

STUDENT ORGANIZATIONS

UA Cossatot staff believes that activities outside the classroom enrich, supplement, and provide a testing ground for classroom learning. These activities offer opportunities for social growth and for the development of values, appreciations, and insight. The faculty seeks to provide an environment in which students may become self-disciplined, self-reliant, and socially sensitive individuals.

Students at UA Cossatot have the opportunity to become members of several clubs and organizations. They may participate in any college activity for which they are eligible. All student organizations have faculty sponsors and are responsible to the Chancellor or designee.

NEW ORGANIZATIONS

A group of students may establish a recognized organization at the College by taking the following steps: *(All documentation relating to Student Organizations, including contracts and miscellaneous forms, must be submitted and kept on file in the Chancellor's office.)*

1. Draft a Statement of Purpose of the organization and show how the organization will help carry out the mission of the College.
2. Draft a set of by-laws for the organization showing how the organization will help carry out the mission of the College.
3. Draft an annual plan of activities and services the students will participate in to further their development, support the College, and/or provide a service to the community.
4. Receive the approval of the, the Chancellor, and the Board of Visitors. A student group must receive approval by the Board of Visitors before it is recognized as a college supported, sponsored, or recognized club or organization.
5. The Chancellor and the Board of Visitors must approve the disbanding of any student organization.

HLC Criterion: 1C

Policy History:

September 10, 2018	July 9, 2018	March 26, 2007
	January 12, 2015	September 29, 2003
	January 1, 2011	July 30, 2001

PROCEDURE 541-1

UAC Co-Curricular Organization Approval and Assessment	
YEAR	
Organization:	Responsible Person:
Mission/Goal/Purpose of Organization:	
If applicable, how does this organization relate to the program mission/learning outcomes?	
How does this organization relate to the college mission?	
Please provide an overall list of anticipated activities and details for the year (meetings, fundraising, field trips, service projects):	
Indicate and give detailed description of a specific activity(s) to be assessed this academic year:	
Identify the specific measurable Activity Learning Outcomes/Goal for the specified activity:	

Describe specific measures that will be utilized to collect data to assess progress towards the Activity Learning Outcomes:

Identify College Learning Outcomes this specific activity supports: (select at least one):

Personal/Global Awareness *Problem Solving* *Critical Thinking* *Communication*

Describe the connection for the activity to the above identified College Learning Outcome(s):

Organization Leader Signature/Date: _____

The leader will now send form to assessment council and schedule a meeting with the council.

ASSESSMENT COUNCIL

The group as a whole will be assessed using a standardized rubric
Co-curricular rubric will be used.

Explanation of how the results will be used

Results will be used to determine how the activities of the organization align with college outcomes and organization outcomes as well as how activities enhance student learning.

Plan for communicating the results

Results will be communicated through reports at faculty/staff meetings, on the college website and group social media pages.

Assessment Council Approval/Date

Notifications

VC _____ Chan _____ HR (if club for payment)

Due By: August 31

Submit one copy to: Kelly Plunk, Human Resources

Submit one copy to: Barbara Lacefield, Chair of Assessment Council

Procedure History:

March 8, 2021
May 21, 2018

UAC Co-Curricular Organization Assessment Report

YEAR

To be completed after designated data collection activity

Organization:

Responsible Person:

Detailed Description of Activity

Identify the specific measurable Activity Learning Outcomes/Goal for the specified activity from your plan:

Describe specific measures that were used to collect data to assess progress towards the Activity Learning and non-learning outcomes:

Results

Please describe the results related to stated targeted activity objectives obtained from the method of assessment. Be certain to address targeted learning objectives/goals.

Describe how the results were used within your organization:

Describe the planned next steps and how/if adjustments will be made to the activity or assessment to improve progress towards outcomes. Include at least two organization outcomes to be addressed next year.

Organization Leader Signature/Date: _____

The leader will now send form to assessment council for review.

ASSESSMENT COUNCIL

The group as a whole will be assessed using a standardized rubric

Rubric results:

Recommendation(s) of the Assessment Council:

Describe how the results will be communicated and the target audience: Results will be communicated through reports at faculty/staff meetings, on the college website and group social media pages.

Assessment Council Approval/Date

Notifications

VC _____ Chan _____ HR (if club for payment)

Due By: Fall Semester – November 15 (For payment on December 15)

Spring Semester – April 15 (For payment on May 15)

Submit one copy to: Kelly Plunk, Human Resources for payment

Submit one copy to: Barbara Lacefield, Chair of Assessment Council for assessment

Procedure History:

March 8, 2021

ORGANIZATIONAL FUNDRAISING ACTIVITIES

All fundraising activities must be in connection with a recognized campus organization. No private fundraisers may be held on any UA Cossatot campus.

In order to hold an organizational fundraiser, a representative of the organization must take the following steps:

1. Complete an Organizational Fundraising Information Sheet (see appendix)
 - a. Information sheets should be submitted to the Director of Student Services
 - b. Director of Student Services will forward request to Facilities and Grounds
2. Receive confirmation of activity approval, location, and limitations
 - a. Director of Student Services will notify the group representative once all approvals are in place

Procedure History:

May 21, 2018

REQUESTING FUNDS FROM STUDENT ACCOUNTS

Monies deposited into student accounts (VSO accounts) may be requested for payment of expenses by taking the following steps:

1. Expenses are determined by student members of the organization
2. Expenses are discussed with faculty/staff organization advisor
3. Organizational representative completes a “Student Organization Request for Funds Transfer” form (see appendix).
4. All required signatures are included on the form
5. Form is returned to the Business Office
6. Following the purchase, all receipts or invoices are submitted to the Business Office for payment.

Procedure History:

May 21, 2018
