

3.9.3

Student Affairs and Services: Qualified staff

The institution provides a sufficient number of qualified staff - with appropriate education or experience in the student affairs area - to accomplish the mission of the institution.

Judgment

Compliant Non-Compliant Not Applicable

Narrative

Note: Text for all linked documents below can be increased/decreased for ease of reading by pressing your keyboard's Ctrl key while rotating the mouse wheel.

At Angelo State University, the Office of the Vice President for Student Affairs and Enrollment Management (SAEM) is dedicated to providing the highest quality student affairs programs, services, and activities to promote student learning and enhance the university educational experience. Program areas coordinated through SAEM include the following: Student Life and Student Services, including Student Involvement, Student Government, and Counseling Services; Career Development; Housing and Residential Programs; University Recreation and Intramurals; and Enrollment Management, including Financial Aid, Admissions, and the Registrar's Office. Each of these program areas is described in Core Requirement 2.10, Student support services.

Currently, SAEM has 46 key staff positions, including a vice president of the division; an associate vice president for enrollment management; an executive director of student life; directors in the departments of career development, counseling services, housing and residential programs, university recreation and intramurals, recruitment services and admissions, financial aid, and registrar services; and coordinators for student organizations, Greek Life and community service, and leadership development. Student affairs personnel have the educational and professional qualifications and experience necessary to provide appropriate and effective student affairs programs and services, as indicated in the ASU Roster of Key Student Affairs and Enrollment Management Staff, 2011–2012. The roster lists the name, title, responsibilities, educational qualifications, and professional qualifications for all key personnel. The roster also summarizes SAEM staff participation in professional development activities over the past two years.

A variety of training and professional growth opportunities are available to SAEM personnel, including conferences, workshops, and instructional webinars. In addition, the ASU Human Resources office offers regular training on compliance issues, such as how to comply with the Family Education Rights and Privacy Act (FERPA), as well as on ASU's administrative processes (Administrative Processes Training web page). ASU's Information Technology team provides training to students, faculty, and staff in the use of technology to enhance the student educational experience. Training is offered through several services, as summarized in Comprehensive Standard 3.4.12, Technology use.

SAEM staff applicants are rigorously screened and chosen through a process that involves a thoughtful use of both job descriptions and needs assessment to define each position and a thorough procedure to match

the best candidate with the given program. The search is generally conducted by a committee that includes faculty and staff who work in related areas and understand the specific needs of the given program as well as appropriate student representatives. Additionally, student affairs personnel are periodically evaluated to ensure quality and effectiveness. This evaluation includes an annual self-assessment, a supervisor assessment, and a scheduled interview. See Comprehensive Standards 3.2.9, Personnel appointment, for details regarding institutional policies on staff appointment and evaluation.