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Student Affairs Fee
Advisory Board
DIVISION OF STUDENT AFFAIRS

Funding Request Form FY2021

Department should complete one form for each individual request

Department:

Student Life Studies

Program, Service or Operation Requested:

Wages for Student Employees

General Description:

Requesting \$15,000 to cover the wages for two part-time student employees to move the funding for these positions from reserves to an actual operating expense.

Request Type:

Full Increase One-Time Partial/Matching

Type of Funds Requested:

UAF Other

General Questions

How does this address an important need and/or positively impact students?

Our student employees assist in our survey design and scanning paper surveys for many client projects (approximately 300 per year). This includes designing surveys in Qualtrics and Teleform, sending electronic surveys out, scanning paper surveys, and writing some reports. Additionally, they perform various office activities and office coverage, which at times can be a challenge with a small department. The student employees save several full-time staff members time in designing their own surveys, allowing us to work directly with so many clients each year.

There is a direct positive impact for the two student employees. They gain valuable hands-on experience including working on a team, professionalism, and communication, not to mention technical skills. There is an indirect impact for an unknown number of students because our department is able to develop assessment instruments and gather feedback for all DSA departments and student organizations. With the help of our student employees, projects are developed much quicker, than otherwise, due to the large client loads of the full-time staff.

What department/Division strategic plan item does this support?

This request directly supports our department's goal of providing quality assessment services. Our student employees allow us to have quality services and to do as many projects we are asked to do. We have not been in a position to tell departments or student organizations that we are not able to do their project.

Additionally, the work of our department supports several division goals.

Goal 1: enrich student experience by working with departments in the development, assessment and improvement of their High Impact Practices (HIPs). Our department has the expertise to work with division staff in assessing student learning through their co-curricular experiences. Our student employees work on numerous projects allowing our full-time staff the time to work directly with departments and staff on these initiatives.

Goal 2: contributing to student success, including retention/persistence and timely graduation. Our department has the access to university data and student records, as well as the expertise to run analysis on these types of topics. Furthermore, by having student employees, our full-time staff have the time to explain the results to departments and student organizations allowing them to make data-driven decisions. Those decisions from all DSA departments ultimately support all the division goals.

Goal 5: ensure future effectiveness, specifically item "f" by identifying and developing division-wide assessment priorities that inform the university community about the student body and demonstrate the division's connection to institutional priorities. We work to combine data we know from multiple departments and areas to create a clear picture of students' experience. An example is looking at the different ways new students might make an initial connection within their first few weeks of classes or even just before classes begin. We combine data of those living on-campus, who attended Fish Camp, ExCEL Latin Logrados, or were selected into one of the Freshmen Leadership Organizations. We can look at the demographics of who do or do not get involved in these connections as well as if they return to campus the following fall.

Please provide data, evidence, and/or input (student faculty, staff, other) you gathered to help you determine the need for additional resources.

We track the number of projects we do on an annual basis, as well as look at the time it takes for different phases of the assessment process. Our student employees design approximately 75-80% of all our surveys, as well as scan 100% of all the paper surveys that are returned. It is because of our student employees that we are able to develop and process so many projects. Our client satisfaction and feedback is important to us and we regularly gather feedback from our clients to find out how we can improve our services and timeliness.

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

We currently fund our student employees' wages from our reserves, which is negatively affecting this account. Our student employees play a central role in our department to allow our full-time staff time to work directly with clients. We would like to have this necessary part of our departmental operation funded through our operating account to slow down the decrease of our reserve account being depleted.

By moving the funding of these positions from reserves to operating expenses, we will be able to sustain the current level of service to student organizations and DSA departments, while meeting our fiscal responsibilities of maintaining two months of operating expenses in our reserves. Failure to fund these positions with operational monies may require the elimination of these positions, affecting the ability to provide our current level of services to DSA departments and student organizations.

If funding is granted, what metrics will you use to evaluate success of this program/service/operation?

We will continue to track the number of projects we do on an annual basis, as well as look at the time it takes for different phases of the assessment process. We will also look at how we can best utilize our student employees in all aspects of the assessment cycle. Our client satisfaction and feedback is important to us and we regularly gather feedback from our clients to find out how we can improve our services and timeliness.

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

We have been using reserves, but this is not a long-term solution and is not sustainable. Our work does not easily lend itself to fundraising or sponsorship. However, the more timely and accurately we do our jobs providing information to departments, may positively impact their ability to successfully raise money.

Total Estimated Cost

Funding Description	Amount
Student Employee Wages	\$15,000.00
<i>Less Estimated Partial/Matching Funds (if Applicable)</i>	
TOTAL INCREASE REQUESTED	\$15,000.00