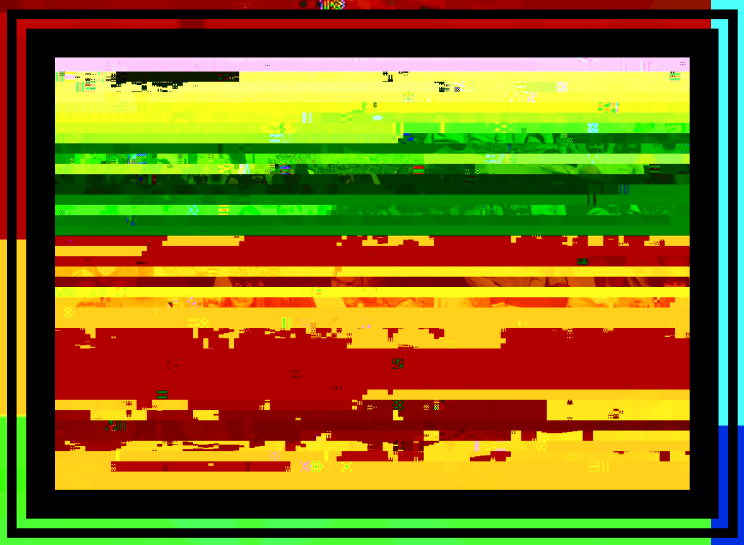
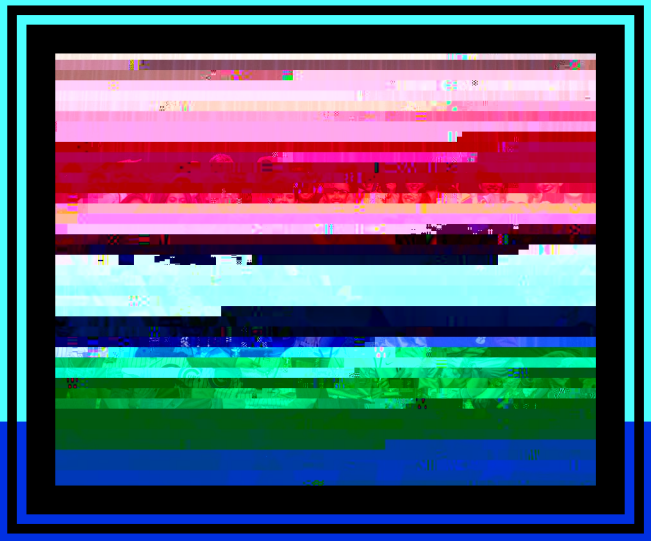
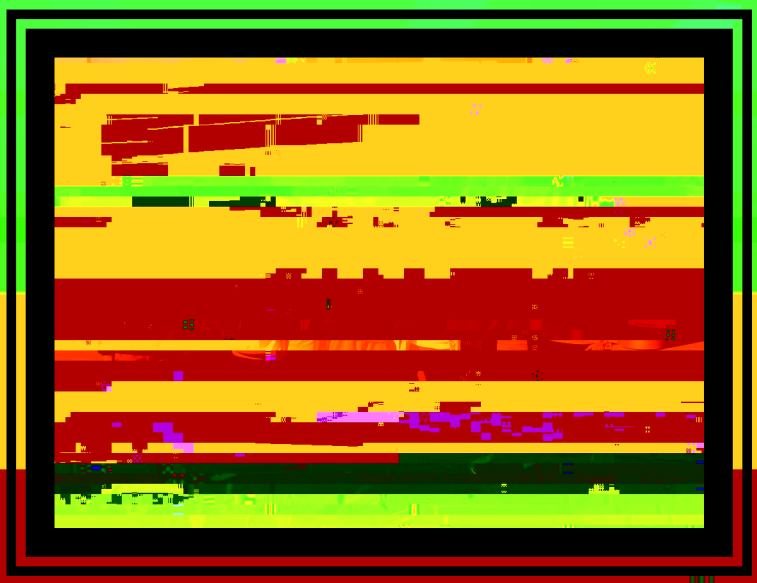




Student Involvement FY 2018



Wichita State University

- Serves at the Business Manager for the Association of College Unions International Region II

Chelsea Redger-Marquardt – Associate Director, Student Involvement

- Advisor to Community Service Board :
  - President, Vice President of Membership, Vice President of Marketing
  -

Student Staff

Office Assistants

- Receptionist for the front office
- Assist customers with equipment/display case reservations and copier functions
-

Student Involvement Staff Retreat Spring 2018

Monday, December 18
WSU Downtown Location
238 Mead, Wichita, KS 67202

Objectives

- Continue professional development in PDP
- Better understand university retention efforts and how our department contributes
- Begin writing department's strategic plan

Agenda

AREA REPORTS

Student Involvement

This year has been another one of development and change. We took over advising the Student Government Association, brought back Family Weekend and started a new graduation celebration

As of May 29, 2018, the office had the following engagement on these platforms:

- Facebook: 1,934 Likes (people who see Student Involvement posts)
-

SI Events

Back 2 School Bash
Student Involvement hosted

C) To serve as a resource and umbrella for Community Service efforts hosted by student organizations.

D) To serve as an information and programming resource for other campus organizations and leaders, and to support their programming efforts as deemed appropriate by the Executive Board.

2017– 2018 Executive Board	
Position	Name
President	Kaylee Ball
Vice President of Membership	Hayden Schrag
Vice President of Marketing	Terence Truong
Food and Hunger Chair	Baylee Brown
Health Chair	Jami McVay/Taylor Ehrlich
Youth & Education Chair	

Service-Learning website with the help of Strategic Communications. Additionally, the newly created Service-Learning Scholars completed their first term.

Definition

Service-Learning (S-L) at Wichita State University is an experiential learning method that integrates community service with instruction and reflection to improve student civic mindedness and build community capacity.

Outcomes

- Applied Learning
- Engage Diversity
- Critical Thinking
- Reflection
- Community Impact
- Student Experience

Service-Learning Year in Review (excerpt from Service-Learning Annual Report)

- Selected as a NASPA's Lead Initiative on Civic Learning and Democratic Engagement (Lead Initiative) for a third year.

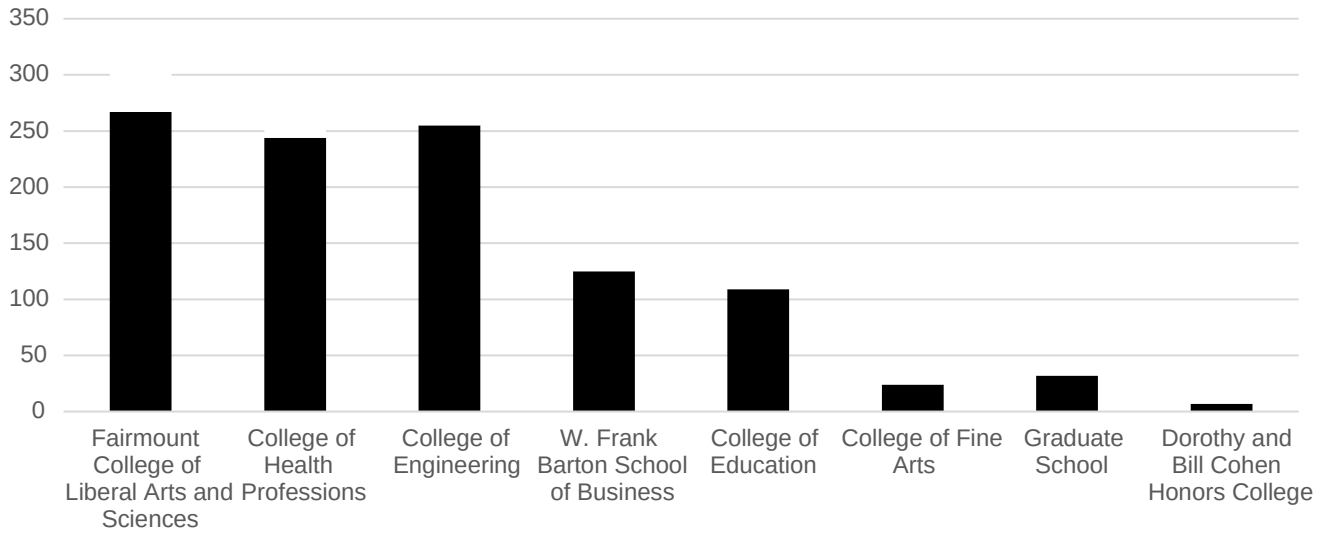
- Welcomed our service-learning faculty scholars formally in Fall 2017. Scholars include Dr. Wonyoung Kim (Education), Dr. Nikki Keene Woods, (Health Professions), and Kara McCluskey, (Engineering).

- Purchased and implement VolunteerICT (Galaxy Digital) in collaboration with the United Way of the Plains. Get Connected site.

- Met with the Strategic Planning Committee and Dr. Cindy Claycomb to present progress and needed support for the Carnegie Community Engagement Classification.
- Hosted the first Service-Learning Showcase in November 2017. A total of eight projects were judged in four categories (Community Impact, Collaboration and Leadership, Creativity and Innovation, and Overall Service-Learning Project). Community Partners from local non-profits served as judges (a total of five judges).
- Hosted the Spring 2018 Service-Learning Showcase in April of 2018 and a total of 27 projects were judged by five local non-profit leaders.
-

- Selected and contributed a NASPA Lead blog for May 2018.
- Help faculty integrate service-learning into first year seminar courses and made frequent classroom presentations throughout the fall and spring semester.
- Continue to provide ongoing technical assistance to faculty members seeking to integrate service-learning for the first time into their classes.
- In collaboration with the Dorothy and Bill Cohen Honors College, HNRS306: Service-

Users were asked to identify their primary and secondary college affiliations when they set up their accounts. In spring of 2018 this information was paired with the service hours those users completed in order to produce averages for each college.



*Data from August 21, 2017 through May 11, 2018

College Affiliation	Hours by Primary Users to Date	Primary Users Fall 2017	Primary Users Spring 2018	Average Hours/User Fall 2017*	Average Hours/User Spring 2018 (primary)	Average hours/user to date**
Fairmount College of Liberal Arts and Sciences	1669.77	168	269	9.1006	10.2457	11.51

The Washington D.C. group worked with Youth Service Opportunities Project (YSOP), which is a partner organization who coordinated opportunities for students to work with a variety of food banks, shelters, meal preparation centers and outreach centers.

YSOP is committed to helping young people become part of the solution to societal problems by showing them how even their smallest actions can make a difference in the lives of others. YSOP is a nationally recognized leader in providing high-quality

Fraternity and Sorority Life

Year in Review

Fraternity and Sorority Life has completed another successful year with record numbers in academic performance, member retention, service and philanthropy dollars raised. This year brings the last strategic planning cycle to an end with 85% of goals achieved. During FY21 Fraternity and Sorority Life recognized 22 member organizations as part of the Greek community at Wichita State University. This included welcoming back to campus the chapters of Kappa Alpha Psi and Zeta Phi Beta and continuing to work with Sigma Gamma Rho on recruitment efforts to re

10	Phi Delta Theta	75	3.127	75	3.127	0	n/a
11							

Spring 2018 PC	Position	Chapter
Aleyah Murray	President	Alpha Phi
Natalie Lemanski	VP of Judicial Affairs	Gamma Phi Beta
Sophi Frangenberg/Carli Storm	VP of Administration	Delta Gamma/Delta Delta Delta
Kennedy Fish	VP of Recruitment	Kappa Kappa Gamma
Laura Restum	Public Relations	Gamma Phi Beta
Jane Lickteig	Greek Relations	Alpha Phi
Lee Vuong	Programming	Delta Gamma
Alyssa Foster	Recruitment Counselors	

Multicultural Greek Council Events

- MGC Informationals: Held on August 28 in the RSC 233 and January 22 in the RSC 142. The Informational saw a steady participation from prospective members, with the Fall event being more heavily attended. Prospective members were able to hear from each chapter and chapters were set up in founding order with their own publicity table. For Fall 2019,J 0.001 4o</AttE

- President and Advisor Training: Held on August 26 and January 20. The Fall training included going over new policies for FSL, as well as changes to the conduct process, a review of the semester calendar and the new concealed carry policy for the university. In the afternoon we had a training for the New Member Greek Council. In the spring training we discussed campus safety, the Care Team, conduct procedures and event registration. In the afternoon, advisors left and we did training with the chapter presidents which included team builders, a discussion on current events, and a session on self care.
- New Member Greek Academy & Greeks Getting Twisted: Held on September 24 and February 18. The Fall event was held in Hubbard Hall and we played a Greek Life Jeopardy game, had a financial presentation from Meritrust, a time management presentation from Order of Omega, a panel with council presidents and so much more. We ended with our Greeks Getting Twisted event on Omega Court where we cooked burgers and hot dogs. Our spring event was held in the Beggs Ballroom in the RSC. We took a different approach and covered a variety of topics. We did a history of Greek Life, facilitated icebreakers, had a council president's panel, had a presentation of values based organizations and put our values into action with the "Who Killed Jane Doe?" activity.
- Greek Retreat: Held October 13-15 at Camp Hiawatha in Park City, Kansas. 36 Greek students of varying ages participated in Greek Retreat fall break at Camp Hiawatha. The curriculum was based on the Kansas Leadership Center's teaching on leadership and adaptive challenges. Participants explored adaptive challenges through the lens of Fraternity and Sorority Life by attending sessions that focused on the four leadership competencies: diagnose situation, manage self, energize others and intervene skillfully. The conversation was tied around the idea of Greek unity and how to build that over time. Additionally, the students participated in a high ropes and low ropes course and completed community service by painting cabins at Camp Hiawatha. The students developed their leadership skills, but most importantly grew a tight knit bond of Greek unity that remained in place the rest of the academic year.
- HIStory: Was supposed to be held March 4-12. Due to low application numbers, the event was cancelled.
- Kallisteia: Held March 9-10. This is a two-day retreat held at Camp Hiawatha focusing on the areas of wellness in women. 18 women participated in the retreat this year. The retreat curriculum was revamped this year based on feedback from previous year's participants. The retreat helped women focus on becoming more balanced leaders and individuals by focusing on different areas of wellness. Through a survey conducted to create the curriculum the women reported that they would like to address their emotional, intellectual, and social wellness in relation to their leadership roles on campus. Along with these three major areas, women focused on their financial, physical, occupational, and spiritual wellness through small breakout sessions. Many of these topics were tied into empowering women to be strong leaders within their chapter, the Fraternity and Sorority Life community, and the Wichita State University community; while also focusing on their overall self confidence to be effective as a leader.

Greek Awards

Leadership

Having introduced all three tiered leadership programs, Student Involvement continued to create and expand the amount of leadership programs offered. The growth in participation confirmed the students' interest and commitment to formal leadership opportunities at WSU. This included offering programs that students could earn academic credit for by officially registering and completing coursework. Those students who earned credit for completing the program could apply those credits towards the Undergraduate Leadership Certificate. In the 2017-2018 academic year, the following nine programs were offered.

Emerging Leaders Program

Emerging Leaders is a unique opportunity for first year students at WSU to get on the fast track to student leadership, campus and community involvement. Students who participate in the Emerging Leaders Program receive an insider's perspective on Student Involvement at WSU. Throughout the program, students had an opportunity to develop their leadership abilities through workshops, activities and reflection in order to prepare them for future leadership experience at WSU and beyond. Students were paired with upperclassmen mentors.

We had 10 students complete the program and nine mentors who helped guide them. Five students enrolled and received one academic credit each by completing course requirements. The program began in January and ended in April. There were a variety of leadership topics covered as well as exposure to different styles of leadership including their own and how it's applied in their day to day. Students completed a pre and post assessment that can be found in the assessment section of this report.

Engaging Leaders Program

The Engaging Leaders Program offers students the unique opportunity to explore, discuss and analyze various professional fields directed by executive officials from different companies, corporations and industries throughout the Wichita area. The program introduces participants to those leadership skills that rising leaders should possess and consider when choosing a career path.

Leadership Book Club

The Leadership Book Club began in the fall of 2015 with the goal of 10 participants. Since its beginning, it has been a program that faculty, staff and students look forward to and get excited about. The title selection for the fall semester was Leading Imperfectly by James Robilotta and the spring title was Greater Than Yourself by Steve Farber. Each week, those in attendance could discuss the chapters assigned and share their thoughts on the leadership lessons shared in the book. With the buzz over book club gaining ground again, we will host a summer session over the title Creating Magic by Lee Cockerell. Plans and ideas for increasing and implementing new titles and reaching more participants are in the works for the 2018-2019 academic year.

WSU Student of the Year

The WSU Student of the Year Scholarship, formerly known as the Man and Woman of the Year Scholarship, is awarded to two outstanding students who have shown exemplary leadership, involvement and service to both the WSU and Wichita communities. Candidates had to meet the following requirements: must have at least a 3.0 cumulative G.P.A., must be currently enrolled in at least six credit hours at WSU, and must have completed at least 60 hours with at least 30 hours from WSU. We received 98 applications, 59 of them completed the initial screening to move forward. Each completed application included responses to essay questions, resume and a letter of recommendation. Select applicants interviewed with a panel of faculty and staff from which determined the top eight finalists. Finalists gave a 10-minute presentation on their "one word". The selected word demonstrates how they would live out the rest of the academic year as a leader and the impact they hope to have on campus and in the community. This concept is based on the book: One Word that will Change your Life. The finalists were honored at a banquet as well as at Songfest during Shocktoberfest.

2017 WSU Student of the Year	
Kavya Natesan	Winner
Dane Laughlin	Winner
Hitesh Rathod	Finalist
Bailey Bryand	Finalist
Carlie Hurst	Finalist
Hannah Hundt	

The vision statement for SLI was “Developing ethical leaders through self-discovery and action!” There were four learning objectives.

1. Understand what it means to be an ethical leader.
2. Self-actualization through reflection and assessment.
3. Enhancing effective commination skills through team dynamics.
4. Commitment to becoming an ethical leader through self-discovery and action.

The LeaderShape® Institute™

This year, Dr. Hall introduced the LeaderShape® Institute™ to our department. We were able to host the 2018 LeaderShape Institute on campus for the first time in six years. LeaderShape is a 6-day experience that challenges participants to lead with integrity. This is a nationally recognized organization facilitates participants through a series of dynamic, challenging, and exciting sessions designed to increase, develop, and launch the leadership capacity of students. This experience will not only benefit them individually, but professionally and the communities/organizations they go on to lead and serve in the future. Participants cultivate leadership skills, reflect, and discuss leadership lessons within a small cohort or cluster of students. This year, 75 students applied and 57 completed the institute.

LEAD Conference

Student Involvement set the goal to host a drive-in leadership conference after researching peer and aspirational institutions and seeing that there was no such conference in the region. 2016 marked the inaugural year of the LEAD Conference at WSU. The LEAD Conference is a regional leadership drive-in open to any student from any college or university who would like to network with other student leaders as well as expand upon their leadership skills and abilities. This year we hosted keynote speaker Darryl Bellamy Jr. We sought out proposals for breakouts and were able to bring in six breakout presenters from various stages in their WSU careers (graduate students – tenured faculty) as well as a graduate student from another institution and a WSU alumni. This year, we had 55 people register to attend LEAD. Six of these registrants attended from a different university.

The National Society for Leadership and Success (NSLS)

This year NSLS focused on rebuilding their presence on campus to provide more opportunities for their members. This year, the transition in leadership took place within the executive board. Numerous members had to step away during their term due to various circumstances. These positions became vacant for a while causing more work to stretch out among the remaining members. After the fall semester, we continued to notice a lack of engagement within our executive board as well as our membership in general. Therefore a decision was made to discontinue hosting a chapter of NSLS on our campus. This spring semester focused on getting as many members inducted as possible before the chapter was dissolved. 74 new members were inducted into the society.

Recognized Student Organizations

Registration and Renewal

WSU students have created approximately 235 organizations that range from graphic arts to intramural sports. With this diverse collection of student organizations, students are able to explore their interests and passions while contributing to a vibrant campus climate and robust student community. Student organizations provide far-reaching efforts to create intersections of identity, perspectives and in helping student adjust to campus.

At the beginning of FY18, we worked closely with the SGA Organization Outreach Committee to ensure that student groups renewed their organization on time. Part of that job was also cleaning up our OrgSync portal. We went through and deleted organizations that had not renewed in 2+ years and disabled organizations that had not renewed in 1+ years. The Student Government Association Organization Outreach Committee did great work contacting all provisional organizations throughout each semester to ensure that they had the resources they needed to renew and update their organizations.

Highlights of RSOs by Numbers

- Number of organizations: 235
- Number of new organizations: 21
- Number of OrgSync users: 9,562
- Average size of an organization: 50
- Number of organizations over 100 members: 23

Student Involvement Fair

Every fall, we host the Student Involvement Fair. This fair is the best way to learn about co-curricular and extracurricular activities at Wichita State. Held during Welcomefest each fall, members of more than 100 student organizations were on hand to share with students a little bit about what they do and how to get involved. This fall, 79 student groups participated in the Student Involvement fair.

Nuts and Bolts Conference

Every fall, Student Involvement plans a training seminar for student organizations to be updated on university policy and procedure. The Nuts & Bolts Conference is designed to introduce the resources available through Student Involvement and WSU, connect organizations to SGA and update organizations on the university policies and procedures that affect student organizations. This event is required for organization renewal each year and two (2) members of the organization must attend. This fall, 110 student organizations attended and participated.

Springfest

Springfes
resource-3 (ri)-4 (n)-3v1cwse updap (ip)1 (3)-4 (nd p)10 -3 (dur)3 (ep Tw 9.36 0 T4 (t)1 Tw [ET /21 (t

Types of Organizations

1. Recognized Student Organization: An organization that has completed the annual renewal process, in which at least eighty (80) percent of total members are currently enrolled University students.
1. University/Departmental/Community Organization: An organization in which at least fifty (50) percent of total members are currently enrolled University students.
2. Provisional Organization: An organization in its first year of existence or in which less than fifty (50) percent of total members are University students. *Groups which do not adhere to university policy may be placed on provisional status.

Classification of Organizations

- Academic & Professional (A/P): Organizations related to an academic discipline/college or professional field available at Wichita State University.
- Cultural/International (C/I): Organizations promoting or enhancing a specific culture(s) or related activities on campus. The objectives are aimed to explore and celebrate their own cultural heritage and provide programs and services.
- Community Service (CS): Organizations providing volunteer services or assistance to the university and local community through altruistic or philanthropy events.
- Fraternity/Sorority (F/S): Organizations affiliated with the Interfraternity Council, Multicultural Greek Council or Women's Panhellenic Association.
- Governing/Representative Councils (G/R): Organizations which coordinate and/or govern a specific population or member Organizations. Organizations must be approved by Student Involvement.
- Graduate Interest(t)-w-2 (t)( )T:

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

Event Registration

RSOs at WSU plan events throughout the year that add to student life and campus culture. This year, organizations utilized OrgSync to publicize and promote 1,125 events. Of the 1,125 events, 174 were required to be registered with Student Involvement.

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

The following are variables that help define an event requiring registration

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

Event Registration Frequency/Information

Where will your event be hosted?	Percentage	Count
On-Campus	68.23%	58
Off-Campus	31.76%	27

Will you sell tickets/exchange money during the event?	Percentage	Count
No	67.06%	57
Yes	32.94%	28

Will it be open to the public?	Percentage	Count
Yes	62.35%	53
No	37.65%	32

Will it involve alcohol?	Percentage	Count
No	81.18%	69
Yes	18.82%	16

Mission

Our Mission is to educate, entertain and enhance the Shocker experience by planning versatile programs and creating student leaders.

Vision

Events Summary

	Fall 2017	Spring 2018	Total
Number of Events Hosted	39	35	74
Attendance/Participants	6,419	5,081	11,500

Co-Sponsorships

SAC strives to connect and work with other organizations and departments on campus each semester. For the 2018 Fiscal Year, we were able to initiate many new co-sponsorships in addition to continuing with others. Co-sponsorships for the year included:

- Beach Party – Campus Recreation
- yo4 (yo4 (yo4 (yo4 (yo4 (yo4 (yo.8(r)3 (i)-1 (nc)-3 (.24.05 -1.27

Membership Experience

Membership Highlights

- Active* members in fall and spring: Fall 60, Spring 44
  - *Active members are those who attend semester development retreats and regularly meet monthly membership requirements
  - Based on members coded into Banner, SAC retained 52% of members from Fall 2017 to Spring 2018
  - The following percenta

Members formed teams and participated in competitive challenges throughout the day including a series of five team builders designed to enhance member communication and teamwork.

Spring Member Retreat – Avatar: The Last Airbender – Saturday, March 3, 2018
Opportunities for learning included the following breakout sessions for members:

1st Breakout session: Find Your Balance (Personal Growth)

Member Awards and Recognition

Member of the Month Award Recipients	
August/September 2017	Joseph Wilks
October 2017	Daphine Skinner
November 2017	Emily Liston

Student Government Association

In March 2017 Student Involvement was asked to take over advising SGA. SGA had been through a number of advisors over the previous few years and the Vice President of Student Affairs, Dr. Teri Hall, wanted to create a team approach to advising. She originally looked at the Director and Coordinator of Student Organizations to advise the group, with the Associate Vice President and Vice President assisting where needed. Over the next few months, discussions began to determine an advising structure. Decidedly, the Director and Assistant Director of Registered

It’s On Us: Held in conjunction with Walk A Mile, this event sought to raise awareness about

Student Involvement Learning Outcome Summary

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

1. Leadership Development
2. Event Management
3. Meaningful Interpersonal Relationships
4. Collaboration
5. Social Responsibility
6. Effective Communication
7. Multicultural Competency
8. Intellectual Growth
9. Clarified Values
10. Enhanced Self-Esteem
11. Personal and Educational Goals
12. Career Choices
13. Healthy and Satisfying Lifestyles

The Student Competency Guide, developed by the NACA Educational Advisory Committee serves as learning map for student leaders as they grow and develop through participation in student organizations, community service, campus employment, grass roots activities, leadership positions, followership position mentoring relationships with campus activities advisors, and other endeavors. The Competency Guide for College Student Leaders was developed from competencies that are inherent in the purpose, development, and application of the CAS Standards and Guidelines that were found applicable to students.

Overall Comparison

Student Involvement Survey Results per Executive Summary

Core

Marketing Results for 2017-2018 events hosted by Student Involvement

Marketing Preference	Percentage 2016-2017	Percentage 2017-2018
Posters	36%	13.12%
Direct E-mail	33%	11.07%
Word of Mouth	37%	6.60%
Twitter	8%	1.72%
Display Cases	2%	7.82%
OrgSync	7%	1.44%
Website	13%	3.31%
Campus TV	8%	6.56%

Demographic

Sigma Phi Epsilon

The top threereasons recruits joinheSigma Phi Epsilon were their current members, valuesandtheir c
f

Panhellenic Recruitment Assessment

Outline of Recruitment

The Wichita State University Panhellenic Council hosted its Formal Recruitment program from September 8 - 11, 2017. This program follows the guidelines of the National Panhellenic Conference and provides a platform for organizations to recruit potential new members based on mutual values. The process is governed by the NPC Guidebook and the WSU Panhellenic Recruitment Rules.

Schedule of Recruitment

Philanthropy Night (Thursday 9/8)	Values Night (Friday 9/9)	Preference Night (Saturday 9/10)	Bid Day (Sunday 9/11)
RC Check-In: 3:15 PNM check in: 3:45 PNMs attend 5 rounds, 45 minute parties, 10 minute breaks Party #1 4:30 - 5:15 Break 5:15 - 5:25 Party #2 5:25 - 6:10 Break 6:10 - 6:20 Party #3 6:20 - 7:05 Break 7:05 - 7:15 Party #4 7:15 - 8:00 Break 8:00 - 8:10 Party #5 8:10 - 8:55 Voting begins after round, ends at around 10:00			

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

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

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

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

About the National Panhellenic Conference (NPC)

NPC, one of the largest organizations advocating for women, is the umbrella group for 26 national and 3 (a)-2 mon

PC New Member Feedback Summary

Demographics

Of the 188 women who completed formal recruitment, 90 completed a survey providing feedback on their experi

Information that the potential member wanted to know during the information sessions:

- More information about each chapters.
- Clearer expectations during recruitment.
- Stress level and how to be emotionally prepared.
- Dues and money.
- How the recruitment process works on our end.

What was the number one reason you decided to participate in Formal Recruitment?

- Wanted to meet new people
- Get involved on campus
- Encouraged by transition mentor
- Support
- Get out of comfort zone
- Making connections with other women
- Growing as a leader
- Find a home away from home
- Find a home at WSU
- Long lasting friendships
- A positive community
- Philanthropy

General Feedback

- There was a general appreciation for the hard work done by PC resulting in a high registration, each chapter meeting quota and great support for each chapter.
- Further discussion is needed to define the experience and role of the Recruitment Counselors in Recruitment in accordance with PC Rules.

Recommendations for Next Year

Schedule

1. Move recruitment to before school starts to have an easier schedule for the sorority women and the potential members.
2. Decide the schedule, in relation to how many parties each night and closer to recruitment when we have a more concrete number of girls going through.
3. Develop an inclement weather plan that more appropriately put in place plans for tornados, thunderstorms and lightning.

Recruitment Counselors

1. Open Recruitment Counselor application process earlier in the semester.
2. Bring back affiliated recruitment counselors with a strong emphasis on education and development.

APPENDIX II: POLICIES & PROCEDURES

STUDENT INVOLVEMENT POLICIES & PROCEDURES

Student Involvement Policies and Procedures are general guidelines and instructions set forth. They may b suspended, or canceled, in whole or part, at any time according to the needs of the office. The Student Involv or designee is responsible for overseeing office policies.

Policy 1: Bomb Threat or Suspicious Object Response

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

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

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

1. The caller has definite knowledge or believes that an explosive or incendiary bomb has been or will be placed and he/she wants to minimize personal injury or property damage. The caller may be the person who placed the device or someone who has become aware of such information;
2. The caller wants to create an atmosphere of anxiety and panic which will, in turn, result in a disruption of the normal activities at the facility where the device is purportedly placed. Whatever the reason for the report, there will certainly be a reaction to it. Through proper planning, the wide variety of potentially uncontrollable reactions can be greatly reduced.

If you receive a bomb threat by telephone:

- Remain calm
- Listen carefully – be polite and show interest
- Try to keep the caller talking so you can gather as much information as possible about the device, th validity of the threat, or the identity of the caller
- Use the “Explosive Device Data Record” sheet as a guide to question caller and gather as much relevant information as possible. Form is located on the Activities Share Drive:/!Student Involvement/Policies
- If a threat has been received by another individual, get as much information as possible
- Upon completion of the call, immediately notify the University Police Department at 911 (from a campus phone) or 972-883-2450

In the event you discover a suspicious object:

- Keep anyone from handling it or going near it
- Do not use portable radio or cellular equipment within 100 yards of a suspicious item
- Notify the University Police Department IMMEDIATELY
- Remain calm
- Guide all those in the vicinity to a safe location at least 100 yards away

2. All displays must be removed by 2 p.m. on Friday (at the end of the reserved week). If a display is not taken down by this time, Student Involvement reserves the right to remove the display for the next group. Student Involvement cannot assume responsibility for damage or theft while taking down or storing the display items.
3. Keys to the display cases may be checked out by leaving a WSU Shocker Card or valid driver's licer with Student Involvement. Keys must be returned immediately after any exhibit is put up or taken down. Keys cannot be checked out overnight

Guidelines

1. The cases do not come with accessories. Groups must provide their own display materials and accessories.
2. Nails, screws, or any material causing permanent marring of the display cases are not to be used. Peel-off stickers are not to be applied to any part of the case. No materials should be placed on the outside of the cases.
3. Internal dimensions of the cases are…
    a. 48.70" high x 107.95" wide x 18.55" deep in the lounge.
    b. 48.65" high x 108" wide x 18.55" deep across from bookstore.

Display Materials Policies

1. The display cases cannot be used to promote, advertise or otherwise advocate an illegal activity or violation of any WSU policy.
2. All materials in the case must be written in and/or have a translated copy displayed in the English language.

Acceptable	Unacceptable
Tops	
- Polo/Oxford Shirts - Collared, collarless, or sleeveless blouses/shirts - T-shirts/sweatshirts - Sweaters & Cardigans - Sport Coats - Jackets	- T-shirts with prejudicial content, political statements, jokes, suggestive content, or other university logos/designs. - Tank/Tube/Halter/Crop tops - Bare midriff - Fishnet/mesh shirts - Fully or partial bare back tops/dresses
Bottoms	
- Casual pants - Skirts - Pant suits	- Mini skirts - Athletic warmups/jogging suits/sweat pants - Coveralls - Stirrup pants/stretch pants - Strapless Dress - Short/Cutoff/baggy/walking shorts - Pants which hang below the waistline, exposing undergarments or body
Shoes	
- Sneakers/tennis shoes - Sandals - Boating/deck shoes - Flat Shoes/loafers - Boots - Socks - Flip-flops	- Bare feet - Shoes with cleats - Slippers
Head Gear	
- Head Scarf	- Hat/baseball cap - Handkerchief/bandanna/sweatband - Shower cap
Jewelry	

- Pierced ears
- Tie clip
- Finger Rings
- Bracelet/watch (with no obscene or

*Some equipment can be loaned for off-campus use or with

seriously injured persons unless they are in obvious immediate danger (of fire, building collapse, etc.). Upon exiting the building, open doors carefully and move at least 100 yards from the exit.

Policy 8: Inclement Weather

If the University closes due to inclement weather, full time unclassified and University Support employees should refer to University Policy 20.03.
In the event that all University operations have been shut down, the following procedures will apply:

Student Involvement Related Events

- All University sponsored events must be cancelled or postponed. Staff members should contact any contracted or hired professionals associated with the events or programs scheduled.
- Best efforts should be made to notify the public of any event cancellations or postponements. This should be done by:
  - Website Update
  - Social Media Updates
  - Emal (where applicable)
  - Standard phone message

Student Sponsored Events

- All programs and events taking place on campus must be cancelled or postponed. Due to the University closing, students will no longer have access to venues and services. Group members should contact any contracted or hired professionals associated with the events or programs scheduled.
- Off-campus programs must be approved by the RSO advisor to take place. Best efforts should be made to notify the public of event status.

Policy 9: Medical Emergency

In the event of a medical emergency, the procedure will be:

1. The person who becomes aware of a medical emergency must first contact Campus Police (316-978-3450). Campus Police must initially be notified so they can dispatch trained personnel to the venue immediately, and so they can provide immediate assistance to off campus emergency personnel in directing them to the correct building location.
2. If the incident take place in the RSC please notify the RSC Director's Office or Event Services immediately after calling the Campus Police.
3. If the event is happening at an off campus location, 911 should be called.

Student Involvement Supplement

There should be a first aid kit at all events. First aid kits are located in the office mailroom.

There is a blood borne pathogen kit located in the mailroom. This is only to be used by trained professionals.

- Buttons:

Policy 15: Student/Staff Relations

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

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

Policy 16: Tornado Warning

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

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

Policy 17: Visitation

Student Workers

(hereinafter referred to as University) policy with regard to the presence of weapons on University property.

d. any explosive, incendiary or poison gas (A) bomb, (B) mine, (C) grenade, (D) rocket having a propellant charge of more than four ounces, or (E) missile having an explosive or incendiary charge of more than ¼ ounce;
e. any incendiary or explosive material, liquid, solid, or mixture equipped with a fuse, wick or other detonating device;
f. any tear gas bomb or smoke bomb; however, personal defense items containing mace or pepper spray shall not be deemed to be a weapon for the purposes of this section.