking Survey (Appendix 2) - Smoking banned in all residence halls
Dorm Programming Survey (Appendix 3) – Days of programs adjusted to improve attendance.
National Probability Sample Survey – Findings were used in a presentation to faculty and staff to refute common misperceptions of the student body.

IV. Annual Plan to Improve

The annual assessment reports for the Unit’s Plan to Improve for the last three years are included at the end of this report.
V. Analysis of Unit Strengths, Weaknesses, Opportunities, Threats

Unit Strengths:
Strengths of the Campus Life Unit are:
- Students express confidence in the fair administration of the judicial process.
- Discipline cases are managed in a timely and efficient manner.
- The orientation program has evolved into an efficient program that is seen as positive by both faculty and students

Unit Weaknesses:
- The major weakness of the department is that many initiated projects such as the Leadership Forum and the Dorm Programming Series have been dropped due to time constraints on the director.

Unit Opportunities:
- There are opportunities to expand and grow the Black History Month Program.
- Although orientation has been revised over the years to a system that seems to benefit both teachers and students equally, it is still an evolving process with room for expansion and refinement. It is anticipated that each year adjustments will be made to the program to make it more appealing to those who participate.

Unit Threats:
Threats to the Unit:
- Discipline load since 1998 has increased by 200% while responsibilities have increased thereby seriously taxing the time of the Director and affecting his ability to perform all tasks at the highest level of quality.

VI. SACS Principles Compliance Survey

Institutional Effectiveness:
1. Are research-based evaluation processes used for assessing the service unit?
   
   YES ☒ NO____
   
   If yes, list all survey instruments and other processes used by the unit for evaluating effectiveness. NWCC Services Survey, Orientation survey to both faculty, staff and students, Student Guide evaluation.

2. Do the use of evaluation processes result in continuing improvement in the unit?
   
   YES ☒ NO____
   
   If yes, describe some of the recent improvements that have come about in response to needs identified through evaluation processes.

   As a result of the Orientation surveys, the number of Orientation days moved from two to three and the hours increased. All freshman were divided by ACT score before going to advising. Students divided by major at the orientation program so each Division Director can provide them with detailed registration information and directions to faculty offices.

   As a result of the NWCC Services Survey, the number of Black History Month activities increased for 2006.
3. Does the unit identify expected outcomes for its services; assess whether it achieves these outcomes; and provide evidence of improvement based on analysis of those results?

YES ☒ NO____

See attached copies of the Unit’s Plan to Improve for the last three cycles.

4. If an outcome is not achieved, are documented modifications or improvements made in the unit?

YES ☒ NO____

Financial Support:

5. Is adequate financial support available to support the scope of services offered through the unit?

YES ☒ NO____

6. Does the institution operate and maintain physical facilities that are adequate to serve the needs of this unit?

YES ☒ NO____

7. Are the physical facilities for this unit accessible to disabled students?

YES ☒ NO____ NA____

8. Is the budget information accessible on-line to the unit supervisor?

YES ☒ NO____

Mission:

9. Does the unit have a defined mission statement?

YES ☒ NO____

If yes, provide mission statement below.

UNIT PURPOSE STATEMENT:
The purpose of the Campus Life Office is to facilitate the mission of the College through student development and behavior modification.

10. Is the unit’s mission related to the College’s Statement of Mission?

YES ☒ NO____

What part of the institution’s mission does the unit effectively fulfill? (Refer to applicable phrases in the College’s mission statement)

1. Campus Life coordinates all Black History Month events that occur not only in the month of February, but throughout the year. Through this effort, the Unit satisfies the cultural and enrichment component of the College’s mission statement.
2. Campus life assists the College in maintaining quality educational support services through the administration of a comprehensive safety program in all housing facilities; ensuring a fair student judicial process; promoting a tobacco awareness program on campus; and facilitating student development by advising the Student Executive Council.

Staff:
11. Does the unit have qualified staff with the experience, competence, and capacity to fulfill the mission of the unit?
   YES ☒ NO_____ N/A_____
   Provide a roster of administrative officers and staff with their qualifications.

   Director, George Matthew Domas (information sheet attached)

12. Does the unit have a staff member charged with the responsibility for supervision and coordination of the unit?
   YES ☒ NO_____ 
   Name of the supervisor: George Matthew Domas

13. Is the number of administrator/staff members employed for the unit adequate to support the unit effectively?
   YES ☒ NO_____
   See statement below.

Security:
14. Are administrators and staff members in this unit careful in protecting the security, confidentiality, and integrity of student/staff records?
   YES ☒ NO_____ N/A_____
   If yes, provide a brief description of measures taken by the unit to insure the protection of privacy of its customers and the unit’s adherence to FERPA guidelines.

   1. All Northwest student conduct records are housed in locked filing cabinets in the Student Affairs Office located in the McLendon Student Union. The Student Affairs office is locked on weekdays from 4:30 p.m. to 8 a.m. and remains locked all weekend. The Union Building is locked between 9 p.m. and 6 a.m.
   2. In addition to the records maintained in the Student Affairs Office, duplicate copies of all Student Disciplinary Committee adjudications are maintained in the President’s Office and duplicate copies of all suspension and expulsion adjudications are maintained in the Registrar’s Office. Both of these offices are housed in buildings that are locked during non-business hours. The Registrar’s records are maintained in fire-proof filing cabinets.

15. Does the institution take reasonable steps to provide a healthy, safe, and secure environment for this service unit?
   YES ☒ NO_____
   ANY ITEMS ANSWERED WITH A NEGATIVE RESPONSE INDICATE THAT THE INSTITUTION IS OUT OF COMPLIANCE AND MUST BE ACCOMPANIED WITH A WRITTEN PLAN FOR COMPLIANCE ON THE ISSUE.
Provide discussion below for any question that was assigned a “no” answer on the Principles Compliance Survey, and then provide a plan of improvement for each of those questions in the space below. Indicate the question number, your discussion, and the plan of action.

VII. Unit Improvements Resulting from the Planning Process

1. The number of summer orientation days increased from 2 to 3.
2. Code of Conduct and Residence Hall policies edited.
3. Discipline fines adjusted according to conduct trends on campus.
4. The number of Black History Month events has increased.

VIII. Personal Information Sheet for Staff Member

PERSONAL INFORMATION SHEET

Name: Matthew Domas

Unit: Campus Life  Date: Jan. 23, 2006

Position held: Director of Campus Life

Job Duties:
• Adjudicate all violations of the Code of Student Conduct and Residence Hall Policy. Serve as judicial officer and organize and train the Student Disciplinary Committee for formal hearings
• Coordinate with Campus Police, residence hall staff, and counseling center staff in investigations
• Design, organize, and direct the freshmen orientation / pre-registration program
• Revise, publish, and distribute the Student Guide/Planner each school year including the Code of Student Conduct and Residence Hall Policy. Wrote dorm honor code, sexual harassment and classroom etiquette policies.
• Design residence hall programming on health, drug education, and stress management for 9 residence halls and over 900 students
• Supervise and train residence hall supervisors
• Responsible for campus-wide health programming such as health fairs and annual flu vaccinations.
• Organize and plan school sponsored student activities
• Advise the Student Government Association
• Developed and implemented a service learning / leadership development program

1. I have worked at Northwest Mississippi Community College for 10.5 years.
2. I have worked in my current position at Northwest for 8 years.
3. I have a total of 14.5 years of work experience.
4. List prior positions held with job duties and number of years experience in each.
   • Coordinator of Adult Education – 2.5 years
     i. Managed $600,000 operating budget including payroll, equipment, travel and independent contracts.
     ii. Hired, trained, and evaluated 40 adult education instructors over a 10 county district.
iii. Developed and implemented a teacher training and evaluation program.
iv. Planned the statewide annual adult education conference including developing
the agenda and coordinating with venues.
v. Prepared the annual report (student population increased each of the three years).
vi. Wrote the annual grant request (amount of grant increased each of the three
years).

- Instructor, American Government – 4.5 years
  i. Taught American Government online and in the traditional classroom setting.

**Highest degree held: I currently hold: (choose one of the following)**

☑ Master’s Degree in Political Science,
  Currently enrolled in the EdD. program in Higher Education Leadership and Policy
  at Vanderbilt University

**Accomplishments:**

- Started the Resident Emergency Assistants Program (REA) to assist dorm supervisors in the
event of an emergency. Students are briefly trained about their responsibilities in an
emergency situation and provided with the appropriated tools (rooming list, flashlight,
clipboard) to help them accomplish their assignments.
- Supervisor training at the beginning of each semester.
- Initiated and organized the Black History Month Committee and coordinate all programs that
  originate in this Committee
- Initiated Dorm Programming Series
- In conjunction with the Partnership for a Healthy Mississippi, initiated a tobacco education
  program on campus.

**Civic Interests/Professional Affiliations**

- NODA
- ASJA
- Panola Playhouse board member

**NWCC Committee Assignments:**

Chair, QEP Marketing Committee
College-wide Planning Council
QEP Assessment Committee
Virtual College Committee
Admissions Committee
Discipline Committee
Various hiring committees both academic and administrative

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Matthew Domas

Signature of Employee       Date: Jan. 23, 2006
## IX. Budget Summaries

<table>
<thead>
<tr>
<th>Category in 2005-06 budget</th>
<th>Amount budgeted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black History Month</td>
<td>$4000</td>
</tr>
<tr>
<td>Printing and Reproduction</td>
<td>Included in S.A.</td>
</tr>
<tr>
<td>Repairs and Maintenance</td>
<td>“</td>
</tr>
<tr>
<td>Other Contractual Services</td>
<td>“</td>
</tr>
<tr>
<td>Office Materials</td>
<td>“</td>
</tr>
<tr>
<td>Office Furniture and Equipment</td>
<td>“</td>
</tr>
<tr>
<td>Travel In-State</td>
<td>“</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
</tr>
</tbody>
</table>
Northwest Mississippi Community College

(a) Evaluation Follow-up Form

The following form is to be completed and signed by the appropriate service unit supervisor after reviewing the results of the unit’s evaluation and after a discussion with co-workers on needed changes identified in the evaluation process. The completion of this form is meant to stimulate reflection about the purpose of the unit and to encourage the best use of results of these evaluations. A copy of this form will be sent to the appropriate Vice-President and filed with the unit’s Service Review forms.

Service Unit: Campus Life

Date of Review of Evaluations: Spring 2005

The unit’s strong points as identified by the evaluation are:

• 100% of respondents indicated that they were served in a timely and professional manner and 100% of respondents indicated that their overall experience with the Campus Life Office was good or excellent.

Opportunities for improvement identified by the evaluation are:

• Increase the number of Black History Month events.

Goals for growth or specific activities to be undertaken and/or completed before the next evaluation are:

• To increase the number of Black History Month events.

Having met together and discussed this Evaluation Follow-up, we feel that the identified goals and specific activities adequately address opportunities for improvement and constitute evidence of attempted growth.

Signatures:
**Appendix 4: Annual Plan to Improve for Last 3 periods**

**NORTHWEST COMMUNITY COLLEGE**  
**2002 UNIT ANNUAL OUTCOME OBJECTIVES**  
**Section 1.02 STUDENT SERVICES**

Planning Unit: Director of Campus Life – Senatobia Campus

UNIT PURPOSE STATEMENT: The purpose of the office of the Director of Campus Life is to facilitate the mission of the Department of Student Affairs through student development and behavior modification.

**RELATIONSHIP TO NWCC PURPOSE AND COLLEGE WIDE STRATEGIC GOALS:**

<table>
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<tr>
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<th>Strategy/Procedure To Achieve Outcome Activity</th>
<th>Assessment/Evaluation Results</th>
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</table>
| 1. Modify student behavior to instill self-discipline and promote respect for self and the institution. | Maintain an effective and consistent student discipline process.  
Treat accused students in a respectful and dignified manner during discipline proceedings.  
Maintain accurate discipline records.  
Employ a graduated system of sanction increases.  
Conduct individual dorm training on the code of student conduct and resident hall policy.  
Refer students to alcohol counseling or on-campus AA meetings. | Processed 641 discipline infractions.  
The number of repeat offenders for alcohol violations in 2001 equaled that of 2002.  
Repeat offenders for visitation violations declined by 2.  
Held dorm training in all dorms in September | Continue maintenance of records.  
Since recidivism in specific violations is not significant, examine # of repeat offenders in general for all violations.  
Repeat visits to dorms in spring focusing on new topic. |
| 1a. Ensure that the number of students found responsible for code of conduct violations increases at or below a rate proportional to the increase in the size of the student body. | (same as above) | | |
| 1b. Reduce the number of repeat offenders of specific code violations. (alcohol and visitation) | | | |
## NORTHWEST COMMUNITY COLLEGE
### 2002 UNIT ANNUAL OUTCOME OBJECTIVES
#### STUDENT SERVICES

Planning Unit: Director of Campus Life – Senatobia Campus

### UNIT PURPOSE STATEMENT:

### RELATIONSHIP TO NWCC PURPOSE AND COLLEGE WIDE STRATEGIC GOALS:

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<tr>
<td>2. Empower students to give input on their campus environment.</td>
<td>Hold regularly scheduled meetings of the Student Executive Council (SEC) in which members provide input on campus security, dorm policies, and Student Guide revisions. Conduct SEC elections twice during the school year in September and April. Place and SEC suggestion box outside the Student Affairs Office. Teach and facilitate the Honors Leadership Forum. Sponsor the gospel singing group GRACE.</td>
<td>Meetings held once per week in fall and spring semesters. Elections organized in September and April. SEC mailbox assigned in campus post office on 10/1/02. No suggestions received by 11/5/02. SEC email box assigned. 12 students took class in spring and fall semesters. 10 class meetings total and 600 volunteer hours posted. Grace sponsored through spring semester</td>
<td>Continue to hold weekly meetings. Improve marketing of elections to improve participation by candidates and voters.</td>
</tr>
<tr>
<td>3. Raise the self-esteem of students and encourage a sense of civic pride.</td>
<td></td>
<td></td>
<td>Partner with Phi Theta Kappa to recruit class participants.</td>
</tr>
<tr>
<td>4. Educate students on fundamental health objectives and low cost alternatives to health care.</td>
<td>Organize a health fair for the fall. Include in the Student Guide a list of free or reduced cost services provided by the Mississippi Department of Health.</td>
<td>Health fair planned for spring. Inclusion slated for 2003-2004 Guide.</td>
<td>Flu vaccinations offered in fall.</td>
</tr>
</tbody>
</table>
# Northwest Community College

## 2002 Unit Annual Outcome Objectives

### Student Services

**Planning Unit:** Director of Campus Life – Senatobia Campus

### Unit Purpose Statement:

**Relationship to NWCC Purpose and College Wide Strategic Goals:**

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<td>5. Ensure that all pertinent information regarding dorms, campus policies, safety and security, and student organizations is disseminated to every student on every Northwest Campus.</td>
<td>Revise, publish, and distribute the Student Guide each school year.</td>
<td>Continue distribution of Guide.</td>
<td>Continue revising the Guide as needed.</td>
</tr>
<tr>
<td>6. Increase retention prospects by providing freshman students the opportunity to learn about the campus environment and college life before enrolling.</td>
<td>Organize and implement a freshman orientation program each year before the start of the fall semester.</td>
<td>Minor revisions to the Code of Student Conduct and Residence Hall Policy.</td>
<td>Breakout training sessions on the registration process, conflict management, etc. planned for 2003.</td>
</tr>
<tr>
<td>7. Ensure a safe and comfortable living environment in DeSoto Hall.</td>
<td>Conduct regular room checks to ensure the proper use of the dorm facility. Notify physical plant of any maintenance issues as they arise. Ensure security cameras are operational and order repairs if needed.</td>
<td>Two summer orientation programs sponsored serving 1632 students. Supervision provided to dorm. Cameras repaired.</td>
<td>Part-time supervisor hired to improve supervision.</td>
</tr>
</tbody>
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UNIT PURPOSE STATEMENT: The purpose of the office of the Director of Campus Life is to facilitate the mission of the Department of Student Affairs through student development and behavior modification.

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<tr>
<td>1. Modify student behavior to instill self-discipline and promote respect for self and the institution.</td>
<td>1a. Ensure that the number of students found responsible for code of conduct violations increases at or below a rate proportional to the increase in the size of the student body. Maintain an effective and consistent student discipline process. 1b. Treat accused students in a respectful and dignified manner during discipline proceedings. 1c. Compile 100% of discipline records and enter into tracking system. 1d. Employ a graduated system of sanction increases. 1e. The number of repeat offenders of specific code violations (alcohol and visitation) will remain below 5% 80% of students will indicate confidence in the integrity of the discipline system with regards to alcohol, weapons, and drug policies</td>
<td>1a. Enrollment increased, but the number of discipline infractions decreased 1c. Discipline records compiled 1d. 7.2% of alcohol and visitation violations were repeat offenders</td>
<td>1a. Consider increasing fines for alcohol and visitation violations for repeat offenders 1c. new discipline records system in development. 1d. Continue discipline program 1e. Place discipline satisfaction on campus-wide survey.</td>
</tr>
</tbody>
</table>
# NORTHWEST COMMUNITY COLLEGE
## 2003 UNIT ANNUAL OUTCOME OBJECTIVES
### STUDENT SERVICES

**Planning Unit:** Director of Campus Life – Senatobia Campus

**UNIT PURPOSE STATEMENT:**

**RELATIONSHIP TO NWCC PURPOSE AND COLLEGE WIDE STRATEGIC GOALS:**

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<tr>
<td>2. Empower students to give input on their campus environment.</td>
<td>2a. Hold regularly scheduled meetings of the Student Executive Council (SEC) in which members provide input on campus security, dorm policies, and Student Guide revisions.</td>
<td>2a. Meeting held every Wednesday at 4 p.m.</td>
<td>2a. Continue meetings and elections at regular times.</td>
</tr>
<tr>
<td></td>
<td>2b. Conduct SEC elections twice during the school year in September and April.</td>
<td>2b. Elections held in September and April.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2c. 80% of students will report that they were given an opportunity to participate in campus governance</td>
<td>2c. Surveys on smoking policy in dorms and spring dance distributed to students and results used to set policy.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3a. Teach and facilitate the Honors Leadership Forum.</td>
<td>3a. Honors Leadership Forum taught in spring semester</td>
<td>2c. Place participation in governance on campus-wide survey</td>
</tr>
<tr>
<td>3. Raise the self-esteem of students and encourage a sense of civic pride.</td>
<td>Support through attendance or involvement the majority of campus activities in which students participate.</td>
<td>Attended 36 campus events</td>
<td>3a. Increase enthusiasm for Honors Leadership Forum through meetings with instructors.</td>
</tr>
<tr>
<td></td>
<td>4a. Organize a health fair for the fall.</td>
<td>4a. Health Fair held</td>
<td>Continue to attend campus events</td>
</tr>
<tr>
<td>4. Educate students on fundamental health objectives and low cost alternatives to health care.</td>
<td>4b. Include in the Student Guide a list of free or reduced cost services provided by the Mississippi Department of Health.</td>
<td>4b. List of services placed in 2003-2004 Student Guide</td>
<td>4a. Set date for Health Fair in September</td>
</tr>
<tr>
<td></td>
<td>4c. Include health insurance opportunity information in orientation folders.</td>
<td>4c. Health insurance information placed in orientation folders</td>
<td></td>
</tr>
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### Student Services

**Planning Unit:** Director of Campus Life – Senatobia Campus

**Unit Purpose Statement:**

**Relationship to NWCC Purpose and College Wide Strategic Goals:**

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<tr>
<td>5. Ensure that all pertinent information regarding dorms, campus policies, safety and security, and student organizations is disseminated to every student on every Northwest Campus.</td>
<td>5a. Revise, publish, and distribute the Student Guide each school year.</td>
<td>5a. 7500 copies of Student Guide distributed.</td>
<td>5. Increase number of Guides to match projected enrollment increase.</td>
</tr>
<tr>
<td>6. Increase retention prospects by providing freshman students the opportunity to learn about the campus environment and college life before enrolling.</td>
<td>5b. Evaluate Guide with key groups and solicit suggestions for improvement</td>
<td>5b. Student Guide evaluated by Student Government, Student Affairs staff, and various campus offices.</td>
<td>5b. Make suggested additions to the Code of Conduct</td>
</tr>
<tr>
<td>7. Ensure a safe and comfortable living environment in DeSoto Hall.</td>
<td>6. Organize and implement a freshman orientation program each year before the start of the fall semester.</td>
<td>6. Orientation program conducted with over 900 Northwest students attending.</td>
<td>6. Continue orientation program. Develop evaluation survey.</td>
</tr>
<tr>
<td>5a. Revise, publish, and distribute the Student Guide each school year.</td>
<td>6b. Notify physical plant of any maintenance issues as they arise.</td>
<td>7a. Room checks conducted.</td>
<td>7a. Continue room checks.</td>
</tr>
<tr>
<td>5b. Evaluate Guide with key groups and solicit suggestions for improvement</td>
<td>7b. Dorms maintained weekly</td>
<td>7b. Dorms maintained</td>
<td>7b. Continue maintenance.</td>
</tr>
<tr>
<td>6. Organize and implement a freshman orientation program each year before the start of the fall semester.</td>
<td>7c. Ensure security cameras are operational and order repairs if needed.</td>
<td>7c. Cameras checked weekly</td>
<td>7c. Request new camera system.</td>
</tr>
</tbody>
</table>
## NORTHWEST COMMUNITY COLLEGE
### 2004 UNIT ANNUAL OUTCOME OBJECTIVES

**Planning Unit:** Director of Campus Life – Senatobia Campus

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</thead>
<tbody>
<tr>
<td>1. Modify student behavior to instill self-discipline and promote respect for self and the institution.</td>
<td>1a. Ensure that the number of students found responsible for code of conduct violations increases at or below a rate proportional to the increase in the size of the student body.</td>
<td>1a. 926 cases processed.</td>
<td>1c. Continue maintenance of records in Access.</td>
</tr>
<tr>
<td></td>
<td>1b. Treat accused students in a respectful and dignified manner during discipline proceedings.</td>
<td>1b. The number of discipline cases increased by 73% over last year. This far outstripped the enrollment increase.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1c. Compile 100% of discipline records into updated database.</td>
<td>1c. Records compiled for 2003-2004 in Microsoft Access database</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1d. The number of repeat offenders of specific code violations (alcohol and visitation) will remain below 5%</td>
<td>1d. 3.5% of alcohol and visitation violations were repeat offenders</td>
<td>1d. Consider fine increase for violations and greater education on Code of Student Conduct during orientation and dorm meetings</td>
</tr>
<tr>
<td></td>
<td>1e. Employ a graduated system of sanction increases.</td>
<td>90% of students will indicate confidence in the integrity of the discipline system with regards to alcohol, weapons, and drug policies</td>
<td></td>
</tr>
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<td>Unit/Program Intended Outcome</td>
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<td>Objective</td>
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| 2. Empower students to give input on their campus environment | 2a. Hold regularly scheduled meetings of the Student Executive Council (SEC) in which members provide input on campus security, dorm policies, and Student Guide revisions.  
2b. Revamp student government election process to ensure greater participation and wider representation.  
2c. 80% of students will report that they were given an opportunity to participate in campus governance | 2a. Meeting held every Wednesday at 4pm | 2a. Continue holding meetings at regular times |
| 3. Raise the self-esteem of students and encourage a sense of civic pride. | 3a. Teach and facilitate the Honors Leadership Forum in spring semester.  
3b. Support through attendance or involvement the majority of campus activities in which students participate. | 3a. Forum not taught | 3a. Identify interested teacher to assist or take over program |
| 4. Educate students on fundamental health objectives and low cost alternatives to health care. | 4a. Improve tobacco education on campus  
4b. Include health insurance opportunity information in orientation folders. | 4a. Tobacco use survey completed by students during orientation. Info used to target tobacco awareness program.  
4b. Health insurance information included in orientation folders | 4a. Initiate program with Partnership for a Healthy Mississippi for tobacco education  
4b. Continue to include health insurance information in packets |
### NORTHWEST COMMUNITY COLLEGE
### 2004 UNIT ANNUAL OUTCOME OBJECTIVES

**Planning Unit: Campus Life**

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</thead>
</table>
| 5. Ensure that all pertinent information regarding dorms, campus policies, safety and security, and student organizations is disseminated to every student on every Northwest Campus. | 5a. Revise, publish, and distribute the *Student Guide* each school year.  
5b. Evaluate *Guide* with key groups and solicit suggestions for improvement | 5a. 7500 copies of the *Student Guide* distributed  
5b. *Student Guide* evaluated by Student Government and Student Affairs Staff and revisions made | 5a. Increase the number of *Guides* to match enrollment increase  
5b. Make suggested additions to the *Guide* as needed |
| 6. Increase retention prospects by providing new students and freshmen the opportunity to learn about the campus environment and college life before enrolling. | 6a. Solicit suggestions for improvement from students, faculty, and staff offices.  
6b. Organize and implement a freshman orientation program each year before the start of the fall semester.  
6c. 85% of students, faculty, and staff will report that students were well served by orientation. | 6a. Informal recommendations from faculty and staff acquired.  
Student Government input received.  
6b. Orientation program conducted with approx. 900 students attending | 6b. Continue orientation  
6c. Develop evaluation survey |
| 7. Reduce roommate conflicts, foster a healthy and enjoyable dorm environment, and ease adjustment to college life | 7a. Institute a dorm programming series focused on conflict management, adjustment to college life, time management, and coping skills | 7a. A program is planned for the spring | 7a. Continue program |
CAMPUS LIFE
STATEMENT OF PURPOSE AND GOALS

The purpose of the Campus Life Office is to facilitate the mission of the College through student development and behavior modification.

The goals of the unit are to:

1. Ensure the proper administration of the Discipline System.
2. Provide appropriate health information and services to the student community.
3. Ensure a thorough and appropriate slate of events for Black History Month.
4. Ensure the safety and security of the residence hall population.
5. Promote the leadership development of students through the Student Executive Council.
6. Provide an informative and useful orientation process for all incoming freshman and transfer students.
Every year, the Student Guide is reviewed for accuracy prior to publication. A description of the services provided by your office is included in the Services for Students section of the Guide. Please review the attached copy of the portion of this section that describes your services and make any changes, additions, or deletions you feel necessary. These changes will be included in next year’s Guide.

We will also be printing a calendar of events in the Guide. If you have any dates that you would like to place on the calendar, please enclose those with your corrected section.

Please submit all changes to my office no later than April 22. If you have any questions, don’t hesitate to give me a call at ext. 3939.

Thanks for your assistance with this project.

attachment
Appendix 2: Smoking Survey

Housing Survey
Fall 2003

WE NEED YOUR HELP!

Your input is needed to evaluate the smoking policy in the dorms. The present policy allows smokers to smoke in their dorm rooms provided they indicate that they are a smoker on their housing application. There are currently no restrictions on smokeless tobacco use in the dorms. The Housing Department is considering amending the smoking/tobacco use policy, but we want your input. Please complete the survey below and return it to your dorm supervisor or the Office of Student Affairs (Campus Box 7010). Results of the survey and any suggestions will be used to evaluate and possibly amend the smoking/tobacco use policy in the dorms.

Thank you for your input.

_________________________________________________________

1. What dorm do you live in? ____________________________

2. If you live in DeSoto, are you male or female? ____________________________

3. Are you a smoker? Yes No

4. If so, do you smoke in the dorm room? Yes No

5. Do you use smokeless tobacco products in the dorm room? Yes No

6. Are you bothered by second-hand smoke? Yes No

7. Are you bothered by smokeless tobacco use around you? Yes No

8. Are you aware of the dangers of smoking? Yes No

9. Are you aware of the dangers of smokeless tobacco use? Yes No

10. Would you support a ban on smoking in the dorms? Yes No

11. Would you support a ban on smokeless tobacco use in the dorm? Yes No

_________________________________________________________

Please use this space to provide any comments or suggestions.
Appendix 3: Dorm Programming Survey

Dorm Programming Survey
Fall 2003

Your input is needed to evaluate the effectiveness and value of this semester’s Dorm Programming Series. Please complete the survey below and return it to your dorm supervisor or the Office of Student Affairs (Campus Box 7010). Results of the survey and any suggestions for improvements will be used to plan next semester’s Dorm Programming Series.

Thank you for your input.

| 1. How do you rate the following features of the Dorm Programming Series? (Check either Excellent, Good, or Poor) |
|---|---|---|
| Days scheduled (Tuesdays) | Excellent | Good | Poor |
| Time allocated (7 pm – 9 pm) | | | |
| Presentation topics: | | | |
| Date Rape Prevention | | | |
| Stress Management | | | |
| Location (Dorm) | | | |
| Speaker | | | |

2. Are you a (circle one): staff member student

3. What dorm are you a resident?

4. What date did you see the presentation? (Circle One) 9/23 10/7 10/21 10/28

5. Circle the topics or add topics you would like to see in the dorms next semester:
- pajama party
- dorm against dorm contests
- talent show
- Conversation with faculty or staff member
- former student professionals

Please use this space to provide any comments or suggestions for improvement.
Appendix 4: Job Description
Director of Campus Life

Responsibilities: Under the supervision of the Vice President for Student Affairs the Director of Campus Life is responsible for the planning, implementation, and evaluation of a variety of student development functions at Northwest Mississippi Community College. The duties of the director are as follows:

1. Serve as the hearing officer for all alleged violations by students of the Code of Student Conduct and other college rules/regulations. Insure that all hearings are conducted according to the rights of fundamental fairness and the student conduct procedures specified in the Student Guide. Maintain records of disciplinary infractions and sanctions. Schedule meeting of the Student Disciplinary Committee, and present those cases to the Committee.

2. Assist in the planning and delivery of comprehensive staff development programs for student affairs staff on all campuses. Assist with divisional planning and evaluation activities and in documenting compliance with accreditation criteria.

3. Plan, implement, and evaluate educational programs to meet the needs of students and the Northwest community at large (safety/security issues, relationships, cultural awareness, substance abuse issues, etc.). Assist the Housing Staff with programs in the residence halls.

4. Plan, implement, and evaluate the new student orientation program on the Senatobia campus. Coordinate orientation at other Northwest campuses.

5. Plan, implement, and evaluate a program of health services and education on the Senatobia Campus and share such programs with other Northwest Campuses.

6. Advise the student government association on the Senatobia Campus. Plan, implement, and evaluate leadership development programs for students, including the honors leadership course.

7. Advise students on academic, social, cultural, and personal issues. Refer students to other campus services as appropriate.

8. Edit the Student Guide/Planner. Prepare correspondence and publications using a personal computer and standard office equipment.

9. Perform other related duties as specified by the Vice President for Student Affairs.