



End-of-Year Report

2018

Compiled by the Office of Research and Assessment

October 2018

Table of Contents

Business Operations	7
Assistant Vice President for Business Operations.....	7
Administration.....	11
Administrative Professionals.....	15
Finance and Operations/ Student Organization Finance Office	19
Information Technology	23
Research and Assessment	27
Center for Student Engagement	36
Fraternity and Sorority Life.....	51
Student Media.....	67
Counseling Center	72
Dean of Students Main Office/Vice President for Student Life	99
Development, Parent Giving and Student Life	111
HR Business Partner	115
Inclusion, Support, and Advocacy	118
Center for Student Engagement	118
Lesbian, Gay, Bisexual, Transgender, Questioning/Queer, Intersex, and Asexual/Ally (LGBTQIA) Resource Center.....	133
Student Diversity Programs	141
Veterans Resource Center	150
Women’s Resource Center	153
Leadership, Education and Development	160
Marketing and Communications	168
Office of the Arts	171
Orientation and Transition	180
Disability Services.....	180
New Student and Transition Programs.....	188
Parent and Family Programs.....	192
Student Integrity	198

Appendices

Appendix A: Fraternity and Sorority Life Circle of Sisterhood Report	205
Appendix B: Leadership, Education and Development Dashboard Report	207

The rationale for the provision of services intended to promote student learning and enhance the development of students at Georgia Tech is in alignment with Goal 1 of the Institute's Strategic Plan to "Be among the most highly respected technology- focused learning institutions in the world." It further serves as the basis for strategic values in the Division of Student Life including integrated learning advanced and experienced both inside and outside the classroom. The Division is comprised of 24 departments that strive to foster the intellectual, social and emotional growth of our students including: 1) Administration; 2) Administrative Professionals; 3) Counseling Center; 4) Dean of Students Main Office; 5) Development, Parent Giving & Student Life; 6) Disability Services; 7) Finance and Operations/Student Organization Finance Office (SOFO); 8) Fraternity and Sorority Life; 9) HR Business Partner; 10) Information Technology; 11) Leadership, Education and Development; 12) Lesbian, Gay, Bisexual, Transgender, Questioning/Queer, Intersex, and Asexual/Ally (LGBTQIA) Resource Center; 13) Marketing and Communications; 14) New Student and Transition Programs; 16) Office of Student Integrity (OSI); 17) Office of the Arts; 18) Parents & Family Programs; 19) Research and Assessment; 20) Student Diversity Programs; 21) Student Engagement; 22) Student Media; 23) Veterans Resource Center and 24) Women's Resource Center.

Highlights from the End-of-Year Report FY 2018 Include:

- **Administration and Operations** successfully coordinated with the Facilities Design & Construction to continue aiding the space needs with the creation of the LGBTQIA Resource Center.
- **Administrative Professionals** met the needs of every department in the Division of Student Life, assisting with over 234 maintenance requests, facilitated over 100 meetings to the new Online Room Reservation System, and assisted with customer service for over 1622 walk-in customers.
- The **Counseling Center** began its reaccreditation process, and used grant money to fund several mental health support services such as WellTrack, an app available for the campus that provides support for depression, anxiety, and stress, and ProtoCall, a 24-hour telephone hotline for students needing immediate mental health care outside of the normal Counseling Center operating hours.
- **Dean of Students Main Office/Vice President for Student Life**, in collaboration with Division Staff, worked to raise an impressive \$4,547,694.49 in Foundation Funds.
- By partnering with the Office of Student Engagement, **Development, Parent Giving and Student Life** increased the presence of the Parents Fund on campus and distributed 53% more Parent Fund Grants and 139% more Student Leadership Grants.
- In collaboration with the Craig H. Nielsen Foundation, the **Office of Disability Services** applied for and successfully established four scholarships (totaling \$159,469) for students with spinal cord injuries. The scholarship covers tuition, as well as an allowance for books and fees, for qualified undergraduate and graduate students.

- With now over 600 student organizations (compared to the 450 last year), **Student Organization Finance Office (SOFO)** closed their fiscal year with every project in good standing, reconciled, and balanced. SOFO staff worked closely with the Student Government Association to meet the needs of students.
- **Fraternity and Sorority Life** saw the National Pan-Hellenic Council (NPHC) welcome 48 new members to seven member organizations. NPHC also added a Greek Educator to the council's executive board, as well as created the Health Educator and Academic Excellence Position.
- **HR Business Partner** assisted with the hiring of 20 permanent employees, 14 temporary employees, 34 affiliates and 302 students, and improved the Onboarding communication processes for new employees. HR Business Partner also partnered with the GT HR Compensation Consultant to adjust salaries for 20 Division employees.
- **The Office of Information Technology** successfully facilitated a new PC deployment process developed by the College of Engineering. Through working with them, Student Life IT representatives can now quickly capture existing data and deploy it to new architecture within a few hours rather than a few days.
- **Leadership, Education & Development** impacted over 19 faculty/staff instructors, 42 student Team Leaders, and 208 students with developing a leadership experience in the GT 1000 Leadership Sections. This has been expanded to 18 sections, allowing to improve more outcomes for students in any organization, team project, or professional environment.
- The **Lesbian, Gay, Bisexual, Transgender, Questioning/Queer, Intersex, and Asexual/Ally (LGBTQIA) Resource Center**, after a highly competitive process, was the recipient of the 2018 Gift to Tech from the Student Alumni Association, receiving \$35,650. This money was used to expand the center and enhance new programs to support LGBTQIA causes.
- **Marketing and Communications** converted all of the Division websites to the new Drupal platform, which involved reviewing, rewriting, and moving all content and images from the old websites to the new platform.
- **New Students & Transition Programs** implemented a second day of programming for their first Sibling Orientation program, which featured 120 sibling sign ups (55 more than last year). They also welcomed 2,830 new first-year students at FASET.
- The **Office of Student Integrity (OSI)** advises the Undergraduate Judiciary Cabinet, which has sworn in 20 new justices, and has adjudicated a record number of 17 cases. The Cabinet also created a joint undergraduate and graduate panel for OSI and for 2017-2018 judicial hearings.

- The **Office of the Arts** implemented a new two-year project titled “Creative Curricular Initiatives,” which promoted artists in the classrooms and supported faculty and students in developing curricular-related arts projects. Project leaders became Arts Fellows who received mentorship and became part of the Arts Council.
- **Parents and Family Programs** hosted the Institute’s 30th Family Weekend, with over 2,600 people in attendance representing 40 states and 7 countries. President Peterson welcomed the new families, and a department staff member delivered closing remarks.
- **Research & Assessment** conducted over 80 Division assessment projects and three approached Institutional Review Board (IRB) Research Studies, including 1) Center for Collegiate Mental health National Database; 2) Leadership and Teamwork Skills; and 3) Arts Engagement of Georgia Tech Students.
- **Student Diversity Programs** created a 24 page publication on spiritual life at Georgia Tech, which included a message from the VP of Student Life/Dean of Students, religious preferences of first year students, and an overview of Tech’s spiritual organizations and campus ministries. The publication was shared with the President’s Cabinet.
- **Student Engagement** hosted the Alternative Service Breaks (ASB) student organizations, which facilitated 12 trips during the 2017-2018 academic year (a record number of trips in one year). A total of 134 students, 24 student leaders, and 20 advisors participated in the 12 trips.
- **Student Media** celebrated *WREK Atlanta 91.1*’s 50th anniversary. The station organized a two day WREKtacular music festival/concert in early April, which featured 8 bands/artists. The *Technique* student newspaper won second place for the Georgia Collegiate Press Associate’s in their annual awards ceremony, as well as a first place award for Best Layout and Design.
- The **Veteran’s Resource Center** presented Student Veteran Awareness Workshops to the Center for Academic Success. This provided student veteran awareness information and discussed the purpose and goals of the Veteran’s Resource Center. The Center also hosted opportunities for Student Veteran employment, featuring visits from Google and AT&T recruiters.
- The **Women’s Resource Center** hosted the 20th annual Women’s Leadership Conference (WLC). The 13 women on WLC Executive Planning Committee raised approximately \$30,000 to fund the conference which hosted 225 participants and featured 2 keynote speakers and 12 workshops.

I. Business Operations

Assistant Vice President for Business Operations

I. Mission/Introduction

Essential Function(s) of department:

Consistent with the Mission of the Division, Student Life is committed to enriching the Academic, Personal and Professional growth of all Georgia Tech students. The Business Operations Team is dedicated to the success of the Division support to students by providing oversight, guidance and strategic direction in areas of: Administration, Finance, Information Technology, Research & Assessment, and Development.

Progress: Completed

II. Staffing

Current Staff:

Through June 2018, the Business Operations Team was comprised of the following units:

- Marketing & Communications, Sara Warner
- IT Support, Dale Myers
- Application Development, Scott Riggle
- Research & Assessment, Brenda "B" Woods
- Finance Operations, Betsey Kidwell
- Finance Operations, Edo Diabaka
- Finance Operations, Latonya Culbertson
- Finance Operations, Amanda Richardson
- Finance Operations, Vacant Position (Acct. III)
- Administrative Operations, Debbie Dorsey
- Development Operations, Emily Tukieddine
- Development Operations, William McKenna
- Development Operations, Elizabeth Millman (Effective 08.01.18)
- Administrative Professional, Mary Brunson

Progress: Completed

III. Policy/Procedure

New or Changed Policy/Procedure:

The Business Operations Team maintains compliance with Institute and University System of Georgia's Policies and Procedures, and Ethical Compliance. Other operational areas of compliance include; data integrity through OIT Cyber Security and Institute imaging through Marketing &

Communications graphic standards. In addition, the Division follows direction from the Institute on the Fiscal Budget Cycle and planning throughout the year.

Progress: Completed

IV. Significant Accomplishments

Significant Accomplishments:

Organizational Transformation:

- Collaborated with the Office of Strategic Consulting to develop a operational Restructure of Departments that organizes units into teams or "clusters" of associated responsibilities.
- Facilitated physical coordination to renovate existing space within the Division to reflect the clusters and areas of responsibility.
- Redesigned and realigned financial support for each Department account codes to appropriately align within the new structure of the Division and Institute standard.
- Coordinated budget planning and redirection targets to support ongoing internal funding priorities.
- Created greater efficiency practices in requesting operational support for additional resources and/or personnel.

Team Building and Earning Trust within a new Organization Structure:

- Led the Division's Operations in all activities within areas of Finance, Student Organizational Finance, Administration, Development, Information Technology, Human Resources, Research and Assessment, and Communications and Marketing.

External Analysis to Create Operational Effectiveness:

- Completed Audit report for other revenues and p-card usage. Completed Divisional responsibility for accounting compliance with the controller's office. Maintained compliance with procurement approvals. Provided standard and consistent financial reports to leadership providing greater transparency and leading better decision making.

Develop Partnerships:

- Developed partnerships with leadership to advise and counsel on alignment of strategic financial development of the Division and routine business practices of the Institute.

Progress: Completed

V. Statistics
Unit Statistics:

SOFO Transaction Numbers from FY 13 to FY 18						
Category	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18
Agency	703	910	914	966	1,291	3,396
Gen Ops	6			39	112	105
GTF	818	585	723	1,024	1,381	2,128
Parent Funds	138	184	182	177	561	1,093
SGA	1,996	2,486	2,344	3,208	4,830	5,385
Grand Total	3,661	4,165	4,163	5,414	8,175	12,107

Progress: Completed

VI. Service to the Institute

Service to the Institute:

Staff continues to be involved in a wide array of engaging opportunities that enhance the campus environment, individual employee self fulfillment and overall student experience.

- Volunteer with various programs for opportunities involving student participation
- Family Weekend
- GT1000 Facilitator
- GT Staff Mentor
- Institute Staff Council
- Institute Financial Council
- Facilities Building Management and Emergency Planning and Coordination Groups
- Campus Health & Well-Being
- One USG
- Workday Financial Transformation
- SIS Governance
- GT-EU-GDPR w/Legal Affairs

Progress: Completed

VII. Professional Development

Staff Professional Development:

Various programs of interest offer professional development opportunities:

- Multi-Cultural Competency and Diversity
- QPR suicide prevention training
- Institute Financial Fundamentals Certificate
- CERT Training
- CPR / AED Training
- Business Partner Networking Forums
- Procurement / Pcard Compliance
- GTPE/Alumni - Executive Leadership Program
- GTPE Certification in Project Management

Progress: Completed

VIII. Institutional Effectiveness**Changes within Unit:**

Continued effective practice is justified. Through the Institutes Goal (5) to "Relentlessly Pursue Institutional Effectiveness", we will:

- Be creative in designing new solutions
- Maximize resources through institutional effectiveness
- Minimize waste
- Put systems and processes in place to improve efficiency and control costs
- Grow and advance the services we provide
- Position ourselves to take advantage of opportunities
- Be positive and supportive to all
- Build quality into everything we do

Progress: Completed

Administration

I. Mission/Introduction

Essential Function(s) of department:

- The Division of Student Life is committed to enriching the academic, personal and professional growth of all Georgia Tech students.
- Though Business Operations does not have a specific stated mission, it is the Director of Administration role to support the Division through fiscal responsibility and decision-making, physical and logistical efforts, creation and implementation of Division-wide programs, as well as to serve as a resource for all.

Progress: Completed

II. Staffing

Current Staff:

Debbie Dorsey, Director of Administration for Student Life since October, 2010. Her key responsibilities include:

- Provide leadership on Division initiatives as assigned
- Serve as Chair of Division committees as assigned
- Represent Division and serve on committees and task forces as assigned
- Coordinate construction and space logistics and allocations for Division; provide oversight for new facility and renovation projects within the Division
- Create, update and implement Division-wide programs to include:
 - Student Commencement Speaker Selection process
 - Division Awards for Staff and Friends of the Division
 - GT (Campus-wide) staff awards
 - Student Awards – Ferst award, TECHcellence award
 - Assist Division staff to strategize cost-effective solutions, i.e. surplus, furniture swap, relocation of staff during construction, streamline processes
 - Introduce strategies for business operations related to Student Life initiatives and resource allocations; assist with the coordination and development of Division and department business operations policies and procedures, provide as needed review and implementation assistance
 - Coordinate from beginning to end Division-wide employee related programs and projects to include (but not limited to) new employee on-boarding, recognition and rewards programs, Division meetings and events
 - Develop and implement annual International Spring Break Scuba Diving Trip for students and campus community
 - Trouble shoot and problem-solve for the Division staff as needed

- Serve as back-up for varied financial processes and purchases

Progress: Completed

III. Policy/Procedure

New or Changed Policy/Procedure:

Not Applicable

Justification:

No report

Progress: Completed

IV. Significant Accomplishments

Significant Accomplishments:

- Successfully completed three of the five required courses in the Professional Education Project Management Program.
- Conducted highly successful annual Division event with the volunteer committee – the Winter Celebration – with this years’ theme Festival of Lights.
- Administrative Professionals Day – specific individual recognition was provided for the 12-administrative staff. The off-campus field trip was temporarily postponed.
- Successfully facilitated the 8th annual CRC International Spring Break SCUBA trip to Grand Cayman.
- Aligns with the Institute’s Strategic Plan – Goal #4: Expand our global footprint and influence to ensure that we are graduating good global citizens.
- In partnership with Georgia Tech Professional Education and Campus Recreation the trip’s mission is to educate and inspire environmental and multicultural awareness through the training and certification activities taking place while on the trip.
- Coordinated and organized the submissions of the Division nominees for the GT campus awards with continued positive results. Division staff awarded and recognized include:
 - Laci Weeden, Spirit of Georgia Tech award
 - Aby Parsons, Award of Excellence
- Successfully facilitated with Facilities Design & Construction the Division’s continued space needs with the creation of the LGBTQIA Resource Center. This project will be completed in August, 2018.
- Effectively led the Student Commencement Speaker Selection process for Fall, 2017 and Spring, 2018 semesters.
- Conducted two On-Boarding sessions for new Division staff.

- Executed five Division going-away/retirement receptions and directly assisted with two additional going-away receptions
- Successfully negotiated the cost and installation of the Testing Center's new flooring.
- Served as the primary P-card purchaser for the Counseling Center as well as the Division of Student Life main office.

Progress: Completed

V. Statistics

Unit Statistics:

No report

Progress: Completed

VI. Service to the Institute

Service to the Institute:

- Staff Council - Completed the third of a 3-year term of service on 12/31/17
- Serve as Advisor for the Swim Club at Georgia Tech which won the 2018 Collegiate National Championships this spring!
- Represent the Division by volunteering for campus-wide events and committees:
 - Family Weekend
 - Corporate Challenge
 - Campus Landscaping
 - Health & Well-Being
 - Campus Physical Environment
- Volunteer throughout the year as the Dean on Call after normal business hours and on weekends for student emergencies
- Volunteer in the Disability Services office to proctor final exams

Progress: Completed

VII. Professional Development

Staff Professional Development:

- Project Management Training - Completed three of the five classes required
- Fundamentals of Successful Projects
- Delivering Scope on Time and within Budget
- Communicating within Teams
- Attended the Georgia Tech Diversity Symposium
- Served on Staff Council
- Financial Fundamentals Training classes – Completed three of the nine
- Basic Accounting

- Asset Management and Property Control
- Financial Administration

Progress: Completed

VIII. Institutional Effectiveness

Changes within Unit:

- Participate in the Quarterly Business Partner meetings
- Green program certificate designed to recognize and celebrate staff and faculty who have taken the lead in promoting sustainable practices in the workplace.
- Provide significant cost savings to the Division/Institute through the following:
 - Utilize Campus Surplus as the first stop when looking for “new” furniture and equipment
 - Perform minor maintenance and preventative maintenance throughout the office/building as needed
 - Move/relocate office furniture and staff
 - Troubleshoot maintenance items as needed

Progress: Completed

Administrative Professionals

I. Mission/Introduction

Essential Function(s) of department:

The unit provides specialized administrative services within a campus unit to include organizing and preparing correspondence, reports and other documentation; event management; records management, and related administrative activities. The unit typically provides work guidance to lower level administrative personnel with the unit.

Progress: Completed

II. Staffing

Current Staff:

Mary Brunson

Administrative Professional/Building Manager

Serves as the Administrative Professional to the Assistant Vice President for Business Operations and Building Manager for the Smithgall Student Services building.

Key responsibilities are:

- Maintaining AVP, Business Operations calendar
- Scheduling AVP meetings
- Building Manager for the Smithgall Student Services building
- Schedule room reservation for the conference rooms, auditorium, and the atrium
- Liaison to Custodial Supervisor/Staff
- Liaison to Facilities Operations
- Purchase and maintain office supplies
- Process payments for invoices, check requests, reimbursements through Buzz Mart
- Coordinate and process operations/maintenance work requests
- Division Telephone Coordinator
- Division Inventory Coordinator
- Building Emergency Preparedness Coordinator
- Authorize building access (buzzcard) for students/faculty/staff/vendor, and construction contractors.
- Issue and request building keys as needed
- POC for Division surplus requests
- Coordinates building needs as necessary such as annual furniture cleaning, and updates International flags
- POC for the duress button updates/adds and troubleshooting.
Serve as a backup to the Dean of Students front office.

New Staff:

N/A

Progress: Completed

III. Policy/Procedure

New or Changed Policy/Procedure: Not Applicable

Progress: Completed

IV. Significant Accomplishments

Significant Accomplishments:

- Organized with the building staffs and Facilities Custodian Supervisors to have over 178 pieces of furniture deep cleaned and some areas shampooed in two days.
- Assisted and coordinated telephones move/adds, and re-keying offices/suites during the Division remodel.
- Created an internal Telephone Work Request Sheet for new CISCO system.
- Assisted in finding new locations for group meetings that moved out of Conference Room 141 due to renovations.
- Assisted the Student Life IT person in transporting over 100 meetings to the new Online Room Reservation System.

Progress: Completed

V. Statistics

Unit Statistics:

- Assisted in the adding/purging of 150 students, staff, contractors, and Georgia Tech vendors in the S2 Webserver System (Buzzcard).
- Submitted 234 operational maintenance work requests to Facilities.
- Assisted with 85 housekeeping complaints.
- Scheduled 550 room reservations.
- Submitted 90 telephone work requests.
- Assisted/advised in customer services to over 1,622 walk-ins (staff, including DOS front office) vendor/contractor, facilities workers, custodians, GT Telecom, and Xerox IT with room reservation questions.
- Organized and updated 112 International flags in the Student Services Building.
- Issued 24 Emergency Response Guidebook to new staffs (Student Life, Housing, and Campus Services).

- Issued 61 keys/core/pad lock requests to facilities.
- Organized 178 pieces of furniture for deep cleaning.

Progress: Completed

VI. Service to the Institute

Service to the Institute:

- Facilitated quarterly Student Services building Emergency Preparedness Staff meetings.
- Facilitated an Internal Emergency Preparedness Team Fire Building Evacuation drill.
- Coordinated with Officer Jessica Howard, GT Police Department to speak to the EP group on “Active Shooter” on campus.
- Participated in the USG Car Activity Assessment.
- Facilitated as needed meetings with Custodians and their supervisors throughout the year.

Progress: Completed

VII. Professional Development

Staff Professional Development:

- Attended the MLK Lecture: “Actualizing the Dream,” lecture.
- Completed the Emergency Preparedness 101 training course.
- Completed the CPR Training.
- Attended HR “Smart Hire” PSF training.
- Attended “What Is In Your Building: Hazards Awareness” class.
- Completed the 2018 GT Pcard Assessment Certification.
- Received a certificate for successfully completing the “2018 Annual Building Manager Symposium”.
- Attended the Annual Inventory Preparation.
- Attended “Setting the Agenda for the Next Civil Rights Movement” speech.
- Attended Georgia Tech Telecom Coordinators Town Hall.
- Attended the GT Campus Building Managers quarterly meetings.
- Attended the Division End of the Year closeout meeting.
- Completed the 2018 Integrity and Compliance Campaign training.

Progress: Completed

VIII. Institutional Effectiveness

Changes within Unit:

Business Operations - No changes.

Finance and Operations/Student Organization Finance Office (SOFO)

I. Mission/Introduction

Essential Function(s) of department:

The Student Organization Finance Office plays an integral role in helping more than 600 chartered student organizations and the Student Government Association with financial administration and accounting.

Progress: Completed

II. Staffing

Current Staff:

Latonya Culberson – Accountant III

- Process all purchasing transactions for student organizations.
- Process deposits
- Attend SGA Meetings to track bills & budget for SGA
- Provide 1 on 1 financial training for student organizations
- Process journal entries and cost transfers for student organizations

Edo Diabaka – Accountant III

- Process all purchasing transactions for student organizations.
- Process deposits
- Attend SGA Meetings to track bills & budget for SGA
- Process SGA budget & budget amendments for Dept. 551
- Provide 1 on 1 financial training for student organizations
- Process journal entries and cost transfers for student organizations

Amanda Richardson - Accountant III

- Process all purchasing transactions for student organizations
- Process deposits
- Attend SGA Meetings to track bills & budget for SGA
- Provide 1 on 1 financial training for student organizations
- Process Journal Entries and Cost transfers for student organizations

Betsey Kidwell – Director Finance

- Ensuring Departments & Division maintaining compliance with Institute Policies & Procedures when making purchases
- PCard Coordinator for Division
- Financial Approver for Division
- Attend SGA meetings to track SGA Budget/Bills
- Process journal entries and cost transfers for Division
- Oversee budget amendments for SOFO
- Supervise SOFO staff

Progress: Completed

III. Policy/Procedure

New or Changed Policy/Procedure: Not applicable.

Progress: Completed

IV. Significant Accomplishments

Significant Accomplishments:

While accommodating the growth of student organizations which is now over 600, the Student Organization Finance Office closed their fiscal year with every project number in good standing, reconciled and balanced.

Progress: Completed

V. Statistics

N/A

Progress: Completed

VI. Service to the Institute

N/A

Progress: Completed

VII. Professional Development

Staff Professional Development:

Latonya Culberson

- Annual Inventory Preparatory
- Concur PCard Training
- Emotional Intelligence

Edo Diabaka

- Annual Inventory Preparation
- Concur Online Pcard Training
- SACUBO Fall Workshop
- Emotional Intelligence

Amanda Richardson

- Annual Inventory Preparation
- Concur Online Pcard Training
- Emotional Intelligence

- Insurance and Claims Management
- Fiscal Year-End
- Unallowable and Allowable Costs for Sponsored Projects
- Cost Transfers and ECT for Campus Users
- Campus PCard Redistribution
- Customer Service Training
- Grants Management
- Intro to Business Ethics
- BuzzMart Shopper
- Asset Management for Campus Administration
- Financial Administration
- Basic Accounting
- General Ledger

Betsey Kidwell

- Annual Inventory Preparatory
- Concur PCard Training
- Emotional Intelligence
- Financial Administration
- Basic Accounting
- Procure to Pay
- Salary Planning and Distribution
- Asset Management and Property Control
- Budget Administration
- Insurance and Claims Management
- Payroll Fundamentals
- Travel and Expense
- Fiscal Year-End
- PCard Training and Certification 2017
- Understanding the Regulatory Environment for Extramural Sponsored Programs
- ESP Departments and Systems
- ESP Proposal Development
- ESP Project Initiation
- ESP Project Management
- ESP Project Closeout
- GTF and GTRC
- Bursar Operations and Cash Management
- Tax Compliance
- SMART Goals
- The PARTNER Method for Performance Management
- WLPD Podcast - How To One-on-One

Progress: Completed

VIII. Institutional Effectiveness

Changes within Unit:

SOFO continues to provide high level of support service and satisfaction to students.

Progress: Completed

Information Technology

I. Mission/Introduction

Essential Function(s) of department:

Student Life IT provides information technology leadership and support to the Division of Student Life. Student Life IT Staff works in partnership with units to meet the unique needs of a leading research institution. Student Life IT serves as the primary source of information technology in support of students, faculty, and staff in the Division of Student Life.

Progress: Completed

II. Staffing

Current Staff:

Dale Myers: IT Support Professional Supervisor
Scott Riggle: Applications Developer Senior

Progress: Completed

III. Policy/Procedure

New or Changed Policy/Procedure:

Endpoint Administration

As per a campus-wide mandatory security initiative, all endpoint devices that can communicate over the GT networks (computers, tablets, phones, etc.) are now centrally administered by a suite of administration tools. While the tools are centralized, the individual unit IT Administrators are completely responsible for maintaining the devices within their units.

More information about the Endpoint project can be found at endpoint.oit.gatech.edu

Equipment Loan Agreement

Equipment loan agreement forms are now being processed through DocuSign which has increased efficiency and consistency with collecting this valuable information.

Progress: Completed

IV. Significant Accomplishments

Significant Accomplishments:

December 2017

Student Life IT became independent of the Office of Information Technology and is now no longer associated with the central IT leadership. All Student Life IT employees report to Student Life leadership directly.

January 2018

- The Senior Application Developer made new improvements to the Clough Art Submission form by allowing the printing office access to directly download art files and improve efficiency.
- Box Office ticket printers were upgraded to be network capable which saved significant money compared to buying new printers
- Echo Smartpens purchased for Office of Student Integrity to help capture notes during hearings

February 2018

- Provided projection system assistance to support the Arts Center show Nufonia which used environmental mapping.

March 2018

- Complete rebuild of Student Life Sign-In system with integration to Slack to allow notification to Deans of incoming appointments.

April 2018

- A major security risk was discovered worldwide for the core technology that Georgia Tech and Student Life use for our websites. Our Applications Developer Senior was able to quickly patch and secure all websites twice during the month of April since two zero-day vulnerabilities were recognized.

May 2018

- Student Life IT has been playing a major role in the development of the endpoint administration process for macOS and iOS devices using the JAMF suite of tools. This is now a campus mandated standard and will provide better security and consistency across all campus departments.

June 2018

- Complete overhaul of Student Life Staff Directory which is now exclusively controlled by our Senior Applications Developer to maintain consistency. Integrations between multiple sites now expands the ability for common data to be presented easily on multiple pages.
- Successful deployment of new PC deployment process using a MDT workflow developed by the College of Engineering. By working closely with them, Student Life IT representatives can now quickly capture existing data and deploy it to new architecture within just a couple of hours. Previously, this would take 2 - 3 days.

Progress: Completed

V. Statistics

Unit Statistics:

Student Life IT started tracking requests starting in August 2015.

Below are the statistics for FY18 01-Jul-2017 through 30-Jun-2018.

Total Requests processed - 1018

Total Deployments - 80

Total Projects completed – 36 (this includes Drupal migrations, office remodeling moves, and other multiple day activities)

Total Purchase Requests processed -26

Progress: Completed

VI. Service to the Institute

Staff Service:

Scott Riggle

1. Drupal group
2. Family Weekend
3. Accessibility Guidelines

Dale Myers

1. Campuswide endpoint administration project
2. Participation in Information Technology Action Committee
3. Accessibility Guidelines

Progress: Completed

VII. Professional Development

Staff Professional Development:

Our Application Developer subscribes to Drupalize.me, an online tutorial system that provides intensive training for better web app development.

IT Support Professional Supervisor participates in HDI training that focuses on developing IT Industry standards that promote better customer service and process management.

Progress: Completed

VIII. Institutional Effectiveness

Changes within Unit:

New procedures have been implemented to streamline IT support and track requests very carefully. This has resulted in better change and process management that ultimately lead to better customer service.

Through development of various custom systems for our web content management process, departmental units are able to provide the institute with richer and faster information through our vast website resources. Leadership is also provided with monthly Executive Dashboard summaries that keep them informed about progress within Student Life IT. Student Life IT is becoming a trendsetter for Georgia Tech in the area of Information Technology through participation in the Endpoint Administration project.

Progress: Completed

Research and Assessment for Student Life

I. Mission/Introduction

Essential Function(s) of department:

The mission for Research and Assessment in Student Life is to continuously improve our programs and services. Our assessment efforts reflect a commitment to accountability and to an evidence-based, systematic process of data-driven change.

The Office of Research and Assessment for Student Life guides the assessment efforts of the Division of Student Life through training and consultation services. The office supports the ongoing development of a culture of assessment wherein intentional, effective, and efficient programs and services can be developed and refined to support the Division's mission.

Our goals are to: 1) Provide evidence of the Division's impact on the effectiveness of our programs and services for students and our efforts to enhance student learning; 2) Document our progress in meeting the institution's and Division's strategic priorities; 3) Generate evidence to guide Departmental and Division decision making; and 4) Continuously demonstrate our commitment to measurable improvement.

To ensure that our programs and services are contributing to student development and learning, our departments create department goals, learning and operational outcomes in Annual Assessment plans that emphasize the collection of data and information from multiple sources to determine whether the outcomes have been met. Our emphasis is on using assessment results to improve and/or change our programs and services to better serve students and to improve student development and learning. With exceptions noted below by asterisk, all departments in the Division of Student Life submit annual Assessment Plans:

Division of Student Life

Business Operations

- Administration
- Administrative Professionals
- Finance and Operations
- Student Organization Finance Office (SOFO)
- Information Technology
- Research and Assessment *

Center for Student Engagement

- Civic Engagement
- Fraternity and Sorority Life
- Student Media
- Student Organizations

Counseling Center

Dean of Students Main Office/Vice President for Student Life

Development and Parent Giving *

HR Business Partner*

Inclusion, Support & Advocacy

Lesbian, Gay, Bisexual, Transgender, Questioning/Queer, Intersex, and
Asexual/Ally (LGBTQIA) Resource Center
Student Diversity Programs
Veterans Resource Center
Women's Resource Center

Orientation and Transition

Disability Services
New Student and Transition Programs
Parent and Family Programs

Leadership, Education and Development

Grand Challenges
LEAD 1000
Leading Edge
Minor in Leadership Studies

Marketing and Communications

Office of the Arts

Student Integrity

Progress: Completed

II. Staffing

Current Staff:

1. Brenda "B" Woods, Director of Research and Assessment for Student Life;
2. Student Assistant during fall and spring semester; and
3. H.S. Summer Intern during select years

Progress: Completed

III. Policy/Procedure

New or Changed Policy/Procedure:

For the FY '18 End-of-Year Report and the 2017-2018 Final Assessment Report, the deadline for both was moved to earlier in July '18. The deadline for both reports to be uploaded in Planning was set for July 13, 2018.

What type of policy?:

Division Policy/Procedure

Justification:

Allow for earlier completion and distribution of both reports.

Progress: Completed

IV. Significant Accomplishments

Significant Accomplishments:

- Responsible for the development and oversight of 80 Assessment projects in the Division of Student Life from July 1, 2017 - June 30, 2018
- Trained a total of 36 Division colleagues on the use of Campus Labs Baseline and the new interface software module formerly Compliance Assist-Planning to Planning
- Principal Investigator (PI) or Co-Principal Investigator (CO PI) Division of Student Life Research Studies:
 - 1) Center for Collegiate Mental Health (CCMH) National Database (PI)
 - 2) Leadership and Teamwork Skills (PI)
 - 4) The Worldview Diversity (IDEALS) Survey – Longitudinal, NC State IDEALS (Co PI)
 - 5) Arts Engagement of Georgia Tech Students (PI)
 - 6) The Healthy Minds Study (HMS)/Center for Collegiate Mental Health (CCMH) (Co-PI)
 - 7) Center for Collegiate Mental Health (CCMH) National Database (Co-PI)

Progress: Completed

V. Statistics

Unit Statistics:

**Research and Assessment for Student Life
Assessment Projects July 1, 2017 – June 30, 2018
N=94**

Virtual Interview Ratings - Director Search	Dean of Students	8/7/2017 0:00	8/25/2017 23:59	16
Assistant Dean/Director, Disability Services On- Campus Interview Evaluation	Dean of Students	8/18/2017 0:00	9/8/2017 23:59	39
Title	Department			
Office of Disability Services Name	Disability Services	2/20/2017 12:00	5/16/2017 23:59	0
2017 Testing Center Satisfaction Survey	Disability Services	3/3/2017 0:00	4/28/2017 12:00	51
Note Taking Services Survey	Disability Services	4/12/2018 12:00	5/4/2018 23:59	24
Disability Services Evaluation - Students	Disability Services	5/3/2018 12:03	5/25/2018 23:59	80
Disability Services Evaluation - Faculty	Disability Services	5/3/2018 14:00	5/3/2018 14:01	0

Note Taking Pilot Program - Pre-Project Survey	Disability Services	7/2/2018 0:00	9/30/2018 23:59	0
First Generation Student Survey March-April 2018	FirGen-FinDisadv	3/8/2018 0:00	4/27/2018 23:59	62
Students Facing Financial Challenges Survey March-April 2018	FirGen-FinDisadv	3/8/2018 0:00	4/27/2018 23:59	58
Academic Integrity Climate Survey 2017	Honor Advisory Council	4/14/2017 0:00	5/14/2017 23:59	653
DRAWING for Academic Integrity Climate Survey 2017	Honor Advisory Council	4/14/2017 0:00	5/14/2017 23:59	375
Georgia Tech Academic Integrity Climate Survey 2018	Honor Advisory Council	4/5/2018 0:00	5/4/2018 23:59	1654
Student Life Cyber Security Training March 2017	Information Technology	3/31/2017 0:00	5/14/2017 23:59	12
Summer 2017 GT1000 LED Pre-Leadership Capacity Survey	Leadership Education and Development	6/26/2017 0:00	7/7/2017 23:59	9
Summer 2017 GT1000 LED Post-Leadership Capacity Survey	Leadership Education and Development	7/31/2017 0:00	8/11/2017 23:59	4
AY17-18 Grand Challenges Semester Start Pre Leadership Capacity Survey	Leadership Education and Development	8/9/2017 0:00	9/5/2017 23:59	83
AY17-18 Grand Challenges Semester Start Pre Leadership Capacity Survey	Leadership Education and Development	8/9/2017 0:00	9/1/2017 23:59	0
2017 Fall Semester GT1000 Pre-Leadership Capacity Survey	Leadership Education and Development	8/9/2017 0:00	9/15/2017 17:00	1221
AY17-18 Leadership Fellows Pre Leadership Capacity Survey	Leadership Education and Development	8/9/2017 0:00	8/18/2017 23:59	0
2017 Fall Semester GT1000 Post-Leadership Capacity Survey	Leadership Education and Development	11/16/2017 0:00	12/15/2017 23:59	121
Pre-Leadership Competency Survey	Leadership Education and Development	12/20/2017 0:00	12/30/2018 23:59	79
LEAD Sea Kayaking Trip	Leadership Education and Development	9/28/2017 0:00	10/16/2017 23:59	9

2017 Fall Semester GT 1000 Leadership Facilitators Feedback Survey	Leadership Education and Development	12/4/2017 0:00	1/29/2018 11:59	6
Coachee Feedback Survey	Leadership Education and Development	2/12/2018 0:00	4/28/2018 23:59	10
Safe Space Pre-Test 2016-17	LGBTQIA Resource Center	9/19/2016 0:00	7/28/2017 23:59	71
Safe Space Post-Test 2017	LGBTQIA Resource Center	9/19/2016 0:00	7/29/2017 23:59	72
Q Chats Evaluation Fall 2016	LGBTQIA Resource Center	12/2/2016 0:00	1/13/2017 23:59	26
Trans 101 Pre-Test	LGBTQIA Resource Center	3/3/2017 0:00	2/1/2018 23:59	73
Trans	LGBTQIA Resource Center	3/8/2017 0:00	2/2/2018 23:59	75
Q Chats Evaluation Spring 2017	LGBTQIA Resource Center	4/4/2017 0:00	4/28/2017 23:59	38
SSPE Pre-Test	LGBTQIA Resource Center	9/5/2017 0:00	6/22/2018 23:59	128
SSPE Post-Test	LGBTQIA Resource Center	9/5/2017 0:00	6/22/2018 23:59	127
Greek Allies Pre-Test 2017-18	LGBTQIA Resource Center	9/5/2017 0:00	6/18/2018 23:59	46
Greek Allies Post-Test 2017-18	LGBTQIA Resource Center	9/5/2017 0:00	6/22/2018 23:59	46
Safe Space Pre-Test 2017-18	LGBTQIA Resource Center	10/31/2017 0:00	8/9/2018 23:59	149
Safe Space Post-Test	LGBTQIA Resource Center	11/14/2017 0:00	9/13/2018 23:59	150
Level Up 1 Evaluation	LGBTQIA Resource Center	2/14/2018 0:00	3/30/2018 23:59	12
Trans 101 Pre-Test 2017-18	LGBTQIA Resource Center	5/25/2018 0:00	8/1/2018 23:59	0
Trans 101 Post-Test 2017-18	LGBTQIA Resource Center	5/25/2018 0:00	8/1/2018 23:59	0
Mental Health Student Coalition 2017	Mental Health Student Coalition	4/25/2017 0:00	11/3/2017 23:59	480
FASET Spring 2017: Transfer Student Survey	New Student and Transition Programs	1/5/2017 0:00	1/20/2017 23:59	14
Transfer FASET Spring 2017: Parent/Guest Survey	New Student and Transition Programs	1/5/2017 0:00	2/20/2017 23:59	2
FASET Summer 2017: Transfer Student Survey	New Student and Transition Programs	5/11/2017 0:00	6/11/2017 23:59	15

Transfer FASET Summer 2017: Parent/Guest Survey	New Student and Transition Programs	5/11/2017 0:00	6/11/2017 23:59	0
2017 First Year Fall FASET Survey	New Student and Transition Programs	6/14/2017 0:00	9/1/2017 23:59	1122
Sibling Orientation Survey 2017	New Student and Transition Programs	6/6/2017 15:01	8/25/2017 15:01	0
2017 First Year Fall FASET Guest Survey	New Student and Transition Programs	6/14/2017 0:00	9/1/2017 23:59	609
2017 Two Day Transfer FASET Survey	New Student and Transition Programs	7/22/2017 0:00	9/2/2017 23:59	86
2017 Transfer Two Day FASET Guest Survey	New Student and Transition Programs	7/22/2017 0:00	9/2/2017 23:59	6
Wreck Camp Pre-Assessment 2017	New Student and Transition Programs	8/1/2017 0:00	9/29/2017 23:59	103
Wreck Camp Post-Assessment 2017	New Student and Transition Programs	8/1/2017 0:00	9/29/2017 23:59	40
FASET Fall 2017: Transfer Student Survey	New Student and Transition Programs	8/17/2017 0:00	9/16/2017 23:59	23
FASET Leader Pre-Survey 2017	New Student and Transition Programs	10/12/2017 0:00	12/30/2017 23:59	69
FASET Leader Post-Survey 2017	New Student and Transition Programs	10/12/2017 0:00	12/30/2017 23:59	74
NSTP - Exec Officer Pre-Test	New Student and Transition Programs	11/28/2017 0:00	5/5/2018 23:59	12
Wreck Camp Spring Retreat Feedback Survey	New Student and Transition Programs	2/28/2018 14:23	3/14/2018 15:23	21
Wreck Camp Training Check-In	New Student and Transition Programs	3/12/2018 16:21	4/2/2018 16:21	13
2017 KNIT Mentor Feedback	New Student and Transition Programs	3/30/2018 11:35	5/1/2018 11:35	32
2017 KNIT Mentee Feedback	New Student and Transition Programs	3/30/2018 9:00	4/29/2018 23:59	34
FASET Leader Pre Assessment	New Student and Transition Programs	4/26/2018 0:00	5/26/2018 23:59	86
Wreck Camp Pre-Assessment 2018	New Student and Transition Programs	8/1/2018 0:00	9/30/2018 23:59	0
Wreck Camp Post-Assessment 2018	New Student and Transition Programs	8/1/2018 0:00	9/30/2018 23:59	0
2018 First Year Fall FASET Student Survey	New Student and Transition Programs	6/13/2018 0:00	8/20/2018 23:59	305
2018 FASET Guest Survey	New Student and Transition Programs	6/26/2018 0:00	8/22/2018 23:59	19

Fall 2018 FASET Student Survey	New Student and Transition Programs	6/29/2018 0:00	8/22/2018 23:59	0
Wreck Camp Director Self Assessment	New Student and Transition Programs	8/14/2018 14:30	9/30/2018 14:30	0
Wreck Camp Staff Feedback	New Student and Transition Programs	8/12/2018 14:47	9/18/2018 14:47	0
Wreck Camp Director Peer Feedback	New Student and Transition Programs	8/14/2018 0:00	9/30/2018 23:59	0
First Year Fall FASET 2018 Student Survey	New Student and Transition Programs	7/2/2018 0:00	8/23/2018 23:59	10
Sibs Day 2017 Parent Survey	Parent and Family Programs	2/24/2017 8:00	3/12/2017 23:59	49
Sibs Day 2017 Student Survey	Parent and Family Programs	2/24/2017 9:00	3/12/2017 12:59	41
Sibs Day 2017 Sibling/Guest Survey	Parent and Family Programs	2/24/2017 8:29	3/12/2017 0:59	47
Sibs Day 2017 - Drawing	Parent and Family Programs	2/24/2017 8:00	3/12/2017 23:59	105
Parents Advisory Board Meeting Spring 2017	Parent and Family Programs	3/3/2017 0:00	3/31/2017 23:59	18
Parent & Family Program Bi-Annual Survey	Parent and Family Programs	5/22/2017 15:00	6/12/2017 23:59	2568
DRAWING for Parent & Family Program Bi-Annual Survey	Parent and Family Programs	5/22/2017 15:00	6/14/2017 23:59	1598
Family Weekend 2017 Survey	Parent and Family Programs	11/3/2017 0:00	11/21/2017 23:59	225
Family Weekend 2017 Drawing	Parent and Family Programs	11/3/2017 0:00	11/21/2017 23:59	145
Sibs Day 2018 Parent Survey	Parent and Family Programs	2/19/2018 8:00	3/9/2018 23:59	56
Sibs Day 2018 Sibling/Guest Survey	Parent and Family Programs	2/19/2018 8:00	3/9/2018 23:59	41
Sibs Day 2018 Student Survey	Parent and Family Programs	2/19/2018 8:00	3/9/2018 23:59	42
Sibs Day 2018 - Drawing	Parent and Family Programs	2/19/2018 8:00	3/9/2018 23:59	83
Parent Advisory Board Meeting Survey 2018	Parent and Family Programs	3/12/2018 0:00	3/30/2018 23:59	16
Parent Fund Grant Proposal Evaluation, September 2017	Research and Assessment	2/10/2017 0:50	9/22/2017 23:59	14

Division of Student Life Assessment Working Group Survey	Research and Assessment	12/13/2017 0:00	12/31/2017 19:00	15
Parent Fund Grant Proposal Evaluation, Spring 2018	Research and Assessment	2/1/2018 12:00	2/28/2018 23:59	12
New Workload Request FY 19	Research and Assessment	2/22/2018 0:00	3/2/2018 23:59	0
Student Learning Outcomes Questionnaire 2018	Research and Assessment	4/5/2018 0:00	5/4/2018 23:59	33
Salvation Army ARC Council Survey	Research and Assessment	5/3/2018 0:00	5/16/2018 23:59	8
Student Focus Groups	Women's Resources Center	2/3/2017 0:00	5/5/2017 23:59	328
WLC Evaluation 2017	Women's Resources Center	4/7/2017 0:00	6/19/2017 23:59	27
WLC Evaluation 2018	Women's Resources Center	3/16/2018 0:00	4/30/2018 23:59	40
Total # of Respondents				14249

Progress: Completed

VI. Service to the Institute

Service to the Institute:

Brenda "B" Woods

Director Research and Assessment for Student Life

Chair, GT Biennial Review Committee

Chair, Division of Student Life Assessment Working Group

Member, Complete College Georgia Tech (CCGT)

Member/Co-Chair Subcommittee, Georgia Tech Faculty Women's Club

Member, Zero Suicide/Suicide Prevention Initiative

Member, Alvin Ferst Leadership Selection Committee

Member, Alcohol and Other Drug Coalition

Member, Serve-Learn-Sustain Assessment Working Group

Member, Institute Survey Coordination Committee

Represented Student Life, Research and Assessment at FASET Orientation Parent Breakfasts

Trainer, Baseline and Compliance Assist Planning Workshops

Volunteer, Family Weekend

Volunteer, Commencement

Attendee, Georgia Network Workshop, USG Complete College Georgia

Attendee, Representing Georgia Tech, SteerSmart Luncheon

Progress: Completed

VII. Professional Development

Staff Professional Development:

Brenda "B" Woods, Director of Research and Assessment for Student Life

- 2018 National Association of Student Personnel Administrators (NASPA) Conference, Presenter/Attendee
- 2018 National Association of Student Personnel Administrators (NASPA), Assessment and Persistence Conference, Presenter/Attendee
- Conference Program Reviewer, National Association of Student Personnel Administrators (NASPA)
- National Learning Outcomes Assessment 4 hour webinar
- Tableau 10 for Data Scientists Training, data analytics and visualization tool
- NVivo 2018 Essential Training, leading tool for qualitative research analysis
- Illustrating Statistics Training using NumPy and SciPy

Progress: Completed

VIII. Institutional Effectiveness

Changes within Unit:

N/A

Progress: Completed

II. Center for Student Engagement

I. Mission/Introduction

Essential Function(s) of department:

Student Engagement exists to support opportunities that create a vibrant, safe, and engaged student experience that complements the academic mission of Georgia Tech. Applying a student-centered approach for students to develop and clarify identity, to work collaboratively with their peers, and to promote the development of a positive campus community, Student Engagement staff are educators committed to holistic, co-curricular learning and building supportive advising relationships with student leaders and student organizations.

Guided by the values of collaboration and inclusivity, Student Engagement strives to contribute to the development of globally minded leaders prepared to engage and make change in their communities.

Following a reorganization of the Division of Student Life in 2015, Student Engagement (formerly Leadership and Civic Engagement) was expanded and renamed to include the following areas: Civic Engagement, Fraternity & Sorority Life, Student Media, and Student Organizations. Included in this report are the areas of Civic Engagement, Student Organizations, and the general Center for Student Engagement.

Progress: Completed

II. Staffing

Current Staff:

Center for Student Engagement Staff

E. Gerome Stephens, Ph.D. serves as the Director of Student Engagement. He has been in his role since July 1, 2013.

Terry Bunch serves as the Administrative Professional to Student Engagement. She has been in her role since January 16, 2018.

Civic Engagement Staff

Sarah Perkins serves as the Assistant Director, Civic Engagement. Sarah has been in her role since June 20, 2011.

Stephanie Travis served as the Site Manager for the Jumpstart program at Georgia Tech from October 16, 2014 until January 26, 2018. Stephanie resigned from her position in order to attend Business School as a full-time student.

Rylee Thornbury serves as the new Site Manager for the Jumpstart program at Georgia Tech. Rylee has been in her role since March 12, 2018.

Fraternity & Sorority Life Staff

Jamison Keller, Ed.D serves as an Assistant Dean of Students and Director of Fraternity & Sorority Life. Jamison has been in this role since June 8, 2016.

Janise McKenzie serves as a Coordinator for FSL and has been in this role since September 11, 2018. She works primarily with Multicultural Greek Council, National PanHellenic Council, and key area programs including Greek Week and Homecoming. This position is new to the Division.

Amanda Fishman serves as a Coordinator for FSL and has been in this role since July 1, 2016. She works primarily with Collegiate Panhellenic Council and oversees the Greek Neighborhood Association.

Student Media Staff

Mac Pitts serves as the Director of Student Media. He has been in this role since July 2, 2007.

Kenisha Allen serves as the Marketing and Advertising Coordinator in Student Media. She has served in this role since 2/26/2015.

Student Organizations Staff

Quinn Foster serves as the Coordinator of Student Organizations. They have been in this role since August 1, 2017. They previously served as the Administrative Professional to Student Engagement from July 5, 2016 - July 31, 2017.

Progress: Completed

III. Policy/Procedure

New or Changed Policy/Procedure:

Student Organizations

Since its launch in Spring 2016, OrgSync has brought a dramatic and benevolent shift to the management and active archiving of key student organization data; this includes the **Annual Registration** process (wherein organizations update and renew their status for the academic year to include officer and advisor details), the **Charter Process** (wherein student leaders complete the process to become recognized as a Registered Student Organization), and **Event Management** (to include risk management processes such as digital waiver collection and attendance tracking).

In academic year 2017-18 (the second academic year since launch), we worked to both ameliorate and augment components of these key processes. This included:

- A comprehensive audit of all current registered student organization constitutions (excluding FSL chapters) (~400 constitutions)
- A full review of organizations with categorically expired OR out-of-date registrations to address lapses in registration process.
- Transfer of Pine/Spring room reservation requests and management into OrgSync
- Amending event registration process to include new Minors Policy questions

- Adding SGA’s CDAC Committee “Inclusivity Checklist” to organization resources file
- Creating sample liability and photo waiver for easy duplication for student events/portals
- Merging previously disparate organization service forms (mailbox request, storage request, copy code request, etc.) into a single Organization Service Request form
- Reviewing and revising student organization categories to more closely align SGA Joint Finance Committee and Joint Campus Organizations Committee policies with organization’s stated purpose/mission
- Creating new Fraternity & Sorority Life umbrella portal to better manage and track FSL chapter/council events
- As a result of new FSL umbrella portal, began process to overhaul and augment the annual registration process for FSL groups AND to increase organization compliance
- Analyzing current API responsible for determining Faculty/Staff advisor eligibility; determined inaccuracies in API and identified non-eligible advisors
- Identifying 471 unique Faculty/Staff advisors
- Advising SGA’s JCOC on potential policy updates to better reflect both current Institutional practices related to chartering, registration, and org maintenance and to reflect best practices in the field.

Civic Engagement

While the Assistant Director for Civic Engagement has previously partnered with the Office of International Education (OIE) to identify and collaboratively support service-based student organizations that travel internationally, the 2017-2018 academic year introduced a new process for tracking and registering the student organizations. The Assistant Director for Civic Engagement notifies OIE staff of known upcoming international travel by student organization and serves as a liaison between the Center for Student Engagement and OIE staff. This process involves connecting OIE and the student organization leader(s) and informing the students of the requested paperwork for the Dean on Call (i.e. trip roster, Group Service Trip Form) as well as the OIE Travel Registry. OIE’s new online international travel registry process requires each individual traveling as part of a student organization to register in the system. OIE verifies that all members of the trip have registered by verifying against the trip roster and then OIE purchases trip insurance for the students. This new process is now electronic, streamlines the tracking process, and reduces duplication of requested material from student organizations. OIE is also able to pull a report with the information of the respective groups that are traveling at any given time.

Progress: Completed

IV. Significant Accomplishments

Significant Accomplishments:

Civic Engagement

A major accomplishment in 2017 was the second iteration of the EngageATL extended orientation program in collaboration with the Center for Serve-Learn-Sustain. EngageATL expanded to be a four-day, three-night community service based extended orientation program where participants are immersed in Georgia Tech and Atlanta with a specific focus on building sustainable communities through direct service with local organizations. 16 new students participated in the program along with five student leaders and two EngageATL student assistants. In addition to three direct service projects with Hollis Innovation Academy, Global Growers, and the Atlanta Community Food Bank, the program engaged three additional on-campus partners: CEISMC, Office of Government & Community Relations, Office of International Education, Office of Sustainability, and our co-sponsor, the Center for Serve-Learn-Sustain. The program connected participants with service-minded peers and helped them build relationships on campus and in the community while promoting a positive and successful transition to Georgia Tech.

Small Act Big Impact continued as a summer-long service project in collaboration with FASET New Student Orientation and Atlanta Mission. Travel sized toiletry items as well as art supplies were donated during each FASET session. Over 130 people attended the on-campus packaging event to assemble critical needs kits for Atlanta Mission, which is the largest number of attendees over the past six years of hosting the packaging event. Over 1000 critical needs kits were assembled. Student Engagement continued to participate in FASET Leader training and Small Act Big Impact remained a part of Evening Social on Day One of the FASET program. During Evening Social, participants created dog toys using Georgia Tech t-shirts that can no longer be distributed due to outdated programming details or branding. The dog toys were donated to Best Friends Animal Society.

The 2018 MLK Day of Service was planned and implemented in collaboration with Civic Engagement, the MOVE Executive Director, and the MOVE Board of Director members. Additionally, this team of students support the planning and implementation of the MLK Sunday Supper in collaboration with Civic Engagement and CEISMC. In addition to the planning committee, the event included fourteen student Project Leads who served as co-student leaders for each service project. The Center for Serve-Learn-Sustain and the Office of Special Scholarships – specifically the Stamps President’s Scholarship program – each co-hosted a service project as well. Over 250 participants engaged in seven different service projects with seven community partners. (Nine projects were originally confirmed, but two partners had to cancel the weekend of the program due to inclement weather and a change in project staffing at their site). In addition to welcoming the MLK Day of Service participants, the opening remarks highlighted how this year’s program fell on Dr. King’s birthday (January 15th)

and that 2018 marks the 50th anniversary of his assassination and the founding of the African American Student Union at Georgia Tech. Similar to previous years, the morning remarks also remind participants about the National Holiday's spirit of "A Day On, Not a Day Off" and its connection to Tech's motto, "Progress and Service."

The 5th annual MLK Sunday Supper event once again included facilitated small group conversations over dinner and dessert. An exciting addition to the 2018 program was a greater focus on the Institute's MLK Celebration theme, "Actualizing the Dream: The Future of Nonviolent Political Protest." Jacqueline J. Royster, Dean of the Ivan Allen College of Liberal Arts served as the event's moderator. Dean Royster provided opening remarks that framed the topic by providing important historical context and explaining the evening's discussion format and goals. A total of nine guest facilitators moderated small group discussions among the over 40 attendees, which included students, staff, and faculty. The 2018 program was intentionally capped at 50 attendees in order to better facilitate meaningful and focused small group discussions.

A total of \$5,309.87 was allocated to 13 community service projects from the Class of 1981 Public Service Endowment Fund. These projects represented seven student organizations and three on-campus departments.

Alternative Service Breaks

The Alternative Service Breaks (ASB) student organization hosted 12 Alternative Break trips during the 2017-2018 academic year, which is a record number of trips hosted in one year. The 12 trips included three fall break trips, one winter break trip, seven spring break trips, and one summer break trip. Three trips were international trips and two trips took place outside of the domestic southeastern United States. A total of 134 student participants, 24 student leaders, and 20 staff advisors served across the 12 trips. ASB continued to benefit from its funding from the Strategic Advisory Planning Group (SPAG). In its second year (of a five year allocation process), ASB received \$5,000 to support international ASB trips. This money supported the cost of the international flights for the two ASB spring break trips, which helped reduce the cost per participant. Of the 12 trips, six trips introduced a new partnership or a new location with an existing partner.

- Asheville, NC – Asheville Area Habitat for Humanity (Fall Break)
- Cherokee, NC – National Parks Service (Fall Break)*
- Columbia, SC – PETSinc (Fall Break)*
- Port Arthur, TX – Community Collaborations, Int'l (Winter Break)**
- Biloxi, MS – Community Collaborations, Int'l (Spring Break)
- Concord, NC – Cabarrus Habitat for Humanity (Spring Break)
- Jacksonville Beach, FL – Beaches Habitat for Humanity (Spring Break)
- Maryville, TN – Once Upon a Time (Spring Break)
- Oakland, CA – Community Collaborations, Int'l (Spring Break)**
- Monte Cristi, Dominican Republic - Outreach360 (Spring Break)

- La Fundadora, Nicaragua – Community Collaborations, Int’l (Spring Break)**
- Medina Bank, Belize - 7 Elements (Summer Break)**

* New service partner

** New location with an existing service partner

Mobilizing Opportunities for Volunteer Experience (MOVE)

MOVE’s annual Into the Streets day of service for new students engaged over 420 students across 14 projects with 13 community partners. MOVE and Civic Engagement expanded the collaboration with Living Learning Communities by partnering with the new SHaRP and SMaRT LLCs, in addition to maintaining the partnership with the Grand Challenges LLC. The three LLCs embedded the Into the Streets program as the service component of their program retreats. This helped to increase the number of participants as well as secure a higher yield of registered participants. Also, for the third consecutive year, Into the Streets collaborated with Atlanta Habitat for Humanity to host a full-day Habitat build as one of the service project options.

MOVE’s Board of Directors worked throughout the year to draft a new funding proposal that would request \$10,000 of the Parents Fund yearly available funds to be allocated to MOVE in order for MOVE to distribute to service-based student organizations and community service programming. The proposal is in its final stages with an anticipated pilot program to begin in Fall 2018. Throughout the year, MOVE hosted 28 community service projects across its six committees: Animal Welfare, Hunger and Homelessness, STEM and Education, Sustainability, Special Projects, and Medical Welfare.

JumpStart

During the 2017-2018 academic year, the Jumpstart program enrolled 21 members for the student team; seven of the 21 students served with Jumpstart as Federal Work Study (FWS) students. The students served in four Georgia Pre-K classrooms and served a total of 75 children during the academic year. The Jumpstart program at Tech experienced a staffing transition during the spring semester; a new Site Manager was hired for the program in March. In June 2018, two additional FWS students were hired for the Jumpstart summer program. These two students have served an additional Georgia Pre-K classroom which brings the total children served for FY18 to 91 children. As of July 2018, the program was acknowledged as being in full compliance in all Jumpstart online data tracking systems.

Student Organizations

As in 2017, the continued development and growth of OrgSync at Georgia Tech remains a key focus of the Center for Student Engagement; this work also reveals a number of significant accomplishments in 2017-18.

OrgSync at Georgia Tech launched in 2016 with three campus partners: Student Engagement (including a Civic Engagement tracking platform), Serve-Learn-Sustain, and Parent & Family Programs. Over the past academic year, we have grown Georgia Tech's commitment to and appreciation of OrgSync. This is best evidenced by the addition of two new campus partners to the system. As of June 2018, the structure is as follows:

- Student Engagement
- Stamps President Scholars
- Serve-Learn-Sustain
- Living Learning Communities (new 2018)
- Fraternity & Sorority Life (new 2018)

Another significant accomplishment in 2017-18 was the leveraging of OrgSync data collection to provide dynamic reports on student involvement. In 2017-18, students logged 193,295 involvement hours in the Student Engagement umbrella alone. After a request from GSGA on the level of participation of Graduate Students in organizations, staff were able to share data on graduate student leadership roles in student organizations (140 students across President/VP/Finance Officer roles), as well as their general participation in student organization events (21,511 hours across 44 organizations).

Finally, thanks to ongoing efforts to engage campus partners and student organizations in opportunities to utilize OrgSync, staff continue to see an upward trend in the adoption of OrgSync; the adoption of phrases of "OrgSync Waivers" and "Card Swiping" are strong evidence of the success of this work.

Progress: Completed

V. Statistics

Unit Statistics:

Civic Engagement

Alternative Service Breaks

Alternative Service Breaks (ASB) expanded its trip offerings by hosting six new trips (i.e. either a new service partner or a new location with an existing service partner). The new locations and/or partnerships included Cherokee, NC (National Parks Service); Columbia, SC (PETSinc); Port Arthur, TX (Community Collaborations, International); Oakland, CA (Community Collaborations, International); La Fundadora, Nicaragua (Community Collaborations, International); and Medina Bank, Belize (7 Elements). The Port Arthur, TX trip was ASB's first trip to Texas and the Oakland, CA trip was ASB's first trip to California.

A total of 24 student leaders, 134 student participants, and 20 staff members participated across the 12 trips. Listed below is specific participation data from the 12 trips.

- Asheville, NC – Asheville Area Habitat for Humanity (Fall Break)
2 student leaders, 1 staff advisor, 11 student participants (including 1 ASB Exec)
- Cherokee, NC – National Parks Service (Fall Break)*
2 student leaders, 2 staff advisors, 10 student participants
- Columbia, SC – PETSinc (Fall Break)*
2 student leaders, 0 staff advisor, 14 student participants (including 2 ASB Exec)
- Port Arthur, TX – Community Collaborations, Int'l (Winter Break)**
2 student leaders, 2 staff advisors, 12 student participants (including 1 ASB Exec)
- Biloxi, MS – Community Collaborations, Int'l (Spring Break)
2 student leaders, 1 staff advisor, 12 student participants
- Concord, NC – Cabarrus Habitat for Humanity (Spring Break)
2 student leaders, 2 staff advisors, 11 student participants
- Jacksonville Beach, FL – Beaches Habitat for Humanity (Spring Break)
2 student leaders, 2 staff advisors, 14 student participants
- Maryville, TN – Once Upon a Time (Spring Break)
2 student leaders, 2 staff advisors, 9 student participants
- Oakland, CA – Community Collaborations, Int'l (Spring Break)**
2 student leaders, 2 staff advisors, 10 student participants (including 1 ASB Exec)
- Monte Cristi, Dominican Republic - Outreach360 (Spring Break)
2 student leaders, 2 staff advisors, 12 student participants (including 1 ASB Exec)
- La Fundadora, Nicaragua – Community Collaborations, Int'l (Spring Break)**
2 student leaders (including 1 ASB Exec), 2 staff advisors, 12 student
- Medina Bank, Belize - 7 Elements (Summer Break)**
2 student leaders, 2 staff advisors, 7 student participants

ASB also received \$5,000 in SPAG funding this academic year, which helped ASB reduce the cost of its international spring break trips; all SPAG money contributed to the flight expenses. In addition to SPAG funding, ASB collaborated with the Center for Serve-Learn-Sustain who contributed \$1750 to support ASB's three sustainability related spring break trips (i.e. Maryville, TN; La Fundadora, Nicaragua; and Oakland, CA) and the one ASB summer break trip (Medina Bank, Belize). The SLS contributions allowed ASB to offer \$1750 in cost reductions to a total of nine participants. Additionally, ASB raised \$3500 with its annual letter writing campaign.

EngageATL

Every EngageATL participant responded “Strongly Agree” or “Agree” to the following assessment questions (with the majority response being “Strongly Agree”):

- *I am more knowledgeable about a community need in Atlanta after serving with the following community partners and service projects (Hollis Innovation Academy, Global Growers and Atlanta Community Food Bank)*
- *I am leaving EngageATL with a greater understanding of how to connect with service and sustainable communities at Georgia Tech*
- *I am leaving EngageATL with increased enthusiasm for Georgia Tech*
- *The student leaders were able to answer my questions/concerns about transitioning to college/Georgia Tech*

Mobilizing Opportunities for Volunteer Experience (MOVE)

MOVE hosted 28 community service projects across its six committees: Animal Welfare, Hunger and Homelessness, STEM and Education, Sustainability, Special Projects, and Medical Welfare. 420 students participated in 14 projects during the Into the Streets day of service for new students.

Service Hours

Students completed over 12,000 hours of direct community service across Alternative Service Breaks, EngageATL, Jumpstart, the MLK Day of Service, and MOVE’s Into the Streets day of service.

Student Organizations

Organization Data

As of July 2018, Georgia Tech has the following:

567 Registered Student Organizations

485 Active Registered Student Organizations

67 Disabled / Suspended Organizations

15 Pending / Incomplete Organizations (charter in process)

Of the **567 total organizations**, their categorization is as follows:

79	Community Service
8	Competitive
41	Competitive Sports
48	Cultural
5	Freshman Leadership Orgs
59	Greek Chapters

23	Honor Society
10	Political
39	Production/Performance/Publication
155	Professional/Departmental
60	Recreation/Leisure
40	Religious/Spiritual

In academic year 2017-18, the Student Engagement umbrella hosted **5,773 total events; 4,357 events** hosted exclusively by **Registered Student Organizations, and 433 of those promoted to the Community Calendar.**

Chartering Organizations

To ensure a robust Chartering process, Quinn hosted 10 charter trainings across Fall and Spring semesters, totaling 127 attendees. We saw **71 organizations complete a New Organization Charter Form**; of those **52 were seen by the Student Activities Committee**, and **43 successfully chartered across both semesters**. Overall, the large majority of student organizations chartered under the categories of Service / Political / Educational (n=20) or Professional Departmental (n=19).

Charter Process by the Numbers

	Fall	Spring
# of Trainings	4	6
Registrants	106	64
Attendees	71	56
# Potential Orgs	96	48
New Charter Form	37	34
Total to SAC	25	27
Successful Charter	22	21

New Charter Forms by Category

20	Service / Political / Educational
19	Professional / Departmental
6	Religious / Spiritual
6	Recreation / Sports / Leisure
5	Cultural / Diversity
4	Production / Performance / Publication
1	Social Greek Chapter
1	Honor Society

Annual Registration

Across Fall and Spring semesters, Quinn conducted **28 OrgSync 101 trainings** to include both in-person and webinar sessions. Designed to assist student leaders with the annual registration process and the basic tools in organization OrgSync portals, this training was previously required for all organization Presidents.

	Fall	Spring
# of Trainings	11	17
Registrants	111	122
Unique Orgs Represented	103	106

To assist in prioritizing and tailoring trainings for student leader participants, all registrants complete a brief survey as a portion of their RSVP. Over the spring and fall semesters, we received **255 responses from 228 student organizations**. Across semesters, student leaders indicated the same three ranked priorities for their organizations: **Membership Recruitment, Event Planning, and Membership Retention**. Overwhelmingly, student leaders also wrote in the optional “Other” field a desire and need for information and support with fundraising and financial management.

	Event Planning	Member Accountability	Member Recruitment	Member Retention	Officer Transition	Officer Training
Fall 17	89	42	107	74	45	46
Spring 18	63	50	88	56	53	50

Organization Support

In 2017-18, the Student Engagement Student Assistant Team (14 students) logged a total of **4,947 outgoing emails and 3,910 incoming emails** to the Student Engagement email; this tallied to **a average of 12 emails received per work day, and 21 sent per work day.**

In addition to email support of student organizations, the Student Assistant Team manages the continued efforts to manage requests for the Pine and Spring rooms; the 2017-18 academic year also saw the creation of a new conference room reserved only for student organizations (“Student Organization Conference Room”) in the rear of the Student Engagement suite.

Conference Room Reservations (2017-18)

	Pine	Spring	Student Org CR
Student Organization	130	128	31
Office/Dept	128	8	0
Total	258	136	31

Finally, the Student Assistant team aids in managing the Event Registration process which assist in promoting student organization and departmental events to the Community Calendar (widest reaching audience) in OrgSync. The largest number of events registered to the Community Calendar belonged to Religious/Spiritual groups (n=197), of which there are 40.

Number	Org Type
2	Political
6	Student Engagement News and Events
8	Greek Chapter
9	Cultural
9	Production/Performance/Publication
14	Honor Society

15	Campus Office/Department
30	Recreation/Leisure
40	Competitive Sports
53	Professional/Departmental
197	Religious/Spiritual

Progress: Completed

VI. Service to the Institute

Service to the Institute:

Gerome Stephens, Director, Student Engagement

- Executive Sponsor, Path Forward Strategic Initiative
- Advisor, Ramblin Reck Club
- Curriculum Advisor, FreShGA
- Facilitator, StrengthsQuest Training
- Facilitator, Safe Space
- Co-Principal Investigator, IDEALS Survey
- Advisor, Alternative Spring Break: Nicaragua
- Advisor, ACC Advocacy Day, Washington DC
- Principal Investigator, JumpStart Grant

Sarah Perkins, Assistant Director, Civic Engagement

- Advisor, Alternative Service Breaks
- Advisor, MOVE
- Advisor, Alternative Winter Break trip to Port Arthur, TX (Community Collaborations)
- Chair, Search Committee for Jumpstart Site Manager
- Facilitator, Greek Advance
- Judge, Project One Film Scramble
- Member, Search Committee for Serve-Learn-Sustain's Community Engagement Specialist
- Member, Search Committee for Student Organizations Coordinator
- Member, MLK Institute Celebration Planning Committee

- Mystery Reader, Horizons Summer Camp hosted by CEISMC
- Recipient, Burdell's Best Award for Most Outstanding Advisor
- Presenter, GT1000 Course Workshops: "Service and Engagement at Georgia Tech"
- Presenter, "What Makes You Proud," GT Employee Learning Week hosted by Human Resources
- Volunteer, Midnight Breakfast

Quinn Foster, Student Organizations Coordinator

- Advisor, Presidents' Council Governing Board
- Advisor to the SGA Vice President of Campus Organizations
- Trip Advisor, ASB Spring Break - Cherokee
- Member, Event Logistics Committee
- Member, President's LGBTQIA Community Support Action Team
- Member, Student Activities Committee
- Member, Freshman Leadership Organization Advisory Board
- Lead Staff Member/Organizer, Up With the White and Gold Awards Ceremony
- Lead Staff Member/Organizer, Engagement Week 2017 & Student Organization Fair
- Facilitator, Safe Space
- Facilitator, Trans 101
- Presenter, SGA's CDAC Inclusive Leadership Conference: "More than a Buzzword: How Understanding Intersectionality Can Take your Organization to the Next Level"
- Presenter, "What Makes You Proud," GT Employee Learning Week hosted by Human Resources
- Facilitator, Greek Advance
- Judge, Project One Film Scramble
- Presenter, GT1000 Course Workshop: "#engageGT"
- Presenter, FASET Sessions: "engageGT: How to get engaged, do cool stuff, and find your place at Tech"

Progress: Completed

VII. Professional Development

Staff Professional Development:

Gerome Stephens, Director, Student Engagement

- Advisor, ACC Leadership Symposium (Duke University)
- Program Facilitator, Kentucky Leadership Academy
- Participant, Campus Labs Connect Conference (June 2018)

Sarah Perkins, Assistant Director, Civic Engagement

- Attendee, OHR's Blue Eyes Brown Eyes training
- Attendee, Community Organization (and Breaker!) Gathering hosted by Breakaway (Atlanta, GA)
- Attendee, Event Coordinator Network's LinkedIN workshop
- Member, Regents' Advisory Committee for Community Engagement and Service
- Member, ACPA-College Student Educators International
- Panelist, "College Level Engagement, Social Justice, and NextGen Stewardship," National Parks Service's Advanced Volunteer Program Management Training (Atlanta, GA)
- Panelist, C2D2's Employee Drive In Conference
- Participant, ACPA Annual Convention (Houston, TX)
- Selected Participant, Interfaith Assessment Academy, a two-day training in Chicago, IL followed by participation in a year-long assessment training program
- Presenter, "What Makes You Proud," GT Employee Learning Week hosted by Human Resources
- Presenter, "Strategies for Building Partnerships with College Students: Tips from College Administrators," Service Unites Conference hosted by Points of Light (Atlanta, GA)

Quinn Foster – Student Organizations Coordinator

- Participant, Campus Labs Connect Conference (June 2018)
- Consultant, Curriculum Design & Training - Agnes Scott College Center for Global Diversity & Inclusion
- Presenter, "What Makes You Proud," GT Employee Learning Week hosted by Human Resources
- Attendee, OHR's Blue Eyes Brown Eyes training

Progress: Completed

VIII. Institutional Effectiveness

Changes within Unit: N/A

Progress: Completed

Fraternity and Sorority Life

I. Mission/Introduction

Essential Function(s) of department:

Fraternity and Sorority Life serve to enhance the Greek life experience at Georgia Tech, and facilitate it's management, operation, budget and advisement.

Progress: Completed

II. Staffing

Current Staff:

- Dr. Jamison Keller; Assistant Dean and Director of Fraternity and Sorority Life. In addition to fully assuming all Assistant Dean responsibilities, Jamison's primary duties now consist of overall department operations, budget oversight, staff development, the Greek Hall of Fame, Gamma Sigma Alpha, chapter rosters and grade reporting, and the advisement of the Interfraternity Council and its 32 Interfraternity Council chapter presidents.
- Amanda Fishman, Coordinator of Fraternity & Sorority Life. She directly advises the Collegiate Panhellenic Council as well as its 10 College Panhellenic Council chapter presidents. She also oversees the Greek Neighborhood Council and works with numerous constituents and campus entities with supporting the 36 physical fraternity and sorority living facilities. This year she also advised the Order of Omega Chapter, and handles all social media and marketing components for the department.

New Staff:

Janise McKenzie began her tenure on September 11, 2018 as the Coordinator for Fraternity and Sorority Life. She previously worked in Residential Life at University of Tampa.

- Advises the Multicultural Greek Council and Chapter Presidents
- Advises the National Pan-Hellenic Council and Chapter Presidents
- Advises major Greek Programming including: Greek Week, National Hazing Prevention Week, and Greek Homecoming.

Progress: Completed

III. Policy/Procedure

New or Changed Policy/Procedure:

Not applicable

Progress: Completed

IV. Significant Accomplishments

Significant Accomplishments:

The fraternities and sororities at Georgia Tech are led by four governing bodies: the Collegiate Panhellenic Council (CPC) to manage the affairs of the National Panhellenic Conference women's organizations and the associate member chapters; the Interfraternity Council (IFC) to manage the men's fraternal organizations, the Multicultural Greek Council (MGC) to manage the culturally-based fraternities and sororities; and the National Pan-Hellenic Council (NPHC) to lead the historically African American Greek organizations. Each council demonstrated extraordinary leadership to address the issues facing Greek Life on campus.

Collegiate Panhellenic Council

- Initiatives:
 - CPC hired the Innova marketing company to help create a new branding strategy. The goal was to give the panhellenic community a shared narrative and logo that better represented their values. A final CPC logo was created:
 - The Communications Vice President began a campaign to increase the relationship with Disability Services to increase the options of accessibility within the Greek community. There has been education on the options chapters can incorporate and a charge to start the use of screen readers, closed captioning, and image descriptors on social media platforms.
 - The Programming Vice President re-assessed the awards process and altered the standards to recognize chapters' efforts on programming and learning outcomes instead of metrics that were based on numbers.
- Recruitment:
 - There were 452 women that registered for fall formal recruitment. Of the total women attending the last round of recruitment, 84% received their first preference.
 - Seven of our eight chapters that participate in the formal recruitment process achieved quota, set at 44 women.
 - Chapter total for the NPC groups was set at 208 in the Fall, and 203 in the Spring.
- Leadership:
 - CPC sent 35 women (CPC executive board members, directors, chapter presidents and delegates, etc.) to the Coalition for Collegiate Women's Leadership Conference, held annually in Atlanta, GA from February 1-4, 2018.
 - An average of 89% of chapter members are involved in another registered student organization on campus.
 - An average of 42% of chapter members hold a leadership position in another student organization on campus.

- Philanthropy:
 - CPC partnered with Circle of Sisterhood to raise funds for a school in another country with the focus on girls education and women's empowerment. The community successfully achieved their commitment to fundraise \$40,000 to build that school and was assigned the village of Sass Mack in Senegal. A delegation of 14 women, two staff members, and two alumnae traveled to Senegal in for Spring Break in March of 2018 to break ground on the school. You can read the full completion report in Appendix A on page 205.
 - A new position was added to the CPC Executive Board, Philanthropy Vice President. This position will oversee the efforts related to the Circle of Sisterhood partnership and assist chapter officers whose position deals with their organization specific philanthropy.
 - The CPC community collectively raised over \$240,000 (60% of the overall Greek giving)
 - The CPC community collectively served over 32,000 service hours (59% of the overall Greek service hour contributions)
- Academics:
 - In the fall semester - six chapters raised their overall GPA

Interfraternity Council

- Seven council leaders attended the Southeastern Interfraternity Conference, held annually in Atlanta, GA. Two leaders received 2nd place in the Order of Omega Case Study Competition and the council was named on the Gamma Sigma Alpha Academic Honor Roll.
- The IFC President attended the Association of Fraternal Leadership and Values Conference in San Diego, CA.
- IFC continued to provide a Values Based Grant Program in efforts to promote the common core values among the IFC member fraternities. A budgeted amount from the IFC operating budget will be allocated back to the member fraternities.
 - **Values-Based:** IFC defines values-based as an event, program, or service that promotes your fraternity's mission and values. Parties, tailgates, and alcoholic events do not benefit the values mission of your fraternity.
 - **Allocating:** The individual fraternity funding allocation will be decided on a case-by-case basis. Fraternities will submit the form to the IFC executive council, then the case will be reviewed.
 - The current allocation amount for the year is: **\$10,000.00**.
- The IFC continued to host Man Up Week, a program to open dialogue about the roles men play in the campus and fraternity community. Programming focused on masculinity and personal development, bystander intervention, sexual assault prevention, and men's role in campus safety. There was an event hosted with AASU and social

opportunities for men of fraternities across the other councils to share space and build community.

- For the 7th year in a row, member fraternities collaborated with American Haircuts and the St. Baldrick's Foundation to raise money and awareness for children's cancer research. The fraternities from Georgia Tech contributed over \$75,000.
- The Dean Dull Awards are presented each year to the best overall fraternities on Tech's campus in a variety of categories. The IFC gives this award at the annual Up With the White and Gold celebration. Phi Gamma Delta received the Dean Dull Award for their accomplishments this past year as Best Overall Fraternity.
- Phi Kappa Tau Fraternity colonized in fall semester with 17 members.

Multicultural Greek Council

- MGC implemented biweekly workshops on topics of Risk Management, Public Relations, Recruitment, and Alumni Engagement. Members of MGC exec facilitated these workshops on a rotating schedule, which provided them with skill building and presentation development.
- Sigma Beta Rho hosted their annual Shave to save and raised \$1,510 that went to the American Cancer Society and SOS Children's Village.
- Lambda Upsilon Lambda (La Unidad Latina) rechartered in April 2018 introducing two members into the organization.
- Delta Phi Lambda Sorority, Inc. hosted the 11th annual Night of Diversity which showcased the diversity of Georgia Tech's many and varied culturally-based organizations. There were 10 student organizations represented through different acts, three of which were other Greek letter organizations from Georgia Tech.
- MGC hosted an end of the year retreat to celebrate all of their members and gave out superlatives to highlight chapter and individual accomplishments.
- All MGC chapters with the addition of Lambda Upsilon Lambda hosted membership Intake for the 2017-2018 academic year. The council grew by 18 new members.
- MGC awarded two awards at Up with the White and Gold. The awards were given to Xi Kappa Fraternity. They were presented with the Team Player Award. Delta Phi Lambda Sorority was presented with the Academic Excellence Award.
- The council hosted their annual Welcome Back dinner to kick off recruitment efforts for both fall and spring semesters.
- MGC implanted its first ever MGC Week to highlight their community to campus and condense efforts to the individual organizations philanthropy events. Each day a chapter was highlighted via social media and that evening would be a chapter event. In the middle of the week, they tabled as an entire council in order to help with recruitment efforts.
 - Monday – Xi Kappa hosted Get Moving for all Tech students to participate in a field day

- Tuesday – Delta Phi Lambda Sorority, Inc. hosted their annual Night of Diversity
- Thursday – Sigma Sigma Rho Sorority, Inc. hosted their annual Date Auction philanthropy event
- Friday – Sigma Beta Rho Fraternity, Inc. hosted their annual Shave to Save, where they raised just over \$3,700!

National Pan-Hellenic Council

- NPHC welcomed new members to seven of the member organizations during the Fall and Spring semesters with a total of 48 new members.
- NPHC hosted Meet the Greeks and Convocation. This event brought out students ranging from first year students to 5th year students to learn more about the member organizations of the council.
- NPHC welcomed Delta Sigma Theta Sorority, Inc back to Georgia Tech as they rechartered in Spring of 2018 with 25 members.
- Phi Beta Sigma Fraternity, Inc. received the Pinnacle Award for the most outstanding NPHC organization at Up with the White and Gold campus leadership awards.
- Iota Phi Theta Fraternity, Inc. was selected to start a new chapter at Georgia Tech in Spring 2019. These additions will bring the NPHC council to a total of 8 organizations.
- NPHC added a health educator position and academic excellence position.
- NPHC added the position of Greek Educator to the council executive board. This position will be responsible for attending trainings and gathering resources around risk management, mental health, and hazing prevention. The appointed person for the position will be able to use these resources to develop best practices and recommendations to the council through workshops and consistent updates.

Educational Initiatives

The Office of Fraternity and Sorority Life provides programming to the community and individual chapters on a variety of topics, although the majority center on risk management education. Programs this year included:
 Risk Management - The office facilitated the NASPA/BACCHUS Certified Peer Educator Certification Training Program for all chapter risk managers. This training consisted of 12 hours of curriculum with a certification quiz at the conclusion. Staff also conducted 8 risk management educational sessions for IFC fraternities this year. Sessions focused on policy review, bystander behavior, alcohol use and abuse, event management, liability, and accountability.

Recruitment - The office conducted four recruitment education workshops for both IFC and CPC chapters. Sessions focused on values congruence and establishing relationships through social excellence as modern methods of recruiting.

Greek Advance is the program that serves as the launching point for engaging student leaders; this year's focus was to aim on crafting the start of a community

led strategic planning process. The program began with keynotes from President Peterson and Corey Ciocchetti, a motivational speaker that speaks on topics of character and values development of young leaders. The program was one and a half days that took place on January 19th and 20th. Chapter advisers were also invited to attend an evening session on liability facilitated by David Westol. The strategic plan is discussed at the end of this report.

Greek Peer Education occurred in August and January and engaged the new members of fraternities and sororities with valuable knowledge about their commitment to their organization and the responsibilities that come with their membership. These sessions focus the discussion around the proper presence of alcohol in their organization. There are two sessions held in the fall and one in the spring, as it is typically a smaller crowd and the audience has received much of the information presented through other campus programming in the fall. At the first of the two programs in the fall, the governing councils partner with GTPD and Health Promotion to deliver a tailored workshop in social responsibility and accountability addressing the topics of safety, alcohol & drug awareness, and sexual assault prevention. The community split their efforts this year to engage smaller groups of the new members. CPC created curriculum to be used synonymously at the sorority meetings spaces and the men converged all new members in the Student Center Ballroom. For the second, follow-up session in September, Dr. Lori Hart gave the keynote address. She was followed by campus partners in Health Initiatives and GTPD to encourage the use of their new knowledge with their on-campus resources. There is one session held in the spring to mirror the education that is given at the fall workshops. This helps to get the education to new members that join the FS community during spring recruitment or who were unable to attend any of the fall sessions.

Fraternity Men Against Violence and Safe Sister are hosted as a partnership with the Women's Resource Center and Health Promotion. Significant changes are made to the curriculum each year to enhance the experience and learning outcomes for students. The training provided an introduction to the issue of sexual violence, the influences of alcohol, a brief overview of advocacy and response at Georgia Tech, and a foundation of basic information needed to assist someone in need of support. Approximately 400 students attended one of the trainings hosted this year.

Greek Allies was held a total of four times throughout this year with approximately 20 fraternity & sorority members in each. They were trained on creating open and inclusive spaces for their members and in the general Georgia Tech community.

The Academic Success Program was created to provide support for students in NPHC and MGC who have an overall and term GPA that falls below a 2.5 GPA. This program is in collaboration with the Center for Academic Support. The program will provide intentional and consistent support over the course of the

semester and/or until there is a significant improvement in the students overall grade point average.

QPR (Suicide Intervention and Awareness Training/Education) was held once each month throughout the spring semester on a rotating schedule among the Greek facilities. This was a student supported initiative following the events that took place on campus throughout the fall semester and a general increased awareness of mental health concerns, lack of resources among the student body.

Greek Neighborhood Association (GNA)

- The GNA Chairs renamed the association to the Greek and Religious Neighborhood Association (GRNA) in effort to be more inclusive of the religious organizations that share property within the Greek sector and pay into the community waste management model.
 - The GRNA helps to regulate facility maintenance and upkeep of the 38 physical properties through community accountability. The GRNA seeks to provide incentives for chapters who keep their facilities up to standards, and will continue with punitive measures for those groups that do not follow agreed-upon expectations. The group fosters greater community and campus relations, and organizes facilities-related programs within the Greek Sector.
 - The GRNA body is comprised of the house manager from each fraternity and sorority that owns or resides in a facility. The Co-Chairs of the GNA are appointed by the IFC and CPC, and serve an annual term. The GRNA assumes a duty and responsibility to: develop and enforce institute policies and sanctions; advise on programs for sustainability efforts in the Greek community; develop positive incentives; and plan and coordinate GRNA meetings once a month throughout the fall and spring semesters. House checks are performed throughout the week by the OFSL staff to check on dumpster, lawn, and trash maintenance. If any GRNA violations are found or reported by another campus department (ie. facilities) our staff immediately notifies the house managers in order to have the issues addressed in a timely manner.
 - In order to support the facilities in the Greek Sector, partnerships with Solid Waste Management and Recycling, Parking, Facilities, Real Estate, OIT, GTPD/GT Fire Marshal, Student Center Post Office and Environmental Health and Safety were sustained.
- Bed Count: To date, there are 1,092 beds that can be filled throughout the Greek sector.
- Construction Updates:
 - Alpha Phi and Delta Chi completed their construction to their properties and opened within the year.
 - Delta Sigma Phi and Alpha Epsilon Pi both demolished their properties and are in the final stages of completely new house projects.

- Our newest sorority, Kappa Alpha Theta will break ground in July of this year for their new property. They will be located on a lot off of the 5th Street bridge.
- Sustainability: The Greek Sustainability Committee continued with projects funded through a grant from Georgia Tech's Greenovation projects. In addition to the new projects they started in the year prior, they introduced the use of rain barrels and cardboard gondolas to the chapter houses.

Order of Omega

Order of Omega is a national Honor Society for juniors and seniors in the Greek community. To be considered, you must have at least a 3.0 GPA, be a member of a Panhellenic, IFC, MGC or NPHC fraternity or sorority, and be of junior or senior standing. Members are chosen based on scholastic, leadership, and involvement in the Georgia Tech and Greek Community.

- This group initiated 27 new members during this academic year.
- They strengthened their partnerships with the Alumni Association and other campus partners to host workshops and speakers for their members.
- They hosted the Greek Leadership Breakfast during Greek Week and invited Associate Dean Stephanie Ray to speak on diversity and inclusion.

Gamma Sigma Alpha Greek Academic Honor Society

In its second year, the Iota Iota Chapter recognizes Junior and Senior fraternity and sorority members who have achieved a cumulative or semester grade point average of a 3.85 or above. This year the induction ceremony was added to the Greek Hall of Fame event so as to showcase the academic achievements of its members and 25 new members were inducted throughout the year.

Alumni Advisor Connections

- The Office of Fraternity & Sorority Life held meetings in the fall and spring semester to reconnect with advisors.
 - An additional update was given to GT Greek alumni on national news addressing concerns of the fraternal industry and to give them insight to what GT's community is doing to become proactive about those concerns.
- A Greek Sector Townhall was hosted by the OFSL, Office of Solid Waste Management & recycling, and institute legal services to inform House Corporation Board members and House Directors on changes being made and current issues at hand concerning waste management.
- The Greek Alumni Hall of Fame event went through an evaluation in the year prior to the fall semester. In an effort to increase attendance and level of significance of the honorees, the event was moved from being hosted in the spring to the fall to coincide with homecoming week events. There were six inductees selected by the committee, made up of campus partners and students. There was a significant cost savings that we plan to continue to assess in the coming years.

Homecoming

The governing councils continued their partnership with the Student Center Programs Council in the planning and programming for Homecoming. IFC and CPC were part of the Steering Committee and continued to plan the house decoration and banner competitions and Mock Rock competition. Chapters competed throughout the week in various events to earn points. The fraternity and sorority with the highest scores were named Homecoming Champions for their campus Division. Delta Chi and Phi Mu received the 2018 titles.

Greek Week

The 2018 Georgia Tech Greek Week was held on April 2-9, 2018. An executive board of 16 student leaders planned and facilitated all programs and activities throughout the week including TUG, Greek Sing, pool events, and field events. This year, the Greek Week board introduced a kickoff event that brought together all organizations within fraternity and sorority life and invited President Peterson to speak to the value of Greek life at Tech. They also introduced an alliance structure where chapters can form teams across fraternity and sorority and council lines. Chapters competed in these events throughout the week to earn points and Alpha Phi and Theta Chi received the 2018 titles for overall winners.

Progress: Completed

V. Statistics

Unit Statistics:

The Office of Fraternity and Sorority Life maintains data in a variety of areas to monitor performance and measure program effectiveness. As part of the functions of the Office, staff collects and utilizes data for chapter operations, housing and facilities, academics, and membership.

Chapter Operations

At the end of each academic year, the Office of Fraternity & Sorority Life asks chapters to submit information on a variety of data points. The purpose of this report is to provide information that will assist in communicating the benefits of Fraternity/Sorority membership at Tech. ***The information is self-reported by chapters***:

- Approximately 87% of Greek members are involved in another campus organization outside their fraternity/sorority.
- 41% of Greek members hold a leadership position in a student organization outside of their fraternity/sorority.
- Financial Breakdown:

<i>Average Semester Cost (\$)</i>	<i>IFC</i>	<i>CPC</i>	<i>MGC</i>	<i>NPHC</i>
Resident Rent	2230	2200	n/a	n/a
Meal Plan	870	800	n/a	n/a
Active Member Dues	1080	700	500	300
New Member Dues	1140	1300	300	1500

- The chapter facilities in the Greek Sector provided approximately 1,092 beds this year to be used for student housing. Approximately 36% of Greek members live throughout the Greek Sector.
- Greek and Religious Neighborhood Association (GRNA) guideline violations (i.e. maintenance and upkeep of trash removal, dumpsters, and lawn care):
 - Approximately \$600 was collected in fines, primarily Dumpster Violations
 - \$100 was collected by each Greek letter organization with a facility to cover costs of a comprehensive cleanup of the dumpster units.
- The following campus departments/organizations were identified as having been utilized with chapter programs: Counseling Center (QPR, coping mechanisms, group counseling), C2D2, Health Initiatives (body image/nutrition, For the Kids/Dance Marathon, Hillel, Chabbad, Asian American Student Union, GTSBE, CRU, Stamps Health Services, GT Investments Committee, various college based honor fraternities and sororities, Alumni Association, College Diabetes Network, Vietnamese Student Association, Office of Diversity, Sister Love, Inc., Revive, Molecular Gastronomy Club, Institute Communications Social Media Department, Enchanted Encounters, and GT Heros.

Academics

Academic success is very important in the Greek community. We are very proud that the All-Greek GPA is consistently at or above the All-Undergraduate GPA. This is a testament to the caliber of students joining the Greek community, as well as their commitment to maintaining high academic standards. However, in order to gain a greater perspective on the differences within the fraternity and sorority community, this year we segregated the grade point averages based on council.

CPC Sorority Academic Report	<u>Fall 2017</u>	<u>Spring 2018</u>
All-Undergraduate Average	3.2	3.29
All-Undergraduate Women’s Average	3.33	3.35
All-Sorority Average	3.40	3.45
All-Sorority New Members	3.43	3.34

For Fall 2017:

6 out of 10 Panhellenic Sororities were above the All-Women’s Average
 6 Panhellenic Sororities improved their overall GPA from the semester before.

For Spring 2018:

5 out of 10 Panhellenic Sororities were above the All-Women’s Average
 8 Panhellenic Sororities improved their overall GPA from the semester before.

IFC Fraternity Academic Report	<u>Fall 2017</u>	<u>Spring 2018</u>
All-Undergraduate Average	3.29	3.29
All-Undergraduate Men's Average	3.26	3.25
All-Fraternity Average	3.36	3.38
All-Fraternity New Members	3.37	3.26

For Fall 2017:

26 out of 32 IFC fraternities were above the All-Men's Average

For Spring 2018:

27 out of 32 IFC fraternities were above the All-Men's Average

MGC Chapter Academic Report	<u>Fall 2017</u>	<u>Spring 2018</u>
All-Undergraduate Average	3.29	3.29
All-MGC Chapter Average	2.82	2.98
All-MGC New Members	2.93	3.39

For Fall 2017:

0 out of 2 MGC fraternities were above the All-Men's Average

0 out of 2 MGC sororities were above the All-Women's Average

For Spring 2018:

1 out of 3 MGC fraternities were above the All-Men's Average

0 out of 2 MGC sororities were above the All-Women's Average

NPHC Chapter Academic Report	<u>Fall 2017</u>	<u>Spring 2018</u>
All-Undergraduate Average	3.29	3.29
All-Undergraduate African American Average	2.84	2.85
All-NPHC Chapter Average	2.54	2.77
All-NPHC New Members	2.59	3.03

For Fall 2017:

0 out of 4 NPHC fraternities were above the All-AA Undergraduate Average

1 out of 2 NPHC sororities were about the All-AA Undergraduate Average

For Spring 2018:

1 of 4 NPHC fraternities were about the All-AA Undergraduate Average

1 of 3 NPHC sororities were about the All-AA Undergraduate Average

In addition to the semesterly academic performance, the staff in Institutional Research and Planning monitors the retention and graduation rates of Greek students against their unaffiliated peers (a 12-year study). For all of these 12 years, fraternity and sorority members at Georgia Tech have exceeded their peers in these two areas. The most recent data demonstrates that 98.1% of first-year Greek students continue for their second versus 96.1% of unaffiliated first-year students. Also, 90.5% Greek students graduate within six years versus 82.4% of their unaffiliated peers.

Membership

The Interfraternity Council fraternities range in size from 15 to 102 men, with an average chapter size of 66 in fall and 59 in spring. The Collegiate Panhellenic Council sororities range in size from 28 to 209 women, with the CPC Chapter Total set at 204. National Pan-Hellenic Council groups range in size from 3 to 25 members, with an average chapter size of 8 in fall and 12 in spring. The Multicultural Greek Council chapters range in size from 2- to 23 members, with an average chapter size of 14 in fall and 12 in spring.

Fall 2017

Membership in fraternities and sororities comprised 26% of the undergraduate population for a total of 3,817 undergraduate students. 24% of male undergraduate students are member of fraternities and 29% of female undergraduate students are members of sororities.

Spring 2018

Membership in fraternities and sororities comprised 26.4% of the undergraduate population for a total of 3,603 undergraduate students. This semester marked the lowest percentage gap between sorority women and fraternity men with women comprising 44.8% of total Greek membership. This equates to about 1 out of every 3 undergraduate women joining vs. 1 out of every 4 undergraduate men. 23% of male undergraduate students are members of fraternities and 31% of female undergraduate students are members of sororities.

Progress: Completed

VI. Service to the Institute

Staff Service:

Dr. Jamison Keller

- Co-Chair, Campus Alcohol Advisory Committee
- Member, Greek Life Task Force
- Member, Black Student Experience Implementation Committee
- Advisor, Alternative Service Break trip to Dominican Republic

Amanda Fishman

- Member, Sexual Assault Prevention
- Advisor, Circle of Sisterhood trip to Senegal, Africa
- Member, Institute Landscape Workgroup
- Member, Division of Student Life FUN Committee
- Dean on Call
- Attendee, Connect Conference - Hosted by Campus Labs

Janise McKenzie

- Member, Greek Life Task Force
- Member, Workforce of the Future
- Advisor, Circle of Sisterhood trip to Senegal, Africa

Progress: Completed

VII. Professional Development

Staff Professional Development:

Dr. Jamison Keller

- Member, Association of Fraternity/Sorority Advisors, received 20 year member certificate
 - Judge - Order of Omega Case Study Competition
- Board Member, Gamma Sigma Alpha Greek Academic Honor Society
- Sigma Nu Fraternity Regional Director and Facilitator
- Professional Consultant and Facilitator
 - IMPACT - University of Oregon
 - Kappa Kappa Gamma Lead Today- Auburn
 - Hazing Prevention - UT Chattanooga
 - Hazing Prevention - Lenoir-Rhyne University
 - Social Justice - Minnesota State University
- Georgia Tech Inclusive Leaders Academy Certificate
- Participated in The Gathering (advanced professional think tank)
- Southeastern Interfraternity Conference (SEIFC)
 - Presenter - Academic Score Card
 - Chair, Order of Omega Case Study Competition
- Coalition for Collegiate Women's Leadership
 - Judge, Order of Omega Case Study Competition

Amanda Fishman

- Member, Association of Fraternity/Sorority Advisors (AFA)
- Participant, Advance U Webinars - hosted by AFA and Zeta Tau Alpha
- Recruitment Advisor, Beta Theta Pi – Emory University
- Alumnae Advisor, Pi Beta Phi – Auburn University
- Facilitator, LeadToday - Hosted by Kappa Kappa Gamma
- Facilitator, Critical Conversations Program – Provided by Pi Beta Phi
- Facilitator, Every Member Education - Provided by Kappa Kappa Gamma
- Facilitator, Connections Leadership Seminar - Alpha Delta Pi

Janise McKenzie

- Member, Association of Fraternity and Sorority Advisors (AFA)
- Participant, First 90 Days Program (AFA)
- Participant, Inter-Fraternity Institute
- Facilitator, Kappa Kappa Gamma Lead Today

Progress: Completed

VIII. Institutional Effectiveness

Changes within Unit:

Department Name Change and Move

In order to increase the physical operational space for the new coordinator and to more closely align with the student life cluster, space was reconfigured in the Center for Student Engagement. This space has drastically increased student interactions and connections to staff and other students. Additionally, the department name officially changed from the Office of Greek Affairs to Fraternity and Sorority Life to better align with best practice and convey a better understanding to the campus community about our focus.

Greek Life Task Force

The 2017 Greek life Task Force issued 7 immediate recommendations and an additional 4 considerations:

(1) A permanent, full-time position to work solely with NPHC and MGC organizations housed in the Office of Greek Affairs, Division of Student Life. This position should begin tenure at the Institute by Spring, 2018.

Completed Fall 2017.

(2) A physical space for these organizations as part of the campus community to be identified, and committed to by the Institute by Spring, 2018. As the new Student Center is being conceptualized, these councils should be consulted for space needs and interest. In the interim, NPHC/MGC organizations need to have space to find community and host events to give groups and members visibility on campus.

Completed Fall 2017 and Spring 2018. The move to the Student Engagement Center provided more space for FSL leaders to engage with staff and each other. Students are now physically present in the new space and are using computers, storage and meeting rooms. Additional council space has been identified for the Student Center renovation.

(3) The Office of Greek Affairs revise the educational curriculum for fraternity/sorority members to model High-Impact Educational Practices for implementation Fall, 2018.

Completed Spring and Summer 2018. Greek Advance and Peer New Member Education programs were restructured and implemented to include additional topics of hazing awareness, academic priorities, sexual assault awareness and risk management. The NPHC and MGC councils are developing their own program for Fall 2018 implementation.

(4) The Office of Greek Affairs work with the Center for Academic Initiatives to create a “GT” course for fraternity/sorority presidents and leaders where enrollment is mandatory (or at least strongly considered) during their first semester as an elected officer. The first offering of this course would be Spring, 2018. **Not complete. Staff reached out to Center for Teaching and Learning to “host” the course and they did not see it as a fit for their program. Currently reaching out to Wes Wynens to determine if such a course would fit within the LEAD portfolio of courses.**

(5) The creation of a competency based standards program, and assessment for all organizations with a clear, measurable set of competencies for learning. This program should be developed by Institute Officials and students with implementation by Fall, 2018. **Completing Summer 2018.**

(6) The Office of Greek Affairs hold (at least) quarterly meetings with both Advisors and House Corporation Leaders starting Summer, 2017. These meetings will be not only for the Institute to engage both groups but also the volunteers to connect among themselves.

Completed Fall 2017.

(7) The Office of Greek Affairs draft and distribute a communication plan to enhance the relationship between the Institute and both Advisors and House Corporation Leaders beginning Fall, 2017.

In process- an informal plan was suggested and a request for feedback has been made. Regular updates via email have been made on a quarterly basis.

Considerations: A final report was submitted to the Division of Student Life in December, 2017 with summaries and additional recommendations.

(1) Public Relations – The IFC and CPC met with Innova, a company focused on marketing and public relations. The company spent time with students and gathered feedback. The final report of the company was sent in November. The CPC and IFC accepted the narratives created by Innova and the CPC selected a new brand as mentioned above. An additional Greek brand is being drafted.

(2) Deferred/Delayed Recruitment – A sizeable group of students and advisors were convened for two discussion groups in November. Overall, a very passionate response to not defer or delay recruitment was received.

(3) Review and Analysis of “Traditions” – After conversations with students about the first phase of the Greek Life Task Force report, risk management was introduced as part of this consideration. A sizeable group of students and advisors were convened for two discussion groups in November. A list of 5 additional recommendations was forwarded on to the governing councils to review during their strategic planning process.

(4) Property Ownership Guidance – This consideration was not designed for a discussion group, rather it was conceptualized to build a product (a map and specific rights/responsibilities for each property). This is in progress with a new general map created.

Community Strategic Planning- The four governing councils and presidents began a 2-year strategic planning process at Greek Advance on January 20, 2018. Seven content areas were selected for review by the participants: Community Development, Diversity and Inclusion, Member Engagement, Service

and Philanthropy, Risk Management, Academic Achievement, and Recruitment. The four governing council presidents and FSL staff continued to meet all Spring 2018 semester to further develop the plan with content area initiatives. This plan was completed in May 2018 and will be implemented beginning Fall 2018.

Progress: Completed

Student Media

I. Mission/Introduction

Essential Function(s) of department:

The Office of Student Publications and Media manages the Institute's seven student-managed publications and media organizations. These include WREK Atlanta, 91.1 FM or wrek.org; Technique, the award-winning weekly student newspaper (nique.net); Blueprint, the nationally recognized yearbook (blueprint.gtorg.gatech.edu); T-Book, the student traditions handbook and survival guide (reckclub.org/t-book); North Avenue Review, the open-forum, free speech magazine (northavenuereview.com); Erato, the campus visual art and literary magazine (erato.gatech.edu); and The Tower, the Institute's undergraduate research journal (gttower.org). As a department within the Division of Student Affairs, Student Publications and Media's mission is to develop and support student leaders in the areas of communication and the dissemination of information. This is readily achieved through the provision of quality facilities, equipment and administrative and financial support which allows those students engaging in student media, the opportunity to express themselves and grow as communicators in a variety of mediums.

Progress: Completed

II. Staffing

Current Staff:

D. McCall Pitts, Director of Student Publications and Media/Publications Manager

Key Responsibilities:

- Oversee all aspects of the Office of Student Publications and Media;
- Maintain news/editorial/radio operation of high journalistic standards by providing orientation, training, advice, mentoring and support for student staff members;
- Develop and maintain policies, procedures and systems to support effective business operations including budget, goals, records keeping, student staff employment;
- Represent Student Media and serve as the primary contact to the GT administration in concert with the chair of the Student Publications Board when appropriate;
- Support student editor/managers in maintaining organizational sustainability.

Kenisha Allen, Coordinator of Marketing and Sales

Key Responsibilities:

- Manage and support all marketing, advertising and promotional activities with student staff and volunteers.

- Conduct market research to advise marketing/advertising strategies and brand direction.
- Liaise with appropriate agencies to promote student publications to a broader advertising market.
- Manage advertising, sales, and underwriting budgets working closely with the Student Organization Finance Office.
- Oversee the distribution of all print publications.

Progress: Completed

III. Policy/Procedure

New or Changed Policy/Procedure:

The primary change to policy and procedures was an updating of the Student Publication Board's constitution.

Not revised since 1998, the governing body's constitution did not compliance with student government's student organizational requirements with regard to voting membership and there were some other policies and practices which also needed updating to comply with Institute policy. Of the significant changes needed, faculty and staff members of the Board are no longer allowed voting privileges and three students were needed as designees to serve as the Chair, treasurer and member-at-large on the Board. During the 2017-2018 academic year, this new constitution was enacted with some success. Modifications, however, may need to be made based upon future use.

What type of policy?:

Departmental Policy/Procedure

Justification:

Changes had to be made in order to align with the Student Government Association's student organizations' policy.

Progress: Ongoing

IV. Significant Accomplishments

Significant Accomplishments:

Some of the most notable accomplishments for the Office of Student Media in 2016-2017 include:

- The *Technique* student newspaper won (13) Georgia Collegiate Press Association's (GCPA) in their annual awards ceremony in Macon, Georgia including second place for Best Newspaper and a first place award of Best Layout and Design
- Implementation of the Board of Student Publications' constitution and bylaws;

- *The North Avenue Review*, the Institute's free speech publication successfully printed 2 successful magazines for the year and celebrated a ninety percent distribution/pick up rate;
- *WREK Atlanta 91.1 FM* celebrated it's 50th anniversary in March of 2018. The station organized a tow day WREKtacular music festival/concert in early April 2018. The event featured 8 bands/artists and was held off campus at a local music venue which donated the space to WREK;
- A 50th anniversary t-shirt was created for *WREK Atlanta 91.1 FM* and distributed to station staff, WREKtacular attendees and student and staff across campus;
- Produced the tenth print versions of *The Tower: Undergraduate Research Journal*, and the journal worked to get its name out to campus meeting before the Provost, GTRI and members of the Faculty;
- Staff continued to work to develop alternative revenue resource streams for printing and production funding for all of the publications;
- Updated online version of the *Technique* newspaper which saw a continued increase in daily views in 2017-2018;
- Student publications and *WREK Atlanta 91.1 FM* worked with FASET to coordinate incoming student information sessions through Opportunities at Tech;
- Successfully submitted annual FCC Ownership Report for *WREK Atlanta* (February 2018);
- Successfully continued our recycling program with the Atlanta Humane Society for student publications (primarily old issues of the *Technique*) which turned out to be very successful and will continue in future years;
- Updated Media Kit to reflect current pricing, schedules, coupon codes, and uploading new forms;
- The Director continued his weekly radio specialty show with student staff on *WREK Atlanta 91.1 FM*; and
- Organized a *Constitution Day* event for campus in February 2018 in alignment with all of the student publications.

Progress: Completed

V. Statistics

Unit Statistics:

Annual Technique Revenue

In FY18 the *Technique* saw an approximate 5 percent in advertising revenue from FY17. This reduction in income can be attributed to a continued drop in National advertising, a trend seen among a large percentage of college newspapers nationwide. The Advertising and Marketing Coordinator stayed in close communication with other similar peer institutions who also saw drops in advertising revenue. Continued efforts and revenue strategies will be enacted for the 2018-2019 academic year including: reduced pricing for bundle packages for multiple ads, increased communication with third-party ad agencies and a larger

canvassing of local businesses and industries. In addition, the Technique student newspaper will be reducing its number of printed issues in order to conserve revenue.

Student Activity Fee Money for Printing and Operations

During the fall of 2017 spring of 2018 the student publications and WREK Atlanta 91.1 FM radio submitted and defended their FY19 student activity fee request before the Institute's student government association.

In FY18, the student organizations received a slight increase in funding to operate, however, in the late Spring of 2018, they learned of reductions in the upcoming FY19 year's budget for their OS&E. The only major change in funding for the coming FY19 fiscal year was a \$10,000.00 reduction in The Technique student newspaper's printing (OS&E). The ERATO literary journal, the North Avenue Review, The Tower and the T-Book all received the same funding as they had in FY18. WREK Atlanta 91.1 FM's budget was also kept at the FY18 allocation rate.

Progress: Completed

VI. Service to the Institute

Staff Service:

D. McCall Pitts, Director of Student Publications and Media/Publications Manager

- Volunteer, Dean of Student's on-call duty rotation (since August 2009);
- Chair of the Radio Communications Board;
- Treasurer of the Board of Student Publications;
- Attendee, FASET sessions
- Volunteer, Family Weekend 2017 events
- Student Life Event Planning Committee

Kenisha Allen, Coordinator of Marketing and Sales

- Emergency Preparedness Committee
- Student Life Event Planning Committee
- Attendee, FASET sessions
- Volunteer, Family Weekend 2017 events

Progress: Completed

VII. Professional Development

Staff Professional Development:

D. McCall Pitts, Director of Student Publications and Media/Publications Manager

- Attended Student Affairs professional development meetings;
- Attended and participated in the 2016-2017 annual Georgia Collegiate Press Association's conference;

Kenisha Allen, Coordinator of Marketing and Sales

- Emergency Preparedness 101
- Attended Student Affairs professional development meetings;

Progress: Completed

VIII. Institutional Effectiveness

Changes within Unit: N/A

Progress: Completed

III. Counseling Center

I. Mission/Introduction

Essential Function(s) of department:

Section I: Mission/Introduction

The Georgia Tech Counseling Center is a unit of the Division of Student Life. The mission of the Georgia Tech Counseling Center is the dedication of its services to enhance the academic experience and success of all students by providing a variety of counseling and psychological services to students and the greater campus community. The Counseling Center accomplishes its mission by offering services to students that facilitate personal development, assist in the alleviation, remediation, and prevention of distress, and educate students in ways that develop self-awareness, self-reliance, and self-confidence.

The Center's services are accredited by the International Association of Counseling Services (IACS). The internship program is accredited by the American Psychological Association (APA).

The Center is a member of the Association of University and College Counseling Center Directors (AUCCCD), the Association for the Coordination of Counseling Center Clinical Services (ACCCCS), the Association of Counseling Center Training Agencies (ACCTA), and the Association of Psychology Postdoctoral and Internship Centers (APPIC).

The Counseling Center also serves as a training site for graduate practicum students and doctoral interns. The practicum training program offers supervised training experiences in providing direct psychological services to students and the campus community. The doctoral internship training program is the capstone training experience for doctoral students in applied health psychology. The internship training program offers training to those who are interested in gaining additional experience in working in a counseling center setting and attracts applicants from across the country who are matched with the Counseling Center through the National Matching Service.

Overview of Counseling Services

Individual & Couples Counseling. The Center offers individual counseling for students who present with a wide variety of psychological, vocational, and academic concerns. The most frequently assessed concerns are depression, anxiety, and relationship issues. In addition, the Center provides couples counseling to currently enrolled students and their partners/spouses. To be eligible for couples counseling, one member of the couple must be a currently enrolled student. The Counseling Center uses a short-term model of counseling to assist them in addressing their concerns.

Group Counseling. The Center offers several groups each semester. These include support groups, therapy groups, and psychoeducational life skills workshops.

Outreach & Consultation. The Counseling Center offers a number of educational programs and workshops. These workshops are open to all Georgia Tech students, faculty, and staff. They cover such topics such as stress management, managing anxiety, relationships, and diversity and inclusion. The Center also provides consultation to a number of campus groups and coordinates services for a variety of areas including graduate students, international students, and students of color.

Emergency & Crisis Services. The counseling staff provides crisis and emergency services during regular office hours as well as after-hours and during the weekend. Emergency walk-in times are available during the week for students experiencing a personal crisis. In addition, after-hours consultation and crisis service is available through the counselor-on-duty. The counseling staff is also available to provide emergency response to campus incidents and events.

Referral Services. Psychiatric referrals for medication evaluation and treatment are available through the psychiatry department at the Student Health Center. The Counseling Center works closely with the psychiatrists to facilitate referrals for psychiatric evaluations and follow-up as needed. In addition, a comprehensive listing is maintained by the Counseling Center for students who are in need of extended services or whose presenting concerns are beyond the scope of service at the Center.

Testing & Assessment. A variety of psychological, cognitive, and personality tests are available from licensed psychologists for clients. These include screenings for ADHD, personality assessment, and interest inventories. Mandatory assessments (e.g., drug and alcohol, stress, anger, psychological) are also provided via referrals from the Office of Student Integrity.

Progress: Completed

II. Staffing

Current Staff:

Administration

Mack S. Bowers, Ph.D.

Position: Interim Director, Associate Director/Training Director, Licensed Psychologist

Key Responsibilities:

- Responsible for overall administration of the Center.
- Responsible for coordination and administration of the Center's internship training program and
- provide oversight of the practicum training program.
- Provide direct service and supervision

Andrew "Andy" Smith, Psy.D.

Position: Interim Associate Director/Clinical Services Director, Group Coordinator, Licensed Psychologist

Key Responsibilities:

- Responsible for the coordination of client clinical services for the Center.
- Responsible for coordinating Center's group programs and life skills workshops.
- Provide direct service and supervision.

Irene Dalton, Ph.D.

Position: Assistant Director for Training/Practicum Coordinator

Key Responsibilities:

- Responsible for coordination of practicum training program (e.g., recruitment, training, evaluation and assessment).
- Responsible for direct supervision of Administrative Professional I staff.
- Provide direct service and supervision.

Janice Harewood, Ph.D.

Position: Assistant Director for Outreach and Wellness

Key Responsibilities:

- Responsible for coordinating the Center's outreach programming, initiatives, and program requests.
- Coordinating suicide prevention and education program (interim while suicide prevention position is vacant).
- Responsible for direct supervision of senior staff.
- Provide direct service and supervision.

Senior Staff

Drew Adelman, Ph.D.

Ph.D., counseling psychology, University of Texas

Former postdoctoral resident, University of Pennsylvania

Position: Coordinator for Diversity Programs, Staff Psychologist

Key Responsibilities:

- Responsible for coordinating the Center's diversity and inclusion programming and services.
- Provide direct service and supervision.

Irene Daboin, Ph.D.

Ph.D., clinical and community psychology, Georgia State University

Former postdoctoral fellow and doctoral intern, Georgia Tech Counseling Center

Position: Coordinator Peer Coaching Program, Pursuing Licensure (Psychologist)

Key Responsibilities:

- Responsible for coordinating the Center's peer coaching program.
- Provide direct service and supervision.

Erin English, Ph.D.

Ph.D., counseling psychology, Auburn University

Former doctoral intern, Georgia Tech Counseling Center

Position: Coordinator for Recovery Program and AOD Services, Staff

Psychologist

Key Responsibilities:

- Responsible for coordinating the Center's Recovery Program and AOD services.
- Provide direct service and supervision.

LaRonda Hollis, LPC, NCC

M.S., professional counseling, University of Georgia

Position: Clinical Case Manager, Licensed Professional Counselor

Key Responsibilities:

- Responsible for coordinating client referrals to community providers and student transition to campus.
- Responsible for establishing and maintaining relationships with new and existing community providers.
- Provide direct services and supervision.

Administrative Professional Staff

Tawanna Wilson

Position: Administrative Professional III

Key Responsibilities:

- Maintain administrative support for maintaining Center's operational budget, process timesheets, process travel requests, process purchasing requests.

Shervonda Horn

Position: Administrative Professional I (Secretary/Receptionist)

Key Responsibilities:

- Schedule client appointments, coordinate and process client initial information, provide backup for processing timesheets.
- Maintain database of new clients and client assessment data

Christina Owens

Position: Collegiate Recovery Program Assistant

Key Responsibilities:

- Provide and coordinate programming for Collegiate Recovery Program
- Provide information on Collegiate Recovery Program for campus

New Staff:

Senior Staff

Tyler Finklea, Ph.D.

Ph.D., counseling psychology, Florida State University Former postdoctoral

resident, Emory University Position: Coordinator of Crisis Response

Key Responsibilities

- Responsible for coordinating the Center's response to crises.
- Provide direct service and supervision.

Post Doctoral Resident

Thad Reece, Psy.D.

Argosy University - Atlanta Clinical Psychology

Key Responsibilities:

- Provide psychoeducational assessments for students and student-athletes
- Provide education on assessments to doctoral Interns
- Provide direct services and outreach to clients and student-athletes

Pre-doctoral Interns

Kathryn Bryan

University of Georgia Counseling Psychology

Key Responsibilities:

- Provide direct services, outreach and supervision

Leah Rothschild

American University Counseling Psychology

Key Responsibilities:

- Provide direct services, outreach and supervision

Temporary Staff Additions

Kevin Buckins, LPC

Position: Temporary Therapist

Key Responsibilities:

- Provide direct services and training seminar

Kathleen Clark, LPC

Position: Temporary Therapist

Key Responsibilities:

- Provide direct services and training seminar

Zainab Delawalla, Ph.D.

Position: Temporary Psychologist/Neuropsychologist

Key Responsibilities:

- Provide direct services
- Provide assessment training and supervision to interns

SaDohl Jones, Ph.D., LPC

Position: Temporary Therapist

Key Responsibilities:

- Provide direct services

Kesi Miller, Ph.D.

Position: Temporary Psychologist

Key Responsibilities:

- Provide direct services

Jena Parham, LPC

Position: Temporary Therapist

Key Responsibilities:

- Provide direct services

Matt Reynolds, LMFT

Position: Temporary Therapist

Key Responsibilities:

- Provide direct services

Michael Rothman, Ph.D.

Position: Temporary Psychologist

Key Responsibilities:

- Provide direct services

Progress: Completed

III. Policy/Procedure

New or Changed Policy/Procedure:

- Revised policy regarding session limits for individual counseling. Session limit for individual counseling was lifted by President Peterson. No session limit currently exists, but brief therapy model remains. Long-term counseling continues to be referred off campus.
- On-line student policy was revised to include limits on services available to students enrolled only in on-line programs. On-line students are eligible for workshops and outreach programming, but are not eligible for individual counseling.

What type of policy?:

Departmental Policy/Procedure

Justification:

With the increase in on-line students, it is important that we establish some parameters around the services that can be provided to this population.

Progress: Completed

IV. Significant Accomplishments

Significant Accomplishments:

Fall, 2017:

This year has been challenging for the Counseling Center due to a variety of factors. More than 50% of the senior staff left the center from January to August 2017, so the fall semester began with seven vacant positions out of 15. One new staff member (Dr. Tyler Finklea) had been hired in the summer. Dr. Janice Harewood was promoted into the vacant position of Assistant Director for Outreach. The remaining vacant positions included the director, associate director for clinical services, coordinator of assessment services, coordinator of suicide prevention, coordinator of the Peer Coaching program, and coordinator of the Let's Talk initiative, and one additional senior staff position. While the searches for full-time staff were ongoing, Dr. Mack Bowers, Associate Director for Training, was appointed interim director. He moved quickly to hire temporary staff to meet the demand for clinical service while accelerating recruitment efforts for full-time staff. Drs. Kesi Miller and Michael Rothman, and Kathleen Clark and Jena Parham (LPC's) were in place at the beginning of the semester, and LPC's Kevin Buckins and Matt Reynolds were added later in the semester. Dr. Lauren Marx, post-doctoral resident from the previous year, agreed to remain on staff to coordinate assessment until a replacement could be found. Dr. Zainab Delawalla (psychologist) and Dr. SaDohl Jones (LPC) were added to the staff in the spring semester. Dr. Delawalla assumed responsibility for the training segment of the assessment program after the departure of Dr. Lauren Marx in December.

An additional challenge occurred in September with a campus shooting involving campus police and a suicidal student. In the aftermath of this student death and several others in the fall semester, the Counseling Center was called upon to provide support and grief counseling resources for the campus. Counseling Center hours were extended and grief debriefing sessions were held around campus in the evenings and over the weekends. In addition, following the disruptions associated with the campus shooting, certain members of the campus community focused increased scrutiny on the mental health services of the institute. President Peterson convened student leaders and developed a plan to address these issues with a commitment of \$500,000 from the student government matched by the same amount from the president's office for a total of \$1,000,000 to be used over the next two years to develop and bolster mental health resources on campus.

A system was developed by student government whereby campus units could apply for grants from this fund, and the Counseling Center put forth several proposals.

The following proposals were submitted and accepted for funding by SGA:

- WellTrack: an app available for the campus that provides immediate support for depression, anxiety, and stress. This app will be used by the Counseling Center in collaboration with our Lifeskills Workshops as well

as outreach on stress and anxiety. It will also augment individual counseling for students both in treatment and outside of treatment (\$22,500).

- ProtoCall: a 24-hours on-call service via telephone for students who have immediate mental health needs outside of the normal operating hours of the counseling center. This service is staffed by licensed mental health professionals and is customized for our campus with information that is relevant to the resources available at Georgia Tech (\$19,900)
- Biofeedback lab for anxiety management: funds for the purchase of computer hardware and biofeedback software were approved to develop a stress management program for the clients of the Counseling Center experiencing anxiety and stress (\$15,239).
- Koru Mindfulness Training: funding for six staff to attend training in mindfulness and bring this back to campus for additional stress management support. This proposal was submitted in cooperation with the Health and Welbeing department (\$8,970).
- Doctoral intern: a proposal for an additional intern for the counseling center was approved by the vice-president of student life (\$29,000).

The Counseling Center felt well supported during this time of turmoil and several student groups reached out to show that support in tangible ways. The Muslim Student Association held a bake sale to support the Counseling Center and raised more than \$500.00 to contribute to the efforts of the center to serve the needs of students. Members of one campus ministry (Campus Christian Fellowship) launched a letter-writing campaign and delivered a package filled with cards of support and well-wishes to the Center. These acts of compassion were well-received by the staff of the center during a time when many demands were being placed on the center to respond to multiple issues on campus.

Spring, 2018:

An exciting development for the Counseling Center was the first-ever endowment of a program. A young Georgia Tech alumni stepped forward at the conclusion of 2017 and offered to provide a substantial gift to endow the Peer Coaching program. The proceeds from this endowment will fund the materials and supplies for the peer coaches, as well as underwrite certain team-building activities throughout the year. The Peer Coaching program continues to grow and will be training 11 new coaches this year.

A major undertaking for the spring semester involved the accreditation site visit by the American Psychological Association for the internship program. It had been seven years since the last accreditation visit, so the visit was scheduled in February. In preparation for the site visit, a self-study was conducted in 2017 and the report was submitted to the APA for approval. The site visit team was chaired by Dr. Barry Scheirer, director of the University of Iowa counseling center. The team spent two days on campus meeting with counseling center personnel and

campus partners, reviewing records, examining practices, and interviewing interns (both current and former). At the conclusion of the second day, the team met with the counseling center staff and provided preliminary feedback. The self-study and visit were an opportunity to examine the training program in a comprehensive way, and the center is optimistic about being reaccredited when the APA Commission on Accreditation meets this summer.

In addition to the site visit, a number of searches were successfully completed in the spring. Dr. Carla Bradley was hired as the new director and will be starting in July, 2018. She is previously the lead psychologist at the University of Colorado in Boulder. Dr. Irene Daboin was hired as a staff psychologist and coordinator of the Peer Coaching program. She has coordinated this program for the past year as a postdoctoral fellow. Dr. Julia Rizzo was hired as a staff psychologist and coordinator of suicide prevention and crisis response. She is completing her postdoctoral fellowship at Emory University and will join the Counseling Center in September. Dr. Peter Hauge was hired as a staff psychologist and will join the staff in September as well. He is completing his doctoral internship at Texas A & M Counseling Center. The search for the assessment coordinator and one additional staff psychologist is ongoing

Progress: Completed

V. Statistics

Unit Statistics:

Client Demographics

Client Demographics – Student Status	
Student Status:	Percent:
<input type="checkbox"/> 1 st year	18.4
<input type="checkbox"/> 2 nd year	17.2
<input type="checkbox"/> 3 rd year	22.1
<input type="checkbox"/> 4 th year	14.5
<input type="checkbox"/> 5 th year	5.9
<input type="checkbox"/> > 5 th year	2.1
<input type="checkbox"/> Undergraduate	80.1
<input type="checkbox"/> Graduate	19.8

Client Demographics	
Gender Identity:	Percent:
<input type="checkbox"/> Male	50.6
<input type="checkbox"/> Female	48.1
<input type="checkbox"/> Other	1.3
Identify with Sex Assigned at Birth	
<input type="checkbox"/> Yes	92.2
<input type="checkbox"/> No	1.4
<input type="checkbox"/> No Response	6.5

Race/Ethnicity:	Percent:
<input type="checkbox"/> African American/Black	9.1
<input type="checkbox"/> Asian American/Asian	26.0
<input type="checkbox"/> Hispanic/Latino(a)	6.5
<input type="checkbox"/> American Indian/Alaskan Native	0.1
<input type="checkbox"/> White	51.6
<input type="checkbox"/> Multiracial	4.0
<input type="checkbox"/> International	15.0
Sexual Orientation (self-identified):	Percent:
<input type="checkbox"/> Heterosexual	78.2
<input type="checkbox"/> Lesbian	0.8
<input type="checkbox"/> Gay	3.0
<input type="checkbox"/> Bisexual	6.8
<input type="checkbox"/> Questioning	3.0

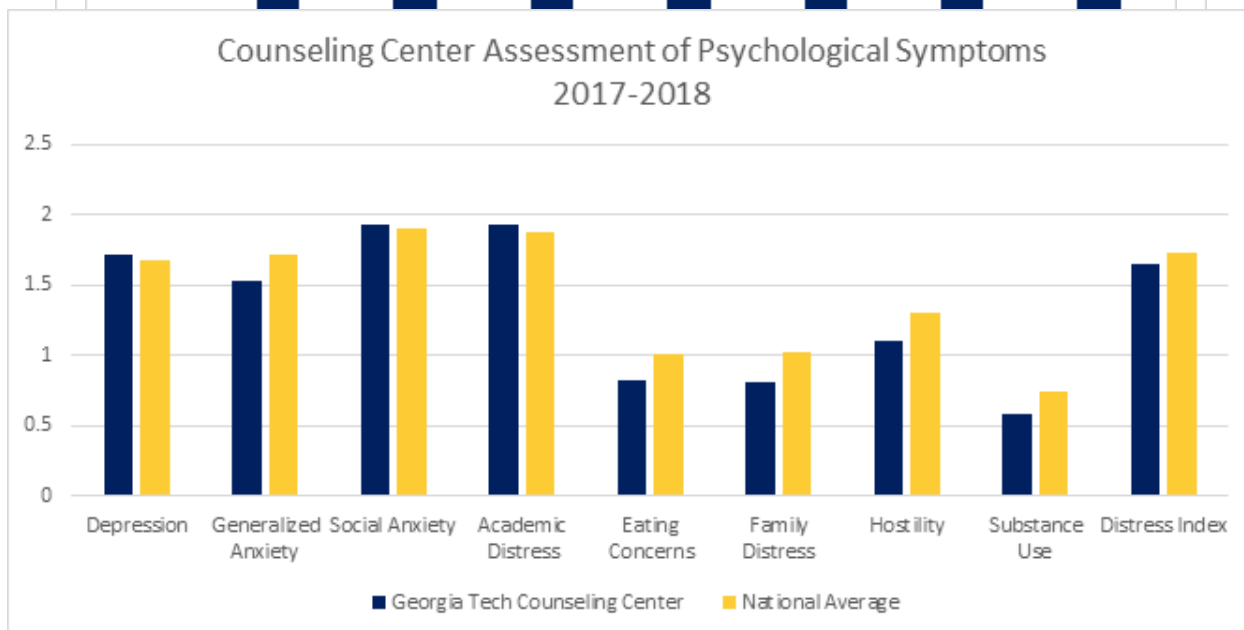
Clinical Services

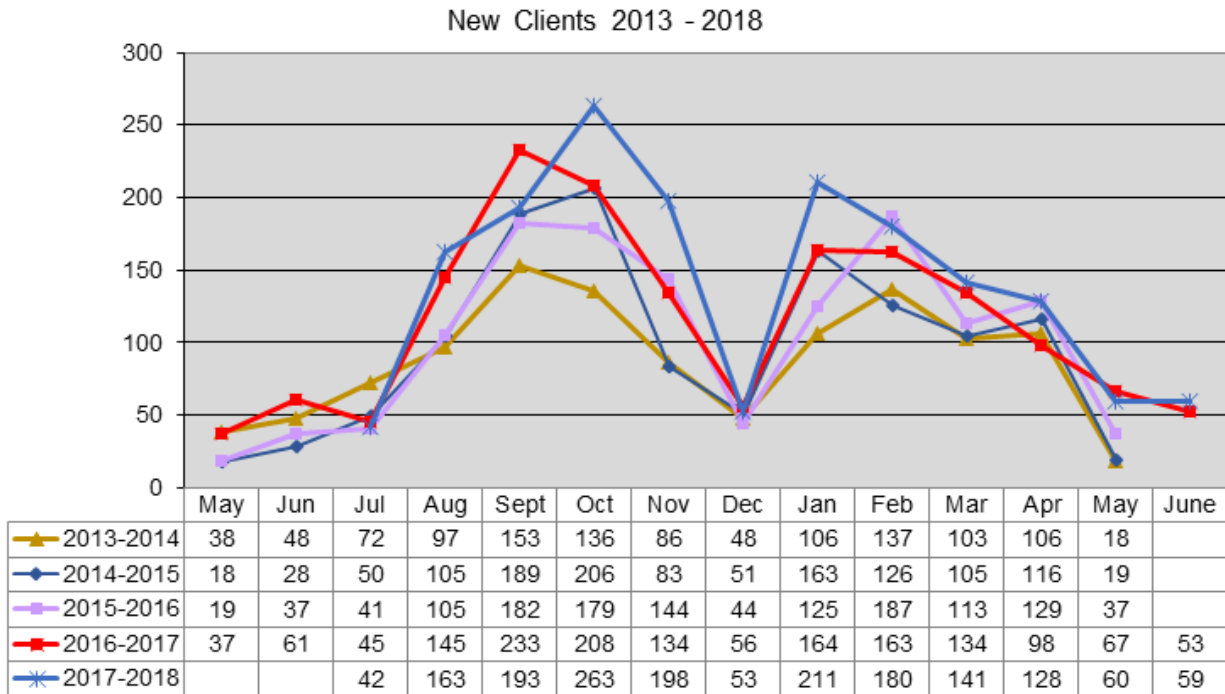
Clinical services include short-term consultation, individual counseling, couples counseling, group counseling, initial consultation, crisis intervention, testing and assessment. The stepped-care model is utilized to guide the delivery of these services. Under the stepped-care model, students receive the most effective intervention using the least intensive clinical resources as determined by their initial counselor and in consultation with the client care team.

The Case Manager coordinated external referrals and assisted with voluntary and involuntary hospitalizations. The case manager also continued to enhance relationships with community providers (e.g., Ridgeview Institute, Atlanta Medical Center, Peachford Hospital) as well as cultivate new community referrals. The Center hosted two open houses in the fall and spring semesters for area mental health practitioners who were interested in joining the referral network for the Center.

Summary of Counseling Services	
Total Number of New Students	1,689
Total Number of Counseling Appointments	7,972

Total Number of Counseling Hours Provided	11,050.58
Average Number of Sessions per Client	4.44
Most Frequently Assessed Concerns of Students Referred for Individual Counseling (Top 10)	<input type="checkbox"/> Depression (31%) <input type="checkbox"/> Anxiety (29%) <input type="checkbox"/> Relationships (11%) <input type="checkbox"/> Adjustment to College (6%) <input type="checkbox"/> Stress (5%) <input type="checkbox"/> Academics (4%) <input type="checkbox"/> Family Relationships (3%) <input type="checkbox"/> Self Esteem (3%) <input type="checkbox"/> Sexual assault (2%) <input type="checkbox"/> Grief (2%)
Total Number of Client Hospitalizations	28 (voluntary, 10; involuntary, 18)





Of the students coming to the counseling center for the first time this year:

- 20.3% report taking a prescribed medication for mental health concerns
- 40.7% report attending counseling in the past
- 4.9% report having been hospitalized for mental health concerns in the past
- 7.1% have attempted suicide in the past.

Group counseling. Group counseling continued to be offered by the Counseling Center. Group counseling is offered through 2 service types: Life Skills psychoeducational workshops and psychotherapy groups. For 2017-2018, the Center was successful in offering 10 groups in the Fall, 11 groups in the Spring, and 3 groups in the summer semester. The groups program resulted in 1,444 client hours. Senior staff facilitated a number of groups throughout the year. Groups were also facilitated/co-facilitated by interns and practicum students.

Group Counseling Summary	
Total Number of Groups Offered	10 (Fall)/11 (Spring) 3 (summer)
Total Number of Clients	100
Total Number of Contact Hours	1,444

AOD Treatment Team. The Alcohol and Other Drug Treatment Team provides client care, staffing, consultation and support for clinicians providing AOD services (both voluntary and mandated) through the GTCC. Facilitated by the Coordinator for Collegiate Recovery and AOD Programs, the team is multidisciplinary and comprised of psychologists, a Stamps psychiatrist, a post-doctoral resident and two pre-doctoral psychology interns. The team offers treatment recommendations for clients who present with substance use concerns, even in cases where alcohol and/or other drug use is not perceived by the client to be a primary presenting issue. The AOD Treatment team also offers ongoing education/training related to substance use.

Members of the AOD Treatment Team complete comprehensive mandated evaluations for students who are referred to the GTCC from the ODOS or Housing for alcohol and drug-related infractions. Recommendations based on the results of these evaluations may range from simple education to referrals for intensive outpatient treatment or higher, depending on the client's needs. Between July 1, 2017 and June 30, 2018, 66 mandated evaluations were completed by 8 clinicians.

Testing and Assessment. The Counseling Center continued to provide a variety of assessment services through 2017-2018, including screenings and psychoeducational evaluations for Attention- Deficit/Hyperactivity Disorder and Learning Disabilities. In addition, a range of other assessment services, including interest inventories, personality, and psychological testing are available based on students' needs. Mandatory assessments (e.g., stress, anger, psychological) are also provided via referrals from the Office of Student Integrity.

Assessment and Testing 2017-2018	
Psychoeducational Evaluations	20
Cognitive Evaluations	4
ASD Evaluations	4
LD Screenings	38
Career Assessment	2
Total Assessments	68

Outreach. Outreach and consultation services are an integral part of the Counseling Center’s mission to serve the needs of students, faculty and staff through the provision of educational programming and workshops. The Counseling Center continued its service in the area of outreach and consultation, providing a wide variety of programs and workshops to students and the campus community. Outreach programs were offered from a core set of offerings each year that focused on college mental health, wellness, and stress management. Additionally, special programs for national and monthly/weekly events, such as National Depression Screening Day and ADHD Awareness Month Screening Day, were offered throughout the year. In addition to the proactive provision of outreach programs, the Center responded to individual outreach requests from consultation contacts, student groups, faculty and staff, organizations, and departments. The Counseling Center was very successful in its efforts to provide quality outreach and consultation to the campus community. A total of 195 educational workshops and outreach programs were presented to the campus community which served a total of 5,783 individuals on campus.

Outreach & Consultation Summary	
Total Number of Programs Offered	195
Total Number of Contact Hours	276
Total Number of People	5783

The Counseling Center continued to partner with a number of campus groups and organizations (e.g., Health Promotion, Housing, FASET, Women’s Resource Center, the Office of International Student Services) to offer programs to faculty, staff, and students. The Counseling Center also provided staffing support and counseling debriefing for a number of campus programs that related to mental health distress and grief, including the SGA Candlelight Vigil (suicide awareness and prevention), Take Back the Night (sexual assault awareness and prevention), and When the Whistle Blows (remembrance ceremony).

Social Media

Twitter

The Counseling Center maintains a Twitter account (@GTCounseling) to provide information regarding available services and upcoming programs. In addition, The Center provides information regarding mental health issues and topics pertinent to Tech. Since its establishment

in 2018, the Center has a total of 596 followers, including Georgia Tech Engineers (@GaTechEngineers), GTDiversity (@GTdiversity), and the Georgia Tech Student Ambassadors (@GTAmbassadors).

YouTube

The Counseling Center maintains a series of topical videos designed to provide additional information to students, faculty, and staff related to various topic areas. Topic areas ranged from providing an overview of counseling and how to make an initial appointment to addressing stress and adjustment issues for international students. The videos are accessible via the Counseling Center's webpage or the Counseling Center's YouTube channel (youtube.com/user/GTCounseling).

Collegiate Recovery Program. The Collegiate Recovery program offers a safe and welcoming community for undergraduate and graduate students in recovery from alcohol and drug addictions. Recognizing that social isolation and high levels of stress may threaten sobriety and trigger relapse into high-risk drinking or drug use, the Collegiate Recovery Program provides social and emotional support, recovery-focused educational seminars, and connections with other campus resources. The values of the Collegiate Recovery Program include wellness through sober and healthy living, academic excellence, leadership and civic engagement, and connection through meaningful relationships. Involvement in the Collegiate Recovery Program requires that students maintain a minimum of six months' sobriety, demonstrate a commitment to academic progress, consistently attend the weekly educational seminar, and actively participate in a community 12-step program.

During 2017-2018, the collegiate Recovery Program received \$62,500 in privately donated funds from four separate funding sources, which has made possible a number of programs and services, including the following:

- Weekly, recovery-focused seminars;
- On-campus 12-step meetings (“Buzzed on Service”);
- Production of a CRP Video;
- National Recovery Month campus-wide events;
- Annual Southeastern CRC Retreat at Camp Cosby;
- December 2017 graduation reception for students and families;
- Sober social events;
- Campus Outreach, including FASET and other tabling events to raise awareness;

- Participation in a community bike ride to raise awareness for addiction and recovery;
- Student professional development (attendance at the Association of Recovery in Higher Education conference);
- Team building through the Challenge Course;
- End of Year Celebration at Top Golf;
- Marketing and promotional materials.

Accomplishments:

- o There were zero relapses among the 18 students participating in the CRP during 2017-2018.
- o In addition, 4 new students were admitted who arrived in early recovery (less than 3 months), and these students sustained their recovery and academic progress with the support of the CRP.
- o Two students graduated in December 2016, one with an undergraduate degree and one with a master's degree, with both students attaining employment prior to their graduation.

Recovery Program Outcome Data. Seventeen (17) students participated in the CRP during 2017-2018. For those students involved, evaluations were administered to assess their experience in the program.

Results included the following responses:

- 100% of students said the CRP “moderately” or “very much” helped them to focus on maintaining sobriety.
- 100% of students said that participation in the CRP “very much” provided sober social support.
- 100% of students identified the on-campus AA meeting as “moderately important” or “very important.”
- 75% of students said that participation in the CRP “very much” or “moderately” helped them to succeed academically.
- All students identified scholarships as an additional support service that would be particularly beneficial to them.
- All students identified sober living options as an additional support service that would be particularly beneficial to them

Student Demographic Data (aggregate since fall 2014, N=32)
(Students served=32)

Average GPA	3.4
Student Status	3 graduate; 29 undergraduate
Ethnicity	29 white; 2 Indian; 1 Asian
Gender	6 women; 26 men
Time in Recovery	Average: 4 years (range: 3 months to 7 years)
Colleges Represented	All schools within the College of Engineering; College of Computing; College of Business College of Sciences; College of Liberal Arts
Sexual Orientation	31 heterosexual; 1 homosexual
Age	Median: 22 (range: 18-65 years)

Diversity & Inclusion Programs and Services. Diversity & Inclusion Programs and Services is an area within the Counseling Center charged with providing education and advocacy for the mental health needs of students at Georgia Tech from diverse backgrounds of social identities. This advocacy involves both internal education, assessment, and staff development around multicultural competence, and external programming geared towards constituents including faculty, staff, and parents, but primarily towards students.

International Student Services. The International Student Services area focuses on the engagement in, provision of, and coordination of activities and services that help international students at GA Tech attain their educational and personal goals. Counseling Center staff provide an orientation program entitled “Welcome to America” each semester that introduces international students to customs and norms of American college life, as well as ways of practicing good self-care as they adjust to the transition of living in the United States.

Graduate Student Services. The Graduate Student Services area is charged with attending to the comprehensive needs of graduate students through the provision of various counseling services.

Accomplishments during 2017-2018 included:

- Provided tabling for Graduate Student Expo Resource Fair
- Attended Graduate Student Government Association Meetings (SGA)
- Collaborated with the Office of Graduate Studies and Grad SGA on “Grad Groups”; provided

presentations on stress management, time management, and other topics of interest to graduate students.

- Continued to collaborate and expand upon established relationships with various campus partners (Office of Graduate Studies, Grad SGA, Graduate and Family Housing).
- Provision of additional Graduate IP Groups and/or Thesis Support Groups

“Let’s Talk” Consultation Service. “Let’s Talk” is an outreach program designed to engage students by providing informal walk-in consultations with Georgia Tech Counseling Center (GTCC) counselors at sites across campus. “Let’s Talk” is intended to reach students who might be unlikely to seek traditional mental health services at the GTCC. “Let’s Talk” is different than formal counseling in that there is no clinical paperwork to fill out, no formal intake, and no scheduled appointments. Students are encouraged to drop by and talk about whatever is important to them, much as they might talk with a teaching assistant, residence hall director, or academic advisor. This service is open to all Georgia Tech undergraduate and graduate students. It is a valuable and appropriate service for students who may be unsure about counseling, have a specific problem and would like someone with whom to talk it through, have a concern about a friend and want some thoughts about what to do, or students who are not interested in ongoing counseling but would like the perspective of a counselor. “Let’s Talk” is held at different locations across campus, with an emphasis on reaching student communities who may have difficulties accessing traditional mental health services or have a hard time accessing GTCC because of tight schedules or geographic location. Examples of target of student communities include students of color, international students, student athletes, and graduate students. Despite the emphasis on hosting “Let’s Talk” at sites convenient to particular communities, every site is open to all Georgia Tech students.

Activities:

- The coordinator of the Let’s Talk program resigned to pursue other career opportunities in August, 2017, so Dr. Janice Harewood assumed responsibility for the program while a replacement was recruited.
- The program continued to fill a niche for certain members of the community and was offered each Monday in the Center for the Advancement of Teaching and Learning throughout the

spring semester. Drs. Adelman, Bowers and Harewood staffed the hours.

Suicide Education/Prevention and Crisis Response. The Counseling Center continued to engage in campus- wide suicide education and prevention efforts through a number of programs and initiatives throughout 2017-2018, including continued campus-wide implementation of *Tech Ends Suicide Together*, a Zero-Suicide initiative. The Question, Persuade, Refer (QPR) Gatekeeper Training (an educational program designed to teach individuals to recognize the warning signs of a suicide crisis and how to question, persuade, and refer someone to help) was offered to faculty, staff, and students as requested. In addition to QPR Training, the Counseling Center, in conjunction with various student groups, hosted/co-sponsored the following events:

- Partnered with Kappa sigma fraternity to host second annual “Kick the Stigma games”
- Facilitated self-study training for 3 pre-doctoral interns to become certified QPR instructors
- Hosted Dr. Lacy Currie, master QPR trainer, to provide training for an additional set of trainers for the campus in January 2018.

The Counseling Center is also available to provide emergency response to campus incidents and events as needed. During the 2017-2018 academic year, the Center was particularly busy providing the following support services to the campus community:

- Provided consultation services to academic departments, classroom debriefings, and consultation to faculty in the aftermath of student and faculty deaths
- Providing weekend debriefings to fraternities, sororities and housing communities in the aftermath of the campus unrest
- Provided 24-hour afterhours phone consultation for campus emergencies.

Training

During 2017-2018, the Counseling Center’s training program continued its doctoral training program in psychology and its postdoctoral residency. As mentioned above, a major focus of the year was the re-accreditation process for the internship. This exercise provided an opportunity to examine our program and enhance the assessment process. The Counseling Center also accepted a number of

graduate students in counseling and psychology from area institutions for its practicum training program.

Internship. Mack Bowers, PhD serves as the Internship Training Director serving as liaison to academic training directors, coordinating the orientation, training and supervision of interns, and evaluation of the internship. He was assisted this year by Dr. Irene Dalton in the selection of interns. Three pre-doctoral positions were matched with the Counseling Center via the 2017 APPIC Match process from a national applicant pool to become the Center's ninth internship class:

- Kathryn Bryan (University of Georgia)
- Patrick Fletcher (Wright State University)
- Leah Rothschild (American University)

Practicum Training. In addition to the internship program, the Center continues to sponsor a practicum training program for graduate students in counseling and psychology. Irene Dalton, PhD serves as the Practicum Coordinator in recruitment and selection of practicum candidates, serving as liaison to academic training directors, and coordinating the orientation, training and supervision of practicum students, and evaluation of the program. During 2017-2018, 4 graduate students were accepted as practicum trainees:

- Elise Choe (Georgia State University)
- Raina Haffka (Auburn University)
- Katie Hale (Georgia State University)
- Adrian Kunemund (University of Georgia)

During their time at the Center, practicum students take part in conducting individual and group counseling under the supervision of senior counseling staff or postdoctoral resident. In addition, practicum students may become involved in outreach opportunities presented to the Center. As part of the training experience, senior staff provides weekly orientation and training seminars for intern and practicum students.

Peer Coaching Program

The Peer Coaching Program, now at the end of its fourth year, continues to grow and thrive. The program first originated as part of "Burdell's Buddies" - a student-driven mental health initiative whose mission was to support the Georgia Tech Counseling Center in serving the Tech community through:

- 1) Raising awareness about mental health issues,
- 2) Promoting the use of campus, professional, and personal resources, and
- 3) Providing peer-to-peer support and education.

At its start in 2014-15, Burdell's Buddies designed, promoted and executed two outreach events, including a Mental Health workshop discussing common mental health concerns faced by college students and how to support them, and a Stress Management and Relaxation workshop held the week before finals. Later on, under the umbrella of the Burdell's Buddies initiative, the Counseling Center developed the "Peer Counseling Program," led by Dr. Jason Braun (staff psychologist). A training program was developed and piloted, with topics including: College Student Development, Cultural Awareness, Ethics, Interpersonal and Helping Skills, and Crisis Intervention and Suicide Prevention. The Counseling Center then received 30 applications and accepted 15 trainees for the inaugural, 14-session Peer Counseling Training in fall 2015.

In 2016 the "Peer Counseling Program" was renamed the "Peer Coaching Program" in order to differentiate the program from the clinical services provided by mental health professionals at the Counseling Center. The program then went on to establish its own website, to further brand itself as separate and distinct from the clinical services offered at the Counseling Center, and to prepare for the eventual launch and implementation of an online self-referral process.

Overall, the Peer Coaching Program (PCP) offers students access to a unique type of support to help facilitate their academic and personal success. The program trains students to provide one-on-one support and education to their GA Tech peers and offers Peer Coaches ongoing supervision in the provision of these services. Services provided by the PCP are considered consultation services, as opposed to counseling or therapy. Students serving as Peer Coaches are trained to assist consultees in identifying and accomplishing specific academic, social or other personal goals related to concerns commonly faced by college students.

These include:

- Adjustment to College/Tech Culture
- Academic Struggles (e.g. study skills, time management, and motivation)
- Stress
- Relationship Concerns (e.g. roommates, friendships, dating/partner relationships, family)
- Uncertainty about Major/Career Path
- Grief and Loss

After the first 15 Peer Coaches completed the inaugural training during fall 2015, Peer Coaching became available to Tech students for the first

time in spring 2016 and, in the span of two-months, seven (7) students accessed peer-coaching services for a total of 11 face-to-face meetings and 29 contacts (including phone, text, and in-person). The PCP then accepted seven (7) trainees for its second cohort, who completed training in the fall of 2016 with Dr. Jason Braun and (then intern) Irene Daboin.

In the spring of 2017, the program launched its online screening / self-referral form through the program's website, enabling students to access

Peer Coaching without having to ever step foot into the Counseling Center (in case that be a barrier to some students seeking coaching services).

Then in the fall of 2017, under the supervision of Dr. Irene Daboin, the program accepted six (6) trainees for its third cohort, bringing the total number of students trained as Peer Coaches to 28. Additionally, for the first time in the program's history, the Peer Coaching trainee cohort included two graduate students.

The number of students who accessed Peer Coaching services in the spring and fall semesters of 2017 (18 students total combined) was a significant increase compared to the spring and fall of 2016 (12 students total combined). Even more so, the number of students who accessed Peer Coaching Services in spring 2018 (16 total) surpassed the total number of students from spring and fall 2016 combined and approached the total number of students from spring and fall 2017 combined.

Additionally, in 2017-18 the Counseling Center developed more specific criteria for deciding which students are appropriate for receiving peer coaching services, and the peer coaches started to engage in outreach events throughout the campus community, including presentations on the topic of "How to Help a Peer in Distress," and tabling at the Counseling Center's National Depression Screening Day events. Last but not least, two of the coaches have now become certified QPR instructors as part of the Tech Ends Suicide Together Initiative, and a GA Tech alumnus has financed a \$25,000 endowment fund, for the program, which will have a yearly spending allocation starting July 1, 2018.

Overall, the number of students utilizing this resource and the number of students interested in becoming Peer Coaches continues to increase each year, as the program remains one of the few ways that students on campus can get involved in mental health-related activities and the only way in which students can receive paraprofessional mental health services.

Moreover, the program is one of the few in the nation to provide students with paraprofessional mental health training and hands-on experience providing consultation services (whereas most programs involving peer-to-peer services focus solely on outreach and/or education). In summary, a few of our landmark accomplishments to date include:

- The launching of an online screening / self-referral form in spring 2017.

- A 50% increase in the number of students who accessed Peer Coaching services in the spring and fall semesters of 2017 (18 students total) compared to the spring and fall of 2016 (12 students total).
- A significant increase in the number of students who accessed Peer Coaching services in the spring of 2018 (16 total, compared to 10 total in spring 2017 and 8 total in fall 2017).
- A total of 28 students who have been trained to-date to become Peer Coaches (including two of whom are certified QPR instructors) and one of the largest incoming training cohorts for fall 2018 (11 students, including three graduate students), and
- A \$25,000 endowment fund, which will have a yearly spending allocation starting July 1, 2018.

Moving forward, our goals for the program include: (1) providing all coaches with access to a Google Drive collection of handouts, resources, and training materials, (2) developing a formal training manual for easier and more consistent program implementation, (3) exploring additional referral sources and further expanding the program's online presence (including, potentially, social media), (4) using the program's endowment fund to better advertise the program and to provide each coach with a personal copy of the training textbook, and (5) explore the possibility of expanding the program and having a training cohort each semester (beyond just one in the fall of each academic year).

Progress: Completed

VI. Service to the Institute

Service to the Institute:

Drew Adelman, Ph.D.

- Member, President's A Path Forward – Together Student Mental Health Action Team
- Instructor: PSYC 2005A, Exploring Multicultural Identities
- LGBTQIA Resource Center Advisory Board
- Presenter, SGA CDAC Inclusive Leadership Conference
- Presenter, Housing Student Staff Training
- Facilitator, QPR Trainings·Facilitator, Trans 101 Trainings
- Facilitator, Housing Residence Life Professional Staff Day-Long In-Service Training
- Chair, Suicide Prevention Coordinator Search Committee
- Member, Staff Psychologist Search Committee·Member, Assessment Coordinator Search Committee

- Trained as a Safe Space Facilitator
- Family Weekend Volunteer

Mack Bowers, Ph.D.

- Staff Liaison, Employee Resource Group (Web of Brilliance)
- Presenter, Mental Health Summit (October, 2017), Georgia Tech Student Mental Health Coalition
- Facilitator, QPR Trainings
- Member, Vice President of Student Life Cabinet
- Family Weekend Volunteer

Irene Daboin, Ph.D.

- Sexual Violence Prevention Alliance
- Family Weekend Volunteer

Irene Dalton, Ph.D.

- Search committee – Associate Dean of Students
- Search committee – Health Educator/Health and Well Being
- Representative from counseling center for Students of Concern Meeting
- Family Weekend Volunteer

Erin English, Ph.D.

- Member, Body Image Committee
- Member, Eating Disorders Treatment Team
- Member, Alcohol and Other Drug Education Task Force
- Family Weekend Volunteer

Janice Harewood, Ph.D.

- Member of Staff Council Committee for Employee Health and Wellbeing
- Member of Division of Student Life Awards Committee
- GTCC Psychologist Search Committee Chair
- Family Weekend Volunteer

Thad Reece, PsyD.

- Member, Search Committee for Internship, Practicum, Assessment Coordinator
- Liaison to Athletic Association

Andy Smith, Psy.D.

- Member, Sexual Violence and Prevention Alliance
- Member, Search Committee for Director of Disability Services
- Family Weekend Volunteer

Progress: Completed

VII. Institutional Effectiveness

Changes within Unit:

Operational hours were increased in the fall semester following the campus events that caused a substantial increase in the demand for services. In addition, several contract therapists were brought in to assist with the delivery of clinical service given the increased demand.

The goal of enhancing the after-hours capability of the Center was established in response to the increased demand for after-hours phone contact by students.

Progress: Completed

VII. Professional Development

Staff Professional Development:

Drew Adelman, Ph.D.

Professional Memberships:

- Georgia Psychological Association

Meetings/Conferences Attended:

- Georgia Psychological Association Annual Meeting (April, 2018), Athens, GA.
- Emory Higher Education Institute Social Justice Innovation Student Affairs Certificate Program

Mack Bowers, Ph.D.

Professional Memberships:

- American Psychological Association (Divisions 17 and 36)

Meetings/Conferences Attended:

- Georgia Counseling Center Directors Meeting, (July 2017), Macon, GA.
- Association of Counseling Center Training Agencies (September 2017), Denver, CO.

Irene Daboin, Ph.D.

Professional Presentations:

- Swartout, A., & Daboin, I. (2018, January). Action teaching in a course on human sexuality. Poster presentation at the 40th national Institute on the Teaching of Psychology, St. Petersburg Beach, FL.

Article Published:

- Johnson, S., Goodnight, B. Zhang, H., Daboin, I., and Kaslow, N. (2017). Compassion-Based Meditation Among African Americans: Self-Criticism Mediates Changes in Depression. *Suicide and Life-Threatening Behavior*, doi:10.1111/sltb.12347.

Irene Dalton, Ph.D.

Professional Memberships:

- Georgia Psychological Association

Meetings/Conferences Attended:

- Counseling Grief Clients. (January, 2018). PESI, Atlanta, GA

- What you need to know about Today's Psychiatric Medications (December, 2017). PESI, Atlanta, GA
- Ethical Principles in the Practice of GA Mental Health Professionals (May, 2018). PESI, Atlanta, GA

Erin English, Ph.D.

Professional Memberships:

- American Psychological Association
- Association of Recovery in Higher Education

Professional Presentations:

- Perez, R., Love, G., Lovett, J., English, E., Ettinger, L., Bennett, T., & Stein, J. (2018, January), Innovations in Collegiate Recovery Programs: Implementing Unique Initiatives. NASPA Alcohol and Other Drug and Violence Prevention Conference. Portland, OR.
- English, E. (2018, March). Sorry not Sorry. Georgia Tech Women's Leadership Conference.

Tyler Finklea, Ph.D.

Meetings/Conferences Attended:

- American Psychological Association Division 39 Spring Conference, (June, 2018), New Orleans, LA

Article Published:

- Kaslow, N., Finklea, T. & Chan, G (2017). Personality Assessment: A Competency-Capability Perspective. Journal of Personality Assessment. DOI: 10.1080/00223891.2017.1381970.

Janice Harewood, Ph.D.

Professional Memberships:

- Georgia Psychological Association
- American Psychological Association

Meetings/Conferences Attended:

- Suicide Prevention Coalition of Georgia (September, 2017), Callaway Gardens, GA.
- Association for University and Counseling Center Outreach (June, 2018) Eugene, OR.

Thad Reece, Psy.D.

Meetings/Conferences Attended:

- American Psychological Association annual convention, Denver, CO.

Andy Smith, Psy.D.

Professional Memberships:

- American Group Psychotherapy Association (AGPA)
- American Group Psychotherapy Society (AGPS)
- Association for Contextual Behavioral Science (ACBS)

Meetings/Conferences Attended:

- Attended AGPA Annual Meeting (January, 2018), Houston, TX.
- Attended USG AOD & Interpersonal Violence Summit (Athens, GA)

Progress: Completed

Dean of Students Main Office/Vice President for Student Life

I. Mission/Introduction

Essential Function(s) of department:

Mission Statement:

The Division of Student Life is committed to enriching the academic, personal and professional growth of all Georgia Tech students.

Vision Statement:

The Division of Student Life will lead our profession by providing innovative programs and services for the technological research university of the 21st century. Georgia Tech students will be strategically positioned to lead, influence, and contribute to their communities locally, nationally, and globally for the improvement of the human condition.

Progress: Completed

II. Staffing

Current Staff:

John M. Stein, Vice President for Student Life & Dean of Students– Dean Stein has been a part of the Division of Student Life (formerly known as the Division of Student Affairs) for the past sixteen years in a variety of roles: Director of Success Programs, Assistant/Associate Vice President & Dean of Students and Vice President & Dean of Students. In his current role VP/Dean Stein oversees 20 departments that comprise the Division. He represents the student voice and opinion on a number of faculty and administrative committees including President’s Cabinet. This position works collaboratively with faculty, staff and students. The VP/Dean of Students has direct supervision of 11 staff and oversees over 90 professional and administrative staff.

Julia Whitfield, Assistant to the Vice President & Dean of Students – Julia has been a Georgia Tech staff member for 22 years, the last 10 with the Main Office, serving as the Assistant to the Vice President & Dean of Students. Her main responsibilities include: supporting and maintaining the Dean’s calendar along with composing and editing his daily tasks and reports, travel arrangements, and maintaining the office’s student database.

Georgia Braxton, Administrative Professional Sr.– Georgia has been a Georgia Tech staff member for 30 years. Georgia’s present responsibilities include: monitoring the Main Office front desk, tracking Grade Substitution submissions, Readmission applications, Notary, attaching student documentation in Advocate, and Alcohol Approval Request Forms.

New Staff:

Colleen Riggle, Associate Dean of Students – Dr. Riggle has been at Georgia Tech for 12 years. Colleen started in the role on July 1, 2018. Colleen provide leadership for the Orientation, Transition and Persistence cluster which includes New Student and Transition Program, Disability Services, and Parent and Family Programs. Additionally, Colleen’s main responsibilities include seeing students for general/crisis appointments, managing the Dean on Call process and follow up, and serving on various Institute wide committees.

Progress: Completed

III. Policy/Procedure

New or Changed Policy/Procedure: N/A

Progress: Completed

IV. Significant Accomplishments

Significant Accomplishments:

- This year the Vice President and Dean of Students position has been endowed at 2.5 million and going forward named Brandt-Fritz Chair.
- The physical space of the Student Life suite underwent major construction Summer, 2016. The new configuration led to new traffic flow and way of conducting business. The implementation of “Slack” as a notification system was paramount. The notification system has allowed students to check in for appointments quickly and notify staff remotely when arriving. It has also allowed front desk staff to use their time more efficiently (not repeatedly calling or walking the hallways to find staff).
- The Division Staff worked to raise \$4,547,694.49 in foundation funds.

Progress: Completed

V. Statistics

Unit Statistics:

Unit Statistics

Main Office

Summer 2017

05/08/17 – 08/20/17

Total Unique Students Seen: 249

Total Student Contacts: 279

Staff Member	Total Contacts*	Percentage of Total
Cara Appel-Silbaugh	92	33%
Colleen Riggle	12	4%
Cynthia Jennings	1	<1%

Dionne Chears	85	30%
John Stein	34	12%
Julia Whitfield	21	8%
Stephanie Ray	38	14%

*Total in the chart might differ than the Total Student Contact figure as more than one staff member might work on a student matter.

Fall 2017

08/21/17 –1/1/17

Total Unique Students Seen: 1065

Total Student Contacts: 1247

Staff Member	Total Contacts*	Percentage of Total
Bonnie Weston	32	3%
Cara Appel-Silbaugh	258	21%
Colleen Riggle	91	7%
Cynthia Jennings	48	4%
Dionne Chears	522	42%
Jamison Keller	33	3%
John Stein	126	10%
Julia Whitfield	31	2%
Stephanie Ray	138	11%

*Total in the chart might differ than the Total Student Contact figure as more than one staff member might work on a student matter.

Spring 2018

01/02/18 – 05/06/18
 Total Unique Students Seen: 967
 Total Student Contacts: 1139

Staff Member	Total Contacts	Percentage of Total
Bonnie Weston	28	2%
Cara Appel-Silbaugh	9	>1%
Colleen Riggle	214	18.9%
Cynthia Jennings	35	3%
Dionne Cheers	518	45.4%
Gerome Stephens	23	2%
Jamison Keller	34	3%
John Stein	130	11.4%
Julia Whitfield	8	>1%
Stephanie Ray	140	12.3%

Total Student Contacts (General Appointments, Office Contact, Faculty Online Referrals)		
Academic Year	Total Student Contacts	Total Increase/Decrease
2007 – 2008	962	
2008 – 2009	998	4%
2009 – 2010	1092	9%
2010 – 2011	1062	3%
2011 – 2012	1210	14%
2012 – 2013	1371	13%
2013 – 2014	1570^	15%
2014 – 2015	1947	24%
2015 – 2016	2084	7%
2016 – 2017	2291	10%
2017 – 2018	2665	8.5%
Grade Substitutions Processed		
2012 – 2013	60	
2013 – 2014	523	
2014 – 2015	445	
2015 – 2016	318	

2016 – 2017	204	
2017 – 2018	287	
Online Referrals		
Academic Year	Total Referrals	Total Increase/Decrease
2010 – 2011	180	
2011 – 2012	141	21%
2012 – 2013	229	62%
2013 – 2014	185	19%
2014 – 2015	291	57%
2015 – 2016	327	12%
2016 – 2017	295	9.79
2017 – 2018	328	9%

^Adjusted based on recalculation from the 2013 – 2014 report
Deans Appointments/Contacts*

The chart below represents the total number of appointments or contacts with the Deans and staff members in the Division of Student Life. The first number represents the total cases seen solely by a Dean, the second number in parenthesis notes student cases “co-managed” with another staff person. Percentages are based on both the cases solely managed and co-managed.

Dean/Staff Member	Total Summer 2017	Total Fall 2017	Total Spring 2018	Percentage of Total Summer/Fall/Spring
Cara Appel-Silbaugh	92	258	9	33%//20.7%//>1%
Colleen Riggle	12	91	214	4%//7%//18.9%
Cynthia Jennings	1	48	35	<1%//4%//3%
Dionne Cheers	85	522	518	30%//42%//45.4%
John Stein	34	126	130	12%//10%//11.4%
Julia Whitfield	21	31	8	8%//2%//<1%
Stephanie Ray	38	138	140	14%//11%//12.3%
Bonnie Weston	-	32	28	-//3%//2%
Jamison Keller	-	33	34	-//3%//3%
Gerome Stephens	-	-	23	-//-/2%
Total	279	1247	1139	
Total Unique Students Seen*	249	1065	967	

* These students may be seen more than once a semester but are only counted once in the “unique” statistic.

New or Changed Policy/Procedure:

Additional Demographic Statistics

Deans Appointments/Contacts

A total of 1139 students had contact with the Division of Student Life. The information below represents the demographic information of those students calculated at the conclusion of Spring, 2018.

Average Grade Point Average of students seen	2.949
Reason for Meeting/Contact	Total Students
Class Absence (Excuses)	461
Issue of Concern (Academic)	243
Faculty/Staff Referral	98
Issue of Concern (Non-Academic)	32
Emergency Transport (Non-Duty, medical, mental health, etc.)	65
Academic I (Drop, Withdrawal, Issues with Course Instructor, Incompletes)	99
Wellness Check	29
Personal Matters (Death in the Family, Mental Health)	39
Hip Pocket Loan	13
Academic II (Study Skills, Struggling in Classes)	14
Domestic Matters	7
General Questions	7
Arrest/Jail	0
Harassment/Discrimination	5
Klemis Kitchen	0
Financial Distress	1
Re-Enrollment Advice	7
Family Emergency	12
Deceased Student	3
Missing Student	0
Sex	1
Female	512

Male	627
Top Majors	Total Students
CS	216
ME	121
IE	102
BA	79
BMED	71
AE	58
Class	Total Students
Doctoral	32
Masters	121
Senior	352
Junior	268
Sophomore	242
Freshman	116
Unknown	11
Ethnicity	Total students
Hispanic	94
White	566
Black	136
Asian	279
American Indian or Alaska Native	0
Two or more Races	33
Native Hawaiian or Other Pacific Islander	0
Unknown	31
Academic Standing	Total Students
Academic Dismissal/Drop	11
Good Standing	914
Probation	72
Probation from Dismissal	5
Probation from Review	4
Review	4
Warning	92
No Status	34
Degree Candidate	Total Students

No	1092
Yes	48
Athletes	46
Fraternity/Sorority Members	305

Dean/Student Life Staff on Call

During Summer, 2017 14 staff served in the Dean/Student Life on Call capacity. During Fall, 2017 14 staff served on call and Spring, 2018 13 staff served in the on call capacity. Having an increased pool of staff serving in an on call capacity for the Division has been a great benefit to staff morale and professional development. A total of 104 calls were received Summer, 2017, Fall, 2017, and Spring, 2018. Below is a detailing of calls received.

Category/Classification of Call Summer, 2017 (May 8, 2017 – August 20, 2017)	Number of Calls
Study Abroad Matter	8
Transport - Medical	4
Information/Inquiry - NO ACTION REQUIRED - GTPD	3
Transport - Alcohol	3
Information/Inquiry - ACTION REQUIRED - GTPD	2
Transport - Jail/Arrest	2
Transport - Mental Health	2
Information/Inquiry - ACTION REQUIRED - Parents/Family	1
Information/Inquiry - NO ACTION REQUIRED - Counselor on Call	1
Total Summer, 2017	24

Category/Classification of Call Fall 2017 (August 21, 2017 – January 1, 2018)	Number of Calls
Transport - Medical	42
Transport - Alcohol	24
Information/Inquiry - NO ACTION REQUIRED - GTPD	18
Transport - Mental Health	16
Information/Inquiry - ACTION REQUIRED - GTPD	11
Information/Inquiry - NO ACTION REQUIRED - Housing	7
Transport - Jail/Arrest	7
Information/Inquiry - NO ACTION REQUIRED - Staff	5

Information/Inquiry - ACTION REQUIRED - Counselor on Call	2
Information/Inquiry - ACTION REQUIRED - Staff	2
Information/Inquiry - NO ACTION REQUIRED - Parents/Family	2
Student Death	2
Attempted Robbery	1
Information/Inquiry - ACTION REQUIRED - Housing	1
Information/Inquiry - ACTION REQUIRED - Parents/Family	1
Mental Health (No Transport)	1
Total, Fall 2016	142

Category/Classification of Call Spring, 2018 (January 2, 2018 – May 4, 2018)	
Transport and Medical	27
Alcohol (No transport)	2
Attempted Robbery	5
Information/Inquiry - ACTION REQUIRED - Counselor on Call	1
Information/Inquiry - ACTION REQUIRED - Parents/Family	1
Information/Inquiry - ACTION REQUIRED and GTPD	2
Information/Inquiry - NO ACTION REQUIRED - Counselor on Call	2
Information/Inquiry - NO ACTION REQUIRED and GTPD	9
Information/Inquiry - NO ACTION REQUIRED and Housing	6
Information/Inquiry ACTION REQUIRED and Faculty	2
Information/Inquiry ACTION REQUIRED and Staff	1
Information/Inquiry NO ACTION REQUIRED and Faculty	2
Mental Health (No transport)	4
Student Death	1
Study Abroad	3
Transport - Jail/Arrest	2
Transport - Mental Health	9
Transport and Alcohol	26
Total, Spring 2018	104

The following chart represents the distribution of calls among the staff that served in Dean on Call capacity:

Staff Member	Total Summer 2017	Total Fall 2017	Total Spring 2018	Total Per Person
Cara Appel-Silbaugh	4	19	*	23
Colleen Riggle	-	10	8	18
Mac Pitts	-	12	2	14
Stephanie Ray	-	12	11	23
Cynthia Jennings	2	12	6	20
Larry Cloud	2	*	*	2
Bonnie Weston	3	16	13	32
Tim Edmonds-King	-	6	6	12
Debbie Dorsey	5	10	8	23
Laci Weeden	3	6	1	10
Taffey Cunnien	1	*	*	1
Jamison Keller	2	7	5	14
Gerome Stephens	2	10	18	30
Karen Yiu	-	#	#	0
Amanda Fishman	#	5	7	12
Stephen Steppe	#	6	7	13
Melanie DeMaeyer	#	11	12	23

* This staff member left Georgia Tech.

This staff member either was not serving in the Dean on Call rotation

Progress: Completed

VI. Service to the Institute

Service to the Institute:

John Stein, Vice President for Student Life & Dean of Students:

Co-Chair, Black Student Experience Implementation Group

Member, Athletic Academic Steering Committee

Member, Academic Faculty Senate

Member, EXCEL Review Committee

Member, Review Committee for VP-Graduate Education and Faculty Development Search

Member, Proposed Campus Center Planning Group

Member, Alumni Association Board

Member, Arts Advisory Board

Member, Health and Well Being Executive Advisory Committee
Member, Serve-Learn-Sustain Strategic advisory Council
Member, Institute Policy Steering Committee
Member, Compliance and Risk Management Network
Member, Institute Undergraduate Curriculum Committee
Member, Study Abroad Program Review Committee
Member, Study/Work Abroad Travel Warning Committee
Member, Diversity Symposium Planning Committee
Member, Commencement Reflection Selection Committee
Member, Parent Advisory Board
Member, Alvin Ferst Leadership Selection Committee
Member, Various Search Committees
Member, GT Advisory Board
Member, Rules & Regulations Committee
Member, Selection Committee – Diversity Champion Award
Member, GTAA Board of Trustees
Member, Ethics Point Admin Committee
Member, Health and Well-being Executive Advisory Committee
Member, Serve Learn Sustain Strategic Advisory Council
Member, Leading Women at Tech Advisory Board
Volunteer, Family Weekend
Participant, Student Life Fundraising Events
Participant, Leadership Roundtable

Julia Whitfield, Assistant to the Vice President & Dean of Students:
Committee Member, Alcohol Policy Development Team – Alcohol Request Form
Coordinator, Ambassador for UGA PEI Group
Coordinator, VPSL Cabinet Retreat
Coordinator, Front Office Administration Meeting
Administrative Support, Black Student Experience Taskforce
Consultant, Referral Form
Lead Trainer, Summer Student Assistant Training & Development
Participant, FLSA Training
Participant, Time Entry Approval Training
Volunteer, Family Weekend
Volunteer, FASET Orientation

Progress: Completed

VII. Professional Development

Staff Professional Development:

John Stein, Vice President for Student Life and Dean of Students

- Co-Presenter/Attendee, NASPA Mental Health Strategies Conference
- Co-Presenter, NASPA National Conference
- Co-Presenter, NASPA Alcohol and Other Drugs Strategies Conference

- Co-Presenter, CETL Faculty Development Workshop: Dealing with the Unexpected
- Attendee, President's Leadership Retreat
- Presenter, New Faculty Orientation
- Presenter, Brittain Fellows Orientation
- Presenter, Lunch/Learn – Admissions Office
- Presenter, Professor Diane Leader's Psychology class
- Presenter, Scheller College of Business Faculty and Staff
- Participant, ACC VP Roundtable
- Participant, QPR Training
- Attendee, USG Free Speech Training
- Attendee, Student with Disabilities Webinar
- Attendee, Title IX Training

Julia Whitfield, Assistant to the Vice President & Dean of Students

- Participant, (ESP), Empower, Successful, Purposeful - (Executive Administrative Network)
- Participant, Division Staff Onboarding Luncheon
- Participant, Division Open House
- Participant, IT Presentation – Level Up Your Security
- Participant, Disability Services Presentation – Access 101
- Participant, Hidden Figures Discussion

Georgia Braxton, Administrative Professional, Sr.

- Participant, LGBTQIA Safe Space
- Participant, QPR,
- Participant, IT Presentation – Level Up Your Security

Progress: Completed

VIII. Institutional Effectiveness

Changes within Unit:

Cara Appel-Silbaugh, Ph.D., previously Associate Dean of Students, left Georgia Tech, in January 2018 for a Dean of Students position at U Mass Amherst. Cara served the institute for over six years.

Dionne Cheers, previously served as an Administrative Professional in the main Student Life Office since January 2016, left the Division in May 2018 for a new position at Georgia Tech in the Scheller College of Business.

Progress: Completed

IV. Development, Parent Giving and Student Life

I. Mission/Introduction

Essential Function(s) of department:

The Office of Development for Student Life helps ensure that Georgia Tech students continue to benefit from a campus environment through the cultivation of financial support for student programs, organizations, and activities.

Progress: Completed

II. Staffing

Current Staff:

Director of Development: Joan Roeber-Jones (Retired March 31, 2018), Emily Takieddine (Hired June 1, 2018)

- Identify, cultivate, solicit and steward major gift donors for contributions of \$25,000 or to all areas within the Division of Student Life
- Identify, cultivate, solicit and steward current parent and past parent donors to the Institute for their contributions to all areas within the Institute
- Assist student organizations with their fundraising efforts to insure Institute policies and procedures are followed

Parent Fund Coordinator: Will McKenna

- Solicits annual contributions from current and former parents to the Parents Fund for Student Life and Leadership through individual contacts, direct mail, and electronic communications
- Manages the stewardship process to insure that Parent Fund gifts are properly acknowledged and that donors are aware of how their contributions impact students and student organizations on campus
- Oversees the Parent Fund Grant and Student Leadership Grant programs

New Staff:

- Solicit contributions from Alumnae, Parents, and Friends of Georgia Tech in support of the Office of the Arts within the Division of Student Life
- Manage the grant writing process to obtain additional funding for the Office of the Arts within the Division of Student Life
- Steward current and past donors to insure that they are aware of the impact their philanthropy had on the Arts at Georgia Tech

Progress: Completed

III. Policy/Procedure

New or Changed Policy/Procedure:

Updated the procedure for Parent Fund and Student Leadership Grant allocations

- More clearly defined the organizations and events that are eligible for funding

- Established parameters on the amount of funding that can be requested in a semester/year
- Refined the reimbursement process for Student Leadership Grant requests
- Updated Orgsync and the Parents Fund website to reflect these process changes

What type of policy?:

Departmental Policy/Procedure

Justification:

This policy change was made to ensure fairness between Parent Fund Grant submissions and to prepare the programs for future growth.

Progress: Completed

IV. Significant Accomplishments

Significant Accomplishments:

- Through contributions from two families on the Parents Board, the Brandt-Fritz Dean of Student Life Chair was endowed. This is the first endowed Dean of Students Chair at a public university in America
- By partnering with the Office of Student Engagement, the Parents Fund has increased its presence on campus and issued 53% more Parent Fund Grants (78% up from 51%) and 139% more Student Leadership Grants (91% up from 38%)

Progress: Completed

V. Statistics

Unit Statistics:

Parent Giving

- Parent giving to the Institute finished the year with \$4,547,694.49 with a record high 3,134 donations
- 71 Donations of \$1,000 or more were received for the Parents Fund, down from 76 in FY17
- 24 Donations of \$2,500 or more were received for the Parents Fund, down from 30 in FY17
- \$14,395 was received as a result of FASET solicitations, this is up 41% from the \$10,220 that was received from FASET during FY17
- \$3,989,327.78 was raised in FY18. There were a total of 1,923 donors in FY18, this is a 20% increase from FY17 (1,602 donors in FY17)
- \$2,500,000 of this total created the Brandt-Fritz Dean of Students Endowment. The remaining \$1,489,327.78 represents a 49% increase over FY17 (\$993,083 raised in FY17)
- The Parents Fund raised \$251,041.84 through 1,187 donations. This is a 19% decrease in dollars (\$299,390.41 in FY17) but a 9% increase in donors (1,087 in FY17)

FY18 Funds Raised by Program from Parents

Program	Count	Amount
College Of Architecture	6	\$1,000.00
College Of Computing	20	\$53,750.00
Aerospace Engineering	11	\$3,300.00
Biomedical Engineering	13	\$106,287.00
Chemical and Biomolecular Engineering	6	\$2,200.00
Civil and Environmental Engineering	9	\$2,100.00
Electrical and Computer Engineering	6	\$350,600.00
Industrial and Systems Engineering	3	\$10,300.00
Materials Science and Engineering	32	\$800.00
Mechanical Engineering	25	\$5,985.00
College Of Engineering - General	13	\$8,263.58
Scheller College of Business	7	\$2,175.00
College Of Sciences	14	\$6,126.00
Ivan Allen College of Liberal Arts	29	\$754.01
Institute Wide Restricted	1229	\$3,537,800.53
Institute Wide Unrestricted	998	\$33,313.57
Athletics	700	\$372,814.80
Designation Undetermined	13	\$50,125.00
Total	3134	\$4,547,694.49

Source: July 5, 2018

Student Life gifts were designated to the following departments:

Student Life Overview: FY18 gifts

Department	Count	Amount
Student Affairs - General	449	\$3,001,219.77
Office of the Arts	27	\$572,689.92
Parent's Fund*	1187	\$251,041.84
Club Sports	105	\$138,125.00
Campus Recreation Center	36	\$7,949.25
ORGT	1	\$7,000.00
Robert Ferst Center for the Arts	95	\$5,319.55
DramaTech	14	\$2,800.01
ANAK	4	\$2,132.44
Leadership, Education & Development Program (L.E.A.D.)	5	\$1,050.00
Total	1923	\$3,989,327.78

Source: Advizor July 5, 2018

*Includes gifts to undesignated Family Legacy Funds

Progress: Completed

VI. Service to the Institute

Service to the Institute:

Student Life Winter Celebration; Director of Development Search Committee

Staff Service:

Will McKenna, Parent Fund Coordinator

- Committee Member, Division of Student Life Winter Celebration Event
- Committee Member, Director of Development Search Committee

Progress: Completed

VII. Professional Development

Staff Professional Development:

Joan Roeber-Jones, Director of Development Parent Giving and Student Affairs

- Attended Parents Fundraising Conference in North Carolina, July 2017

Will McKenna, Parent Fund Coordinator

- Completed New Employee Training at Georgia Tech, February 2017.
- Attended Parents Fundraising Conference in North Carolina, July 2017.
- Attended CASE Summer Institute for Educational Fundraising at Dartmouth University, July 2017

Progress: Completed

VIII. Institutional Effectiveness

Changes within Unit:

Effectiveness of the department is based on the amount of money raised for Division priorities and the number of donors who contributed

Progress: Completed

V. HR Business Partner

I. Mission/Introduction

Essential Function(s) of department:

The HR Business Partner for Student Life serves as the key Strategic HR Advisor to the Vice President of Student Life/Dean of Students and Management Team. Also serve as a senior leader and active member of the Division of Student Life Cabinet. In collaboration with the unit leadership and Office of Human Resources (OHR), help the unit increase both employee and manager performance. Optimize and advance the business interest of the units without compromising the interests or strategic direction.

Progress: Completed

II. Staffing

Current Staff:

Easter Worden, HR Business Partner for Student Life

Progress: Completed

III. Policy/Procedure

New or Changed Policy/Procedure:

One USG: is a system wide initiative to develop and implement a consistent approach to policies, procedures and technology solutions that benefits the University System of Georgia (USG), in an effort to support the Chancellor's strategic imperative of accountability, efficiency and innovation.

What type of policy?:

Institute Policy/Procedure

Progress: Completed

IV. Significant Accomplishments

Significant Accomplishments:

- During a major year of attrition and transition, Easter partnered with leaders to create a transition plan to include: temporary pay increases, interim appointments, hiring temps and reclassifying some positions as needed
- Assisted with the recruitment and hiring of 20 permanent employees, 14 temporary employees, 34 affiliates and 302 students from July 1, 2017 – June 30, 2018
- Partnered with GTHR Compensation Consultant to adjust salaries for 20 employees (temporary pay, interim pay, reclassifications and new hire)
- Benefits consultation = approximately 9-12
- Workforce Planning= 5 Promotions and Job Reclassifications

- Employee Relations = approximately 9
- Consulted with all Supervisors on Performance Management and Goal Setting. Reviewed Performance Evaluations for consistency and best practices
- Improved communication for onboarding new employees
- Counseled managers on best practices, employee issues and rule violations. Collaborated with Performance Consultants and Legal Affairs when major rule violations occurred.
- Counseled employees on Benefits options during Open Enrollment
- Increased effectiveness, accuracy and understanding of GTHR transactions and functions by acting as Liaison between Division employees and GTHR

Progress: Completed

V. Statistics

Unit Statistics:

- From 07/01/2017 - 06/30/2018, the Division of Student Life has hired 20 permanent employees, 14 temporary employees, 34 affiliates and 302 students from July 1, 2017 – June 30, 2018
- Benefits consultation = approximately 9-12
- Workforce Planning= 5 Promotions and Job Reclassifications
- Employee Relations = approximately 9

Progress: Completed

VI. Service to the Institute

Service to the Institute:

- Tech Ends Suicide Implementation team: team member
- Workforce of the Future: co-lead for Flexible Work Arrangements
- Buzzin' back to school: volunteer
- Graduate student hiring day: volunteer, processing graduate students I-9 employment eligibility
- Benefits Fair: volunteer

Progress: Completed

VII. Professional Development

Staff Professional Development:

- XpertHR workshop
- Service Excellence Training
- Progressive Discipline Training
- Leave of Absence- Be Well Series

Progress: Completed

VIII. Institutional Effectiveness

Changes within Unit:

The HR Business Partner model was implemented on campus 5 years ago and the first HR Business Partner for Student Life was hired in 2014. Since then we had added additional HR Business Partners to the team that provide support to various units on campus. In addition, the HR Business Partners group is now also combined with the Employee Relations Consultants and managed by Julie Joyce, Sr Director of HRBP and ER.

Progress: Completed

VI. Inclusion, Support, and Advocacy

Center for Student Engagement

I. Mission/Introduction

Essential Function(s) of department:

Student Engagement exists to support opportunities that create a vibrant, safe, and engaged student experience that complements the academic mission of Georgia Tech. Applying a student-centered approach for students to develop and clarify identity, to work collaboratively with their peers, and to promote the development of a positive campus community, Student Engagement staff are educators committed to holistic, co-curricular learning and building supportive advising relationships with student leaders and student organizations.

Guided by the values of collaboration and inclusivity, Student Engagement strives to contribute to the development of globally minded leaders prepared to engage and make change in their communities.

Following a reorganization of the Division of Student Life in 2015, Student Engagement (formerly Leadership and Civic Engagement) was expanded and renamed to include the following areas: Civic Engagement, Fraternity & Sorority Life, Student Media, and Student Organizations. Included in this report are the areas of Civic Engagement, Student Organizations, and the general Center for Student Engagement.

Progress: Completed

II. Staffing

Current Staff:

Center for Student Engagement Staff

Gerome Stephens, Ph.D. serves as the Director of Student Engagement. He has been in his role since July 1, 2013.

Terry Bunch serves as the Administrative Professional to Student Engagement. She has been in her role since January 16, 2018.

Civic Engagement Staff

Sarah Perkins serves as the Assistant Director, Civic Engagement. Sarah has been in her role since June 20, 2011.

Stephanie Travis served as the Site Manager for the Jumpstart program at Georgia Tech from October 16, 2014 until January 26, 2018. Stephanie resigned from her position in order to attend Business School as a full-time student.

Rylee Thornbury serves as the new Site Manager for the Jumpstart program at Georgia Tech. Rylee has been in her role since March 12, 2018.

Fraternity & Sorority Life Staff

Jamison Keller, Ed.D serves as an Assistant Dean of Students and Director of Fraternity & Sorority Life. Jamison has been in this role since June 8, 2016.

Janise McKenzie serves as a Coordinator for FSL and has been in this role since September 11, 2018. She works primarily with Multicultural Greek Council, National PanHellenic Council, and key area programs including Greek Week and Homecoming. This position is new to the Division.

Amanda Fishman serves as a Coordinator for FSL and has been in this role since July 1, 2016. She works primarily with Collegiate Panhellenic Council and oversees the Greek Neighborhood Association.

Student Media Staff

Mac Pitts serves as the Director of Student Media. He has been in this role since July 2, 2007.

Kenisha Allen serves as the Marketing and Advertising Coordinator in Student Media. She has served in this role since 2/26/2015.

Student Organizations Staff

Quinn Foster serves as the Coordinator of Student Organizations. They have been in this role since August 1, 2017. They previously served as the Administrative Professional to Student Engagement from July 5, 2016 - July 31, 2017.

Progress: Completed

III. Policy/Procedure

New or Changed Policy/Procedure:

Annual Registration for Student Organizations
Civic Engagement Tracking of International Student Travel

What type of policy?:

Departmental Policy/Procedure

Student Organizations

Since its launch in Spring 2016, OrgSync has brought a dramatic and benevolent shift to the management and active archiving of key student organization data; this includes the Annual Registration process (wherein organizations update and renew their status for the academic year to include officer and advisor details), the Charter Process (wherein student leaders complete the process to become recognized as a Registered Student Organization), and Event Management (to

include risk management processes such as digital waiver collection and attendance tracking).

In academic year 2017-18 (the second academic year since launch), we worked to both ameliorate and augment components of these key processes. This included:

- A comprehensive audit of all current registered student organization constitutions (excluding FSL chapters) (~400 constitutions)
- A full review of organizations with categorically expired OR out-of-date registrations to address lapses in registration process.
- Transfer of Pine/Spring room reservation requests and management into OrgSync
- Amending event registration process to include new Minors Policy questions
- Adding SGA's CDAC Committee "Inclusivity Checklist" to organization resources file
- Creating sample liability and photo waiver for easy duplication for student events/portals
- Merging previously disparate organization service forms (mailbox request, storage request, copy code request, etc.) into a single Organization Service Request form
- Reviewing and revising student organization categories to more closely align SGA Joint Finance Committee and Joint Campus Organizations Committee policies with organization's stated purpose/mission
- Creating new Fraternity & Sorority Life umbrella portal to better manage and track FSL chapter/council events
- As a result of new FSL umbrella portal, began process to overhaul and augment the annual registration process for FSL groups AND to increase organization compliance
- Analyzing current API responsible for determining Faculty/Staff advisor eligibility; determined inaccuracies in API and identified non-eligible advisors
- Identifying 471 unique Faculty/Staff advisors
- Advising SGA's JCOC on potential policy updates to better reflect both current Institutional practices related to chartering, registration, and org maintenance and to reflect best practices in the field.

Civic Engagement

While the Assistant Director for Civic Engagement has previously partnered with the Office of International Education (OIE) to identify and collaboratively support service-based student organizations that travel internationally, the 2017-2018 academic year introduced a new process for tracking and registering the student organizations. The Assistant Director for Civic Engagement notifies OIE staff of known upcoming international travel by student organization and serves as a liaison between the Center for Student Engagement and OIE staff. This process involves connecting OIE and the student organization leader(s) and informing the students of the requested paperwork for the Dean on Call (i.e. trip roster, Group

Service Trip Form) as well as the OIE Travel Registry. OIE's new online international travel registry process requires each individual traveling as part of a student organization to register in the system. OIE verifies that all members of the trip have registered by verifying against the trip roster and then OIE purchases trip insurance for the students. This new process is now electronic, streamlines the tracking process, and reduces duplication of requested material from student organizations. OIE is also able to pull a report with the information of the respective groups that are traveling at any given time.

Progress: Completed

IV. Significant Accomplishments

Significant Accomplishments:

Civic Engagement

A major accomplishment in 2017 was the second iteration of the EngageATL extended orientation program in collaboration with the Center for Serve-Learn-Sustain. EngageATL expanded to be a four-day, three-night community service based extended orientation program where participants are immersed in Georgia Tech and Atlanta with a specific focus on building sustainable communities through direct service with local organizations. 16 new students participated in the program along with five student leaders and two EngageATL student assistants. In addition to three direct service projects with Hollis Innovation Academy, Global Growers, and the Atlanta Community Food Bank, the program engaged three additional on-campus partners: CEISMC, Office of Government & Community Relations, Office of International Education, Office of Sustainability, and our co-sponsor, the Center for Serve-Learn-Sustain. The program connected participants with service-minded peers and helped them build relationships on campus and in the community while promoting a positive and successful transition to Georgia Tech.

Small Act Big Impact continued as a summer-long service project in collaboration with FASET New Student Orientation and Atlanta Mission. Travel sized toiletry items as well as art supplies were donated during each FASET session. Over 130 people attended the on-campus packaging event to assemble critical needs kits for Atlanta Mission, which is the largest number of attendees over the past six years of hosting the packaging event. Over 1000 critical needs kits were assembled. Student Engagement continued to participate in FASET Leader training and Small Act Big Impact remained a part of Evening Social on Day One of the FASET program. During Evening Social, participants created dog toys using Georgia Tech t-shirts that can no longer be distributed due to outdated programming details or branding. The dog toys were donated to Best Friends Animal Society. The 2018 MLK Day of Service was planned and implemented in collaboration with Civic Engagement, the MOVE Executive Director, and the MOVE Board of Director members. Additionally, this team of students support the planning and implementation of the MLK Sunday Supper in collaboration with Civic Engagement and CEISMC. In addition to the planning committee, the event

included fourteen student Project Leads who served as co-student leaders for each service project. The Center for Serve-Learn-Sustain and the Office of Special Scholarships – specifically the Stamps President’s Scholarship program – each co-hosted a service project as well. Over 250 participants engaged in seven different service projects with seven community partners. (Nine projects were originally confirmed, but two partners had to cancel the weekend of the program due to inclement weather and a change in project staffing at their site). In addition to welcoming the MLK Day of Service participants, the opening remarks highlighted how this year’s program fell on Dr. King’s birthday (January 15th) and that 2018 marks the 50th anniversary of his assassination and the founding of the African American Student Union at Georgia Tech. Similar to previous years, the morning remarks also remind participants about the National Holiday’s spirit of “A Day On, Not a Day Off” and its connection to Tech’s motto, “Progress and Service.”

The 5th annual MLK Sunday Supper event once again included facilitated small group conversations over dinner and dessert. An exciting addition to the 2018 program was a greater focus on the Institute’s MLK Celebration theme, “Actualizing the Dream: The Future of Nonviolent Political Protest.” Jacqueline J. Royster, Dean of the Ivan Allen College of Liberal Arts served as the event’s moderator. Dean Royster provided opening remarks that framed the topic by providing important historical context and explaining the evening’s discussion format and goals. A total of nine guest facilitators moderated small group discussions among the over 40 attendees, which included students, staff, and faculty. The 2018 program was intentionally capped at 50 attendees in order to better facilitate meaningful and focused small group discussions. A total of \$5,309.87 was allocated to 13 community service projects from the Class of 1981 Public Service Endowment Fund. These projects represented seven student organizations and three on-campus departments.

Alternative Service Breaks

The Alternative Service Breaks (ASB) student organization hosted 12 Alternative Break trips during the 2017-2018 academic year, which is a record number of trips hosted in one year. The 12 trips included three fall break trips, one winter break trip, seven spring break trips, and one summer break trip. Three trips were international trips and two trips took place outside of the domestic southeastern United States. A total of 134 student participants, 24 student leaders, and 20 staff advisors served across the 12 trips. ASB continued to benefit from its funding from the Strategic Advisory Planning Group (SPAG). In its second year (of a five year allocation process), ASB received \$5,000 to support international ASB trips. This money supported the cost of the international flights for the two ASB spring break trips, which helped reduce the cost per participant. Of the 12 trips, six trips introduced a new partnership or a new location with an existing partner.

- Asheville, NC – Asheville Area Habitat for Humanity (Fall Break)
- Cherokee, NC – National Parks Service (Fall Break)*
- Columbia, SC – PETSinc (Fall Break)*

- Port Arthur, TX – Community Collaborations, Int’l (Winter Break)**
- Biloxi, MS – Community Collaborations, Int’l (Spring Break)
- Concord, NC – Cabarrus Habitat for Humanity (Spring Break)
- Jacksonville Beach, FL – Beaches Habitat for Humanity (Spring Break)
- Maryville, TN – Once Upon a Time (Spring Break)
- Oakland, CA – Community Collaborations, Int’l (Spring Break)**
- Monte Cristi, Dominican Republic - Outreach360 (Spring Break)
- La Fundadora, Nicaragua – Community Collaborations, Int’l (Spring Break)**
- Medina Bank, Belize - 7 Elements (Summer Break)**

* New service partner

** New location with an existing service partner

Mobilizing Opportunities for Volunteer Experience (MOVE)

MOVE’s annual Into the Streets day of service for new students engaged over 420 students across 14 projects with 13 community partners. MOVE and Civic Engagement expanded the collaboration with Living Learning Communities by partnering with the new SHaRP and SMaRT LLCs, in addition to maintaining the partnership with the Grand Challenges LLC. The three LLCs embedded the Into the Streets program as the service component of their program retreats. This helped to increase the number of participants as well as secure a higher yield of registered participants. Also, for the third consecutive year, Into the Streets collaborated with Atlanta Habitat for Humanity to host a full-day Habitat build as one of the service project options.

MOVE’s Board of Directors worked throughout the year to draft a new funding proposal that would request \$10,000 of the Parents Fund yearly available funds to be allocated to MOVE in order for MOVE to distribute to service-based student organizations and community service programming. The proposal is in its final stages with an anticipated pilot program to begin in Fall 2018. Throughout the year, MOVE hosted 28 community service projects across its six committees: Animal Welfare, Hunger and Homelessness, STEM and Education, Sustainability, Special Projects, and Medical Welfare.

JumpStart

During the 2017-2018 academic year, the Jumpstart program enrolled 21 members for the student team; seven of the 21 students served with Jumpstart as Federal Work Study (FWS) students. The students served in four Georgia Pre-K classrooms and served a total of 75 children during the academic year. The Jumpstart program at Tech experienced a staffing transition during the spring semester; a new Site Manager was hired for the program in March. In June 2018, two additional FWS students were hired for the Jumpstart summer program. These two students have served an additional Georgia Pre-K classroom which brings the total children served for FY18 to 91 children. As of July 2018, the program was acknowledged as being in full compliance in all Jumpstart online data tracking systems.

Student Organizations

As in 2017, the continued development and growth of OrgSync at Georgia Tech remains a key focus of the Center for Student Engagement; this work also reveals a number of significant accomplishments in 2017-18.

OrgSync at Georgia Tech launched in 2016 with three campus partners: Student Engagement (including a Civic Engagement tracking platform), Serve-Learn-Sustain, and Parent & Family Programs. Over the past academic year, we have grown Georgia Tech's commitment to and appreciation of OrgSync. This is best evidenced by the addition of two new campus partners to the system. As of June 2018, the structure is as follows:

Student Engagement

Stamps President Scholars

Serve-Learn-Sustain

 Living Learning Communities (new 2018)

 Fraternity & Sorority Life (new 2018)

Another significant accomplishment in 2017-18 was the leveraging of OrgSync data collection to provide dynamic reports on student involvement. In 2017-18, students logged 193,295 involvement hours in the Student Engagement umbrella alone. After a request from GSGA on the level of participation of Graduate Students in organizations, we were able to share data on graduate student leadership roles in student organizations (140 students across President/VP/Finance Officer roles), as well as their general participation in student organization events (21,511 hours across 44 organizations).

Finally, thanks to ongoing efforts to engage campus partners and student organizations in opportunities to utilize OrgSync, staff continue to see an upward trend in the adoption of OrgSync; the adoption of phrases of "OrgSync Waivers" and "Card Swiping" are strong evidence of the success of this work.

Progress: Completed

V. Statistics

Unit Statistics:

Civic Engagement

Alternative Service Breaks

Alternative Service Breaks (ASB) expanded its trip offerings by hosting six new trips (i.e. either a new service partner or a new location with an existing service partner). The new locations and/or partnerships included Cherokee, NC (National Parks Service); Columbia, SC (PETSinc); Port Arthur, TX (Community Collaborations, International); Oakland, CA (Community Collaborations, International); La Fundadora, Nicaragua (Community Collaborations, International); and Medina Bank, Belize (7 Elements). The

Port Arthur, TX trip was ASB's first trip to Texas and the Oakland, CA trip was ASB's first trip to California.

A total of 24 student leaders, 134 student participants, and 20 staff members participated across the 12 trips. Listed below is specific participation data from the 12 trips.

- Asheville, NC – Asheville Area Habitat for Humanity (Fall Break)
 - 2 student leaders, 1 staff advisor, 11 student participants (including 1 ASB Exec)
- Cherokee, NC – National Parks Service (Fall Break)*
2 student leaders, 2 staff advisors, 10 student participants
- Columbia, SC – PETSinc (Fall Break)*
2 student leaders, 0 staff advisor, 14 student participants (including 2 ASB Exec)

- Port Arthur, TX – Community Collaborations, Int'l (Winter Break)**
2 student leaders, 2 staff advisors, 12 student participants (including 1 ASB Exec)
- Biloxi, MS – Community Collaborations, Int'l (Spring Break)
2 student leaders, 1 staff advisor, 12 student participants
- Concord, NC – Cabarrus Habitat for Humanity (Spring Break)
2 student leaders, 2 staff advisors, 11 student participants
- Jacksonville Beach, FL – Beaches Habitat for Humanity (Spring Break)
2 student leaders, 2 staff advisors, 14 student participants
- Maryville, TN – Once Upon a Time (Spring Break)
2 student leaders, 2 staff advisors, 9 student participants
- Oakland, CA – Community Collaborations, Int'l (Spring Break)**
2 student leaders, 2 staff advisors, 10 student participants (including 1 ASB Exec)
- Monte Cristi, Dominican Republic - Outreach360 (Spring Break)
2 student leaders, 2 staff advisors, 12 student participants (including 1 ASB Exec)
- La Fundadora, Nicaragua – Community Collaborations, Int'l (Spring Break)**
2 student leaders (including 1 ASB Exec), 2 staff advisors, 12 student participants
- Medina Bank, Belize - 7 Elements (Summer Break)**
2 student leaders, 2 staff advisors, 7 student participants

ASB also received \$5,000 in SPAG funding this academic year, which helped ASB reduce the cost of its international spring break trips; all SPAG money contributed to the flight expenses. In addition to SPAG funding, ASB collaborated with the Center for Serve-Learn-Sustain who contributed \$1750 to support ASB's three sustainability related spring break trips (i.e. Maryville, TN; La Fundadora, Nicaragua; and Oakland, CA) and the one ASB summer break trip (Medina Bank, Belize). The SLS contributions allowed ASB to offer \$1750 in cost reductions to a total of nine participants. Additionally, ASB raised \$3500 with its annual letter writing campaign.

EngageATL

Every EngageATL participant responded “Strongly Agree” or “Agree” to the following assessment questions (with the majority response being “Strongly Agree”):

- *I am more knowledgeable about a community need in Atlanta after serving with the following community partners and service projects (Hollis*

Innovation Academy, Global Growers and Atlanta Community Food Bank)

- I am leaving EngageATL with a greater understanding of how to connect with service and sustainable communities at Georgia Tech
- I am leaving EngageATL with increased enthusiasm for Georgia Tech
- The student leaders were able to answer my questions/concerns about transitioning to college/Georgia Tech

Mobilizing Opportunities for Volunteer Experience (MOVE)

MOVE hosted 28 community service projects across its six committees: Animal Welfare, Hunger and Homelessness, STEM and Education, Sustainability, Special Projects, and Medical Welfare. 420 students participated in 14 projects during the Into the Streets day of service for new students.

Service Hours

Students completed over 12,000 hours of direct community service across Alternative Service Breaks, EngageATL, Jumpstart, the MLK Day of Service, and MOVE’s Into the Streets day of service.

Student Organizations

Organization Data

As of July 2018, Georgia Tech has the following:

- 567** Registered Student Organizations
- 485** Active Registered Student Organizations
- 67** Disabled / Suspended Organizations
- 15** Pending / Incomplete Organizations (charter in process)

Of the **567 total organizations**, their categorization is as follows:

79	Community Service
8	Competitive
41	Competitive Sports
48	Cultural
5	FLOs
59	Greek Chapters
23	Honor Society
10	Political
39	Production/Performance/Publication
155	Professional/Departmental
60	Recreation/Leisure

40	Religious/Spiritual
----	---------------------

In academic year 2017-18, the Student Engagement umbrella **hosted 5,773 total events; 4,357 events** hosted exclusively by **Registered Student Organizations**, and **433 of those promoted to the Community Calendar.**

Chartering Organizations

To ensure a robust Chartering process, Quinn hosted 10 charter trainings across Fall and Spring semesters, totaling 127 attendees. We saw **71 organizations complete a New Organization Charter Form**; of those **52 were seen by the Student Activities Committee**, and **43 successfully chartered across both semesters.** Overall, the large majority of student organizations chartered under the categories of Service / Political / Educational (n=20) or Professional Departmental (n=19).

Charter Process by the Numbers

	Fall	Spring
# of Trainings	4	6
Registrants	106	64
Attendees	71	56
# Potential Orgs	96	48
New Charter Form	37	34
Total to SAC	25	27
Successful Charter	22	21

New Charter Forms by Category

20	Service / Political / Educational
19	Professional / Departmental
6	Religious / Spiritual
6	Recreation / Sports / Leisure
5	Cultural / Diversity
4	Production / Performance / Publication
1	Social Greek Chapter
1	Honor Society

Annual Registration

Across Fall and Spring semesters, Quinn conducted **28 OrgSync 101 trainings** to include both in-person and webinar sessions. Designed to assist student leaders with the annual registration process and the basic tools in organization OrgSync portals, this training was previously required for all organization Presidents.

	Fall	Spring
# of Trainings	11	17
Registrants	111	122
Unique Orgs Represented	103	106

To assist in prioritizing and tailoring trainings for student leader participants, all registrants complete a brief survey as a portion of their RSVP. Over the spring and fall semesters, we received **255 responses from 228 student organizations**. Across semesters, student leaders indicated the same three ranked priorities for their organizations: **Membership Recruitment, Event Planning, and Membership Retention**. Overwhelmingly, student leaders also wrote in the optional “Other” field a desire and need for information and support with fundraising and financial management.

	Event Planning	Member Accountability	Member Recruitment	Member Retention	Officer Transition	Officer Training
Fall 17	89	42	107	74	45	46
Spring 18	63	50	88	56	53	50

Organization Support

In 2017-18, the Student Engagement Student Assistant Team (14 students) logged a total of **4,947 outgoing emails and 3,910 incoming emails** to the Student Engagement email; this tallied to **a average of 12 emails received per work day, and 21 sent per work day**.

In addition to email support of student organizations, the student assistant team manages the continued efforts to manage requests for the Pine and Spring rooms; the 2017-18 academic year also saw the creation of a new conference room reserved only for student organizations (“Student Organization Conference Room”) in the rear of the Student Engagement suite.

Conference Room Reservations (2017-18)

	Pine	Spring	Student Org CR
Student Organization	130	128	31
Office/Dept	128	8	0
Total	258	136	31

Finally, the Student Assistant team aids in managing the Event Registration process which assist in promoting student organization and departmental events to the Community Calendar (widest reaching audience) in OrgSync. The largest number of events registered to the Community Calendar belonged to Religious/Spiritual groups (n=197), of which there are 40.

Number	Org Type
2	Political
6	Student Engagement News and Events
8	Greek Chapter
9	Cultural
9	Production/Performance/Publication
14	Honor Society
15	Campus Office/Department
30	Recreation/Leisure
40	Competitive Sports
53	Professional/Departmental
197	Religious/Spiritual

Progress: Completed

VI. Service to the Institute

Service to the Institute:

Gerome Stephens, Director, Student Engagement

- Executive Sponsor, Path Forward Strategic Initiative
- Advisor, Ramblin Reck Club
- Curriculum Advisor, FreShGA
- Facilitator, StrengthsQuest Training
- Facilitator, Safe Space
- Co-Principal Investigator, IDEALS Survey
- Advisor, Alternative Spring Break: Nicaragua
- Advisor, ACC Advocacy Day, Washington DC
- Principal Investigator, JumpStart Grant

Sarah Perkins, Assistant Director, Civic Engagement

- Advisor, Alternative Service Breaks
- Advisor, MOVE
- Advisor, Alternative Winter Break trip to Port Arthur, TX (Community Collaborations)
- Chair, Search Committee for Jumpstart Site Manager
- Facilitator, Greek Advance
- Judge, Project One Film Scramble
- Member, Search Committee for Serve-Learn-Sustain's Community Engagement Specialist
- Member, Search Committee for Student Organizations Coordinator
- Member, MLK Institute Celebration Planning Committee
- Mystery Reader, Horizons Summer Camp hosted by CEISMC
- Recipient, Burdell's Best Award for Most Outstanding Advisor
- Presenter, GT1000 Course Workshops: "Service and Engagement at Georgia Tech"
- Presenter, "What Makes You Proud," GT Employee Learning Week hosted by Human Resources
- Volunteer, Midnight Breakfast

Quinn Foster, Student Organizations Coordinator

- Advisor, Presidents' Council Governing Board
- Advisor to the SGA Vice President of Campus Organizations
- Trip Advisor, ASB Spring Break - Cherokee
- Member, Event Logistics Committee
- Member, President's LGBTQIA Community Support Action Team
- Member, Student Activities Committee
- Member, Freshman Leadership Organization Advisory Board
- Lead Staff Member/Organizer, Up With the White and Gold Awards Ceremony

- Lead Staff Member/Organizer, Engagement Week 2017 & Student Organization Fair
- Facilitator, Safe Space
- Facilitator, Trans 101
- Presenter, SGA's CDAC Inclusive Leadership Conference: "More than a Buzzword: How Understanding Intersectionality Can Take your Organization to the Next Level"
- Presenter, "What Makes You Proud," GT Employee Learning Week hosted by Human Resources
- Facilitator, Greek Advance
- Judge, Project One Film Scramble
- Presenter, GT1000 Course Workshop: "#engageGT"
- Presenter, FASET Sessions: "engageGT: How to get engaged, do cool stuff, and find your place at Tech"

Progress: Completed

VII. Professional Development

Staff Professional Development:

Gerome Stephens, Director, Student Engagement

- Advisor, ACC Leadership Symposium (Duke University)
- Program Facilitator, Kentucky Leadership Academy
- Participant, Campus Labs Connect Conference (June 2018)

Sarah Perkins, Assistant Director, Civic Engagement

- Attendee, OHR's Blue Eyes Brown Eyes training
- Attendee, Community Organization (and Breaker!) Gathering hosted by Breakaway (Atlanta, GA)
- Attendee, Event Coordinator Network's LinkedIn workshop
- Member, Regents' Advisory Committee for Community Engagement and Service
- Member, ACPA-College Student Educators International
- Panelist, "College Level Engagement, Social Justice, and NextGen Stewardship," National Parks Service's Advanced Volunteer Program Management Training (Atlanta, GA)
- Panelist, C2D2's Employee Drive In Conference
- Participant, ACPA Annual Convention (Houston, TX)
- Selected Participant, Interfaith Assessment Academy, a two-day training in Chicago, IL followed by participation in a year-long assessment training program
- Presenter, "What Makes You Proud," GT Employee Learning Week hosted by Human Resources
- Presenter, "Strategies for Building Partnerships with College Students: Tips from College Administrators," Service Unites Conference hosted by Points of Light (Atlanta, GA)

Quinn Foster – Student Organizations Coordinator

- Participant, Campus Labs Connect Conference (June 2018)
- Consultant, Curriculum Design & Training - Agnes Scott College Center for Global Diversity & Inclusion
- Presenter, “What Makes You Proud,” GT Employee Learning Week hosted by Human Resources
- Attendee, OHR’s Blue Eyes Brown Eyes training

Progress: Completed

VIII. Institutional Effectiveness

Changes within Unit: N/A

Progress: Completed

Lesbian, Gay, Bisexual, Transgender, Questioning/Queer, Intersex, and Asexual/Ally (LGBTQIA) Resource Center

I. Mission/Introduction

Essential Function(s) of department:

The LGBTQIA Resource Center coordinates programs and support services for LGBTQIA employees and students, facilitates workshops and trainings for the campus community, and advises Institute leadership on policies and practices pertaining to LGBTQIA inclusion.

Mission

The LGBTQIA Resource Center supports the Institute's commitment to inclusive excellence by engaging the campus community in education, advocacy, and outreach for people of all genders and sexual identities.

Vision

We envision a campus community where people of all genders and sexual identities are respected and affirmed.

Core Values

Intersectionality

We recognize that gender identity, gender expression, and sexual orientation are interconnected and interdependent with race, ethnicity, disability, faith/spirituality, socioeconomic status, nationality, immigration status. We work to create spaces where each person can fully embrace and express all facets of their identities and be their whole, authentic selves without judgment or condition by centering our work within an intersectional framework.

Healing, Reconciliation, and Liberation

We strive to heal the rifts that homophobia, biphobia, transphobia, heterosexism, and cissexism have created within our own communities. We recognize the ways in which LGBTQIA oppression is interconnected with racism, classism, ableism, sexism, and ageism. We work to heal the damage that these systems of oppression have perpetuated by:

- Commemorating and celebrating LGBTQIA lives, experiences, accomplishments, relationships, and communities
- Creating and protecting closed/exclusive spaces for marginalized groups to gather, work, and heal together
- Centering queer voices in our work, including those that are the most silenced and marginalized
- Adopting and promoting a culture of self-care for both students and employees

Intentional Community

We engage LGBTQIA people and allies in creating and fostering communities of belonging that sustain and uplift us by:

- Encouraging members to hold themselves and others accountable for their words, assumptions, and actions
- Uniting different groups under a shared vision of inclusion and justice
- Creating protected spaces for unique community needs to foster a larger culture and framework for inclusion
- Supporting our campus partners in creating inclusive and intentional communities across all areas of campus, including housing and residence life, Greek life, campus ministries, athletics, student organizations, academic and tutoring settings, offices, laboratories, and other work, study, and play spaces
- Promoting allyship as both a desirable and necessary practice in which students and employees are invited and expected to engage
- Striving for the highest degree of accessibility in all of our operations and spaces

Development and Futurity

We work with our vision and values at the forefront of our efforts to ensure the strategic growth and development of the Center. We value both individual and collective growth within our LGBTQIA communities on campus, and we foster such growth by:

- Building a robust framework of allyship and accountability for our students, colleagues, and alumni
- Promoting opportunities for experiential leadership, cultivating leadership of different styles and experiences, and centering leadership from within communities
- Engaging alumni in fundraising, mentoring, leadership, and community building opportunities
- Creating sustainable practices and infrastructure for the Center, its programs, and its student organizations to thrive
- Pooling diverse resources with on- and off-campus partners
- Identifying emerging leaders and providing opportunities for them to develop the knowledge and skills to take on leadership roles within their community

Progress: Completed

II. Staffing

Current Staff:

Aby Parsons, Ph.D., Director (April 2014 – present)

With the Center's professional staff team expanding, Aby's priorities will shift towards an emphasis on faculty and staff engagement, including launching and managing the LGBTQIA Faculty/Staff Liaison program, Reading Rainbows: Diversity and Inclusion Reading Group, the Pride ERG, Safe Space, Trans 101,

and Level Up. Aby will continue to work on major campus-wide LGBTQIA events and annual days of recognition alongside the coordinator, and will manage the student assistant team, Center assessment efforts, and alumni outreach and engagement. Aby will continue to advise Pride Alliance and T+ for the foreseeable future.

Adreanna Nattiel, Graduate Assistant (September 2016 – June 2018)

Adreanna served as a Graduate Assistant throughout the past two years while working towards a Master of Arts in Women's, Gender, and Sexuality Studies at Georgia State University. Her responsibilities included managing registration for our allyship training programs and student discussion groups, developing the monthly newsletter, managing social media accounts, providing event planning and set-up support, and co-facilitating Level Up.

Jhazzmyn Joiner (September 2016 – May 2018; will return in fall 2018) and Elliot Eason (September 2017 - May 2018), Student Assistants

Jhazzmyn and Elliot served as general office assistants this year. Their responsibilities included data entry, photocopying, preparing training materials, covering the Center, and assisting with event set-up.

Eli Whisnant, Graphic Designer (October 2017 – present)

Eli served as the graphic designer for the Center, designing posters, flyers, web graphics, and exhibition materials for our programs.

New Staff:

Camilla Brewer, Coordinator (May 2018 – present)

Camilla joined the LGBTQIA Resource Center as the first full-time coordinator in May 2018 after serving for two years as the coordinator of Elon's Gender and LGBTQIA Center. Camilla holds a Master of Education in Student Personnel Administration in Higher Education from UNCG and a Bachelor of Arts in Psychology and Women and Gender Studies from UNC-Chapel Hill.

Camilla's primary responsibilities will be in the area of student programming and her duties include:

- Coordinating Q Chats, Greek Allies, Safe Space: Peer Education, Queer Coffeehouse, Ace Space, QPoC Meet-Ups, and the Queer Health and Wellbeing Workshop Series
- assisting with campus-wide events including Lavender Graduation and the Lavender Awards, the LGBTQIA Interfaith Lunch and Learn, Transgender Day of Remembrance, Queer Research Hour, OUT Week, and the LGBTQIA Student Welcome Reception
- Student advising
- Managing the newsletter and social media
- Supporting assessment of student programs
- Facilitating trainings and workshops

Progress: Completed

III. Policy/Procedure

New or Changed Policy/Procedure:

No changes. Continuance of current practice based on assessment and evidence-based effectiveness of programs and services.

Progress: Completed

IV. Significant Accomplishments

Significant Accomplishments:

Gift to Tech

Following a large-scale campaign and a highly competitive process, the LGBTQIA Resource Center was the recipient of the 2018 Gift to Tech from the Student Alumni Association, receiving \$35, 650 for the Center expansion and new programs.

President's Action Team

Aby served on the President's LGBTQIA Action Team, providing guidance and recommendations to the members and chairs. Aby has since played an integral role in advising the implementation team.

Level Up

The Center launched Level Up, a new advanced allyship training program for faculty and staff. Each cohort filled up with 25 members, and graduates of the program were honored at Lavender Graduation.

Workplace Transition Manual

Aby collaborated with cross-functional team from Human Resources to develop a training manual for supervisors and HR professionals on how to manage a workplace transition for transgender employees.

Excellence Award

Aby was the 2018 recipient of the Staff Excellence Award.

OUT at Work

In partnership with C2D2, the Center launched a new professional preparation series for LGBTQIA students. In the spring semester, we hosted a resume and cover letter writing workshop and an LGBTQIA alumni career panel.

Other events and programs

- Expanded attendance at our annual LGBTQIA Student Welcome Reception from 90 students in 2016 to 135 in 2017 (in partnership with Dept. of Housing)
- Assisted Pride Alliance in coordinating the largest ever Georgia Tech contingent to march in the Atlanta Pride Parade with over 60 students, faculty, staff, and alumni

- Hosted the 6th Lavender Graduation and 4th Lavender Awards
- Continued Greek Allies (in partnership with the Office of Fraternity and Sorority Life), Safe Space, SSPE, Trans 101, and Q Chats
- Partnered with the Wesley Foundation to host Trans in the Church, a panel discussion about the experiences of transgender Christians for 35 attendees
- Partnered with the Wesley Foundation to host Leading Out Loud, a panel discussion about the experiences of LGBTQIA faith leaders in Buddhism, Judaism, and Christianity for 40 attendees
- Launched Queer Coffeehouse, a new series to bring together students with shared identities for community building; hosted 5 coffee hours with 6-20 attendees at each one
- Participated in GT Unite with RHA
- Hosted Study Abroad workshop for LGBTQIA students in partnership with OIE
- Coordinated QPoC Meet-Up at Black Panther film screening
- Coordinated Ace Space meet-up at Paper and Clay for 10 students
- Hosted Trans Day of Remembrance: Stories of Hope and Resilience with trans students and employees sharing their stories for over 40 employees
- Hosted trans health workshop for 17 students in T+
- Coordinated a panel discussion on the experiences of asexual people for Asexuality Awareness Week with 26 attendees
- Partnered with the Women's Resource Center to host Queer Women's Sex in the Dark, a sexual health workshop for lesbian, bi, queer, ace, trans, and pan women
- Collaborated with GTPD to host a Community Conversation about collective healing in the aftermath of Scout Schultz's death
- Coordinated counseling and support services for students following Scout's death including bringing in SNaPCo for a healing circle with LGBTQIA students of color and coordinating pro bono group grief counseling sessions
- Worked with Pride Alliance to coordinate the vigil for Scout Schultz
- Collaborated with AASU to host a talkback after a Black History Month screening of Moonlight
- Conducted 6 trainings for GTPD on Working with the Transgender Community
- Conducted 2 Transgender Inclusion in the Workplace trainings for GTRI
- Facilitated a transgender inclusion training at the President's Senior Leadership Team meeting
- Partnered with AASU for Fruits of our Labor: Racial Justice and Queer Liberation in the Deep South, a panel discussion with 4 renowned community activists; over 90 people attended
- With the Pride ERG: Coordinated High Museum Field Trip, Support Circle for employees following the death of Scout Schultz, LGBTQIA Financial Planning Workshop, Board Game Social, National Center for

Civil and Human Rights Field Trip, Winter Service Project to benefit Jerusalem House, and the Beat the Heat Ice Cream Social

Progress: Completed

V. Statistics

Unit Statistics:

Allyship Trainings

Number of allyship training sessions offered and number of participants to complete each program:

Training	Trainings offered	Total participants
Safe Space	10	149
Trans 101	5	80
Safe Space: Peer Education	5	128
Greek Allies	2	46

Progress:

Completed

VI. Service to the Institute

Staff Service:

Aby Parsons, Director

Trainer, GTPD Transgender Inclusion Trainings, June 2018

Member, IMPACT Living Learning Community committee (April – present)

Principal Empowerment Officer, Pride ERG, March 2016 – present

Advisor, Pride Alliance, Fall 2014 – present

Advisor, Alpha Sigma Phi, Fall 2017 – present

Member, President’s LGBTQIA Action Team, Fall 2017

Volunteer, Family Weekend, Fall 2017

Proctor, Disability Services, Fall 2017 and Spring 2018

Progress: Completed

VII. Professional Development

Staff Professional Development:

Aby Parsons, Director

Speaking Engagements

Role	Organization	Event	Title/topic of Talk/Presentation
Invited moderator	Georgia Power and Southern Company	Pride POWER panel for Pride Month	Safe with Me
Invited speaker	Home Depot	Home Depot Pride's Transgender Day of Visibility Lunch and Learn	Creating transgender inclusive workplaces
Invited guest speaker	Not Your Little Lady Podcast	Podcast Episode: Respecting Identities	Inclusive pronoun practices
Co-presenter	SGA's Cultural and Diversity Affairs Committee	Inclusive Leadership Conference	More Than a Buzzword: How Understanding Intersectionality Can Take Your Organization to the Next Level

Other Training, Service, and Participation

Scholarship Chair, GALA: Emory LGBT Alumni Affinity Group (2016 – present)

Member, Board of Directors, Georgia Equality (elected)

Inclusive Leader Academy, Georgia Tech (completed October 2017)

Completed the week-long intensive Qualitative Research Methods Workshop at the Rollins School of Public Health (August 2017)

Publication

"I Just Cain't Wait to Get to Heaven: Nostalgia and Idealized Queer Community in *Fried Green Tomatoes at the Whistle Stop Cafe* and *Fried Green Tomatoes*," in Trent Brown, ed., *Sex and Sexuality in Modern Southern Culture* (Baton Rouge: Louisiana State UP, 2017).

Progress: Completed

VIII. Institutional Effectiveness

Changes within Unit:

Aby Parsons provided guidance and leadership to the President's LGBTQIA Action Team, supplying assessment data, strategic plans, and policy updates to inform the recommendations. The completed Action Team report was distributed to the Path Forward Advisory Group, and Dr. Parsons continues to consult with members on implementation objectives. She also coordinated 4 LGBTQIA

Listening Sessions with students, faculty, and staff at the request of the President. The results of this assessment work will be implemented this year.

The Center continued to engage in assessment of all 5 allyship training programs, making adjustments to the curricula based on the data.

Progress: Completed

Student Diversity Programs

I. Mission/Introduction

Essential Function(s) of department:

Student Diversity Programs is responsible for fostering a vision of diversity appreciation that is actualized through intentional educational programming in support of the Institute's strategic plan.

The Office creates and provides events, educational programs, and training opportunities to encourage students to acquire knowledge, awareness, and skills to increase their cultural competence so they can live, learn, and work in a global world. In addition, the Office has a strong commitment to social justice education and works with the Institute to build an inclusive community.

The Office provides an intentional approach for meeting the needs of underrepresented and underserved populations by coordinating and planning educational experiences that foster interaction and learning across groups. Through its programs and services, the Office assist the entire campus community in appreciating and embracing the rich cultural diversity that exists within the Institute.

The essential functions of the office are as follows:

I. Assists the Institute and the Division of Student Life in creating and sustaining an environment where all students are valued and affirmed.

II. Creates and provides events, educational programs, and training opportunities to encourage students to acquire knowledge, awareness, and skills to increase their cultural competence so they can live, learn, and work in a global world.

III. Provides an intentional approach for meeting the needs of underrepresented and underserved populations by coordinating and planning educational experiences that foster interaction and learning across groups.

IV. Serves as an advisor to student organizations and student groups to foster inclusion.

V. Serves as a campus liaison to campus chaplains so students can connect with other students to explore life's challenging questions through community, reflection, and the exchange of ideas.

VI. Serves as an entry point where students can report acts of discrimination and intolerance.

VII. Works cooperatively with the Women's Resource Center, the Veterans Resource Center, and the LGBTQIA Resource Center.

Progress: Completed

II. Current Staff

Current Staff:

Stephanie Ray – Stephanie has been a part of the Office of the Dean of Students for 21 years and serves in various capacities. Her main responsibilities include creating and assessing programs, workshops, training, and outreach in the areas of social justice, multicultural competence, and diversity to assist in the Institute’s goal of creating a more inclusive campus. In addition, she meets with students, serves in the office’s on-call rotation, advises student groups, and serves on various Institute committees. Ray supervises the Inclusion, Advocacy, & Support Collective which includes the LGBTQIA Resource Center, the Office of Student Diversity Programs, the Veterans Resource Center, and the Women’s Resource Center.

Karen Yiu – Karen joined the Office of Diversity Programs full-time June 2015 after serving as a graduate assistant for two years. She advises the Asian American Student Association, oversees the Diversity Ambassador program, and hosts the International Spouse group with the Women’s Resource Center and the Office of International Education. She also manages the Humans of Georgia Tech Tumblr account and the GT Diversity social media accounts.

Lam Bich Thao Dinh - Thao is a senior undergraduate student majoring in CHBE. Her role is to provide office support to Dean Ray.

Camera Dunn - Camera is a graduating senior majoring in Civil Engineering. Her role is to create and design publications for the office.

New Staff:

Qing Tian - Qing was hired as a student assistant; she is working on a Master of Science in Digital Media. Prior to Tech she received a degree in journalism from the University of Missouri. Qing was hired to work with the department's social media platforms and to assist with marketing.

Yassin Watson - Yassin was hired to assist with FASET Tabling Summer 2018. Yassin is a junior majoring in industrial engineering.

Chelsea Gao - Chelsea was hired to assist with the department's social media campaign after Ms. Tian departed. Chelsea is a junior majoring in public policy.

Progress: Completed

III. Policy/Procedure

New or Changed Policy/Procedure:

Human Resources updated hiring forms for campus affiliates. Chaplains visit the Office of Student Diversity Programs to start the hiring process, and the Office initiates the background check. Once the background check clears, a PSF is

generated by the department. Once an Employee ID is generated, the chaplain must return the office, pay additional fees owed for the background check (check or cash), and take the Security Questionnaire and the Visiting Non-Employee/Affiliate and Intellectual Property Agreement to OHR.

Progress: Completed

IV. Significant Accomplishments

Significant Accomplishments:

- The Office of Student Diversity Programs collaborated with seven departments/offices: the Counseling Center, the Women’s Resource Center, College of Engineering - CEED, International Education, Institutional Diversity, the Veterans Resource Center, and the Center for the Enhancement of Teaching and Learning to sponsor Diversity & Inclusivity Month 2018. In addition, eight student organizations: Hillel, Delta Phi Lambda, the Residence Hall Association, the Diversity Ambassadors, SGA’s Culture and Diversity Affairs Committee, the Iranian Student Association, Alpha Kappa Psi, and the Women’s Leadership Conference Committee participated. Thirteen diversity related programs were offered to our GT Community during Diversity and Inclusivity Month 2018, and over 1,575 individuals attended Diversity and Inclusivity Month events.
- The MLK Student Board hosted the 8th annual MLK Jr. Student Celebration with the theme, “Actualizing the Dream: The Future of Non Violent Political Protest.” The event took place in the Student Center Ballroom, and was attended by 200 students, faculty, staff, and parents. Every year the student celebration aims to commemorate the continuation of Dr. King’s dream. In addition, 50 student organization representatives lit candles to symbolize that Dr. King’s dream continues, and the light must be carried forward for generations to come. The highlight for the evening was the four student speakers who spoke to the theme to make Dr. King's dream a reality. Each student speaker received ear buds from Barnes & Noble. Other events included the Commemorative Service at Ebenezer Baptist Church, the Salute to Greatness Awards Gala, Open Mic Night, 50 Acts of Kindness, Actualizing the Dream: The Role of Hip Hop, and What’s Going On: A Social Justice Production.
- The Inclusion, Advocacy & Support Collective received the following recognition and/or acknowledgement: Karen Yiu, GT 1000 Instructor of the Year; Colleen Riggle and Melanie DeMaeyer, Friend of Residence Life Cornerstone Award; Aby Parsons, GT Staff Excellence Award; Stephanie Ray, Student Government Association George C. Griffin Administrator of the Year and special recognition by GT Conference Services for providing valuable diversity training; Veterans Resource Center - Alumni Association Pi Day of Giving Recipient, and the

LGBTQIA Resource Center - Student Alumni Association Gift to Tech Recipient.

- The Office of Student Diversity Programs created a 24 page publication on spiritual life at Georgia Tech. The document included a message from the Vice President of Student Life, religious preferences of our first year students according to the Cooperative Institutional Research Program, a message form the Health & Well-Being Initiative, information about the LAMP Initiative, an overview of Tech’s attendance policy, and an overview of all Tech’s spiritual organizations and campus ministries recognized by the campus. The publication was shared with the President’s Cabinet and the Parent’s Board. In addition, the brochure was disseminated at the FASET workshop that focused on spiritual life at Tech.
- The Office of Student Diversity Programs added a student spotlight section to the department’s website showcasing 10 students. The Council for the Advancement of Standards advocates supporting underrepresented and underserved students in amplifying their voice and developing agency; honoring, celebrating, and validating the experiences and cultures of multicultural students in the larger campus environment. The students highlighted on the department’s website expressed the recognition was a high honor.

Progress: Completed

V. Statistics

Unit Statistics:

Office of Student Diversity Programs Outreach 2017-18

Programs	Attendance
Engagement Week Tabling	50
Tour of Asia	700
RAIIN Dance Theatre: in Human	1000
MLK: Open Mic	50
MLK: Lecture	300
MLK: Student Celebration	200
MLK: 50 Acts for MLK	20
MLK: Salute to Greatness	4
MLK: Actualizing the Dream: The Role of Hip Hop	200
MLK: Commemorative Service (Ebenezer)	15
MLK: What’s Going ? : A Musical Production for Social Justice On A Theatrical Production	200
D & I Month: GT Unite	400

D & I Month: CDAC Inclusive Leadership Conference	100
D & I Month: Israel Festival	900
D & I Month: Night of Diversity	100
Chaplain's Lunch with Dean Stein	50
GTIAA Culture Night – Human Library	20
MLK: Center for Human & Civil Rights	35
FASET Tabling	100
African Heritage Storytelling	100
Storytelling: Salon I & II: A Mirror to Ourselves	200
Storytelling: Women – Finding Our Voice	100
Storytelling: Open Mic Night	40
Storytelling: Strength, Struggle, & Experience	20
Black History Month Film Screening: Moonlight	30
Storytelling: Creation Workshops and Coaching	50
GT 1000 (Inclusion Section)	10
Total	5,094

Workshops	Attendance
Black Leadership Conference: All Black Lives Matter	40
Diversity Ambassador Retreat March	20
Diversity Ambassador Retreat August	15
RHA Lunch and Learn: Leadership	20
Inclusivity Conference	50
NSBE Public Speaking	40
Greek Week Breakfast Keynote	75
FASET Diversity	40
Counseling Center Interns	5
GT 1000 (4 classes)	80
D & I Month: The Power of Your Personal Story	15
D & I Month: Invisible Homelessness	20
OMED Transitions	100
D & I Month: Bias	20
CEED: Peer 2 Peer	100
Inclusive Leaders Academy (Storytelling)	30
Total	670

Office of Student Diversity Programs Outreach 2013 – 2018

Trainings	Attendance
Welcoming Diversity in the Workplace	30
Brown Eyes: Blue Eyes Linking Perception to Performance	30
Social Justice Training for Faculty & Staff	30
Safe Space (3 trainings)	80
GT 1000 Instructors	100
Stephen John Quay: ACPA President	100
Conference Services Staff	50
D & I Month: Dismantling the U.S. v International Dichotomy	40
D & I Month: Inclusive Pedagogy: Classroom Teaching Strategies	10
CRC Lifeguard Multicultural Competence	60
Air Force ROTC Multicultural Competence	70
Total	600

2013-2014	2014-2015	2015-2016	2016-2017	2017-18
4980	5766	5595	6631	6,364

Office of Student Diversity Programs Social Media Campaign

Year	Twitter	Humans of GT	Instagram	International Spouse Group Facebook Members
2015-2016	374 Followers	361 Followers, 171 posts	503 Followers, 107 posts	142 Members
2016-2017	511 Followers	386 Followers 174 posts	879 Followers 198 posts	190 Members
2017-2018	617 Followers	405 Followers, 186 posts	970 Followers, 296 posts	213 Members

Domestic Partnerships Approved

FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
11	14	19	12	11

- 100% of applicants were graduate students
- 91% of applicants were same sex couples
- 72 partnerships have been approved since 2010

Campus Chaplains Processed

2014-2015	2015-2016	2016-2017	2017-2018
41	41	23	40

Progress: Completed

VI. Service to the Institute

Staff Service:

Stephanie Ray, Associate Dean/Director

- Member, Georgia Tech Athletic Association Gender and Equity Committee
- Interim Appointment, Athletic Association Conduct Review Panel
- Member, Transformative Narratives Steering Committee
- Co-Chair, Martin Luther King Campus Committee
- Advisor, Martin Luther King Student Board
- Advisor, Acts of Kindness
- Advisor, Collegiate Diabetes Network
- Advisor, G.I.F.T.E.D. Gospel Choir
- Member, Black Student Engagement Implementation Team
- Co-chair, Black Student Engagement Student Advisory Group
- Unit Coordinator, Charitable Campaign
- Facilitator, Safe Space
- Volunteer, Family Weekend
- Member, LGBTQIA Resource Center Advisory Board
- Member, Women’s Leadership Conference Advisory Board
- Judge, Ms. Black & Gold – Alpha Phi Alpha
- Judge, Homecoming Super Splash Contest & Slam Dunk Contest
- Evaluator, Greek Week CPC Awards
- Participant, Campus Center Conversation Groups
- Member, GT Living Building Equity Building Committee
- Faculty Member, Omicron Delta Kappa
- Member, Alvin Ferst Leadership & Entrepreneurship Award Selection Committee
- Reviewer, Black Graduate Student Association Resume' Blitz
- Chair, Part-time Disability Services Coordinator Search
- Exam Proctor, Disability Services
- Member, Mental Health Task Force

Karen Yiu, Diversity Coordinator

- Advisor, Asian American Student Association
- Advisor, Sunday Dinner Project
- Advisor, Kappa Alpha Theta
- Advisor, Alternative Service Break Winter Break trip to Houston, TX

- Chair, Search Committee for Greek Coordinator in Fraternity and Sorority Life Instructor, GT1000
- Interview Committee, Assistant Director for On-Campus Internationalization in the Office of International Education
- Interview Committee, SEVIS Compliance in the Office of International Education
- Interview Committee, Student Engagement in the Office of International Education
- Judge, Greek Week Super Splash Contest
- Judge, Greek Week Banner Contest
- Reviewer and Interviewer for the Campus Life and Community at Tech Scholarship
- Facilitator, Safe Space
- Volunteer, Family Weekend
- Volunteer, Homecoming Dec-A-Door Judging
- Volunteer, FASET Executive Board Interview

Progress: Completed

VII. Professional Development

Staff Professional Development:

Stephanie L. Ray, Associate Dean/Director

- Attendee, National Conference on Race & Ethnicity in American Higher Education
- Attendee & Presenter, Diversity Symposium – Diversity Narratives Project
- Toastmasters International: Selected as Area Director for Division A - District 44, Contest Master Training, & Chief Judge Training, and Toastmaster's Fall Conference
- Panelist, International Visitors from Hong Kong
- Presenter, Transfer FASET
- Panelist, Office of Human Resources Leader's Panel for New Employees
- Attendee, Ivan Allen College's Symposium: "Leadership in a Multi-faith World"
- Omicron Delta Kappa Faculty Member
- Attendee, Student Disability Accommodation Webinar
- Participant, Sonocent Audio Note Taking Demonstration
- Member, GRIOT ERG
- Member, PRIDE ERG
- Attendee, LAMP Interfaith Retreat
- Presenter, RHA Lunch and Learn
- Member, Atlanta Diversity Manager's Affinity Group
- Member, American College Personnel Association
- Member, NASPA
- Member, Southern Association for College Student Affairs

- Completed Level Up I - LGBTQIA Resource Center Advanced Ally Training
- Attendee, CARE System Refresher
- Attendee, ACCOMMODATE System Refresher
- Attendee, K-12 Global Summit
- Facilitator, Human Library
- Workshop Presenter, College of Engineering CEED - Peer 2 Peer
- Facilitator, Inclusive Leader's Academy
- Facilitator, GT Diversity Symposium
- Facilitator, Inclusivity & Leadership Conference
- Keynote Speaker, Greek Week Breakfast
- External Reviewer, Enrollment Services

Karen Y. Yiu, Coordinator

- Attended NCORE2017: National Conference on Race and Ethnicity in Higher Education – Fort Worth, TX
- Attendee, Diversity Symposium, September 2017
- Attendee; Interfaith Lunch and Learn
- Facilitator, ILEAD Summer 2017 at Kansas State University
- Panelist, Diversity Symposium, September 2017
- Presentation for GT1000 Instructors
- Workshop Presentation for Black Leadership Conference
- Panelist, International Visitors from Hong Kong
- Graduate Student, MBA Program at Georgia Tech

Progress: Completed

VIII. Institutional Effectiveness

Changes within Unit:

The Office of Student Diversity Programs assessed the value of the International Spouses' Group. Spouses had differing viewpoints on which aspects of the program they valued. Based on the feedback received and the capacity of the office, the department will do less programming for the group and focus group meetings toward building relationships and community for 2018-19.

Progress: Completed

Veterans Resource Center

I. Mission/Introduction

Essential Function(s) of department:

The Veterans Resource Center promotes student learning and development, and supports degree completion for students who are veterans, military, reservist, guard members, and dependents by providing comprehensive support services that enhance and compliment the academic experience.

Progress: Completed

II. Staffing

Current Staff:

David Ross, Ed.D – Dr. Ross started at Georgia Tech in September, 2013, as the inaugural Director of the Veterans Resource Center. He is a retired veteran of the United States Air Force with 20 years of service. Dave provides leadership and direction for programs and services available to student veterans and dependents. Further, he partners with internal departments and services to ensure all veteran initiatives are synchronized for degree and non-degree seeking students.

Progress: Completed

III. Policy/Procedure

New or Changed Policy/Procedure:

The institution adopted priority registration for student veterans using the GI Bill for tuition payment.

What type of policy?:

Institute Policy/Procedure

Justification:

This allows student veterans the opportunity to enroll in classes required for completion of their degree plans.

Progress: Completed

IV. Significant Accomplishments

Significant Accomplishments:

Veterans Resource Center (VRC) Accomplishments are as follows:

- The VRC Hosted opportunities for Student Veteran employment and networking with visits from Google and AT&T employment recruiters. These initiatives allowed students the opportunity to meet with potential employers for Internships and Co-Ops
- Hosted a Women Veteran Social Justice conference. Provided opportunity for networking with surrounding Atlanta Veteran advocate businesses.

- Presented leadership seminar to Army ROTC cadets. Student Veteran panel discussed military leader roles within the Army.
- Coordinated with Athletics for the recognition of Student Veterans during the Georgia Tech Veterans Day football game. Student Veterans were recognized on field during the flag ceremony (National Anthem).
- Coordinated a campus Veteran’s Day Celebration with the Georgia Tech Military Affinity Group (GT MAG) and the Emergency Preparedness Office.
- Hosted a fall semester reception and luncheon for Student Veterans. Provided opportunity for current and new Student Veterans to meet and network.
- Coordinated a visit from the Veterans Administration and Disabled Veterans for students and staff. Local VA representatives visited to provide information on Veteran benefits to students, faculty and staff.
- Hosted Memorial Day Information Display, and provided information about the significance of Memorial Day to students, faculty and staff.
- Hosted VRC open house. This event allowed students, staff and faculty the opportunity to visit and learn more about the center.
- Presented Student Veteran Awareness Workshops to Center for Academic Success. Provided student veteran awareness information and discussed the purpose and goals of the Veterans Resource, Also discussed collaboration efforts for support and student veteran needs with staff.
- The VRC coordinated with FourBlock, a career service company assisting Veterans with employment networking, resume, and interviewing skills. Three Students Veterans successfully completed a semester long FourBlock seminar.

Progress: Completed

V. Statistics

Unit Statistics:

Student Veteran Enrollment	Fall, 2017	Spring, 2018
Undergraduate Students	70	74
Graduate Students (On-Campus)	95	142
Graduate Students (Online/Distance)	145	243
Total On Campus	165	216

Overall Student Veterans Enrollment decreases this year with:
Total Student Veteran Past Enrollments

Fall 2015	Spring 2016	Fall 2016	Spring 2017
180	172	165	161

During the Fall and Spring semesters of FY 18, the office had 60 student veteran office visits with 39 scheduled appointments with student veterans, and 21 walk-ins. This is slight increase from the previous years 44 office visits, due to higher Student Veteran enrollment

Progress: Completed

VI. Service to the Institute

Staff Service:

David Ross, Director

Chair, Veterans Workgroup

Board Member, Georgia Tech Military Affinity Group

Member, Transfer Student Orientation Course Workgroup Committee

Instructor, GT 2000

Volunteer, Family Weekend

Volunteer, GT Football Games

Division Celebration Committee

Progress: Completed

VII. Professional Development

Staff Professional Development:

David Ross, Director

Completed Masters of Strategic Communication, Troy University

Presented at the Association for Nontraditional Students in Higher Education (ANTSHE) Conference, Charlotte, NC

Attendee, NASPA Veterans Symposium, Orlando, Florida

Attendee, Military/Veteran Center Directors meeting, held at Middle Georgia State University

Progress: Completed

VIII Institutional Effectiveness

Changes within Unit:

After reviewing feedback from Veterans Awareness Workshop, VRC staff was able to share information about Georgia Tech's student veteran population and military culture. The workshop feedback also provided recommendations about the length of the session and the need for a resource page for use after the session. The VRC staff has made the appropriate changes.

Progress: Completed

Women's Resource Center

I. Mission/Introduction

Essential Function(s) of department:

The mission of the Women's Resource Center is to create an inclusive environment for women on campus. We do this through a variety of programs, events, and creating a welcoming space in our Center located in the Student Services Bldg, Suite 131.

The Women's Resource Center offers a physical space on campus open to all students at Georgia Tech. The 400 square foot space, has couches and tables for studying, group meetings and/or assignments, or student organization meetings. Further, the Women's Resource Center offers a lactation space for nursing and/or pumping. The Women's Resource Center has two, reservable spaces, for the Division of Student Life, and registered student organizations.

The Women's Resource Center has two full time student life professionals available for meetings about academic, personal or crisis situations. The Women's Resource Center, still is supportive of the VOICE initiative, but has realigned its mission back to the enhancing the academic experience for women students at Georgia Tech through programs, services and resources. Meeting with students is one the numerous ways the staff of the Women's Resource Center support students with intersecting identities at Georgia Tech.

The Women's Resource Center offers multiple experiences through leadership development opportunities, community building programs, and social events.

Progress: Completed

II. Staffing

Current Staff:

Colleen Riggle, Assistant Dean/Director of Women's Resource Center

- Direct the day-to-day operations of the Center which include supervision of staff and budget.
- Oversee general appointments to assist students with a variety of personal and academic issues.
- Advise the Women's Leadership Conference committee through its initial planning process with implementation of the conference.
- Serve in leadership role on campus committee; i.e.: GT Campaign for Everybody
- Serve on various campus committees including Sexual Violence Prevention Alliance, and Diversity Symposium.
- Manage the Women's Resource Center, WLC and GT Campaign for Everybody website.

- Serve on various campus committees; i.e.: Student Health Advisory Board, Go T.E.C.H. Coalition, and Executive Director of Health and Wellbeing search committee.
- Teach GT 1000 Freshman Seminar class (fall/summer)

Melanie DeMaeyer, Assistant Director of Women’s Resource Center

- Develop and implement programs on a wide range of topics including: leadership and professional development, body image, sexual violence, sexuality, and social justice.
- Provide referrals, advocacy, and support to students on a wide range of issues including mental health, academic needs, wellness, and professional and leadership development.
- Supervise graduate assistant.
- Advise the Black Women's Initiative
- Advise the Take Back the Night committee
- Serve as a member of the on-call Student Life rotation responding to emergencies after hours and weekends.
- Develop new programming and revitalize existing WRC programming for revised WRC mission and focus.
- Serve on various campus committees including Sexual Violence Prevention Alliance, GT Campaign for EveryBody, and Diversity Symposium.

New Staff:

Penny Harvey, Graduate Assistant

Penny was a 4th year graduate student in the Doctor of Philosophy in Sociology program at the Georgia State University. Penny worked on programs for the body image committee, facilitated Yoga for Everybody, and worked the social media and marketing for the Women's Resource Center and co-led the Women in the Wilderness programs. Penny worked with us as our graduate assistant for 13 hours a week, while finishing up her dissertation. She completed their contract with the Women's Resource Center in May 2018.

Progress: Completed

III. Policy/Procedure

Progress:

Completed

IV. Significant Accomplishments

Significant Accomplishments:

- The Women's Resource Center held the 20th annual Women’s Leadership Conference. The 13 women on WLC executive planning committee raised approximately \$30,000 to fund the conference which hosted 225 participants and featured 2 keynotes and 12 workshops.

- The Women's Resource Center hosted seven programs specifically for graduate women, including a field trip for a book reading, salary negotiation workshops, headshots for graduate women, networking lunches, and Women in the Wilderness programs.
- The Women's Resource Center continued it's longstanding partnership with the VOICE initiative and took the lead in planning the 5th annual Teal Ribbon Day, where we mailed letters to approximately 9,000 faculty and staff members and hosted a day long tabling and outreach event focused on providing resources to the campus community about sexual violence response and prevention.

Progress: Completed

V. Statistics

Unit Statistics:

WRC Programs	Attendance – Fall 2017	Attendance – Spring 2018
Women's Leadership Conference	n/a	225
Women's Awareness Month****	n/a	147
Women in the Wilderness	42	35
WST/WRC welcome	100	n/a
Other Programs*	277	8642
Presentations**	37	30
Trainings**	16	22
Advocacy***	4	2

Meetings	750	825
Tabling	300	500
Total	1477	10381

Women's Resource Center Statistics (participants) 2013-2018

	12-13	13-14	14-15	15-16	17-18
WLC	199	200	200	200	225
WAM	1095	1100	400	150	147
WIW	17	21	30	15	77
WST	75	80	100	100	100
Other Programs	1810	6900*	7548*	8472*	8919*
Presentations	1510	2000	N/A	N/A	67
Trainings	414	750	6270	N/A	38
Advocacy	24	35	45	11	6
Meetings	1600	1675	1725	1655	1575
Tabling	530	1450	1300	800	800
Total	7274	14211	17618	11403	11954

*includes Teal Ribbon Day, STEM Women Coffee Talks, and other collaborative programming.

**In years past the WRC trainings and presentations were given through the VOICE initiative. As a result of the move of the VOICE initiative to Health Promotion, the WRC did not provide any trainings or presentations in 2016-2017.

***The WRC advocacy numbers have dramatically decreased because victim advocacy has moved to Health Initiatives. The WRC did have a few students who first reported to our office and staff then referred to those students to Health Initiatives for ongoing case management.

****Staff made an intentional decision to scale down WAM programming in 2016-2017 and continued to do this for 2017-2018 in an attempt to assess need and what future WAM programming might become. These numbers reflect collaborative programs planned with longtime WAM partners.

Progress: Completed

VI. Service to the Institute
Service to the Institute:

Colleen Riggle

Campus Service:

- Chair, Body Image Committee
- Member, Diversity Symposium planning committee
- Member, Student Health Advisory Board
- Member, Sexual Violence Prevention Alliance
- Member, Employee Resource Group - Women
- Member, AVON/Futures Without Violence Leadership Institute
- Member, Inclusive Leadership Academy
- Member, SVPA Programming-Outreach Sub Committee
- Member, Student Life Assessment Team
- Facilitator, Salary Negotiation Workshop
- Interviewer, Mock Rhodes Scholarship

Melanie DeMaeyer

Campus Service:

- Member, Student Life Professional Development Committee
- Member, Sexual Violence Prevention Alliance
- Member, SVPA Advocacy and Programming Committee
- Member, Title IX Committee
- Member, Body Image Committee
- Safe Space Facilitator
- Trans 101 Facilitator
- Member, Employee Resource Group- PRIDE
- Member, Diversity Symposium planning committee
- Facilitator/ Subject Matter Expert, Reporting and Responding to Sexual Misconduct Training (OHR)
- Serves as an on-call advocate on nights and weekends, as needed
- Serves in Student Life on-call rotation
- Committee member, VOICE Advocate Search
- Interviewer, Prestigious Scholarships (mock interviews)

Staff Service:

Colleen Riggle

Campus Service:

- Chair, Body Image Committee
- Member, Diversity Symposium planning committee
- Member, Student Health Advisory Board
- Member, Sexual Violence Prevention Alliance
- Member, Employee Resource Group - Women
- Member, Clery Act Committee
- Member, Title IX Committee
- Member, AVON/Futures Without Violence Leadership Institute
- Member, Inclusive Excellence

Melanie DeMaeyer

Campus Service:

- Member, Sexual Violence Prevention Alliance
- Member, SVPA Advocacy Committee
- Member, Title IX Committee
- Member, Body Image Committee
- Safe Space Facilitator
- Trans 101 Facilitator
- Member, Employee Resource Group- PRIDE
- Member, LGBTQIA Advisory Board
- Member, Family Weekend Planning Committee
- Member, AVON/Futures Without Violence Leadership Institute
- Member, Diversity Symposium planning committee
- Facilitator/ Subject Matter Expert, Reporting and Responding to Sexual Misconduct Training (OHR)
- Serves as an on-call advocate on nights and weekends, as needed

Progress: Completed

VII. Professional Development

Staff Professional Development:

Colleen Riggle

Professional Development:

- Book Chapter (forthcoming), "Experiences of Women's Center Professionals" for an edited volume that explores the state of Women's Centers in higher education
- Completed, Level Up Training
- Completed, Inclusive Leaders Academy
- Attended, Diversity Symposium
- Research Participant, Self-care study
- Attendee, QPR Training
- Attendee, Mental Health Summit
- Interviewer, Mock Rhodes Scholarship
- Attendee, Orgsync Training
- Member, SVPA Programming-Outreach Sub Committee
- Member, Student Life Assessment Team
- Facilitator, Salary Negotiation Workshop

Melanie DeMaeyer

Professional Development:

- Campus Advocacy & Prevention Professional Association (CAPPA), member
- Book Chapter (forthcoming), "Experiences of Women's Center Professionals" for an edited volume that explores the state of Women's Centers in higher education
- Completed level 1 of LGBTQIA Resource Center's Level Up Curriculum
- Completed day-long Emotional Intelligence Training

- Inclusivity in the Workplace podcast, panel participant
- Manager's Toolkit: Diversity Conversations in the Workplace, invited panelist

Progress: Completed

VIII. Institutional Effectiveness

Changes within Unit:

- As a result of assessment data from programs offered to graduate women that showed they learned about campus resources as a result of participating in our programs, we have decided to continue to offer graduate women specific programming. Additionally, we will expand our program offerings for graduate women in FY'18-19, to include a weekly dissertation writing group.
- Through our assessment we found that the students who attended the salary negotiation workshops increased their knowledge to about how to confidently negotiate salary and benefits packages. As a result this training will be come part of a larger semesterly programming series focused on women's professional development. We will collaborate on this this series with campus and off campus partners including, Graduate Studies, Center for Career Development and Discovery and Women in Engineering, among others.

Progress: Completed

VI. Leadership, Education and Development

I. Mission/Introduction

Essential Function(s) of department:

STRATEGIC PLAN ALIGNMENT (Goal 1 / Strategy 1): Enrich the student experience through student programs and leadership initiatives.

The Division of Student Life's Leadership Education and Development (LEAD) Office gives participating students the opportunity to learn and practice effective leadership skills, develop multicultural appreciation, and gain support in their investigation of grand challenges. The LEAD Office offers a thoughtful and intentional series of academic, experiential, and co-curricular activities to help students prepare for leadership in a rapidly evolving global society.

LEAD programs, which include everything from one-on-one leadership coaching to living-learning communities, are designed to help students:

- Gain valuable insights into your leadership potential
- Learn and practice habits of highly effective teams
- Understand what it takes to create change and inspire others
- Chart a leadership development pathway to real results within Georgia Tech and beyond

The Grand Challenges Living Learning Community, a community for incoming first-year students, helps students develop leadership, team building, and analytical skills not taught in traditional classes. In this program, students live together in a residence hall and engage with faculty from a variety of disciplines on a frequent and casual basis. The students also take one academic class per semester together, and in groups of five to seven are mentored by a faculty member, develop a proposal for a potential solution to a real-world problem. Students in the Grand Challenges Living Learning Community meet regularly with faculty mentors in both formal and informal settings.

Leading Edge is a co-curricular leadership development experience for undergraduate students where participants work one-on-one with a trained leadership development coach (Georgia Tech PhD / Masters student / faculty / staff) to intentionally explore and enhance their leadership skills. Over the course of a semester, students receive feedback from coaches, peers, staff and faculty, conduct experiments and engage in critical reflection in order to prepare them for real results now and in the future.

The Minor in Leadership Studies, offered in partnership with the School of Public Policy, the School of Civil and Environmental Engineering and the Scheller College of Business, gives undergraduate and graduate students an opportunity to deepen their focus on leadership through the Foundations of Leadership course, specific fields of interest, and a leadership internship. LEAD

facilitates programs that focus on the relationship between technology, globalization, and leadership in the contemporary marketplace.

GT1000 Leadership Sections introduce undergraduate students to leadership development during their freshman year. Over the course of a semester, students better understand what leadership is, assess their strengths and weaknesses, intentionally explore and grow leadership skills, build highly effective teams and manage conflict.

Progress: Completed

II. Staffing

Current Staff:

Wes Wynens, Ph.D.

Director, Leadership Education and Development
Director, Grand Challenges Living Learning Community

Alison Southern

Assistant Director, Grand Challenges Living Learning Community

Stacey Doremus, MA

Assistant Director, LEAD Programs and Systems

Chavonna Savage-Clowney

Coordinator, Grand Challenges Living Learning Community

Stephen Steppe

Coordinator, Leadership Education and Development

Progress: Completed

III. Policy/Procedure

New or Changed Policy/Procedure:

Due to the growth of Grand Challenges, Leadership Fellows, GT 1000 and the introduction of a new program, Teams for Tech, we streamlined the graduate student opportunities application and interview process to include all programs. Marketing efforts were also combined for maximum reach and efficiency.

What type of policy?:

Departmental Policy/Procedure

Justification:

Streamlined processes

Progress: Completed

IV. Significant Accomplishments

Significant Accomplishments:

AY17-18 Significant Accomplishments for Executive Summary GT Leadership Education and Development (LEAD)

Grand Challenges

As of Spring 2017, Grand Challenges has impacted 550 students through our first year living learning community, with over 350 students continuing with their team projects in the second year and beyond. With over 675 applicants for 110 openings for the upcoming year, we received additional funding from the Institute that will expand our program reach to 200 first-year students in the Fall 2018. The Grand Challenges Living Learning Community continues to provide like-minded students with the opportunity to tackle the world's Grand Challenges and develop the skills to become highly effective team members. Students enhance their problem solving, analytical, and critical thinking skills, and their ability to give and receive critical feedback within a diverse team environment.

Minor in Leadership Studies

Since LEAD starting tracking in 2013, we have admitted more than 230 students in the Minor in Leadership Studies with over 58% of them completed. We have achieved between 18-20% growth year-over-year. The Global Engineering Track continues to be our fastest growing track in the Minor developing engineers who can contribute and lead effectively in domestic and global contexts in solving global grand challenges and other societal problems, working effectively across cultures.

Leading Edge | One-on-One Leadership Coaching

The Leading Edge | One-on-One Leadership Coaching program participation continues to grow at a rapid rate thus enabling more students to intentionally explore and develop their leadership skills. To be exact, we have been able to help nearly 1,140 undergraduate students and 190 graduate students sharpen and enhance their leadership skills since its inception in AY13-14. Nearly 110 graduate students and 61 faculty/staff have developed as leadership coaches in the program.

GT 1000 Leadership Sections

Over the course of three fall semesters (2015-2017), we have impacted a total of 45 faculty/staff instructors, 15 graduate student fellows, 112 student Team Leaders, and 567 students with a leadership development experience; thus improving outcomes in student organizations, team projects, augmenting and supplementing technical degrees, preparing students for professional life and providing a way for GT1000 to continuously evolve. In Summer 2018, we offered

(3) iGniTe leadership sections and will continue to offer leadership-themed sections in 2018 Fall Semester.

AY17-18 Detailed Accomplishments

Grand Challenges

Grand Challenges students are first-years, living together in one residence hall, learning to work in cross-disciplinary teams, tackling some of the wicked problems facing society. A part of the Leadership Education and Development Program and in partnership with the College of Engineering, Grand Challenges provides students with an opportunity to develop problem solving, analytical, and critical thinking skills to find solutions to real-world problems. Beyond, the exploration of a problem and the discovery of a solution, Grand Challenges funds students' ideas and allows them to put in practice what they learn in the classroom.

- Grand Challenges admitted 110 students from the nearly 675 applicants, fall 2017.
- Grand Challenges has enjoyed an averaged 99% retention rate over the last four years. Over 400 students are currently participating in the community as students, mentors, advisors, recruiters, ambassadors, and student assistants.
- Grand Challenges students worked tirelessly on their team projects this semester. Some of the team projects include:
 - The development of an application to identify and measure misinformation and bias in digital media
 - The development of methods to replace everyday disposable items with compostable goods throughout landfills
 - The development of methods to provide sustainable alternatives to medicinal waste caused by pharmaceutical companies
 - The development of a device to assist young adults with hearing disabilities in interacting with their soundscape
- Grand Challenges students have received Co-Op and internship opportunities with companies such as Home Depot, Delta, Solvay, Siemens, and Apple.
- Grand Challenges students are researching in labs throughout the Georgia Tech campus including the Electro-Optical Systems Laboratory, Hu Lab of Bioloocomotion, and the Digital Signal Processing of the Voice Laboratory.
- Grand Challenges students received many scholarships this year including the Rockwell Automation Scholarship, Women in Engineering Scholarship, and the Federal Jackets Fellowship.
- To build community, the Grand Challenges house teams planned a variety of events including outings to Medieval Times, the World of Coke, Cirque du Soleil, service projects on and off campus, and of course, GT football games.

Minor in Leadership Studies

In progress

Leading Edge | One-on-One Leadership Coaching

In progress

GT 1000 Leadership Sections

First-year students are introduced to leadership development through a series of six modules framed around what leadership is, assessing strengths and weaknesses, intentionally explore and grow leadership skills, building highly effective teams and managing conflict.

In AY17-18, LEAD:

- Expanded leadership pilot to 18 sections of the GT1000 (First-Year Seminar Course) impacting 339 students and 25 instructors.
- Impacted a total of 45 faculty/staff instructors, 13 graduate students, 112 student Team Leaders, and 567 students with a leadership development experience in GT 1000 to date (Fall 2015-2017 Semesters). This has improved outcomes in student organizations, team projects, augmented and supplemented technical degrees, prepared students for professional life and provided a way for GT1000 to continuously evolve.
- Based on pre-and-post surveys to measure the development of our student's leadership capacity over the course of the semester, we found that first year students did in fact report significant gains in leadership skill, leadership efficacy and motivation to lead. This lends support for the premise that completing the GT 1000 First Year Seminar leadership sections result in students who are more “ready, willing, and able” to engage in leadership behaviors.
- Co-presented a poster presentation with Lacy Hodges at the First-Year Experience Conference in San Antonio, TX where we shared the impact of developing leadership skills in a first-year seminar course and gathered input from higher education colleagues on pedagogical improvements moving forward.
- In Summer 2018, we offered (3) iGniTe leadership sections and will continue to offer leadership-themed sections in 2018 Fall Semester.

Progress: Completed

V. Statistics

Unit Statistics:

See Appendix B on page 207 for the 17-18 LEAD Statistics

Progress: Completed

VI. Service to the Institute

Staff Service:

Wes Wynens

- FASET 2017
- Family Weekend, October 2017
- Tokyo Tech International Student Visit Leadership Workshop Facilitation, March 2018
- GT 1000 inGiTe Session Team Workshop Facilitation, Summer 2018
- GT 1000 Instructor Workshop Facilitation, Summer 2018

Alison Southern

- Division of Student Life Creating Connections Committee
- 2018 Oxford Study Abroad Program Group Leader
- Family Weekend, October 2017
- FASET 2017

Stacey Doremus

- Global Leadership Practice Designer and Instructor at Tokyo Institute of Technology, Tokyo, Japan, June 2018
- GT 1000 Leadership Cohort Instructor (2017 Fall / 2018 Spring and Summer)
- Tokyo Tech International Student Visit Leadership Workshop Coordination / Facilitation, March 2018
- Judge – Senior Design Expo (2017 Fall / 2018 Spring)
- Graduate Student Professional Development Committee
- Member of Georgia Tech Advisors Network (GTAAN)
- Member of Georgia Tech Graduate Resource and Information Network (GRIN)
- FASET 2017
- Family Weekend, October 2017
- Sibs Day Workshop Facilitator, February 2018

Chavonna Savage-Clowney

- Family Weekend, October 2017
- FASET 2017

Stephen Steppe

- Division of Student Life Creating Connections Committee
- Dean On-Call
- Advisor for Phi Sigma Kappa
- Division of Student Life Creating Connections Committee
- Member of Georgia Tech Academic Advisors Network (GTAAN)
- Member of Georgia Tech Event Coordinators Network
- Member of Georgia Tech Graduate Resource and Information Network (GRIN)

- Family Weekend, October 2017
- FASET 2017

VII. Professional Development

Staff Professional Development:

Wes Wynens

NA

Alison Southern

- First-Year Experience Conference Co-Presenter, San Antonio, Texas, February 2018
- Valdosta State University's Master of Public Administration program – in progress

Stacey Doremus

- FYE Poster Co-Presenter, San Antonio, Texas, February 2018
- 2018 McGraw Hill Excellence in Teaching First-Year Seminars Award
- Level Up 1 (Allyship Training)

Chavonna Savage-Clowney

- Diversity Symposium, September 2017
- Understanding Mental Health and Important Triggers, October 2017
- Leadercast Conference Sessions, October 2017
- Teaching with Technology, October 2017
- Take Control Over Your Life Webinar Race Relations in Higher Education, October 2017 Rising Strong Dialogues, November 2017
- Safe Space and Trans 101 Training, November 2017
- The Nuances of Hiring: The HR Professional Perspective, December 2017
- What Makes You Dynamic? Work/Life Balance: Is it Possible?, December 2017
- What Makes You Great? The Science Motivation: How to Motivate Ourselves and Others, December 2017
- What Makes You Proud? Service Learning, December 2017
- MLK Lecture w/Joy Ann Reid, February 2018
- Black History Month Lecture, February 2018
- Emotional Intelligence Workshop, April 2018
- Patent Class, April 2018
- Rev Up Your Career, June 2018
- GRIOT's Inventors, Innovators, and Entrepreneurs Panel, June 2018

Stephen Steppe

- CPR Training, November 2017
- Photoshop - February 2018
- Power of Writing, February 2018

- Valdosta State University's Master of Public Administration program – in progress

Progress: Completed

VIII. Institutional Effectiveness

Changes within Unit: N/A

Progress: Completed

VII. Marketing and Communications

I. Mission/Introduction

Essential Function(s) of department:

The mission of the communications and marketing department is to advertise, market and promote the programs, services and accomplishments of the Division of Student Life and its departments.

Progress: Completed

II. Staffing

Current Staff:

Sara Warner is the director of this department (Director of Communications for Student Life). She has been with the Institute for 11 years serving the Division in multiple capacities and departments.

The main purpose of this position is to develop, implement, evaluate and refine a comprehensive integrated marketing and communications strategy for the Division of Student Life and its departments. This position interacts on a regular basis with: faculty, staff, unit and Institute management, and external stakeholders. This position advises and counsels Division staff on their communications plans and marketing strategies for their programs and services.

Job responsibilities are as follows:

- Formulate, articulate and execute a strategic marketing and communications vision that internally and externally promote specific services, facilities and expertise offered in designated campus units.
- Lead unit level multi-media marketing and communications efforts that target internal and external audiences, support business goals and enhance the reputation of the unit and the Institute.
- Serve as the liaison and provide direct marketing and communications support and counsel for units and programs.
- Coordinate, promote and support special events, conference and trade show activities.
- Collaborate with Institute Communications on media outreach and internal communication needs.

There are currently no other staff members within this department.

Progress: Completed

III. Policy/Procedure

New or Changed Policy/Procedure:

N/A

Progress: Completed

IV. Significant Accomplishments

Significant Accomplishments:

The most significant accomplishment of this department was completing the conversion of all Division websites to the new Drupal platform, and assisting all departments in reviewing, rewriting and moving their content and images from their old websites to the new platform. This transition was completed ahead of schedule in December 2017.

Also created in this past year is the Division Daily update email. This daily email blast was created to inform Division staff of important all staff information and announcements. A protocol was established and staff submitted their content or announcement via email to the Communications Director who then reviewed the content, edited and reformatted it for the daily update.

Other accomplishments include:

- Designed and created the Development proposal for the Brandt-Fritz Dean of Students Chair
- Name change transition of Student Engagement to the Center for Student Engagement
- Name change transition of New Student and Sophomore Programs to New Student and Transition Programs
- Name change transition of Greek Affairs to Fraternity and Sorority Life
- Creation of branding images for Civic Engagement and Student Organizations
- Creation of websites for Civic Engagement and Student Organizations and assisting the Center for Student Engagement with rebranding their four departments within the unit branding
- Creation of new brochures for Fraternity and Sorority Life and the Counseling Center
- Creation of the Counseling Center's new website (moved to drupal platform)
- Guidance and support provided for the creation of the Parent and Family Programs blog, hosted via their website
- Creation of the Office of Student Integrity Communications protocol
- Artistic Direction of the Tech Ends Suicide promotional video

Progress: Completed

V. Statistics

Unit Statistics:

N/A

Progress: Completed

VI. Service to the Institute

Staff Service:

Sara Warner, Director of Communications for Student Life

- Georgia Tech Staff Council Communications Committee
- Georgia Tech Event Coordinators Network
- Division of Student Life Assessment Team/Committee
- Georgia Tech AOD Coalition Member

Progress: Completed

VII. Professional Development

Staff Professional Development:

Sara Warner, Director of Communications for Student Life

Participated as a committee member for the Staff Council Communications Committee which included Institute level promotions of Staff Council programs and services.

Progress: Completed

VIII. Institutional Effectiveness

Changes within Unit: N/A

Progress: Completed

IX. Office of the Arts

I. Mission/Introduction

Essential Function(s) of department:

MISSION

The Office of the Arts at the Georgia Institute of Technology embeds creative experiences into the lives and learning of Georgia Tech students, the broader campus community, and Greater Atlanta.

VISION

Georgia Institute of Technology is a creative campus where the Office of the Arts leads initiatives at the nexus of science, arts, engineering, and technology.

GOALS

Activate the campus with creative opportunities.

Engage the campus with creative connections at the intersection of arts, engineering, science, and technology.

Produce: curate, commission, present, and produce world-class work at the nexus of art, science, engineering, and technology

Progress: Completed

II. Staffing

Current Staff:

Madison Cario – Director

Thomas Ames – Theatre Production Manager

Rene Baker - Patron and Event Services Assistant Coordinator - part time

Blake Buford - Marketing Specialist

Justin Camp - Master Electrician

Kathryn Colegrove - Assistant Director (resigned June 2018)

Lane Conville-Canney - Special Events and Grants Coordinator (resigned February 2018)

Paul Cottongim - Operations Manager/Technical Director

Joe Davis - Audio Engineer

Esther Famojure - Student and Artist Engagement Coordinator

Rachel Haage - Theatre and Client Services Manager

Mary Holloway - Patron and Events Services Coordinator (on medical leave; end of service June 2018)

Dorcas Jones - Administrative Assistant

Stephanie Lee - Marketing And Public Relations Manager

Holley Mitchell - Box Office Coordinator

Brenda Porter - Patron and Event Services Assistant Coordinator - part time

Sarah Van Buskirk - Patron and Event Services Assistant Coordinator - part time

Camille Warren - Box Office Assistant - part time

New Staff:

Rene Baker - Patron and Event Services Assistant Coordinator - part time
Rene served as a member of the usher staff of the theater for many years prior to becoming a part-time employee in 2017. In this role she performs house management duties in the Ferst Center.

Justin Camp - Production Assistant

Serving primarily in the role of Master Electrician in the theatre, Justin has eight years of experience in stage lighting. Before joining the Georgia Tech staff full-time he worked with a contractor providing stage services for the Ferst Center, and also works occasionally at 7 Stages Theatre. He graduated from Georgia Perimeter College in 2014 with an Associates Degree in Theatre.

Joe Davis - Audio Engineer

Joe worked freelance as an audio engineer at the Ferst Center for eight years prior to joining the staff full-time. He is responsible for managing the sound for events, working as part of the stage team, and overseeing all sound equipment. He graduated from Georgia Southern University in 2007 with a Bachelor in Music Performance, with post-graduate training in audio engineering from the Conservatory of Recording Arts and Sciences in 2008.

Brenda Porter - Patron and Event Services Assistant Coordinator - part time

Brenda served as a member of the usher staff of the theater for many years prior to becoming a part-time employee in 2017. In this role she performs house management duties in the Ferst Center.

Progress: Completed

III. Policy/Procedure**New or Changed Policy/Procedure:**

Audience View Training - With the implementation of the new ticketing system in the Box Office in 2017, the box office staff was trained in new procedures for operating the new system: how to search for information and events, set up patron accounts, sell tickets and merchandise, and exchange tickets. The box office manager and assistant manager also were trained on building events, writing reports in the new system, and financial opening and closing procedures.

What type of policy?:

Departmental Policy/Procedure

Justification:

Basic departmental, Institute, and Box Office policies remained the same.

Progress: Completed

IV. Significant Accomplishments

Significant Accomplishments:

Activate - The process of enriching the campus with the arts. **Office of the Arts programming and coordination assistance reached over 6000 Georgia Tech students this year.** This high number reflects activity across all areas of our programming spectrum: performances, academic involvement, special projects, art and technology collaborations, and student activities guided by our office. Additional to this participation number are the thousands of students involved in artistic pursuits individually, in student cultural and performance groups, through the School of Music and other departments, in literary and creative digital media work, and enjoying the public art on campus every day. Specific coordination by the Office of the Arts included:

- The inaugural Faculty and Staff Art Exhibition was held at the Ferst Center, featuring work by 40 artists from across campus.
- I Feel Safe When, a ongoing project of the Office of the Arts, prompted personal reflection and story telling around the idea of personal safety and well-being. Distributed at summer FASET sessions, the responses will be developed as a play through DramaTech in Fall 2018.
- New works of public art were placed on campus, selected by the Public Art Committee of the Georgia Tech Arts Advisory Board, by artists Josh Garber, William Tucker, and Martin Dawe. Dawe's sculpture of Rosa Parks titled "Continuing the Conversation" was celebrated with a large campus event.
- A fun and free event, the "Spirit of the Animals" bikes celebrated great design and function, and were included as part of Family Weekend.
- The final section of the Arts Survey was administered to students through focus groups held in Fall 2017. The creation and implementation of the survey was student-driven and student-led by a group of students interested in establishing a baseline of knowledge for moving forward in the arts on campus.

Engage - Deepening participation in the arts by students is one of the primary goals of the Office of the Arts. This year saw tremendous progress and opportunities for Georgia Tech students in developing and participating in creative pursuits.

- A new two-year project, Creative Curricular Initiatives, embedded artists in classrooms across campus and supported faculty and students in developing curricular-related arts projects. Project leaders became Arts Fellows who received mentorship and became part of the Arts Council.
- ACCelerate Creativity and Innovation Festival - Over 40 students competed for four final project spots in this festival, which celebrated the intersection of art, creativity and technology and was held at the Smithsonian Institution in Washington in October 2017.

- The annual student Art Crawl exhibition featured the work of 263 student artists. The Art Matters student organization assisted in coordinating the performance section of the Art Crawl, which was presented at Under the Couch for the first time.

Produce - The Office of the Arts is committed to supporting and producing original work at the intersection of art and technology, in a program titled "Made@GT."

- The Office of the Arts assisted Georgia Tech student Raianna Brown in producing her dance piece *In Human thourgh* as part of the Arts@Tech season. Production assistance was provided in several areas: technical, marketing, ticketing, and engagement. Her piece reflected SEAD programming, which is work at the intersection of science, engineering, art, and design.
- The Office curated An Evening of SEAD Performances - This unique evening of work at the innovative intersection of science, engineering, art, and design (SEAD) celebrated and reflected on the impact of technology in our lives with a line-up of intriguing dance and music performances, and experience stations for audience participation.
 - - Catie Cuan and RAD Lab in the dance and robot piece *Time to Compile*.
 - **Scrap Performance Group** in the dance and drone piece *Ghosts and Other Guests*
 - Musician and technologist **Robbie Lynn Hunsinger** in *Duet with Arduino Drummer*, a multimedia presentation with a robotic drummer.
 - Before the show audience participation: **Constellation** and **MarimbaPix** by Robbie Lynn Hunsinger, and **SoundCage** by Georgia Tech students Ryan Rose and Avneesh Surwate
- ACCelerate Creativity and Innovation Festival - Over 40 students competed for four final project spots in this festival, which celebrated the intersection of art, creativity and technology and was held at the Smithsonian Institution in Washington in October 2017.

Progress: Completed

V. Statistics

Unit Statistics:

FY18 Student Engagement:

6046 students participated in arts events and projects coordinated and sponsored by the Office of the Arts. Connecting to thousands of students on campus through the arts continues the development of a cultural shift on campus that recognizes and celebrates the importance of creativity at Georgia Tech. This year the emphasis on creating a deeper engagement with students was evident in the Creative Curricular Initiatives program.

FY18 Usage of the Ferst Center for the Arts: 252 Days, 133 Events

Campus Use - 106 Days, 71 events

External Use - 47 Days, 26 events

External/Partnerships Use - 52 Days, 6 events

Office of the Arts Use - 47 Days, 30 events

Campus Use Breakout:

Students - 50 Days, 35 events

Other Campus / Divisions - 56 Days, 36 events

FY18 Other Venue Event Usage:

West Village Performance Space for Adam Ben Ezra Concert - 1 day, 1 event

Clough Undergraduate Learning Center for Clough Art Crawl - 3 weeks, 1 event

Under the Couch - 3 days, 3 events

Progress: Completed

VI. Service to the Institute

Staff Service:

Madison Cario:

- Member of the MLK Day Committee
- Member of the ACC Creativity and Innovation Festival Planning Committee
- Member of the Rosa Parks Dedication Committee

Blake Buford:

- Member of the Georgia Tech Earth Day Committee
- Member of the Division of Student Life Events Committee

Kathryn Colegrove:

- Member of the Division of Student Life Professional Awards Committee

Lane Conville-Canney:

- Leadership Fellow, Georgia Tech LEAD Program

Dorcas Ford Jones

- Member of Georgia Tech Event Coordinator's Network
- Member of Student Services Building Emergency Staff

Esther Famojure:

- Advisor, Georgia Tech Art Matters student group
- Member of the ACC Creativity and Innovation Festival Planning Committee
- Judge for 2018 Clough Art Crawl
- Judge for Project One Film Scramble
- Leading Edge Coaching
- CEISMC STEAM Conference Planning Committee

Rachel Haage:

- Member, Event Logistics Committee

Stephanie Lee:

- Member, Division of Student Life Professional Awards Committee
- Member, Division of Student Life Assessment Task Force

Holley Mitchell:

- Well-Being Activator, GT Health Initiatives
- Georgia Tech Staff Council, Communications Committee

Progress: Completed

VII. Professional Development

Staff Professional Development:

Madison Cario:

Speaking Engagements:

- Arts Midwest
- National Performance Network
- Alliance of Artist Communities
- New York Live Arts

Community Service:

- Advisory Board Member, New England Foundation for the Arts
- Advisory Board Member, T Lang Dance
- Advisory Board Member, Alliance Theatre Company
- Advisory Board Member, Dashboard
- Advisory Team member, Fractured Atlas Exponential Creativity Fund
- Advisor, Delaware Museum of Art planning team to include performing arts, installation and immersive experiences in the Museum
- Member, ArtsATL Luminary Awards Committee
- Waltham Artist Mentor, Wonderroot
- Panelist, MAP Fund
- Panelist, Artist Fellowship, Doris Duke Charitable Foundation

Other:

- Performing Arts Exchange conference, session facilitator, Atlanta, GA, September 2017
- Association of Performing Arts Presenters, New York City, NY, January 2018

Thomas Ames:

- Vectorworks Design Summit, Baltimore, MD, October 2017
- Georgia Tech Active Shooter Training, March 2018

Blake Buford:

- National Arts Marketing Project Conference in Memphis, TN, November 2017
- Performing Arts Exchange Conference in Atlanta, GA, September 2017

Kathryn Colegrove:

- Audience View Annual Ticketing Conference in Austin, TX, February 2018
- National Arts Marketing Project Conference in Memphis, TN, November 2017
- Performing Arts Exchange Conference in Atlanta, GA, September 2017
- Georgia Tech Active Shooter Training, March 2018

Justin Camp:

- Georgia Tech Active Shooter Training, March 2018

Joe Davis:

- Georgia Tech Active Shooter Training, March 2018
- Georgia Tech OIT Book of Knowledge computer network and internet access training
- Completed training in Audinate for Dante Audio System Level 2 and Level 3, July 2017-March 2018
- Online audiovisual training through Avixa, May 2018

Es Famojure:

- Performing Arts Exchange Conference in Atlanta, GA, September 2017
- Member of ACC ACCelerate Festival Steering Committee
- Discovering your Personal Style (MBTI), Georgia Tech, June 2018
- A3C Action Summit, Atlanta, GA, October 2017

Dorcas Ford Jones:

- Georgia Tech Active Shooter Training, March 2018

Rachel Haage:

- Safe Space Training, October 2017
- Speaker: Kennedy Center American College Theater Festival - Introduction to Stage and Theatre Management, and Finding Your Path, January 2018
- Georgia Tech Fierce Conversations training, April 2018
- Georgia Tech Active Shooter Training, March 2018

Stephanie Lee:

- Member, Blank Foundation's Audience Building Roundtable
- Audience View Annual Ticketing Conference, Austin, TX, February 2018
- National Arts Marketing Project Conference, Memphis, TN, November 2017
- Performing Arts Exchange Conference, Atlanta, GA, September 2017

Holley Mitchell:

- Attended the Audience View Annual Ticketing Conference, Austin, TX, February 2018
- Attended Georgia Tech Fierce Conversations training, April 2018
- Attended Georgia Tech Active Shooter Training, March 2018

Brenda Porter:

- Attended Georgia Tech Active Shooter Training, March 2018

Sarah Van Buskirk:

- Attended Georgia Tech Active Shooter Training, March 2018

Camille Warren:

- Attended Georgia Tech Active Shooter Training, March 2018

Paul Cottongim:

- Southeastern Theatre Conference, March 2018, Mobile, AL, including Theater Security Seminar

Progress: Completed

VIII. Institutional Effectiveness

Changes within Unit:

Following the last couple of years of refining its mission and goals, the work of the Office of the Arts continued to focus more deeply on its primary goals of Activate, Engage and Produce this year. This year, the majority of our focus was on deepening and broadening the Engage platform. In collaboration with the Georgia Tech Arts Council and with support from the Strategic Plan Advisory Group, the Office of the Arts launched a 2-year initiative entitled "CREATIVE CURRICULAR INITIATIVES (CCI). The goal of CCI is to bring together artists, students and faculty to infuse curriculum, teaching, and research with creative practice. CCI supports the development of frameworks to instigate collaborations between visiting artists and existing courses; and promotes the outcomes of these activities broadly. CCIs are based on the belief that nurturing students' artistic sensibilities and exposing them to the artistic process is essential to developing their creativity and innovation. The project supports faculty, staff, and students across campus in discovering how artistic practices can inform existing learning objectives and support Georgia Tech's strategic goals: making innovation and creative thinking fundamental characteristics of its graduates; preparing students to excel, lead, and innovate in 21st century careers; and enabling students to bridge diverse perspectives, disciplines, and practices.

Working closing with The Findings Group to conduct assessment of the impact of year 1 has yielded a wealth of stories and new questions about the role of art on campus. One of the biggest take aways from the research is an overwhelming affirmative response from both faculty and students (undergraduate and graduate) when asked the question, "Does art matter?".

With over two dozen projects completed, work and assessment will continue in FY19 to ascertain the best methods for encouraging and sustaining projects and courses that integrate art and creativity into the curriculum.

Progress: Completed

X. Orientation and Transition

Disability Services

I. Mission/Introduction

Essential Function(s) of department:

The purpose of the Office of Disability Services (ODS) is to improve the educational experience of students with disabilities and to enhance the understanding and support within the Institute through equitable access, accommodations, and the provision of programs and services.

The Office of Disability Services collaborates with students, faculty, and staff to create a campus environment that is usable, equitable, sustainable, and inclusive of all members of the Georgia Tech community. ODS views disability as an aspect of diversity that is integral to society and Georgia Tech. If students encounter academic, physical, technological, or other barriers on campus, the ODS team works collaboratively to find creative solutions and implement reasonable accommodations.

The core responsibility of the Office is to ensure that the Institute maintains its compliance with the federal regulations that protect the rights of individuals with disabilities in the educational environment. The Office determines and coordinates reasonable accommodations for students with disabilities through their educational career at Georgia Tech.

Progress: Completed

II. Staffing

Current Staff:

Dr. Taffey Cunnien – Dr. Cunnien began as the Assistant Dean/Director, July 1, 2016. Dr. Cunnien joined the office after working as the Director of Counseling and Student Support Services at SCAD-Atlanta. Dr. Cunnien resigned from DS July 17, 2017.

Rashad Morgan – Rashad began as the Assistant Director, June 1, 2016. Rashad joined the office after working at the Florida Division of Blind Services and Florida State University. Rashad resigned from ODS September 9, 2017.

Marilyn Glasper Butler – Marilyn has worked as a part-time Coordinator in the Office of Disability Services for four academic years. In this capacity, she manages the provision of accommodations for students with disabilities. During the Fall 2017 semester, she worked full-time to account for the lack of a Director. She resigned from ODS April 30, 2018.

Tina M. Allen – Tina has been with the Office of Disability Services for twelve academic years. Tina is responsible for providing administrative services for office staff.

Alysha Brown – Alysha has been a part of Office of Disability Services for ten academic years and has served as the Testing Center Coordinator. She oversees all the day to day operations of the Testing Center as well as training, mentoring, scheduling, and directing the work of the other Testing Center staff, including hiring and supervision of work-study personnel, student assistants, and private proctors.

Sarah Endicott – Sarah serves as a staff member with the Institute in two other departments and has served with ODS in a 10-hour a week capacity. Sarah performs intake appointments with students, document conversion, assessment projects, and consulting with faculty members.

Loren Childs – Loren served as a Tech Temp, beginning in her role in February 2017 continuing through during the Fall 2017 semester with the Testing Center. Her last day was January 20, 2018

Brittany Lewis – Brittany served ODS as a Graduate Intern from Georgia State University. She completed her internship and graduated in May 2018.

New Staff:

Rebecca Frost – Rebecca joined ODS on October 4, 2017 as the Assistant Director. Previously, she served as the Director of Academic Success and Disability Services at Whitman College.

Cynthia Wizner – Cynthia joined the staff of the Testing Center in April 2018 as a Tech Temp administrative assistant.

Progress: Completed

III. Policy/Procedure

New or Changed Policy/Procedure:

Main Office Procedures

- The internal intake procedure was adjusted and fine-tuned following significant revisions to reduce the initial time it took students to meet with a staff member and receive accommodations.
- The procedure to connect students to Stingerette paratransit services was clarified internally to allow for more expedient service.
- ODS added additional statements to specific accommodations for students to review and acknowledge understanding of their responsibility to communicate with faculty.

- In accordance with Payroll and Business Services changes, ODS began hiring peer notetakers as hourly student employees, previously those note takers were hired as vendors and paid a stipend.
- ODS refined Note Taking Services procedure in fulfilling notetaking requests – verified request with student, emailed enrolled students in that class, selected a peer notetaker; if a peer notetaker is not found by the third week of classes, students are connected to Note Taking Express with the option of finding their own peer notetaker, renting a Livescribe Smartpen, or using Sonocent.
- Officially implemented Accommodate with first major import of students occurring on August 4, 2017.

What type of policy?:

Departmental Policy/Procedure

Justification:

Greater efficiency to allow for clarity and more thorough explanation and communication

Progress: Completed

IV. Significant Accomplishments

Significant Accomplishments:

- The Office of Disability Services at Georgia Tech was invited by the Craig H. Neilsen Foundation to submit an Institutional Application for the 2018 Neilsen Scholarship Program (NSP). The NSP supports students with spinal cord injury (SCI). Funding provides scholarships for qualified students at the undergraduate or graduate level, in the curriculum of their choice. The scholarship award covers the cost of tuition, and an additional allowance for books, fees, and supplies. The Craig H. Neilsen Foundation Board of Directors has approved support for four Neilsen Foundation scholarships at Georgia Institute of Technology, totaling \$159,569.
- The Office of Disability Services qualified for a pilot program of Sonocent Audio NoteTaker; the pilot program will rollout FY19, beginning July 2, 2018.
- Chris Guzek, Director of Client Management at Symplicity (Accommodate) came to campus to host a listening session with Disability Services staff to better understand frustrations, short comings, and areas of improvement.

Progress: Completed

V. Statistics
Unit Statistics:

Total Students Registered* (Active and Provisional Status)		
Academic Year	Total Students Registered	Total Increase/Decrease
2012 – 2013	614	+9%
2013– 2014	597	-3%
2014 – 2015	581	-3%
2015 - 2016	685	+18%
2016 - 2017	795	+16%
2017 - 2018	556**	-35%

*As of 5/30/2018

**Average of Fall 2017 registered and Spring 2018 registered

Disability Type				
	2015-2016	2016-2017	Fall 2017	Spring 2018
Acquired Brain Injury	3	5	8	5
Attention-Deficit Hyperactivity Disorder	262	282	206	190
Autism Spectrum Disorder	35	37	25	18
Communication Disorder	3	4	4	1
Deaf & Hard of Hearing	25	21	11	9
Learning Disorder	159	146	110	106
Mobility Disorder	25	33	17	15
Psychological Disorder	168	271	153	144
Systemic Disorder	136	177	71	75
Visual Disorder	13	17	10	8
Other	5	6	34	28

Testing Center	Summer 15	Fall 15	Spring 16	Fall 16	Spring 17	Fall 17	Spring 18
Number of students utilizing the Testing Center		237	246	282	365	282	365

Tests administered (non-final exams)	100	1437	1483	1843	1678	1441	1469
Final exams administered	48	554	516	573	641	537	659
Total Exams Proctored in the Testing Center	148	1991	1999	2416	2319	1978	2128

Private Proctoring							
	Summer 15	Fall 15	Spring 16	Fall 16	Spring 17	Fall 17	Spring 18
Total students utilizing private proctoring		14	6	10	6	4	5
Tests proctored (non-final exams)		40	37	69	27	49	12
Final exams privately proctored		30	14	14	13	12	4
Total exams privately proctored		70	78	83	40	61	16
Total Chemistry exams proctored						48	30
Total funds paid to private proctors		\$1187	\$955	\$920	\$684	\$220	\$336

Testing Center Space Issues		
	Fall 2017	Spring 2018
Total number of times the Testing Center had to use space OUTSIDE the Testing Center	36	44
For more than 1 additional seat	24	31

For more than 2 additional seats	11	13
For more than 3 additional seats	1	

Temporary Accommodations				
	2015-2016	2016-2017	Fall 2017	Spring 2018
Stingerette Services	36	42	7	22
Testing Services	31	35	19	14
Note Taker Services	13	14	8	7

Note Taking Services									
	Summer 15	Fall 15	Spring 16	Summer 16	Fall 16	Spring 17	Summer 17	Fall 17	Spring 18
Number of Unique Course Requests	78	363	432	38	332	432	26	348	645
Number of Students with Disabilities with Note Taking Services	29	132	124	22	99	124	18	180	211
Peer Note Takers Paid	52	231	214	26	86	183	29	121	264
Number of Courses Referred to Notetaker Express						50			380
Total funds paid for Note Taking				\$2,62.61	\$10,775	\$15,850	\$2,500		

Progress: Completed

VI. Service to the Institute

Rebecca Frost

- Member, Emotional Support Committee
- Member, Student Life Winter Celebration Planning Committee
- Presenter, STAMPS | Understanding Documentation Guidelines
- Presenter, Panhellenic Council | Accessibility and Inclusion
- Presenter, Diversity Ambassadors Training | Accessibility and Inclusion
- Presenter, Omicron Delta Kappa
- Presenter, Collegiate Panhellenic Council
- Advisor, Eye to Eye Student Organization
- Volunteer, Family Weekend

- Volunteer, UNITE
- Volunteer, Greek Week

Alysha Brown

- Volunteer, Family Weekend

Tina Allen

- Volunteer, Family Weekend

Staff Service:

Rebecca Frost

- Presenter, STAMPS | Understanding Documentation Guidelines
- Presenter, Panhellenic Council | Accessibility and Inclusion
- Presenter, Diversity Ambassadors Training | Accessibility and Inclusion
- Presenter, ODK
- Presenter, CPC
- Advisor, Eye to Eye Student Organization
- Volunteer, Family Weekend
- Volunteer, UNITE
- Volunteer, Greek Week

Alysha Brown

- Volunteer, Family Weekend

Tina Allen

- Volunteer, Family Weekend

Progress: Completed

VII. Professional Development

Staff Professional Development:

Rebecca Frost

- Attendee, RAC-DS Meeting (Fall 2017, Spring 2018)
- Attendee, GA AHEAD Conference (Spring 2018)
- Attendee, RCLD Meeting (Fall 2017)
- Attendee, CAR Webinar
- Attendee, Science of Standing Up Webinar
- Attendee, Compliance Assist Training
- Attendee, Conflict Management: An Exercise in Enriching Relationships
- Attendee, Emotional Intelligence (Student Life)
- Attendee, Student Disability Accommodation Webinar
- Attendee, New Employee Experience
- Attendee, Giving and Receiving Feedback

Progress: Completed

VIII. Institutional Effectiveness

Changes within Unit:

The prolonged absence of a Director, and mid-fiscal year losses of Loren, (Testing Tech Temp), Brittany (Graduate Intern) and Marilyn (Coordinator),

continues to result in further strain on remaining staff. With limited staff, the office prioritizes service to students, conducting intake appointments, approval and provision of accommodations, fulfillment of Note Taking Services, and additional support when needed.

A Note Taking Services guide was created to better communicate ODS' procedure in fulfilling a student's note taking request.

Under the direction of Dean John Stein, Dean Stephanie Ray, Rebecca Frost, Denise Marshall-Johnson, Burns Newsome, and others met with a contingency of faculty to discuss issues with ODS and to provide clarity on points of confusion.

This served as the beginning to a hopefully recurring partnership. Following feedback from students utilizing the Testing Center, noise cancelling headphones were purchased for students to use and soundproofing insulation was added to the walls.

Following feedback from students with Note Taking Services, Disability Services has adjusted Note Taking Services fulfillment and improved communication with students regarding options for request fulfillment.

Progress: Completed

New Student and Transition Programs

I. Mission/Introduction

Essential Function(s) of department:

The Office of New Student and Transition Programs fosters the successful transition and engagement of new and continuing students into the Georgia Tech community.

Progress: Completed

II. Staffing

Current Staff:

Cynthia Jennings – Assistant Dean and Director of New Student & Transition Programs (NTSP)- Cynthia is responsible for guiding the mission of the office in the areas of orientation and transition programs. Cynthia also started her doctorate at the University of Georgia in the Student Affairs Leadership Program.

Tim Edmonds-King-Assistant Director of New Student and Transition Programs– Tim moved from managing Wreck Camp, Welcome Home Month, and other transition programs to managing the day-to-day operations of FASET. Tim’s responsibilities include training FASET Cabinet Members and Leaders and managing the logistics of FASET.

Jordan Conway-Coordinator of New Student & Transition Programs-Jordan joined the team in February 2018. Jordan’s responsibilities are Wreck Camp, Welcome Home Month, and advising Freshman Council and KNIT.

Nicole Martin-Administrative Assistant-Nicole joined the team in September 2017 to assist with office responsibilities that would have normally been taken care of by a graduate assistant. Her main focus was Wreck Camp. Nicole’s position is part-time and she was in the office 20 hours a week. For the summer, she has served as the full-time Wreck Camp intern while managing additional office duties in the absence of an administrative assistant.

Jasmine Lee-Budgeting Administrative Professional joined the team in July 2017. Jasmine is responsible for managing the finances of the office and serving as the office manager. Nikki Cooper, Sarah Borum, and Joey Tamburo-All three are serving as graduate interns for FASET Summer, 2018.

Larry Cloud – Larry left Georgia Tech in August 2017 for the University of Arkansas as Associate Director of Family Programs.

Carol Kinsey – Carol left New Student & Transition Programs in February 2018 for Emory University.

Jordan Conway, Ricardo Destinvil, Gerald Johnson, and Hammed Sirleaf-All four are served as graduate interns for FASET and Wreck Camp for Summer, 2017. Jordan, Ricardo, and Gerald worked specifically with FASET. Hammed worked with Wreck Camp.

Progress: Completed

III. Policy/Procedure

New or Changed Policy/Procedure:

Not applicable

Progress: Completed

IV. Significant Accomplishments

Significant Accomplishments:

FASET Orientation

- Welcomed a total of 2830 new first-year students accompanied with 2694 first-year parents or guests.
- Implemented a second day of programming for our first Sibling Orientation program. The program had 120 siblings sign up this was an increase of 55 from last year.
- Selected 90 FASET Leaders from a pool of 237 applicants.
- Implemented a new FASET Session registration system in partnership with Admissions – the program is called Slate.

Wreck Camp

- Completed the sixth annual Wreck Camp in August, 2017 with 127 student participants. In total, we have had 696 students attend WRECK Camp. (Are you asking for all of the years of Wreck Camp?)
- 24 international students completed the International Wreck Camp program. Six transfer students participated.

New Student Programs

(Knowledge. Nurture. Interaction. Tradition) (KNIT)

- Selected an Executive board of eight campus leaders continue the program's success.
- Recruited and trained 85 KNIT Mentors who were paired with 140 KNIT mentees.
- Planned and hosted monthly KNIT events including a fall Tech Rec social, a registration assistance event, and career development workshop.
- Maintained partnerships with multiple Institutional Departments (OSI, Disability Services, International Ambassadors, STAR, Excel) to provide foundational training to mentoring programs and increase the network of mentoring opportunities on campus.
- Hosted our second Summer first-year mentee cohort paired small group style with 15 mentors.

Transfer Programs- Tau Sigma, the national honorary society for transfer students, was started in Spring, 2018. Twelve students opted to join to the organization.

Transition Programs

Sophomore Career Experience (SCE)

SCE completed the sixth year of the program in conjunction with the Center for Career Discovery & Development, the Communications Center, Leadership & Civic Engagement, and the GT Alumni Association. Topics covered during these sessions included: networking, resume writing, and getting prepared for the Career Fair. A total of 26 students completed the four-week workshop series and received their complementary padfolio.

Progress: Completed

V. Statistics

N/A

Progress: Completed

VI. Service to the Institute

Staff Service:

Cynthia Jennings, Assistant Dean/Director, New Student & Transition Programs

- Member, Academic Advisors Task Force
- Member, P1 Program Committee
- Member, Registration Task Force
- Member, Black Student Experience Committee
- Member, Sophomore Speaker Selection Committee
- Member, GTAAN
- Member, Compliance Committee
- Advisor, Transfer Student Association
- Advisor, Tau Sigma
- Volunteer, Family Weekend
- Volunteer, Test Proctor for Disability Services
- Facilitator, Transfer Mentor Training
- Member, Summer Initiatives Committee

Tim Edmonds-King, Assistant Director-New Student and Transition Programs

- Volunteer, Test Proctor for Disability Services
- Member, Dean on Call team
- Judge, Homecoming Yard Decorations
- Judge, Banner Competition during Greek Week

Jordan Conway, Coordinator, New Student and Transition Programs

- Volunteer, Test Proctor for Disability Services

Progress: Completed

VII. Professional Development

Staff Professional Development:

Cynthia Jennings, Assistant Dean/Director

- Peer Reviewer, ACPA Annual Conference
- Peer Reviewer, First-Year Experience Annual Conference
- Attendee, Leading Women @ Tech Program
- Attendee, Diversity Symposium

Tim Edmonds-King, Assistant Director-

- Attendee/Volunteer, NODA Annual Conference
- Attendee/Volunteer/Conference Committee, NODA Region VI Conference (SROW)

Nicole Martin, Administrative Assistant

- Attendee, NODA Region VI Conference (SROW)

Jordan Conway, Coordinator-

- Attendee, NODA Region VI Conference (SROW)
- Facilitator, Alcohol Skills Training Program (ASTP)
- Attendee & Presenter, Kappa Kappa Gamma Biennial Convention
- Safe Space Training

Progress: Completed

VIII. Institutional Effectiveness

Changes within Unit:

New Student & Transition Programs

NSTP changed their name from New Student & Sophomore Programs to New Student & Transition Programs to reflect the work that they are doing and to expand programmatic reach beyond Sophomore programs.

The NSTP Office worked with Admissions to utilize Slate for the management of FASET Registration.

Progress: Completed

Parents and Family Programs

I. Mission/Introduction

Essential Function(s) of department:

As an integral part of the Division of Student Life at Georgia Tech, Parent & Family Programs is committed to helping parents and families stay connected to their student(s) and support their educational and co-curricular experience. Parent & Family Programs views the relationship between students' parents and families as a partnership – a partnership created to help students be successful. Parent & Family Programs provides programs, events and volunteer opportunities to make sure parents and families feel connected and valued. The staff assist parents and families by helping them navigate the Institute by sharing important information and resources to help their student be successful.

Progress: Completed

II. Staffing

Current Staff:

Laci Weeden - Laci has served as the Director of Parent & Family Programs for four years. Laci is responsible for establishing and managing successful relationships with parents and families that result in increased student success and family affinity. From the recruiting/yield phase of the admissions process to commencement, Laci uses her extensive knowledge in student development and creativity to create on-going communications and programming for Georgia Tech students and families. Laci earned the Spirit of Georgia Tech award at the Faculty & Staff 2018 awards.

Student Staff - Laci supervises 18 student leaders who serve as work-study students in the office or Parent Assistant Leaders (PALs) for special events. Several of the student leaders will be returning for their fourth year with Parent & Family Programs. Two students graduated after working for three years with the office and one student, Jonathan Burke, a fourth year, earned the Techcellence Award with the Division of Student Life.

New Staff:

Laura Sims – Laura was hired as a Graduate Summer Intern to assist with summer projects. Laura is a second year graduate student from The University of Georgia. She is working on updating the Parent & Family Programs website with resources for first through fourth-year parents and first generation families as well as restructuring the “Important Links” page. Additionally, she is creating infographics for the office to share their knowledge with professional staff, helping with FASET, and preparing for Family Weekend.

Progress: Completed

III. Policy/Procedure

New or Changed Policy/Procedure:

No changes in unit

Progress: Completed

IV. Significant Accomplishments

Significant Accomplishments:

- FASET Parent Orientation continues to be a good opportunity to meet and connect with families, share resources, and talk about Burdell's Brunch, Family Weekend and Sibs Day. Parents also enjoy writing the "I love my Yellow Jacket" postcards to their students for the first week of class.
- Based on an idea from the University of Kentucky, Parent & Family Programs hosted a "First Day of Class Picture" session on the first day of class in August of 2016 as part of R.A.T.S Week. The event continued this past year, but with the addition of a solar eclipse on the first day of class! Over 400 students, faculty and staff showed up to have their pictures taken. Pictures were shared on the Parent & Family Programs Facebook page. The office collaborated with Amazon to provide giveaways to encourage more participation throughout the day.
- The Georgia Tech Parent & Family Ambassador program, a parent volunteer program serving current and prospective Georgia Tech families, grew in its second year. There are currently 108 Parent & Family Ambassadors from 18 states and 10 countries. This group, along with the Parents Board members, reached out to admitted students and families to welcome them to the Yellow Jacket Family and answer any questions. Ambassadors also are happy to help when called upon for events in their region.
- Commencement continues to be a very popular event for Parent & Family Programs because of our congratulations message and the Proud Parent, Proud Grandparent, Proud Sibling buttons and Proud of our Grad stickers. Each year larger quantities are ordered to meet the demand for these special buttons. Families also continue to call after Commencement to have a button mailed if they were not able to get one the day of Commencement.

Progress: Completed

V. Statistics

Unit Statistics:

Burdell's Brunch: Burdell's Brunch hosted over 300 people (119 families) in attendance from 18 states and 6 countries. President Peterson welcomed the new Georgia Tech families and Laci shared some closing remarks. Joan Roeber-Jones matched the attendees to faculty and staff hosting each table to maximize the opportunities for connecting with new families. New Student Convocation was streamed live for families to watch from home, but families were still able to

attend if they wanted to do so. Burdell's Brunch is financially supported by registration fees and Parent & Family Programs.

Family Weekend: Family Weekend 2017 was a success with over 2,000 family members and students (600 families) registered 34 states and 7 countries: Sweden, Brazil, Guatemala, Luxembourg, India, Russia, and the United Kingdom. We recognize the decline in numbers this year was due to not having a football game on Family Weekend: 2016 – 3,630 people/889 families and 2015 – 3,612 people/875 families. Held over three days, from October 27 – October 29, 2017, students and families attended 59 events. Family Weekend is supported by registration fees, sponsorship dollars and the Parent & Family Programs budget.

- In the Family Weekend 2017 survey, the following question was posed: "My involvement with Family Weekend 2017 makes me feel more connected to Georgia Tech." A total of 85.78% of respondents (187/218 families) either agreed or strongly agreed with this statement regarding connectedness.
- Of the 218 respondents to the survey, 78.44% strongly agreed or agreed that "Information and/or connections gained during Family Weekend 2017 will help me better support my Georgia Tech student(s) toward graduation."
- Of the 218 respondents, 77.78% said this was the first Family Weekend they have attended and only 10.22% of respondents had been to three or more Family Weekends.

Sibs Day: The Fourth Annual Sibs Day was hosted on February 17, 2018. Georgia Tech students were invited to host family and friends ages 7-17 for a day-long, campus life experience. With 515 people registered for the event - 221 siblings, 70 parents, 38 cousins, other relatives, or family friends, and 186 Georgia Tech students – the event was sold out. Siblings came from the following 21 states and 3 countries, AZ, CA, CT, FL, GA, IL, LA, MD, MI, MN, MO, NV, NJ, NY, NC, OH, PA, SC, TN, TX, VA, Puerto Rico, Netherlands, and the UAE to join us for Sibs Day. Due to capacity issues, event registration needed to close once 515 attendees registered. The 2018 Sibs Day numbers were lower than 2017 with 568 people - 220 siblings, 88 parents, 44 cousins, 30 other relatives or family friends and 186 Georgia Tech students. However, around 500 guest seems to be the sweet spot with staffing, guests, events, and guest experience. Registration fees and a small funding amount came from the Office of the Vice President for Student Life/Dean of Students supported Sibs Day 2018.

Surveys were designed and electronically emailed to all participants. Survey respondents consisted of 42 GT students, 56 parents, and 41 siblings and guests. Based on the 139 responses (26.99%), this summary presents selected results. Highlights from the GT 2018 Sibs Day surveys include:

- It is noted that there were no “strongly disagree” and only one “moderately disagree” responses. After participating in Sibs Day, respondents reported having a more positive view of Georgia Tech (“Largely/Moderately”): Students (85.71%), Parents (85.72%), and Siblings (85.37%).
- GT students and their sibling(s) reported they enjoyed Sibs Day (“A great deal/considerably”): Students (92.86%), and Siblings (87.8%).
- When asked the importance of visiting campus and experiencing campus life: almost all parents (96.43%), siblings (92.69%), and students (73.81%) responded that experiencing campus life is “extremely” or “very important.”
- Among both GT students and their sibling(s) their top three favorite Sibs Day activities were: 1) the GT Men’s Basketball game; 2) Bowling, Billiards & Buzz; and 3) Brunch at North Ave.
- When asked if, “As a result of attending Sibs Day, my family member(s) has/have a better understanding of Georgia Tech campus life and my student’s college experience” (“Yes/No”) almost all parents (92.86%) reported that their younger child had a better idea of what their older sibling was doing at college.
- Because of Sibs Day, 92.68% of siblings reported being more excited about going to college.
- As a result, 65.79% reported that they are “very likely” or “likely to” apply for admission to Georgia Tech because of attending Sibs Day.

Volunteers

Parent & Family Programs had 219 Georgia Tech parents volunteer throughout the year with various activities, both on and off campus. A total of 30 parents served on the FASET Parent Panels, 9 parents helped with Family Weekend prep, 5 parents helped with December Commencement and 16 parents helped with May Commencement. A total of 159 Parents Board Members and Parent & Family Ambassadors made phone calls to incoming families in the spring, which allowed Admissions to reach over 900 families.

Communications

ParentNews (MailChimp): The current email database of parents and family members stands at 34,674. The open rate, on average, is 26.7% with the industry open rate at 17.81%, the click rate varies, but on average, it is 3.8%. 86.8% are from the U.S. and 9.0% are outside of the United States.

Facebook: There are currently 4,013 Facebook followers, which is up from 3,307 Facebook followers in 2017, and 2,770 in 2016. Over 3,564 are families from the United States. There are also families following us from 47 countries.

Parent Calls/Emails:

Calls: On average, Laci will receive five calls per week depending on the time of year (Parent concerns: i.e. depression, academics, roommate issues, birthday

suggestions, and general advice). Last year, front deck staff received 64. This year, front deck staff received well over 200 hundred calls.

The Front Desk/Student Staff receive 25 calls on average per month with the exception of August, September, February, and April (50 calls for those months). Last year, we received an estimated 280 calls. This year, the front desk reported an increase to 400 estimated calls.

Higher Volume Months:

August and September - Move in, Family Weekend, Counseling, Bursar related questions

January/February - Sibs Day

April – Storage/Commencement/Academic Concerns

Emails: Over 368 emails were received in the fall semester (August - December) and 175 emails were received in the spring semester (January - June) to the parents@gatech.edu inbox on various topics from Family Weekend, Sibs Day, student concerns, etc.

Progress: Completed

VI. Service to the Institute

Staff Service:

Laci Weeden, Director, Parent & Family Programs

- Volunteer, Dean On Call Rotation
- Member, Board of Directors, Association of Higher Education Parent/Family Program Professionals (AHEPPP)
- Presenter, AHEPPP 2017, “Assessing Ourselves and our families: Surveys and findings from two large public universities”
- Presenter, AHEPPP 2017, “How to put the Fun in Fundraising!”
- Presenter, AHEPPP 2017, “Incorporating student leaders in the family experience”
- Presenter, Two local private high schools on transition issues from high school to college life for senior parents

Progress: Completed

VII. Professional Development

Staff Professional Development:

Laci Weeden -

- Conference Presenter/Board of Director Member, Association of Higher Education Parent/ Family Program Professionals (AHEPPP) 2017, Dallas, Texas
- AHEPPP Board of Directors Spring Meeting, Louisville, Kentucky

- ACC Parent & Family Symposium, Clemson, South Carolina

Progress: Completed

VIII. Institutional Effectiveness

Changes within Unit:

Based on the Parent & Family Programs Bi-Annual Survey completed in June 2017, the Parent & Family Programs website was updated to provide more resources for families. Additional changes will be made based on assessment of survey data in 2018-2019.

Progress: Completed

XI. Student Integrity

I. Staffing

Essential Function(s) of department:

The Office of Student Integrity (OSI) inspires students to strengthen their personal character by promoting and upholding Georgia Tech's core value of integrity in a community of trust where every decision is made with integrity. The goals of the office are as follows:

- To enhance and facilitate awareness, understanding, and compliance with community standards
- To maintain a fair and clear conduct process
- To promote awareness and understanding of the conduct process

OSI achieves the mission and goals through careful management of each case referred to the Office of Student Integrity and robust outreach efforts. In addition, the Office of Student integrity serves as the entity at Georgia Tech that manages adjudication of Title IX complaints involving students for the Division of Student Affairs.

Progress: Completed

II. Staffing

Current Staff:

Bonnie Taylor

Bonnie Taylor serves as the Associate Dean/ Director of Student Integrity and joined the OSI staff in June 2015. She has served as Assoc/ Dean and Director since August 2016. Bonnie serves as the leadership for OSI, setting the vision and strategic plan for office efficiency and new initiatives. She oversees the OSI staff, outreach efforts, and provides strategic leadership for the Office of Student Integrity.

Andrew Lawrence

Andrew serves as the Assistant Director for OSI. Andrew joined the OSI staff in February 2017. Andy previously served as the Conduct Coordinator for the Department of Residence Life coordinating and resolving allegations of misconduct in the residence halls and partnering with OSI in various investigations of allegations. Andy brings over 15 years of student affairs experience ranging from educational training to management of conduct processes. He manages the case management process for the office and oversees strategic plan implementation efforts.

Dallas Flint

Dallas serves as the Coordinator for Student Integrity and joined the office in August 2016. Dallas advises the Undergraduate Judiciary Cabinet and Honor

Advisory Council as well as serves as the liaison for various committees to represent OSI.

Ericka McGarity

Ericka serves as the part time Coordinator and Case Manager for OSI. Ericka joined the OSI staff in February 2016 as a case manager. Ericka brings over 20 years of student affairs and student conduct experience to OSI. Ericka’s primary role is resolve referrals of misconduct and investigate larger level allegations in accordance with the Code of Conduct.

April Collins

April Collins joined the OSI staff in July 2010 as OSI Administrative Professional III. In her role, April manages the administrative processes associated with the appeals process, performs disciplinary checks for internal and external stakeholders, and serves as the central point of contact for OSI

Progress: Completed

III. Policy/Procedure

New or Changed Policy/Procedure:

August 8, 2017 a new prescribed procedure for adjudication of allegations of Sexual Misconduct was implemented by the Board of Regents for the entire USG system. The change in policy dictates the adjudication portion of the resolution process would be assigned to conduct offices and records maintained by these areas, as well. OSI works in conjunction with the Title IX office to offer a seamless and sound transition of information to coordinate hearings if charges are recommended from an investigation conducted by the Title IX office.

Progress: Completed

IV. Significant Accomplishments

Significant Accomplishments:

OSI compiled a 5- year strategic pan outlining several benchmark, measurement, and achievement targets through a comprehensive and intensive strategic planning process. Beginning in July 2017, the staff of OSI under the guidance of Georgia Tech Strategic Consulting mapped out an 8-month plan to conduct analysis, research, and create a sound strategic plan to increase efficiency, effectiveness, and educational outreach efforts.

OSI increased its educational outreach efforts by incorporating in- class, student organization, and departmental presentations, to faculty, staff, and students to inform the community of the academic integrity standards of the Institute as well as set behavioral expectations for the community.

OSI advises the Undergraduate and Graduate Judiciary Cabinets, as well as, the Honor Advisory Council. Their accomplishments are as follows:

Undergraduate Judiciary Cabinet

- Created a joint undergraduate and graduate panel to meet the needs of the Office and for summer 2017 hearings
- A total of 20 new justices sworn in by the Undergraduate Student Government Association
- A total of 7 justices graduated in fall 2017 and spring 2018
- Heard and adjudicated a record number of cases: 17
- Outgoing Chief Justice: Alexander McAuliffe / Incoming Chief Justice: Ashley Fleck
- Members served as student justices on the Student Honor Committee

Graduate Judiciary Cabinet

- Created a joint undergraduate and graduate panel to meet the needs of the Office and for summer 2017 hearings
- A total of 5 new justices sworn in by the Graduate Student Government Association
- A total of 2 justices graduated in spring 2018
- Members served as student justices on the Student Honor Committee

Honor Advisory Council

- Transitioned to new executive student leadership
- Updated the Ethics Seminar presentation
- Facilitated a total of 8 Ethics Seminars
- Advised 31 students through the completion of Action Plans for ethical development
- A total of 5 new members recruited, interviewed, and selected
- Obtained additional funding from the Parents Fund (\$500.00), Buzzfunds (\$100.00), and SGA (\$100.00) for Ethics campaign, Honor Week activities, and promotional materials
- Created and administered an Academic Integrity Climate Survey, which yielded a response from 1277 students
- Proposed article content to Technique editors for coverage on Academic Integrity, which led to publication

Progress: Completed

V. Statistics
Unit Statistics:

Total Referrals 2017- 2018

<i>SEMESTER</i>	<i>ACADEMIC</i>	<i>NON-ACADEMIC</i>	<i>TOTALS</i>
SU 2017	68	16	84
FA 2017	186	89	275
SP 2018	259	66	325
2017-2018	513	171	684

Progress: Completed

VI. Service to the Institute

Staff Service:

Bonnie Taylor

- Member, Academic Integrity Committee
- Volunteer, Family Weekend
- Volunteer, Testing Center Proctor
- Presenter, 2018 Greek Advance
- Member Division of Student Life Assessment Working Group
- Search Committee Member, Associate Dean of Students/ Division of Student Life
- Volunteer, Mr./ Ms. Georgia Tech Interviewer
- Volunteer, Stamps Presidential Scholars Interviewer

Andy Lawrence

- Member, Academic Integrity Committee
- Volunteer, Testing Center Proctor
- Search Committee Member, Conduct Coordinator
- Member, Alcohol and Other Drug Committee

Dallas Flint

- Member, Academic Integrity Committee
- Volunteer, Sorority Recruitment Preference Signing
- Volunteer, Family Weekend
- Volunteer, Testing Center Proctor
- Volunteer, Wreck Camp Interviews
- Volunteer, FASET Leader Interview Panel

- Volunteer, Greek Advance
- Member, Sexual Violence Prevention Alliance

April Collins

- Member, Sexual Violence Prevention Alliance
- Member, Division of Student Life Awards Committee

Progress: Completed

VII. Professional Development

Staff Professional Development:

Bonnie Taylor

- Completed the inaugural Inclusive Leaders Academy
- Attendee, Georgia Tech's Annual Title IX Hearing Panel Training
- GT Representative Regent's Advisory Council for Student Conduct Officers
- GT Representative, Board of Regent's Free Speech Policy Training
- Completed the Instructor's Training and Certification, QPR gatekeeper training
- NASPA Alice Manicur Symposium candidate acceptance
- Served as a member of the Program Review Team for the University of Tennessee's Office of Student Conduct and Community Standards
- Selected as a faculty member for two instructional tracks for the 2018 ASCA Donald Gehring Institute
- Presenter at the 2017 SACSA Annual conference
- Presenter at 2018 NASPA Annual Conference
- Presenter at 2018 ASCA Annual Conference
- Panelist, 2018 Organizational Effectiveness Conference
- Attendee, Association of Fraternity/Sorority Advisors Annual Meeting
- Attendee, ADA Webinar focusing on legal issues impacting institutions
- Selected as a member of 2018-2019 cohort of Leading Women at Tech

Andy Lawrence

- GT Representative, Regent's Advisory Council for Student Conduct Officers
- Attendee, Georgia Tech's Annual Title IX Hearing Panel Training
- Attendee, Association of Fraternity/Sorority Advisors Annual Meeting
- Attendee, Webinar: The "Probate" Test – Risk Management in Culturally-Based Fraternal Organizations

Dallas Flint

- GT Representative, Regent's Advisory Council for Student Conduct Officers
- Volunteer, ASCA's Membership International Efforts Sub-Committee

- Member, ASCA’s Academic Integrity Community of Practice
- Attendee, Georgia Tech’s Annual Title IX Hearing Panel Training
- Attendee, Wicklander-Zulawski & Associates’ Criminal Interview & Interrogation Techniques Certification
- Attendee, Asexual Awareness Week: An Ace Student Panel
- Attendee, LGBTQIAA Interfaith Lunch & Learn
- Attendee, Association of Fraternity/Sorority Advisors Annual Meeting
- Attendee, Level Up 2: An Advanced Allyship Course
- Attendee, Emotional Intelligence Workshop
- Attendee, Webinar: The “Probate” Test – Risk Management in Culturally-Based Fraternal Organizations
- Attendee, NCAA Regional Rules-Seminar

Ericka McGarity

- Attendee, Georgia Tech’s Annual Title IX Hearing Panel Training

April Collins

- Associate project management online training through the Project management Institute

Progress: Completed

VIII. Institutional Effectiveness

Changes within Unit:

N/A

Progress: Completed

End of Report

Division of Student Life

End-of-Year Report 2018

Appendices

Appendix A
Fraternity and Sorority Life
Circle of Sisterhood Report



Class is in Session in Sass Mack, Senegal!

We're excited to let you know that the school you helped build in Sass Mack, Senegal is now complete and 44 students (24 boys and 20 girls) will soon be attending classes! We couldn't have done this without your compassion and support.

THANK YOU Circle of Sisterhood Georgia Tech!

Photos of the students learning in the school you helped to build:



Built by a Community Empowered

Like all buildOn schools, the village of Sass Mack was empowered to lead this project. The local community contributed land, local materials and more than **1,428 volunteer work days**. Women served side-by-side with men on the worksite, an especially important achievement in Senegal, where women are often denied the same opportunities as men.



Appendix B Leadership, Education and Development

LEAD Dashboard Report

Minor in Leadership Studies

Operations	Details	AY 2013-2014	AY 2014-2015	AY 2015-2016	AY 2016-2017	AY 2017-2018
Personnel	Director	1	1	1	1	1
Academics	Track 1 - Business	18 Courses + Capstone	18 Courses + Capstone	18 Courses + Capstone	18 Courses + Capstone	18 Courses + Capstone
		106 Students	142 Students	171 Students*	191 Students*	214*
				5 Students Dropped	6 Students Dropped	5 Students Dropped
	Track 2 - Public Policy	9 Courses + Internship	9 Courses + Internship	9 Courses + Internship	9 Courses + Internship	9 Courses + Internship
		3 Students	5 Students	5 Students*	5 Students*	6 Students*
				0 Students Dropped	0 Students Dropped	0 Students Dropped
	Track 3 - College of Engineering			10 Courses + Global Engineering Experience	10 Courses + Global Engineering Experience	10 Courses + Global Engineering Experience
				15 Students*	30 Students*	38 Students*
				0 Students Dropped	4 Students Dropped	0 Students Dropped
		Graduated or Completed	37	24	21 Students	27 Students
Co-Curricular	Leadership Retreat	20 (Minor)	22 (All programs)	Restructuring experience for AY18-19		
Admissions	Minor Applicants	40-50 Students	40 Students	44 Students (29 Business / 15 Engineering)	36 Students (21 Business / 15 Engineering)	32 Students (23 Business / 8 Engineering)

						/ 1 Public Policy
--	--	--	--	--	--	-------------------

** cumulative admission total since started tracking in 2013*

Grand Challenges Living Learning Community

Operations	Details	AY 2013-2014	AY 2014-2015	AY 2015-2016	AY 2016-2017	AY 2017-2018
Personnel Faculty	Directors	2	2	2	2	2
	Faculty Instructor	1	1	0.5	-	
	Assistant Director	1	1	1	1	1
	Administrative Professional	1	1			
	Coordinator			1	0.5	1
	Facilitators	9	9	10	16	16/13
Academics	First Year -- 3-hour courses	2 Courses	2 Courses	2 Courses	2 Courses	2 courses
		110 Students	110 Students	110 Students	110 Students	110 Students
	Second Year -- 1-hour courses	2 Courses	2 Courses	2 Courses	2 Courses	2 courses
		60 Students	80 Students	60 Students	65 Students	45 Students
	Third Year -- Faculty Advisor		1 Faculty	Faculty Advisor	Faculty Advisor	1 Facilitator per team
			12 Students	25 Students	25 Students	9 Students
	Student Projects	24 Projects	32 Projects	32 Projects	35 Projects	28 Projects
		190 Students	190 Students	195 Students	200 Students	164 Students
Co-Curricular	Grand Challenges Retreat	120 Students	120 Students	128 Students	128 Students	130 Students
	Student Activity Committees	225 Students	225 Students	300 Students	300 Students	250 Students
	Recruiting Team	40 Students	60 Students	60 Students	50 Students	65 Students

	Mentorship Program	70 Students	80 Students	100 Students	105 Students	100 Students
	Lunch/Dinner with Faculty	200 Students	250 Students	300 Students	300 Students	300 Students
	Coffee with GT Administrators	110 Students	110 Students	110 Students	110 Students	110 Students
Admissions	Grand Challenges Applicants	750 Students	900 Students	710 Students	675 Students	650 Students

Leading Edge / LEAD

Operations	Details	AY 2013-2014	AY 2014-2015	AY 2015-2016	AY 2016-2017	AY 2017-2018
Personnel	Directors	1	1	1	1	1
	Assistant Director			1	1	1
	Coordinator	1	1	1	1	1
	Student Assistants	2	3	3	2	3 (added a graduate student LEAD Assistant to focus on LEAD Grad Opportunity)
	Student Organization Team Fellows		5	4	As requested / 1 Leadership Fellow assisted, as needed	As requested / 1 Leadership Fellow assisted, as needed
	VIP Team Fellows		3	Moved to workshop format		
	One-on-One Leadership Fellows (Graduate Students)	17	20	22	22	24
Volunteer	One-on-One Student		1	3	2	2

	Leadership Fellows Alumni					
	One-on-One Student Leadership Fellows (2nd Year)		5	3	11	8
	One-on-One Student Leadership Fellows (3rd/4th Year)				2	4
	One-on-One Leadership Fellows (Faculty/Staff)		15	14	22	10
	One-on-One Leadership Fellows (2nd Year Faculty/Staff)			8	4	14
	One-on-One Leadership Fellows (3rd Year Faculty/Staff)				7	3
Academics	Team Assessments (Team-Based Classes)	7 Courses	21 Courses, 8 Student Organizations, 3 VIP Teams	30 Courses, 6 Student Organizations, 5 Leadership Pilot Sections	4 Courses, 8 Leadership Sections Note: Discontinued ME Team Assessments (moved off of Catapult Platform)	4 Courses, 18 Leadership Sections
		441 Students	860 students	1,301 students	768 Students	900 Students
Co-Curricular	One-on-One Leadership Coaching	130 Students	205 Students	220 Students	290 Students	330 Students

Leadership Fellows Training	17 Grad Students	25 Grad Students	58 Students/ Faculty/Staff /Alumni (including GC Facilitators)	64 Students/ Faculty/Staff/ Alumni (including GC Facilitators)	55 Students/ Faculty/Staf f/Alumni
Faculty/Staff/ Alumni Fellows Training		16 Faculty/Staff /Alumni	Included above	Included above	Included Above
Team Coaching (VIP)		45 Students	Moved to workshop format	Discontinued	New Initiative - Teams for Tech launched pilot
Team Coaching (Student Organizations)		60 Students	36 Students	12 Students	
360 Assessments	165 Students	209 Students, Faculty, Staff	298 Students, Faculty, Staff	360 Students, Faculty and Staff	390 Students, Faculty, Staff
Five Behaviors of a Cohesive Team Assessment		48 Students	24 Students	<i>Evaluated new development tool (IDEO) for launch in AY17-18</i>	
DiSC Profiles / Five Factor Personality Test	277 Students	304 Students	450 Students	184 Students	225 Students
Student Leadership Practices Inventory				267	350
Leadership Workshop Series / Retreat (CHEM/Student Leader Retreat)	12 Students	13 Students	52 Students	No more grant funding	
GT1000 Leadership Sections			67 Students / 8 Instructors	141 Students / 12 Instructors	339 Students / 25 instructors

	LEAD Recruitment Team			8 Students / 1 Staff Member	11 Students / 4 Staff Members	11 Students / 4 Staff Members - Chartered to a Student Organization and Changed Name to LEAD Engagement Team
Admissions	Leadership Fellows Applicants	90 Grad Students	165 Grad Students / 25 Applicants	101 Grad Students / 30 Faculty/Staff /Alumni	90 Grad Students / 27 Faculty/Staff	101 Grad Students / 22 Faculty/Staff
	Leading Edge Nominations	492 Students	525 Students	325 Students	Discontinued nomination process / streamlined application process	
	Leading Edge Applicants	231 Students	281 Students	315 Students	310 Students	385 Students