Annual Review

Associated Students 2012-13
Humboldt State University
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.

Judgment
☐ Compliant  ☐ Non-Compliant  ☐ Not Applicable

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 Associated Students Business 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 Rojes MultiCultural 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 offcampus 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 on the North side of Redwood Bowl. 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
Sustainable Living Arts & Music 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 (Formerly California State Student Association Program)

- 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

- We will be stewards of learning to make a positive difference.

Almost all of our Associated Students Programs contribute to this mission and vision.
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)
SL0 (state the learning outcome, “As a result of ___, students should be able to ___.
and how it supports the goal)

Judgment
☐ Compliant  ☐ Non-Compliant  ☐ Not Applicable

Narrative

The goal of the Associated Students students is 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 many out-of-classroom activities and events.

For 2012-13 The Associated Students Learning Outcome was: Students who serve on the AS Council will be able to describe how they can apply three skills that were gained or developed during their term in future leadership in either the public or private sector.

The Associated Students Staff goal was to design a curriculum and learning environment that assisted student leaders on the Associated Students Council in identifying transferable career skills from their leadership experience.

This goal was developed with the following considerations:

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

Domain: practical competence

- Dimensions: pursuing goals, communicating effectively, technical competence, managing personal affairs, managing career development, demonstrating professionalism.

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”

The Learning Outcome report has been uploaded to the Document Directory.
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.

Judgment
☐ Compliant  ☐ Non-Compliant  ☐ Not Applicable

Narrative
The following data provides comparison data between the 2011-12 AS Council membership, the 2012-13 AS Council membership and HSU enrollment for 2012-13

<table>
<thead>
<tr>
<th>Percentage of UNDER REPRESENTED MINORITY</th>
<th>15.3%</th>
<th>38%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percentage of Gender</td>
<td>61% Male, 39% Female</td>
<td>62% Male, 38% Female</td>
</tr>
<tr>
<td>Percentage of Ability</td>
<td>Information Unavailable</td>
<td>Information Unavailable</td>
</tr>
<tr>
<td>Percentage of Veteran Status</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>Percentage of Remediation</td>
<td>0% Enrolled in Remediation Courses</td>
<td>5% Enrolled in Remediation Courses</td>
</tr>
<tr>
<td>Percentage of Former Foster Youth</td>
<td>0%</td>
<td>5%</td>
</tr>
<tr>
<td>Percentage of First Generation Student</td>
<td>37.5%</td>
<td>52%</td>
</tr>
<tr>
<td>Percentage of Low Income Students</td>
<td>60%</td>
<td>47%</td>
</tr>
</tbody>
</table>

The Associated Students staff does not participate in the selection process for student leaders. Students who serve on the Associated Students Council are either elected by the student body or appointed by a student with the approval of the Council. The characteristics of the AS Council reflected or exceeded the characteristics of the student body.

The Associated Students serves as the official voice of Humboldt State University students. The program nor the elections staff or committee made an exerted effort to reach out to Under Represented Minority students. As an organization that advocates the student perspective, it is possible that students interested in advocating on behalf of issues that may directly effect their opportunity to receive higher education may view the Associated Students as an organization that they can utilize to advocate. The 2012 Associated Students Election resulted in very few contested positions, it is unknown if this effected the makeup of the Associated Students Council.
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.

Judgment
☐ Compliant  ☐ Non-Compliant  ☐ Not Applicable

Narrative
1. The Associated Students and AS funded programs were included in the 2012 HSU Student Satisfaction survey that was conducted in Spring, 2012. 59% of the respondents to the survey rated Associated Students Programs as Excellent/Good, 34% of respondents to the survey rated Associated Students Programs as Fair and 7% of respondents to the survey rated Associated Students Programs as Poor/Very Poor.

2. The 2012-13 Associated Students Council Mid Year Satisfaction Survey has been uploaded and sourced from the Document Directory.

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 2013 Semester:

**AS President:** Graduate, Spring 2013  
**Legislative Vice President:** Currently Enrolled, Fall 2013 - Study Abroad Program Morocco, Expected Graduation Spring 2014  
**Administrative Vice President:** Graduate, Spring 2013  
**Student Affairs Vice President:** Currently Enrolled, Expected Graduation Fall 2013  
**AS External Affairs Representative:** Currently Enrolled, Expected Graduation Spring 2014  
**AS Presents Representative:** Currently Enrolled, Expected Graduation Spring 2015  
**Professional Studies Representative 1:** Currently Enrolled, Expected Graduation Spring 2015  
**Professional Studies Representative 2:** Currently Enrolled, Semester Absence due to Army Officer Training, Expected Graduation Fall 2014  
**Professional Studies Representative 3:** Graduate Spring 2013  
**Natural Resources and Sciences Representative 1:** Currently Enrolled, Expected Graduation Fall 2014  
**Natural Resources and Sciences Representative 2:** Currently Enrolled, Expected Graduation Spring 2016  
**Natural Resources and Sciences Representative 3:** Graduate Spring 2013  
**Arts, Humanities and Social Sciences Representative 1:** Graduate Spring 2013  
**Arts, Humanities and Social Sciences Representative 2:** Graduate Spring 2013  
**Arts, Humanities and Social Sciences Representative 3:** Graduate Spring 2013  
**At Large Representative 1:** Currently Enrolled, Expected Graduation Spring 2014  
**At Large Representative 2:** Graduate Spring 2013  
**Graduate Representative:** Currently Enrolled Expected Masters Graduation Spring 2014  
**Elections Commissioner:** Currently Enrolled Expected Graduation Spring 2014

Students who serve on the Associated Students Council have consistently higher retention and graduation rates. 94.7% of the Associated Students Council either graduated or continued their education with HSU. 5.3% (1 student) did not continue their education with HSU in Fall 2013. This student planned a 1 semester leave of absence from HSU to attend Office Candidate School and is currently a member of the 25C Airborne National Guard.

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.

Sources

**MidYear2013**
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.

Judgment
☐ Compliant  ☐ Non-Compliant  ☐ Not Applicable

Narrative

2013-14 Student Learning Outcome Report

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 identifying transferable career skills from their leadership experience.

This goal was developed with the following considerations:

Council for the Advancement of Standards in Higher Education – Student Leadership Program:
Domain: practical competence

- Dimensions: pursuing goals, communicating effectively, technical competence, managing personal affairs, managing career development, demonstrating professionalism.

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 a behavioral objective. Students who completed a term on the AS Council should be able to apply skills that were developed while on the Council in a future career. After a brief analysis it was recognized that the objective is also developmental and that the longer a student served on the Associated Students Council a higher level of analysis of skills was demonstrated by the subject.

C. Student Learning Outcome
Students who serve on the AS Council should be able to describe how they can apply three skills that were gained or developed during their term in future leadership in either the public or private sector.

D. Design
In December, 2012 the Associated Students Council received an invitation to complete the 2012-13 AS Mid-Year Evaluation Survey. 18 invitations were sent to the Council and 18 responses were received. Two questions were embedded in the survey in correlation with the Student Learning Outcome:

1. My Experience on the AS Council has prepared me to succeed in my chosen career.
   A. Completely Agree
   B. Agree
   C. Neutral

Humboldt State University  Page 8 / 18
D. Disagree
E. Completely Disagree

2. Many duties of an AS Council member are similar to the responsibilities of an elected (or appointed) official who serves the public in a representative position (e.g. City Council, County Board of Supervisor, Non-profit Board member, Planning Commissioner, Congress member). Please list below three actions that an individual Council member, or the AS Council as a whole, participate in that an elected public official or representative body also do as part of their position.

The results of the mid-year evaluation were reviewed by Joan Tyson, AS General Manager & Rob Christensen, AS Council Assistant. It was determined that the AS Council members had an introductory knowledge level (see analysis below) of skills. Leadership training was designed, with the assistance of an outside facilitator and AS Alumnus (Jennifer Rice ’94, Director of Community Strategies, Humboldt Area Foundation) for the AS Council Spring Retreat on Saturday, February 2, 2013. Jennifer Rice led a leadership development session with the AS Council that assisted the Council in comprehending how their experience serving on the AS Council would provide them skills that could be used in future leadership roles.

In the middle of the Spring 2013 semester, Joan Tyson scheduled one-on-one meetings with AS Council members. During these meetings Tyson discussed the student’s experience-to-date on the AS Council and discussed career goals with each student.

In late April, 2013 the Associated Students Council received an invitation to complete the 2012-13 AS End of Year Survey. 18 invitations were sent to the Council and 18 responses were received. One question was embedded in the survey in correlation with the Student Learning Outcome:

1. Many duties of an AS Council member are similar to the responsibilities of leaders in both the private and public sector. How might you apply three skills that you gained or developed during your term that you may use in future leadership in either the public or private sector.

The prompt was designed using Bloom’s Taxonomy. After analyzing data from the Mid Year evaluation it was determined that the Council members had already achieved a “knowledge” base. The prompt was designed to gather information from the Council if they could demonstrate how they might “apply” the skills in other leadership positions.

E. Data
Data for the Student Learning Outcome has been attached and is sourced in the PREP download directory.

F. Analysis
17 out of 18 students were able to identify three skills that they gained or developed that could be applied in future leadership. 1 out of 18 students were only able to identify two skills that could be applied to future leadership.

When the responses to the prompt were evaluated based upon the number of semesters served, the data showed that students who had served for longer periods of time were able to more completely analyze their transferable leadership skills.

G. Conclusion
Serving on the Associated Students Council provides students the opportunity to gain leadership skills that they can apply to future leadership roles. The 2012-13 leadership training that focused on career preparation worked well. Council members have shared that they enjoy the opportunity to meet with former Council members. The AS will continue to seek ways to foster career preparation opportunities.

Students highlighted leadership traits that they will be able to transfer into future leadership positions including: Communication, Organization and Collaboration.

Students who serve on the AS Council are placed in situations where new styles of communication are developed. These situations may include, address colleagues in a meeting, communicating the needs of constituents with decision makers (University Administrators and Public Officials), communicating with the Media, explaining processes or decisions to students.

Students who serve on the AS Council develop a higher level of organization necessary for effective leadership. This may include managing time effectively to complete the necessary functions of the position while attending to academic, employment and off-campus obligations, organizing and preparing for meetings and event planning.

Students who serve on the AS Council receive opportunities where they must collaborate with other Council members or organizations on campus. Examples include coordinating events, compromising with colleagues on an initiative and assisting constituents in addressing concerns.

The Associated Students provide a unique opportunity for students to develop leadership skills in a supportive environment with the appropriate amount of assistance available. Students have the ability to see how the decision making process can make an impact.

Sources

Humboldt State University
Student Learning Outcomes
2012_13EndofYearSurveyData
2012_13MidYear_Eval_Survey
Assessment_Project
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.

Judgment
☑ Compliant  ☐ Non-Compliant  ☐ Not Applicable

Narrative
AS General Manager (Joan Tyson)
The AS General Manager sits on the following campus committees:

-AS Executive Committee Member
-AS Council Advisor
-AS Board of Finance Advisor
-University Center Management Team member
-AS/UC Safety Committee Chair
-ExOfficio (non voting) member of the Student Fee Advisory Committee
-ExOfficio (non voting) member of the Instructionally Related Activities Committee
-Campus Center for Appropriate Technology Steering Committee
-Chair, Outstanding Student Awards Committee -- Community Service
-AS Campus/Community Scholarship Committee Member
-HSU Student Affairs Council

AS Council Assistant (Rob Christensen)
The AS Council Assistant sits on the following campus committees:

-Student Engagement and Leadership Staff Committee
-Chair, Outstanding Student Awards Committee -- Activism
-Member, Outstanding Student Awards Committee -- Student of the Year

Department Engagement in Institutional Efforts

The Associated Students plays an important role in campus shared governance through the student appointment process. Each year the Associated Students produce a Student Committee Handbook in digital and traditional format and facilitates the appointment of students to over 80 Associated Students and University committee positions. Staff works with offices throughout the University to place students on committees. A copy of the 2012-13 Committee Handbook has been placed in the document directory

Staff Training

Staff participated in the following training, provided by the University.
**AS General Manager**

- Meeting Management (HSU Human Resources; Fall, 2012)
- Student Affairs Staff Development: Enrollment Management Plan Presentation (Student Affairs; Fall, 2012)
- Assisting Students Experiencing Culture Shock (Student Affairs; Fall, 2012)
- Association of Auxiliaries Conference (CSU; January, 2013)
- Assessment and Student Learning Outcomes 3 part series (Student Affairs; Fall, 2012)

**AS Office Coordinator**

- Assisting Students Experiencing Culture Shock (Student Affairs; Fall, 2012)

**AS Council Assistant**

- Meeting Management (HSU Human Resources; Fall, 2012)
- Assessment and Student Learning Outcomes 3 part series (Student Affairs; Fall, 2012)
- Associated Students Advisors Summit (San Francisco, February 2013)
- Presenter, CSU Student Leadership Conference (Office of the Chancellor, CSU Long Beach; August 2012)

**List of Departments that the Associated Students works with:**

The Associated Students Office Provides Business Services for all IRA funded programs, student clubs and AS Funded Programs. The staff maintain relationships with the offices of the College Deans, Campus Vice Presidents and the Office of the President. The AS also contracts with the University Center for Accounting and Business Services so interaction with the UC Business Office occurs on a daily basis.

Continued staff training and conference opportunities allow the staff to stay current on best practices. The Assessment and Student Learning Outcomes training provided by NASPA and sponsored through the division of Student Affairs improved staff’s understanding of the best practices in student learning outcomes. The AS Council Assistant’s attendance to the AS Advisor’s Summit provided opportunities to learn about new proprietary election systems. As a result, the AS Council purchased Power Vote which will allow the campus to institute a ranked choice voting system.
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
Fiscal year 2012-13, the Associated Students oversaw a budget of approximately $869,000 collected from Student Activity Fees and Programs Revenue; $284,000 from Club Deposits; and $417,600 from Instructionally Related Activities Fees.

Staff
1 Associated Students Council Assistant (white male)
1 Office Coordinator (white female)
1 Administrator 1 (white female)
183 Student Assistants employed in a variety of AS Programs and Services

The 2012-13 Associated Students Audit, The 2012-13 AS Shared Funding Report and the 2012-13 AS Staffing Report has been uploaded and sourced from the Document 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

☑ 2012-13 AS Shared Funding Report
☑ 2012-13 AS Staffing Report
☑ Audited Financial Statement 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.

**Judgment**
- Compliant  
- Non-Compliant  
- Not Applicable

**Narrative**
128 students - Club Treasurers served by Office Coordinator  
20 AS Program Budget Directors  
20 IRA Program Budget Directors  
19 students - Elected/Appointed Student Officers  
42 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 - 8 Meetings at 1 hour each 5 students = 40 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 - 5 meetings at 1.5 hours 4 students = 30 contact hours (AS General Manager)
- SFAC Meetings - 3 meetings at 1 hour each 4 students = 12 contact hours (AS General Manager)
- AS Retreats (Fall and Spring and Orientations) 19 students at 30 hours = 570 contact hours (AS General Manager, AS Council Assistant)

**Total Contact Hours of individuals served in group settings = 1,464**

**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 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.

Judgment

☐ Compliant  □ Non-Compliant  □ Not Applicable

Narrative

Associated Students as an organization continues to give students an opportunity to engage in the shared governance process of HSU. Students who serve on the AS Council or within an AS Student led Program learn leadership skills and gain opportunity. 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 2012-13 AS Council set the following goals that were submitted as part of the 2011-2012 Prep Report.

Goal 1: AS Elections Outreach, AS Election Awareness of all Candidates and Issues:

The AS Council has set a goal of voter participation of 25% of the student body. In Spring, 2012 9.5% of the student body voted in the AS Election.

**Status of Goal 1: PARTIALLY COMPLETED** The Associated Students had a voter turn out of 1,253 student (approximately 17% of the student body). While the turnout did not reach the goal stated, the turnout increased by 55% over the prior year. Another goal of the Council was to have competitive elections for every position. During the election every position was contested except for the position of Graduate Representative and Legislative Vice President. There were no qualified candidates for either of these positions. Due to the tremendous response to this election the Associated Students purchased proprietary software for the Spring 2014 election. The software will allow the Associated Students the option of hosting ranked choice voting/instant runoff voting which would eliminate the additional work of a run-off election. The software will also e-mail each student a ballot which will make access to the ballot easier.

Goal 2: Federal/State Elections Outreach:

The AS Council has set a goal of registering 800 students to vote by October 22.

**Status of Goal 2: COMPLETED** The Associated Students Council met this goal with the registration of over 1,100 students for the 2012 General Election. The AS partnered with CAL PIRG and the California State Student Association to implement California's new online voter registration process. This number allowed the Associated Students to significantly exceed the goal for registering students. On Monday, November 5 the Council held the AS Voter PrEP Rally that over 150 students attended to learn more about candidates and issues on the ballot.

Goal 3: AS Involvement and Campus Unity:

The AS Council has set a goal to involve the campus in more AS activities and engagement. During goal setting the Council concluded that the following activities would measure their success: Pep Rally, Humans vs. Zombies game, AS Informative Class Drop-Ins, and Destination Office Hours (an initiative for the AS Council to seek out students during their office hours, instead of staying in the office)

**Status of Goal 4: ONGOING** The Associated Students continued to work on outreach and involvement through events and college mixers. One sub goal, increasing multimedia presence, was tested during the AS Elections. The AS attempted to institute a video candidate forum, candidates were receptive to the forum, but the amount of time on this project and technical circumstances beyond the AS's control provided the Council with information that may make this goal more successful at a future time.

Goal 4: Get Lucky: An online marketplace to exchange ideas, interact with the campus and be social:

The AS Council has set a goal to create a online marketplace, through the assistance of the university, that would allow students to sell items, find roommates, seek items in lost and found and encourage ride sharing. The goal is to create a system that would be similar to Craigslist but exclusive to the campus community to create a safe exchange.

**Status of Goal 4: COMPLETED** Through the process of completing this goal the Council took inventory of different services already provided and through the university and found that the University already provides services for roommates and lost and found. The Associated Students sponsored a resolution requesting HEIF support of ZimRide to provide car sharing services to the campus community. ZimRide received the funding necessary for two years of
service to Humboldt State University. The Associated Students also invested in an AS Book Trade Classified site that will allow members of the campus community to buy, sell and trade textbooks. The Book Trade website was designed by Marketing and Communications and went live the week before the beginning of the Fall 2013 semester.

**Overall Conclusions**
One of the overall conclusions of the past year is the over-commitment of students involved in leadership programming. Many students who are involved on the AS Council are "leaders of leaders." At the conclusion of the 2012-13 year the 2013-14 AS Council was elected. Of the 16 elected positions only one student had served on the AS Council for one semester. This transition will likely effect the following year

The 2012-13 Prep Report section 5.A will list goals and objectives of the Associated Staff, the AS Council will still receive a curriculum involving goal setting, but future reporting will focus largely on staff and operating 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 but must be informed by your data analysis and conclusions in 4.A.

Judgment  
☐ Compliant  ☐ Non-Compliant  ☐ Not Applicable

Narrative

The goal of the Associated Students 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 many out-of-classroom activities and events.

The Associated Students will continue to provide career exploration opportunities to future AS Council. The election for the 2013-14 brought a new group of students into leadership positions with little experience on the AS Council. Because of the inexperience of the incoming AS Council the AS Staff has modified the Student Learning Outcome for 2013-14.

For 2013-14 The Associated Students Learning Outcome is: 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 goal was to design a curriculum and learning environment that assisted student leaders on the Associated Students Council in identifying transferable career skills from their leadership experience. 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.

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

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”

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 trainings 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.