

2013-2014 Student Fee Review Board
Funding Request Application

African American Student Services

Name of Department

Wm. Scott Carreathers _____

Dean/Director

Director

Title

1130 Mesa Vista Hall

Campus Address

277-5645

Campus Phone

wcarrea@unm.edu

E-mail Address

\$120,676.00

Amount requested per Full Time Enrollment (FTE)

(As a guideline, this year's FTE is **23,620**. Amount above x FTE = Total estimated allocation.)

CERTIFICATION

I certify that the statements herein are true and complete to the best of my knowledge and accept the obligation to comply with the terms and conditions of the Student Fee Review Board.

Wm. Scott Carreathers

Submitted By (Print Name)

Department Head Signature

Date

Please submit an electronic version of this form via email to sfrb@unm.edu and a hard copy original of this form plus 15 copies to the GPSA Office, SUB # 1021.

By Monday December 16, 2013, 5:00 PM.

***Late applications will not be accepted.**

SFRB Funding Request Question

Introduction

1) Provide a description of the services provided by your department/program and how they support the mission of the University.

African American Student Services (AASS) strives to increase its student population, and to provide culturally relevant programs and services designed to assist primarily African American students in making a confident transition and successful adjustment to the University of New Mexico. Our students benefit from a holistic approach toward academic support and a concerted effort is made to deliver it.

We take pride in asserting that the operation of AASS is consistently applied and coincides with the academic mission of the university. Through our commitment, we contribute to the development of students who possess high values, an applicable body of knowledge and the attributes necessary to function as enlightened citizens contributing to the state and national economies. Through the collected efforts of faculty, staff and graduate students, we provide a vast array of resources that promote a high level of goal orientation and achievement.

Our program endeavors to provide an environment that is sensitive to the culture and history of African Americans, and assist students in achieving their educational goals. Services we provide include, but are not limited to:

- Academic Advisement – Provide advisement for current and prospective students
- Advocacy – Provide support for students who are experiencing personal or academic difficulties
- Collaboration – Engage various entities across campus
- Community Networking – Collaborate with organizations in the Albuquerque Black community
- Computer Pod – Provide computers for students to utilize for printing, copying
- Counseling – Provide free professional and confidential counseling in a safe, supportive and culturally sensitive environment
- Crisis Intervention – Deliver immediate help and referrals for students, faculty and staff
- Cultural Events – Coordinate events that educate and promote cultural awareness
- Social Area – Provide an area where students can interact with one another and feel comfortable
- Library – Offer a collection of books that include general core classes, graduate test preparation and African American history books students are able to check out
- Listserv – Provides pertinent academic information, scholarships, employment and research opportunities and AASS programs and events

- Mentoring – Provide faculty, staff and community mentors for students based on their interests and intended major
- Professional Workshops – Provide students with information to support their career building and graduate school aspirations
- Recruitment – Provide a pre-orientation program for newly admitted students and participate in college fairs and campus visits for prospective students
- Student Organizations – Work closely with and advise student and Greek organizations
- Support Service Referrals – Provide contact information as required by the students
- Tutoring – In addition to CAPS, AASS provides supplemental tutoring on an as needed basis, which is beyond the scope of CAPS

Through these and all our efforts, we continue to support and enhance the mission, core values and the vision of the University of New Mexico.

2) Provide a brief description of the history and future plans of your department or program. Please briefly describe services that are unique to the University.

Since its inception more than 40 years ago, AASS has continued to engage the African American student population in order to assist them in realizing their academic aspirations. African American Students are a minority within a minority as they comprise the smallest population on campus. As such, it is imperative that we have to ascertain the most innovative approaches necessary to admit, support and retain through the completion of the academic process so that terminal degrees are secured. Now that the renovation is completed we are able to provide more resources and student support.

Our future plan is to continue collaborating with academic programs such as Africana Studies, University College, College of Arts & Sciences, the Office of Equity and Inclusion, American Indian Student Services, El Centro de la Raza, LGBTQ Resource Center, Graduate Resource Center, CAPS and UNM Athletics, which will enable us to increase our recruitment, retention and graduation rates.

We offer free, confidential counseling to students through Don Trahan, Jr., a licensed mental health counselor in the state of New Mexico and a doctoral student in the Counselor Education program. Don supports the mission by providing excellent client care in a safe, supportive and culturally sensitive environment.

AASS facilitates a unique partnership between our students and our surrounding community. This link provides a professional, cultural, social and spiritual base for students that cannot be had anywhere else on campus.

We utilize a program called ZEAL (Zest for Excellence in Athletics and Learning). This program provides support, mentoring and advocacy for African American student

athletes beyond that which, is currently provided by utilizing former UNM athletes who are now working in the surrounding community.

AASS houses a sub group of toastmasters under the direction of Mark Worthy, which fosters ongoing presentation and leadership skills development.

We are working to expand its membership by reaching out to more African American students who are not familiar with the organization or the required skills set.

We will continue to aim to increase the number of African American students at UNM. Our Student Recruiter specifically works with African American students and their families to ensure that their transition from high school to UNM is smooth. She assists students with the application process, answers questions about the admissions requirements and offers help with financial aid applications, scholarship opportunities, as well as explaining the services that we provide in AASS once they arrive.

SFRB Budget Overview

3) Specifically state which line items will be covered and to what extent by SFRB funds. What is the anticipated impact on the student population.

Allocated funds from SFRB will be used in order to support our programs and services. More specifically, the funds will pay for the following:

- Salaries for students in Work Study positions
- Office supplies and materials
- Conference Fees
- Food for culturally based/educational events
- Travel for students attending conferences out of state
- Advertising
- Copying and printing
- Scholarships for individual students/student organizations
- Recruitment supplies and services
- Summer Bridge
- Other operating expenses

The anticipated impact these funds provided have on our students is measured by increased recruitment and retention numbers, higher GPA's and graduation rates.

4) What outside sources of funding (i.e. not SFRB funding) has your department or program sought out in the last fiscal year? Please distinguish individual departments within UNM in which funds were requested.

AASS in partnership with the University's President's office and the UNM development office has continued to seek funding/large gift from some of our distinguish alumni, ie, Ed Lewis and Victor MacFarlane. We have also been working with our Black Alumni Chapter on the creation of an A list of potential donors. AASS has continued to receive

funding via the State of NM. No funds per UNM departments have been requested at this time. An increase of \$40,000 in I&G funding was granted by the university for a permanent line item to hire a Student Recruiter staff position. State appropriation funding has historically decreased, but is likely to remain stable this year unless a decrease in the future is announced. We have no way of knowing if there will be a decrease before the end of the next fiscal year.

5) What budgetary increases or decreases from other funding sources (i.e. not SFRB funding) do you anticipate compared to your budget from last year? Please explain.

AASS anticipates no difference in funding sources.

6) Describe in specific detail any increase in SFRB funding being requested and how that increase in your department/program will directly impact the UNM student population.

African American Student Services provides more than cursory-level academic support for our students. What they desire and require extends beyond the books they study, the classes they attend and the degrees they seek. Our approach is holistic, which addresses the whole student. We understand the social and cultural component of our students' learning process. We endeavor to make this process a journey in self-improvement, a study of growth and independence. Our students are deeply connected to the African American community that surrounds them. We are all partners in their success. There is no other entity at the University of New Mexico that offers this atmosphere, this partnership, and this support.

We are proud of our efforts but know we have much work to do. This additional funding would go a long way in providing the first steps toward completing our work and we look forward to bringing our value and visibility to this campus.

AMOUNT	PROPOSED USAGE
\$3800	Supplies - (pens, highlighters, note pads, stickers, etc.) to utilize during recruitment events, tabling and visits to schools, churches and community centers. We want to be in the hands and minds of as many students as possible with these giveaways.
\$7000	Food - Expenses for the students that will be participating in our Summer Bridge/STEM Program.
\$7000	Housing – We would like to provide housing for a period of four weeks during the summer to the students that will be participating in the Summer Bridge/STEM program.
\$3000	Course Credit- We want to cover the course fee for the students participating in the program. This would cover the University 101 (UNIV 101) a one credit hour course that the participant would earn

	during the month long program.
\$1000	Scholarships- We would like to offer the students that participate and successfully complete the Summer Bridge/STEM program a small \$100 scholarship to be used towards their books for the fall 2014 semester.
\$1200	Books- We are requesting the funds to pay for the course book that the Summer Bridge/STEM participants will be using while attending the program before they began their freshman year at UNM.
\$23,000	Summer/STEM Bridge – Our increase will be used to fund a proposed new program out of African American Student Services called AASS Summer Bridge. The program will feature ten recently graduated high school seniors chosen by AASS from around the state who will be attending the University of New Mexico. These students will be brought in to UNM where AASS will provide food and housing for a period of 30 days beginning in the middle of July through the middle of August. During their stay here, they will be engaging in activities designed to help acclimate them to the college experience. They will take a course that will teach a variety of things such as course preparation, leadership and organizational skills and they will be provided a jump-start in the STEM programming. Students will also be required to log a specific number of participation hours in African American Student Services, which will help them learn more about AASS and the impact we have on our students and on the UNM community. AASS will also introduce these students to the surrounding African American community by attending a variety of social and cultural activities in the Albuquerque area. Upon completion of this course and program, students will receive a full credit and will be given a small scholarship to be used towards books and supplies once they begin fall classes.
\$23,000	Total

7) If last year’s SFRB budget items were spent on other expenses please provide a brief explanation.

Not applicable

Relationship to and Cooperation with the UNM Community

8) UNM is a Hispanic/Minority serving institution, how has your department or program contributed to or engaged in this mission?

The African American Students Services promotes the wellbeing of historically marginalized students who attend the University of New Mexico, namely of Black and/or African American decent. While our department primarily serves African American students, we partner with various departments and provide programming

for underrepresented students at-large (e.g., Hispanic, Native American, LGBT) who attend the University of New Mexico.

9) How does your department/program collaborate with other departments/programs?

All of the ethnic centers now report to Student Affairs. We collaborate with each ethnic center by sharing facilities that all our students frequent. We continue to support each other's efforts and events. We collaborate with Africana Studies, LGBTQ Resource Center, Graduate Resource Center, Student Activities, Career Services, Accessibility Services, CAPS, Women's Resource Center, Athletics, Office of Equity & Inclusion, University Advisement Center, Engineering Department, UNM Black Alumni Association, African American student and Black Greek organizations by creating a connection of mentorship, by holding workshops on various subjects, film presentations, study groups, as well as organizing various cultural events throughout the year.

10) Describe improvements your department/program has implemented in the last year to improve services and accessibility of the service you provide.

Our office now features a computer lab that houses 15 computers instead of the previous 8. Also, we created an enclosed space that is to be used strictly for a quiet study area for students. It will have tables and chairs with WiFi service to enhance their study time. In addition, we've created a conference room that can be utilized by staff and students for organizational meetings and planning sessions. We have also added two card swipers for students to swipe their ID when they enter the center and it allows us to better track the number of students that visit the center daily. Along with the card swipers we have also added a display screen that shows an event calendar as well as information for students. Lastly, the new facility features an enclosed space for recreational activities i.e., watch television, eat and socialize. We feel strongly that this renovation is a better usage of the facility and it benefits all the students who utilize our center. To this end, it allows us to better provide programming, provide personal and private academic advising, tutoring, mentoring and counseling.

Other improvements include work done with Africana Studies and the Black Graduate and Professional Student Association for the purpose of implementing additional workshops and presentations to enhance professional and social development of African American students. We have also been able to offer more scholarships for students, both undergraduate and graduate.

11) What role does your department/program play in student recruitment, retention and graduation?

Per President Frank's mandate, one of the primary goals of AASS is the recruitment and retention of African American students. With the addition of our Student Recruiter, we have begun the recruitment process in earnest. Our recruitment plan is extensive and will be worked over the course of the next two to four years and should begin to show results

after the first 18 months. As part of that plan, our Student Recruiter and student ambassadors will visit area high schools frequently to speak to African American students, give necessary information about UNM, financial aid forms, registration and application requirements. Our student ambassadors speak to high school students about campus life and their experiences as UNM students, and answer any questions students might have.

AASS will also sponsor workshops to be held at area high schools, churches, recreation centers and UNM. These workshops will provide an opportunity to disseminate all the necessary information to students and their parents, which will help them navigate the admissions process. We will also work extensively with transfer students from CNM and other colleges as well as non-traditional students.

We will continue to take an active role in College Enrichment Program (CEP), Lobo Orientation, and we will continue to collaborate with Career Services and Recruitment Services. Our aim is to get the students to come to campus to utilize all available services prior to their actual enrollment. We believe that if students are more familiar with UNM, the more likely they will be to use all the services and establish an easier transition to becoming a part of the campus community.

Our recruitment plan is available upon request.

In addition to recruitment efforts, AASS will continue to focus on and create programs geared toward the retention of our current students so as they matriculate through UNM will ultimately increase the current graduation rates.

We believe that participation in AASS, student organizations and our academic and cultural programming are the building blocks to the retention of our students. We work tirelessly, in conjunction with other departments, to provide all the resources our students need to be successful at UNM and beyond.

Student Involvement

12) How are students involved in the decision making process of your department/program?

Our students are highly involved in the decision making process for AASS programs and direction. We host various meetings and retreats throughout the year to discuss how AASS can better serve its population, what can affect them as Black students and how they would like us to better meet their needs. These meetings are transparent and candid and have helped us build a unique and close relationship with our student base. We also have a group call the Black Student Alliance (BSA), which consists of the student leaders from each Greek and student organization sponsored out of AASS. The purpose of the

group is to encourage student participation, build leadership and to serve as ambassadors of AASS and UNM.

13) How do you plan to increase student participation in your department/program and improve service and accessibility to the students of UNM?

Since the remodel we provide a better usage of our space, we are able to then provide more resources for our students. We have acquired up to 8 more computers for student usage and furnish an entire room delegated to study with WiFi access, proper lighting and a more comfortable, quiet setting. We have also designed the entire space to accommodate more tutoring, study and more meeting space for students to utilize.

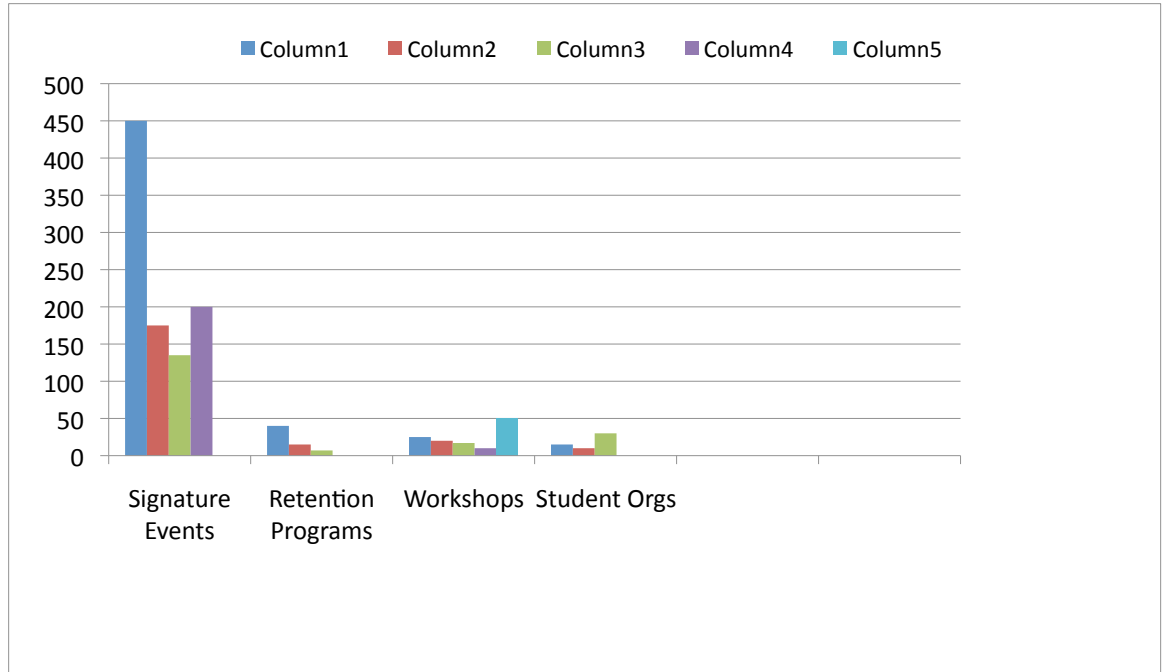
With SFRB funding, our ability to provide more services, programming and resources has increased the number of students we are able to assist. We will continue to increase student participation through increased visibility with events and promotions that will provide awareness and raise the profile of African American students on campus, as well as AASS. We continue to utilize all social networks and electronic means of communication to promote our students, our center and our programs and events. We also maintain a website that announces our events and activities each month.

African American Student Services strives to provide a complete approach to meet the needs of our students. We provide information about salons and barber shops to churches and community centers and Black business networks to social, cultural and academic support on campus and throughout the city of Albuquerque.

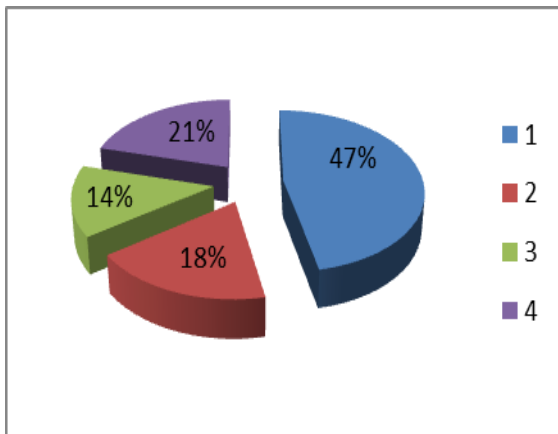
14) Describe your program's level of participation.

- a. How many students are actively involved in your department/program? Please provide a brief example**
- b. How many students are impacted by your department/Program? Please provide a brief example.**

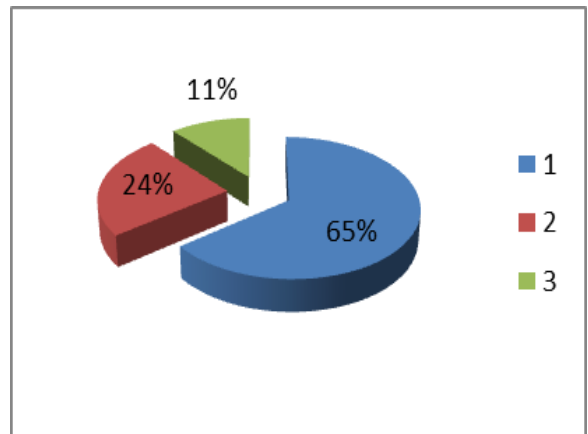
AASS determines active involvement by consistent measurement of the participation in our center, usage of our services, attendance at our events and workshops, assistance with mentorship, tutoring, counseling and advising. All of the data is collected, recorded and monitored. Please see graphs below.



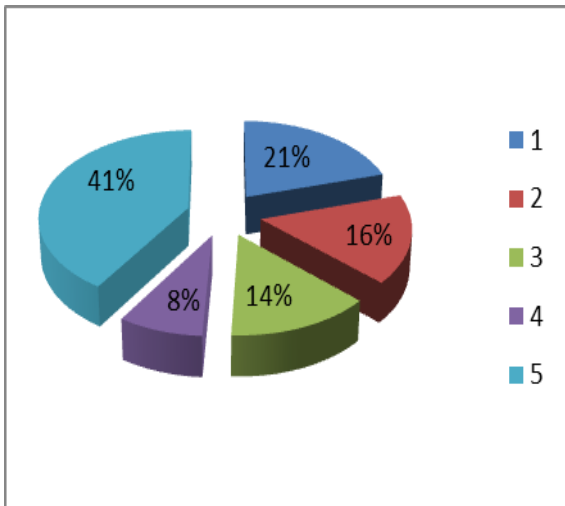
Fall 2012/2013: Academic Year



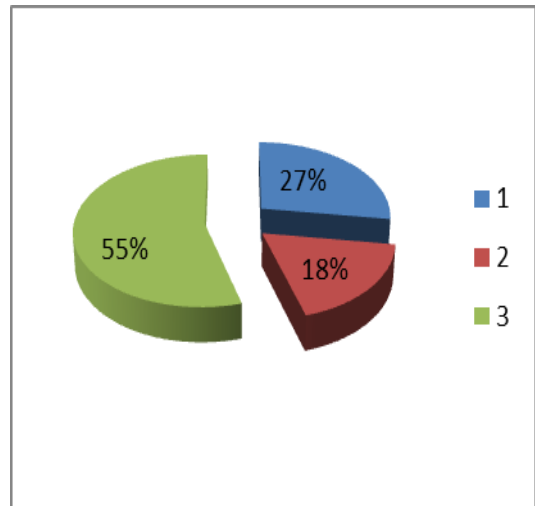
Signature Programming



Retention Programming



Workshops



Student Organizations

The impact of our services is far reaching. We consistently impact the majority of African American students on campus, but we are heavily involved in the Black community as well. Our impact on elementary, middle school and high school students is done through our outreach programs such as our work with Ralph J. Bunche Academy, APS Black Student Union programs, our recruitment efforts within the high schools and through APS counselors.

15) How many students do you employ, including graduate assistants, interns, etc?

We currently employ three undergraduate work-study students. We hope to be adding an additional graduate students and possibly one more work-study student, depending upon funding. We did assist with one internship position at UNM Finance with the assistance of the State Office of African American Affairs.

Self-Evaluation

16) Describe in detail the systems in place for tracking the UNM student Population and non-UNM student populations served by your department/program. This includes how you track the students you serve on a repeat basis and the students that are served just once. Comment on the system's effectiveness, changes made this year and plans needed for improvement. (Note: We realize that tracking systems will vary across departments/programs.)

The African American Student Services has adopted and implemented a scanning system, Scan Technology Inc., model tracks 1.2, in order to track office traffic and participation. On a daily basis, students swipe their student id and/or any form of identification, which enables the staff to keep track of the daily, weekly, and monthly traffic of the center. This system sorts the individual by name and time, which positions the staff to keep track of students who frequent the center and students who may utilize the services on a limited basis. This directly impacts various assessments (e.g., focus groups) that we hold in order to diversify the student voice. This method is consistent for community members. This system appears to be working in a manner that will enable the office to keep an accurate account of the students who utilize the center and various programs that reach a broad group of students. Given that this is the first academic year that we have employed this system, we are monitoring the overall effectiveness and will make recommendations for change (if needed) during the next academic year.

17) What methods have been used in evaluating your department program (for Example, surveys focus groups, interviews) and have these methods proved to be effective?

We conducted focus groups with 30 students who regularly participated in African American Student Services. Students were interviewed regarding their interest as a means to develop programming that meets their needs. Semi-structured interviews were utilized in order to develop a complete understanding from the students' lenses. Follow-up interviews were conducted with 10 students as a means to develop a more in depth understanding of the students' needs. Axial coding was utilized to group themes that emerged from the data (i.e., transcripts). Based on our analysis, several factors emerged which directly impacted the programming out of AASS (e.g., educational, social/cultural).

In addition to academic success, AASS is committed to enhancing the cultural experience and social awareness of all students, faculty and staff by providing culturally relevant programming and workshops aimed at professional development, life skills, mentorship and community engagement which adds to the whole success of our students. Our services are not duplicated anywhere on campus as we understand that students often require a holistic approach to academic support. We strive to provide an environment that is sensitive to the culture and history of African Americans.

Use and Effects of Funds and Action on Prior Recommendations

18) State your objectives for the funding you received through the previous SFRB process. Describe how you met those objectives and if you did not, please explain why.

Provide a short outline of each program/project SFRB funds are used for. How long has each program/project been in operation? What are the outcomes of each program/project?

The current SFRB funding has allowed us to provide more scholarship opportunities for our students, to increase the count of current books in certain subjects for our students to utilize, to update necessary software on all computers, to provide more working computers in a larger, more comfortable and accessible lab, all which helps our programs better serve our students. This funding helps us provide a place on campus where our students can have access to unique educational resources, cultural experiences that cannot be found anywhere else on campus as well as provide resources that enhance their cultural their educational and professional development. Funds also allow us to increase our efforts to recruit new students and retain those who choose to make UNM their home.

- **BGPSA** – Black Graduate and Professional Student Association is a graduate organization. These students focus much time mentoring undergrad students, providing professional and academic workshops in AASS. We support their efforts by alleviating some of the costs associated with these events.
- **BSU** – The Black Student Union was formed to provide an intellectual, cultural, and social environment for students as well as community members. The Black Student Union exists to encourage a positive image of African Americans and to support its members in achieving their educational goals. We assist them with these initiatives.
- **DIVAS** - Stands for Developing Intellectual Vigilant Ambitious Students. This is a student org primarily for African American women. With the help of AASS and various African American staff and faculty, they provide mentoring programs and workshops, which focus on the academic, professional and cultural success of young black women.
- **Recruitment Seminars** – With our new Student Recruiter, we have been able to present recruitment seminars, which disseminate admissions and financial aid information to prospective students and their parents. Along with other recruiting efforts, this will become a major focus for us. SFRB funding will assist with this initiative.
- **Student Retreats** – We hold retreats a minimum of twice a year to meet with student leaders, to assess where we are with programming, to listen to the students' needs, to program plan for the upcoming semesters and to discuss all the challenges students face and how we can assist them.
- **Toastmasters** – Provides a mutually supportive and positive learning environment in which every individual member has the opportunity to develop oral communication and leadership skills, which in turn foster self-confidence and personal growth.
- **NAACP** – We are working closely with the local, regional and national chapters of the NAACP to establish a college chapter here at UNM. For over 100 years, the NAACP has played a key role in eliminating

discriminatory practices and/or laws. We also advocate for educational, economic, social political equality and opportunity for all citizens.

- **Black Greeks Orgs** – Black Greek Orgs are deeply rooted in the uplifting and betterment of the African American community. Through academic achievement, social and cultural awareness and community service, these organizations have long been the cornerstone of black life on most all campuses across the country.
- **Workshops** – We work diligently to provide monthly workshops on various topics for our students. These workshops are presented by graduate students, staff, faculty, and prominent professionals from the community whose knowledge and experience can enhance the overall development of our students.
- **Student Orgs** – All of our student orgs are essential to the recruitment and retention of African American students. We believe that participation in these orgs can help develop a stronger sense of self, a sense of pride and even ownership in the work we do in AASS. Our primary source of funding for our organizations comes from SFRB funding.
- **Scholarships** – AASS was able to assist over 17 students with individual scholarships and emergency funds. Community service and GPA's in good standing were requirements to attain the funds. For our students in particular, this assistance goes a long way toward their retention and success.
- **Conference Fees and Travel** – AASS was able to send five graduate students to conferences by covering fees and/or travel expenses. Without our assistance, graduate students are truly limited.

19) Specifically address and comment on each recommendation made to your departments/program by last year's SFRB.

There were no recommendations made by last year's SFRB panel.

Summary

20) Provide any other information or a narrative that will assist the SFRB in Making a decision to grant your department/program funding.

We sincerely appreciate all the efforts that SFRB makes to ensure that our program has adequate funding. We want to assure our students that we have done everything possible to meet their needs in order for them to become more effective leaders within our program.

Our aim is to create a thriving academic environment accepting of all students who choose to participate. We have a significant amount of experience working with a large population of diverse Black Students with different ethnic backgrounds, learning styles, communication styles and personalities. Our program reaches out to the city of Albuquerque and the UNM community. We take great pride in being community leaders and advocates and we believe it is our responsibility to serve our student community.