Office of Student Involvement

Department Name: Office of Student Involvement
Program or Service: Treasurer Training
Brief description of program or service: Treasurer Training is the formal training process that is required of student organization treasurers in order to conduct the financial business of the organization. Training is offered by the Student Affairs Business Service Center and the Office of Student Involvement.

Date: 6/1/2016

1. State the formal learning and/or operational outcomes for the program, service, or department:
   As a result of completing Treasurer Training, treasurers will be able to:
   * Utilize MyBC to make payment requests
   * Identify all of the organizational payment forms and utilize them properly
   * Demonstrate an understanding of Purchasing Card (PCard) procedures and guidelines
   * Understand the payment approval process for student organizations
   * List the offices responsible for student organization finances and detail their function

   Operational Outcomes:
   * 175 Treasurers will attend both SABSC and OSI training for treasurers
   * Treasurers will complete 3 hours of training
   * 85% of all treasurers will score 90% or better on the PCard and Money Matters quizzes
   * 65% of all initial financial paperwork will not need to be returned or resubmitted

2. Where are these learning outcomes published? Be specific. (Where are the department’s learning expectations accessible to potential students: on the web or in your department’s handouts?):
   These learning outcomes will be published in the OSI Treasurer Guide. The learning outcomes will also be shared with Treasurers during the OSI and SABSC Treasurer Trainings.

3. What data/evidence is used to determine whether participants have achieved the stated outcomes? (What method did you use? What were you measuring?):
   Treasurers will be required to complete the Money Matters quiz as part of the OSI Treasurer Training and will also be required to complete the PCard quiz as part of the SABSC Treasurer Training. The data/results from these quizzes will be shared with the Associate Director of the Office of Student Involvement. Individual quiz results will also be shared with the individual.

The OSI student organization finance team will compile data on the submission of financial paperwork and will determine the success rate of these submissions. This data will be shared with the Associate Director of the Office of Student Involvement.

4. Who collects and interprets the evidence? When and how often does this occur? Who assists in interpreting and analyzing the data?:
   All treasurer data (quiz results, submission data, etc.) will be collected by the student organization finance team. This data will be shared with the Associate Director of the Office of Student Involvement and will be analyzed by the student organization team of the Office of Student Involvement. This data will be collected and interpreted once in the fall semester and once in the spring semester.

5. Individuals with whom the data is shared (list primary and secondary stakeholders and narrative as to why):
   The data will be shared with the Office of Student Involvement (OSI) and with the Student Affairs Business Service Center (SABSC). These primary stakeholders will be responsible for making any and all necessary corrections to the training program. The Assistant Directors for Student Engagement and Student Organizations, along with the Associate Director of the Office of Student Involvement will also receive the data. These stakeholders will provide guidance and direction to improve the training and make adjustments. The treasurers will also receive the data so that, where appropriate, they can make suggestions that will improve the delivery and content of the information.

6. What changes have been made as a result of using the data/evidence? (What was the change? What data led you to make that change?) If no change, indicate why: TBD

7. How do you know that the changes have resulted in improved learning outcomes? (continuous improvement evidence): TBD

Progress: Ongoing
Give the date of your last program review: 10/7/2016
last program review: Providing Office of Student Involvement