OFFICE OF CAMPUS ACTIVITIES

Departmental Action (i.e. Priority) for 2010-2011	SA A. I.	Key Measure(s)	Target Level	Results
Review and update all established learning outcomes for program components within the Office of Campus Activities.	1, 4	1. Meet with OCA staff to review and evaluate existing learning outcomes. 2. Revise and update assessment methods and instruments for all OCA initiatives.	Schedule monthly planning sessions.	Data were collected through various OCA evaluation and assessment documents, but this is an on-going process and further development is needed.
Successfully implement the financial component of OrgSync.	5	1. Secure updated component from OrgSync and link with FMS. 2. Establish a pilot program for Fall 2010. 3. Based on Fall 2010 results, incorporate more/all student organizations in Spring 2011.	1. Complete by 8/10. 2. Secure eight organizations by 9/10. 3. Determine by 12/10, those groups that can be added for spring semester.	Piloted with 16 groups with full implementation of 300 in July 2011.
Continue to review and recommend changes to programs and services provided by the Office of Campus Activities.	1, 4	1. Establish program priorities based on on-going staffing changes. 2. Meet with OCA staff bi-weekly to review office priorities.	Continue to review bi-weekly with the Dean of Students.	On-going. First Year /Off-Campus/Parent & Family Programs have also been added to OCA.
Expand student organization resources available to student organization leaders and advisors.	4	1. Establish president and treasurer training sessions. 2. Establish advisor roundtables. 3. Update all student organization resources available online.	1, 2. Hold at least two each semester. 3. Complete resource update by 10/10.	Completed. Additional workshops will be planned for 2011-2012.
Evaluate student organization travel system.	4	1. Review existing process and identify opportunities to streamline the process, so that it is in compliance with University policy, but is not so cumbersome for students and staff. 2. Review existing policies and forward possible revisions to the Student Affairs Advisory Committee.	1. Review with Student Organization staff. 2. Review with Student Organizations staff and Dean of Students by 12/10.	Completed. Updates have been incorporated in the 2011-2012 Student Handbook.
Create an OCA assessment and program evaluation schedule and rotation for future reporting purposes.	1, 4	1. Meet with OCA staff to review existing program evaluation and assessment documents. 2. Revise and update evaluation and	Schedule monthly planning sessions.	Data were collected through various OCA evaluation and assessment documents, but this is an on-going process and further development is needed.

		assessment methods and instruments for all OCA initiatives.		
Focus on event planning, marketing and event evaluation practices of UAO.	4	1. Incorporate topics related to event planning, marketing and event evaluation practices in all UAO leadership team and executive board meetings; incorporate topics related to event planning, Incorporate topics related to event planning, marketing and event evaluation practices in all UAO leadership team and executive board meetings. 2. Incorporate topics related to event planning, marketing and event evaluation practices in all UAO general meetings. 3. Incorporate topics related to event planning, marketing and event evaluation practices into the UAO new member retreat.	1. Weekly meetings. 2. Monthly meetings. 3. Completed by 12/10.	Emphasis has been on programming and marketing resources, as well as evaluation and assessment. This work will continue in 2011-2012.

Effectively deliver the revised Opening Weekend programming.	4	1. Identify support from Academic Affairs. 2. Identify support from Student Affairs. 3. New student attendance	1. Incorporate all colleges into the weekend programming. 2. Include key Student Affairs areas in the planning process, with a particular focus on Residence Life. 3. 3,500 students involved throughout the weekend.	Completed. Staffing and logistical enhancements are in place for 2011.
Continue to review, evaluate and refine the new student orientation process.	3, 4	1. Work with the Orientation Advisory Committee to enhance the existing model for implementation in 2011. 2. Gather feedback from new students regarding their Orientation experience. 3. Gather feedback from Orientation Advisory Committee and the campus community. 4. Work with the Orientation Advisory Committee to establish	1. Meet with the group on a monthly basis to review program content. 2. Distribute an end of the program evaluation and send an online assessment after the program is complete. 3. Meet with the group on a monthly basis to gather program feedback and distribute a survey to the campus community. 4. Meet with the group on a monthly basis to establish program priorities after reviewing feedback.	Completed. Programming and logistical enhancements are in place for 2011.

		priorities for 2011.		
Continue to review, evaluate and refine the Opening Weekend and Fall Welcome process for new students.	4	1. Work with the Orientation Advisory Committee to enhance the existing model for implementation in 2011. 2. Gather feedback from new students regarding their Opening Weekend and Fall Welcome experience. 3. Gather feedback from Orientation Advisory Committee and the campus community. 4. Work with the Orientation Advisory Committee to establish priorities for 2011.	1. Meet with the group on a monthly basis to review program content. 2. Distribute an online assessment after the program is complete. 3. Meet with the committee on a monthly basis to gather program feedback. In addition to meeting with hall staff, RAs, BGeX and college staff during the month of September. 4. Meet with the committee on a monthly basis to establish program priorities after reviewing feedback.	Completed. Programming and logistical enhancements are in place for 2011
Review and update all established learning outcomes for program components with Orientation & First Year Programs.	1, 3, 4	1. Meet with OFYP staff to review and evaluate existing learning outcomes. 2. Revise and update assessment methods and instruments for all OFYP initiatives.	Schedule monthly planning sessions.	Data were collected through OFYP evaluation and assessment documents, but this is an on-going process and further development is needed. Adjustments will also be made based on the changes within Orientation.
Implement orientation reservation system upgrades within VisualZen.	1, 3, 4	1. Secure an extended contract with VisualZen. 2. Gather feedback from key users – OFYP staff, college offices, Admissions, Registration & Records. 3. Work with ITS analyst on intended upgrades.	1. Meet with ITS representatives and negotiate the contract extension. 2. Meet with key users to review concerns from 2010 and identify potential upgrades. 3. Schedule regular meetings with ITS analyst to review progress, so the system can be opened to admitted students on 1/10/11.	Completed.
Build upon communication collaborations with the Office of Admissions, Student Enrollment Communication Center, Office of Residence Life and Marketing & Communications.	1, 3, 4	1. Review existing OFYP publications and expected mailing dates. 2. Meet with representatives from Admissions, Student Enrollment Communication Center, Residence Life and Marketing & Communications to establish timelines.	1. Complete by 10/10. 2. Establish a schedule of regular planning meetings. 3. Gather feedback from Admissions staff and current students.	Completed.

		3. Determine best methods for communication outreach to prospective students.		
Successfully integrate existing OFYP programs into the Phase II orientation initiative.	1, 4	1. Provide OFYP updates to Phase II committee. 2. Identify opportunities for collaboration with key Student Affairs and Academic Affairs offices.	1. Monthly contacts 2. Identify at least two collaborations each semester.	No progress has been made.
Enhance Connections online newsletter with more dynamic and interactive content.	4	1. Determine an effective online delivery method. 2. Establish a year-long timeline for the publication. 3. Establish a plan for collecting content from campus programs and services.	1. Work with OFYP staff and M&C staff on the design. 2. Timeline established in September 2010. 3. Identify article topics/themes for each semester and identify writers.	Completed. The online publication will be revised for 2011-2012 and delivered more frequently and concisely.
Develop and define the Commuter Assistant role within sustainable parameters.	4	1. Establish position description and recruit interested students. 2. Address the priorities and goals identified by this group. 3. Increase collaboration with other programming areas on-campus to better incorporate off-campus and commuter student needs and involvement.	1. Secure 8-10 Commuter Assistants by August 2010. 2. Provide training to Commuter Assistants. 3. Identify at least two collaborations each semester.	Completed.