

UNIVERSITY of **HOUSTON**

WOMEN AND GENDER RESOURCE CENTER

FY22 Student Fees Advisory Committee (SFAC) Program Questionnaire

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 justification of your unit's student fee allocation in terms of benefits for students.

In FY20, the Women and Gender Resource Center (WGRC) welcome three new staff members. Under this new leadership, the Center developed a new vision, mission, and methods.

The Vision of the Women and Gender Resource Center is to foster a campus community of empowered, intersectional leaders who challenge micro and systemic inequities by valuing justice, inclusivity, and accessibility for all genders.

The Mission of the Women & Gender Resource Center is to promote gender equity and student success through educating, empowering, and supporting the UH community.

The WGRC accomplishes our mission through our **Three Methods**:

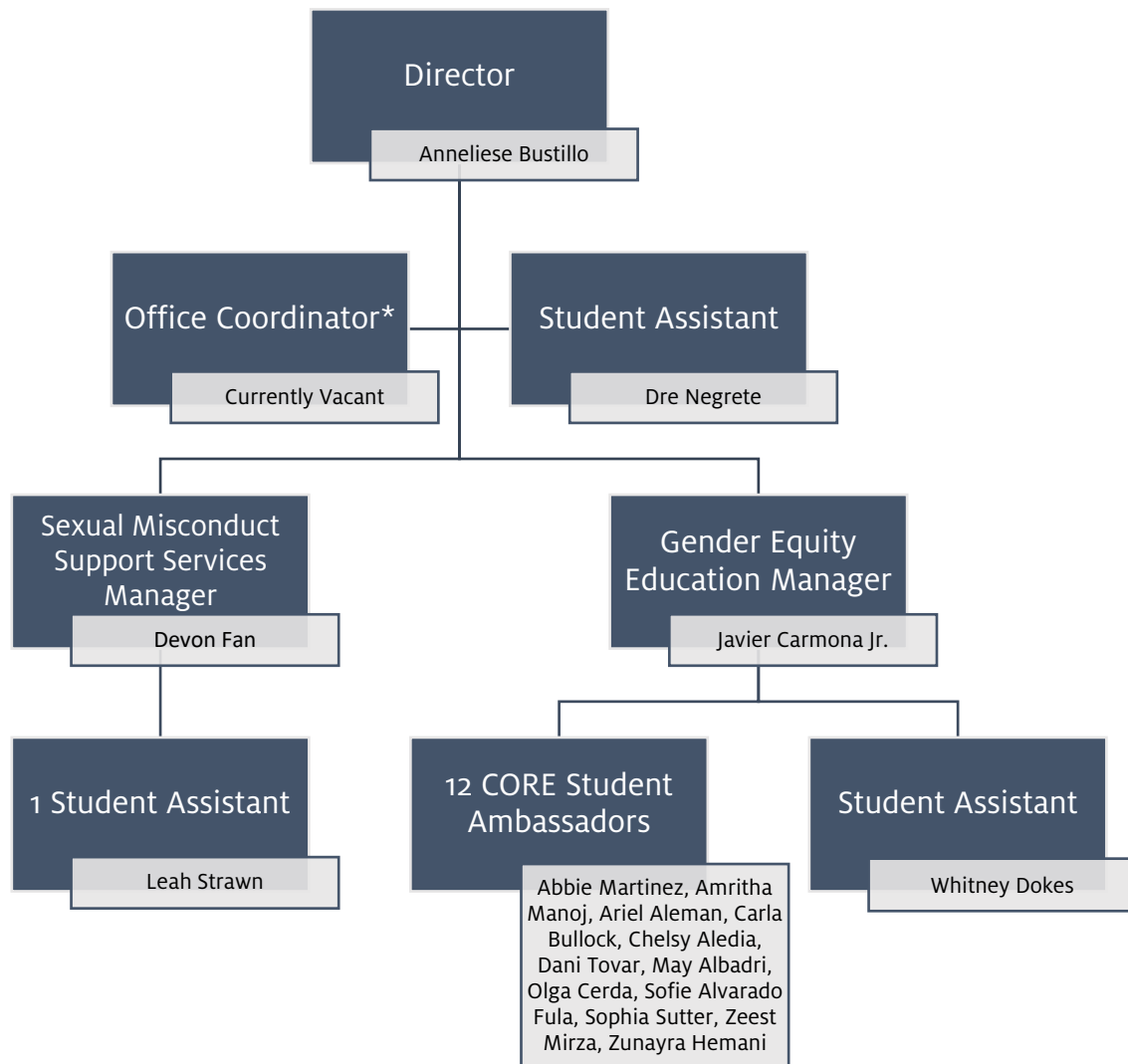
- *Educating* on gender-related issues impacting access, development, inclusion, and success.
- *Empowering* all members of the UH community (with a special focus on cis and trans women, femmes, gender non-conforming and gender non-binary folks, two-spirit, and anyone who identifies with women) by providing opportunities to develop personal, interpersonal, organizational, and communal competencies.
- *Supporting* sexual misconduct survivors and respondents, new parents, and any member of the UH community in need of resources, assistance, and/or comfort.

FY20 was a unique year for the Center for two reasons: 1) there was only one professional staff member in Fall 2019 and in Spring 2020, the university went virtual in response to the COVID-19 pandemic. Prior to FY19, the WGRC has seen increases in annual utilization (FY16- 2,341, FY17 -3,436, FY18- 3,829, FY19- 4,000+). In FY20, the Center still reached 3,444 faculty, staff, and students, which we consider a great success despite our challenges. This participation from the UH Community has positively impacted the WGRC's efforts of advancing gender equity. Through educational programming, the WGRC addresses the needs of the entire student population and embodies the SFAC philosophy of facilitating student success, creating a social environment that encourages student engagement and a sense of community, enhancing intellectual development, and promoting the development of personal and interpersonal skills of students.

While the increase in opportunities to engage and support UH community members has significantly grown, it has become a challenge to continue to meet the demands of the growing UH population in providing effective educational programming, resources, consultations, and support services. Prior to FY19, the entire budget for the unit was allocated through Ledger 2 central funds. With the support of SFAC, the WGRC was able to expand our annual Gender Pride Week, serve more students through the Sexual Misconduct Support Services (SMSS) program, and build the CORE Ambassador program.

For FY22 the Women and Gender Resource Center would like to formally request approval to present to the SFAC committee to receive funding to continue providing services and educational opportunities to students at UH and develop a mentorship program for Women Leaders across campus. The following one-time funding requests reflect the mission of the WGRC, values of the Division of Student Affairs and Enrollment Services, the SFAC philosophy, and the University's commitment to student success.

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.



*The Office Coordinator position supports both the WGRC and LGBTQ Resource Centers

List your unit's strategic initiatives and action steps identified for the 2019-2020 academic year and cite the specific Division of Student Affairs and Enrollment Services (DSAES) Strategic Initiatives and University of Houston Strategic Goals to which they relate. Please comment on your success in achieving these strategic initiatives/action steps. If a strategic initiative/action step changed 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.

Goal 1: New & Revitalized Programming | DSAES Strategic Initiatives: Student Success 2.1; UH Strategic Goals: Student Success

The WGRC will develop new programming to address intersectionality, masculinities, and gender equity while revitalizing pre-existing partnerships on standing programs.

The goal was accomplished by Summer 2020, with the following programs:

- The WGRC launched THE HIVE, hosting eight sessions over the summer with 58 registrants/attendees with 71% of attendees joining for 4+ sessions.
- The WGRC revitalized our partnership with the Center for Student Involvement to host both End It!: A Human Trafficking Information Fair and EMPOWER: Women's Leadership Conference. Both events featured new off-campus partners and new structures (virtual interactions for EMPOWER and an interactive photo pledge for End It!). End It! saw a 16% increase in attendance.
- The WGRC also rebuild a partnership with the Women, Gender, and Sexuality Studies academic department to relaunch \$tart \$mart salary negotiation workshops. Unfortunately, due to COVID-19 the workshops were postponed to FY21.

Goal 2: Departmental Communications | DSAES Strategic Initiatives: Resources 1.1; UH Strategic Goals: Competitive REsources

The WGRC will increase inter-departmental communications by hosting bi-weekly staff meetings, monthly collaborative meetings with the LGBTQ Resource Center, and semesterly retreats.

The goal was accomplished in Spring and Summer 2020 through physical meetings then virtual meetings after the COVID-19 physical distancing protocols took effect. The WGRC has created a set structure for departmental communications. Bi-weekly staff meetings occur on every other Monday, with Director-Manager 1-on-1 meetings occurring on the alternating weeks. Similarly, the WGRC and LGBTQ Resource Center staffs meet monthly to review upcoming calendars, discuss shared office spaces/supplies, and do joint professional developments. Once a semester, the WGRC hosts a professional staff retreat for planning of the upcoming semester's calendar, review strategic plan items, and reviewing results of past assessments.

Goal 3: CORE Ambassador Program | DSAES Strategic Initiatives: Student Success 1.1; UH Strategic Goals: Student Success

The WGRC will relaunch the CORE Ambassador Program providing leadership development opportunities for students looking to gain more knowledge of gender-related issues.

Action Step 3A: Recruitment

The WGRC will run a recruitment campaign hoping to have at least 12 applicants.

As of the end of FY20, the WGRC completed Action Step 3A, exceeding the goal by 333% receiving over 40 applications. In FY21, the WGRC began the CORE Ambassador program with 12 student leaders. The WGRC staff has begun evaluating the training and student development of each Ambassador.

When the WGRC's Sexual Misconduct Support Services Manager and Gender Equity Education Manager departed in October 2019, the Director re-wrote previous goals tied to those two positions (including Code Red Assist Training, a Workshop Series, and Services Assessments). The CORE Ambassador Program goal was kept, and new goals were written to offer incoming staff the opportunity to develop their own vision for new programs (Goal 1) and structuring new office communications (Goals 2). These new goals were set early enough in the year that it did not affect the staff's ability to accomplish the goals and all were still feasible amidst COVID-19.

Strategic Initiative 1: Transition Guides | DSAES Strategic Initiative: Division Cohesion 1.1; UH Strategic Goal: Competitive Resources

Progress: Ongoing

Description: Create transition guides for all FTE positions

Results: The WGRC FTE continue to create transition guides for each position. This process will complete once all FTE have been in their position for a full year (January 2021).

Strategic Initiative 2: Supervision Structure | DSAES Strategic Initiative: Division Cohesion 3.1; UH Strategic Goal: Competitive Resources

Progress: Completed

Description: Create and implement supervision plans to help FTE build supervision skills

Results: The WGRC has created a new organizational structure to provide all three full-time professional staff with supervisory responsibilities.

Strategic Initiative 3: Collaboration Agreements | DSAES Strategic Initiative: Division Cohesion 4.1; UH Strategic Goal: Competitive Resources

Progress: Delayed

Description: Create WGRC Collaboration Agreement for collaborative initiatives with DSAES Campus Partners

Results: This subtask has been pushed to FY22.

Strategic Initiative 4: Wellness Activities | DSAES Strategic Initiative: Division Cohesion 5.1; UH Strategic Goal: Community Advancement

Progress: Completed

Description: Implement WGRC Team Wellness Activities into Retreats and Team Meetings

Results: The WGRC begins every staff meeting with a +/- check in, and a mental health score. The first 20-minutes of the 2-hour meetings are used to discuss any social, political, or personal issues the staff wants to address. This year's retreat had a variety of wellness activities including a walking break, a wellness evaluation, and a reflective journaling time. The WGRC is looking to expand Wellness activities into everyday practice.

Strategic Initiative 5: GCSW Placement Site | DSAES Strategic Initiative: Partnerships 2.1; UH Strategic Goals: Community Advancement, Student Success

Progress: Discontinued

Description: Become a GCSW field placement site to offer field placement/internship opportunities to Social Work Students

Results: This sub tactic has been discontinued. The staff member who was licensed to supervise MSW students has left the WGRC, and no current staff members have LMSW-S or LCSW-S.

Strategic Initiative 6: Community Partners | DSAES Strategic Initiative: Partnership 3.1; UH Strategic Goal: Community Advancement

Progress: Completed

Description: Create a Community Partner Consortium (community resources/agencies that provide support to UH students related to Sexual Violence & Gender Issues).

Results: WGRC staff has built relationships with the following Community Partners: Harris County Domestic Violence Coordinating Council (HC DVCC); Texas Forensic Nurse Examiners (TXFNE); Houston Area Women's Center (HAWC); Daya; Fort Bend Women's Center (FBWC); Bridge Over Troubled Waters

Strategic Initiative 7: Conference Proposals | DSAES Strategic Initiative: Partnership 6.1; UH Strategic Goals: Local and National Recognition

Progress: Ongoing

Description: Create 3 conference proposals for presentations at regional or national conferences

Results: The WGRC Staff was accepted to present at NASPA 2020, but unfortunately the conference was cancelled due to COVID-19. The Staff also submitted proposals to the National Sexual Assault Conference and Texas Association Against Sexual Assault.

Strategic Initiative 8: Position Descriptions | DSAES Strategic Initiative: Resources 1.1; UH Strategic Goal: Competitive Resources

Progress: Ongoing

Description: Review, revise FTE position descriptions to more accurately reflect the work being done within each position (reclassify if needed)

Results: FTE position descriptions were re-written and re-classified in FY19. Both positions were reviewed and updated for new hiring in FY20.

Strategic Initiative 9: New Job Descriptions | DSAES Strategic Initiative: Resources 2.1

Progress: Delayed

Description: Create Assistant Director and Office Coordinator Position Descriptions

Results: Because of the short staffing and revision of the other two FTE positions, this sub tactic has been moved to FY21.

Strategic Initiative 10: iSight | DSAES Strategic Initiative: Resources 2.2; UH Strategic Goal: Competitive Resources

Progress: Delayed

Description: Create and utilize SMSS Case Management Database using Sharepoint365

Results: This sub tactic has been delayed since Equal Opportunity Services (EOS) is moving their Case Management from Sharepoint365 to iSight. In FY21, once iSight has been licensed, the WGRC will move forward with this sub tactic.

Strategic Initiative 11: Website Re-design | DSAES Strategic Initiative: Resources 3.1; UH Strategic Goal: Competitive Resources

Progress: Ongoing

Description: Re-design website to include more appealing graphics and concise, but important information for students, faculty, and staff

Results: WGRC staff has been working with Kyle Stehling and Meli Iracheta of DSAES IT to develop new widgets and graphics for the website. The calendar, About Us, and main page have been re-designed. This subtactic will continue in FY21 and FY22.

Strategic Initiative 12: CORE Assessment | DSAES Strategic Initiative: Student Success 1.1; UH Strategic Goal: Student Success

Progress: Ongoing

Description: Assess the CORE ambassador program and CORE curriculum

Results: Given the short staffing, CORE did not exist in FY20. This subtactic has been moved to FY21 and added to the department's annual Assessment Plan.

Strategic Initiative 13: Student Staff Position Descriptions | DSAES Strategic Initiative: Student Success 2.1; UH Strategic Goal: Student Success

Progress: Ongoing

Description: Update student staff position descriptions to include learning outcomes related to diversity competencies beyond gender

Results: Student staff position descriptions were updated to accurately reflect the current job duties. In FY21, WGRC will begin tracking student staff's diversity competencies.

Strategic Initiative 14: Men & Masculinities Programs | DSAES Strategic Initiative: Student Success 2.1; UH Strategic Goal: Student Success

Progress: Delayed

Description: Benchmark Men & Masculinities Programs and Initiatives at peer institutions

Results: Due to short staffing, this subtactic has been pushed to FY21.

Strategic Initiative 15: EMPOWER Conference | DSAES Strategic Initiative: Student Success 2.2; UH Strategic Goal: Student Success

Progress: Ongoing

Description: Expand the Empower Women's Leadership Conference to be inclusive of more gender identities

Results: Due to COVID-19, plans for the EMPOWER Conference were drastically changed. However, the conference did include gender diverse programming in over 50% of its sessions. In FY21, the WGRC and CSI intend to continue expanding to be more inclusive of men, gender nonconforming, and non-binary attendees.

Strategic Initiative 16: Intern/Practicum Placement | DSAES Strategic Initiative: Student Success 3.1; UH Strategic Goal: Student Success

Progress: Delayed

Description: Create formal process/structure for student interns, practicum and capstone experiences

Results: Due to COVID-related budget cuts, the Graduate Assistant and student practicum experiences were both discontinued in FY20. Re-developing an intern/practicum placement experience is set for FY22.

Strategic Initiative 17: Peer Advocate Services | DSAES Strategic Initiative: Student Success 3.2; UH Strategic Goal: Student Success

Progress: Ongoing

Description: Create and implement Peer Advocate/Support Services program

Results: After conversations with the Office of General Counsel and Equal Opportunity Services, this plan has been discontinued. Instead, the WGRC is considering a student version of Code Red training.

Strategic Initiative 18: It's Everyone's Place | DSAES Strategic Initiative: Student Success 5.1; UH Strategic

Goal: Student Success

Progress: Completed

Description: Implement WGRC "It's Everyone's Place" Campaign

Results: The final phase of the "It's Everyone's Place" campaign took place in FY20, including posters, email signature updates, website highlights, and social media campaigns.

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 exist, 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 these data.

The WGRC prioritizes assessment and data-driven decision making. Our three assessment activities in FY20 were based on program and service assessment.

Assessment Activity 1: THE HIVE Restructuring

Description: The WGRC's Summer Book Club has been rebranded as THE HIVE, expanded to new media besides books, and gone virtual. Participation in THE HIVE will lead to an increased knowledge of gender equity issues and new collaborations across campus.

Purpose of Assessment Activity: To determine the effectiveness of THE HIVE as a method of creating dialogue across campus and educating on gender equity issues.

Method of Assessment: Survey

Method of Assessment Description: Online Microsoft Forms surveys following THE HIVE to determine if the conversations are 1) helpful to career/studies 2) helpful to personal growth 3) thought-provoking 4) helpful in making connections across campus.

Frequency / Timeline of Assessment Activity: Weekly at the end of each meeting of THE HIVE (June 15-August 3).

Results:

91% of attendees agreed/strongly agreed THE HIVE was helpful to their career/studies.

88% of attendees agreed/strongly agreed THE HIVE was helpful to their personal growth.

88% of attendees agreed/strongly agreed THE HIVE was thought-provoking.

63% of attendees agreed/strongly agreed THE HIVE helped them make connections across campus.

Action to be taken as a result of the activity: Based on the quantitative and qualitative feedback received, the WGRC will continue hosting THE HIVE in the Summer and with special sessions in the Fall. In FY21, the

WGRC will determine if more action should be taken to help THE HIVE build more collaborations across campus.

Assessment Activity 2: Support Services Evaluation

Description: Sexual Misconduct Support Services (SMSS) provides victim/survivors and respondents with support services after a time of crisis. When effectively run, clients will feel respected, heard, and supported by their Support Manager.

Purpose of Assessment Activity: 1. To evaluate the effectiveness of the SMSS' new response protocol
2. To identify most frequently used services

Method of Assessment: Survey

Method of Assessment Description: A Baseline survey will be used to anonymously received feedback from any student, faculty, or staff member who interacts with SMSS past the initial reach out email.

Frequency / Timeline of Assessment Activity: Survey will be shared two weeks after final contact with SMSS

Results: Due to COVID-19, only 4 people responded to the survey. 100% agreed or strongly agreed that their questions were answered, they were treated with respect, and provided the needed resources. That is an increase from FY19, when only 67% agreed or strongly agreed.

Action to be taken as a result of the activity: Given the small sample size, the WGRC will repeat this survey indefinitely.

Assessment Activity 3: EMPOWER Women's Leadership Conference

Description: Due to COVID-19, EMPOWER was moved to a virtual platform. EMPOWER virtual would ideally have similar or greater benchmarks in terms of learning outcomes, engagement, and participation.

Purpose of Assessment Activity: To evaluate the effectiveness of a virtual conference versus an in-person conference.

Method of Assessment: Focus Group, Data Analysis

Method of Assessment Description: At the end of the EMPOWER conference, hold a focus group of students who participated in both the 2019 and 2020 conferences to discuss the benefits/deficits of making the conference virtual. WGRC Staff will also compare the engagement and participation numbers from past years.

Frequency / Timeline of Assessment Activity: Focus Group: once on April 9, 2020; Data Analysis: April 13-16, 2020

Results: EMPOWER 2020 saw a 30% decrease in registration when run virtually. Students in the focus group addressed these themes: 1) Enjoyed interactions on social media 2) Difficult to foster dialogue

through text, easier to do verbally 3) Missed having a keynote speaker 4) Missed "down time" to make connections with other students

Action to be taken as a result of the activity: We will host EMPOWER 2021 on a virtual conferencing software like HopIn or Cvent which will allow for a keynote, 6 breakout sessions with verbal discussion time, and a networking hour for students.

Please discuss any budget or organizational changes experienced since your last (FY2021) 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.

In 2019, the WGRC faced a complete staff turnover. The Director left in April, followed by both program managers in early October. Because of these departures there was little to no spending on SFAC dollars in Fall 2019. Once the two program manager positions were refilled in January 2020, the department began program planning with our one-time SFAC dollars. However, like many departments, the WGRC was impacted by budget cuts and freezes due to COVID-19.

As a result, the WGRC returned a large portion of its FY19 SFAC one-time funding (see next question). Similarly, the WGRC lost \$33,443 in Ledger 2 funding as noted on page 1 of the Request Spreadsheet. Due to budget cuts to Ledger 2 funding, the WGRC also lost its Graduate Assistant position.

The impact of these financial loss resulted in significantly less programming in FY20. Due to staffing and budget concerns, the WGRC had to cancel the following signature programs: Phenomenal Woman, Feminist After 5, Code Red Assist Training, UH Goes Teal, and \$tart \$mart Salary Negotiation Workshops. We provided virtual versions of EMPOWER, Take Back the Night, the Healing Gallery, and THE HIVE. In FY21, the WGRC has plans to provide all its signature programs again, just on a smaller, virtual scale.

If your unit concluded FY2019 with a Fund 3 addition to Fund Equity in excess of \$5,000, please describe the conditions which caused the addition and provide a line-item identification of the budgetary source(s) of the addition (i.e. lapsed salary, conference travel, etc.).

The WGRC will be returning \$13,351 having spent only \$217 of our SFAC funding when the COVID-19 budget freeze took effect. Given that the WGRC has only one professional staff member in Fall, many programs were postponed to the Spring. Then once again fully staffed and with a full Spring programming calendar, the COVID-19 pandemic began. In the past, the WGRC have been stellar stewards of our SFAC funding, returning only \$15 in FY19. All our returned fund balance comes from the M&O line item, having been granted to fund SMSS programs (\$5,300), Gender Education Programs (\$5,300), and the CORE Ambassador Program (\$2,968).

Please list your 2021-2022 strategic initiatives and action steps in priority order and cite the specific Division of Student Affairs and Enrollment Services Values and University of Houston Strategic Goals to which they relate. Larger units may wish to group responses by subprogram. 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.

Strategic Initiative 1: Collaboration Agreements | DSAES Strategic Initiative: Division Cohesion 4.1; UH Strategic Goal: Competitive Resources

Progress: To Be Started

Description: Create WGRC Collaboration Agreement for collaborative initiatives with DSAES Campus Partners

Strategic Initiative 2: Advisory Board | DSAES Strategic Initiative: Partnerships 3.1; UH Strategic Goals: Competitive Resources, Community Advancement

Progress: To Be Started

Description: Relaunch the WGRC Advisory Board

Strategic Initiative 3: Emergency Aid Fund | DSAES Strategic Initiative: Partnerships 5.2; UH Strategic Goal: Student Success

Progress: To Be Started

Description: Create a direct mail campaign for Emergency Aid Funding for survivors of sexual misconduct

Strategic Initiative 4: Conference Proposals | DSAES Strategic Initiative: Partnership 6.1; UH Strategic Goal: Local and National Recognition

Progress: Ongoing

Description: Create 3 conference proposals for presentations at regional or national conferences

Strategic Initiative 5: Website Re-design | DSAES Strategic Initiative: Resources 3.1; UH Strategic Goal: Competitive Resources

Progress: Ongoing

Description: Re-design website to include more appealing graphics and concise, but important information for students, faculty, and staff

Strategic Initiative 6: EMPOWER Conference | DSAES Strategic Initiative: Student Success 2.2; UH Strategic Goal: Student Success

Progress: Ongoing

Description: Expand the Empower Women's Leadership Conference to be inclusive of more gender identities

Strategic Initiative 7: Intern/Practicum Placement | DSAES Strategic Initiative: Student Success 3.1; UH Strategic Goal: Student Success

Progress: To Be Started

Description: Create formal process/structure for student interns, practicum and capstone experiences

Recognizing that the potential to generate additional Student Service Fee income for FY2022 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% in your total FY2022 base Student Service Fee budget request and provide a line-item explanation of where budgetary cuts would be made.

The Women & Gender Resource Center does not receive base funding. Should there be a 5% cut to one-time requests, the WGRC would put in place the following reductions:

	Current Request	5% Reduction
SMSS Programming	\$2500	\$2500
SMSS Training	\$2500	\$2500
Gender Equity Programming	\$5000	\$4000
CORE Ambassador Program	\$2800	\$2500
Digital Conference Platform	\$1000	\$1000
Gender Equity Training	\$2500	\$2500
Phenomenal Woman	\$5000	\$4200
EMPOWER	\$1500	\$1500
Marketing Campaigns	\$1200	\$1200
Title IX Video Trainings	\$10000	\$10000
Professional Development	\$8000	\$8000
TOTAL	\$42000	\$39900

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.

The Women and Gender Resource Center receives all additional funding from Ledger 2 (central tuition funds). These funds support salary and benefits, as well as operating, programming, and professional development expenses. Ledger two funds are annual base allocations. As mentioned above, the WGRC faced permanent cuts to our Ledger 2 funding resulting in a loss of the Graduate Assistant position and cuts to our M&O programming budget. Additionally, the WGRC lost our Ledger 2 Fund Equity in FY21.

In FY21, the WGRC has begun working with the DSAES Advancement Officer to market for and solicit donations for programming, services, and resources, and has applied for grants for programming and services. In FY20, WGRC applied for an Office of Violence Against Women Grant requesting \$350,000 but we did not receive funding.

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.

There are no departments/offices that directly do the same work carried out by the Women and Gender Resource Center. Therefore, there is no direct overlap with other areas/services on campus. However, the following departments/offices provide services and resources that WGRC staff may refer students to and/or collaborate on programs and educational initiatives:

- LGBTQ Resource Center- has a more specific focus on sexual orientation; collaboration exists where appropriate related to gender diversity
- Center for Diversity and Inclusion- has a broader focus; collaboration exists where appropriate related to intersections of diversity and gender
- UH Wellness- collaboration on Sexual Violence education and prevention; however, the WGRC leads support service efforts on campus under the SMSS program
- EOS- focuses on compliance and carrying out policies related to gender equity, and issues of gender discrimination; the WGRC focuses on advocacy and education, and collaborates and refers students to EOS when appropriate