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Allison G. Jones
Assistant Vice Chancellor

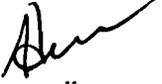
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Memorandum

Code: AA-2008-20

Date: June 13, 2008

To: Vice President for Student Affairs

From: Allison G. Jones 
Assistant Vice Chancellor

Subject: Biennial Student Activities Program Evaluation

In accordance with Executive Order No. 1006, each campus shall submit an overall program evaluation for student activities. The 2008 biennial report is due no later than August 15, 2008 to Student Academic Support, Office of the Chancellor.

The attached questionnaire was developed in an effort to assist campuses with drafting the student activities evaluation. The general concept is to provide an opportunity for campuses to define and expand their scope of work within student activities and to provide evidence of their successes. The areas discussed in the *Overall Program Evaluation* section of Executive Order No. 1006 serve as the foundation for the responses, but a campus may choose to include other areas that demonstrate its overall effectiveness in student activities.

Please submit reports to Mr. Ray Murillo, Student Academic Support, Office of the Chancellor, either electronically or hardcopy. Questions about the 2008 biennial student activities program evaluation may be directed to Mr. Ray Murillo, Associate Director, Student Programs, Student Academic Support, at (562) 951-4707 or rmurillo@calstate.edu

AGJ:rm

Attachment

cc: Mr. Ray Murillo

CSU Campuses
Bakersfield
Channel Islands
Chico
Dominguez Hills
East Bay

Fresno
Fullerton
Humboldt
Long Beach
Los Angeles
Maritime Academy

Monterey Bay
Northridge
Pomona
Sacramento
San Bernardino
San Diego

San Francisco
San José
San Luis Obispo
San Marcos
Sonoma
Stanislaus

CALIFORNIA STATE UNIVERSITY
EO-1006 - Student Activities
2008 Overall Program Evaluation

Sections I and II should address the areas discussed in the *Overall Program Evaluation* section of Executive Order No. 1006. However, a campus may choose to include other areas that demonstrate its overall effectiveness in student activities.

Section III is an opportunity to highlight the best practices in student activities for the California State University system. The highlights will be compiled and shared throughout the system with the intent to enhance current collaborative efforts.

Please submit reports to Mr. Ray Murillo, Student Academic Support, Office of the Chancellor, either electronically or hardcopy no later than August 15, 2008.

- I. Please describe the mission of the Student Activities department and discuss the department's learning outcomes and major initiatives. Also include how the department's mission correlates to the mission of the Student Affairs division and the University.
- II. Provide supporting data that demonstrate the department's successes and challenges in implementing its mission, learning outcomes and major initiatives, including Executive Order No. 1006.
- III. Please select one flagship program that encompasses the department's mission and provide a comprehensive summary. The response should include the following.
 - A. **CONCEPT:** Describe how the program was created or what served as the catalyst for the idea.
 - B. **PLANNING:** Discuss the individuals, departments and/or divisions involved in the planning; what resources were needed for implementation; how the resources were obtained; discuss any cost-sharing efforts.
 - C. **IMPLEMENTATION:** Discuss the resources used (e.g., staffing, facilities, budget, etc.); scheduling considerations; target audience, number of participants.
 - D. **ASSESSMENT:** Describe the assessment plan that includes learning outcomes, types of data needed, and assessment instruments utilized.
 - E. **RECOMMENDATIONS:** Based on the assessment data, discuss the recommendation(s) to improve the overall program (e.g., program quality, student experience, learning outcomes, etc.).
 - F. **SUSTAINABILITY:** Discuss the department's interest to sustain the program and how it has been successful in doing so.
 - G. **REPLICATION:** Discuss the issues a campus should consider if contemplating replicating the program.