# Minutes

## Program Assessment Committee

📅 Thu September 15th, 2022

🕐 3:00pm - 4:00pm   PDT

📍 ASI Boardroom - Titan Student Union

👥 **In Attendance**

1. **Call to Order**

   Ramon Aquino, Programs Assessment Committee Chair, called the meeting to order at 3:00 p.m.

2. **Roll Call**

   Members Present: Austin, Aquino, Butorac, Martin, Pugh

   Members Absent: None

   Liaisons Present: Galvan, Mikaellian, Nettles

   Liaisons Absent: None.

   According to the ASI Policy Concerning Board of Directors Operations, attendance is defined as being present prior to the announcement of Unfinished Business and remaining until the scheduled end of the meeting.

   * Indicates that the member was in attendance prior to the start of Unfinished Business, but left before the scheduled ending of the meeting.

   ** Indicates that the member was in attendance for a portion of the meeting, but not in attendance prior to the announcement of Unfinished Business.

3. **Approval of Agenda**

**Decision:** (Butorac-m/Austin-s) The agenda was approved by unanimous consent.

4. **Approval of Minutes**

None.

None.

5. **Public Speakers**

Members of the public may address the Programs Committee members on any item appearing on this posted agenda.

None.

6. **Reports**

a. **Chair**

Aquino introduced himself to the committee and welcomed them to the first meeting.

b. **Director, Student Government**

No report.

7. **Unfinished Business**

None.

None.

8. **New Business**

a. **Discussion: Review of Roles and Responsibilities**

*The Committee will discuss the roles and responsibilities of the Programs Assessment Committee and goals for the year.*

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Aquino yielded the floor to Asha Nettles to discuss the roles and responsibilities of the Programs Assessment Committee and their goals for the year.

Nettles informed members of their duties on this Committee.

Nettles provided members with information on various ASI programs and told members they will be choosing some of these programs to review during the year.

Nettles explained how members would be making recommendations on new program offerings and acquisitions for the ASI Art Collection.

Nettles informed members of their responsibility to operate as Prudent People.

Aquino opened the floor to questions.

Butorac asked if there were any initiatives from last year that Nettles would like to continue. Nettles said she may have the Student Recreation team come in to talk about the phasing of the Wellness Program that was initiated last year.

Mikealian asked if the Fitness and Wellness Coordinator will oversee F45. Nettles confirmed they would oversee that program and provided details on additional programs and items they oversee.

Aquino opened the floor to discussion. There were no points of discussion.

b. **Discussion: Review and Selection of Program/Services for Assessment**
*The Committee will review and select program(s)/ service(s) for assessment for the 2022-2023 academic year*

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Aquino yielded the floor to Asha Nettles to review and select programs and services for assessment for the 2022-23 academic year.

Nettles shared the needs of this review for the Board and CSUF Campus.

Nettles shared details on the program review process.

- Nettles explained the purpose of the reviews
- Nettles explained the difference between program outcomes and learning outcomes as well as the importance of both.

Aquino opened the floor to questions and discussion.

Aquino asked if there is a list of all the programs and services offered. Nettles said she does not have a list at this time, but can continue to work on creating a comprehensive list.

Galvan asked if there was a way that they can support more women going to the gym late. Galvan recommended doing a Women-Only night or even a Women's Hour.

Butorac said that during the speakers series he would like to see more speakers from the local community who may be lesser known; he also recommended having the speakers do an art gallery or possibly just share their work.

Mikaellian seconded Galvan's idea of having a Women-Only event at the gym; he feels it would help women feel more comfortable.

Nettles reviewed the items that were already discussed to confirm she recorded it all.

Aquino did share that due to construction, the Art Gallery in the ARTS Department is somewhat nonexistent. He would really like to see more art displayed and would like to try using other art buildings on campus to have this.

Mikaellian asked Aquino how that would look in practice. Aquino responded by sharing ways and locations they can possibly display art.

Butorac said he doesn't see too many competitions on campus and would like to have some sort of friendly competition to have the colleges interact with one another.

Nettles reviewed the items that were mentioned to confirm she recorded all suggestions.

Nettles reviewed the programs currently offered through ASI and provided details on how to access them.

Mikaellian asked if Nettles can create and send a list of the programs offered. Nettles said she will create and provide a list.

Butorac offered ideas on names for arts events. Butorac was particularly excited about the idea of Art from the Trunk and Books from The Trunk.

Galvan asked who can utilize the food pantry. Nettles said only CSUF Students can use the food pantry, but there are no restrictions on the types of students and all are welcome.

Pugh said she wants to ensure that students from the College of EDU can be kept in mind since a lot of the programs offered close around 7 pm when many of the students in this college are just arriving on campus.

Aquino seconded Pugh and reminded members to keep in mind colleges that are underrepresented.

Pugh also said she would like to implement camps at the Children's Center that would also provide more opportunities for parents to get involved and even give Arts and Theater Students an opportunity to volunteer.

Butorac said since COVID he has noticed a decline in students who want to be involved on campus. Butorac would like to create an initiative to get more students involved on campus and even go share information with local high schools as Board Members to encourage participation in student college governments after they graduate.

Nettles informed Butorac that they are restricted in regards to what they can do relating to outreach so this may not be an option for them.

Galvan asked if they can consider doing outreach activities to meet Butorac's Objective when students come to campus for Welcome Week.

Pugh suggested using a videogame-related outreach event.

Aquino wanted members to be redirected to choose current programs and services they have to review.

Aquino said he would like to see more workshops.

Galvan said she would like to see more work done with the Food Pantry to possibly expand it.

Mikaellian said he would like to consider expanding the SRC hours.

Martin said right now they have intermural sports leagues that interfere with students' class schedules and would like to see options that make times more accessible.

Pugh would like to make Tuffy's Basic Needs more accessible to students.

Nettles said they do not oversee Tuffy's Basic Needs, but can get Pugh in contact with that team to share her recommendations.

Pugh also said she would like to create a page on the ASI Website for students to access and inform themselves of the different programs, services, and resources available to them.

Aquino said there is an ASI App and maybe they can implement a link through that as well.

Mikeaellian said that he has a meeting on Monday to discuss the app and can share Pugh's ideas.

9. **Announcements/Member's Privilege**
None.

10. **Adjournment**
Aquino, Chair, adjourned the meeting at 3:50 p.m.

Ramon Aquino (Oct 14, 2022 10:18 PDT)

Ramon Aquino, Chair

Crystaal Washington, Recording Secretary

# Roll Call 2021-2022

09/15/2022 PROGRAMS ASSESSMENT Committee Roll Call

| Attendance | | Board Members | | |
|---|---|---|---|---|
| | | | Present | Absent |
| HSS | AUSTIN | JACKSON | 1 | |
| CHAIR/ARTS | AQUINO | RAMON | 1 | |
| CBE | BUTORAC | MICHAEL | 1 | |
| ECS | MARTIN | BRAULIO | 1 | |
| EDU | PUGH | NATALY | 1 | |
| | | | Present | Absent |
| | | | **4** | 0 |

| Attendance | | Liaisons | | |
|---|---|---|---|---|
| | | | Present | Absent |
| CHAIR | GALVAN | ISABELLA | 1 | |
| VICE PRESIDENT | MIKAELIAN | CHRISTOPHER | 1 | |
| DIR STU GOVT | NETTLES | ASHA | 1 | |
| | | | Present | Absent |
| | | | 3 | 0 |

*Recording Secretary:  Crystaal Washington

# PROGRAMS COMMITTEE CHAIR REPORT

SEPTEMBER 15, 2022

Hi friends! ☀ Welcome to our first Programs Committee meeting! Hope y'all have fun and remember to reach out to me if y'all have any questions or concerns! 🐸

-Ramon Aquino

# Program Assessment

Roles and Responsibilities

*"Reviews and assesses ASI programs and services and provides feedback and recommendations on program improvements"*

- What are our program and services?
- What does a program evaluation look like for our programs and services?

*"makes recommendations on new program offerings* and acquisitions for the ASI art collection"*

- Research if we should pursue this program/service
- Effect on current programs and services
- Hearing full program proposal
- Budget feasibility – connected with Finance Committee

*"makes recommendations on new program offerings and acquisitions for the ASI art collection"*

- Helping grade submissions each year
- Potential to purchase a piece in the year

# Responsibilities

- **The Prudent Person**

- Such a person *acts sensibly, does things without serious delay, and takes proper but not excessive precautions.*

- The actions of a prudent person in a similar situation are the guide in determining whether an individual's actions were reasonable.

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# *Program Review Plan*

September 15, 2022

Program Assessment Committee

# Needs:

- Way for the Board members and Program Assessment Committee to learn about the organizations' programs and services

- Program Assessment Committee to engage in a regular review of the organizations' program and services and provide feedback moving forward

# Content of Program Review Presentation

- **Purpose of program/service**
- Program Outcomes and/or objectives
  - Program outcomes examine what a program or process is to do, achieve, or accomplish for its own improvement and/or in support of institutional or divisional goals: generally numbers, needs, or satisfaction driven. They can address quality, quantity, fiscal sustainability, facilities and infrastructure, or growth.
- Learning Outcomes and/or objectives
  - Learning outcomes are measurable statements of the knowledge, skills, attitudes, and habits of mind that students acquire as a result of a learning experience.
- Current Program Budget
- Opportunities for Growth
- Trends in that Area
- Information on recent assessments (ex: customer satisfaction, workshop feedback, etc)
  - https://scl.cornell.edu/staff/assessment-and-planning/outcomes/program-outcomes
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# Plan for 2022-2023 Year

- Selection of 4 program/service areas

- Scheduled for October, November, March and April

- Advisor and Committee Chair will work with the program lead with questions from the committee

- Committee Chair will provide the Board of Directors a full review of all 4 at the end of the year

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