

- 1. Please provide a one-page executive summary of your questionnaire responses. This summary should include, in brief terms: your unit's mission, how you accomplish your unit's mission, and a justification of your unit's student fee allocation in terms of benefits for students.***

**Cougars in Recovery's Mission Statement, revised in Fall 2022:** Cougars in Recovery aspires to redefine the college experience for students in and seeking recovery from substance use and mental health disorders through recovery support services, community events, as well as professional and leadership development.

**Cougars in Recovery's Vision Statement, revised in Fall 2019:** To create an environment where recovering students can experience a reclamation of agency in the areas of education, self-efficacy, leadership, and professional opportunities.

**Cougars in Recovery Values, revised in Fall 2019:** Community, connection, support, engagement, inclusion, empowerment, integrity, accountability, and respect. CIR fulfills its mission by providing community members support and opportunities in the areas of academics, recovery, social activities, community engagement, and professional and leadership development.

- Academic support is offered through referring students to on-campus academic resources and through offering individualized coaching and academic guidance from CIR staff. In addition, CIR scholarships are offered to alleviate the financial burden of our community members.
- Recovery support is provided through on campus recovery housing, recovery coaching, twelve step meetings, daily peer lead Community Check-In's and referrals to mental health resources both on and off campus.
- Social activities are promoted by recovery tailgating, an outdoor adventure learning experience each semester, monthly community gatherings, twenty-four-hour access to the CIR GroupMe, and the CIR lounge, a safe substance-free space, where students can gather and socialize.
- Professional development is fostered through Career Ready Coogs, which focuses on developing skills in the areas of resume building, interviewing, professionalism, and networking.
- Leadership development is promoted through the Source of Strength (SOS) Leadership Program. SOS is a mentorship initiative that pairs incoming freshmen and transfer students with an existing leader in the CIR community. Mentees gain confidence, interpersonal effectiveness, life skills, and exploration of career paths through their participation. Similarly, mentors gain interpersonal effectiveness, life skills, confidence

in their ability to lead a team, and application of the Four Agreements tenants to their role as a mentor.

2. ***Provide an organization chart of your unit. Large units may need to have an overview chart and then more specific charts for each program. Where you have multiple staff in the same position (e.g. counselor, advisor, etc.), note this on your chart. Student employees should be cited on the chart and identified as students.***

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| <p><b>Chris Dawe</b><br/>Assistant Vice President for the Division of Student Affairs – Health and Well Being</p> |
| <p><b>Mr. John Shiflet, Ph.D. Student, MSW</b><br/>Program Director<br/>Cougars in Recovery</p>                   |
| <p><b>Mrs. Raquell Becker, LMFT</b><br/>Program Manager<br/>Cougars in Recovery</p>                               |
| <p><b>Ms. Shelby Robinson</b><br/>Graduate Assistant<br/>Cougars in Recovery</p>                                  |

3. ***If your unit falls under the Division of student Affairs, list your unit’s strategic initiatives and action steps identified for the 2022 – 2023 academic year and cite the specific Division of Student Affairs (DSA) Strategic Initiatives and University of Houston Strategic Goals to which they can relate (links below). If your unit does not fall under the division of student affairs, explain, in detail, the strategic plan your unit operated under. Please comment on your success in achieving these strategic initiatives/action steps. If a strategic initiative/ action step changes during the year, please note this and explain. Also, list any new strategic initiatives/action steps, the rationale for the addition, and comment on your success in achieving these items.***

**a. Student Success**

To deliver programming that focuses on recovery, mental health, and well-being in order for students to have an opportunity to thrive.

**Related DSAES Strategic Initiative: Student Success** and Champion exceptional opportunities and services to support all UH students.

**Related UH Goal:**

UH will have a student profile consistent with a nationally competitive public research university by creating an environment in which student success can be ensured.

**Student Success Progress**

## i. Student Success

FY23 GPA: 3.218 (42 community members)

Recovery rate for FY23: 93%

## ii. Graduating Members

CIR recognized 10 graduates for the 2022-2023 academic year at the annual Graduation Celebration in December 2022.

**b. Division Cohesion**

The goal this year is to develop two new relationships with departments within DSA.

**Related DSAES Strategic Initiative:**

Division Cohesion: Create and foster a cohesive division identity, culture, and community.

**Related UH Goal:**

Community Advancement: UH will commit to fulfilling regional and state workforce needs while becoming the primary engine of social, economic, and intellectual development.

**Division Cohesion Progress:**

- CIR has been partnering with Student Housing and Residential Life since fall of 2013. This semester housing and CIR negotiated providing CIR community members with a larger townhouse in Bayou Oaks that will provide CIR community members with 21 beds for students in recovery to utilize and be supported.
- CIR has been partnering with Career Services since fall of 2017 when the department created Career Ready Coogs a professional development initiative that prepares CIR community members in the areas of resume building, cover letter writing, mock interviews, turn around talks, salary negotiation, and internship placement.
- CIR has been partnering with the Justin Dart Jr. Center for Student Accessibility since fall of 2014. CIR refers all its current and incoming members to SAC to receive services and accommodations for their substance use and mental health disorders. Additionally, CIR staff provides updates of when student's experience recurrence of symptoms around their SUD and MHD to SAC counselors in order to help students receive accommodations.

- CIR participated in the Sexual Assault Awareness Month Resource Fair hosted by the Women and Gender Resource Center.
- CIR participated in Unwind with Wellness hosted by UH Wellness.
- CIR director was on a panel for the Graduate College of Social Work discussing Macro Social Work.
- CIR director is a member of the Assessment Committee and participated in the planning of the Spring Assessment Symposium.

### **c. Resources**

CIR staff will participate in the Diversity, Equity, and Inclusion Group and gain knowledge and resources on how CIR can better serve the UH community.

**Related DSAES Strategic Initiative: Resources:** Evaluate, actively pursue, and leverage resources to enhance the UH experience.

**Related UH Goal: Competitive Resources:** UH will build a resource base that enables it to accomplish its mission and realize its vision.

### **Resource Progress**

CIR Director has been a member of the DE&I work committee for the past year since being appointed to participate by the DSA VP/VC. Since joining, each department representative has done a presentation of the services provided to students and how they support students. Additionally, the committee has identified three areas of focus. They are Strategy Building, Support, and transparency. There has been progress made towards preventing isolation between departments that are engaged in DE&I work and share ideas and resources with one another to move the needle towards being more supportive of our students and achieving division goals.

### **d. Partnerships**

CIR will partner with the Graduate College of Social Work by being recognized as a field placement site of graduate students to gain insight and experience working with students in recovery from substance use and mental health disorders for their practicum hours.

**Related DSA Strategic Initiative: Partnerships**

Enhance students' educational experience by expanding partnerships with academic affairs.

**Related UH Goal:**

UH will build a resource base that enables it to accomplish its mission and realize its vision.

**Partnership Progress**

CIR successfully supervised and support a graduate student as their first-year practicum site. The student was able to gain on the job training and supervision to enhance their knowledge in the areas of substance use and mental health. The student contributed to helping CIR achieve its mission and vision as well as providing support to our community members throughout the process.

***4. Please list your 2024-2025 strategic initiatives and action steps in priority order and if operating under the DSA, cite the specific Division of Student Affairs Values and University of Houston Strategies Goals to which they relate. If your unit does not operate under the DSA, reference the strategic plan your unit operates under. Larger units may wish to group responses by subprograms. Under each strategic initiative, please state the specific action steps (programs, activities, services, policies/procedures, etc.) that you intend to implement to accomplish your stated initiative.***

- i. Articulate how KPIs are tracked and how/when your unit utilizes them to measure progress towards your goals. Are there any deficiencies in your ability to measure your KPIs? If so, explain why.***
- ii. Identify the milestones laid out on the path to achieving the long-term goals you have laid out. How do these milestones contribute to your unit's ability to hold itself accountable to the long-term goals?***
- iii. In your response, identify who (besides the department director) is responsible for each milestone in the plan and for measuring each KPI you have identified.***

**α. CIR Strategic Goal #1 Program Services:**

To deliver programming that focuses on recovery, mental health, and well-being in order for students to have an opportunity to thrive.

**Key Performance Indicator**

- Maintenance of recovery by community members
- Retention among community members
- Track GPAs of community members to monitor academic progress

**Action Steps to Accomplish Initiative:**

This goal will be complete when CIR community members have maintained their mental health and recovery status, as well as progressing academically from one semester to the next.

**Related DSA Values, Care:**

We are committed to treating everyone with dignity and respect. We passionately work to create a culture of care where individuals feel heard, valued, encouraged, and supported.

**Related UH Goal, Student Success:**

Provide a top-tier, inclusive educational experience to all.

**b. CIR Strategic Goal #2 Community Engagement:**

CIR will create opportunities for individuals in the Houston recovery community to connect and fellowship with the community members within the department.

**Key Performance Indicators**

- Attendance at events

**Action Steps to Accomplish Initiative:**

CIR will host Lunch and Learn networking events for professional development, Recovery Tailgates for Alternative Peer Groups to attend, and an all-recovery meeting to celebrate milestones in recovery.

**Related DSA Value, Community**

We embrace our diversity and work to ensure the University of Houston is a place where everyone feels a sense of belonging and responsibility for the well-being of their fellow community members.

**Related UH Goal, Social Responsibility:**

Serve as an example for equitable and inclusive community engagement.

**c. CIR Strategic Goal #3 Collaborations:**

CIR staff will attend professional development continuing education units to stay up to date and informed of new best practices within the higher education and mental health fields.

**Key Performance Indicators**

- Number of continuing education unit staff participate in
- Certifications earned by CIR staff

- Association of Recovery in Higher Education staff Chats CIR staff participates in

**Action Steps to Accomplish Initiative:**

CIR staff will engage in professional development opportunities hosted by the institution and participate in the Association of Recovery in Higher Education's weekly Staff Chats to gain knowledge about best practices within the field of collegiate recovery.

**Related DSA value, Empowerment:**

We create opportunities where everyone can learn, grow, and are able to advocate for their own needs and the needs of others.

**Related UH Goal, Student Success:**

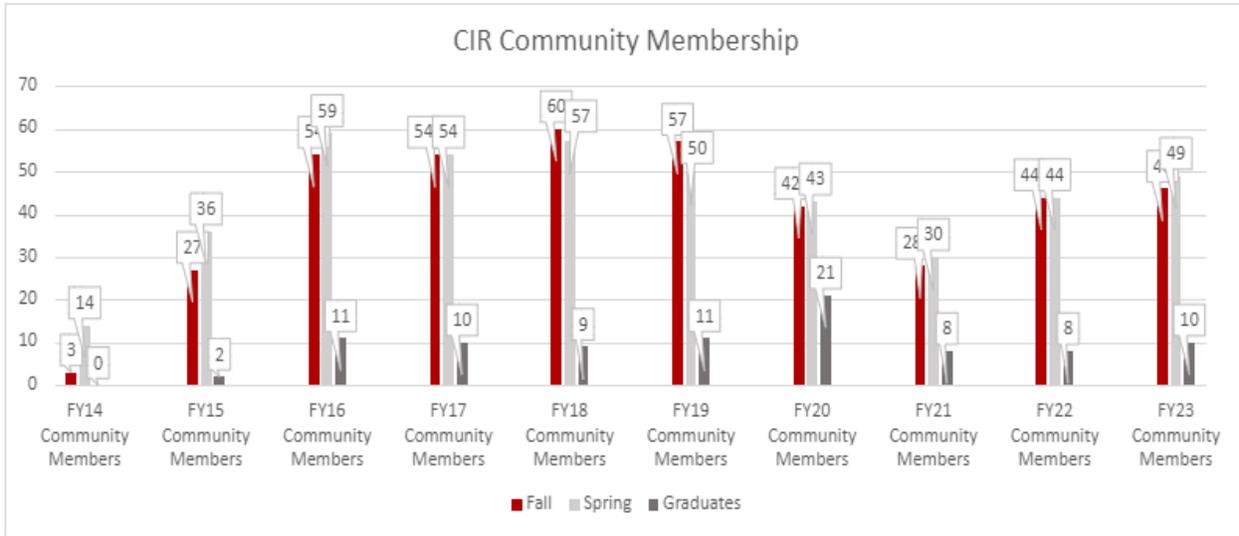
Provide a top-tier, inclusive educational experience to all.

5. ***Please discuss the means that you are utilizing to evaluate both your success in achieving the aforementioned strategic initiatives and/or action steps and their importance as compared to others that you might pursue. Where data exists, discuss the number of persons served by each of your programs and any assessment measures and/or learning outcomes used to evaluate program success. Please provide the method for collecting this data. If your unit holds events, please provide revenue sources breakdown of each revenue stream including but not limited to the number of:***
- i. Tickets sold/number of attendees recorded N/A***
  - ii. Merchandise N/A***
  - ii. Concessions sold/distributed N/A***
  - iii. Revenue generated from these sales N/A***

In the following pages, there are three charts depicting the success, growth, and utilization of the Cougars in Recovery program. CIR staff has students sign in at every event they attend to collect data of how often they are participating and what they are participating in.

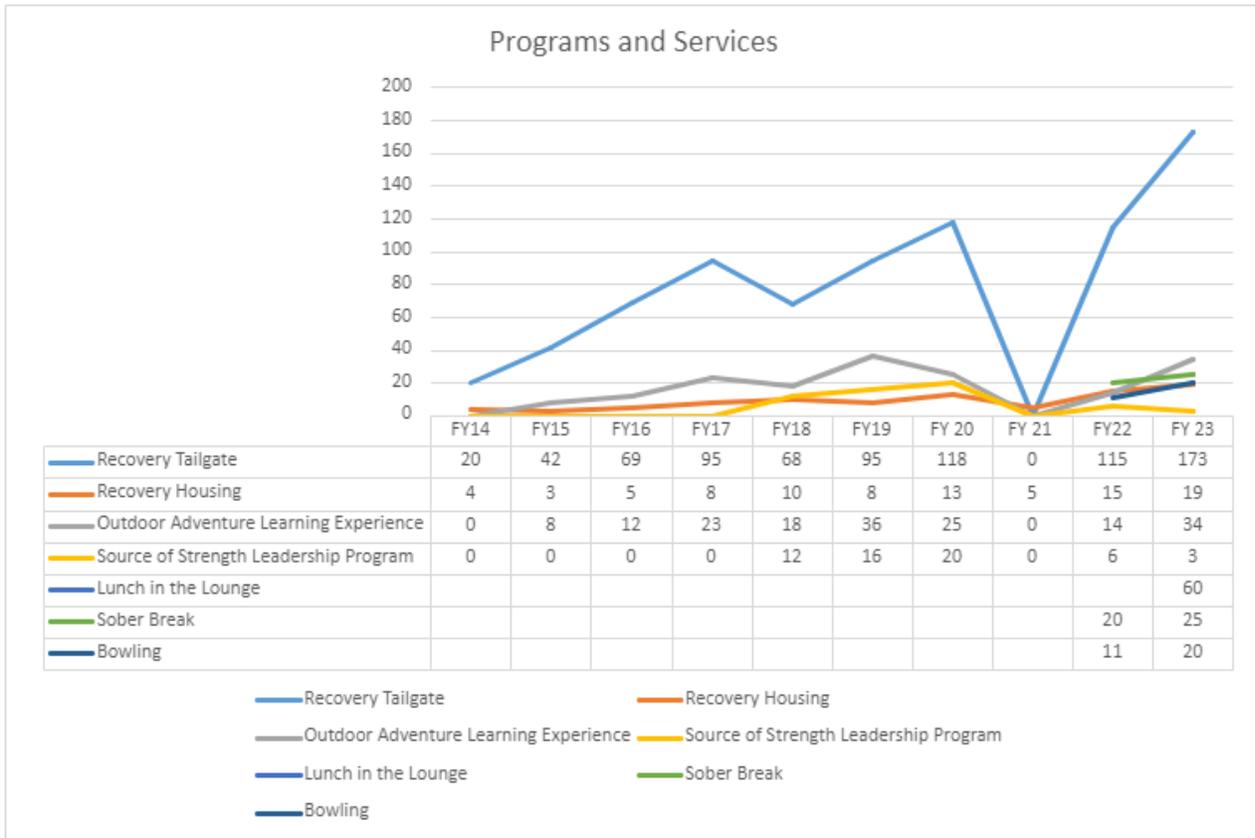
**CIR Program Utilization**

**Figure #1**, titled CIR Program Utilization Numbers, depicts the number of CIR members that have participated in CIR programming since the program began. For FY 23, CIR served 56 students at some capacity. There were ten students that graduated, and CIR had 26 new students join the community between fall and spring semester. The department saw an 11% increase in the size of the community from FY 22 to FY 23.



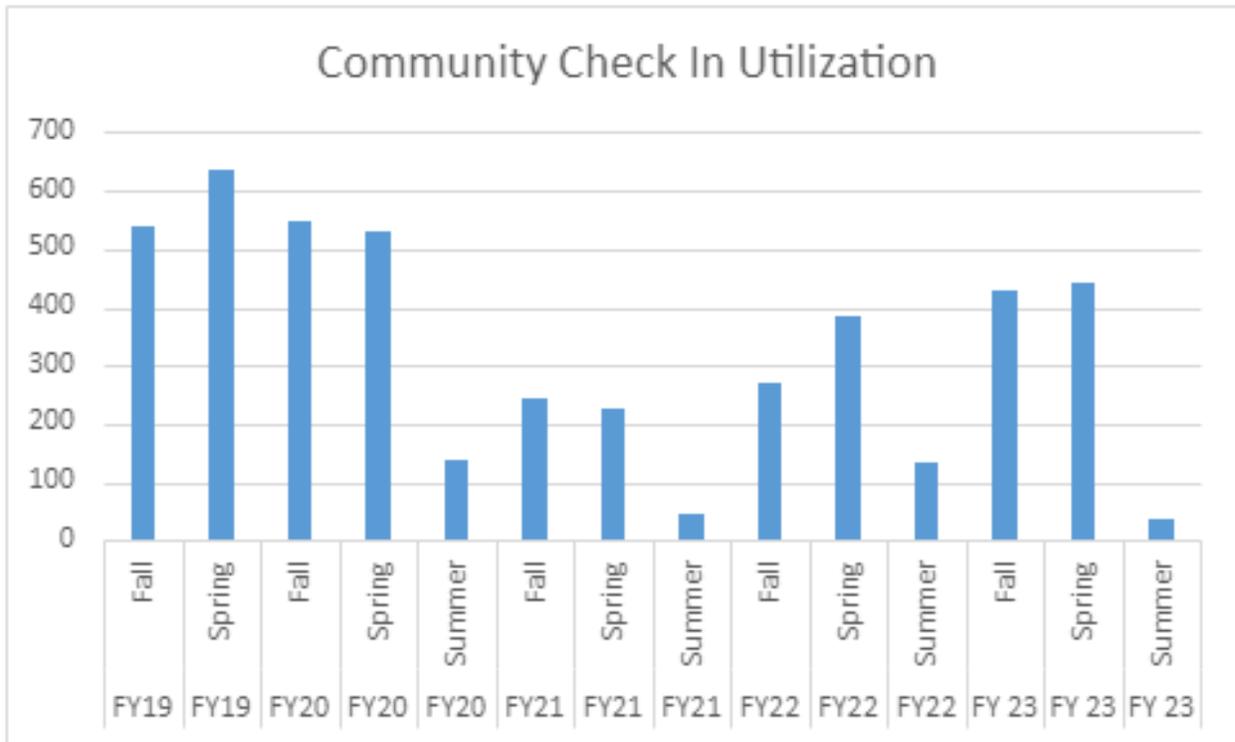
**Figure #2**, labeled CIR Service Utilization – Individual Touchpoints, these touchpoints are made of the number of participants in each service CIR provides.

The table below reflects the utilization numbers for Recovery Tailgates, Recovery Housing, Recovery Ally Trainings, Outdoor Adventure Learning Experiences, the Source of Strength Leadership Program and Career Ready Coogs from FY14 through FY23. There has been an increase in utilization of all the programs and services offered to CIR community members.



**Figure #3**, CIR Community Check In, reflects the number of students that have attended the weekly peer-to-peer lead process group. In this group students discuss how they are feeling emotionally, physically, and spiritually, a problem they are facing, a success they are having, set a goal for the week, express gratitude, and affirm themselves or someone. Then students will provide each other with feedback around the problem being faced and share their experience, strength, and hope with one another.

The table below reflects the individual touchpoints for the community check-in service from FY19 to FY23. CIR experienced a 15% increase in the utilization of Community Check-In groups by community members.



6. *If your unit concluded FY2023 with a Fund 3 addition to Fund Equity in excess of \$5,000, please describe the conditions which cause the addition and provide a line-item identification of the budgetary sources(s) of the addition (i.e., lapsed salary, conference travel, etc.).*

N/A

7. *Recognizing that the potential to generate additional Student Service Fee income for FY2025 base funding is extremely limited and recognizing that it is likely that some units will not be allocated the new base budget and/or one-time funds requested. Please provide a narrative of how your unit would accommodate a reduction of 5.0% in your total FY2025 base Student Service Fee budget request and provide a line-item explanation of where budgetary cuts would be made.*

If CIR were to experience a 5.0% reduction in the funding received by the Student Fee Advisory Committee the department would have to no longer offer a Graduate Assistantship through our office. Please refer to line item 55 of CIR's Budget Worksheet.

8. ***Please discuss any budget or organizational changes experienced since your last year (FY2024) SFAC request, their impact on your programs, and your reason for implementing them. SFAC recognizes that some programs did not receive the funds that they requested, that some programs were impacted by additional expenses after the conclusion of the budget cycle, and that some programs may be ahead of or behind their self-generated income projections.***

N/A

9. ***What are the other possible sources of funding available to your unit and what efforts are being made to access them (e.g. grants, donations, etc.)? If you receive funds from other sources, please briefly describe the source, purpose, and duration of the funding and report the amounts received in the appropriate rows/columns on the SFAC spreadsheet.***
- i. ***If applicable, what can be done to increase donations, sponsorship sales, and other revenue streams? Please answer each separately.***

CIR has three sources of revenue. They include SFAC funding for CIR department personnel, several foundation grants, and private donations from individual donors. Listed below are the organizations and the dollar amounts awarded to CIR.

#### Foundation Support

- McGovern Foundation - \$50,000
- Hildebrand Foundation - \$25,000
- Trull Foundation - \$5,000

#### Individual Donations

- Historically, CIR will raise approximately \$25,000 from many different individual donors per year for the last seven years. We do this by soliciting donations during UH Day of Giving and our biggest event of the year, Graduation Celebration, which is a scholarship fund raising event.

The institution's office of foundation Relations has suggested not asking for any increase in the dollar amount at this time. CIR's director is always enquiring into potential new foundations to apply to that align with the department's efforts to support students that suffer from substance use and mental health disorders.

**10. Does your unit generate revenue? (Please do not address donations in this question) If your unit does not generate revenue, respond "not applicable. If so:**

- i. Provide your unit's P&L statement for the current fiscal year and trailing five-years showing all revenue streams for your unit.**
- ii. Provide line-item data for each revenue stream.**
- iii. For each revenue stream, provide an explanation of the nature of the revenue and briefly articulate the successes and failures for each line item.**

N/A

**11. Does your unit raises money from donors and sponsors? If your unit does not receive donations or sponsorships, respond "not applicable." If so:**

- i. Identify key staff members responsible for development and seeking sponsorships.**

CIR director is responsible for researching, identifying, and securing foundation grants and donor dollars.

- ii. Provide financials for the current fiscal year, as well as the trailing five fiscal years including:**

- 1. An analysis of your development activities. Include a breakdown of the nominal quantity of donors donating \$20m+, \$10m+, \$5m+ \$1m+, \$500k+, \$100k+, \$50k+, \$25k+, \$10k+, \$5k+, \$1k+, \$100+. Provide this both in terms of lifetime contributions and annual contributions.**

From September 2019 to August of 2023 CIR has received 363 donations totaling \$464,661.

- 5 - \$50k Grant Awards from McGovern Foundation
- 5 - \$25k Grant Awards from Hildebrand Foundation
- 152 - \$100 - \$999 Private donations
- 36 - \$1,000 - \$4,999 Private donations
- 6 - \$5,000 - \$9,999 Private donations

- 2. An analysis of your sponsorship activities. Include a breakdown of total sponsorship dollars and identify your top twenty-five (25) sponsorship deals.**

It is difficult to identify the department's top 25 sponsors. CIR has four entities that consistently financially support our efforts. Those organizations include:

- McGovern Foundation
- Hildebrand Foundation
- Trull Foundation
- Ethos Behavioral Health Group

*iii. If applicable, provide a breakdown of each capital project or capital campaign in your unit. Explain how each capital project or campaign aligns with the goals and milestones laid out in your departments strategic plan.*

**N/A**

**12. Please describe any services that are similar to yours and or any overlap between your unit and any other unit(s) providing services to students and the rationale for the overlap.**

Cougars in Recovery is currently one of six interconnected departments within the Health and Well-Being portfolio of the Division of Student Affairs. These departments include Counseling and Psychological Services (CAPS), University Health Services, Campus Recreation, UH Wellness, the Student Accessibility Center, and Cougars in Recovery. CIR is the first and only collegiate recovery community in the Houston area; and as such, is setting the standard for collegiate recovery in Houston.

This program is open to all students in recovery from alcohol and other addictions who are enrolled throughout the University of Houston System. The services CIR offers to students at the University of Houston are unique and the first of its kind, as such, facets of CIR do not overlap with any existing departments or services on campus. The CIR program offers many resources and activities to community members.

Utilizing recovery housing provides students with the opportunity to fully experience college life while living on campus in an environment where their peers have committed to live substance free. Students are offered five opportunities to attend twelve-step meetings each week to maintain stability and accountability in recovery while participating in campus life as a student. The CIR lounge is available to students 24 hours a day to study, relax, watch television, play games, and socialize with others in recovery between classes and in the evenings.

Accountability is achieved primarily through the weekly Community Check-In meeting where students receive peer feedback after sharing their feelings, successes, struggles, recovery program status, gratitude, and affirmations. Students learn skills for facing their struggles and receive referrals to helpful resources, with the reassurance that others are on this journey with them. Camaraderie and community service are integral components of the program.

**13. What percentage of department M&O is allocated to marketing?**

- i. Please detail your comprehensive marketing strategy towards the student body including metrics used to measure the effectiveness of the marketing strategy.***

CIR is a small department with two full-time staff, two part-time graduate students, and a practicum student. Our department does not have professional staff that have the skills to create a marketing strategy. Part of the graduate student's responsibility is to manage the department's social media platforms.

Listed below are how CIR markets itself to recruit students:

- Have a booth at all new and transfer student orientations
- Have a booth at all Health and Wellbeing events.
- Have a booth at Houston Recovery events. (Big Texas Rally for Recovery, Recovery Fest at White Oak Music Hall, Run for Recovery 5K fun run)
- Have a booth at Association of Recovery in Higher Education National Conference
- Site visits to inpatient addiction treatment facilities
- Site visits to sober living transition homes
- Site visits to recovery high schools
- CIR Brochures
- CIR swag items (Shirts, pens, high lighters, laptop bags, stickers, and stress toys)

- ii. How much revenue is allocated towards the marketing strategy?***

For FY23 CIR allocated approximately \$5,000 towards marketing sponsorships and marketing materials.

**14. If any of your funding from the student service fee goes to your general operating fund, please detail where any student service fees you received went and what they were**

*spent on as well as future intentions if granted. Otherwise please respond “not applicable”.*

*N/A*

**15. How does your unit contribute to campus culture and improve the student experience? How is the effectiveness of these contributions measured by your unit if at all? What else can your unit do going forward to continue to improve your contribution to the student experience?**

Ways CIR contributes to campus culture:

- Over the last ten years, CIR has supported over 300 hundred students at some capacity.
- CIR has assisted 100 community members in earning their degrees.
- CIR Community is currently 47 members strong with ten students graduating this academic calendar.
- CIR strive to redefines the college experience for a student in recovery from addiction and create a sense of belonging
- CIR is a resource for addiction education and support.
- CIR host Recovery Ally Trainings each semester to educate faculty, staff, and students as well as reduce stigma around addiction recovery

***i. Does your unit contribute to turning students into coogs for life?***

Over the last ten years CIR alumni have donated \$9,150 back to the Cougars in Recovery program. CIR works hard to build a culture of philanthropy among our community members in the hopes that one day they will give back to the program that had the most impact on their college experience here at University of Houston.