

Associated Students Inc.



## Programs Assessment

Thu Sep 19, 2024 2:30 PM - 3:45 PM PDT

### 1. Call to Order

Noah Alvarez, Chair, called the meeting to order at 2:32 pm

### 2. Roll Call

Members Present: Alvarez, Her, Jain, Lopez

Members Absent: Solares (E)

Liaisons Present: J. Morales, Hesgard, Rubio

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 announcement 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.

**(Her-m / Jain-s) The absence of member Solares due to illness was excused by unanimous consent.**

### 3. Approval of Agenda

**(Her-m / Jain-s) The agenda was approved by unanimous consent.**

### 4. Approval of Minutes

a. None

### 5. Public Speakers

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

None

## 6. Reports

### a. Chair

Alvarez emphasized the importance of preparation for the remaining Committee meetings of the semester. He encouraged everyone to come with questions and maintain the high level of engagement during the committee meetings, as this would help streamline the process during Board meetings. Alvarez also noted that questions asked during Committee meetings may be repeated in Board meetings. It's beneficial to address all concerns early on to ensure smoother Board meetings in the future.

### b. Director, Student Government

Hesgard thanked those who attended Convocation, highlighting speeches from President Rochon, ASI President J. Morales, and others, who emphasized collaboration and communication across the Titan community. She also expressed gratitude to those who participated in tabling at All Day ASI.

Hesgard reminded the group about the ongoing ASI scholarships process, with applications open until October 14th, and urged everyone to share the information with students. Hesgard mentioned that more information on grading will come after the application deadline and noted upcoming events, including Transfer Fest in October.

## 7. Unfinished Business

### a. None

## 8. New Business

### a. Discussion: Roles and Responsibilities

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

Alvarez, Chair, yielded the floor to Hesgard, Director of Student Government, to discuss the roles and responsibilities of the Programs Assessment Committee.

Hesgard mentioned that the committee is responsible for reviewing ASI programs and services in facilities such as the Titan Student Union, Student Recreation Center, and Children's Center, providing feedback and recommendations for improvements, and evaluating new program offerings.

Hesgard highlighted the committee's role in making recommendations for acquisitions to ASI's art collection, which showcases student artwork in various facilities.

Hesgard outlined four key responsibilities for committee members: attendance, willingness to learn, engaging actively in discussions, and outreaching to constituents to gather student input on proposed changes. She emphasized the importance of preparation and participation during meetings, given that the committee only meets six times a year. Additionally, Hesgard explained the "prudent person concept," encouraging committee members to act sensibly, take appropriate precautions, and engage ethically.

Finally, Hesgard touched on the topics the committee covers, such as evaluating current programs, proposing new ones, and potentially sunseting outdated services, while continuing to assess student art for ASI facilities.

Alvarez, Chair, opened the floor to questions and points of discussion.

There were none.

- b. Action: Resolution to Approve a Student Recreation Center External Review**  
*The Committee will consider approving a resolution to conduct an external program review of the Student Recreation Center. The review will include the facility and its programs, services, and practices.*

**PROG 001 24-25 (Jain-m / Lopez-s) A motion was made and seconded to approve a Student Recreation Center External Review.**

Alvarez, Chair, yielded the floor to JP Gale, SRC Director, to present a request for approval to conduct an external program review of SRC.

Gale share that the SRC has not undergone a review since it opened in 2008. The purpose of the review is to evaluate the program's quality and ensure adherence to industry standards. The review will be conducted by a team of external experts from Sacramento State, San Diego State, and Cal State Bakersfield. The process will assess various aspects of the SRC including mission, services, student learning, and facilities.

The review will begin with policy and handbook assessments in October, followed by an on-site visit from November 13th-15th. A draft report will be provided by February, with a final report expected in March 2025. The review is projected to cost \$17,000, to be covered by the SRC's current operating budget. The ultimate goal is to

develop a three- to five-year plan for SRC, ensuring long-term consistency in operations and standards.

Alvarez, Chair, opened the floor to questions and points of discussion.

Ramirez-Rivera raised a question about measures to address student concerns regarding the investment of funds for the external program review and what measures will be put in place to address student concerns. Gale responded by highlighting that the external review will provide value by validating the work done at SRC. Outside experts will offer an unbiased assessment, giving students confidence in the center's operations. This review will also highlight areas for improvement and bring new ideas that may not have been previously considered.

Ong and Alvarez reiterated the importance of the review, noting that it has not been conducted since the center's opening in 2008. They emphasized that it will help address specific student complaints and lead to improvements, while also creating a three- to five-year plan for the center's development.

Gale confirmed that the \$17,000 cost for the review will be covered from the SRC's operating budget, particularly by reducing supplies spending.

**PROG 001 24-25 (Jain-m / Lopez-s) Roll Call Vote: 4-0-0. The resolution to approve a Student Recreation Center External Review was adopted.**

#### 9. Announcements/Member's Privilege

Ong emphasized the importance of coming prepared to meetings by thoroughly reviewing supporting documents and formulating questions in advance. This preparation is crucial because resolutions are expected to be well-examined at the committee level before they reach the Board.

Ong also requested that Board members submit their availability for scheduling, noting that if responses are not received by Monday, holds will be placed on calendars.

Jain announced an upcoming Alumni Mixer event on October 25th, organized by the College of ECS and the Student Alumni Association, featuring alumni from companies like Apple and Google. The event aims to provide students with networking opportunities and guidance on interviews and resume critiques.

Alvarez, speaking on behalf of CGO Hannoun, called for volunteers to help with tabling for ASI's Ballot Bowl on several dates, urging participation to encourage student voter registration.

**10. Adjournment**

Alvarez, Programs Assessment Committee Chair, adjourned the meeting at 3:03 pm

*Noah Alvarez*

[Noah Alvarez \(Oct 21, 2024 21:23 PDT\)](#)

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Noah Alvarez, Programs Assessment Committee Chair

*Erika Perret-Martinez*

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Erika Perret-Martinez, Recording Secretary

# Roll Call 2024-2025

## 09/19/2024 PROGRAM ASSESSMENT Committee Roll Call

Attendance	Board Members			
			Present	Absent
CHAIR	ALVAREZ	NOAH	1	
ARTS	HER	BENJAMIN	1	
ECS	JAIN	KAVIL	1	
ARTS	LOPEZ	JOSHUA	1	
HHD	SOLARES	ANDREA		1-Ex
			Present	Absent
			<b>4</b>	<b>1</b>

Attendance	Liaisons			
			Present	Absent
PRESIDENT *	RAMIREZ-RIVERA	ANDREA	1	
ADVISOR	HESGARD	REBECCA	1	
CHAIR *	ONG	GAVIN	1	
			Present	Absent
			<b>3</b>	<b>0</b>

\*Recording Secretary: Erika Perret-Martinez

### QUORUM 4

Roll Call Votes			001 Resolution to Approve a Student Recreation Center External Review		
			Yes	No	
ARTS	HER	BENJAMIN	1		
ECS	JAIN	KAVIL	1		
ARTS	LOPEZ	JOSHUA	1		
HHD	SOLARES	ANDREA			
CHAIR	ALVAREZ	NOAH	1		
			Yes	No	Abstain
			<b>4</b>	<b>0</b>	<b>0</b>











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Final Audit Report

2024-10-22

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✔ Agreement completed.

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**P R O G R A M S  
A S S E S S M E N T**

**R O L E S &  
R E S P O N S I B I L I T I E S**



# P U R P O S E

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1. 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?**

# P U R P O S E

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2. 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

# P U R P O S E

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2. 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

# R E S P O N S I B I L I T I E S

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1. Attendance
2. Willingness to Learn
3. Outreaching to Constituents
4. Staying Engaged

# T H E P R U D E N T P E R S O N

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1. Such a person ***acts sensibly, does things without serious delay, and takes proper but not excessive precautions.***
2. The actions of a prudent person in a similar situation are the guide in determining whether an individual's actions were ***reasonable.***

**WHAT TOPICS DOES  
THE ASI PROGRAMS  
ASSESSMENT  
COMMITTEE COVER?**

# C O M M I T T E E   T O P I C S

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1

Identify and receive information on ASI programs and services to assess in committee

2

Examine potential new programs, expansion of services, or sunsetting outdated offerings

3

Acquiring student art for ASI's facilities by assessing and grading student art submissions



**A N Y   Q U E S T I O N S ?**



CALIFORNIA STATE UNIVERSITY, FULLERTON™

**A RESOLUTION TO APPROVE A STUDENT RECREATION CENTER EXTERNAL REVIEW**

**Sponsors:** Noah Alvarez

**WHEREAS**, the Associated Students, Incorporated (ASI) is a 501 (c)(3) nonprofit organization that operates as an auxiliary organization of California State University, Fullerton; and

**WHEREAS**, ASI is governed by ASI Board of Directors, sets policy for the organization, approves all funding allocations to programs and services, and advocates on behalf of student interests on committees and boards; and

**WHEREAS**, ASI's mission is to provide students and campus community members with important social, cultural, and recreational opportunities as well as a wide range of programs and services; and

**WHEREAS**, ASI's Student Recreation Center (SRC) opened on April 8, 2008, and annually serves approximately 18,000 Cal State Fullerton students, with an average of 385,000 entries; and

**WHEREAS**, the Council for the Advancement of Standards in Higher Education (CAS) provide guidance to collegiate recreation programs along common criteria; for the purpose of uniting higher education associations in the use of professional standards for the development, assessment, and improvement of quality programs and services; and

**WHEREAS**, it is an industry standard in collegiate recreation to conduct an external program review every 5-10 years to ensure our organization maintains high quality services, programs, and facility for its users; and

**WHEREAS**, external program reviews can cost between \$15,000 and \$30,000 to conduct; and

**WHEREAS**, the Board of Directors has inquired previously about the SRC Operations and Programming; and

**WHEREAS**, the SRC has not undergone an external program review in the sixteen years since it has been open; therefore, let it be

**RESOLVED**, ASI approves an external program review of the Student Recreation Center to take place this fall. The review shall include the facility and its programs, services, and practices; lead by industry professionals within the CSU Auxiliary and Campus Recreation professions; funded by the SRC Operations Budget; and let it be finally

**RESOLVED**, that this Resolution be distributed to the ASI Executive Director and applicable departments and staff and presented to the Board of Directors before the conclusion of the 2024-2025 academic year; therefore, let it be

Adopted by the Board of Directors of the Associated Students Inc., California State University, Fullerton on the twenty fourth day of September in the year two thousand and twenty-four.

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Gavin Ong  
Chair, Board of Directors

Noah Alvarez  
Secretary, Board of Directors

# TITAN RECREATION

**SRC External Program Review**  
**SRC Director**  
**JP Gale**



# SRC External Program Review

What is an External Program Review?

An impartial evaluation of a program's quality and effectiveness by outside experts. The reviewing team is commonly referred to as the External Review Team (ERT) in Higher Education.



# Why go through an External Program Review?

- To assess the program, validate the path we are on, course correct where needed and ensure we are staying within industry best standards.
- Typically, Rec Centers complete an External Program Review every 5-10 years.
- The SRC has not gone through an External Program Review in building history.



# Who evaluates the program?

Subject matter experts within higher education.

For this review, the ERT will be made up of:

- Bill Olmstead, Executive Director, Sacramento State Union WELL, Inc.
- Mark Zakrzewski, Associate Director, ASI San Diego State – Aztec Recreation Center
- Mary O'Mahoney – Director, Student Recreation Center – CSU Bakersfield



# Who is leading the review from within ASI?

The Internal Review Team (IRT):

- JP Gale – SRC Director
- Noah Alvarez – Board of Directors Secretary
- Courtney Mauter – SRC Aquatics Coordinator
- DJ Netherly – Intramural and Camp Coordinator
- Alyssa Cavero – SRC Student Employee





# What will be evaluated by the ERT?

Will be using Council for the Advancement of Standards in Higher Education (CAS) – Collegiate Recreation Programs

1. Mission
2. Programs and Services
3. Student Learning, Development and Success
4. Assessment
5. Access, Diversity, Equity, Inclusion and Justice
6. Leadership
7. Human Resources
8. Collaboration and Communication
9. Ethics, Law, and Policy
10. Financial Resources
11. Technology
12. Facilities and Infrastructure



# When and how will the ERT Evaluate the SRC?

- The ERT will review SRC Handbooks, policies, website, marketing, benchmarking and other materials beginning in October.
- The ERT will come to CSUF November 13-15.
- ERT will spend three days on campus and will interview:
  - SRC Student Staff
  - SRC Full Time Staff
  - ASI BOD Members
  - SRC Patrons
  - ASI Staff from: Marketing, Accounting, IT and Human Resources
  - Campus Staff that work with the SRC regularly



# When and how will the ERT Evaluate the SRC?

- Following the onsite visit, the ERT will draft a report from November through February and provide the report to the IRT.
- Management will read the draft and discuss findings or areas missed during the review with the ERT.
- The ERT will provide a final draft in March to ASI.



# Costs of the Review

1. Compensation for ERT Members
2. Travel for ERT Members
3. Lodging for ERT Members
4. Food for ERT Members

Total Budget: \$17,000

Funds to come from the 2024-25 SRC Operating Budget.



# After the External Review

ERT Team will:

1. ERT will provide ASI with a detailed report of their observations and interviews.
2. ERT will review baselines from other campuses and compare to our SRC.
3. ERT will provide recommendations to address actionable change in the SRC.



# After the External Review

SRC Team will:

1. Review ERT observations and recommendations.
2. SRC Director will present the completed report from the ERT team to the Corporate Leadership Team and the BOD.
3. SRC will craft a 3–5 year plan based on the completed Program Review and will present to the new BOD in 2025-26 for approval.



# Questions on the External Review Process?



STUDENT RECREATION CENTER | FULLERTON, CALIF.