

**Campus Activities  
CAS Action Plan  
20-Dec-13**

<b>Part: 1: Mission</b>				
<b>Standard Number</b>	<b>Action Description</b>	<b>Position Responsible</b>	<b>Target Completion</b>	<b>Date Completed</b>
1.3.2	Research professional standards outside of what we use currently.	Director & ADs	Aug-14	

<b>Part: 2: Program</b>				
<b>Standard Number</b>	<b>Action Description</b>	<b>Position Responsible</b>	<b>Target Completion</b>	<b>Date Completed</b>
2.1.3	Include learning outcomes on UCSA website	Director & AD of Media	Aug-14	
2.4.3	Design and create an outreach/marketing plan that encompasses both students and other campus entities.	Director & AD of Media	Aug-14	
2.10.2	Identify faculty/staff/administrators who can serve as advisor for Greek Life	AD of Activities	May-14	
	Outreach to Provost to discuss possibility of advising being counted towards service for Tenure	Director	May-14	
2.10.3	Make criteria more visible and accessible to advisors	ADs & Coordinator of Orgs	Aug-14	
2.10.4	Develop an advisors information and training session for UCSA certification process	Ads & Coordinators	Aug-14	
2.11.3	Publicize the student governance involvement criteria	AD of Media	Dec-14	

<b>Part: 3: Organization &amp; Leadership</b>				
<b>Standard Number</b>	<b>Action Description</b>	<b>Position Responsible</b>	<b>Target Completion</b>	<b>Date Completed</b>
3.2.6	Develop a plan to go through different entities (UCSA Advisory Board, Rec Sports Advisory Board, SGA, Faculty Senate, etc.) to include diverse perspectives in decision making	Director	Jan-15	

3.4.4	Add sustainability to performance evaluation criteria	Director	May-14	
	Hold staff members accountable for sustainability in performance evaluation	Director	May-14	
	Communicate and remind staff of inventory procedures during staff meetings	Director	May-14	
3.6.2	Share data used to inform decisions during staff meetings.	Director & ADs	Aug-14	
3.6.3	Train staff how to update website content to ensure accurate and up to date information	AD of Media	Aug-14	

<b>Part: 4: Human Resources</b>				
<b>Standard Number</b>	<b>Action Description</b>	<b>Position Responsible</b>	<b>Target Completion</b>	<b>Date Completed</b>
4.3.2	Request and advertise open positions through organizations for under represented populations	Director & ADs	As positions become vacant	
4.8.4	Implement emergency training through fall & spring all staff training; hold staff accountable for training	Director & ADs	Aug-14	

<b>Part: 5: Ethics</b>				
<b>Standard Number</b>	<b>Action Description</b>	<b>Position Responsible</b>	<b>Target Completion</b>	<b>Date Completed</b>
5.1	Review ethics standards from organizations outside of those we currently use; revise as needed	Director & ADs	Aug-14	
5.2	Have the UCSA advisory committee annually review ethical statements	Assistant Director Facilities	Dec-14	
	Publish ethical statement on UCSA website	AD of Media	Aug-14	
5.4.6	Include IRB/CITI standards in ethical statement	Director & ADs	Dec-14	
5.4.8	Include a statement of scholarly integrity in employee handbook	Director	Aug-14	
5.5.1	Incorporate ethical obligations and limitations in training to inform users of UCSA programs	All Staff	Dec-14	
5.5.2	Include conflict of interest in discussions during staff retreat and staff meetings	All Staff	Aug-14	
5.6	Create guideline/checklist for promotional and descriptive information	AD of Media	Aug-14	

<b>Part: 6: Law, Policy &amp; Governance</b>				
<b>Standard Number</b>	<b>Action Description</b>	<b>Position Responsible</b>	<b>Target Completion</b>	<b>Date Completed</b>
6.1.4	Include a date of review on each handbook when updated	ADs	Aug-14	
6.2.4	Add section on internal & external governance systems to new employee training & handbook	Director & ADs	May-14	

<b>Part: 7: Diversity, Equity &amp; Access</b>				
<b>Standard Number</b>	<b>Action Description</b>	<b>Position Responsible</b>	<b>Target Completion</b>	<b>Date Completed</b>
7.3.4	Create programs and events that would allow deeper exploration and understanding of identity, culture, self-expression & heritage	All Staff	Sep-15	
7.3.7	Develop a multicultural training to provide to staff members	Director & ADs	Aug-14	
7.3.8	Provide campus activities programs online for distance education students as appropriate.	AD activities & AD Media	Dec-14	
7.3.10	Provide campus activities programs online for distance education students as appropriate.	AD activities & AD Media	Dec-14	
7.3.11	Incorporate educational programs on self-assessment & personal responsibility into employment and existing programs	ADs	May-15	

<b>Part: 8: Institutional &amp; External Relations</b>				
<b>Standard Number</b>	<b>Action Description</b>	<b>Position Responsible</b>	<b>Target Completion</b>	<b>Date Completed</b>
8.1.1	Meet quarterly with MarComm, Academic Affairs & other constituents	Director & ADs	Ongoing	
8.2.3	Add procedures on managing gifts to staff handbook	Director & ADs	Aug-14	
8.2.4	Investigate grant opportunities	Director & ADs	Jan-16	

<b>Part: 9: Financial Resources</b>				
<b>Standard Number</b>	<b>Action Description</b>	<b>Position Responsible</b>	<b>Target Completion</b>	<b>Date Completed</b>
9.1	Request funds for CAP during budget cycle	Director & ADs	May-14	
9.2	Hold staff members accountable to budgets during 1:1 meetings (budget will be ongoing topic for 1:1 meetings)	All Staff	May-14	

<b>Part: 10: Technology</b>				
<b>Standard Number</b>	<b>Action Description</b>	<b>Position Responsible</b>	<b>Target Completion</b>	<b>Date Completed</b>
10.1	Request funds for technology for CAP	Director & ADs	May-14	
10.4	Explore the use of WebEx to deliver programs to distance education students	Director & ADs	Dec-14	
10.8.3	Incorporate a technology section in current employee handbook	AD of Operations	Jan-14	

<b>Part: 11: Facilities &amp; Equipment</b>				
<b>Standard Number</b>	<b>Action Description</b>	<b>Position Responsible</b>	<b>Target Completion</b>	<b>Date Completed</b>
	NA			

<b>Part: 12: Assessment &amp; Evaluation</b>				
<b>Standard Number</b>	<b>Action Description</b>	<b>Position Responsible</b>	<b>Target Completion</b>	<b>Date Completed</b>
12.3.3	Create a needs assessment to target specific populations (i.e. non-users)	Director & AD of Activities	May-15	
12.4	Develop and implement a UC Satisfaction Survey	AD of Operations	May-14	
12.7	Share written assessment reports with appropriate constituents	Director	Aug-14	

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