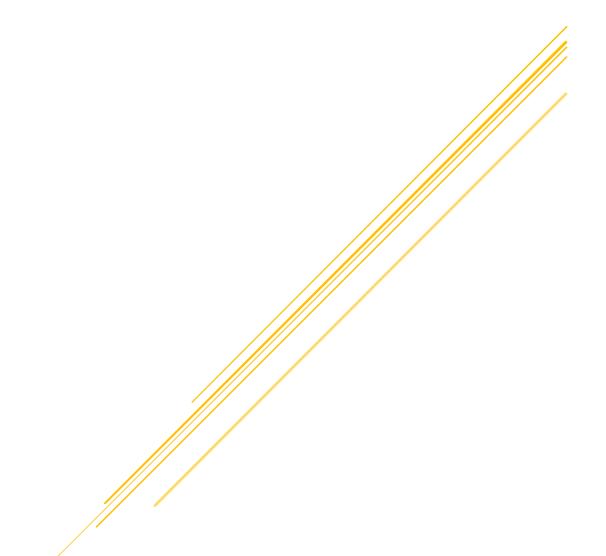
ANNUAL REPORT

2017-2018



Bowie State University Office of Student Life and Career Development Center

Dear University Community:

This year's theme was *Rediscovering Our Passion to Serve Students: Strengthening Our Foundation*. There were several initiatives we implemented that helped us to strengthen our foundation. Among the major accomplishments during the 2017-2018 academic year were:

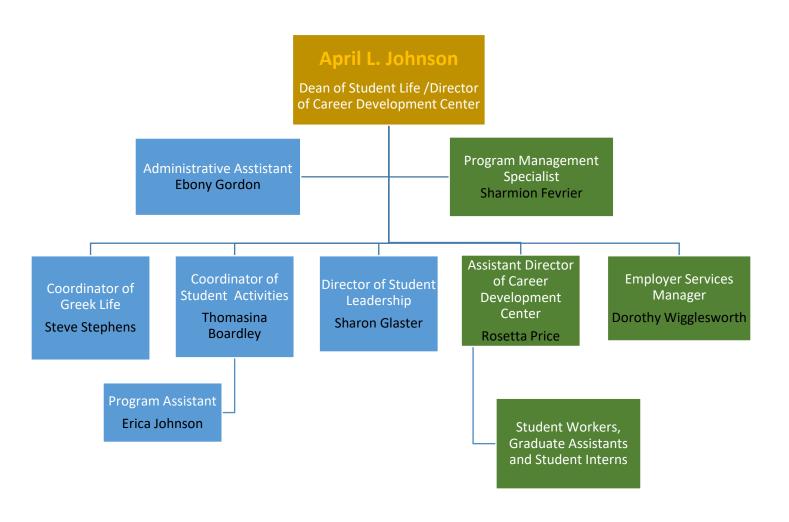
- Hired Mr. Steve Stephens as the Coordinator of Greek Life. Mr. Stephens brings a wealth of knowledge and experience working in all areas of Student Life, including fraternity and sorority life, student activities, student clubs and organizations, student leadership, and new student orientation.
- Established a Student Leadership department and promoted Mrs. Sharon Glaster to Director of Student Leadership. Mrs. Glaster has more than 15 years' experience facilitating leadership workshops and training. She will lead our efforts to ensure that all students are given the opportunity to develop and hone their leadership skills.
- Established a cooperative learning opportunity for Psychology majors with the SPARKS Group. Students who participated were eligible to sit for the Registered Behavioral Technician (RBT) certification exam.
- Increased participation in the GRE practice exams by 500%.
- Increased student participation in cooperative education (Co-Op) courses by 180%.
- Added to the OSL website PDF-fillable forms and a method for student clubs and organizations to submit monthly reports for online.
- More than 30,000 students took advantage of the 177 programs offered by Student Clubs,
 Greeks, and SGA. Twenty of these programs were related to diversity and inclusion.
- 1,858 students attended CDC sponsored events and workshops.
- Fraternities and Sororities completed over 180 community service hours.

The Career Development Center and the Office of Student Life will continue to deliver high quality and relevant co-curricular services and programs that will enhance the University's mission of empowering students to reach their full potential.

Thank You,

Ms. April L. Johnson, Dean of Student Life / Director Career Development Center

Organizational Chart





The Career Development Center "Rediscovering Our Passion to Serve Students Strengthening Our Foundation"

Overview of Services and Staffing

The mission of the Career Development Center is to guide students and alumni through all phases of the career planning and decision-making process, and help them to develop, evaluate and implement comprehensive career and educational plans that will prepare them for success. DREAM IT. PLAN IT. LIVE IT.

Staff include:

Ms. April L. Johnson, Dean of Student Life / Director Career Development Center

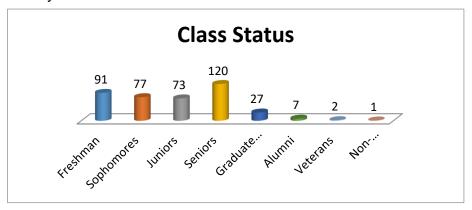
Ms. Rosetta Price, Assistant Director

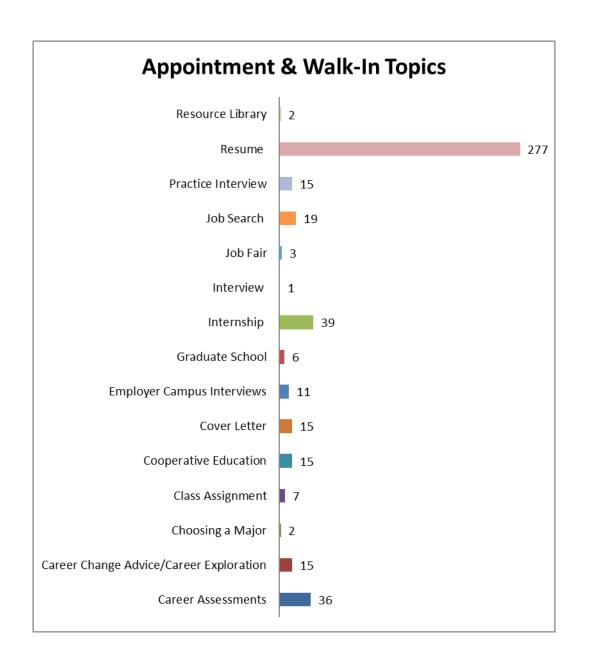
Mrs. Dorothy Wigglesworth, Employer Services Manager

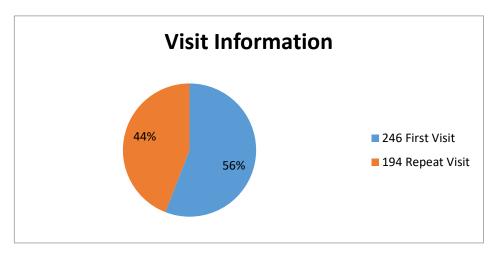
Ms. Sharmion Fevrier, Program Management Specialist

Programming

The CDC served 1,858 students in individualized appointments, walk-ins, workshops, career fairs, special events, class visits, and employer information sessions this past year. That is a student participation rate increase of 25%. The most requested service was resume/writing and critiquing (277). Fifty-eight students visited the Bowie Business Boutique and 48 left with business attire. We saw 246 first time visitors, 193 upper classmen (juniors and seniors), 44 graduate students, and 168 freshman and sophomores. Thirteen students enrolled in the Co-op Program in fall 2017 and 15 enrolled in the spring 2018. Finally, this year the number of information tables facilitated more than doubled (24) from last year.







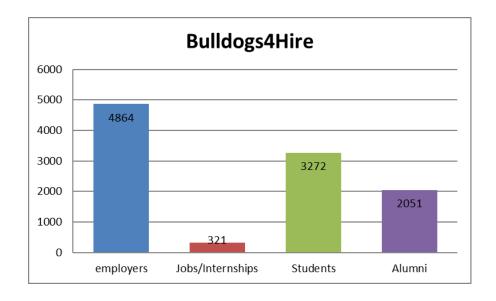
CDC Customer Service Surveys

Responses: 59

Questions	Strongly Agree	Agree	Somewhat Agree	Disagree	Strongly Disagree
I was greeted in a friendly, professional manner.	54	2	0	0	0
My questions were answered and my needs were adequately met.	50	6	0	0	0
My overall experience with the CDC was positive.	52	4	0	0	0
	Very confident	Confident	Somewhat Confident	Not Confident	
After speaking with a career counselor, how do you feel about taking charge of your career development?	52	2	2	0	

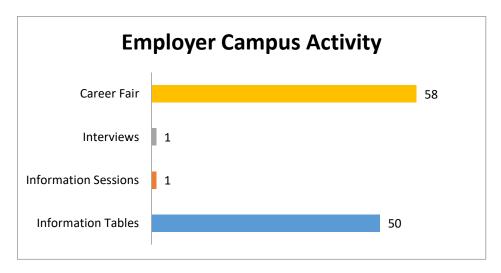
Bulldogs4Hire

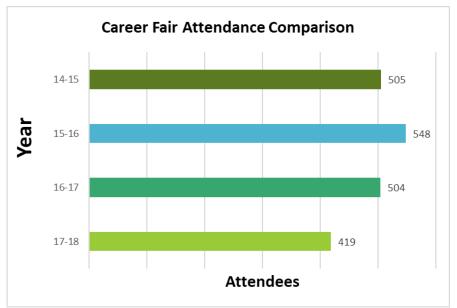
The *Bulldogs4Hire* online job and internship database continues to grow. The year ended with 3,272 registered students; 4,864 employers; and 321 jobs and internships. Employers increased by 20% and students increased by 15%. Registered alumni grew from 1,932 last year to 2,051 this year.



On-Campus Recruitment

The On-Campus Recruitment program did well this year. Although we did not offer the spring Career Fair nor the Teacher Recruitment Day, a total of 110 companies came to campus to recruit for jobs and internships. Unfortunately, attendance at career fairs continues to decline. 419 students attended the fall 2017 career fair, which is a 17% drop from last year.





Highlights for the Year

The CDC partnered with Dr. Cheryl Blackman of the Psychology department to pilot a cooperative education opportunity with The SPARKS Group. The SPARKS Group works with clients diagnosed with the Autism Spectrum Disorder. Psychology majors who participated in the PSYC

COOP 398 course, were hired in their Applied Behavioral Analysis (ABA) Clinical Co-op Program. Coordinators of the ABA Clinical Co-op Program developed curriculum for our Psychology students, who completed 40 hours of ABA training and fieldwork experience working with children diagnosed with the autism spectrum disorder. At the culmination of this program, our students were able to sit for the Registered Behavioral Technician (RBT) board exam. Six students took the class and two have already passed the exam. The remaining four plan to take the exam this summer.

The CDC also facilitated several successful events this past year. The first was the GRE Practice Test and Strategy Session. This session was held on a Saturday and 18 students attended. Representatives from the Princeton Review indicated this was a great turnout for this free event. The second event was an information session facilitated by the Thurgood Marshall College Fund (TMCF) where 42 students attended. The third event was an information session facilitated by the Shriver Center Internship Program. Twenty-three students attended. According to their Internship Program Coordinator, compared to other schools in the area, BSU's session was the best attended.

In addition to programs and partnerships, we also updated the online curriculum and content for all of our cooperative education courses. We added content related to preparing for graduate school and the utilization of social media to research graduate programs, as well as, a Wells Fargo webinar entitled "Social Media Smarts."

Challenges

One of the prevailing challenges continues to be the low and/or non-attendance of students at planned programs despite efforts to collaborate with individuals who work directly with the population of interest.

A second challenge was the inability of Conference Services to provide timely confirmation for the numerous space request forms submitted by the CDC. Many programs had to be rescheduled or totally cancelled due to their inability to provide timely space request approvals.

A third challenge is the opposition we face when trying to expose students to the real world-ofwork and career options. Often times, the CDC is met with resistance when trying to help employers visit classrooms to speak to students about job and internship opportunities.

GOALS	OBJECTIVES	METRICS & RESULTS
GOAL 1:	Objective 2:	Metric: Facilitate two (2) TMCF Leadership Institute
Create new and	Enhance existing and	Information sessions by December 1, 2017 and April 30,
forge deeper	create new partnerships	2018.
partnerships within	with local employers.	Results: Completed
the local and global		The TMCF Student Ambassador spoke with students on
community.		Nov. 8 th and March 5 th at an information table. Thirty-one
		students signed-up to receive additional information. A
		TMCF Interest meeting was held on Nov.14 th in the CDC to
		discuss the Leadership Institute and other TMCF programs.
		Two TMCF Information Sessions (afternoon and evening)
		were held on March 7 th . Forty-two students attended both
		sessions.
		Metric: Facilitate one (1) Shriver Center Internship
		Program Information session for international students by
		April 2018.
		Results: Completed
		The Shriver Center Internship Program session was held
		on February 12th.
		Metric: Secure two (2) new Practice Interview Program
		employers by February 15, 2018.
		Results: Completed
		Three new recruiters were secured. One from University
		System of Maryland, Inova Hospital and Goodwill.
		Cystem of Maryland, mova riospital and Goodwiii.
		Metric: Obtain one (1) new CDC Corporate Partner by
		March 15, 2018.
		Results: Not completed
		Metric: Bring two (2) new employers to campus to facilitate
		on-campus recruiting by April 1, 2018.
		Results: Completed
		Body Energy came to campus to facilitate an information

table in December and on campus interviews on December 13. Amazon and Sierra Lobo were on campus for information tables. PepsiCo attended the fall career fair. **Metric:** Secure one (1) new employer and take students to visit their worksite by April 1, 2018. **Results:** Not completed GOAL 2: Objective 1: Metric: Market Experiential Learning Program (ELP) to Create co-curricular Build a community of campus community. and curricular learners. a. Post new ELP posters on campus and via electronic boards by October 30, 2017. opportunities supportive and b. Set-up three (3) information tables each semester in various campus locations to share information about the engaging to 21st ELP. generation **Results:** Completed learners. ELP fliers were posted in the Student Center, MLK, and the James E. Proctor building. ELP Information Table events were set-up in the lobby of the MLK on Sept. 19th, and in the Student Center on Oct. 9th and Nov.16th.

Metric: Work with International Student Association to educate international students about jobs and internships.

- a. Plan one information session per semester on how to navigate the Going Global database.
- b. Plan one Shriver Center Internship Program Information session for international students by April 2018.

Results: Partially Completed

Rosetta met twice this semester with two representatives of the International Student Association (ISA) to plan information sessions for its members. Several dates for the month of Oct. to host sessions on the Going Global database, the Shriver Center, and industry career panels were submitted to Conference Service with no immediate response received. After several attempts to ascertain an update on the requests, they were informed that rooms were not available for two dates while the information on

		the availability of the other rooms were "pending." They had
		to cancel their original space request for dates in early Nov.
		because they received no definitive response from that
		office. As a result, they did not meet metric A for the fall
		2017 semester. Rosetta was unable to reconnect with the
		leadership of ISA after their president graduated in the fall
		to identify program dates during the spring semester.
		The Shriver Center Internship Program information session
		was held on February 12, 2018. Twenty-three students
		attended.
GOAL 3:	Objective 1:	Metric: Increase the number of student profiles in B4H by
Upgrade and	Revise the student	200 by April 2018.
create better	organizations	Results: Completed
student	reactivation process,	As of May 4, 2018, 423 students have created new
experiences.	forms, and guidelines.	accounts.
	Objective 2:	Metric: Work with Andre Cutair to add a photo gallery link
	Update CDC website.	for the Career Fairs by February 15, 2018.
		Results: Not completed
		The university will be transitioning to a new website this
		summer; therefore, they were instructed to hold off on
		creating the photo gallery.
	Objective 3:	Metric: Work with Academic Affairs to facilitate the
	Enhance services,	Sophomore Year Experience Survey in spring 2018.
	resources and programs	Results: Not completed
	geared toward	The CDC attempted to communicate with the vendor
	sophomore (second-	several times, to start the planning for this assessment;
	year) students.	however, they received no response.
	l .	

Office of Student Life

"Rediscovering our Passion to Serve Students"

Overview of Services and Staffing

The mission of the Office of Student Life is to provide high quality programs and activities that complement the in-class experiences of all students. It is our belief that these programs must be intentional in an effort to connect students to the University as well as foster student involvement and retention. We are responsible for the coordination and implementation of Student Leadership Programs, Commuter Services, Student Activities, and Greek Life. This office advises the Student Government Association (SGA), the Royal Court, and all student clubs and organizations.

Staff Include:

Mrs. Sharon Glaster, Director of Student Leadership

Mrs. Thomasina Boardley, Coordinator of Student Activities

Mr. Steve Stephens, Coordinator of Greek Life

Mrs. Ebony Gordon, Administrative Assistant II

Highlights for the Year

The restructuring of the office and personnel changes have proven to be very effective. This year, a part-time Program Assistant position was created to assist the Coordinator of Student Activities with day-to-day functions and administrative duties. We established a Student Leadership department, created Student and Advisor Handbooks, and implemented regular training for student organizations and their advisors. We also enhanced the student clubs and organizations website to include PDF fillable forms, guidelines, and deadline dates. In addition, we implemented several management systems for students to submit monthly reports, track departmental spending, and monitor student's adherence to university policies.

Programming

Last year, the Office of Student Life launched the Bowie Sisters United (BSisU) program. The success of this mentoring initiative continues to grow. Eighty-five female students are registered participants of the program. The Office of Student Life facilitated 13 programs for BSisU, which

reached a total of 385 women on campus. As we prepare to launch the mentor – mentee portion of the program next year, a training module and handbook was created by Miss LaToya Walters, College of Education Retention Coordinator.

This year, OSL offered six training workshops for student clubs and their advisors. A total of 79 students and 44 advisors attended. There were 37 active student organizations this academic year who facilitated 98 programs, 19 of which had a diversity and inclusion focus. Unfortunately, this is a 54% decline from last year's programming totals.

More than 30,000 students attended the 204 programs offered by the Student Government Association, Campus Activity Board, and the Royal Court.

Challenges

The restructuring of the office and personnel changes have proven to be effective; however, the small departmental operating budget is limiting what this office can do to support co-curricular programs. The Office of Student Life consists of four programming areas (commuter services, student leadership, student activities, and Greek Life); however, the budget to facilitate programs is \$14,000.00. With a second year of increased enrollment, this budget is certainly not enough to meet our mission of providing activities and programs that foster student involvement and retention.

A second challenge is the need for additional office assistance to help staff with general administrative assignments. The budget for staffing is limited and only allows for one part-time professional, who is currently assigned to assist the Coordinator of Student Activities. Unfortunately, the department is unable to hire student workers or additional part-time professionals to help the other coordinators with their tasks.

Lastly, the space request approval process presented a problem this past academic year.

Delays in approving space requests and notifying the sponsoring groups, prohibited us from offering several programs that featured outside presenters and speakers.

GOALS	OBJECTIVES	METRICS & RESULTS
GOAL 1:	Objective 1:	Metric: Facilitate two community service projects
Create new and	Enhance partnerships with local	for members of the SGA Executive Board, Royal
forge deeper	schools to increase off campus	Court, and Campus Activities Board to participate
partnerships within	community service opportunities	in by March 30, 2018.
the local and global	for BSU students.	Results: Completed
community.		-Miss Bowie State University and The Junior
		Class President facilitated a session with a
		community-based Student Leadership Conference
		held on campus in November 2017.
		-December 2017, the Campus Activities Board
		(CAB) collaborated with the House of Orgs and
		student body to collect comfortable clothing for
		local shelters that serviced school aged students.
		-November 2017, Miss Senior and Miss Bowie
		State University both held Clothing Drives and
		donated the clothes to the community and to the
		Career Development professional clothing
		boutique.
		- April 2018, the SGA President facilitated a local
		high school campus tour and panel discussion
		and the Royal Court visited a local elementary
		and high school where they delivered books to the
		elementary school students and spoke to the high
		school students about college life.
GOAL 2:	Objective 1:	Metric: Work with ASGA to assist SGA with
Create co-curricular	Build a community of learners	revising their constitution.
and curricular		a. Send current constitution to consultant for edits,
opportunities		feedback and suggestions by September 30,
supportive and		2017.
engaging to 21st		b. Attend the ASGA conference.
generation learners.		
	<u> </u>	<u> </u>

		Results: Completed.
		Current constitution sent to ASGA at the
		beginning of October. Comments and revisions
		are pending from ASGA. SGA decided to use
		ASGA for consult services instead of attending the
		conference.
GOAL 3:	Objective 1:	Metric: Create fundraising guidelines by January
Upgrade and create	Revise the student organizations	15, 2018.
better student	reactivation process, forms, and	Results: Completed
experiences.	guidelines.	Fundraising Guidelines were drafted by October
		1, 2017.
		Metric: Revise Student Club and Advisor's
		Handbooks by September 30, 2017.
		Results: Completed
		Both handbooks were completed by September
		15, 2017.
	Objective 2:	Metric: Work with Andre Cutair to create new
	Update OSL website.	pages for Student Clubs and Organizations by
		January 31, 2018
		Results: Completed
		New pages were posted on website by August 16,
		2017.
		Metric: Work with Andre Cutair to get trained on
		how to create forms by August 30, 2017.
		Results: Completed
		Training was completed by August 15, 2017.
		Metric: Create Student organizations monthly
		report form in Big Tree and post to website by
		September 30, 2017.
		Results: Completed
		Monthly report form in Big Tree was created and
		posted to the OSL webpage by September 15,
		2017.

Commuter Services

Overview of Services

Commuter Services provides information for Bowie State University's vast and diverse commuter student population. Resources include an off campus housing online database, transportation and parking information, and commuter meal plans.

Programming

With the focus on student leadership, OSL successfully transitioned the Commuter Student Association to operate fully under the umbrella of the Student Government Association (SGA). SGA's newly created Director of Commuter Services and Commuter Student Association (CSA) representatives for each class, provide commuter students with funding for programs and an opportunity to address commuter issues and concerns. The Office of Student Life continues to provide resources, but no longer offers programs and events specifically catered to commuter students.

This new structure has proven to be very successful. CSA sponsored 3 programs where more than 550 students attended. The Office of Student Life facilitated 3 Commuter Services information tables and provided information to more than 90 students.

Student Leadership

"Developing Leaders One Student at a Time"

The Office of Student Leadership coordinates campus wide efforts to ensure that all students are given the opportunity to develop and hone their leadership skills. We recognize the importance of students' participation in their own leadership development and offer specific programs and services to support this growth. Leadership development opportunities are available to all students and student groups.

Highlights for the Year

The Student Leadership office had a very successful inaugural year. Several accomplishments were made. We established a partnership with the Prince George's County Chapter of Jack and Jill America, Incorporated and facilitated "Module Madness" which is a Mini Youth Conference for youth in grades 3 – 12. Participants attended various learning modules covering the topics of Leadership, Financial Literacy, Science, Politics, and Career.

We also led the Bowie Sister's United Women's Mentoring and Empowerment Program in a successful year of book club meetings, empowerment workshops, women's tea, and leadership workshops and assessments. In addition, we partnered with the Academic Advisement Center to lead participants of the Male Initiative Program through leadership workshops and assessments. We facilitated team building exercises and worked closely with the advisors to match participants with mentors.

The office co-facilitated the "I Belong Here Event" where BSU hosted more than 475 fifth graders on campus and shared with them retention and academic success strategies.

We ended the year by facilitating a two day Student Leadership Retreat in North East, Maryland where students explored the topics of leadership, goal setting, and diversity while engaging in teambuilding and self-reflection activities.

Programming

This past academic year, this office facilitated 57 leadership programs and a total of 2,542 students participated. 101 students participated in the Student Leadership Initiative Program (SLIP).

Challenges

As mentioned previously, the small budget allotted for student leadership is insufficient. Currently, this department receives funding from the Student Center / Conference Services auxiliary budget. However, with the re-alignment of Conference Services and the Student Center to the division of Administration and Finance, funds to support student leadership must be secured through the Student Affairs division.

GOALS	OBJECTIVES	METRICS & RESULTS
GOAL 1:	Objective 1:	Metric: Facilitate one (1) community service project
Create new and	Enhance partnerships with	with Student Leadership Initiative Program (SLIP)
forge deeper	local schools to increase	students by March 30, 2018.
partnerships within	off campus community	Results: Completed
the local and global	service opportunities for	On 11/5/2017, the Student Leadership Initiative
community.	BSU students.	Program collaborated with Local Prince George's
		County Chapters of Jack and Jill of America.
		SLIP facilitated the 2017 Mini Youth Conference for 91
		3rd - 12th graders. Participants attended various
		learning modules, covering the topics of Leadership,
		Financial Literacy, Science and Career.
GOAL 2:	Objective 2:	Metric: Research the option of securing an AmeriCorp
Create co-curricular	Enhance the Student	Vista person to help with leadership initiatives. Submit
and curricular	Leadership experience	plan to recruit, select and train this volunteer by
opportunities		December 15, 2017.
supportive and		Results: Completed
engaging to 21st		BSU has two options. Collaborate with a program that
generation learners.		is an affiliate of AmeriCorps, or apply to become an
		AmeriCorps affiliate. The recommendation is for BSU to
		pursue option 1.
		Metric: Use Big Tree to create workshop forms for
		students to request Leadership workshops by

	December 1, 2017. Add this link to the website by
	December 15, 2017.
	Results: Completed
	Workshop descriptions and the form have both been
	added to the website.
Objective 3:	Metric: Work with vendors to create a Student
Increase awareness and	Leadership brochure by February 28, 2018.
visibility of the Student Leadership program	Results: Not completed
across campus.	In lieu of the vendor's brochure, a temporary brochure
	was created in house.
	Metric: Distribute the brochure to the campus
	community by April 1, 2018.
	Results: Completed
	Brochures were distributed across campus to students,
	placed in strategic areas around campus, and
	distributed at workshops, information tables and in the
	office. Faculty and staff did not receive the brochures.

Greek Life

"Rediscovering Our Passion to Serve Students"

Overview of Services and Staffing

The Office of Greek Life supports a learning community that inspires students to become involved outside of the classroom by finding a sense of community through brotherhood and sisterhood, character development, and academic initiatives. We seek to create an environment that supports campus fraternities and sororities achieve academic success, foster leadership development, provide community service, and enhance the holistic student experience at Bowie State University.

Highlights of the Year

The Office of Greek Life had another productive year. Mr. Stephens created the Greek Leadership Council (GLO), a body formed to unify both the NPHC and CIO executive boards on campus. Members of our fraternities and sororities excelled socially as they increased their chapter membership totals. In addition, Bowie State University fraternities and sororities completed over 180 community service hours, collectively.

Membership Data

Total active Greek Organizations: 10
Active National Pan-Hellenic Council (NPHC) Organizations: 6
Active Council of Independent Organizations 4
Fraternity Members: 74
Sorority Members: 73

Total Fraternity & Sorority Membership: 146

Male Social Fellowship Members: 3
Female Social Fellowship Members: 0
Total Social Fellowship Members: 3

Total membership under the Office of Greek Life: 149

Total number of new initiates: 98

Fall 17 initiates: **47** Sorority members **10** Fraternity Members Spring 18 initiates: **15** Sorority members **26** Fraternity Members

Our Greeks also excelled in the classroom. The ladies of the Epsilon Lambda Chapter of Sigma Gamma Rho Sorority, Inc. and the men of the Eta Zeta Chapter of Alpha Phi Alpha Fraternity, Inc., both earned the highest G.P.A. for a fraternity and sorority this year.

Academic Rankings

Greek Letter Organization	Spring 2018 Cum GPA
Eta Zeta Chapter of Alpha Phi Alpha Fraternity, Inc.	3.13
Eta Chapter of Alpha Kappa Alpha Sorority, Inc.	3.09
Epsilon Sigma Chapter of Omega Psi Phi Fraternity, Inc.	3.00
Delta Mu Chapter of Phi Beta Sigma Fraternity, Inc.	2.92
Omicron Gamma Chapter of Zeta Phi Beta Sorority, Inc.	3.22
Epsilon Lambda Chapter of Sigma Gamma Rho Sorority Inc.	3.41
NPHC Cumulative G.P.A. for Spring 2018	3.12
Theta Phi Chapter of Tau Beta Sigma Band Sorority, Inc.	2.95
Bulldog 1 Chapter of Groove Phi Groove Social Fellowship, Inc.	3.25
Lambda Phi Beta Chapter Chi Eta Phi Nursing Sorority, Inc.	3.11
CIO Cumulative G.P.A. for Spring 2018	3.10
Cumulative G.P.A. for Greek Life	3.12

*Groove Phi Groove has only one active member

Programming

The BSU Greek population provided another strong year of programming. They facilitated more than 100 different programs collectively and had upwards of 7,000 students in attendance. The Office of Greek Life also had a great year of programming. We offered five events which more than 1400 students attended.

Challenges

The primary challenge facing this office is hazing prevention and education. During the past year, this office investigated 3 incidents of hazing perpetrated by our university Greeks. A second challenge for the Office of Greek Life is the small departmental operating budget. Again, if it were not for the generosity of the Student Center / Conference Services department, which provides a

\$7,000.00 budget for Greek Life, this office would be inoperable. This budget needs a robust increase to support programming, student professional development, and daily operating costs. With the services that we provide to our Greeks more funding is required to properly prepare and develop them for the future. As previously mentioned, with the re-alignment of Conference Services and the Student Center to the division of Administration and Finance, funds to support Greek life must be secured through the Student Affairs division.

GOALS	OBJECTIVES	METRICS & RESULTS
GOAL 3:	Objective 4:	Metric: Research minimum
Upgrade and create better	Revise Greek life forms,	membership requirements for each
student experiences.	handouts, and guidelines.	GLO. Determine what will be the
		minimum chapter membership
		requirements for BSU.
		Results: Completed
		Minimum membership number has
		been set at 5. All organizations will
		have until the end of Fall 2018 to
		comply unless granted a special
		permission waiver.