

# Spotlight

## *on Student Affairs*

Portland State University

2007 Fall October Student Affairs Newsletter

[www.pdx.edu/studentaffairs](http://www.pdx.edu/studentaffairs)



2007 Orientation Leaders

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## 2007 New Student Orientation and New Student Week

Over the summer, New Student Orientation welcomed approximately 3,300 new students to campus. Led by a staff of thirty-two knowledgeable Orientation Leaders, new students were introduced to the unique and exciting aspects of our urban campus. In addition to receiving important academic advising and information on major requirements from university advisors, new students were also able to hear about valuable student services and other resources.

With the majority of the thirteen New Student Orientation sessions full to capacity, it is no surprise that this year's participation in New Student Orientation was up 6.2% from last year's participation. The most significant increases in Orientation participation were seen in the number of out-of-state first time students (52.4%) and out-of-state transfer students (52.9%).

New Student Week, which took place from September 17 to September 21, drew in many new students and sparked much PSU enthusiasm on the Park Blocks. Over eighty events, ranging from "meet and greets" with academic departments to activities with students groups, were offered to students. New Student Convocation, on Friday, September 21, served as the first official introduction of faculty, staff and administration to the incoming class and marked the start of the Fall 2007 school year.

**OFFICE OF STUDENT  
AFFAIRS (OSA)  
NAME CHANGE TO  
OFFICE OF THE DEAN  
OF STUDENTS (DOS)**

The OSA has changed its name to the Office of the Dean of Students (DOS). The new name more clearly reflects its mission and umbrella units.

The DOS is a resource for accurate information to assist individuals in navigating various issues. The staff is responsible for the following programs:

- Student Conduct
- Student Ambassadors
- Commencement
- Welcome Week
- President's Awards
- Student Handbook
- Virtual Viking
- Senior Academic Honors Recognition

DOS staff also serve in an ex-officio or consultative role for these University Committees:

- Academic Appeals Board
- General Student Affairs Committee
- Graduation Faculty Board

Additionally, the following departments report to the Dean of Students:

- Campus Recreation
- Multicultural Center
- Student Activities and Leadership Programs
- Residence Life
- Student Legal and Mediation Services
- Women's Resource Center

**OFFICE OF  
THE DEAN OF STUDENTS**  
433 Smith Memorial Student Union  
503-725-4422  
[www.pdx.edu/dos](http://www.pdx.edu/dos)  
[askdos@pdx.edu](mailto:askdos@pdx.edu)

# Fall 2007: Introducing New Student Affairs Staff

## **OFFICE OF ADMISSIONS, REGISTRATION AND RECORDS**

Edgar Barrera • Admissions Counselor  
Kathy Coates • Assistant Director for Scheduling Systems  
Christina Mackey • Admissions Counselor  
Jacqueline McDonald • Admissions Counselor  
Bill Ryder • Interim Director for New Student Programs

## **OFFICE OF THE DEAN OF STUDENTS**

Tana Atchley • Advisor • Student Activities & Leadership Programs  
Todd Bauch • Assistant Director • Campus Recreation  
Jordan Birmingham • Outdoor Program Coordinator • Campus Recreation  
Saori Clark • Interim Assistant Dean of Students  
Marie Dubord • Advisor • Student Activities & Leadership Programs  
Suzanne Flores • Advisor • Student Activities & Leadership Programs  
Bridge Gorrow • Interim Coordinator • Women's Resource Center  
Janett Matthews • Assistant Director • Office of Residence Life  
Aimee Shattuck • Interim Director • Student Activities & Leadership Programs  
Michele Toppe • Interim Dean of Students  
Russell Vineyard • Intramurals & Group Exercise Coordinator • Campus Recreation  
Natalee Webb • Interim Assistant Director • Student Activities & Leadership Programs

## **STUDENT HEALTH AND COUNSELING CENTER**

Patrick Bartos • Psychology Resident  
Layton Borkan • Interim Assistant Director of Counseling and Psychological Services  
Sarah Fairchild • Psychology Resident  
Nancy Feltner • Nurse Manager  
Robert Liebman • Clinical Social Worker

## **UNDERGRADUATE ADVISING AND ACADEMIC SUPPORT**

Shoshana Zeisman • Academic Adviser

# VPSA Search Update

The Vice Provost for Student Affairs Search Committee invited three finalists to campus interviews between October 5 and 12. The candidates were:

- *Dr. Peg Blake*, Dean of Enrollment Management at Southern Oregon University
- *Dr. Neil Mathews*, Vice Chancellor, Student Life and Academic Services at Louisiana State University
- *Dr. Tim Quinnan*, Vice President for Student Services and Enrollment Management at Stark State College, OH.

Candidates' curricula vitae and schedules are available at [www.pdx.edu/studentaffairs](http://www.pdx.edu/studentaffairs).

# Protecting Students Records Privacy

Maintaining student records confidentiality/privacy has long been a legal and professional responsibility for institutions of higher education.

More recently, the alarming and well-publicized increases in identity theft and compromised student records systems bring focus and attention to the university's obligation to protect student records, regardless of the storage medium. This attention comes from the public, legislators, oversight bodies, parents, and most importantly, from students themselves.

Almost everyone employed by PSU will have access to protected student information at one time or another. It is very important that all employees are trained to understand their obligation and to know what procedures to follow to ensure that student records are protected.

## RULES AND REGULATIONS

In creating and maintaining student records, PSU is governed by the federal Family Educational Rights & Privacy Act (FERPA), Oregon statute (ORS 351.065), and Oregon Administrative Rules (OAR 577-030-0010 through OAR 577-030-0080).

These regulations generally prevent the release of student records information, except within very limited and specified circumstances. They allow protected student records to be accessed by **school officials** determined by the institution to have a **legitimate educational interest**. Legitimate educational interest is defined as having a professional need to review records in order to **fulfill official responsibilities**, including primary educational and scholarly functions, as well as secondary administrative functions such as disbursing funds, keeping records, providing accommodations and services, and sponsoring activities.

The regulations define school officials as faculty, administrators, staff, student employees, or committees who perform a function or task on behalf of and/or at the request of the University, its faculty, administration, colleges, schools, or departments. The regulations also allow certain types of student information, called **directory** information, to be released to third parties without the consent of the student, unless the student has explicitly exercised his/her **right to non-disclosure or confidentiality**. Directory information at PSU is defined as student name, address, telephone number, e-mail address, dates of attendance, degrees and awards, number of credits earned, and the fact of enrollment, including whether the student is enrolled full-time or part-time.

By submitting a request in writing, students may engage their right to records privacy to prevent even the release of directory information. Once a student requests non-disclosure of directory information, the University is prevented from releasing any information about the student to anyone other than school officials.

## WHAT FACULTY, MANAGERS AND SUPERVISORS NEED TO DO

Portland State University has a responsibility to protect confidential records and maintain an individual student's privacy according to the laws and rules listed above. All employees must be adequately trained and supervised to understand and comply with these regulations. Therefore it is expected that units will: 1) familiarize faculty and staff -- including student employees -- with FERPA guidelines and policies; 2) explain the importance of preserving the confidentiality of education records they encounter in their tasks; and 3) in the case of student workers, require them to sign an agreement prior to their employment to emphasize the importance of educational record confidentiality.



## RESOURCES FOR TRAINING AND INFORMATION

Relevant information about FERPA and the protection and release of information is available to students, faculty, and staff on the Registration and Records website at [pdx.edu/registration/privacy.html](http://pdx.edu/registration/privacy.html).

A quick and simple reference guide with FAQs is available at [www.pdx.edu/registration/guidelines\\_rec\\_rel.html](http://www.pdx.edu/registration/guidelines_rec_rel.html).

The guide is intended for faculty and staff who may receive requests from third parties seeking information on students. It will assist staff in making determinations about whether it is appropriate to release directory information.

A "Student Employee Statement of Confidentiality" agreement can be found at [www.pdx.edu/registration/forms.html](http://www.pdx.edu/registration/forms.html).

A more thorough tutorial on FERPA and the topic of student records privacy is being developed and will be made available for current and newly hired staff as soon as possible.

If you have any questions concerning student records privacy or need assistance in training staff, please contact Cindy Baccar in the Office of Admissions, Registration, and Records at 503-725-5533 or at [baccarc@pdx.edu](mailto:baccarc@pdx.edu).

# Idealist Nonprofit Career Fair

The PSU Career Center will host the Idealist Nonprofit Career Fair in the Smith Center Ballroom on Wednesday, October 24 from 11:00 a.m. to 3:00 p.m. This annual event is an opportunity for PSU students to learn about careers in the nonprofit sector.

Representatives from over 50 organizations will be available to talk to students about jobs, internships, and volunteer opportunities in the nonprofit sector. Employers attending include organizations working in diverse areas in nonprofit including:

- Campaign for America's Wilderness
- AFL-CIO Organizing Institute
- Child Aid
- Free Geek
- Metropolitan Family Services
- Peace Corps
- Teach for America
- Haitian Project
- Green Corps
- Morrison Child and Family Services
- Portland Habitat for Humanity
- Northeast Coalition of Neighborhoods

In addition to talking with employers, students can also take advantage of two workshops offered on the same day:

12:30 to 1:30—the Insider's Guider to Nonprofit Job Seeking (SMSU 328)

1:30 to 2:30—Careers in Fundraising & Development (SMSU 329).

More information on workshops and a complete list of all the organizations attending are available at the Career Center's website at:

[www.pdx.edu/careers](http://www.pdx.edu/careers).

## STUDENT AFFAIRS MISSION:

- To provide programs that facilitate and enhance student learning through intentionally connecting parts of student experience into a meaningful whole through collaborative partnerships with faculty and other institutional agents by bridging organizational boundaries.
- To enrich and complement student learning by providing opportunities for involvement in meaningful activities within the University community and the larger urban community.
- To provide services that facilitate student transition to the University and remove barriers to student success.



## DID YOU KNOW?

*Skills Enhancement and Tutoring Center (SETC) is offering free, drop-in workshops about these topics:*

- Time and stress management
- Effective reading and note-taking
- Test-taking strategies
- Dealing with public speaking anxiety
- Public speaking basics
- Using visual aids and speaking naturally
- Effective informative speaking
- Dynamic persuasive speaking

*SETC also provides free tutoring for these subjects:*

- Biology
- Chemistry
- Economics
- Math
- Physics
- Statistics
- Writing
- Languages: Chinese, French, German, Japanese, Russian and Spanish

*For workshop and tutoring schedules visit SETC at [www.setc.pdx.edu](http://www.setc.pdx.edu)*

## SKILLS ENHANCEMENT AND TUTORING CENTER

425 Smith Memorial Student Union  
503-725-4457  
[www.setc.pdx.edu](http://www.setc.pdx.edu)

## STUDENT AFFAIRS

*Provides programs and services that facilitate and enhance student learning.*

- **Admissions**  
105 Neuberger Hall ☎ 5-3511  
admissions@pdx.edu  
www.pdx.edu/admissions
- **Campus Recreation**  
102 Peter Stott Center ☎ 5-5127  
campusrec@pdx.edu  
www.campusrec.pdx.edu
- **Career Center**  
402 University Services Building ☎ 5-4613  
askcarc@pdx.edu  
www.pdx.edu/careers
- **Center for Student Health & Counseling**  
200 University Center Building ☎ 5-2800  
askshs@pdx.edu  
www.shac.pdx.edu
- **Disability Resource Center**  
435 Smith Memorial Student Union ☎ 5-4150  
drc@pdx.edu  
www.pdx.edu/uasc/drc.html
- **Educational Equity Programs & Services**  
425 Smith Memorial Student Union ☎ 5-4457  
eeps@pdx.edu  
www.eeps.pdx.edu
- **Educational Opportunity Program**  
458 Smith Memorial Student Union ☎ 5-3815  
www.eop.pdx.edu
- **Multicultural Center**  
288 Smith Memorial Student Union ☎ 5-5344  
multicul@pdx.edu  
culture.pdx.edu
- **Native American Student & Community Center**  
nasc@pdx.edu ☎ 5-9695  
nativecenter.pdx.edu
- **New Student Orientation**  
131 Neuberger Hall ☎ 5-5555  
orientation@pdx.edu  
www.pdx.edu/orientation
- **Office of the Dean of Students**  
433 Smith Memorial Student Union ☎ 5-4422  
askdos@pdx.edu  
www.pdx.edu/dos
- **Office of the Vice Provost for Student Affairs**  
349 Cramer Hall ☎ 5-5249  
www.pdx.edu/studentaffairs
- **Registration & Records**  
104 Neuberger Hall ☎ 5-3438  
www.pdx.edu/registration
- **Residence Life**  
230 Broadway Building ☎ 5-2450  
reslife@pdx.edu
- **Skills Enhancement & Tutoring Center**  
425 Smith Memorial Student Union ☎ 5-4457  
www.setc.pdx.edu
- **Student Ambassadors**  
433 Smith Memorial Student Union ☎ 5-8240  
stamb@pdx.edu  
www.ambassadors.pdx.edu
- **Student Activities & Leadership Programs**  
119 Smith Memorial Student Union ☎ 5-4452  
leadership@pdx.edu  
web.pdx.edu/~salp
- **Student Conduct**  
433 Smith Memorial Student Union ☎ 5-4422  
askdos@pdx.edu  
www.pdx.edu/dos/conduct.html
- **Student Legal & Mediation Services**  
M340 Smith Memorial Student Union ☎ 5-4556  
slms@pdx.edu  
www.slms.pdx.edu
- **Undergraduate Advising & Support Center**  
425 Smith Memorial Student Union ☎ 5-4005  
askuasc@pdx.edu  
www.pdx.edu/uasc
- **Upward Bound & Educational Talent Search**  
5th Avenue Business Center FBC  
ETS ☎ 5-4458  
UB ☎ 5-4010  
www.ubets.pdx.edu
- **Women's Resource Center**  
Montgomery Hall Basement ☎ 5-5672  
wrc@pdx.edu  
www.wrc.pdx.edu