

**UNIVERSITY OF HOUSTON
DEAN OF STUDENTS OFFICE**



**Dean of Students Office
Commuter Student Services**

**SFAC BASE AUGMENTATION REQUEST
FISCAL YEAR 2015**

Submitted by:
Dr. William F. Munson
Associate Vice President for Student Affairs and Dean of Students
Dr. Alison Wells
Assistant Dean of Students

Dean of Students Office FY 15 Base Augmentation Request

Commuter Assistant Program

The Commuter Student Survey (2012) determined that the main issues impacting UH commuter students revolve around engagement, support, and feeling part of the campus community. In an attempt to address these needs, A Commuter Assistant Program, as part of Commuter Student Services, will be developed to assist first time in college (FTIC) commuter students' transition, and ultimately persistence, at The University of Houston. Additionally, this program aligns with the DSA Strategic Plan (1.b) to "establish supportive and advocacy based programs and services for commuter, transfer, adult, non-traditional, and graduate students."

Approximately 25 Commuter Assistants (CA) will be selected, hired, and trained to assist FTIC commuter students. Their role will be to provide a support system for these incoming students by meeting and interacting with them on a regular basis during their first semester, informing and referring them to campus resources, utilizing Map-Works and planning programs to help these students in their transition to the University. In addition, two Head Commuter Assistants (HCA) will be hired (January through December) to help facilitate and implement the Commuter Assistant Program. The HCAs will assist the CA's, providing leadership and guidance, as well as provide help in recruiting students throughout the summer months for the program. All CAs will also work collaboratively with Commuter Student Services to plan, promote, and implement initiatives specifically focused on FTIC commuter students.

Program Objectives:

- Provide FTIC commuter students with peer guidance
- Ensure students feel a sense of connection/belonging on campus
- Provide opportunities for commuter students to meet each other
- Potential to positively impact commuter student's retention
- Increase commuter students awareness of university resources and services

The Dean of Students Office is requesting the following for Base Augmentation FY 15:

CA Training and Development: Two day-long training workshops (one in spring and one in fall) for all CA's (supplies such as folders and pens, meals during training, shirts, team-building activities)-
\$2,400.00

Student Wages: 25 Commuter Assistants at \$8.00 for five hours per week over course of 16 weeks (\$640 per CA; September-December, August) and 2 Head Commuter Assistants at \$8.00 for ten hours per week over course of 48 weeks (\$3840 per HCA; September-August), Fall and Spring training days (8 hours/25 CA each semester)- **Total \$26,880.00**

CA Programs: One large program per semester, Map-Works focused events, small group programs that are CA led- **\$6,000.00**

UH Administrative Charge of 6% - **\$2,117.00**

Total BA FY15: \$37,397.00