

Associated Students California State University, Northridge 2011-2012 Annual Report

Presented to Board of Directors – September 2, 2012

Mission

The Associated Students is the primary advocate for students at California State University, Northridge and provides excellent and meaningful programs and services designed to create and enhance a spirited, learning-focused campus environment.

Priority 1 - Business, Operational Practices, and Facilities: Grounded in the philosophy of continuous quality improvement and guided by assessment data, Student Affairs units will offer programs, services, and facilities that are student/client centered, effective and efficient, collaborative in nature, and responsive to organizational and legal constraints.

Goal A. Consolidate location of all offices of A.S. in USU

Strategy 1. Move Recreation Sports offices to SRC

Methodology 1. Determine costs and layout for new space and configuration to include Sport Clubs and Outdoor Programs.

Assessment. Costs and layouts will be determined; any necessary funding will be secured, and move will be accomplished.

Result. Costs and layouts were determined; no additional funding was needed, and move was accomplished in a timely and collegial way. No further action recommended.

Methodology 2. Negotiate administrative and program functions of A.S. Recreation Sports in context of SRC.

Assessment. Mutually beneficial memorandum of understanding will be executed by AS and USU.

Result. Memorandum of Understanding was executed and will likely be renewed for a number of years.

Monitor and adjust as needed in the future.

Goal B. Increase amount of material reduced, reused and recycled through various efforts.

Strategy 1. Become predominantly paperless through several web applications.

Methodology 1. Convert A.S. in-year budget process to paperless

Assessment. Completion of conversion of fully paperless implementation of annual budget request and review processes.

Result. Both request and review processes for the 2012-13 annual budget process were conducted paperlessly. Recommend supplemental process conversion in 2012-13.

Methodology 2. A.S. meetings, other than Senate, will be conducted with projected agendas and laptops, using less paper

Assessment. Standing Committee meetings will be conducted paperlessly.

Result. A majority of but not all Standing Committees utilized a paperless process in their agenda and minutes management. Recommend further completion of the conversion for 2012-13 for those committees and for Productions, Environmental Affairs and Elections.

Methodology 3. A.S. will research the use of online editing platforms/software for document sharing and revising

Assessment. Use of Google Docs and Drop Box will be initiated by University Affairs and External Affairs

Result. Both groups reported satisfaction with Google Docs and recommend expansion of its use in 2012-13.

Methodology 4. Reduce number of flyers printed and handed out by the A.S.
Assessment. Reduction in use of printed materials promoting events
Result. Number of flyers printed reduced by 50-60% (e.g., 20,000 to 10,000 for Big Show)

Strategy 2. A.S. will advocate container re-use, reduction and recycling on campus.

Methodology 1. Senate will consider a resolution to reduce or ban the use of plastic bags on campus
Assessment. Resolution will be researched; consultation with TUC will occur, and resolution will be passed and its recommendations implemented.

Result. The resolution was passed in consultation with TUC. AS distributed 500 reusable bags at 2012 Earth Fair. Implementation will follow in 2012-13. Recommend reduction of single-use plastic beverage containers through distribution of alternative containers and installation of filtered water stations on campus.

Strategy 3. A.S. will use, where possible, recycled content media for all promotional print material

Methodology 1. Source quality recycled-content paper products and printing vendor

Assessment: Increase in the use of recycled content in print media

Result. Approximately 90% of all AS promotional material now printed on recycled paper

Goal C. Educate more students about programs and services of A.S.

Strategy 1. Install 15 information displays on campus to inform students of campus events and resources.

Methodology 1. Install screens; program the screens.

Assessment. Screens will be installed and programmed.

Result. Twenty-one screens were installed and programmed in Fall 2011. AS purchased four additional screens in spring 2012.

Methodology 2. Monitor viewing habits

Assessment. Information surveys at large, MIND-promoted events, before and after will indicate influence of screens in promoting attendance.

Result. Survey results indicate sharp increase in bulletin boards as source of influence on event awareness by event attendees following installation of MIND screens.

Strategy 2. Create updated, accessible electronic means of communicating A.S. services, program and events to all students

Methodology 1. Produce six short informative A.S. program videos accessible on social media, website and other media.

Assessment: At least six videos will be distributed on websites and campus MIND screens.

Result. Seven video shorts were produced and placed on MIND screens, AS website, YouTube and all other AS social media sites.

Methodology 2. Increase the use of social media to Twitter, Flickr, FourSquare and LinkedIn, and expand Assessment; Cohesive presence of AS found on all social media platforms; consolidated all individual AS Facebook pages into one cohesive version; Utilized Flickr for AS event photographs, and provided timely, frequent postings to Twitter, Facebook and Flickr..

Strategy 3. Increase in-person interaction between A.S. and all students

Methodology 1. Produce Fall A.S. Fair and propose Spring USU/A.S. Fair

Assessment AS Fair will be produced in Fall 2011 and funding will be secured for 2103 additional spring fair.

Result. Fall 2011 Fair was held attracting 8,000+ students; new funding was secured for Spring 2013 Fair

Methodology 2. An A.S. representative will be present at all appropriate CSUN events to provide A.S. info

Methodology 2. Create monthly meet and greet events at different campus locations

Assessment. Eight such events will be hosted.

Result, Four such events were hosted in Spring 2012; recommend consideration of this versus (or in addition to) online interaction for 2012-13.

Strategy 4. Increase creative A.S. marketing efforts

Methodology 1. Establish market research benchmark data on how students currently learn about participation in campus events and services through deliberate, invasive research (e.g., using Student Voice and Big Pulse)

Assessment 1. Student Information Survey at A.S. Fair, pre MIND screens; and at Big Show, post MIND screen

Assessment 2. Student Information Survey in conjunction with AS online elections (Big Pulse)

Assessment 3. Outcomes report for MIND (including survey data on where students get information on campus activities) shared with AS General Manager, AS President, AS Vice-President, Marketing & PR Coordinator, Vice-President of Student Affairs and Associate Vice President of Student Life

Result 1. Student Information Survey emailed to sample of campus student population

Result 2. Request to email survey to campus student population denied by Student Affairs

Strategy 5. Market our services, programs and events to all colleges and class standings

Methodology 1. Invite deans, chair and faculty to A.S. meetings and A.S. events

Assessment. Deans, department chairs and selected faculty will be invited to AS meetings and events.

Results. No well-established standard was set and efforts in this area, while continuous, were uneven.

Attendance of campus leadership at inauguration continues to grow, if not rapidly. Recommend specific targeting of campus academic leadership in 2012-13 to this end.

Methodology 2. Pilot two college-specific town hall meetings with A.S. President, Senator(s), deans.

Assessment Two college-specific town halls will be produced

Result. Not accomplished, although several AS student and staff leaders participated and assisted in establishment of College of Business and Economics student council (Leaders in Alliance). Recommend expansion of college councils in 2013-13 and beyond.

Strategy 6. Provide and maintain up-to-date equipment and software for A.S. Marketing

Methodology 1. Purchase new desktop for Marketing

Assessment.. Machine will be acquired.

Result. Machine was acquired and is in full use.

Goal D. Utilize shared vehicles to reduce cost of vehicle rental

Strategy 1. Purchase vans for the effective travel in A.S. Rec Sports and other programs and services.

Methodology . Conduct cost-benefit analysis for purchase or lease of new or used 12-passenger vans or small bus for sport club and outdoor participant use and, if appropriate, acquire same.

Assessment. Cost analysis conducted; funding secured and vehicle(s) secured, as appropriate

Result. Three 12-passenger vehicles were purchased; policies and procedures and risk management are in place and vehicles have been in use in Summer 2012. Recommend monitoring of actual costs over time to determine whether to continue, reduce or increase the fleet size.

Goal E. Create and encourage a professional work environment.

Strategy 1. Encourage business casual/professional attire among staff and student employees and student leadership, appropriate to the setting and circumstances.

Methodology 1. Purchase business shirts for staff and student employees and student leadership to wear
Assessment. Design, purchase, distribute and wear business shirts for and by staff and student employees.

Result. Shirts were purchased by or for staff employees and worn with particular consistency on Matatude Tuesdays and at AS-sponsored events. No data were collected on impact of perceived professionalism among clients, although the student leadership reported the action achieved the goal.

Strategy 2. Designate a computer where Senators and Cabinet members whose contribution to the workplace are tracked via "office hours" can clock-in only via this computer.

Methodology 1. Locate/purchase a computer whose sole function would be to track said hours.
Assessment. Computer and software will be acquired; hours will be logged, tracked and reported.
Result. Computer and software were acquired. Hours were logged, tracked and reported only sporadically. Recommend continuing this effort with clear understanding that office hours cannot be required for purposes of receiving non-compensatory scholarship.

Goal F. Institutionalize the Strategic Planning Process

Strategy 1. Create a clear and complete plan to utilize in Strategic Planning Cycle

Methodology 1. Create a calendar for the Strategic Planning Cycle to include bi-monthly review of progress.

Methodology 2. Define the steps and roles in Strategic Planning process.

Methodology 3. Align performance review process with Strategic Planning Cycle.

Assessment. Calendar created; steps defined, and performance reviews aligned with Cycle

Results. Calendar was created and steps were assigned. Annual report not presented to Board in timely way and annual report and strategic plan not yet aligned in timing with initial performance review.

Continue in 2012-13.

Priority 2 - Enrollment Management, Retention, and Advocacy: Affirming our belief that each student admitted to Cal State Northridge has the potential and the full opportunity to succeed and guided by assessment data Student Affairs units will offer programs, services, and facilities that build a relationship between the student and the university, enhance student capacity for academic and personal achievement, and assert student needs and expectations to others who contribute to student persistence to graduation.

Goal A. Maintain high quality, convenient and affordable early childhood education for children of CSUN student parents, with strong academic/career-oriented student employment/internships.

Strategy 1 - Maintain high state program reviews and accreditation status.

Methodology 1. Complete state review process, as prescribed by the state.

Assessment. Satisfactory report from accreditation for mid-term re-accreditation

Results. Mid-term re-accreditation was secured. Continue in 2012-13.

Strategy 2. Ensure proper staffing in all classrooms.

Methodology 1. Hire student assistants to work as Teacher Aides in every classroom.

Assessment. All classrooms will have student Teacher Aides

Result. All classrooms have student Teacher Aides (n=30+)

Methodology 2. Provide internships for CADV students through maintenance of excellent relationship with CADV department.

Assessment. Number of applicant and number of interns in classrooms

Result. Increased number of intern applicants and maintained number of interns (n=12) in the Center classrooms.

Strategy 3. Complete state review process, as prescribed by the state.

Methodology 1. Complete NAEYC Accreditation annual report.

Assessment. State review is completed and sent on time; standards will be met, and funding will be continued.

Result. NAEYC report was completed and submitted prior to the deadline. Received continued offer of funding for contracts from State Dept. Of Education.

Goal B. A.S. will promote, facilitate and foster growth in CSUN Matador Pride.

Strategy 1. Create a Freshman Camp experience.

Methodology 14. Design full pilot for summer 2012

Assessment. Pilot will be designed and funding for it will be secured through Campus Quality Fee

Result. Pilot program was designed but funding was not secured through Campus Quality Fee. Effort to revive in 2012-13 for summer 2013 will be made both through CQF again and from other revenue sources.

Strategy 2. A.S. will produce special efforts for campus spirit

Methodology 1. The alma mater will be sung at every Senate meeting (SL)

Assessment. The *alma mater* will be sung at the start of every Senate meeting.

Result. Bad . Dropped. Mercifully. Recommend voice lessons for Senators.

Methodology 2. The A.S. will research the possibility of tailgating for athletic events

Assessment. The feasibility of a tailgating event will be researched and, as appropriate, produced

Result. The topic was researched and, as a result of that research, not pursued. Recommend research into alternative pre-contest events at athletics venues or in the Pub.

Methodology 3. The A.S. will research and produce a Matador Flag

Assessment. Flag will be designed and marketed

Result. Not pursued. Recommend continuation in 2012-13

Methodology 4. The A.S. will purchase season tickets to CSUN athletic and VPAC performances (to give to people participating in Matatude Tuesdays)

Assessment. Season tickets to soccer, basketball and VPAC will be purchased and distributed to Matatude Tuesday participants and outstanding student leaders.

Result. Athletics season tickets not purchased or distributed. VPAC tickets purchased and distributed. Recommend purchase of block of tickets for selected athletic events for 2012-13.

Methodology 5. A.S. SPACE will plan and co-sponsor an opening event for the Matador Statue

Assessment: Senate will consider a resolution instituting the Tradition of the Rose, and hold the inaugural rose ceremony in conjunction with the opening event the university held for the statue.

Result. Significant new campus tradition was started. Tradition of the Rose was included in information given to potential graduates at Grad Fest, prior to Commencement, and an official ceremony was held at the end of the AS Banquet during the gavel passing.

Goal C. Improve the health, safety, wellness and recreational life of the CSUN community.

Strategy 1. Expand the number of competitive sport clubs served by A.S.

Methodology 1. Expand staffing in Sport Clubs

Assessment. Staff time devoted to Sport Clubs and number and success of clubs

Result. Grew staff from 0.5 FTE to 2.0 FTE over the course of the year. Number of qualified groups increased to twenty-four, four of whom competed in national or regional playoffs (an increase from two the prior year).

Methodology 2. Update the sport clubs manual to ensure compliance with EO's 969, 1006 and 1068.

Assessment 2. Compliance with CSU model minimum standards with improvements for local CSUN culture and goals.

Result. Secured Board guidance and authorization to establish the manual; completed writing the manual which will be approved by the campus in summer 2012. Recommend continuing enhancement to the manual.

Methodology 3. Develop Sport Clubs Council

Assessment. Fully functioning Council, either as a chartered organization or an administrative arm of the AS Senate

Result. Constitution has not yet been ratified by the Council; Senate review is forthcoming.

Strategy 2. Expand the number of outdoor adventure participants and trips served by A.S.

Methodology 1. Increase number and kind of outdoor trips.

Assessment. Expanded length and locales of trips; number of trips and number of participants. Number of participants and number and kinds of trips increased only modestly. Increased unanticipated hours for the SRC rock wall diverted staff attention and time from expanding this program. Additional graduate supervisor in 2012-13

And experience with SRC Wall should allow increase in these numbers.

Strategy 3. Ensure effectiveness of sport clubs and outdoors programs in new Student Recreation Center.

Methodology 1. Establish and maintain five-year business plan for each program. Assessment.

Presentation of draft of five-year plan

Result. Delayed until Fall 2012

Methodology 2. Develop an athletic training program to ensure the safety, wellbeing and competitiveness of the sport clubs participants.

Assessment. Athletic trainer position established and filled; space for training, treatment and rehabilitation secured and equipped

Result. Established athletic trainer position, to be filled in the summer. Space has been secured; furniture, equipment and supplies to be secured by the start of Fall semester

Strategy 3. Advocate for increased safety for student residents and for night students.

Methodology. Not established. Recommend implementation for 2012-13.

Goal D. Increase the representativeness of the student government.

Strategy 1. Senators maintain contact with their constituents.

Methodology 1. Each senator will be assigned several clubs/organizations based on academic discipline and will meet with them once a month. (SL)

Assessment. Senators will be assigned clubs; will attend meetings of those clubs and will bring back information to the Senate.

Result. Clubs were assigned. No data was collected on attendance and no reports were given

Recommend to explore other efforts for connecting with clubs and organizations in 2012-13.

Methodology 2. Senators will hold meetings with the Deans of their respective colleges.

Assessment. Senators will meet with college Deans once per semester.

Result. This occurred only in Business and Economics and in Education. Recommend continued effort with follow-up by Attorney General.

Goal E. Increase the governmental advocacy of the student government

Strategy 1. Ensure the availability of information about the student government's governmental advocacy for the general student body to access.

Methodology 1. Legislative agenda will be presented to and considered by the Board in Fall 2011 and, as appropriate amended later in the year.

Assessment: Director of Legislative Affairs will create a resolution that outlines the legislative priorities for AS 2011-12 for the Senate. The resolution will include language for having a similar resolution approved by each administration, outlining their goals/priorities.

Result. Legislative priorities were outlined. Recommend continued effort in this area in 2012-13.

Methodology 2. Create a section for governmental advocacy on the A.S. website.

Assessment. Legislative Affairs page will be created on the AS website and updated regularly. "Hits" will be monitored.

Result. Site was created but not updated regularly and hits were not monitored. Recommend updating and monitoring in 2012-13.

Strategy 3. Organize the student government's initiatives for encouraging civic engagement.

Methodology 1. The student government will register voters in order to be eligible for the 2012 presidential election.

Assessment. Voter registration plan will be developed and implemented.

Result. No plan was developed. Recommend development and implementation for Fall 2012.

Methodology 2. The student government will educate voters in order for to encourage informed decisions during major elections

Assessment. Political speaker and panel programs will be produced

Result. Funding for Big Politics was locked in for three years. Big Politics series with three spring events was created and implemented. Media coverage helped educate students; actual student attendance was low. Recommend continuation in Fall 2012.

Goal F. Advocate for and support initiatives designed to enhance the quality of students' academic experience.

Strategy 1. Initiate legislative referrals on academic issues

Methodology 1. Standing Committees or other entities will receive, research and recommend action on the following issues.

Assessment. Referrals received and acted upon by committee.

Result. Action was achieved on several of the initiatives included in academic legislative referrals. viz.:

- a. Library hours to accommodate commuter students. University Affairs reported expanded Library hours.
- b. Create a waitlist of names for students who can't register for the classes they need so we can see the demand for specific classes to open up. Wait list to be put in place for Fall 2012 registration
- c. Work with the grad offices to develop more research options including fellowships, scholarships and graduate internships. Resolution was adopted by the Senate

Goal G. Advocate for and support initiatives designed to make students' experience more affordable.

Strategy 1. Submit Legislative referral for increased power sources on campus for recharging laptops and telephones.

Methodology. Assess level of interest and precise needs of students; investigate cost of providing what they report is needed. Allocate funds to acquire equipment, as appropriate.

Assessment. Survey of students and analysis on projected utilization and cost will be conducted.

Acquisition of equipment will be made, as appropriate.

Result. Research was conducted; need was identified. USU purchased such equipment, but no follow-up by AS was achieved. Recommend continuation into 2012-13.

Strategy 2. Investigate means to reducing cost of textbooks and other student-purchased course materials

Methodology 1. Submit legislative referral to explore use of CSUN-only text books; re-use of same editions of textbooks by faculty; publication of intent to re-use textbooks and online book purchase options.

Assessment. Issue will be researched and action recommended

Result. Resolution to this end was passed by Senate. Recommend follow-up in 2012-13 to determine extent to which this has been achieved.

Goal H. Improve student leadership development

Strategy 1. Implement a high school Student Leadership Conference.

Methodology 1. Research possible allies on campus; research financial resources, and .

Methodology 3. Research and implement a pilot program.

Assessment. Research and, as appropriate, implement program.

Result. Research determined that need for AS to produce such an event did not exist, and that the AS could participate in existing program. No follow-up was achieved.

Goal I. Promote performances that are of interest to the majority of CSUN students.

Strategy 1. Produce a student-oriented event in Valley Performing Arts Center

Methodology 1 - Apply for exceptional speaker funding for lecturer of Cornel West caliber

Methodology. Secure funding from Campus Quality Fee and assist in production of event.

Assessment. Funding will be secured and program produced.

Result. Funding was provided but no program was produced. Recommend continued effort in 2012-13.

Strategy 2. Create Spring Music Festival show with alternative music choices including but not limited to student band performances

Methodology. Conduct market research to determine kind of interest in program. As appropriate, design and produce the program.

Assessment. Secure funding and produce program

Result. Funding was put in place to begin in 2013-14.

Priority 3 - Maximizing Financial Resources: Student Affairs units will strive to supplement their general fund budgets through participation in division-based fundraising activity, solicitation of program sponsorships, implementation of fee for service options, grants and contracts, foundations, and other means as may become available.

Goal A. Make access to, allocation of and use of the A.S. fee more equitable, accountable and economical.

Strategy 1. Increase awareness of ARRA and student organization funding availability

Methodology 1. Advertise availability of funds on website and Facebook

Methodology 2. Post HOW to apply for funding videos on YouTube

Methodology 3. Post Unassigned Contingency/ARRA/IRA availability chart on A.S. website

Methodology 4. Post Transfer/Change of Purpose/Travel/Insurance/Interpreter request forms online.

Methodology 5. Fill Finance Committee college member seats completely

Assessment. Completion of these tasks

Results. Not developed. Recommend continuation for 2012-13.

Priority 4 - Staff Development and Well-being: Student Affairs is committed to creating a work environment based upon clear and reasonable expectations, in which performance evaluation is constructive and developmental, that provides opportunity for continuing development of skills and abilities, that recognizes and expresses appreciation for the contributions of individuals and groups, and encourages and facilitates physical, emotional, interpersonal, career, and spiritual well-being.

Goal A. Enhance staff effectiveness and satisfaction through training, team building, leadership development, and other topics of interest.

Strategy 1. Enhance staff development in team building and personal development.

Methodology 1 - A winter retreat for all staff employees will be offered.

Assessment. Staff employees will attend and report satisfaction at a day-long staff gathering in December

Result. Ninety per cent of staff employees attended a training program on respect in the workplace and

StrengthsQuest. Of those attending, all reported satisfaction with the experience. Recommend similar

effort in 2012-13 and will expand orientation in student and staff employee development focusing on

StrengthsQuest.

Strategy 2. Inform staff of other staff news and of professional development opportunities

Methodology 1 – Human Resources Coordinator will advertise opportunities as they arise.

Assessment. Notifications will happen on at least a monthly basis. Employees will report being notified of such opportunities.

Result. Notification and acknowledgement of notification has been received. This strategy will continue in place but will not be a part of the Strategic Plan.

Goal B. Maintain human resource management presence among staff

Strategy 1. Human Resources Coordinator will assume leadership of and serve as a resource in the student employment process.

Methodology 1. Complete student employee handbook

Assessment. Student employee handbook will be available for distribution by December 2012.

Result. Table of contents for handbook was drafted. Recommend continuing effort in this matter in 2012-13 to completion.

Methodology 2. Streamline student employee hiring across all departments

Assessment. A new, more widely understood process for hiring student employees will be established which adheres to best legal, financial and ethical practices standards.

Result. A streamlined process was communicated to all student employee supervisors, including clearer information to new student employees themselves. Recommend similar problem-solving process for student leadership appointees in 2012-13.

Methodology 3. Create an organization-wide student performance review form
Assessment. Production and installation of student employee performance review form throughout the AS that has common structure and content, while allowing for department-specific variation.
Result. Widely hailed form is ready to be put in use throughout organization for Fall 2012.

Goal C. Increase and expand A.S. interdepartmental collaboration.

Strategy 1. Review all areas where there are commonalities of processes between A.S. and other entities / departments on campus.

Methodology 1. Establish regular (quarterly, monthly) technology related meetings
Assessment There will be regular meetings among technology staff among AS, USU and the University. Meeting minutes will be produced to share with participating organizations on progress of collaboration efforts
Results. Accomplished. Meetings are frequent. Meaningful collaboration has occurred in Virtual Server management, hosting of Student Recreation Center software, and in preparation for and responses to regular and tri-annual compliance audits. Recommend continuation and, as appropriate, expansion.

Methodology 2. Establish regular (quarterly, monthly) human resource related meetings
Assessment There will be regular meetings among human resource staff (USU, TUC and University HR). Meeting minutes will be produced to share with participating organizations on progress of collaboration efforts
Result. Accomplished. Meetings are frequent if not regular. Practice will continue but will be removed from Strategic Plan.

Methodology 3. Establish regular (quarterly, monthly) marketing meetings.
Assessment There will be regular meetings among AS and USU marketing staff. Meeting minutes will be produced to share with participating organizations on progress of collaboration efforts.
Results. Accomplished. Meetings are frequent. Meaningful collaboration has occurred in event cross-promotion; shared look of promotional materials, including but not limited to co-branded t-shirt and NSO bag design and distribution; seamless look in promotional and branded materials for SRC-based programs of each organization, and in combined event planning (e.g. promotional fairs).

Strategy 2. Establish calendar of student leadership development opportunities among Student Life departments.

Methodology. Develop the calendar and coordinate offerings
Assessment. Calendar will be developed. Duplicate topics and scheduling conflicts will be reduced.
Result. Calendar was developed. Duplicate and conflicting programs have been reduced

Strategy 3. Improve quality of information being given to clubs and organizations regarding status, funding, opportunities, etc.

Methodology 1. Regular meetings between A&FS staff and MIC staff to coordinate information dissemination.
Assessment. Meetings between Accounting and MIC staff will occur each semester.
Result. Meetings were held and reported as helpful by all attendees. In addition, physical move of Accounting to USU increases informal foot traffic with MIC colleagues.

Goal D. Increase communication and interaction between A.S staff employees and student leadership.

Strategy 1. Increase staff attendance at A.S. events and activities

Methodology. As appropriate, A.S. staff employees will attend one Senate meeting each semester
Assessment. Each staff member (except Children's Center teaching staff) will attend one meeting each semester.
Result. Not assessed. Continue in 2012-13.

Strategy 2. Inform staff and student leadership of one another's actions
Methodology 1.. Distribute notes of the A.S. staff meetings to Senators
Assessment. Notes will be shared with AS President and, by the President, with Senate
Result. Notes were share with President but not forwarded to Senate.

Goal E. Enhance staff accountability

Strategy 1: Create a Staff accountability program

Methodology 1: Ensure proper communication of vacation time/personal leave

Assessment. Staff will have access to accrued vacation time and other leave information through paystub and in real time, through GNSA.

Result. GNSA Ultipro and pay stubs provide this information to all employees as needed. This will be removed from the Strategic Plan.

Methodology 2: Establish standards for availability and responsiveness when working from home

Assessment. Procedure and practice around telecommuting will be communicated to all staff employees.

Result. Procedure and practice around telecommuting was be communicated to all staff employees. This will be removed from the Strategic Plan.

Priority 6 - Technology Advancement: Student Affairs will utilize technology to improve access to information, facilitate access to business processes from any where at any time, create opportunities for program and service delivery, and to engage students in learning opportunities.

Goal A. Maintain and enhance infrastructure specifically to enhance delivery of programs and services to internal and external clients.

Strategy 1. Upgrade Children's Center computer hardware and software to current day needs and specifications.

Methodology 1. Replace Children's Center computers

Assessment: All Children's Center computers will brought to current campus and AS standard for operating system and technical requirements

Result. Accomplished. Will maintain this standard and remove item from Strategic Plan.

Methodology 2. Install DRDPtech software program.

Assessment. DRDPtech is installed and used by teaching staff

Results. DRDPtech was installed and is being used. Teachers are able to input children's assessment data efficiently. Children's Center management has quicker access to assessment data for program planning and state reporting.

Goal B. Provide increased and enhanced web-based services to student clients and others.

Strategy 1. Utilize/implement web-based applications for all A.S. information and services for ease of accessibility and participation.

Methodology 1. Incorporate QR codes in all appropriate A.S. printed marketing media to direct students to website information

Assessment: Produce print and promotional materials using QR codes

Outcome: All AS business cards produced with QR codes

Outcome: Video short created on how to use QR codes; distributed on MIND screens and websites

Outcome: Four promotion campaigns incorporated QR codes

Goal C. Provide for safe, efficient and secure technology environment.

Strategy 1. Ensure compliance with business continuity and disaster recovery standards

Methodology 1. Maintain systems that are current with business continuity and disaster recovery standards

Assessment: Current business continuity and disaster recovery standards will be reviewed and met

Result. Current business continuity and disaster recovery standards were reviewed and met. Update of Business Continuity Plan in coordination with Emergency Action Plan and Disaster Recovery Plan will continue in 2012-13.