AR 2011-2012

Humboldt State University
Student Clubs and Activities
Date: 6/19/2013
1.A.

Description of Program Services
Brief description of services/activities provided by department, including department’s mission statement.

Judgment
☐ Compliant ☐ Non-Compliant ☐ Not Applicable

Narrative
The mission of the Clubs & Activities Office is to advance and encourage the learning and personal development of students as effective leaders and valuable members of the larger community.

The Clubs Office provides support and training to new and existing clubs in navigating complex policies and processes, including risk management of activities and events, budget planning and guidance with expenditure processes, as well as reserving facilities and appropriate equipment. We currently have 174 clubs with over 1500 registered members.

The Clubs Office also provides funding opportunities for both travel and events through a granting process that includes assistance in preparing grants through workshops and one-on-one meetings with the Office Manger, Clubs Coordinator, and Student Assistance.

In addition, the Clubs Offices provides resources, supplies, and opportunities for clubs to engage with students, such as daily outreach on the quad, clubs fairs, involvement in athletic activities, and participation in campus events such as Homecoming and Family Weekend.

The Clubs Office also oversees the use of the UC Quad in conjunction with the UC Info Desk. We process tabling applications for Profit/Non profits, departments and petitioners.
1.B.

Description of Program Goals for Year Under Review

Judgment
☐ Compliant  ☐ Non-Compliant  ☐ Not Applicable

Narrative
The Clubs & Activities Office chose four goals for the 2011-2012 academic year. We continued to provide resources, such as web space workshops and support, increasing the availability of online access to forms, providing supplies for club event and activities, and funding for club related travel and events. We have also supported club officers in developing their ability to navigating complex policies and processes by mandating the Online Orientation for club officers, requiring a reactivation process for clubs, and supporting student in the development of new clubs. The Clubs Office also worked closely with club officers in accessing and mitigating risk of activities and events by having one-on-one meeting with the Clubs Coordinator to review the club event application, discussing potential risk and providing guidance in minimizing risk. In addition, we also worked closely with clubs regarding budget management, we provided grant workshops where we covered potential costs associated with events, process for applications and reimbursements, risk of activity, collaboration techniques, and publicity strategies.
1.C.

Enrollment/Participant Data
Demographic profile of student enrollment/participants by majors, class level, and enrollment status (part-time vs. full-time). Data to be disaggregated by ethnicity, gender, abilities, veteran status, remediation, foster youth, first generation, income level. Brief summary discussing data.

Judgment
☐ Compliant  ☐ Non-Compliant  ☐ Not Applicable

Narrative

In the 2011-12 academic year we requested that all club members register with the Clubs Office through an online registration process. We registered 1555 club members throughout the year. We uploaded this information into Peoplesoft and were able to get a demographic profile of student’s enrollment by majors, class level, and enrollment status. We then had the data disaggregated by ethnicity, gender, abilities, veteran status, foster youth, first generation and income level.

The themes that emerged from this data were that the majority of club members are at junior or senior standing. Academic with 84%, Environmental with 94% and Honors Societies with 93% of members that are at junior or senior standing. Clubs that had the highest level of URM’s as members were the Cultural Clubs at 76%, Greek Organizations at 57% and Sports Clubs at 31%. We also noted that these clubs have more club members at freshman and sophomore standing. This may be due to the fact that these types of clubs tend to be centered on family and community, something our younger students may be searching for.

We did find some issues with our data, a few organizations, such as A.S. programs and Sports Clubs did not encourage their members to register. We have been reaching out to these groups to increase the accuracy of the data. Another issue is that members are not verified by club officers or advisors.

In the future we will continue to ask all club members to register and we will specifically reach out to AS Programs and Sports Clubs. In addition, we will strive to reach out to freshmen and sophomores. We are interested in purchasing software that would allow club officers to verify membership. As we continue to collect and access this data we will work towards establishing a process of evaluation, specifically we will be looking at how participation in clubs affects GPA, retention and support for underrepresented students.

As this was our first year in collecting club membership data we are unable to compare to previous years. We look forward to continuing to watch for trends and how we might better develop our program in order for us to reach our departmental goals as well as the Universities.

Academic Clubs - 517 registered members
65% Non URM, 26% are URM, 9% is unknown
47% are 1st generation, 4% unknown
43% are low income, 21% unknown
less then 1% are orphan/foster youth, 14% unknown
3% are veterans
16% are Freshman or Sophomore

AS Programs - 71 registered members
54% Non URM, 31% are URM, 15% is unknown
37% are 1st generation, 7% unknown
34% are low income, 27% unknown
97% are not orphan/foster youth, less then 3% unknown
0% are veterans
35% are Freshman or sophomore

Cultural Clubs - 125 registered members
41% Non URM, 76% are URM, 8% is unknown
59% are 1st generation, 20% unknown
55% are low income, 25% unknown
90% are not orphan/foster youth, 10% unknown
2% are veterans, 7% unknown
43% are Freshman or sophomore

Environmental Clubs - 84 registered members
67% Non URM, 26% are URM, 7% is unknown
36% are 1st generation, 6% unknown
39% are low income, 26% unknown
5% are orphan/foster your, 1% unknown
5% are veterans, 1% unknown
6% are Freshman or sophomore

Greek Organizations - 91 registered members
37% Non URM, 57% are URM, 6% is unknown
54% are 1st generation, 7% unknown
34% are low income, 17% unknown
1% are orphan/foster youth, 11% unknown
100% are not veterans
42% are Freshman or sophomore

**Honor Society - 46 registered members**
67% Non URM, 24% are URM, 9% is unknown
63% are 1st generation, 4% unknown
37% are low income, 24% unknown
4% are orphan/foster youth, 17% unknown
4% are veterans, 2% unknown
7% are Freshman or sophomore

**Religious Clubs - 29 registered members**
66% Non URM, 17% are URM, 17% is unknown
31% are 1st generation, 10% unknown
24% are low income, 28% unknown
97% are not orphan/foster youth, 3% unknown
100% are not veterans
34% are Freshman or sophomore

**Special Interest Clubs - 490 registered members**
66% Non URM, 27% are URM, 7% is unknown
43% are 1st generation, 4% unknown
38% are low income, 24% unknown
1% are orphan/foster youth, 5% unknown
3% are veterans, 2% is unknown
33% are Freshman or sophomore

**Sport Clubs - 102 registered members**
67% Non URM, 31% are URM, 2% is unknown
42% are 1st generation, 9% unknown
33% are low income, 27% unknown
92% are not orphan/foster youth, 8% unknown
1% are veterans, 5% unknown
41% are Freshman or sophomore
1.D.

Student Retention & Engagement
(e.g. graduation rates, satisfaction surveys). Data to be disaggregated by ethnicity, gender, abilities, veteran status, remediation, foster youth, first generation, income level).
Briefly summary discussing data.

Judgment
☐ Compliant  ☐ Non-Compliant  ☐ Not Applicable

Narrative
At this point in time we do not have data regarding graduation rates. We have only been gathering data for the past year, but intend to include this information in the future.

Next year we will review the information gathered from the campus quality survey that was conducted this spring.
1.E.

Student Learning Outcomes

Judgment
☐ Compliant  ☐ Non-Compliant  ☐ Not Applicable

Narrative

Assessment Activity
The Online Orientation is mandatory for all club and organizational officers to complete in order to receive club recognition at Humboldt State University (HSU).

This activity supports the HSU Student Learning Outcome, critical and creative thinking skills in acquiring a broad knowledge base and applying it to complex issues. The objective is that club officers will be able to identify policies and procedures as related to club events and activities, and that they will be able to apply the knowledge obtained in navigating through a complex system after graduation and when organizing activities, programs and events.

The Clubs & Activities Online Orientation was assessed for the 2011-2012 academic year. We assessed the effectiveness of the Online Orientation as a means of disseminating university policy and procedures as well as providing information about available resources to clubs and organizations at HSU.

The objective for this activity is that 80% of club officers who complete the online orientation will be able to correctly identify at least four university policies and/or procedures related to club or organizational activities at Humboldt State University. To measure this, all club and organizational officers were required to view an instructional video, and then complete a quiz. We asked specific questions regarding the information that was presented in the Online Orientation.

Assessment Results
Throughout 2011-2012 academic year 393 students attempted to complete the Clubs & Activities Online Orientation and Quiz and 367 were successful. The Online Orientation was open to all HSU students and although only club presidents and treasurers were required to complete the Online Orientation, other club members as well as advisors participated in both the orientation and quiz. Because we know that both the president and treasurer were required to complete the orientation and quiz only these results are evaluated.

Of the 367 who successfully completed the Online Orientation and Quiz, 350 scored 80% or higher. The average score is 94.2%. Of the 17 who received a grade of less than 80% correct, 12 scored 73.3%, 3 scored 66.7%, 1 scored 60% and 1 scored 46.7%. We succeeded in reaching our intended goal of 80% of club officers who completed the online orientation are able to correctly identify 4 policies and procedures related to club activities at HSU.

The Clubs & Activities Office will continue to use the Online Orientation as part of our training for club and organization officers. For the 2012-2013 academic year we have updated the policies including a section on Alcohol use. We are now requiring club advisors to complete the Online Orientation and quiz as well.

Sample questions from Quiz

Only Clubs may sell food on campus.

There are only two types of student organizations/clubs at HSU.

Clubs may only post 25 fliers on campus.

Clubs are allowed to use HSU’s name in association with their club.

Clubs and Activities grants can only be used for events that take place on campus and are free to students.

Only Club events that are on campus need to be approved through the Clubs Office.

Clubs may use on-campus facilities for tabling, meetings and events.

Club and Activities grants and Cultural Programming grants can be used for events taking place during the summer.

Chalking and Staking Permits must be approved through the Information Desk.

Clubs may use travel grants to purchase food.

Only club officers need to complete a Release of Liability Form when traveling. Recognition as a University Club is a right.
2.A.

Staff Engagement in Institutional Efforts and Activities
(e.g., committee participation, club advisor, collaboration with another department)

Judgment
☐ Compliant ☐ Non-Compliant ☐ Not Applicable

Narrative
The Clubs & Activities Coordinator and Clubs Office Manager actively participated in multiple campus committees throughout 2011-2012 academic year in order to provide support and services to our campus community, as well as build collaborative relationships across campus.

Committees
AS Event Funding Board – Clubs & Activities Coordinator and Clubs Office Manager
AS Elections Committee - Clubs & Activities Coordinator
California Big Time - Clubs Office Manager
CDOR – Clubs & Activities Coordinator and Clubs Office Manager
Clubs Coordinating Council-Clubs & Activities Coordinator
Diversity Activity and Funding Committee – Clubs & Activities Coordinator
Event Policy – Clubs & Activities Coordinator
Greek Council – Clubs & Activities Coordinator
Hazing Program Task Force – Clubs & Activities Coordinator
Homecoming – Clubs & Activities Coordinator
Program and Facilities Board – Clubs & Activities Coordinator
Staff Council, Treasurer – Clubs & Activities Coordinator
Sub Committees – Fund raising and Staff Appreciation
Stars Reporter for Office of Sustainability - Clubs & Activities Coordinator
Student Affairs Council – Clubs & Activities Coordinator
Student Affairs Support – Clubs Office Manager
Student Engagement and Leadership Support (SEALS) – Clubs & Activities Coordinator
Welcome Home to Humboldt – Clubs & Activities Coordinator

Advisor
AS Elections – Clubs & Activities Coordinator
Greek Council – Clubs & Activities Coordinator
Healing Circle – Clubs Office Manager
Sustainable Living Arts and Music Festival – Clubs & Activities Coordinator
A.S. Funding Board – Clubs & Activities Coordinator

Collaboration with other departments
Academic Departments - provide support for academic clubs for programming and travel
AS Presents - collaborate on student events, Welcome Home to Humboldt, Homecoming
Associated Student - AS Elections Advisor, A.S. Event Funding Board Advisor, Travel Grants
Athletics - Pep Rally, outreach for clubs at athletic events
City of Arcata - Parks and Recreation -student events
Contracts and Procurement - contracts for speakers, risk management
Environmental Health and Safety - food policy
Humboldt Orientation Program - assistance with check in, presentations, and panel participation
Marking and Communication - publicizing events and activities
MultiCultural Center - student programming, AS Event Funding
Office of Diversity and Inclusion - student programming, funding
Plant Operation - chalking and stacking, facility use
University Advancement - fundraising
University Center – facilities
University Police Department - event management
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

Sources

| 11-12 D40020 Clubs Funding |
| 11-12 D40020 Clubs Staffing |
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
Staff
1 Full time professional staff
1 Half time professional staff
6 Student Assistants
1 Greek Life Coordinator
3 Slamfest Coordinators
1 Publicity Coordinator

Students
180 Clubs and Organizations
360 Club Officers
180 advisors
Approx. 1600 club members

One on One work with Students
150 Approved Activities requiring one on one meeting with Club Coordinator/ Office Manager
Travel grant: one on one with Club Coordinator and Office Manager

Group Presentations
1st year experience course presentations
International Program presentation
Humboldt Orientation services panel
AS event funding workshop
Web space workshop
Individual club & organization presentations
EOP peer mentoring class presentations
RAMP peer mentor presentation
4.A. General Conclusions about Past Year Performance

**Judgment**
- [ ] Compliant
- [ ] Non-Compliant
- [ ] Not Applicable

**Narrative**
The Clubs & Activities Office chose four goals for the 2011-2012 academic year. We continued to provide resources, such as web space workshops and support, increasing the availability of online access to forms, providing supplies for club event and activities, and funding for club related travel and events. We have also supported club officers in developing their ability to navigate complex policies and processes by mandating the Online Orientation for club officers, requiring a reactivation process for clubs, and supporting student in the development of new clubs. The Clubs Office also worked closely with club officers in accessing and mitigating risk management of activities and events by having one on one meeting with the Clubs Coordinator to review the club event application, discussing potential risk and providing guidance in minimizing risk. In addition, we also worked closely with Clubs regarding budget management, we provided grant workshops where we covered potential costs associated with events, process for applications and reimbursements, risk of activity, collaboration techniques, and publicity guidelines.
5.A. Recommendations, Goals and Student Learning Outcomes for Next Year

Goals should be established utilizing CAS Standards for the program as well as the university vision and HSU Student Outcomes. Goals must include objectives for a specific or focused area of student support (e.g., admissions, financial aid, housing and residential life, learning support services, student conduct, etc.), a combination of support elements for a specific target population, state or federally mandated activities or other activities directed at providing support to students.

**Judgment**
- [ ] Compliant
- [ ] Non-Compliant
- [ ] Not Applicable

**Narrative**

**Recommendations**
- Additional staffing - half time administrative assistant to full time administrative assistant.
- Greek Life Coordinator - continued support from Student Affairs, 8 hours a week.
- Purchase of software, such as collegiate link - to streamline reactivation process, publicity for events, strengthen data regarding club membership. On line process for submitting, tracking and approving various forms.

**Goals**

- Provide Resources: Web space development, on line access to forms, supplies for club events.
- Risk management of activities and events: one on one meeting with Clubs Coordinator to review club event application and assess risk.

- Budget management: Apply for and obtain funding, complete event.

**Student Learning Outcomes**

SLO 1 – Club officer and advisors who complete the online orientation will be able to correctly answer questions regarding policies and processes for club events and activities.

SLO 2 – Students who receive event funding will learn how to mitigate risk for their events, as shown by student event application/evaluation form.