"Institutionalize Demographics into Program Standards"

Proposed Motions: Approve the amended Program Standards
Sponsor: Management Council through the Vice President for Business & Operations
Persons of Contact: VP Business & Operations, Assessment Associate Director
Date: May 2013

Purpose

To amend the AS Program Standards to include the Central Demographics Menu created by Management Council. This would:

- Require AS Offices to utilize AS Demographics menu
- Add the AS Demographics menu as an appendix to the AS Program Standards

The purpose of a demographics menu is to have a standardized language and set of words that all AS offices can use to collect data for assessment.

Background

This was a project led by the AS Assessment Associate Director during winter quarter. The Demographics list was created collaboratively with the members of Management Council.

Minutes from May 20th Management Council Meeting

Add amendment to Program Standards Part III., section 2, subsection iii

iii. AS offices and programs are to utilize the AS demographics menu when selecting student and community groups of interest of which they will keep track.

Second: Smith   Vote: 10 - 0 - 0   Action: Passed

Amendment

III.   AS Program Office Service Standards

The Associated Students program offices provide a variety of services to the WWU community. The AS Board of Directors has outlined service standards for the effective implementation, assessment, and promotion of these services.

1. Program offices will ensure campus-wide publicity and promotion of services, activities, and events.
   [...]
2. Program office managers and directors will work with supervisors, advisors, and Board of Directors in assessing the service quality and availability to meet student needs.
   [...]
   c. Student employees will keep records regarding student usage of services and activities.
      i. Student Employees will keep track of why their office is used. This recording should include, but is not limited to, categories such as students seeking information, using resources, or seeking a safe space.
      ii. Anonymous demographic information regarding student usage of services and activities will be collected and kept by an AS office or program. This information will be used in the AS Assessment Process and for informal office assessment.
      iii. AS offices and programs are to utilize the AS demographics menu when selecting student and community groups of interest of which they will keep track. (See Appendix A)

The Demographics Menu shall be attached to the AS Program Standards as an appendix. (Attached to this page)

Summary Page – Demographics