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MEMORANDUM

Code: AA-2014-09

Date: June 24, 2014

To: CSU Presidents

From: Eric G. Forbes 
Assistant Vice Chancellor, Student Academic Support

Subject: 2014 Biennial Student Activities Program Evaluation

Evaluations must be submitted
by **August 29, 2014**
to ssanders@calstate.edu

In accordance with Executive Order No. 1068, each campus shall submit an overall program evaluation for student activities. The 2014 Biennial Student Activities Program Evaluation is due by August 29, 2014 to Student Academic Support, Office of the Chancellor.

The attached outline was developed in an effort to assist campuses with drafting the student activities program evaluation. The evaluation provides an opportunity for campuses to define and highlight the scope of their work within student activities and provide evidence of their successes. The areas discussed in the Overall Program Evaluation section of Executive Order No. 1068, Student Activities, serves as the foundation for the responses, but a campus may choose to include other areas that demonstrate its overall effectiveness in student activities. Promising Practices is an opportunity to highlight a program, activity or strategy that exemplifies promise for becoming a best practice with long term sustainability and impact.

Please submit 2014 Biennial Student Activities Program Evaluation electronically (via MS Word) to Dr. Sabrina Sanders, Student Academic Support, Office of the Chancellor by August 29, 2014. Questions about the 2014 Biennial Student Activities Program Evaluation may be directed to Mr. Ray Murillo, Director, Student Programs, Student Academic Support, at (562) 951-4707 or rmurillo@calstate.edu or Dr. Sabrina Sanders, Assistant Director, Student Programs, Student Academic Support, at (562) 951-4693 or ssanders@calstate.edu.

EF:sks

cc: CSU Vice Presidents, Student Affairs
CSU Provosts/Vice Presidents, Academic Affairs
CSU Directors of Student Activities
Mr. Ray Murillo, Director, Student Programs
Dr. Sabrina Sanders, Assistant Director, Student Programs

2014 Biennial Student Activities Program Evaluation

- Sections I: Address areas discussed in the *Overall Program Evaluation* section of Executive Order No. 1068, Student Activities.
- Section II: Highlight *Promising Practices* in the area of student activities for the California State University system. The programs will be compiled and shared throughout the system with the intent to enhance collaborative efforts and share best practices.

Please submit report electronically (e.g., MSWord) via email to Dr. Sabrina Sanders, Assistant Director, Student Programs, Student Academic Support, at ssanders@calstate.edu by August 29, 2014.

I. Overall Program Evaluation

Please describe the mission of the Student Activities department and discuss major initiatives and learning outcomes. Highlight how the department's mission correlates to the Division of Student Affairs and the overall University mission and goals.

Provide supporting data that emphasizes compliance with Executive Order No. 1068 Student Activities.

II. Promising Practices

Please select a program, activity or strategy that exemplifies promise for becoming a best practice with long term sustainability and impact. A promising practice must have objectives, a comprehensive assessment and evaluation plan and potential for duplication. The response should include the following.

CONCEPT: Describe how the program was created or what served as the foundation for the idea.

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.

IMPLEMENTATION: Discuss the resources used (e.g., staffing, facilities, budget, etc.); scheduling considerations; target audience, number of participants.

ASSESSMENT: Describe the assessment plan including learning outcomes, types of data needed, and assessment instruments utilized.

RECOMMENDATIONS: Based on the assessment data, discuss the recommendation(s) to improve the overall program (e.g., program quality, student experience, learning outcomes, etc.).

SUSTAINABILITY: Discuss the department's interest to sustain the program and how it has been successful in doing so.

REPLICATION: Discuss the issues a campus should consider if contemplating replicating the program.