SAFAB
Student Affairs Fee Advisory Board

Budget Request Form FY2019
Department should complete one form for each individual request

Department: Student Life Studies

Program, Service, or Operation Requested
Graduate Assistant Salary

SAFAB Use Only	
YES	NO

General Description:
Student Life Studies is requesting funding for a graduate assistant salary.

Request Type: ☒ Full ☐ Increase ☐ One-Time ☐ Partial/Matching

Type of Funds Requested ☒ UAF ☐ Other

General Questions:

How does this address an important need and positively impact students?
The Graduate Assistant, usually a doctoral student, assists the Data Analyst in performing statistical analysis for many of the ~300 projects we complete each year. The GA improves the time from data analysis to the report writing stage. Although we have been funded for a GA in the past, we needed those funds to support the new Manager of Student Learning position and moved GA pay to a reserve account. We have also gone from two GA positions to one. The GAs we have hired benefit from the hands on experience, usually related to their degree programs and career aspirations (research and measurement). Our clients, including the Vice President's Office, have begun asking for more complex analysis and modeling that the GAs can assist with, as well as taking on easier projects, allowing the Data Analyst to spend more time on the complex analysis and reporting, especially related to persistence, retention, and graduation. Depending on the GAs' skills, we ask them to write some summary reports for us.

What department/Division Strategic Plan item does this support?
The work we do supports DSA Goal 2: contributing to student success, including retention/persistence and timely graduation. We have the access and expertise to analyze student records, but also to help departments think about how to expand their programs, incorporate student learning, and help prepare students for the

STUDENT | AFFAIRS | FEE | ADVISORY | BOARD

work world. In addition, this request supports the SLS goals of providing quality assessment services, as well contributing to the knowledge base about student experiences.

What is the impact if not funded?
Without the GA position, our turnaround time will increase and the quantity of projects may decrease if we have to decline projects due to lack of human resources.

Please provide any data, evidence, input (student faculty, staff, other) you gathered to help you determine the need for additional resources.
We track the number of projects on an annual basis, as well as administer a customer service survey and staff focus groups to gather data about how we can improve and serve Division staff and student organizations better. We continually focus on the timeliness of each step in our process, our communication with clients, and the information we are providing to the university community. While 97% of clients say the assessment was designed in the time frame explained to them, 85% says they received the report in the time frame explained. The time to the report is dependent somewhat on the timeliness of the data analysis.

What actions have you implemented internally to address the identified need?
We shifted some of our expenses to reserve funds and decreased the number of GAs employed. With the recent claw back of our budgets, we eliminated all of the professional development expenses from the operating budget.

Generally, what assessment tools will you use to evaluate this program/service?
We have a customer service survey that is sent to clients following the completion of a project. We ask about satisfaction, timeliness, and quality of work. We take pride in positive feedback from our clients, who frequently mention specific staff members and the speed and quality in which we work. We want to maintain that high level of satisfaction. The easier and faster that staff/student organizations get results, the easier and faster they can implement positive changes. In 2016-2017, overall 100% of the clients were satisfied with our services. We also track the number of days for each step in the process, focusing on how to be more efficient.

How have other sources of funding (fundraising, sponsorship, reserves, etc.) been considered?
Please explain.
We have moved some items to reserves, but that is not a long-term solution to salaries. What we do does not lend itself to fundraising and sponsorship, but the better we do our job, the more other departments can be successful in their fundraising and sponsorship efforts.

STUDENT | AFFAIRS | FEE | ADVISORY | BOARD

Funding Description:

	Dollar Amount
Total Estimated Cost	
Graduate Assistant Salary	$13,000
Less Estimated Partial/Matching Funds (if applicable)	
TOTAL INCREASE REQUESTED	**$13,000.00**

SAFAB Comments/Notes:

STUDENT | AFFAIRS | FEE | ADVISORY | BOARD