

**Humboldt State University
Student Clubs and Activities
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

The mission of the Clubs and Activities Office is grounded in the concept of engagement and involvement as tools that lead to increased student retention and success. The Clubs and Activities Office will support the academic mission of the University by actively enhancing the student co-curricular experience through support and development of recognized student clubs and activities.

Our Goals

Engagement in university clubs has been found to be a common factor amongst successful students on a college campus. Clubs are commonly credited for providing a structure where building community, inter and intra group collaborations, development of leadership skills and increased institutional knowledge can take place. All of these factors are positively linked to student success and retention. The Clubs and Activities Office will:

- a. Provide resources that assist club officers and members in creating and implementing programs and activities that support the academic mission of the University.
- b. Provide basic, intermediate and advanced training to club officers that assist with the successful management of club business, meetings and activities.
- c. Facilitate accessible, responsive and customer service oriented processes for the functioning and recognition of clubs.
- d. Communicate University and system-wide policies to club officers, advisors and members in an effort to assess and mitigate risk.
- e. Act as liaison between University entities and recognized clubs.

Our Actions

The Clubs and Activities Office provide a variety of services to recognized clubs and organizations. These services are offered in an effort to support the mission of each club while promoting involvement on campus. The services we provide assist in further development of student leaders, improve event planning and management, increase membership in clubs and expands the mission of clubs to create and sustain community. Those services include:

- a. Assist club members with event and travel funding applications
- b. Provide orientation for new clubs and new club officers

- c. Facilitate new and existing club activation
- d. Provide resources for fundraising as well as event supplies
- e. Offer one on one and group advisement
- f. Provide opportunities for outreach to potential club members

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

Clubs and Activities staff led two efforts to collect information from club leadership that would provide a clear picture of the strengths and challenges surrounding the management and development of HSU student clubs and organization. Dissemination and collection of feedback was done during Club Information Nights and Club Leadership Series' workshops. Questions were added to the evaluation for each workshop and were primarily anonymous.

Club Info Nights

The purpose of Club Info Nights is to provide additional opportunities (beside initial orientation) to facilitate learning around campus policies and procedures that impact club programming and management. There were 8 Club Info Nights held between Fall and Spring semesters with an attendance of 121. Clubs and Activities staff collected 76 comment sheets from participants throughout the year. Providing feedback was optional but encouraged during the course of the workshops.

Club Leadership Series

This series of workshops fulfills our commitment to providing appropriate training and development that would better prepare our student leaders for the important roles they hold. The Leadership Series was co-sponsored by Student Engagement and Leadership as well as Associated Students. The events were open to all student leaders but focused primarily on club and organization leadership and management. There were approximately 8 leadership

workshops held in the Spring 2014 semester and over 128 in attendance. We were able to collect 32 comment sheets from participants.

Dialogue with club leadership revealed personal and professional successes as well as challenges that continue to persist.

Successes

Student leaders identified the following strengths:

- Breadth of student-led programming
- Knowledge about on-campus event process
- Advisor assistance and enthusiasm
- Location of the office
- Helpfulness of the office staff
- Access to office supplies (popcorn machine, paper, paint, cash box, etc...)

Areas of Concern:

- a. Paperless options for required forms and processes (activation, re-activation, event applications, travel documents)
- b. Lack of access to specific event supplies (fans, laptops, tables)
- c. Lack of knowledge of policies and procedures that govern event management
- d. Concerns regarding mitigation of risk
- e. Lack of campus-wide policies that govern events and facilities
- f. Lack of guidance regarding fundraising alternatives

In developing goals for the upcoming year, it was imperative that we consider long and short term benchmarks that will continuously challenge the organization as well as support more immediate efforts to positively impact club and leadership development.

2013-2014 Goals

Goals and Student Learning Outcomes for 2013-2014:

The Clubs and Activities Office will provide developmental and operational support for Clubs' Officers and Advisors. This goal supports the mission by providing assistance to club leadership that will, in turn, positively impact what that club has to offer the student body. Our intention is to provide the necessary tools that will assist in the creation of more club leadership who are confident and competent in their quest to fulfill their club mission.

-As a result, 100% of Club Officers, who attend Club Info Night Events, can demonstrate a knowledge of policies associated with event planning.

-As a result, least 50% of Club Advisors will attend an Anti-Hazing Workshop in Spring 2014.

-As a result, Clubs and Activities Office will review current Advisor orientation requirement with changes based on policy, feedback and best practices.

The Clubs and Activities Office will provide leadership skill development support for Club Officers in 2013-2014. This goal supports the mission of Clubs and Activities by fulfilling our

commitment to providing leadership opportunities and skill development to HSU student body. Our intention is to help facilitate the process of developing strong club leaders that are confident in their abilities.

-As a result, 75% of Club Officers will attend at least one Leadership Series Event.

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

Astin’s Theory of Involvement, 1985, states that educational effectiveness is related to level of involvement (Pascarella & Terenzini, 2005). Involvement, for many, refers to the investment of psychosocial and physical energy in a project, person, cause, etc...(in this case we would refer to clubs). For many practitioners this has come to mean that a highly involved student is someone who, as an example, engages with other students and faculty, commits to studying, spends ample time on campus, knows campus resources and is participatory in campus clubs and events.

Information collected from registered clubs relies, heavily, on our self-report process. Club officers, advisors and student participants register themselves via the department website. We are able to ascertain demographic information through this process but have not instituted a procedure to capture graduation data. We are also working toward the collection of demographic information from non-student members. The following table captures a picture of registered club members from 2013-2014.

All Registered Clubs	Total: 1549	URM	First Generation	Low Income	Orphan	Veteran
Female	917	349	461	403	19	9
Male	631	195	287	262	5	17

Students, at HSU, are offered the opportunity to join clubs throughout the year. Most clubs have an “open registration” status which means they accept new members continuously. 2013-2014 welcomed approximately 1549 registered members of HSU clubs. This was an increase of 400 member registrations from the reported 1139 of 2012-2013 academic year). This increase can

be contributed to many factors but it is difficult to narrow-down to one factor. Those factors include: an increase of club tabling from an average of 70 to 100 per week; more communicated opportunities for club involvement and a push to encourage club leadership to work more collaboratively.

The review of data revealed interesting themes and trends pertaining to club membership. These areas are being highlighted as they have emerged in the involvement literature as connected to our ability to retain the students referenced within each identity. It is our goal to use this information to create and implement action items to improve.

Gender:

Davidson and Paciej-Woodruff (How to Shift Your View of Involvement for College Men, 2012), reports that: more women than men are enrolled in college; a gap in achievement & performance since 1980s; differences in academics, retention, graduation rates, campus engagement and discipline; a HERI national survey of freshmen showed that 51.6% of women and 35.7% of men planned to join a club. Many have contributed the lack of engagement of male college students on our inability to capture their interest, lack of desire to “meet them where they are” and the shortage of male role models on college campuses. Best practices asserts that this lack of engagement has contributed to a decline in success (retention and graduation) for male students.

2013-2014 welcomed 1549 registered club members into . Of this 1549 members, 917 were female while 631 identified as male. There was a significant increase in the number of female (292 more) and males (104 additional). This was an overall increase of over 400 registered members from the previous year.

Ethnicity	Female	Male	Totals	Percentage
AmInd	10	3	13	0.84%
Black	34	23	57	3.68%
Latino	258	152	410	26.47%
Asian	19	25	44	2.84%
PacIsl	3	1	4	0.26%
Two or More	72	40	112	7.23%
White	439	320	759	49.00%
Unknown	65	64	129	8.39%
NR Alien	17	3	20	1.29%
Totals	917	631	1549	100.00%

Table 2: Club Members by ethnicity and gender

Our number of male respondents continue to be considerably lower than that of those who identify as female. Since we rely heavily on self-report of club members, we are not certain if this difference is due to lack of male members or their disinterest in registering as members.

Possible Response:

We can continue our push to involve and engage male students in student sponsored clubs and organizations. Dialogue with male students revealed that they are more interested in leadership

roles within clubs and less interested in general membership. We have also found more male members involved in clubs and programs that give them support and “space” to be creative. This can sometimes lead to program and club ideas that are not always within policy. There is also space for a greater push toward club member registration. In the 2014-2015 academic year we could increase efforts to register general members and to communicate the importance to club leadership.

Ethnicity and URM:

759 members identified as White, while 410 identified as Latino (of the 544 self-identified URM members). Other URM students did not experience impactful increases in membership (134 members identified as Black, Asian, Pacific Islander or two or more). Most of the URM memberships center around registration in clubs categorized as Cultural, while other areas have not experienced change (a significant increase or decrease).

Ethnicity

	Count			Percentage			Total Count	Total Percentage
	Female	Male	No Answer	Female	Male	No Answer		
1-AmInd	10	3		0.65%	0.19%	0.00%	13	0.84%
2-Black	34	23		2.19%	1.48%	0.00%	57	3.68%
3-Latino	258	152		16.66%	9.81%	0.00%	410	26.47%
4-Asian	19	25		1.23%	1.61%	0.00%	44	2.84%
5-PacIsl	3	1		0.19%	0.06%	0.00%	4	0.26%
6-TwoMore	72	40		4.65%	2.58%	0.00%	112	7.23%
7-White	439	320		28.34%	20.66%	0.00%	759	49.00%
8-Unknown	65	64	1	4.20%	4.13%	0.06%	130	8.39%
9-NR Alien	17	3		1.10%	0.19%	0.00%	20	1.29%
Grand Total	917	631	1	59.20%	40.74%	0.06%	1549	100.00%

URM

	Count			Percentage			Total Count	Total Percentage
	Female	Male	No Answer	Female	Male	No Answer		
No	502	369		32.41%	23.82%	0.00%	871	56.23%
Yes	349	195		22.53%	12.59%	0.00%	544	35.12%
(blank)	66	67	1	4.26%	4.33%	0.06%	134	8.65%
Grand Total	917	631	1	59.20%	40.74%	0.06%	1549	100.00%

Although overall URM memberships (at least from the perspective of those who reported) has not changed significantly, it would be interesting to look at data from a few categories. Clubs are categorized as either Academic, Associated Students Programs, Cultural, Environmental, Greeks, Honor Societies, Religious, Special Interest and Sports Clubs. Qualitative data shows

that club membership has been significant for out URM and 1st generation students, but we have not really reviewed which categories URM students prefer. It is imperative to future planning to review changes over the last few years to possibly note where improvements could be implemented . Each category of clubs experience their own set of challenges as it pertains to membership, recruitment, member engagement and campus interest.

As was mentioned before there are some clubs that experience more URM registration than others. Academic, Sports and Cultural Clubs as well as Greek-lettered organizations.

Academic Club Data: Registered 363 URM Students

Ethnicity

	Count		Percentage		Total Count	Total Percentage
	Female	Male	Female	Male		
2-Black	13	19	1.38%	2.01%	32	3.39%
3-Latino	167	85	17.71%	9.01%	252	26.72%
4-Asian	12	12	1.27%	1.27%	24	2.55%
6-TwoMore	38	17	4.03%	1.80%	55	5.83%
7-White	291	204	30.86%	21.63%	495	52.49%
8-Unknown	43	38	4.56%	4.03%	81	8.59%
9-NR Alien	2	2	0.21%	0.21%	4	0.42%
Grand Total	566	377	60.02%	39.98%	943	100.00%

Sports Clubs Data: Registered 90 URM Students

First Generation x Ethnicity

	Count			Percentage			Total Count	Total Percentage
	No	Yes	(blank)	No	Yes	(blank)		
Female	27	31	4	14.14%	16.23%	2.09%	62	32.46%
2-Black	2	1		1.05%	0.52%	0.00%	3	1.57%
3-Latino	4	15	2	2.09%	7.85%	1.05%	21	10.99%
4-Asian	1			0.52%	0.00%	0.00%	1	0.52%
6-TwoMore		5		0.00%	2.62%	0.00%	5	2.62%
7-White	18	9	1	9.42%	4.71%	0.52%	28	14.66%
8-Unknown	2	1		1.05%	0.52%	0.00%	3	1.57%
9-NR Alien			1	0.00%	0.00%	0.52%	1	0.52%
Male	71	56	2	37.17%	29.32%	1.05%	129	67.54%
2-Black		2		0.00%	1.05%	0.00%	2	1.05%
3-Latino	12	25		6.28%	13.09%	0.00%	37	19.37%
4-Asian		3		0.00%	1.57%	0.00%	3	1.57%
6-TwoMore	9	6	1	4.71%	3.14%	0.52%	16	8.38%
7-White	47	14	1	24.61%	7.33%	0.52%	62	32.46%
8-Unknown	3	5		1.57%	2.62%	0.00%	8	4.19%
5-PacIsl		1		0.00%	0.52%	0.00%	1	0.52%
Grand Total	98	87	6	51.31%	45.55%	3.14%	191	100.00%

Cultural Clubs: Registered 92 URM Students

Ethnicity

	Count		Percentage		Total Count	Total Percentage
	Female	Male	Female	Male		
2-Black	12	3	9.84%	2.46%	15	12.30%
3-Latino	46	14	37.70%	11.48%	60	49.18%
4-Asian	2	3	1.64%	2.46%	5	4.10%
6-TwoMore	7	5	5.74%	4.10%	12	9.84%
7-White	4	5	3.28%	4.10%	9	7.38%
8-Unknown	3	6	2.46%	4.92%	9	7.38%
9-NR Alien	12		9.84%	0.00%	12	9.84%
Grand Total	86	36	70.49%	29.51%	122	100.00%

Possible Response:

We have recently increased efforts to manage and direct using a social justice lens in an effort to assist students in their quest to be successful. This lens will provide staff with tools and tips to pass on to club leadership in hopes that registration of URM students increase. As a result we will also work toward providing more outreach opportunities as well as exposing club leaders to information that will assist in creating welcoming and inclusive environments.

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

We have been able to garner approximate membership information due to student ability to register as a member of a HSU club. This system is primarily self-report and suffers from related issues (accuracy of information, consistent membership enrollment). This information gives us the opportunity to collect pertinent demographic information but we have not found a system to ascertain graduation and retention numbers.

We have found, through qualitative and quantitative data collection, that students of color (URM students) enroll in clubs as a way to connect with the campus and, in many cases, with their self-identified communities. The following information provides a glimpse into the HSU student clubs based on the categories by which they are tracked.

Club Enrollment Data

Academic Clubs: 943 students total
363 URM
566 Female 377 Male
133 URM Male 17 Orphan
439 1st Generation 421 Low Income

Cultural Clubs: 122 students total
4 White Students 92 URM
86 Female 36 Male
15 Orphan 87 1st Generation 75 Low Income

Environmental: 145 students total
44 URM 86 Female 59 Male
21 URM Male 62 1st Generation
53 Low Income

Honor Societies: 42 students total
14 URM 26 Female 16 Male
4 URM Male 1 Orphan Male
22 1st Generation 22 Low Income
6 Veterans

Sports Clubs: 191 students total
87 1st Generation 2 Orphan
31 URM Female 59 URM Male

1.E. Student Learning Outcomes

Analysis of the SLO's from section 1B. Based on the SLO's from section 1B., describe to what extend 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

1. The Clubs and Activities Office will provide developmental and operational support for Clubs' Officers and Advisors. This goal supports the mission by providing assistance to club leadership that will, in turn, positively impact what that club has to offer the student body. Our intention is to provide the necessary tools that will assist in the creation of more club leadership who are confident and competent in their quest to fulfill their club mission.

a. As a result, 100% of Club Officers, who attend Club Info Night Events, can demonstrate a knowledge of policies associated with event planning.

Attendees: 85 students 58 club leaders 3 advisors

Club Info Nights: 8

Attendees were given an evaluation at the end of each club info night. Attendees were asked to respond to the following question:

Please circle and explain at least one process, listed below, associated with event planning. 100% of respondents were able to correctly define at least one policy associated with event planning.

b. As a result, at least 50% of Club Advisors will attend an Anti-Hazing Workshop in Spring 2014.

Attendees: 0

Workshops:0

Anti-Hazing workshops for Advisors will be held Fall 2014.

The Clubs and Activities Office will provide leadership skill development support for Club Officers in 2013-2014. This goal supports the mission of Clubs and Activities by fulfilling our commitment to providing leadership opportunities and skill development to HSU student body. Our intention is to help facilitate the process of developing strong club leaders that are confident in their abilities.

c. As a result, Clubs and Activities Office will review current Advisor orientation requirement with changes based on policy, feedback and best practices. This learning outcome was not met as a review of current Advisor orientation requirement will be held 2014-2015 so that any changes are based on appropriate feedback.

2. The Clubs and Activities Office will provide leadership skill development support for club officers in 2013-2014.

a. As a result, 75% of Club Officers will attend at least one Leadership Series Event.

Attendees: 42%

Workshops: 8

Workshops associated with the Leadership Series are discussed with and approved by the executive council of Associated Students. These workshops began in the Spring 2014 semester and were held approximately twice per month. Evaluations of the workshops revealed that the topics had a profound impact on attendance as well as communication of the event. Next year, we will improve advertising and communication as an effort to increase attendance. We will also partner the Leadership Series with other engagement efforts in an attempt to increase participation.

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

The Clubs and Activities Office is heavily impacted by the current professional staffing levels.

Current staffing includes:

- 1 Full-Time, 12 month Coordinator
- 1 Part-Time, 11 month Administrative Support Coordinator
- 6 Part-Time, 10 month Student Assistants

Staff engagement includes involvement in the following areas:

Coordinator:

Student Engagement and Leadership Support-Chair
Homecoming Committee-Campus wide
Student Travel Committee-member
Campus Dialogue on Race-member
African American Student Alliance-Co-Chair
Student Affairs Managers Group-member
Housing/Residence Life Search-member
Welcome Home to Humboldt-chair

Office Manager:

Student Affairs Budget (SAS)-member

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Students:

Club Coordinating Council
Club Coordinator Search Committee

Staff in the Clubs and Activities Office are invited to participate in every aspect of the program. Student staff are assigned specific responsibilities within the office that assists with team building and office management. Engagement opportunities include:

- a. One on One meetings with Office Manager and student staff
- b. All-staff meetings twice per month
- c. Office communication journal
- d. Departmental tabling and outreach efforts
- e. Campus-wide focus groups

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.)

Judgment

Compliant Non-Compliant Not Applicable

Narrative

- [XLS] 13-14 CLUBS D40020 PREP Staffing rpt April 2014
- [XLS] 13-14 CLUBS D40020 PREP Staffing rpt Nov 2013

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

Professional Staff

1 Coordinator at 1.0

1 Administrative Support Coordinator at .5

Student Staff

6 Student Staff at 20 hours or less per week

Group Presentations and Meetings

133 approved events that required individual meetings with the Club Coordinator for risk management or event planning consultation.

Individual Meetings

Coordinator: required to meet with club members to discuss event applications; dialogue about proposed event ideas; reports of inappropriate behavior by club members; facilitate meetings with risk management.

ASC: clubs seeking funding meet with the ASC (event and travel); clubs seeking budget support; reconcile budgets for large events.

Student Staff: club coordinating council is chaired by student staff; event and travel applications; new club applications

CSU Research

Staffing: In Fall 2013 the Associate Dean for Student Engagement and Leadership surveyed other CSU campuses via the Student Activities ListServ. In the collection of information regarding staffing there were similarities regarding staffing at other institutions that were not found at HSU. Staffing at many of these institutions included the following positions: 1. Individual positions committed to the various service areas. Those positions included: Greek Life Coordinator, Student Leadership Coordinator, Program/Event Advisor, etc...This plan would allow for greater attention in these areas and possibly a more comprehensive development plan for Club Officers and Members.

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

In the 2013-2014 academic year the Clubs and Activities Office was able to meet the following outlined goals and learning outcomes.

Goal 1: The Clubs and Activities Office will provide developmental and operational support for Club Officers and Advisors.

SLO Complete: 100% of club officers, who attend Club Info Nights Events, can demonstrate knowledge of policies associated with event planning.

SLOs Incomplete: 1. At least 50% of Club Advisors will attend an Anti-Hazing Workshop in Spring 2014. 2. Clubs and Activities Office will review current Advisor orientation requirement with changes based on policy, feedback and best practices.

Goal 2: The Clubs and Activities Office will provide leadership skill development support for Club Officers in 2013-2014.

SLO Incomplete: 1. 75% of Club Officers will attend at least one Leadership Series Event. During the 2013-2014 Academic Year the Clubs and Activities Office experienced an abundance of change that began with the departure of the Clubs and Activities Coordinator. The Associated Dean for Student Engagement and Leadership held a duo position by assuming the responsibilities of this office.

The following issues continue to persist but will be addressed during the 2014-2015 Academic Year. Some of these action items are in progress while others are yet to be addressed. In an effort to stay student-centered the Clubs and Activities Office will continue to prioritize based on what will improved services to our primary constituent...students.

Ongoing Concerns:

- Required execution of the Events Application that honors customer service, allows for developmental growth and adheres to campus policies. Students are required to acquire various signatures and deliver the printed application from one campus office to another. Possible solution: Adoption of a process that allows for the form to be shared and approved electronically between Advisors, Clubs Office, Info Desk, Facilities and University Police Department. This will greatly improve customer service, event risk mitigation, Advisor knowledge of planned events and attainment of proper funding and insurance.
- Improvement in communication between Clubs Office and Information Desk is necessary to allow for proper event advisement and notification to University Police Department. At this time Clubs are not allowed to reserve rooms without approval from the Clubs Office (this approval comes as a part of the review process for events). Club Officers and members are, however, able to reserve space without completing or submitting the event application. Possible solution: Clubs office becomes responsible for reserving space for recognized clubs or software that will allow for expedient communication with the Information Desk.
- The Clubs and Activities Office has goals associated with workshops, programming and training. Additional space is needed to support clubs with their events, projects and on-going activities.
- Lack of appropriate staffing continues to have a negative impact on the tremendous possibilities for the Clubs and Activities Office. Club Officers, members and advisors are in need of on-going training and support, Coordinator membership on various campus-wide committees is necessary to create positive change, club sponsored events, today, require more risk management and attention. The highest risk area would be Greek Life, but at this level of staffing there is not efficient support.

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

According to the CAS Professional Standards for Higher Education, specifically The Role of Campus Activities Programs, the Clubs and Activities office must provide the following:

- training and development of club members,
- training and support for advisors,
- advocacy for recognized clubs and their interests,
- Leadership development,
- administrative support and collaboration across campus.

Although the Clubs and Activities Office at HSU has grown by leaps and bounds (online orientation, travel and event funding opportunities, risk mitigation and club workshops), there is still a plethora of implementations still to be made.

Staffing

Current: The Clubs and Activities Office currently employs one full-time Coordinator and one part-time Administrative Support Coordinator as professional staff. There are also student employees who mainly assist with office/phone coverage.

Recommendation: In order to appropriately address training needs of both club members and advisors; increase our rate of completion regarding club activations and processing travel and event grant funding there will need to be an increase in staffing. 1. Increase the Administrative Support Coordinator Position to full-time. 2. Employ an additional SSPI as Greek Coordinator as this population poses the greatest risk in the organization. 3. Employ an additional SSPI as Training and Event Management Coordinator. 4. Provide web site and publicity support to club members by employing a graphic artist and website assistant (student position).

Space

Current: The Clubs and Activities Office is located in the University Center. The space currently holds two offices (one occupied by the Clubs Coordinator and the other serves as both the reception desk and work station for the Administrative Support Coordinator). There is also a small area that serves as a waiting area, craft area and where we post important signs pertaining to clubs.

Recommendation: The Clubs and Activities Office could provide opportunities for Clubs to work together on art projects, signs, posters, banners and events with additional allocated space. We envision space for group meetings, small group presentations, advisor meetings, craft space, storage space and computers for club business. We believe these additions would assist with Clubs becoming more self-directed and efficient.

Event and Leadership Development Funding

Current: The Clubs and Activities Office receives both state (operational) and auxiliary funds, via Associated Students (student personnel wages). Activities sponsored by Clubs and Activities include: Fall and Spring Club Fairs, Club Info Nights and the Club Leadership Series (partially funded by Associated Students). The office, however, has not been able to fully implement other requirements of a Campus Activities Program (as communicated through CAS Standards).

CAP must include these fundamental functions: implementing campus programs that add vibrancy to the campus, advising student organizations that implement programs or services, advising student governing organizations, ensuring the proper and efficient stewardship of funds including the student activity fee and institutional allocation, and implementing training, development, and educational opportunities.

Recommendations: It is not unusual for a Clubs and Activities Office to plan and implement activities (small and large) on a University campus. I would recommend additional program/activity funding to be used in the following areas: implementation of training, development and educational opportunities for club officers, ongoing advisor

support, alcohol and sexual assault prevention training and specialized support that addresses the uniqueness of each organization.

Operations

Current: This office struggles to efficiently operate with 1.5 professional staff but has furthered development and services to club members and the campus-at-large. In the areas of functionality and customer service we are deficient at this time and will need to force a dialogue about improvements.

Functionality: The Clubs office oversees the creation and reactivation of student clubs. The process is based on completion of forms (that are not electronic), collection of signatures, completion of online orientation, volunteer ID forms, chalking/staking forms, food safety permits, event applications, AS Account Signature Cards, Club Contact Cards, etc. This process can span the course of the semester and pose an insurmountable amount of work for the staff. Clubs are able to reserve rooms and other spaces through the campus Info Desk. This, however, poses a problem as clubs do not have to be reactivated in order to reserve a room.

Customer Service: Club Officers are required to complete a packet of forms to reactivate their clubs. Depending on availability of advisors, the process of collecting signatures can take days. Students have commented that they have neglected to attend a class in order to complete the process. The completion and routing of event applications has also raised concern with the clubs office as well as Info Desk, Facilities and University Police Department.

Recommendation: The acquirement of software, like OrgSync, can assist in improving Club Office operations, including the collection of required documents (travel forms, release of liability waivers, event applications, activity associated forms, notification of workshops, etc...). We believe this software would also improve customer service by allowing club members to complete and submit forms electronically.

Goals and Student Learning Outcomes for 2013-2014:

1. To create and facilitate opportunities to grow and develop student-centered clubs and organizations.
 - As a result, members of the Club Coordinating Council will assist in the facilitation of monthly new organization orientations.
 - As a result, members of Club Coordinating Council will develop a relationship with the student clubs they support.
2. To provide diverse opportunities for students to explore their leadership potential in safe and inclusive environments.
 - As a result, students who attend the Leadership Series will develop a greater understanding of diversity and leadership
3. To act as a liaison for recognized clubs and organizations in the on and off campus community.
 - As a result, 50% of Advisors will attend the Clubs and Activities Office Orientation and Social