Office of Student Involvement

**Department Name:** Office of Student Involvement

**Program or Service:** UGBC Board of Student Organizations

**Brief description of program or service:**
The 2016-17 academic year is the fourth year that the Undergraduate Government of Boston College (UGBC) Board of Student Organizations (BSO) has been in existence. This board reviews applications for new student organizations, and makes recommendations to the Office of Student Involvement if an organization should be registered. An OSI Associate Director works with the UGBC VP for Student Organizations to manage this process. As we want the BSO Board members to be well informed of the reasons to approve pending student organizations and understand university policies and resources, the purpose of this assessment was to better understand what the BSO members learned during their August training so improvements could be made in the future.

**Date:** 6/1/2016

1. **State the formal learning and/or operational outcomes for the program, service, or department:**

   - Student members of the UGBC Board of Student Organizations who complete their training will be able to list what is expected of them during the coming academic year.
   - Student members of the UGBC Board of Student Organizations who complete their training will be able to describe the club registration process, including the roles of both UGBC and OSI.
   - Student members of the UGBC Board of Student Organizations who complete their training will be able to list 6 of the 9 criteria on the Recognition Checklist.
   - Student members of the UGBC Board of Student Organizations who complete their training will be able to list some of the resources at BC for student organizations.

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?):**

   The learning outcomes were shared with the UGBC VP for the Board of Student Organizations.

3. **What data/evidence is used to determine whether participants have achieved the stated outcomes? (What method did you use? What were you measuring?):**

   Post-training assessment form

4. **Who collects and interprets the evidence? When and how often does this occur? Who assists in interpreting and analyzing the data?:**

   Jean Yoder, OSI Associate Director, collected, compiled, and analyzed this one-time assessment.

5. **Individuals with whom the data is shared (list primary and secondary stakeholders and narrative as to why):**

   The data is shared with OSI staff and the UGBC VP for the Board of Student Organizations. The assessment report is submitted for the OSI annual report in June. And the assessment data is shared with the incoming UGBC VP for Student Organizations so as we plan the August training for the Board of Student Organizations, we will understand by what degree the learning outcomes were achieved which will help us better design the annual training and training materials.

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.:**

   However, we note that BSO members did not have a clear understanding of member expectations, identifying the steps to become a student organization at BC and identifying campus resources for such organizations. Our assessment revealed that the correct responses for member expectations (Question #1) was 57%; identification of steps to become a student organization (Question #2) was 55%; and identification of campus resources (Question #4) was 50%.

   The data revealed that the correct responses for member expectations (Question #1) was 57%; identification of steps to become a student organization (Question #2) was 55%; and identification of campus resources (Question #4) was 50%.

   We have good documentation for the nine criteria for approving a student organization, but we will need to develop more documentation for:

   - Expectations for the BSO members
   - The steps to applying to become a student organization
   - Campus resources for student organizations

   In addition to the documentation, we will need to design how best to present this information at the training in August 2016. The OSI Associate Director will do this in conjunction with the UGBC VP.
We will also consider using Campus Labs or MyBC for the assessment so it will be easier to compile the results.

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

   Progress:

   Give the date of your last program review: 5/31/2017
   Providing Department: Office of Student Involvement
   Responsible Roles: Associate Director (Jean Yoder)