

# PROGRAMS ASSESSMENT POLICY

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## BACKGROUND AND PURPOSE

Assessing the AS Programs annually, whether through a campus-wide evaluation or an internal evaluation, is an important process in order to verify that each program is doing its due diligence as an asset to the student body and the organization. A Programs Assessment Policy is important because it allows an evaluation of the specific programs’ individual goals and intended outcomes, as well as gives insight into potential opportunities for growth and progress.

## POLICY STATEMENT

This policy is intended to give a procedure for how the AS Programs will be assessed annually. In an unbiased evaluation to determine how the different AS Programs are accomplishing their tasks. There will be two different evaluations that will take place on different years to keep assessments constant. One is a Campus-Wide (360) Evaluation which will occur every three years, and an Internal Evaluation which will occur on the off years of the Campus-Wide Evaluation.

## APPLICABILITY TO THE POLICY

This policy will apply to all of the AS Programs and the program directors, the Executive Director of AS, and the Assistant Executive Director of Programs. The Internal Affairs council should be familiar with this policy as well since that council will be reviewing the assessment.

**DEFINITIONS**

<b>Term</b>	<b>Definition</b>
<b>Associate Executive Director of Programs (AEDP)</b>	This position oversees the planning, development, and implementation of active co-curriculum for students throughout the departments associated with AS.
<b>Board of Directors (BOD)</b>	The student body of elected or appointed members who oversee and approve the activities of Associated Students at San Francisco State University.
<b>Campus-Wide Evaluation</b>	Evaluation conducted once every five (5) years by students at large, staff members, Board of Directors, and other university stakeholders to evaluate programs/ services performance.
<b>Executive Director (ED)</b>	This position provides executive leadership, management, oversight, and strategic guidance in support of AS. Additionally, the Executive Director ensures the appropriate implementation of AS policies and procedures as well as provides supervision to ensure and improve the quality of operations and programs within the organization.
<b>Internal Evaluation</b>	Evaluation conducted every year by the Associate Executive Director of Programs and AS staff to evaluate programs/ services performance.

**TIMELINE**

**Timeline of the Campus-Wide Evaluation**

A Campus-Wide Evaluation is to be conducted by an outside entity once every five years by March 15. This evaluation will be conducted in conjunction with the Assistant Executive Director of Programs, or similar position, along with the oversight of the Executive Director. The results of the evaluation will then be sent to the Internal Affairs Council, or similar committee, to review and offer suggestions for how to move forward. Following that, the report, review, and suggestions will be discussed at a Board level, where steps to move forward will be determined.

### **Timeline of Internal Evaluation**

An Internal Evaluation of Associated Students programs and services is to be conducted once every year by the Assistant Executive Director of programs or designated appointee along with the oversight of the Executive Director. The deadline for the internal evaluation will be by March 15th every year. The results of the evaluation will be sent to the Internal Affairs Council, or similar committee, for review and suggestions on how to move forward. It will then be brought to the board for review, discussion, and suggestion on further steps to be taken.

### **BUDGET**

The budget allocated for the Campus Wide Evaluation will be determined in the AS Budget, the fiscal year prior to the start of the Campus Wide Evaluation. The Finance Committee will work with the Internal Affairs council to determine what firm will be hired, and how much money will need to be allocated for the Program Assessment. There is no budget required for the annual Internal Evaluation.

### **FORMS**

No Forms.

### **PROGRAMS ASSESSMENT POLICY APPROVAL AND REVISION HISTORY**

Programs Assessment Policy was Approved by the AS Board of Directors on

02/28/2018