

complication involves financial aid, which often terminates at the end of the fourth semester at UIS even though the student may not have completed his or her course of study.

What special programs does the campus offer that seek to increase the enrollment and success of minority/ female students in teacher education? What programs and activities, if any, does the campus sponsor for precollegiate students in order to inform and attract minority and female students into teacher education?

Project Minority Student Support for Teaching is designed to increase the pool of minorities who teach in the Springfield and Decatur school systems. It provides a teacher incentive program for local students beginning at the junior year of high school and continuing through certification. Students receive support to complete high school and to enroll in a college preparatory track of courses. Upon graduation, the students enter the community college phase of the program and receive tuition waivers from Lincoln Land Community College or Richland Community College. They then enroll in the teacher education sequence at UIS to prepare for certification, where they also receive tuition waivers. During FY98-99, the project targeted and was successful in recruiting African-American males. Of 74 program participants, 30 (40.5%) were males. Twelve students were enrolled in the certification phase at UIS during AY98-99. Two of those graduated, bringing the total number of graduates from the program to seven.

Review of Formally Organized Units

Each year the Illinois Board of Higher Education requests that institutions provide reviews of formally organized support units serving underrepresented groups. Institutions were asked this year for reviews on units serving female students and staff, units seeking to improve faculty and staff representation, and units concerning recruitment of undergraduate students from underrepresented groups.

Units Serving Female Students and Staff

Women's Center. The Women's Center at UIS promotes women collectively and individually while providing a catalyst for growth. Seeking to be a resource for support, the center serves to increase the spirit of community by promoting acceptance and diversity. Activities that reflect this belief are shared with groups of similar interest. The center provides a forum in which any woman – student, faculty, staff, or concerned citizen – may address her issues of interest through advocacy and education.

During its four years of operation, the Women's Center has become one of the most visible service units on campus. It uses fliers, a newsletter, graphic and metaphorical displays, and word-of-mouth to encourage women to use its facilities and to increase overall awareness of women's issues. In addition, the center and Computing Services sponsor the Central Illinois Women's Action (CIWA) listserv, which now has about 200 readers with informative messages being posted from dozens of organizations in six Illinois cities. Besides building community, CIWA helps publicize news and information for and about women to the area. Organizations using the listserv to publicize events have included Planned Parenthood, the Seventh Judicial Circuit's Family



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Violence Prevention Coordinating Council, the Junior League, and the Springfield AIDS Resource Center. Feedback from subscribers is enthusiastic.

Administratively, the center is part of the Chancellor's Office with oversight from the Women's Center Coordinating Council. It is staffed by a director, a graduate assistant during the academic year, and 500 student worker hours a year. Center staff recruit a corps of volunteers who make additional initiatives possible.

The center has developed a valuable network of ties to other units committed to women's issues. Included are the Office of Minority Student Affairs, the Diversity Task Force, the Women's Studies Program, and the Campus Police. Events and presentations sponsored or cosponsored by the center during FY99 included the following.

- The WhistleSTOP campus safety program was inaugurated during the Week Without Violence. The Women's Safety Resource Fair, the Clothesline Project, and the Illinois Silent Witness figures were also displayed in the cafeteria during the week.
- Brown-bag lunch forums were held throughout the year on topics such as women world leaders, working globally to support international feminism, and writing about women's health and medicine.
- An art exhibit, God the Mother, and reception took place in November 1998.
- UIS was a viewing site for the UNIFEM global videoconference, A World Free of Violence Against Women.
- For sexual assault awareness month in April the center created and distributed 200 table tents on date rape drugs.
- The center created publicity and networks for Campus Police's presentation of Rape Aggression Defense (RAD) training.

The center received \$55,036 in funding during FY99, up \$6,627 from \$48,409 in FY98. The majority of this increase was to upgrade the director's position to full time. Appropriated funding is augmented by contributions of usable items to the center and by fund-raising activities.

Units Seeking to Improve Faculty and Staff Representation

The Department of Human Resources and the Affirmative Action Office seek to improve faculty and staff representation as part of their overall responsibilities. Brief descriptions on the relevant procedures are provided.

Department of Human Resources. The campus publishes the *Civil Service Employee Handbook*, which is distributed to all newly hired civil service employees. This handbook is designed to acquaint new employees with the rights, benefits, requirements, and policies related to their new employment. The policies stated in handbook are official campus policies, deriving their authority from Illinois statutes, the State Universities Civil Service System (SUCSS), and regulations set forth by the Board of Trustees.

SUCSS requires that all candidates for a position be tested and then placed in order by test score. The three highest scoring candidates must be referred for the job interview. Since neither ethnicity nor gender may be taken into consideration at the point of referral, it is difficult to correct underrepresentation in the workforce under SUCSS.

After UIS' civil service audit in 1996, UIS explored the possibility of hiring employees with disabilities through the Supported Employee Program (SEP). After meeting with representatives from the program, Human Resources staff determined that several barriers needed to be overcome before UIS could take advantage of the program. First, additional funding would be necessary to establish trainee positions. Second, campus departments would have to recognize that these positions might or might not be at the performance level expected. Finally, while the difficulty of transportation to the campus can be overcome, potential employees tend to find SEP positions offered by state agencies in downtown Springfield more attractive. UIS is committed to overcoming these obstacles and will intensify its efforts to hire through the SEP program during FY00.

Affirmative Action Office. The Affirmative Action Office has responsibility for policy review for the Administrative and Academic Cabinets, hiring oversight, and investigation of complaints for all individuals. In addition, the office conducts programming pertaining to the EEO/AA, either solely or in conjunction with other units such as the Diversity Task Force.

Guideline documents outline the hiring processes for faculty and administrative positions. These are *Guidelines for Filling Full-Time Faculty Vacancies* and *Guidelines for Filling Full-Time Administrative Vacancies*. Both documents require the affirmative action officer to meet with the search committee at its initial meeting to review search guidelines and to inform the committee members of recent developments in EEO/AA laws and requirements. Thereafter, the AAO monitors and approves the hiring process and recommendations to ensure compliance with campus policy and equal opportunity laws.

UIS modified the guidelines for filling faculty positions in 1995 to permit the interview of an additional, qualified candidate. Normally three candidates are recommended for review from the pool of acceptable candidates. If none of the three would increase the diversity of the program, the program or department may recommend a fourth qualified candidate from the pool to forward the goal of diversity on campus.

Given the limited number of applications for faculty positions received from African-American candidates over the past three years, a decision has been made to increase the campus outreach to African Americans. Currently, the campus relies heavily on regional and national print media (i.e., *Black Issues in Higher Education*, *Equal Opportunities Clearinghouse*, and *The Defender*) to advertise its openings. It is apparent, however, that more needs to be done – possibly because of the campus' new institutional identity as UIS. The plan calls for greater exposure, including 1) the development of recruitment materials targeted to an African-American audience, 2) more personal contacts with prospective candidates through visits to and from historically Black colleges and universities and through recruitment trips by the AAO and the campus faculty, and 3) collaboration with UIUC and UIC.

Units Concerning Recruitment of Undergraduate Students from Underrepresented Groups

The Office of Minority Student Affairs is a formally organized unit that is extensively involved in the recruitment of undergraduate students from underrepresented groups. The Minority Leadership in Public Service Program (MLPS) – a program rather than a formally organized unit – is briefly described because of its importance in the recruitment process.

Office of Minority Student Affairs. The Office of Minority Student Affairs was created in response to the needs of minority students for advocacy and support on campus. Viewed as the most viable way to assist minority students in all facets of campus life, the center is an integral part of the Division of Student Affairs. Center staff (consisting of one FTE staff, one graduate assistant, and one student worker) provide services to

various campus units and seek services requested by students. Any minority student enrolled is an eligible candidate for the support, advising, and other types of assistance available at the Office of Minority Student Affairs. Staff report that office contacts increased during AY98-99, a change that can be attributed to the use of email to keep students informed of events and opportunities of interest. The center also sends out a newsletter, welcome letters and information, and personal letters of congratulation to students who achieve recognition.

One of the important functions of the Office of Minority Student Affairs is to monitor the progress students are making toward their goals. Center staff accomplish this through personal mentorship.

Center staff also sponsor and participate in activities that help establish and support a more favorable climate on campus for minority students. For example, UIS hosted UIUC's Multicultural Student Leaders Institute this year. The institute is designed to bring together potential and current student leaders from campuses in the Midwest to share their leadership expertise and experiences. One of the ultimate goals of the conference is to improve student leadership. Other examples of activities included:

- a welcome-back reception, which provided an opportunity for returning students to meet with faculty, staff, and administrators in a social setting;
- support services for the Tenth Annual Unity Day March; and
- a Kwanzaa celebration.

In addition to their regular duties, center staff are committed to the types of campus and community activities that result in a solid, supportive network for minority students at UIS. For example, the center director serves on the Diversity Task Force and the Black Caucus.

The center received \$52,449 in funding for FY99, up \$3,255 from \$49,194 in FY98. The increase in funds provided for raises in salary and additional student help.

Minority Leadership in Public Service. The Minority Leadership in Public Service Program (MLPS) provides access to higher education for minority students who wish to pursue a program of study leading to a career in public service. In support of UIS' special emphasis on public affairs, one of the criteria for acceptance into the program is "demonstrated interest in public service through leadership experience with extracurricular activities and/or contributions to volunteer service in nonprofit and civic organizations." The award package combines federal and state grants with institutional funds to pay the cost of attendance (i.e., tuition, fees, housing, insurance). In addition, participants receive a \$3,000 stipend each academic year. A thorough review of the MLPS program was conducted for last year's report. Significant findings from that review are provided below. Data provided are as of the spring semester of 1998.

- The program has had 87 participants since its inception in 1985. Data collected from transcripts indicate that 48 of the 87 students had graduated from UIS as of Spring 1998 and 12 were still enrolled.
- Analysis suggests that MLPS students graduate at a higher rate than their peers (66% five-year aggregated data for MLPS students as opposed to the 43% to 51% five-year graduation rate for all UIS students). The methods of this analysis are described in greater detail in last year's report.
- Graduates of the MLPS program most often choose programs of study related to public affairs, thereby fulfilling an important goal of the program.

- MLPS students are making a valuable contribution to the campus through their involvement in student governance. Nine program participants had been elected during at-large elections to the following positions in the Student Governance Association: student body president (3), vice president (2), treasurer (2), and secretary (2). In addition, eight others were elected as student senators. (These are unduplicated counts; MLPS students tend to serve in more than one position during their time at UIS.) In addition, one participant was elected as the student representative to the Board of Regents, and one was serving as the student representative to the Board of Trustees. (Note: The student trustee for AY99-00 is also a MLPS participant.)

As one of two programs providing major financial assistance to minority students, the Minority Leadership in Public Service Program is a vital component of the campus' efforts to attract these students. Recruiting for the program for AY98-99, however, was largely unsuccessful. The campus is assessing its approach to the administration of the program and, although participation is expected to be low again for AY99-00, it is expected to improve thereafter.