GRINNELL COLLEGE

Report to the

Grinnell College Board of Trustees

From

W. Houston Dougharty

Vice-President for Student Affairs

2011-12 Annual Report
for the
Division of Student Affairs

Mission, Values, Vision

The Division of Student Affairs advances the College mission and strategic plan by intentionally fostering and proactively promoting student learning and development within our residential liberal arts college community, where self-governance and personal responsibility are hallmarks. We achieve our mission by embracing our core values.

We Value:

- Student-centeredness
- Diversity, social justice, and global citizenship
- Being curious, learning, thinking critically, reflecting, and pursuing passions
- Relationships, collaboration, and partnerships
- Providing challenge, support, empowerment, and accountability to students and colleagues
- Integrity, honesty, authenticity, well-being, and personal responsibility
- Hard work, dedication, and positivity

The Division of Student Affairs aspires to be a nationally recognized model, comprising exemplary, collaborative, and student-centered educators, who challenge students as they discover their potential, achieve excellence, and serve the common good.

Programs & Departments

Academic Advising & Disability Services offers a variety of programs and interventions to encourage student academic success: working with students who want to improve their study skills, test taking skills or study habits; students on probation; students considering or taking a leave of absence for personal or medical reasons; and students experiencing significant medical or personal issues that get in their way academically. Four programs are coordinated through this office – outreach to students experiencing academic difficulty; peer tutoring for departments in the humanities and social studies divisions; disability services; and transfer student orientation. Collaborative support is provided to the First-Year Tutorial program and the Grinnell Science Project. All of our work supplements the College's faculty-based advising system. The staff in Academic Advising partner with faculty in their roles as instructors and advisers, providing frequent consultation about distressed or distressing students.

Residence Life & New Student Orientation provides intentional leadership for our residential community, which houses approximately 90% of our student body. Our professional staff (Assistant Dean & Director of Residence Life and Orientation plus six masters-level, live-in Residence Life Coordinators and one Technical Assistant II) are student-centered educators who support self-governance and exercise the best practices of the Student Affairs profession. Our volunteer student staff (Student Advisors, Hall Wellness Coordinators, House Coordinators) is unique to our campus in that their role is not disciplinary in nature; instead, they are empowered to engage in building community and supporting students. The five-day New Student Orientation program integrates students and their families into the unique climate of the College.

We focus our efforts on the residential environment, personal and community development, and student learning.

Student Health & Counseling Services (SHACS) supports the academic mission of Grinnell College by providing nursing care, brief, short-term counseling and limited psychiatric services to Grinnell students. The range of our services includes nursing triage, treatment of minor illnesses and injuries, time-limited counseling, psychiatric evaluation and treatment, referral and consultation services. Our staff consults regularly with faculty and staff across campus to assist them in working with students who are experiencing difficulty managing the academic and/or social environment at Grinnell due to medical or psychological problems. We strive to educate students about health and wellness issues so that they are more attuned to their minds, bodies and health behaviors. Additionally, we aim to provide them with skills to make healthy choices, engage in preventative behaviors, and effectively communicate and advocate on their own behalf regarding health-related issues.

Campus Safety and Security provides a wide variety of services for the college community and is the only campus office open 24/7, 365 days a year, working with students, faculty, staff, and visitors to the campus. We lead the safety and security efforts for the entire campus community. Our department acts as a liaison with emergency services outside of the college to help insure the safety and security of members of our campus. The department's Director serves on the governmental relations committee of the National Association of Campus Law Enforcement (IACLEA). The department is also a member of that association which is the largest organization in the world representing campus law enforcement and security departments. The department is also a member of the Iowa Association of Campus Law Enforcement and Security Department Administrators. The department officers are non-armed (carry no weapons), however, they are licensed as a Security Agency with the Department of Public Safety in the State of Iowa.

Campus Center Operations & Student Activities provides services and resources in the form of structural buildings and serves an important role in the community life of the campus and the community at-large by promoting citizenship, training for students in work, social responsibility, and leadership. Our facilities (Joe Rosenfield '25 Center, Harris Center, and the Student Craft Workshop) operate approximately 242.5 hours per week of which approximately 188 hours (77.5%) are typically successfully operational without full-time staff directly on site. We employ and train approximately forty-five students per semester to maintain our services outside normal business hours. We also work directly with (and train) approximately 20-25 additional students who are employed through other sources, but support programs directly related to our facilities and programs. In addition, we provide advising, leadership development and funding for a wide range of programming that our students are engaged – including leadership for forensic activities, club sports, and YGB (Young, Gifted and Black Gospel Choir). Our operation interacts and impacts all levels of the college community and the general Grinnell community every day of the academic year.

International Student Affairs is actively engaged in the educational experience of international and global nomad students and scholars. The OISA is responsible for institutional compliance with SEVIS (Student Exchange Visitor Information System) and we teach, as well as support

and advise, our students, visiting scholars and exchange visitors on these issues as well. We coordinate an International Pre-Orientation Program (IPOP) designed for international and Global Nomad students. Our staff offers on-going support through personal, academic and cross-cultural advising appointments and referral; employment and immigration workshops; and activities for students who remain in Grinnell over break. We facilitate a non-residential Host Family Friendship Program (100 families) and a Cultural Speakers Bureau to encourage educational outreach in the local community. We advise the International Student Organization (ISO) and work with other student initiatives to foster international understanding and friendship. We are invested in Grinnell's efforts toward campus internationalization with a particular interest in developing this goal beyond the classroom. Finally, we are active professionals who collaborate with colleagues across the United States and around the globe to provide intentional, creative and active contributions to the field of international education.

Student Conduct strives to create and sustain a culture of respect and responsibility, as well as to provide a holistic and transformative learning experience for students. The Student Conduct program resolves allegations of misconduct in a fair, timely, and socially-just manner that balances the needs of the individual student and the College community at large.

Evaluation and Assessment works closely with DSA staff as they strive to make evidence-based decisions for their programs and services. As calls for increased accountability in higher education are a part of the national dialogue, it is imperative that student affairs educators rely on both empirical (quantitative) and trustworthy (qualitative) data as they seek to create intentional and student-centered learning environments. This Program is equipped to assist DSA staff in these evaluation and assessment efforts – as well as by providing evidence as to how well they are (or are not) fulfilling their mission and desired learning outcomes.

Cultural Immersion and Excursions organizes and sponsors affordable and diverse trips for Grinnell students to see and hear theatre, music and dance productions in Des Moines throughout the academic year, in Chicago during fall break, and in New York City during spring break. Student co-coordinators work closely with DSA staff to offer and host these cultural opportunities.

Religious Life (Chaplain) was not a member of the DSA during the 2011-12 academic year, but re-joined the division in August 2012.

Learning Outcomes

The Division of Student Affairs staff engage Grinnell College students to foster personal growth and learning outside of the classroom. We do so through our programs, services, and resources; mentoring, advising, and counseling; and facilitating student self-governance in our residential community. As a result of interacting with Student Affairs educators, students will:

Develop Intrapersonal Skills

- learn behaviors, attitudes, and skills that promote well-being, resilience, and personal safety and that reduce risk to self and others
- learn to be self-reliant, appropriately assertive, and resourceful so that they may be their own advocates

Value Diversity, Social Justice, and Global Citizenship

- learn to recognize, understand, and appreciate difference while respecting the ideas and dignity of all
- learn to challenge and work productively against injustices, locally and globally
- learn to actively engage with and positively affect the communities of which they are members, including identity-based groups, residential self-governing campus, City of Grinnell, nation, and world

Think Critically

- learn to challenge assumptions and consider alternative perspectives
- learn to apply existing knowledge and experience to new situations

Relate to Others

- develop the capacity to establish healthy, mutually-beneficial relationships with others
- enhance communication skills to effectively listen, reflect, and convey ideas
- develop behavioral maturity and awareness of how their actions impact individuals or groups, and manage interpersonal conflicts effectively and civilly

Live with Integrity

- learn to identify values and principles in decision making and to act in congruence with their beliefs
- enhance leadership skills by collaborating with others to reach their goals and positively effect change

We intend that students develop, practice, and integrate these competencies into their lives at Grinnell and beyond.

Achievements in 2011-12

Academic Advising & Disability Services

- Worked with a record number of **students with disabilities** – this year we served 67 students needing academic accommodations (4.24% of the student body).
- Offered an **academic skills course** for struggling first-year students – for the second year, RLCs Autumn Wilke and Darren Gallant, implemented a mini-course in Spring

semester called "Achieving Academic Success." First-year students who were placed on academic probation, who received CAS warning, or whose GPA was under a 2.4 after their first semester were invited to attend this weekly program for five weeks to build their academic confidence and enhance their skills.

- The **mentoring program**, a partnership previously developed with the Economics department, expanded this year to include the Music department, largely based on student initiative.
- Joyce Stern, dean for academic advising and student success, was on an **external review team** for Counseling Services at Lawrence in February.
- As part of the **Tutorial and Advising Committee**, we completed next steps in the Associated Colleges of the Midweest (ACM) project to assess first-year experience programs by assessing the Tutorial program and attending ACM FaCE meetings in November and April.
- Our staff **provided advising and counsel** for over 500 students and presented 11 academic skills workshops.

Residence Life & New Student Orientation (NSO)

- Produced and distributed a print piece about the history of **gender neutrality** at Grinnell College.
- Explored **Student Staff compensation** on behalf of student interest that urged the College to consider compensating this volunteer position.
- **Communicated with local landlords** in order to better educate them about our processes and timelines.
- Redesigned the **NSO assessment tool and the mid-year community survey** to be outcomes-based.
- Generated a **new online application process** for Student Staff Selection, moving the entire system online.
- Offered **four appreciation events for our Student Staff**, and provided pins and cords to graduating seniors.
- Created a web-based **system for reserving residence hall lounges** online.
- Collaborated with Athletics on Pioneer Diversity Council, **active bystander training**, and individual student support.
- Implemented the first year of on-line, pre-enrollment alcohol education via **AlcoholEdu**, with 99.5% participation in Part 1 and 91% participation in Part 2.
- **Enhanced the New Student Orientation** program in these ways:
    - Moved the Financial Aid session out of conflict with faculty advising.
    - Added an additional floor meeting, focused on self-governance.
    - Experimented with a large-scale mixer for new students.
    - Eliminated the evening (post-dinner) concert that garnered noise complaints in favor of music during dinner.
    - Launched the First-Year Scholars Convocation.
- **Changed the Room Draw process** to 'hold back' less first-year spaces, thus allowing all attendees to get a room at Room Draw, greatly increasing satisfaction.

Student Health and Counseling Services (SHACS)

- **Met the medical and counseling needs** of a majority of Grinnell College students, including 5,619 contacts with our Registered Nurses, 1,424 Counseling contacts, and 2,970 transports to local providers, pharmacies, and Grinnell Regional Medical Center.
- Implemented **New Policies and Systems**
    - Effective January 2012, SHACS **no longer sends notes to faculty** when students miss class due to minor illness. The revised policy is more aligned with self-governance and our mission to empower students to make decisions about, as well as manage their health and wellness more independently.
    - Successfully rolled out several new components of the **Point and Click computer records system** which make interfacing with us more convenient for students. Students are now able to make counseling intake and nursing appointments online, check in for appointments at a kiosk in the lobby and gain online access to required health forms.
    - Worked with Campus Safety and Security to install emergency alarm system.
- Created a **Facebook page and Twitter account** to increase our visibility and communication with students.
- **Advocated for a number of students** in crisis, collaborating with other staff and faculty, off-campus providers, and family members.
- Coordinated and co-sponsored the **Arrive Alive program**, where 200 students used a simulator to experience the potential consequences of driving under the influence and texting while driving.
- Harriett Dickey-Chasins, staff psychologist and training coordinator, participated in eight **Tutorial Wellness Outreach Presentations** with Jen Jacobsen. These sessions reached 104 first year students and six faculty members.
- Staff conducted and/or participated in 40+ **health and wellness related outreach activities** this year, as well as successfully offering two **therapy groups**, serving participating students and positively impacting campus culture regarding group counseling.
- Increased **psychiatric services** this year such that some weeks the psychiatrist was on campus for five hours per week.

Campus Safety and Security

- **Connect by Hertz rideshare program** has proven very successful (offering a Jeep Liberty and Ford Escape) and is located at the Campus Safety and Security parking lot, for members on campus and throughout the city of Grinnell paying a low hourly rate to Hertz when they need a car.
- Completed its **departmental self-study and review/assessment** this spring semester and is implementing changes and recommendations.
- Provided security for the **NCAA Division III indoor national track meet** in the spring.
- To enhance **community relations**, staff assisted in the hiring process for a new Grinnell Police Chief and planned and served two Community Meals at Davis Elementary School.
- Co-sponsored with SGA two open **forums on student rights and responsibilities**. Members of the panel included the Poweshiek County Prosecutor, Grinnell Police Department, a local attorney who defends students in court, and members of the Student Affairs Staff.

Campus Center Operations & Student Activities

- Successfully collaborated with Academic Affairs, ITS and the AV Center to **upgrade all AV equipment in the meeting/classrooms in the JRC** (including 101) to mirror more closely what is in the academic classroom buildings.
- Collaborated with Conference Operations & Events and the AV Center to upgrade wiring and install a satellite system in the Harris Cinema to support the **Metropolitan Opera Series**. Three shows were successfully produced during the spring semester.
- **Upgraded additional Harris Cinema equipment** by installing (1) additional wiring to allow projection of images from a laptop from the projection booth, (2) a higher quality audio decoder to better utilize today's sound technology and quality found on BluRay discs, digital sound, etc. and (3) speakers in the projection booth to hear and monitor audio from all sources fed through the sound system.
- **Worked closely with SGA leadership** (i.e., ACE, Films) to have them begin developing and implementing their programs in more productive ways to meet their intended missions. As a result, the Harris Center will see less Harris Parties and a larger variety of "all campus" events each weekend.
- In addition to the annual fall and spring concerts, **YGB** had another exceptionally successful 8-day, 5-engagement spring tour to Burlington, IA, Cahokia, IL, Yazoo City, MS, Jackson, MS and Houston, TX during Spring Break, again performing with The Grinnell Singers for select alumni and community events.

International Student Affairs (OISA)

- Completed its **departmental self-study and review/assessment** last fall semester and is implementing changes and recommendations.
- Karen Edwards, director and associate dean, **represented Grinnell** at the Committee for International Schools (CIS) Forum, in Lisbon, Portugal, co-presented with Jon Edwards, *Associate Dean for Admission*, and Kristen Cammarata, *Educational Advisor, Middle East and North Africa*, on collaboration between international admissions and student advising; organized the gathering for LAISR (Liberal Arts Institutions, Small, Residential) interest group at the spring NAFSA Conference in Houston, TX, becoming LAISR Chair 2012-13; and taught a session for the Diversity Lunch Series, focused on supporting international students on campus (about 35 staff attended).
- **Applied for recertification** through the US Department of Homeland Security last spring and were approved this spring (which means maintaining our F-1 and J-1 programs).
- **Collaborated with Development officers** to engage alumni donors who are endowing a fund to support the life and learning of high need international students.
- In addition to daily work of supporting international students in a myriad of ways, the most time consuming and important work done is responding **to individual student needs and responding to individual student crises** – and there were number of these this year.

Student Conduct

- **Published** the *Strengthening our Culture of Respect and Personal Responsibility: An Overview of Self-Governance, Statement of Values, Community Standards, and the Student Conduct Program* guide and distributed it to *all* Grinnell College students.
- **Effectively trained** four student Judicial Council (JudCo) board members to serve as presiding officers – thereby, increasing student leadership development opportunities while simultaneously bolstering student self-governance.
- Successfully worked with the Committee on Student Life to **extend jurisdiction off-campus** to the town of the Grinnell starting in fall 2012.
- **Revised the comprehensive training manual** for College Hearing Board (CHB) and Judicial Council (JudCo) members and conducted a training of student hearing board members in September 2011 – resulting in more efficient hearings and the rendering of more successful findings.
- A total of **20 separate hearings** (with 32 individual respondents) were convened during the 2011-12 academic year (marking a 33% increase from the 15 separate hearings convened during the 2010-11 academic year, an 11% increase from the 18 separate hearings convened during the 2009-10 academic year, and a 185% increase from the 7 separate hearings convened during the 2008-09 academic year).

Evaluation and Assessment

- Created an Evaluation & Assessment web site that provides greater transparency into Division-wide assessment efforts.
- Travis Greene, dean of students, and Houston Dougharty **presented nationally** at NASPA and ACPA on our Division-wide assessment efforts (along with those from Macalester College and Kalamazoo College); this program will also be presented at the NASPA IV-E regional conference in Madison, WI in November 2012.
- Successfully **hosted review teams** to evaluate and assess the Office of International Student Affairs (OISA) in the fall and Campus Safety and Security in the spring.

Cultural Immersion and Excursions

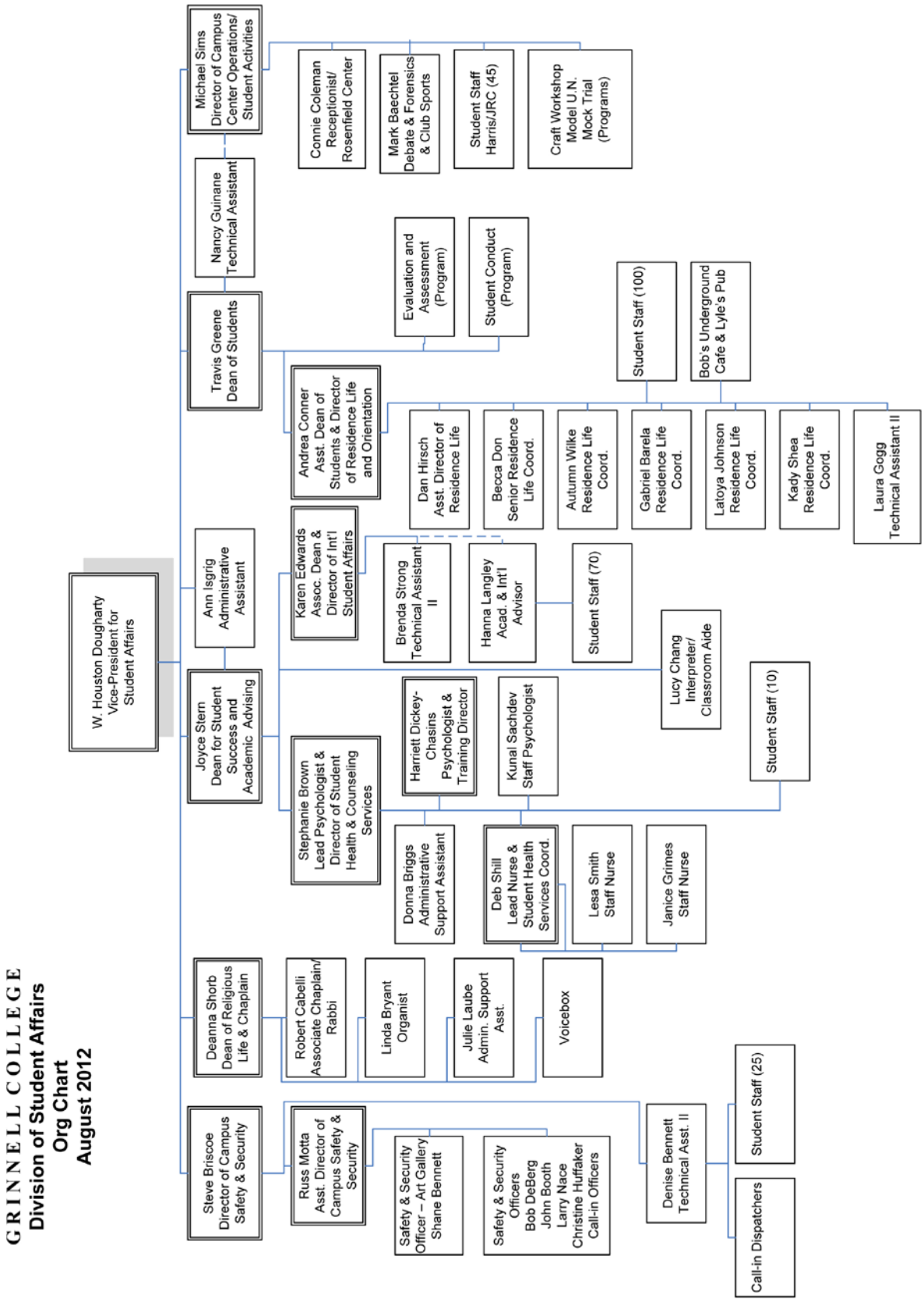
- **Sponsored three trips to the Des Moines Civic Center** to see six travelling Broadway productions. 15 students and staff went to each show.
- Organized and co-coordinated a **Chicago fall break immersion trip** for eight students who saw eight professional theatre productions and visited the Art Institute.
- Organized and co-coordinated a **New York spring break immersion trip** for eight students that included visits to museums and galleries, attending seven theatre productions, a tour of the *New York Times* with Sam Tanenhaus ‘77, and lunch with honorary doctorate recipient Pat Irwin ’77.

Challenges, Opportunities, & Goals in 2012-13

The DSA has identified the following challenges, opportunities and goals for the upcoming year:

- Engage in year-long conversations about the role and importance of student self-governance and identify strategies to more effectively communicate the tenets of self-governance and our shared community standards.
- Strive to maintain on on-campus residence (residence halls and houses) occupancy of 97-99%.
- Convert the online Student Handbook into an online *Acalog* document (in collaboration with the Registrar's Office).
- Provide robust training and learning experiences during New Student Orientation (NSO), including the community standards and a general overview of the student conduct system, with a focus on transition-to-college information that is unique to our residential, self-governing community.
- Effectively reintegrate the staff and programs of Religious Life into the DSA.
- Actively assist in the investigation, evaluation, and review of sexual misconduct cases – and collaborate with others across campus to better address sexual misconduct prevention efforts and resources (e.g., creating a centralized website for victims/survivors, creating a user-friendly "guide" for those going through the conduct process and include timelines).
- Further institutionalize support for the Advocates program that works to address issues of sexual harassment and sexual assault.
- Focus on the ACPA/NASPA Professional Competencies and design a curriculum, using monthly DSA staff meetings, that allows all DSA members to learn more about each of the competencies via a year-long curriculum (i.e., each DSA monthly meeting will focus on one specific competency).
- Successfully complete self-study and external review process for: Academic Advising and Disability Resources (FA12), and Residence Life and Orientation (SP13).
- Actively and intentionally follow-through on the recommendations made in the recent reviews of International Student Affairs and Campus Safety and Security.
- Create/design a study (including both quantitative and qualitative tools) to measure *at least one* of the DSA desired learning outcomes.
- OISA plans to increase faculty and staff collaboration and training – with a special focus on the CDO and academic advisors; refine issues related to the Exchange Visitor program; and further efforts on regulatory edification for students.
- Incorporate a successful administration of Club Sports funds and travel responsibilities. This will consist of collaboration between the Director of Forensics and SGA Treasurers.
- Successfully support Michael Sims, director of campus centers and student activities, as he assumes the mentor role for DC Posse-8.
- Explore improvements to both our Residence Life key check-out and return systems for residential students (partnering with Facilities Management and Campus Safety & Security) and to our deposit systems (partnering with the Bursar, Cashier, and Accounting).
- Explore ways to expand and refine our services for students with disabilities, including the continued proposal to add a staff position with this expertise and focus.

- Work with faculty colleagues to enhance and clarify publications and all communication with students regarding academic honesty, including revising the *Academic Honesty* handbook, which is used in Tutorial sections.
- Collaborate on changes to Tutorial with the Tutorial and Advising Committee, as recommended by the recent review.
- Increase programming on campus – particularly in residence halls – regarding personal safety, self-defense, and assertiveness.
- Acquire and equip a new Campus Safety and Security vehicle.
- Fully engage the campus Emergency Preparedness Committee in evaluating and updating all policies, procedures, and supplies related to College emergency planning.
- Move the "Pioneer Alert" emergency texting service to an "opt out" system for all students, faculty, and staff.
- Fully engage in the implementation of the College's new Strategic Plan, with focus on co-curricular learning and development.
- Advance the discussion and planning for a doctoral training program for psychologists in SHACS, including space planning.
- Partner in the programming created by the recently awarded NCAA Choices grant, including training for staff in motivational interviewing technique, the BASICS alcohol intervention approach, and active bystander education and training.


GRINNELL COLLEGE
Division of Student Affairs
Org Chart
August 2012
W. Houston Dougharty Vice-President for Student Affairs
Michael Sims Director of Campus Center Operations/ Student Activities
Connie Coleman Receptionist/ Rosenfield Center
Mark Baechtel Debate & Forensics & Club Sports
Student Staff Harris/JRC (45)
Craft Workshop Model U.N. Mock Trial (Programs)
Nancy Guinane Technical Assistant
Evaluation and Assessment (Program)
Student Conduct (Program)
Travis Greene Dean of Students
Student Staff (100)
Bob's Underground Cafe & Lyle's Pub
Andrea Conner Asst. Dean of Students & Director of Residence Life and Orientation
Dan Hirsch Asst. Director of Residence Life
Becca Don Senior Residence Life Coord.
Autumn Wilke Residence Life Coord.
Gabriel Barela Residence Life Coord.
Latoya Johnson Residence Life Coord.
Kady Shea Residence Life Coord.
Laura Gogg Technical Assistant II
Ann Isgrig Administrative Assistant
Karen Edwards Assoc. Dean & Director of Int'l Student Affairs
Brenda Strong Technical Assistant II
Hanna Langley Acad. & Int'l Advisor
Student Staff (70)
Lucy Chang Interpreter/ Classroom Aide
Joyce Stern Dean for Student Success and Academic Advising
Harriett Dickey-Chasins Psychologist & Training Director
Kunal Sachdev Staff Psychologist
Student Staff (10)
Stephanie Brown Lead Psychologist & Director of Student Health & Counseling Services
Donna Briggs Administrative Support Assistant
Deb Shill Lead Nurse & Student Health Services Coord.
Lesa Smith Staff Nurse
Janice Grimes Staff Nurse
Deanna Shorb Dean of Religious Life & Chaplain
Robert Cabelli Associate Chaplain/ Rabbi
Linda Bryant Organist
Julie Laube Admin. Support Asst.
Voicebox
Steve Briscoe Director of Campus Safety & Security
Russ Motta Asst. Director of Campus Safety & Security
Safety & Security Officer – Art Gallery Shane Bennett
Safety & Security Officers Bob DeBerg John Booth Larry Nace Christine Huffaker Call-in Officers
Denise Bennett Technical Asst. II
Student Staff (25)
Call-in Dispatchers