

**Humboldt State University
Associated Students
2013-2014 Annual Report**

1.A. Mission/Brief Description of Services

State your department's mission (statement that outlines the purpose and/or guiding principles of your department) and briefly describe the services/activities provided. Explain the program's impact on student success and how the program supports the broader university's mission.

Narrative

Associated Students of Humboldt State University Mission Statement -The Associated Students of Humboldt State University is a recognized non-profit corporation and an auxiliary of Humboldt State University. The specific purpose of this corporation is to provide a means for responsible and effective participation in the governance of the campus; provide an official voice through which students' opinions may be expressed; foster awareness of these opinions both on and off campus; assist in the protection of the rights and interests of the individual student and the student body; provide services and programs as deemed necessary by the corporation to meet the needs of the student and campus.

Associated Students of Humboldt State University Programs and Services -

The Associated Students of Humboldt State University collects and distributes the Associated Students Fee of \$101 in the Associated Students annual budget process. Programs funded through the Associated Students include University departments with programming that demonstrate a mission that matches the Associated Students Mission Statement and student developed programming that demonstrates the Associated Students Mission Statement. The following is a list of programs with brief descriptions that receive funding from the Associated Students:

Associated Students Programming Grants – \$41,000 in funds are made available to student organizations for on campus events. Funds granted assist in supporting diversity, leadership and cooperative programming.

AS Government - AS provides an official voice through which students' opinions may be expressed. The mission of AS is to meet the educational, social, cultural and recreational needs of the student body through approval of funding for a variety of student programs.

AS External Affairs – The External Affairs program provides representation of HSU students to the California State Student Association which represents CSU students in all areas of higher education policy-making. External Affairs also coordinates lobbying issues that affects HSU students, student voter registration and other civic engagement efforts.

AS Presents – AS Presents offers the University community entertainment and programming for students including, but not limited to lectures, concerts, film screenings, comedy shows and festivals.

Campus Center for Appropriate Technology (CCAT) – CCAT is a sustainable living demonstration home and educational center that demonstrates that living lightly on the earth is both practical and rewarding. CCAT offers educational opportunities which include tours and classes on special topics. Projects within CCAT are initiated, coordinated and executed by student volunteers.

Children's Center - A broad range of comprehensive services is available to student families that facilitate their parental and academic goals. A setting of affordable, convenient, high quality child development services is available for students as well as learning experiences to enhance instruction.

Club Administrative Support – The Associated Students Business Office provides administrative, banking and accounting services for over 150 student clubs and programs at no charge.

Club Program Support – The clubs office provides grant opportunities, fundraising, administration, and organizational support for campus clubs and organizations.

Drop-in Recreation - This program gives students the opportunity to participate in activities on a drop-in basis. Activities include swimming, basketball, volleyball, badminton and soccer.

Eric Rofes Queer Resource Center – The mission of the program is to move the campus from an attitude of tolerance to an attitude of acceptance of the queer community. It aims to create a focus of learning about issues facing the queer community and to bring students, faculty, and staff together for advocacy and education.

Humboldt Film Festival – The oldest student run film festival in the world. This program provides a unique opportunity for students at HSU to learn real-world skills, make contacts with professional filmmakers and plan a multi-day film festival.

Graduation Pledge Alliance – The GPA program was founded by HSU in 1987, and encourages graduating students to take a pledge to consider the environmental and social consequence of any future employment opportunity.

Learning Center Tutorial Program - HSU students are employed to provide free tutorial services for demanding and difficult courses. An essential part of the Learning Center, tutoring provides assistance to students who want to improve their learning skills.

Marching Lumberjacks - The Marching Lumberjacks (MLJ's) take pride in being one of the last remaining student-organized and run college marching bands. The Band performs at all home men's and women's basketball games in the spring and home football games in the fall.

The MLJ's also play in a variety of community events and parades. Any student may join and previous music experience is not necessary.

MultiCultural Center (MCC) - The vision of the MCC is to build, nurture and sustain a multicultural community at HSU. The MCC is the umbrella organization for cultural clubs on campus and develops programming that celebrates the cultural diversity of the HSU campus.

Sport Clubs - The Sports Club program provides opportunities for students to participate in competitive sports and compete with off campus clubs and Universities. A wide option of sport clubs are available including baseball, cheer, crew, cycling, women's and men's disc, fencing, men's lacrosse, women's and men's rugby, men's volleyball and archery.

Student Access Gallery (SAG) – SAG provides HSU students with experience preparing their works to be exhibited at one of three on-campus galleries: Art Foyer Gallery, Karshner Lounge Gallery and Student Business Services Lobby Gallery.

Women's Resource Center (WRC) - The WRC aims to provide tools, support and safe spaces for empowerment and for people to dismantle systems of power, privilege and oppression. The center also hosts many annual programs including: Take Back the Night, Women's Herstory Month and The Clothesline Project.

Waste-Reduction & Resource Awareness Program (WRRAP) - WRRAP provides a means for students to take responsibility for waste generated on campus and to make a positive contribution to the quality of the environment. WRRAP gives students hands-on training in composting and maintains a compost demonstration site. The community can also utilize WRRAP's Reusable Office Supply Exchange located in House 53.

Youth Educational Services (YES) - This experiential learning opportunity allows for students to expand on their academic careers, becoming leaders who provide quality community service to people without available resources. A broad range of social issues are examined and a balance of academia and activism is supported to create community leadership and promote future active citizens.

How Associated Students Supports the University's Broader Mission:

The University's mission states "... We serve (students) by providing a wide array of programs and activities that promote understanding of social, economic and environmental issues." The Associated Students Operations, Programs and Services support different facets of the University's mission and vision. Programs funded through the Associated Students have been listed under each of the University's Vision Statements

- We will be the premier center for the interdisciplinary study of the environment and its natural resources

*Campus Center for Appropriate Technology
Waste Reduction and Resource Awareness Program*

- We will be a regional center for the arts.

AS Presents

Humboldt Film Festival

Student Access Gallery

Marching Lumberjacks

- We will be renowned for social and environmental responsibility and action.

Waste Reduction and Resource Awareness Program

Graduation Pledge Alliance

Campus Center for Appropriate Technology

Youth Educational Services

MultiCultural Center

Women's Resource Center

Eric Rofes Queer Resource Center

- We believe the key to our common future will be the individual citizen who acts in good conscience and engages in informed action.

Associated Students Government

Associated Students External Affairs

- We will commit to increasing our diversity of people and perspectives.

MultiCultural Center

Eric Rofes Queer Resource Center

Associated Students Programming Grants

Women's Resource Center

- We will be exemplary partners with our communities, including tribal nations.

Youth Educational Services

MultiCultural Center

1.B. Description of Program Goals and Learning Outcomes for Year Under Review

Goals (broad, general statements about what the program intends to accomplish) must include corresponding *objectives* (statements that describe ways to achieve goals) and/or *learning outcomes* (statements that describe ways to achieve desired learning). Discuss how the goals and WASC themes of the university (see University Vision, Mission, and Values-found in the University's Strategic Plan-link in the URL sources below) are integrated into the program. If the program goals have changed since the last self-evaluation, explain how and why they have changed. Goals may have objectives, learning outcomes, or in some cases both goals and objectives.

Example:

GOAL (state the goal and describe how it supports department mission)

Objective (state the objective and how it supports the goal)

SLO (state the learning outcome, “As a result of ____, students should be able to _____,” and how it supports the goal)

Narrative

The goal of the Associated Students for 2013-14 was to continue to provide students with opportunities to gain new leadership skills, represent students in the campus governance process, allocate the Associated Students fee and provide the opportunity to participate in out-of-classroom activities and events.

The Associated Students continued to provide career exploration opportunities to the AS Council. The 2013-14 Council was mainly students with little experience on the AS Council. Because of the inexperience of the incoming AS Council the AS Staff modified the Student Learning Outcome for 2013-14.

For 2013-14 The Associated Students Learning Outcome was: *Students who serve on the AS Council will be able to understand the organizational structure of the University and CSU system and identify pathways and processes in the university governance structure to utilize when implementing goals.*

The Associated Students Staff designed a curriculum for their AS Council and learning environment that assisted student leaders on the Associated Students Council in understanding organizational structure.

This goal was developed with the following considerations:

Council for the Advancement of Standards (CAS) in Higher Education – Student Leadership Program:

Domain: knowledge acquisition, integration, construction, and application

- Dimensions: understanding knowledge from a range of disciplines; connecting knowledge to other knowledge, ideas, and experiences; constructing knowledge; and relating knowledge to daily life.

The Associated Students will focus on the following systems competencies in support of the Student Learning Outcome and CAS Standards:

Systems competencies:

- understanding and critiquing of systems and human behavior within systems including functional and dysfunctional practices
- coalition-building and other methods of systemic change
- civic and community engagement

- leadership across diverse organizations, environments and contexts

Humboldt State University Mission and Values:

- “We believe in intellectual growth through scholarship, creative activities and research. We prepare individuals to be successful in (...) positions of leadership; and to be proactive and productive members of society.”

Humboldt State University Student Affairs’ Mission

- “Operating under a student centered philosophy, the Division of Enrollment Management and Student Affairs supports students in the achievement of their academic, personal, and professional goals. Our programs and services promote individuality, responsible citizenship, sustainability, and inclusiveness. To achieve this mission, we strategically focus on enrollment management, engagement, diversity, student development, health and wellness, and operational efficiency.”

Department Goals for the 2013-14 Year

- Successful resolution of "Audit Findings" as a result of the CSU Auxiliary Compliance Audit
- Implementation of new Election Technology for the 2014 Spring Election and related Election Code revisions to change to a Ranked Voting Process
- Completion of Student Learning Outcome
- Increased training with the AS student-led programs regarding fiscal responsibility (check requests, Payroll, budget, etc.)
- Investigate a possible fee increase with AS Council to be voted on by the Associated Students membership to address the California minimum wage increase that will impact AS Program budgets.

1.C. Enrollment/Participant Data

Demographic profile of student enrollment/participants by majors, class level, and enrollment status (part-time vs. full-time). Analysis of the data should disaggregate by ethnicity, gender, abilities, veteran status, remediation, foster youth, first generation, income level. Compare enrollment/participation with HSU enrollment and participant data. In your discussion and interpretation, consider how you use this data to make programmatic decisions and to what extent diversity goals are met.

Narrative

The following data provides comparison data between the 2011-12, 2012-13, 2013-14 AS Council memberships and HSU Fall 2013 demographics.

	2011-12 AS Council	2012-13 AS Council	2013-14 AS Council	2013-14 HSU Student Body(Fall 2013)
UNDER REPRESENTED MINORITY	15.3%	38%	46%	34%
GENDER	61 % Male, 39% Female	62% Male, 38% Female	67% Male, 33% Female	46% Male, 54% Female
ABILITY	Information Unavailable	Information Unavailable	Information Unavailable	Information Unavailable
VETERAN STATUS	0%	0%	4%	1.8%
PERCENTAGE OF REMEDIATION	0% Enrolled in Remediation Courses	5% Enrolled in Remediation Courses	Information Unavailable	Information Unavailable
FORMER FOSTER YOUTH	0%	5%	4%	1.4%
PERCENTAGE OF FIRST GENERATION STUDENT	37.5%	52%	50%	49%
LOW INCOME STUDENTS	60%	47%	59%	41%

The Associated Students Council is elected by the student body each April for the following academic year. Vacant positions are recommended by the AS President and confirmed by the Council. In comparison to Humboldt State University student body the AS Council is representative, or exceeding representation, of student populations that the university seeks to provide additional support to. The 2013-14 AS Council had a significantly larger amount of male identified students than is reflected in the student body; a trend that has been established with data of the AS Council over the past three years. The 2014-15 AS Council is forecasted to

have a similar demographic of gender as the 2013-14 AS Council. The staff is aware that the AS Council does not reflect the student body in terms of gender and will consider if there are any appropriate changes in outreach that can be made so that future Council's better reflect the student body in gender identity.

1.D. Student Retention & Engagement

Reports can include graduation rates, satisfaction surveys, etc. Analysis of the data should disaggregate by ethnicity, gender, abilities, veteran status, remediation, foster youth, first generation, income level). Compare retention and engagement with HSU retention and engagement data. In your discussion and interpretation, consider how the data supports or conflicts with university retention efforts.

Narrative

The Associated Students continues to fulfill its mission and provide services to students. Students involved in Associated Students Government generally gain skills that allow to enter into public service, or continue their education. The following lists the status of students in positions on the AS Council after the conclusion of the Spring 2014 Semester:

AS President: Graduate, Spring 2014: Seeking career opportunities with the Department of State

Legislative Vice President: Graduate, Spring 2014

Administrative Vice President: Currently Enrolled, Expected Graduation date, Spring 2015: Continuing Council member, Club President

Student Affairs Vice President: Graduate, Spring 2014: Robert Wood Johnson Foundation Research Internship at UC Berkeley

AS External Affairs Representative: Currently Enrolled, Expected Graduation Spring 2015: Continuing Council Member.

AS Presents Representative: Graduate, Spring 2014: Applying to Graduate Programs abroad.

Professional Studies Representative 1: Currently Enrolled, Expected Graduation Spring 2015: Continuing Council Member

Professional Studies Representative 2: Currently Enrolled, Expected Graduation Spring 2015: Continuing Council Member

Professional Studies Representative 3: Graduate Spring 2014

Natural Resources and Sciences Representative 1: Currently Enrolled, Expected Graduation Spring 2015: Continuing Council Member.

Natural Resources and Sciences Representative 2: Graduate, Spring 2014

Natural Resources and Sciences Representative 3: Graduate Fall 2014: Employed Fall 2014 with AS Program

Arts, Humanities and Social Sciences Representative 1: Graduate Spring 2014: Regional Field Organizer with Real Food Challenge

Arts, Humanities and Social Sciences Representative 2: Graduate Spring 2014: Field Organizer State Assembly Campaign District 2.

At Large Representative 1: Graduate Spring 2014: Returning to HSU as a MBA student.

At Large Representative 2: Graduate Spring 2014: Seeking employment at the state or federal government level

Graduate Representative: Graduate Spring 2014: Seeking PhD programs.

Elections Commissioner: Currently Enrolled Expected Graduation Spring 2015: Fall Semester Panetta Congressional Internship

Students who serve on the Associated Students Council have consistently higher retention and graduation rates. 100% of the Associated Students Council either graduated or continued their education with HSU.

Student Affairs is currently undertaking the process to code student leaders in Peoplesoft this will allow reports to be generated on retention and graduation rates. In the future these reports will be included in the PREP report.

1.E. Student Learning Outcomes

Analysis of the SLO's from section 1B. Based on the SLO's from section 1B., describe to what extent the learning outcomes were met. Analysis should also include: interpretation of outcome results, how the program evaluates its effectiveness in meeting the university's institutional mission effectiveness of outcome measurement and what program changes have been made based on the result of the assessed outcomes.

Narrative

I. Background

The Associated Students (AS) is a Student Body Organization Auxiliary of Humboldt State University with a mission to:

“...provide a means for responsible and effective participation in the governance of the campus; provide an official voice through which students' opinions may be expressed; foster awareness of these opinions both on and off campus; assist in the protection of the rights and interests of the individual student and student body; provide services and programs as deemed necessary by the corporation to meet the needs of the student and campus community; and stimulate the educational, social, physical and cultural well-being of the University community.”

The Associated Students is governed by the Associated Students Council, A representative body of students elected by the membership of the organization.

II. Summary

A. Goal:

The Associated Students Staff goal was to design a curriculum and learning environment that assisted student leaders on the Associated Students Council in understanding the organizational structure of the University and CSU system and identifying pathways and processes in the university governance structure to utilize when implementing goals.

This goal was developed with the following considerations:

Council for the Advancement of Standards in Higher Education – Student Leadership Program:
Domain: knowledge acquisition, integration, construction and application

- Dimensions: understanding knowledge from a range of disciplines; connecting knowledge to other knowledge, ideas, and experiences; constructing knowledge; and relating knowledge to daily life.

Organizational competencies:

- organizational planning, communication, and development
- organizational culture, values, and principles
- organizational politics and political systems
- organizational life-cycles, sustainability, and stewardship
- methods of assessing and evaluating organizational effectiveness

Humboldt State University Mission and Values:

- “We believe in intellectual growth through scholarship, creative activities and research. We prepare individuals to be successful in (...) positions of leadership; and to be proactive and productive members of society.”

Humboldt State University Student Affairs’ Mission

- “Student Affairs, as an integral partner in the educational enterprise facilitates academic success and personal development by promoting leadership and providing services and programs for students and the University Community”

B. Objective:

The objective sought from members of the AS Council was an educational objective. At the beginning of the academic year only one of eighteen AS Council members had previous service on the AS Council. Council members had collectively and individually expressed initiatives and ideas that would require cooperation and consultation with different divisions of the university.

C. **Student Learning Outcome**

Students who serve on the AS Council will be able to understand the organizational structure of the University and CSU system and identify pathways and processes in the university governance structure to utilize when implementing goals.

D. **Design**

In August, 2013, or upon individual appointment, Associated Students Council members completed an initial assessment prior to receiving any training. Embedded in the initial assessment were questions that measured Council member's knowledge of the University and CSU governmental and organizational structure.

The Associated Students used Bloom's Taxonomy when developing the assessment. Bloom's taxonomy suggests that cognitive competency begins with knowledge level learning, and advances up the taxonomy to comprehension and application. The Initial assessment sought out the amount of knowledge Council members had prior to training about the University and fundamental definitions necessary to participate at a satisfactory level on the AS Council. Students were also asked to name and list the University President and University Vice Presidents and their divisions.

The results of the initial assessment were reviewed by Joan Tyson, AS General Manager & Rob Christensen, AS Council Assistant. It was determined that the AS Council members did not yet have an introductory knowledge level (see analysis below) of skills. Leadership training in August was reconstructed from a one-day training to a three-day training that included an increased focus on organizational structure of the University and CSU system.

Christensen and Tyson co-led an initial training that reviewed the organizational structure of the Associated Students, Humboldt State University and the CSU system. Students who attended the August training also had a 90 minute reception and discussion with the University Executive Committee (The University President and Vice Presidents). College representatives were also allotted time to meet with the Dean of their respective college.

Each semester Tyson set up meetings with each Council representative to review their current projects and continue to assist them in navigating the organizational structure of the University to make the projects successful.

In early May, 2014 the Associated Students Council members were asked to complete a post assessment. The post assessment was designed to reveal if the cognitive competency of the AS

Council had advanced from knowledge level learning to application of the knowledge received. In the post assessment Council members were asked to not only list administrators but to describe their duties and departments within their division. Council members were also asked to compose short answers based on the fundamental definition the Council received in the initial assessment where the AS Council received or discussed an issue.

Please see attached examples of Initial Assessment and Post Assessment.

E. Data

Administration Identification	Initial Assessment	Post Assessment
University President	94%	100%
Student Affairs Vice President	67%	100%
Provost	47%	62%
Administrative Vice President	24%	69%
Vice President Advancement	35%	69%
Term Definition		
Shared Governance	53%	69%
CSU Board of Trustees	59%	77%
Auxiliary Organization	53%	92%

F. Analysis

Assessment results indicate that the Council improved their understanding of the University organizational structure. The data set provided for Post Assessment shows an improvement from the Initial Assessment in acquisition of knowledge, but the Council members were also able to accurately expand their answers to summarize and demonstrate their knowledge demonstrating the group's advance in taxonomy to application of cognitive competency.

G. Conclusion

Serving on the Associated Students Council provides students the opportunity to develop organizational competency. The Associated Students Council efforts throughout the year provided them an experiential learning setting to understanding organizational planning, communication and development; organizational culture, values, and principles and organizational politics and political systems. The Associated Students staff will continue to develop and expand curriculum around the organizational competencies as outlined in the CAS Standards.

Sources

- [DOC] Initial Assessment
- [DOC] Post Assessment

2.A. Staff Engagement in Institutional Efforts and Activities

Describe how the department engages all members in the discussion, review, assessment and revision of program SLOs and other services.

Narrative

In August 2013 the Associated Students Council Assistant and General Manager worked jointly to develop the Student Learning Outcomes based on the incoming AS Council's training needs and experience. The AS Office Coordinator joined the staff in August 2013 and did not assist in the initial planning of the student learning outcomes.

The Council Assistant and General Manager jointly developed the curriculum for the Fall Training, Fall Retreat and Spring Retreat.

The AS Office Coordinator joined the General Manager to provide workshops on the AS Budget Process to AS Funded Programs in February, 2014. The AS Office Coordinator also assisted in developing training materials for the Spring 2014 Retreat.

In the 2014-15 year the expanded Student Learning Outcomes will include participation from all professional staff members due to the amount of interaction between AS Student Led programs and all members of the AS professional staff.

Sources

- [XLS] 13-14 Assoc Stu D40004 PREP Staffing rpt April 2014

3.A. Investments

Staff FTES by classification type, ethnicity and gender. Include budget expenditures distinguishing between temporary staff, student staff, permanent staff, and Operating Expense. (Budgets to include State General Fund, Trust Funds, Grants and Contracts, etc.)

Narrative

Fiscal year 2013-14, the Associated Students oversaw a budget of approximately \$1,000,000 collected from Student Activity Fees and Programs Revenue; \$346,086 from Club Deposits; and \$572,280 from Instructionally Related Activities Fees.

Staff

1 Associated Students Council Assistant (white male)

1 Office Coordinator (white female)

1 Administrator I (white female)

150 Student Assistants employed in a variety of AS Programs and Services

The 2012-13 Associated Students Audit has been uploaded to the Directory.

The Associated Students Business Office Staff includes the Associated Students Council Assistant and an Office Coordinator; these positions are employed through the University Center which supports the Associated Students through an Operating Agreement. The AS General Manager is a state reimbursed employee.

Sources

- [XLS] 13_14_Assoc_Stu_D40004_PREP_Staffing_rpt_April_2014

3.B. Efficiency

Staff/student ratio (SSR) within the unit, scope and type of service, number of program participants by discrete service (distinguish between group presentations and one-on-one work with individual students), number of contact hours, and comparisons to benchmarks based on similar size campus and demographic data for student populations.

Narrative

112 students - Club Treasurers served by Office Coordinator
19 AS Program Budget Directors
23 IRA Program Budget Directors
19 students - Elected/Appointed Student Officers
38 students - Unique Committee Appointments (non AS Council members)

Group Setting Hours:

AS Council Meetings - 21 Meetings at 2 hours each (average) 19 students = 798 contact hours
(AS General Manager and Council Assistant)

AS Executive Meetings - 9 Meetings at 1 hour each 5 students = 45 contact hours (AS General Manager)

Board of Finance Meetings - 10 meetings at 1 hour each 5 students = 50 contact hours (AS General Manager, AS Council Assistant)

AS Budget Hearings - 1 meeting at 6 hours 5 students = 30 contact hours (AS General Manager)

IRA Meetings - 6 meetings at 1.5 hours 5 students = 45 contact hours (AS General Manager)

SFAC Meetings - 2 meetings at 1 hour each 4 students = 8 contact hours (AS General Manager)

AS Retreats (Fall and Spring and Orientations) 16 students at 33 hours = 528 contact hours (AS General Manager, AS Council Assistant)

Total Contact Hours of individuals served in group settings = 1,495

One-on-One Meetings

AS Program Meetings - Approximately 30 meetings at 1 hour each 1 student = 30 contact hours
(AS General Manager and/or Council Assistant)

One-on-one meetings with 19 AS Council Members each semester for approximately 1 hour= 38 contact hours (AS General Manger)

One-on-one meetings with the AS President and other executives 4 hours per Week = 136 contact hours (AS General Manager)

Comparison to other CSU Institutions:

The Associated Students of Humboldt State University is difficult to compare to other CSU Associated Students. Comparability is limited to auxiliary status and student governance. At some CSU campuses the AS is a stand-alone organization, similar to HSU, and at others, the AS and Student Union (University Center) is a combined organization with separated Board functions. The operations of the Associated Students of Humboldt State University provides services unique to the size of Humboldt State University, but not uncommon by other Associated Students.

4.A. General Conclusions about Past Year Performance

Through analysis and personal observation, summarize your conclusions about the past year. Discuss to what extent your department has or has not met stated goals and any challenges faced in achieving goals? What activities has your program engaged in to improve the student success and the HSU environment? Describe notable achievements since your last self-evaluation.

Narrative

Associated Students as an organization continues to give students an opportunity to engage in the shared governance process at HSU. Students who serve on the AS Council or within an AS Student led Program learn leadership skills and gain opportunities. Members of the AS Council specifically learn how to synthesize an issue and respond in an appropriate manner, communicate with constituents and decision makers at all levels of administration and government, plan events and work as a team on a board of directors.

The Associated Students Office staff set the following goals for 2013-14. They were submitted as part of the 2012-13 Prep Report.

Goal 1: Successful resolution of "Audit Findings" as a result of the CSU Auxiliary Compliance Audit:

The Associated Students received six findings in the Auxiliary Organizations - Humboldt State University: Audit Report 130-07 dated January 17, 2014. In the campus response the Associated Students stated that they will take corrective action on all audit findings.

Status of Goal 1: COMPLETED

All findings have been cleared.

Goal 2: Implementation of new Election Technology for the 2014 Spring Election and related Election Code revisions to change to a Ranked Voting Process

The AS Council purchased new election technology in Spring 2013 in advance of the Spring 2014 Associated Students Election.

Status of Goal 2: COMPLETED

The Associated Students 2012-13 Council approved the purchase of proprietary web based elections system. The system required new collaboration between departments to make the launch of the new system successful. The Associated Students staff worked closely with the office of the registrar to ensure that balloting went smoothly for students.

The new technology also provided Associated Students with the opportunity to implement Ranked Choice/Instant Runoff Voting. Ranked Choice voting has allowed the Associated Students to eliminate the need to have an additional runoff election the week after the general election. Eliminating the runoff election has reduced costs in advertising and has allowed candidates to return to focusing on academic work in the lead up towards finals. The launch of the technology was successful and distributed a unique ballot to each student by a hyperlink in their e-mail.

Goal 3: Completion of Student Learning Outcome

The AS Council Assistant oversaw the completion of the Student Learning Outcome.

Status of Goal 3: COMPLETE The Associated Students completed the Student Learning Outcome project for the 2013-14 Academic Year and it has been uploaded to the Document Directory.

Goal 4: Increased training with AS student-led programs regarding fiscal responsibility (check requests, Payroll, budget, etc.)

The Associated Students hired a new employee into the position of AS Office Coordinator. The position receives and vouches payments from AS Programs, IRA Programs, the Lumberjack Newspaper and Student Clubs.

Status of Goal 4: ONGOING

The Associated Students Business Office provided one-on-one support to the budget administrators of student-led programs. This year the AS Business Office also provided two separate meetings for AS Programs with questions about the AS Budget process. These two meetings were effective in providing additional guidance to programs in developing their program budget request. The Associated Students will continue to develop training opportunities for student led programs and will be developing a student learning outcome for these programs.

Goal 5: Investigate a possible fee increase with AS Council to be voted on by the Associated Students membership to address the California minimum wage increase that will impact AS Program budgets.

Status of Goal 5: COMPLETE

The Associated Students Board of Finance investigated and proposed an AS fee increase to the student body to cover the costs associated with California's minimum wage increase. The AS fee will increase from \$101 per year to \$113 per in 2014-15 and \$117 per year in 2015-16. The Associated Students/Student Body Fee is unique among CSU mandatory fees as it requires an affirmative vote of the student body. The fee was approved by the student body with 58% of voters in favor of the fee.

Overall Conclusions

One of the overall conclusions of the past two years is the over-commitment of students involved in leadership programming. Many students who are involved on the AS Council are "leaders of leaders." The AS Staff will be coordinating training to specifically address organizational commitment & time management prior to the start of the academic year. The Staff will observe the Council and consider appropriate training for the group throughout the year.

The 2013-14 Prep Report section 5.A will list goals and objectives of the Associated Staff, the AS Council will set priorities for the year, but future reporting will continue to focus largely on staff and operational goals.

5.A. Recommendations, Goals and Student Learning Outcomes for Next Year

Summarize program modifications or changes to be made as a result of assessment. Show how the changes responded to changing demographics, technologies, external requirements, or other relevant factors. Goals may be carried over from year to year but changes must be informed by your data analysis and conclusions in 4.A.

Narrative

The goal of the Associated Students will continue to be to provide students with opportunities to gain new leadership skills, represent students in the campus governance process, allocate the Associated Students fee and provide the opportunity to participate in out-of-classroom activities and events.

The Associated Students will continue to train students on systems of organization and organizational structure that the 2013-14 Student Learning Outcome was based off of. The 2014-15 Council that was elected includes many students who are committed to multiple activities and organizations on campus. Because of the significant amount of commitment the students make serving on the AS Council training will be provided on organizational commitment and time management.

For 2014-15 The Associated Students Government Learning Outcomes are:

As a result of serving on the AS Council, students will learn to identify and plan all aspects of an event/program.

As a result of serving on the AS Council, students will learn to generate and assess project goals; reflect on overall outcomes at completion of projects.

The Associated Students Staff is also extending student learning outcomes to AS Student Led Programs. For 2014-15 The Associated Students Programs Learning Outcomes is:

As a result of serving as the budget administrator for an AS funded Student Led Programs, students will learn to develop, implement, monitor, and make adjustments to budgets based on program needs.

The Associated Students Staff goal is to design a curriculum and learning environment that assists student leaders on the Associated Students Council and in Associated Students programs in successfully administering events and projects.

These student learning outcomes are developed with the following considerations:

Council for the Advancement of Standards in Higher Education – Student Leadership Program:
Domain: knowledge acquisition, integration, construction, and application

- Dimensions: understanding knowledge from a range of disciplines; connecting knowledge to other knowledge, ideas, and experiences; constructing knowledge; and relating knowledge to daily life.

The Associated Students will focus on the following Organization Competencies in support of the Student Learning Outcome and CAS Standards:

Group competencies:

- team building
- developing trust
- group roles, group dynamics, and group development
- group problem-solving, conflict management, and decision making
- shared leadership and collaboration

Organizational competencies:

- organizational planning, communication, and development
- organizational culture, values, and principles
- organizational life-cycles, sustainability, and stewardship
- methods of assessing and evaluating organizational effectiveness

Systems competencies:

- civic and community engagement
- leadership across diverse organizations, environments, and contexts

Humboldt State University Mission and Values:

- “We believe in intellectual growth through scholarship, creative activities and research. We prepare individuals to be successful in (...) positions of leadership; and to be proactive and productive members of society.”

Humboldt State University Student Affairs’ Mission

- “Operating under a student centered philosophy, the Division of Enrollment Management and Student Affairs supports students in the achievement of their academic, personal, and professional goals. Our programs and services promote individuality, responsible citizenship, sustainability, and inclusiveness. To achieve this mission, we strategically focus on enrollment management, engagement, diversity, student development, health and wellness, and operational efficiency.”

Department Goals for the 2014-15 Year

- Expanded training and support for student led programs.
- Increase Student Learning Outcomes to incorporate AS Student Led Programs.
- Investigate the possibility of integrating the Women's Resource Center and the Eric Rofes Queer Resource Center to create better coordinated gender and sexuality programming.

- Explore the development of an Associated Students Council series of events that specifically encourages students interested in serving on Associated Students Council to become involved with Associated Students through interactions with elected officers, programs, events and committees to assist in effectively recruiting students into future elected and appointed positions.

The Associated Students will also be extending learning outcomes to student led programs.

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