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MEMORANDUM

Code: AA-2012-06

Date: May 1, 2012

To: CSU Vice Presidents for Student Affairs

From: Eric Forbes
Assistant Vice Chancellor, Student Academic Support



Subject: 2012 Biennial Student Activities Program Evaluation

In accordance with Executive Order No. 1068, each campus shall submit an overall program evaluation for student activities. The 2012 biennial report is due by August 15, 2012 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 evaluation provides an opportunity for campuses to define and expand the scope of their work within student activities and provides evidence of their successes. The areas discussed in the *Overall Program Evaluation* section of Executive Order No. 1068 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 report electronically (e.g., MS Word) via email to Mr. Ray Murillo or Dr. Sabrina Sanders, Student Academic Support, Office of the Chancellor by August 15, 2012. Questions about the 2012 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 or Dr. Sabrina Sanders, Assistant Director, Student Programs, Student Academic Support, at (562) 951-4693 or ssanders@calstate.edu.

EF:ss

Attachment

c: Mr. Ray Murillo, Associate Director, Student Programs
Dr. Sabrina Sanders, Assistant Director, Student Programs

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

2012 Student Activities Biennial Report

- Sections I: Address the areas as discussed in Executive Order No. 1068 Student Activities *Overall Program Evaluation*. However, a campus may choose to include other areas that demonstrate its overall effectiveness in 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., MS Word) via email to Mr. Ray Murillo or Dr. Sabrina Sanders, Student Academic Support, Office of the Chancellor by August 15, 2012.

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 mission of the Student Affairs division and the University.

Provide supporting data that demonstrate the department's successes and challenges in implementing its mission, learning outcomes and major initiatives, emphasizing compliance with Executive Order No. 1068 Student Activities.

II. Promising Practices

Please select a program, activity or strategy that shows 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.