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Student Affairs Fee
Advisory Board
DIVISION OF STUDENT AFFAIRS

Funding Request Form FY2024

Department should complete one form for each individual request

Department:

Student Activities

Program, Service or Operation Requested:

Administrative Coordinator II for Extended Orientation

General Description:

The Administrative Coordinator II for Extended Orientation will be instrumental in providing full-time support for the administrative needs of the extended orientation programs including Fish Camp, Aggie Transition Camps, and Venture Camps.

Approximately 50% of the incoming class (around 6,000 students) attend our extended orientation programs, and this position will provide administrative support to all EO programs by serving as the compliance coordinator for each of those programs, especially regarding requirements as a designated Campus Program for Minors. A dedicated full-time position that is able to manage these administrative tasks will help to ensure compliance with local, state, and federal laws in addition to TAMU and TAMUS policies and regulations that all EO programs must comply with. Working with different stakeholders, including but not limited to Human Resources, University Youth Programs (UYP), and Civil Rights Equity and Investigations (CREI), this position will coordinate Child Protection and FERPA trainings, background checks, and compliance documentation as required for approximately 2,300 directors, chairs, counselors, mentors, namesakes, and guests of the Fish Camp, T-Camp, Howdy Camp, and Venture Camp programs.

Request Type:

Full Increase One-Time Partial/Matching

Type of Funds Requested:

UAF Other

General Questions

How does this address an important need and/or positively impact students?

Data derived from longitudinal studies conducted with participants of Fish Camp note a positive, statistically-significant difference in the retention rates and overall institutional affinity of students who attend extended orientation camps versus those who do not. Participation in extended orientation experiences afford students the ability to form relationships, develop an understanding of the support services around campus before

classes start, and gain knowledge of Texas A&M's traditions, culture, and core values. By providing them with an experience that allows them to learn more about the Aggie experience while sharing their concerns or reticence in an environment that recognizes their unique needs increases the likelihood of their success as students.

What department/Division strategic plan item does this support?

StuAct Priority 1: Transformational Learning

As facilitators of the involvement experience, Student Activities will: 1) utilize curriculum-based approaches to student leadership learning in order to foster their growth and development, and 2) host High Impact Practices and Student Success Initiatives that provide unmatched transformational learning experiences for students to develop the knowledge, skills, and abilities that employers seek in our graduates.

DSA Goal 2: Contribute to student success, including retention/persistence and timely graduation. The university is committed to enrolling, retaining/persisting, and graduating students in a timely manner prepared to perform exceptionally in their chosen field impacting the state of Texas, nation, and world. To assist in this endeavor, we provide academic and personal resources to help students be academically successful and attain marketable skills sought after by employers and graduate and professional schools.

DSA Goal 4: Provide innovative programs and resources that promote the health, wellbeing, and safety of students. Students engage in learning experiences that integrate all aspects of their lives. In order for students to be academically successful, they need to be in a positive, healthy, and secure environment. Due to our strong sense of care, we support students as they make decisions that contribute to their success.

Please provide data, evidence, and/or input (student faculty, staff, other) you gathered to help you determine the need for additional resources.

To determine the need for the additional staff member, members of the Department of Student Activities met to review goals, objectives, position descriptions, and the current structure and workload of the Extended Orientation team. It was agreed that due to the high reputational risk associated with our Extended Orientation programs, an additional staff member is necessary to support them and manage compliance and oversight for all. Both Fish Camp and Aggie Transition Camps require significant staff support to sustain their large and complex operations, and errors that occur in the collecting and tracking of compliance related materials can have far-reaching impacts.

What actions have you implemented or discontinued internally to address the identified need?

Being asked to increase the oversight and size of the program without the structure and staff support necessary to maintain them successfully is difficult in the current staffing model. Without administrative support, we will continue to pull valuable time away from our advising staff and student leaders who will assume the burden of the administrative and compliance-based expectations and tasks of the programs instead of spending that time on improving the programmatic aspects of our extended orientation experiences.

If funding is granted, what metrics will you use to evaluate success of this program/service/operation?

Assessment tools will largely align with the Human Resource metrics of Annual Evaluations, goal achievements, and regular supervisor meetings to oversee progress.

Have other sources of funding (fundraising, sponsorship, reserves, etc.) been considered? Please explain.

We were able to identify funding that could be utilized for Fish Camp expenses from the Bookstore account which would free up funding within Fish Camp's 214390 account to support this Administrative Coordinator position, but unfortunately, that request was not supported.

Total Estimated Cost

Funding Description	Amount
Administrative Coordinator II Salary	\$40,000.00
Benefits	\$13,200.00
Professional Development	\$400.00
<i>Less Estimated Partial/Matching Funds (if Applicable)</i>	
TOTAL INCREASE REQUESTED	\$53,600.00