





## Minutes

### Programs Assessment Committee

 Thu December 2nd, 2021

 2:30pm - 3:45pm PST

 ASI Boardroom - Titan Student Union

#### **In Attendance**

#### 1. **Call to Order**

Morgan Diaz, Programs Assessment Committee Chair, called the meeting to order at 2:31 p.m.

#### 2. **Roll Call**

Members Present: Arnwine, Diaz, Palacay, Rivera

Members Absent:

Liaisons Present: Nettles

Liaisons Absent: Mitchell

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.

No Excusals

#### 3. **Approval of Agenda**

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

#### 4. **Approval of Minutes**

**Decision:** (Arnwine-m/Palacay-s) The 10/14/2021 meeting minutes were approved by unanimous consent.

##### a. **10/14/2021 Programs Assessment Committee Minutes**

#### 5. **Public Speakers**

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

There were no public speakers.

#### 6. **Reports**

##### a. **Chair**

Diaz, Chair, shared will be focused on finals over the next few weeks. Hope that all will do well. Inviting anyone to join her after finals for ice cream.

##### b. **Director, Student Government**

Nettles, Director Student Government, thanked all for their prompt response to grading scholarships. Hoping to have all notifications out to students next week. There will be a break and then the spring scholarship applications will open. Encouraged all to take care of themselves during finals. Tuesday's Board meeting will be the final meeting for the semester.

#### 7. **Unfinished Business**

There was no unfinished business.

#### 8. **New Business**

##### a. **Information: ASI Scholarship Program**

*The Committee will receive information on ASI's Scholarship program.*

*The Committee will receive information on ASI's Scholarship program.*

Diaz yielded to Nettles to review a presentation on the Scholarship program. The presentation is an attachment to the minutes.

Diaz opened the floor to questions.

- Diaz shared experience receiving a scholarship. She asked about the recommended changes to the individual applications. Nettles provided a summary of the proposed changes to the questions.
- Diaz asked for further clarification regarding changes to the Wufoo form. Nettles provided an overview.

Diaz opened the floor to discussion.

Diaz shared that she feels improving the processing time for scholarships and providing information on what students are eligible for would be great improvements for students. These changes would improve the ease of application for students.

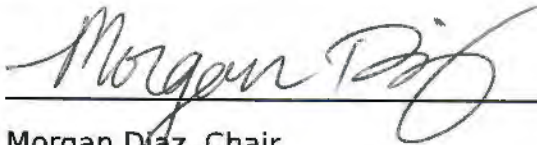
There was no further discussion.

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

None

**10. Adjournment**

Morgan Diaz, Chair, adjourned the meeting at 2:53 p.m.



---

Morgan Diaz, Chair



---

Susan Collins, Recording Secretary

## Roll Call 2021-2022

### 12/02/2021 PROGRAMS ASSESSMENT Committee Roll Call

Attendance	Board Members			
			Present	Absent
HSS	ARNWINE	MARCUS	1	
CHAIR/SECRETARY	DIAZ	MORGAN	1	
NSM	PALACAY	NADINE	1	
ECS	RIVERA	SEBASTIAN	1	
			Present	Absent
			4	0

Attendance	Liaisons			
			Present	Absent
PRESIDENT	MITCHELL	JOSHUA		1
DIR SG	NETTLES	ASHA	1	
			Present	Absent
			1	1

\*Recording Secretary: Imani Cooper

# ASI Scholarship Program

## Programs Assessment Committee

Asha Nettles

Director of Student Government

# Overview

- Fall and Spring Scholarships
- Scholarship Process
- Data from Fall 2021
- Current Recommendations
- Future Recommendations and Plans



# Fall Scholarships

- ASI & Titan Shops Book Loan Scholarship (book voucher)
- ASI Adult Re-Entry Scholarship, \$1,000
- ASI Graduate Student Scholarship, \$1,000
- ASI Harvey A. McKee Student Leadership Scholarship, \$1,000
- Kyle S. O'Brien Memorial Scholarship, \$1,000
- William G. Pollock Scholarship, \$1,000
- William D. Puzo Memorial Scholarship, \$1,000
- ASI Student-Parent Scholarship, \$1,000
- Titan Dreamers Scholarship, \$1,000 (5)
- Formerly Incarcerated, \$1,000 (5)
- International Students, \$1,000 (8)



# Spring Scholarships

- ASI & Titan Shops Book Loan Scholarship (book voucher)
- ASI Adult Re-Entry Scholarship, \$1,000
- ASI Carol Burke Memorial Scholarship, \$1,000
- ASI Graduate Student Scholarship, \$1,000
- ASI Virginia McGarvey Memorial Scholarship, \$1,000
- ASI Harvey A. McKee Student Leadership Scholarship, \$1,000
- ASI Richard Milhous Nixon Memorial Scholarship, \$1,000
- ASI Student-Parent Scholarship, \$1,000
- Titan Dreamers Scholarship, \$1,000 (5)
- Formerly Incarcerated Students Scholarship, \$1,000 (5)
- International Students Scholarship \$1,000 (7)





# Scholarship Process

- The application opens every semester on the first day of the semester and closes approximately 7-8 weeks into the semester
- Standard student information
- Authorization for Educational Record Disclosure
- Verification
  - Good standing
  - Current semester GPA
  - Current cumulative GPA
  - Units currently enrolled



# Scholarship Process

- Grading
  - Each application is redacted and randomly numbered
  - Each application is graded by 2 student leaders or students
  - The scores are averaged and the student recipient(s) is identified
- Award Process
  - The scholarship recipient(s) receive notification of their award via email and do need to accept their scholarship in writing by a provided deadline. There is a secondary letter provided by ASI that explains information about tax reporting and our notification to CSUF Financial Aid.
  - After the scholarship recipient(s) accepts their scholarship, a check request is prepared with the award letter as documentation.
  - Checks are issued by ASI Financial Services
  - \*\*The book voucher provided by Titan Shops is issued as a credit applied to the student account
- Notification to Financial Aid



# Fall Scholarships: Application Numbers

- ASI & Titan Shops Book Loan Scholarship (book voucher) – 57
- ASI Adult Re-Entry Scholarship, \$1,000 – 13
- ASI Graduate Student Scholarship, \$1,000 – 25
- ASI Harvey A. McKee Student Leadership Scholarship, \$1,000 – 48
- Kyle S. O’Brien Memorial Scholarship, \$1,000 – 4
- William G. Pollock Scholarship, \$1,000 – 83
- William D. Puzo Memorial Scholarship, \$1,000 – 69
- ASI Student-Parent Scholarship, \$1,000 – 1
- Titan Dreamers Scholarship, \$1,000 – 4
- Formerly Incarcerated, \$1,000 – 3
- International Students, \$1,000 – 11



# Current Recommendations

- Individual Applications
  - Reduce processing times
  - Individual question responses to ensure students are answering the questions
- Utilizing the eligibility sort
  - Students can see what they are eligible for
- Adopting a formal policy that regulates our scholarship program
  - *\*Finance committee/Governance committee*



# Future Recommendations and Plans

- Assessment for Spring 2022
  - (1) Comparing application data against campus aggregate
    - Help inform about the scope of impact of our scholarships
  - (2) Surveying with the spring applicants
    - \*\*Between due date and awards
    - Experience with the application and process
    - Feedback about ease of access and understandability

