



Budget Request Form FY2015

Department should complete one form for each individual request

Department: Student Life Studies

Program, Service, or Operation Requested

Program Coordinator position (salary and benefits)

SAFAB Use Only	
YES	NO

General Description:

With the increased emphasis on student learning initiatives in the Division of Student Affairs (DSA) and the University, a Program Coordinator can focus on training, coordination, assessment, and documentation of student learning. The position may also assist with the other assessment projects, committee assignments, and general assessment consulting/training for student organizations and the Division.

Request Type: Full Increase One-Time Partial/Matching

Type of Funds Requested UAF Other

General Questions:

Why is this important to your department? How does this increase impact students, and what motivated this request?

The position is important to Student Life Studies (SLS) and the Division of Student Affairs (DSA) for several reasons: there is increased focus on student learning outside of the classroom, the number of organizations served by SLS continues to be high, and we have been relying on volunteer staff for committees and tasks force to coordinate processes and projects. In addition to other duties, Student Life Studies provides the support for the assessment and documentation of student learning for DSA departments and student organizations. Examples include the **Student Leader Learning Outcomes (SLLO)** project which documents learning in co-curricular experiences, **Aggies RISE (Reflecting and Integrating Student Employment)** which focuses on what student workers in DSA are learning from their experiences, and **High Impact Practices (HIPs)** which increase student retention and engagement through deep learning experiences (Kuh, 2008). The University has an increased focus in this area. In addition, the DSA strategic plan indicates that all programmatic departments will create and assess student learning outcomes for the students they serve.

SLLO has been in existence for eight years, coordinated by volunteers; it is at a point where a dedicated staff person could move it to the next level of performance. Aggies RISE grew out of the DSA strategic initiative to develop learning outcomes and document achievement of the outcomes for all student employees in the Division. The pilot project is complete, but the future implementation has not been determined. The DSA is documenting the current HIPs for the University Quality Enhancement Plan. Once the baseline number of HIPs is determined, the University plans to increase the number of experiences by 50%. In *Aggies Commit to Learning for a Lifetime: A Quality Enhancement Plan* (2012), the Division and SLLO are mentioned several times as contributors to student learning and assessment on this campus: Student Affairs is charged with providing experiences to enhance lifelong and integrative learning, engaging in learning assessment, and training staff and advisors to capture evidence of learning. Student Life Studies is the cornerstone for all of these student learning initiatives, as well as continuing services in the areas of assessment we currently provide.

The new position would impact students through their programs, organizations, supervisors, and advisors. Students would explicitly integrate their learning experiences and be able to articulate them to future employers, peers, and advisors. Students will be able to use documented High Impact Practices in the Division as fulfilling the University requirements. The Program Coordinator would be able to do more outreach to departments and student organizations.

This request was motivated by several separate initiatives that are all focusing on student learning assessment and documentation. Student Life Studies' staff and volunteers throughout the Division have been working on these, but having a full-time person devoted to this area would move all of the projects forward in an integrated and consistent manner. It will also allow other staff to focus on the assessment services that we provide to Division staff and recognized student organizations.

Is it part of your strategic plan? What will be the impact if it is not funded?

The SLLO project is explicitly part of Student Life Studies' plan. The Aggies RISE project and department student learning outcomes are part of the Division Strategic Plan (delegated to Student Life Studies for coordination). The High Impact Practices are part of the University Quality Enhancement Plan. If the position is not funded, Student Life Studies and Division staff will continue to provide some support for the initiatives as time allows, but it will not be the quality that it can be.

How do other sources of funding (fundraising, sponsorship, reserves, etc.) been considered? Please explain.

Student Life Studies would work with the Vice President's Office to determine available funding for the position, if not funded through the SAFAB process.

What sort of input did you receive (student, faculty, staff, other) to determine this need?

Student Life Studies has received feedback from the SLLO Leadership Team, the Aggies RISE Task Force, student organization advisors, and Division staff members that a position focused on student learning implementation, assessment, and documentation would be beneficial to their work that directly impacts students. With natural turnover of Division staff, there will always be a need for training on student learning assessment.

What actions have you implemented internally to address the identified need?

Student Life Studies has two representatives on the SLLO Leadership Team (both of whom also serve on/lead sub-committees), chairs the Aggies RISE Task Force, and co-chairs the Division High Impact Practices committee. Student Life Studies staff also serve as consultants and presenters to Division staff about student learning and assessment. With a small staff, it can be a challenge to meet all of the needs.

Generally, what assessment tools will you use to evaluate this program/service?

We will track the number of staff who are trained in student learning assessment, the number of HIP submissions over time, the number of organizations and/or students who are using SLLO tools, and the number of students engaging in DSA HIPs. We will work with staff to increase the number of HIP opportunities. We will review departments' assessment plans to ensure they are in compliance with the Division initiatives about student learning outcomes for program participants and student workers. We will also be documenting what students have learned through their various experiences.

Funding Description:

	Dollar Amount
Total Estimated Cost	\$60,000.00
<i>Less Estimated Partial/Matching Funds (if applicable)</i>	
TOTAL UAF INCREASE REQUEST	\$60,000.00

SAFAB Comments/Notes: