

**Longwood University Student Affairs
2011-12 Council on the Advancement of Standards
Executive Summary and Action Plan
CAMPUS RECREATION**

Campus Recreation began the CAS process in August 2011 with the selection and notification of the committee. The committee consisted of; two new professional staff in the recreational sports field, two faculty who provided a valuable perspective, a senior students who has worked for campus recreation for three years and the director of the department. These varying backgrounds allowed for diverse evaluations and discussions of our programs, services and facilities.

Overall Campus Recreation does an excellent job providing a comprehensive recreational sports program to Longwood University. State-of-the-art facilities and fields, comprehensive and relevant programs and dedicated and high quality staff provide the Longwood University community with outstanding recreational opportunities.

Self-Assessment Review Team Members:

Matt McGregor, Associate Dean of Wellness
Marissa Musumeci, Sport Programs Coordinator, Campus Recreation
Alison Stamper, Fitness Coordinator, Campus Recreation
Tena Ewing, Lecturer, Health, Athletic Training, Recreation & Kinesiology
Chris McGee, Associate Professor, English & Modern Languages
Angela Elgin, Student, Campus Recreation Employee

CAS Timeline:

September 2011: Initial meeting with the committee
December 2011: CAS Self-Assessment Guide turned into Associate Dean
June 2012: Executive Summary submitted to Associate Dean

Self-Assessment Guide Summary

- Part 1: Mission 3.58**
The Campus Recreation Mission was developed in 2006 and is reviewed annually. The mission is current and applicable.
- Part 2: Program 3.18**
Campus Recreation provides comprehensive offerings in all recreational sports programming areas. More intentional focus will be directed toward educating our student staff on civic participation, interpersonal development, civic engagement/volunteerism and cultural diversity.
- Part 3: Leadership 3.37**
The Campus Recreation professional staff are expected to model healthy lifestyles and they do this very well. Our goals are established annually and communicated to our student staff through training sessions and meetings. Focus in the coming years will be on developing and mentoring student staff to be leaders among their peers.
- Part 4: Human Resources 3.47**
Campus Recreation has a highly competent and qualified staff. All professional staff have earned master's degrees and our afforded professional development opportunities annually both nationally in our field and locally on institutional policy and state and federal laws. Our main need is for a position that would coordinate the department's marketing and outreach. Future opportunities for a graduate assistant or part time position are being explored.
- Part 5: Ethics 3.69**
All staff members behave in the ethical standards established by Longwood University and the National Intramural-Recreational Sports Association.
- Part 6: Legal Responsibilities 3.16**
Campus Recreation has had access to the campus risk manager and/or our state attorney representative for most legal issues. Most of our issues have been focused on risk management/legal liability, human resource management and facility code issues.

- Part 7: Equity and Access 3.17**
All Campus Recreation programs, services and facilities are open and accessible to all. Campus Recreation works closely with Disability Resources, Capital Planning and other groups to ensure equitable access.
- Part 8: Diversity 2.53**
Diversity education of our staff, development of an open and welcome environment and recruitment and employment of a diverse and representative student staff will continue to be goals of Campus Recreation.
- Part 9: Organization and Management 3.51**
Operational policies and procedures are developed, reviewed and communicated regularly through multiple channels. Campus Recreation is structured adequately and fits well into the Division of Student Affairs and Longwood University.
- Part 10: Campus and External Relations 3.29**
Campus Recreation collaborates regularly across campus in performing our responsibilities. Areas of focus will be to continue to work closely with Environmental Health & Safety for emergency action procedures and public relations for media relations.
- Part 11: Financial Resources 3.44**
Campus Recreation is adequately funded as a profit/loss auxiliary on campus. Campus Recreation is expected to generate approximately 5% of our budget through additional revenue with the majority of the revenue generated going toward a reserve account that is utilized to replace outdated equipment and facility upkeep. Potential future revenue generation opportunities exist in alumni memberships to the Health & Fitness Center and summer rental opportunities at Lancer Park Sports Complex.
- Part 12: Technology 2.90**
Technology for Campus Recreation is adequate. Systems are in place for scheduling, membership tracking, facility access and payroll. Campus Recreation could improve our training program to include information on software training and legal and ethical implications of misuse for intellectual property, harassment and privacy. The University payroll systems are antiquated and should be reviewed from a university wide perspective.

Part 13: Facilities and Equipment 3.64

Facilities and equipment are state of the art, well maintained and meet the needs of campus. Campus Recreation works closely with Aramark and Facilities Management for the upkeep of facilities and grounds and maintains the upkeep of recreational equipment in house with a full time classified employee.

Part 14: Assessment and Evaluation 3.21

Campus Recreation establishes and annually reviews goals, objectives and learning outcomes for our programs, services and facilities. Campus Recreation utilizes Weave Online to report findings. More coordination of tracking learning outcomes will be a focus in the future.

Campus Recreation Areas of Strength:

- Part 1: Mission*
- Part 2: Program*
- Part 3: Leadership*
- Part 4: Human Resources*
- Part 5: Ethics*
- Part 6: Legal Responsibilities*
- Part 7: Equity and Access*
- Part 9: Organization and Management*
- Part 10: Campus and External Relations*
- Part 11: Financial Resources*
- Part 13: Facilities and Equipment*
- Part 14: Assessment and Evaluation*

Insufficient Evidence and Rating Discrepancy: None

Campus Recreation Areas of Weakness:

- Part 8: Diversity*
- Part 12: Technology*

Campus Recreation Action Plan:

Part 8: Diversity

1. Increase the diversity of our student staff through intentional recruitment of minority students.
 - a. No additional resources required. Campus Recreation will collaborate with Diversity and Inclusion and Disability Resources to assist with targeting potential student employees.
 - b. Will implement recruitment practices for our recruitment event in spring 2013.
 - c. The Associate Director of Campus Recreation will lead the recruitment effort.

2. Add diversity training to our student staff training sessions each semester.
 - a. No additional resources required. Campus Recreation will collaborate with Diversity and Inclusion and Disability Resources to assist with training sessions.
 - b. Will implement new training topics at our fall 2012 staff training workshop.
 - c. The Associate Director of Campus Recreation will lead the training effort.

Part 12: Technology

1. Improve our training for our technology expectations of our student staff.
 - a. No additional resources required. Campus Recreation will collaborate with IITS to assist with training workshops.
 - b. Will implement new training topics at our fall 2012 staff training workshop.
 - c. The Associate Director of Campus Recreation will lead the training effort.

2. Collaborate campus wide to explore options with the student staff payroll process.
 - a. No additional resources immediately required. Campus Recreation will collaborate with the Budget Office, Accounts Payable and Academic and Career Advising Center to explore options to improve the student payroll process.
 - b. Begin the process in summer 2012 to develop buy-in and interest in pursuing the issue.
 - c. The Associate Dean of Wellness will lead this effort.

APPENDICIES:

Appendix #1: Campus Recreation Vision and Mission Statement

VISION STATEMENT: Campus Recreation will be a campus leader in developing a culture of health and wellness at Longwood University. Campus Recreation at Longwood University strives to be a leader in NIRSA and to be a model for small universities and colleges.

MISSION STATEMENT: Campus Recreation is dedicated to providing outstanding fitness, wellness, recreational, competitive and social opportunities to the Longwood University community. Our focus is on promoting a wellness lifestyle to the campus through; comprehensive recreational sports programming, outstanding facilities and outdoor areas, citizen leadership development and lifelong learning opportunities.

Appendix #2: Collective Ratings

	SA Dept 2009- 10	SA Dept 2009- 10	SA Dept 2009- 10	SA Dept 2009-10	SA Dept 2010- 11	SA Dept 2010- 11	SA Dept 2010- 11	<i>Camp Rec 2011- 12</i>	SA Dept 2011- 12
Part 1. Mission	3.81	3.53	3.81	3.54 / 3.74	3.22	3.56	2.67	3.58	3.03
Part 2. Program	3.84	3.21	3.67	3.25/3.64	2.83	3.33	3.16	3.18	3.30
Part 3. Leadership	3.88	3.51	3.66	3.36	2.91	3.27	3.84	3.37	3.03
Part 4. Human Resources	3.71	3.14	3.58	3.52	3.36	3.17	3.82	3.47	3.02
Part 5. Ethics	3.79	3.72	3.93	3.72	3.40	3.56	3.58	3.69	3.09
Part 6. Legal Responsibilities	3.78	3.28	3.91	3.50	3.41	3.67	3.71	3.16	3.05
Part 7. Equity and Access	3.76	3.21	3.87	3.70	3.19	3.43	3.04	3.17	3.09
Part 8. Diversity	3.71	3.65	3.50	3.50	2.77	3.54	3.51	2.53	2.95
Part 9. Org & Management	4.00	3.19	3.90	3.49	3.11	3.52	1.84	3.51	3.16
Part 10. Campus & External Relations	3.83	3.57	3.84	3.52	3.71	3.40	3.95	3.29	3.20
Part 11. Financial Resources	2.90	3.44	3.13	3.27	2.45	3.32	2.65	3.44	2.78
Part 12. Technology	3.53	3.55	3.74	3.25	2.83	3.58	3.60	2.90	2.80
Part 13. Facilities & Equipment	3.61	3.65	3.88	3.31	3.10	3.06	2.38	3.64	2.68
Part 14. Assess & Evaluation	3.70	3.28	3.88	3.69	2.84	3.53	3.50	3.21	2.64