CENTER FOR STUDENT INVOLVEMENT

Student Fees Advisory Committee (SFAC)
Program Questionnaire for FY 2012-2013

UNIVERSITY of HOUSTON
DIVISION OF STUDENT AFFAIRS

CENTER FOR STUDENT INVOLVEMENT CSI

UC
UNIVERSITY CENTERS

Center for Student Involvement SFAC FY13 Questionnaire

1. Please provide a one-page executive summary of your questionnaire responses. This summary should include, in brief terms: your unit's mission, how you accomplish your unit's mission, and a justification of your unit's student fee allocation in terms of benefits for students.

The Center for Student Involvement provides services for Registered Student Organizations and Fee Funded Organizations at the University of Houston. The Center is a part of the group of departments within the University Centers umbrella. Housed in the University Center Underground, the Center is closely linked to the University Center and the Center for Leadership and Fraternity & Sorority Life in philosophy, practice, and mission. Indeed our mission is the same as the University Centers, focusing on quality programs and services that enhance campus life and aid in the success and retention of our students by creating a campus atmosphere that is engaging and supportive.

The 2010-2011 academic year was very positive. The Center settled into its new name, image and relationship with the University Centers. The Center had two vacancies through most of the year, representing 40% of the advising staff in the Center, and that had some negative impact on the Center's ability to accomplish goals beyond the core functions of advising and services. However, two very high-quality staff members were hired at the end of the year which allowed the Center to begin functioning at a higher level. These two hires completed an excellent, student-oriented staff.

Financially, the Center had a large fund equity balance, composed of unspent salary and benefit dollars due to the two vacancies. SFAC provided the Center with one time funding for FY12 for one instructional assistant and for a civic engagement initiative. Attached to this report is a Base Augmentation request to permanently fund these initiatives moving forward.

The Center focused on providing easier, more comprehensive services for students this year, which included more carrel spaces for student organizations, an ADA compliant reception and event registration area, an electronic event registration system with consistent risk management and event registration advising, electronic registration for student organizations, streamlined organization registrations, less frequent, higher quality, and more accurate listserv messages, and an electronic search engine for student organizations.

The Center has coordinated a weekly meeting of fee funded organization advisors which translated into a first ever comprehensive selection process for fee funded student leaders and the vastly improved Executive Leadership Retreat.

2011-2012 will see the staff in the Center for Student Involvement delving even deeper into stream-lined process and procedures for students, implementing Campus Labs assessment and Division-wide and University Center learning outcomes, addressing the areas assessment highlights as needing improvement, and working with the fee funded organizations to provide even more opportunities for students to engage on campus.

2. Provide an organization chart of your unit. Large units may need to have an overview chart and then more specific charts for each program. Where you have multiple staff in the same position (e.g. counselor, custodian, etc), note this on your chart. Student employees should be cited on the chart and identified as students.

Oversight for vision and functionality of Center
Direct supervision of assistant directors, financial coordinator, office manager and SGA secretary
Advises Student Government Association
Budget oversight
Member of Assessment Work team and Leadership Task Force

Marcella W. Leung, M. Ed.
Director of the
Center for Student Involvement

Advises the Frontier Fiesta Association and Homecoming Board.
Oversight of services for Registered Student Organizations
Oversight of Marketing and Technology
Supervises Web Developer II
Supervises Activities Advisor I
Supervises Instructional Assistant for Campus Traditions

Advises Student Government Association Election Commission, Activities Funding Board, and Student Program Board
Supervises Activities Advisor I
Supervises Instructional Assistant for the Student Program Board

Rommel Abad, M. S.
Assistant Director for Campus Life

Carrie Miller, M. S.
Assistant Director for Campus Traditions

Kristen Ernst
Instructional Assistant for the Student Program Board

Works with the Student Program Board

Roicia Banks
Instructional Assistant for Student Staff Training

Leads Student Employment Work Team. Programs student staff training and development

Daniel Gray
Activities Advisor I

Advises Student Video Network, COOG Radio, and the Council of Ethnic Organizations
New Student Orientation duties
Organizes the Campus Leaders Reception and Awards Ceremony
Supervises the Instructional Assistant for Student Staff Training

Selby Lo
Activities Advisor I

Oversight and management of Event Registration
Supervises Event Registration student workers.
Risk Management Program
Advises Dance Marathon ('11-'12)
New Student Orientation duties

Albert Chao
Web Developer II

Creates, updates and maintains web pages of most fee funded student organizations
Manages databases of registered student organizations and event registration
Helps process requests for web, listserv, and mail accounts for student organizations
Supervises the student IT worker

Mara Washington
Instructional Assistant for Campus Traditions

Works with the student boards of Homecoming and Frontier Fiesta

Jackie Burkes
Financial Coordinator II

Reconciles budgets for the Center and the fee funded student organizations and multiple other financial procedures
Supervises student financial assistant

Supports the Student Government Association through office work and receptionist duties

Shirley Johnson
SGA Secretary

Nancy Hay
Office Coordinator

Collects, uploads, and verifies Pcard charges
Coordinates travel for staff and students
Reconciles bi-weekly and monthly payroll
Tracks vacation and sick leave
Orders office supplies for the Center and the fee funded student organizations

3. List the objectives that you provided with your 2010-2011 SFAC request. Please comment on your success in achieving these objectives. If an objective changed during the year, please note this and explain. Also, list any new objectives, the rationale for the addition, and comment on your success in achieving these objectives.

Goal 1: University Centers and the Center for Student Involvement continue to work toward integrating programs, services, operations and facilities.

1. Involvement on work teams – full staff involvement on two University Centers work teams per staff member
   Status: Complete
   When Campus Activities integrated into the University Center, the opportunity arose for the staff to become involved in the work teams previously established by the UC. All of the exempt staff in the Center have become involved in the work teams and providing leadership in the University Centers. Carrie Miller is the chair of the Staff Development work team, Rommel Abad is the co-chair of the University Center Events Committee, and Daniel Gray will be the chair of the Student Staff Work Team since he is now supervising the Instructional Assistant for Student Staff Development.

2. Event Registration – identifying a process that simplifies Event Registration, utilizes electronic resources in CSI and UCs and is easier for the students
   Status: Complete
   Front desk in the Center is now divided into two areas – one for reception and one for event registration. The event registration side is equipped with two work stations for students to use. The work stations are linked to on-line, fillable forms for event registration. Two students have been trained to serve as event registration staff, and they assist the student leaders in selecting and filling out the necessary forms.

3. Integrate the University Center Events Committee into the Center for Student Involvement
   Status: On-going
   We are seeking clarification in the role of the UCEC and its relationship to the fee funded organizations as we move forward with the integration of the UCEC. This goal has been reassigned to the 11-12 year.

4. Change the Center for Student Involvement's financial practices to mirror the University Centers and eliminate duplication of effort
   Status: On-going
   Along with the rest of the Division of Student Affairs, the financial procedures in the Center have changed significantly in the last year. CSI has adopted the new contract practices and the new financial forms and procedures recommended by the University Center Business Office. The Office Coordinator and the Financial Coordinator II now attend quarterly meetings with the Business Office, the process for financial queries has been clarified, and a more professional relationship with the Business Office has been established.

5. Identify operational efficiencies and eliminate duplication of effort
   Status: Achieved
   In the last year CSI has done the following to create efficiencies:
   A) Many duplicate files and back up financial documents have been scanned and the paper documents properly recycled.
   B) Electronic registration for student organizations has been created.

C) Work stations for event registration have been created, and the process for the event registration advising has been standardized and streamlined.
D) The database for information on student organizations has been completed revamped and a new interface with the database has been created and posted to the CSI web site.
E) All historical documents for student organizations have been cleaned and stored electronically.

6. Adopting and implementing the assessment models and scheduled assessment designed by the UCs Assessment Work Team
Status: On-going
UC Assessment Team has been on hold pending the development of the Divisional Learning Outcomes and the purchase of Campus Labs. 2011-2012 should see a focus on the implementation of Learning Outcome assessment driven by Campus Labs in the Center.

7. Integrating the bi-weekly student workers in the Center for Student Involvement with the University Centers student staff development guidelines and model
Status: Completed
Student workers from the reception desk, the event registration desk, the finance office, and the IT office are all following the guidelines for the student staff in the University Center, and attend and participate in the retreats and training sessions for bi-weekly student staff.

8. Integrating the student staff development Instructional Assistant into CSI
Status: Completed
The Instructional Assistant is house and supervised out of the Center. Budget for the program has shifted to the Center for FY12.

9. Integration of multiple technology-based initiatives, including shared folders, IT work orders, and equipment management.
Status: Changed
With the integration in the UC, there was no longer a need for in-house IT work orders and equipment management. Shared folders are an area that is still in transition, as there are still many fraternity & sorority, leadership, and MVP files in the CSI folders. The folders are scheduled to be cleaned and completely moved by the end of December in anticipation of the move for the renovation period.

Goal 2: Identify, adopt, and implement best practices
1. Developing comprehensive guidelines of best practices for fee funded organizations
Status: Completed
Guidelines for programming and advertising were developed for all of the fee funded organizations. The organizations that program extensively have developed a system for maintaining files on events that include comprehensive information as well as check-lists for the entire process.
Executive Leadership Retreat
The training program for the fee funded student leaders was renovated in 2011, and included the following major changes:
A) Moved from an August retreat to a mid-May retreat
B) Lengthened from a one-day retreat to a three-day overnight retreat
C) Developed around a series of learning outcomes and objectives designed to impart practical skills, leadership skills, and build relationships between the student leaders across organizations.

2. Developing comprehensive guidelines of best practices for registered student organizations
   Status: On-going
   The intent of this goal was to create a series of lunch-time skills-based workshops for our student organizations that would focus on the skills they lack, including programming, continuity of leadership, budget management, etc. However, due to the staff vacancies in the Center, we were not able to implement this series of programs. This goal has been re-adopted for 2011-2012. However, the registration process for the organizations, referred to as "Org Regs" has been updated, and now include much more extensive information on the reservation process, campus resources for organizations, and risk management.

3. Guide student leaders to national resources for organizational success including conference participation, web-based resources, publications, and networking
   Status: Achieved
   In 2010-2011, more students traveled to regional and national conferences than ever before. Students from SPB, CEO, SGA, and SVN traveled to conferences. All of the fee funded student leaders participated in XLR where the Strengths Quest personality assessment was utilized.

4. Develop and share staff job descriptions so that staff can better understand each others' job responsibilities and obligations
   Status: Completed.

5. Continue to collaborate with other departments and centers on campus.
   Status: Completed
   This is an on-going goal for the Center because philosophically the Center seeks to program for, and be involved with, the entire campus. CSI worked with or collaborated with at least twenty one different departments and colleges in 2010-2011 through the Centers events, the events of the fee funded organizations, and the committee work of the staff in the Center.

Goal 3: Establish transformative learning opportunities
1. Provide series of workshops for fee funded and registered student organizations on organizational best practices
   Status: Not Achieved
   The Center was not able to achieve this goal because of the staffing issues in 2010-2011. This goal has been re-adopted for 2011-2012.

2. Develop a program for students that educates students about how the university functions
   Status: Not Achieved
   The Center was not able to achieve this goal because of the staffing issues in 2010-2011

3. Encourage participation in the student staff development opportunities by bi-weekly student staff
   Status: Achieved
   The student staff in the Center for Student Involvement were resistant to the rules and procedures that the student staff of the University Center had to follow. The staff that oversee the bi-weekly students in the Center spent time going over the rules and policies with the students, explaining the reasons or the integration of the two departments, and encouraging and supporting participation by our students in the all-student staff training opportunities. In the August 2011 training, the Center students were fully integrated with the UC's student staff, and participated in the training while exhibiting good attitude.

Goal 4: *Develop and enhance cultural competencies*
1. Identify Center programming initiatives and develop a plan of action for implementation
   Status: Not Achieved
   While the programming by the Council of Ethnic Organizations was stronger in the 2010-2011 year, the intent of this goal was to provide some analysis on the gaps in cultural programming on campus and then provide and encourage programming to meet the needs. The Center was not able to achieve this goal because of staff shortage in 2010-2011.

2. Identify and implement programs that promote increased interaction and dialog with departments, offices, and cultural organizations
   Status: Partially Achieved
   Efforts were made to reach out to colleges and departments that have a cultural focus at the university. A connection was made with the Mexican-American studies program, which resulted in a Dios De Los Muertos alter in the University Center, but the efforts to connect with other areas were unsuccessful.

Goal 5: *Maintain effective and relevant communication*
1. Develop and implement a Marketing Plan for the Center
   Status: Achieved and On-going
   Along with the new name came a new look, a new entrance to the Center, and all new marketing materials. Name recognition for Campus Activities was quite high, and name recognition for the Center for Student Involvement is low, so there is on-going marketing work to do.

2. Implement web based services for organizations including, but not limited to: organizational registration/records, calendaring, and on-line training.
   a. Secure funding an electronic management system for organization resources.
   Status: Achieved, Change, and On-going
   Identifying a web-based service for registered organizations has been a challenge. At last year's SFAC, the Center requested funding for Org Sync, only to learn that the University IT could provide the services at a much lower cost ($200 per year v. $13,000 per year) through PeopleSoft. Then the IT area was completed revamped and the project became very low priority. At this point, we were informed that the Division was considering the purchase of Campus Labs, which has a system for organization web-based service, Collegiate Link. However, the staff researching the various products on the market got several negative reviews of Collegiate Link from colleagues using the product at other campuses. We will continue to review this area, and make the best decision for the student organizations and the University.

3. Implement electronic advisor risk management training
   Status: On-Going
   Advisors for RSO's in three areas – fee funded, club sports, and fraternities and sororities – are required under State of Texas House Bill 2639 to receive training in risk management. Advisors only have to receive the training once while organizations have to go through the training annually. The House Bill provides the option for advisors to be trained either in person or electronically. Training fee funded and sports-club advisors has been simple since both of these groups of organizations are advised by university staff. Fraternity and sororities often have off-campus advisors, and currently they have to come to campus for the training. The new Activities Advisor I – Risk Management has been charged with crafting a Tier One Risk Management program, including electronic

training for those advisors that cannot come to campus. The electronic program has been designed, and CSI is now working with the university to implement the training.

4. Type up and distribute minutes for CSI staff meetings
    Status: Complete
    This was an internal request in the Center to assist in communication. The minutes would provide information about the meetings to any staff members that do not attend or for those that were absent. They also serve as reminders for due dates.

5. Sending out announcements about new student leaders and new student hires
    Status: Complete
    Announcements are sent out by the Financial Coordinator II, who processes the ePAR requests for our Center. The announcements are sent to the advisor and the students leaders in the group. Advisors then either send out an electronic announcement to the rest of the staff, or they introduce the student leader in person.

6. All staff maintain up-to-date calendars, planning for absences, and communicating with the front desk when away from the center and/or office
    Status: Complete
    Another internal communication goal, this one was aimed at providing assistance in locating staff members. The Center's staff are heavily involved in activities, events, meetings, and committees which frequently take them away from their offices. All staff maintain Outlook calendars, and all staff have access to one and another's calendars. In addition, staff must inform the front desk of their return time when they leave the area.

7. Share upcoming activities and events for fee funded organizations or University Centers
    Status: On-going
    This goal was put into place because there is a desire to attend and support Center staff at programs and events. In addition, the Center is making an effort to not have organizations cross program. All of this is part of a larger effort by the Center and the fee funded organizations to better publicize events.

Goal 6: *Provide comprehensive staff development*
1. Provide cross training between areas in the Center
    Status: Complete
    Our Office Manager and Financial Coordinator II serve as back up for the financial processes, and all of the staff have been trained on the procedures at the reception and event registration desks.

2. Participate in the all-center staff development opportunities organized by the Staff Development Work Team
    Status: Complete
    The University Center had regularly scheduled staff development events, including holiday festivities, retreats, and trainings, and Campus Activities had their own traditions in this area. At first being invited into the staff development hosted by the UC felt very uncomfortable for the DCA staff, but as the development opportunities changed under the direction of the staff development work team, that awkwardness disappeared, and the Center staff came to value and fully participate in the times the UCs staff came together.

3. Encourage and financially support conference participation and participation in professional organizations including webinars and presentations

Status: Complete
Staff attended regional and national conferences with ACUI and NACA, attended conferences with students at ASGA and NACA, participated in the planning of regional conferences and facilitated at the UH Cougar Leadership Institute and the ACUI I-Lead program.

4. Purchase professional resources as needed, including books, subscriptions, etc.
   Status: Complete
   In addition to purchasing materials, the entire staff took the Strengths assessment in preparation for the Executive Leadership Retreat, which has facilitated a culture shift in the staff, and now there is constant application of the Strengths information. Staff are seeking out each other for assistance in areas that utilize strengths.

4. Please discuss the means that you are utilizing to evaluate both your success in achieving the aforementioned objectives and their importance as compared to other objectives that you might pursue. Where data exist, discuss the number of persons served by each of your programs, the satisfaction level of those served, and/or any other assessment measures evaluated. Please provide the method for collecting these data.

Below are three areas of assessment from the Center for Student Involvement for the 2010-2011 academic year.

Stats
Annually we collect information on organizations and services utilized in the department.
Numbers from 20010-2011 are as follows:

Activities	FY 10	FY 11
Registered Student Organizations	486	523
Event Registrations	450	505
Organization Orientations	34	New System: 7 sessions in Fall '10 642 students 4 sessions in Spring '11 124 students
Organization Fairs	20	16 ART/NSO Average of 20 orgs per ART Average of 52 orgs per NSO Cat's Back 121 Organizations
Office/Carrel – total hours	10,632	12,136.7
Revised CSI site Visits		30,038
Pageviews		109,768
Front desk walk ins	No data	6037
Front desk phone calls	No data	4435

Assessment (non facilities) of the Executive Leadership Retreat in May 2011

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	
I know how to use my strengths to help my organization	0	0	1	9	13	96%
	0%	0%	4%	39%	57%	
I have tools to assess the satisfaction of people attending my events	0	0	1	13	9	96%
	0%	0%	4%	57%	39%	
I understand how my organizational mission supports the mission and goals of UH	0	2	0	8	13	91%

	0%	9%	0%	35%	57%	
I learned about how I function as a leader	0	1	1	10	10	**91%**
	0%	5%	5%	45%	45%	
I learned about my role in a group setting	0	1	1	13	8	**91%**
	0%	4%	4%	57%	35%	
I understand policies and procedures to follow as a fee funded student leader	0	0	3	14	6	**87%**
	0%	0%	13%	61%	26%	
I am returning to campus with new and innovative ideas	1	1	2	6	13	**83%**
	4%	4%	9%	26%	57%	
I learned more about the other fee funded organizations	0	1	3	8	11	**83%**
	0%	4%	13%	35%	48%	
I gained an understanding of professionalism in an office setting	1	2	3	10	7	**74%**
	4%	9%	13%	43%	30%	
I further understand my responsibility to UH students as a leader	0	2	3	7	11	**78%**
	0%	9%	13%	30%	48%	
I am returning with ideas for collaboration	0	2	3	7	11	**78%**
	0%	9%	13%	30%	48%	
I have a greater understanding of GLBTQ issues	0	0	7	7	9	**70%**
	0%	0%	30%	30%	39%	

The assessment listed above was from the Executive Leadership Retreat in May 2011 for the fee funded student leaders. The facility questions – (Were the facilities at Camp for All safe, clean, etc.), have been removed for this report. The advising staff members felt as though XLR was very successful and have begun planning for XLR May 2012, when we plan to return to Camp for All.

XLR 2011 focused closely on the "nuts and bolts" of student leadership, including resources, forms, and other day-to-day organizational management issues. The assessment from the student leaders, both the formal and information, relayed that the students enjoyed and absorbed the networking and leadership training more readily. While we will not move completely away from the details of organizational management, as we want the student leaders to be prepared for the year ahead in multiple areas, the percentage of time spent on networking and leadership is likely to increase in XLR 2012.

5.   Please discuss any budget changes experienced since your last (FY2012) SFAC request, their impact on your programs, and your reason for implementing them. SFAC recognizes that some programs did not receive the funds that they requested, that some programs were impacted by additional expenses after the conclusion of the budget cycle, and that some programs may be ahead of or behind their self-generated income projections. In addition, if your unit concluded FY2011 with a Ledger 3 Fund Equity balance, please describe the conditions which caused the fund balance.

Fund Equity

Due to having two vacant positions during most of FY11, there is a large amount in fund equity for the Center. Almost all of the money in the fund equity is from lapsed salary and benefits.

Salaries and Wages	$ 43,981.91
Benefits	$ 12,167.33
Travel and Business Expenses	$ 726.56
Maintenance and Operations	$ 5,267.20
Total Fund Equity	$ 62,143.00

Both positions were funding for the full 12 months, but the Assistant Director's position was only staffed for 5.5 months, and the Activities Advisor I position was only staffed for 3.5 months, leaving 15 months of unpaid salary and benefits between the two positions.

The Center is not seeking to utilize any of the fund equity from FY11.

Changes in Budget from SFAC request for FY12 to Actual Expenses for FY12

Overall income and expenditure of Center for Student Involvement (CSI) SFAC request for FY2011 decreased by $40,107 as explained below. This decrease came from not receiving funding for a second instructional assistant for event registration assistance, additional monies for student workers to assist with event registration, and not receiving monies for an electronic management system (request for was withdrawn by CSI at SFAC hearing).

The primary impact of not receiving these dollars has been on our event registration services area in the Center. We are dedicated to making the Event Registration process easier for student organizations in order that planning an event on campus, and therefore adding to campus life, can be as simple as possible. The Center has created a workspace for Event Registration with student staff to assist students. In order to pay for the student staff, we have cut back on the number of student staff at the reception desk, and we do not offer Event Registration services from 5:00 – 8:00 p.m., even though the Center is open at that time.

Overall income decreased from the amount on the SFAC request form by a total of $40,107 as follows:

Request for Student Workers	($11,615)
Request for Instructional Assistants	($14,517)
Electronic Management System	($13,975)
	(**$40,107**)

6. Please list your 2012-2013 objectives in priority order. Larger units may wish to group your response by subprogram. Under each objective, state the specific programs, activities, and/or services that you plan to implement to meet your objectives.

Goal One:

- Provide programming from the Center of Student Involvement that meets the needs of the students and the student leaders and enhances campus life.

  Strategy: Starting in January 2012, the Center for Student Involvement will present monthly workshops for student leaders on best practices for their organizations. Topics will include, but will not be limited to, financial accountability, productive meetings, marketing, conflict management and time management. Each workshop will be hosted by the Center for Student Involvement and will use presenters from around campus with a depth of knowledge and each session will have an assessment at the end of the presentation.

  Strategy: In spring 2012, the Center for Student Involvement will utilize the findings of the Night and Weekend Work Group from fall 2011 to make recommendations to fee funded organizations about night and weekend programming gaps that exist at the University of Houston.

  Strategy: The Center for Student Involvement will explore the feasibility of the University Centers Events Committee being hosted by CSI during spring 2012. Areas for exploration will include the staffing and funding of events planned by the UCEC and the possible duplication of efforts by fee funded organizations.

  Strategy: The Center for Student Involvement will offer a week of events geared toward relief from finals for all students. The finals relief week will take place the week before finals and will start in December 2011. The program will take place once a semester and will take into consideration suggestions from students about their needs for relief from studies. The Center will work with the UC Events Committee to plan events or activities in finals week that have been planned by fee funded organizations.

  Strategy: The staff in the Center for Student Involvement will attend one campus sponsored event and/or workshop each month. Each staff member will be responsible for reporting their thoughts about the event/workshop to the Center for Student Involvement team.
  Strategy: The Instructional Assistants supervised in the Center for Student Involvement will assess the impact of the programs and events hosted by the Center on student success.

  Strategy: The Instructional Assistants supervised in the Center for Student Involvement will assess the demographics of the students involved in registered student organizations, including classification, number of hours taken, and on-or-off campus residency.

Goal Two:

- Fully integrate University Centers Learning Outcomes into departmental educational initiatives and departmental operations.

  Strategy: Identify overarching learning outcome statements (October 2011)

Strategy: Identify sub-outcome competency areas more directly related to measures (December 2011)

Strategy: Identify specific metrics and measures by department that demonstrate achievement of outcomes (May 2012)

Strategy: Identify and integrate measurement questions into each UC-based survey or assessment project (December 2012)

Strategy: Review first year of implementation and make edits as necessary (May 2013)

Goal Three:

- Guide and assist the fee funded and registered student organizations during the University Center transformation project.

    Strategy: Develop partnerships to provide alternative meeting and event locations for student organizations. Advise student organizations to utilize alternative locations, especially outdoor locations, for event programming while interior space is under renovation.

    Strategy: providing support for the transitions related to the UC Transformation Project, including office/service re-location.

    Strategy: role model positive attitude and outlook for students, student leaders and student organizations, especially as the novelty of relocation wanes.

Goal Four:

- Encourage collaboration with other Departments and Centers across the University

    Strategy: The Center for Student Involvement will reach out to non-traditional campus partners to participate in Center-lead programming and events throughout the 2011-2012 year. Efforts will be reported at staff meetings.

    Strategy: The Center for Student Involvement will invite non-traditional campus partners to sit on committees lead by CSI, wherever possible and appropriate. Efforts will be reported at staff meetings.

    Strategy: The leadership team for the Center for Student Involvement will support staff participation in University-wide and Division-wide committees.

Goal Five:

- Provide consistent, accurate, and updated information for student leaders of RSO's and fee funded organizations about on campus events and programs through the CSI web page, calendar, and listserv. Explore options that will provide information to students about events on campus.

    Strategy: By May 2012, staff in the Center for Student Involvement will research and advocate for the creation and maintenance of a campus-wide calendar of events.

    Strategy: The Center for Student Involvement will send a weekly listserv email to the officers of registered student organizations publicizing campus wide events, scholarship

opportunities, fundraising opportunities, and campus job postings. The listserv list will be updated each time a new organization is added to the database or when officer information is changed. The listserv list will be wiped clean at the end of each academic year.

Strategy: Staff in the Center for Student Involvement will work collaboratively with the UC Marketing Communications and Retail team to research and/or implement procedures to assist the Center and fee funded organizations with a mechanism to avoid cross programming.

Goal Six:
- Prepare for the possible implementation of required organization advisors

Strategy: The Center for Student Involvement will work with faculty senate and staff council to identify professionals that would like to serve in an advisor capacity for one of the over 500 registered student organizations. By the fall 2012 the center will compile a list of advisors to be shared with student organizations seeking a faculty/staff advisor.

Strategy: The Center for Student Involvement will provide in-person advisor training for the fall 2012 to be followed by on-line advisor training for those that were unable to attend the in-person training. Each advisor will be asked to take a quiz after their training to make sure the skills were attained.

Strategy: The Center for Student Involvement will develop comprehensive online and print resources for RSO advisors by April 2012. Materials will be given out at Org Regs in April and May 2012 and during Risk Management training in Fall 2012.

Goal Seven:
- In conjunction with the Dean of Students Office and the Student Government Association, the Center for Student Involvement will update the Organizations Policies in the Student Handbook for the 2012-2013 academic year.

Goal Eight:
- Develop and enhance cultural competencies

Strategy: The Center for Student Involvement will identify Center programming initiatives that develop and enhance cultural competencies and create a plan of action for implementation by January 1, 2012.

Strategy: The Center for Student Involvement will contact three departments, offices, or cultural organizations within the University of Houston to collaborate on programs that develop and enhance cultural competencies by March 2012.

Goal Nine:
- Continue to invest in the staff and graduate students by developing structures for providing support and resources.

Strategy: The Center for Student Involvement will provide comprehensive staff development, including on-going training, and where possible, conference travel, as well

as encouraging all staff in the Center to participate in University Centers-wide staff development opportunities.

Strategy: The Center for Student Involvement will have a technology plan in place by the end of spring 2012. This plan will be updated as needed or as technology needs change. There will be a semesterly technology meeting with the entire Center staff to update the plan to better serve the students and staff.

Strategy: The Center for Student Involvement will develop an equipment checkout process with policies and procedures based on University and University Centers policies and procedures. Stakeholders, including staff and student leaders, will provide input on the development of the process which will be in place for spring 2012.

Strategy: By March 2012, the Center for Student Involvement will create shared folder system for the staff, including identified rules for use and cleaning dates.

Strategy: The Center for Student Involvement will provide on-going training for Center staff for financial policies and procedures once a semester, starting in January 2012.

Strategy: The Center for Student Involvement Leadership team will provide annual training for Center procedures, including leave requests, out of office notifications, etc.

Strategy: The Center for Student Involvement will establish a broad knowledge base for full-time and bi-weekly staff by submitting events to the common calendar and creating a fact sheet for Center staff about up-coming programs and events.

Strategy: The Instructional Assistants in the Center for Student Involvement will work together to create a UH understanding of student success. They will explore the following questions:
> What is student success?
> What does student success look like at UH?

The Instructional Assistants will report their findings to the staff of the Center in April 2012.

Strategy: The Instructional Assistants in the Center for Student Involvement will self-administer a questionnaire in fall 2011 and again in April 2012 to assess their learning, satisfaction, and perceived impact on student success.

Goal Ten:
- Consistently market the Centers services to potential patrons

Strategy: The Center for Student Involvement will work with the UC Marketing Communications and Retail team to update the CSI website by December 2011. Input from stakeholders and patrons of the Center will be sought in order to increase the resources provided on the web page.

Strategy: The Center for Student Involvement will have an updated marketing plan by the spring 2012. The Center will have materials available for use for campus partners, tabling, and promotion within the Center. The marketing items will be selected with the input of students.

Goal Eleven:
- Recognize the efforts of staff and student leaders through awards, public announcements, etc. The Center for Student Involvement will publish a special edition of the organizations listserv monthly detailing the accolades.

7.   What are the other possible sources of funding available to your unit and what efforts are being made to access them (e.g. grants, donations, etc.)?

The Center for Student Involvement is an entirely fee funded department. There are no other sources of revenue for the department.

8.   Please describe any overlap between your unit and any other unit(s) providing services to students and the rationale for the overlap.

There is no overlap between the Center for Student Involvement and other units.