

## CAS Student Activities Self-Assessment Action Plans

### Diversity:

**Action Plan 1:** The Student Activities will provide resource materials to student organizations that will assist them in event planning.

**Resources:** Lancer Productions, Multicultural Affairs Office, other campus publications, Printing Services, Student Union office

**Time Line:** The action plan will be worked on during the 2001-2002 academic year. All publications to be completed by April 1, 2001

**Responsible Parties:** Amber Gallob, JJ Manley, and Susan Sullivan

**Action Plan 2:** The Student Activities Office will schedule a meeting with such organizations as NAACP, JSO, SODA, TRO, NPHC and other under represented organizations to assist with co-sponsorship of events and to discuss upcoming programming ideas.

**Resources:** Lancer Productions, officers of the above mentioned organizations, Multicultural affairs, SWANK Movie Company, SGA, Assistant Director for Student Union/Activities

**Time Line:** Meet with the above mentioned organizations by September 30 to discuss fall programming and co-sponsoring of events.  
Meet with organizations by February 28 to discuss Spring Semester Programming. WE will reevaluate April 2003.

**Responsible Parties:** Lancer Productions and the Assistant Director for the Student Union/Activities

### Facilities, Technology, & Equipment

**Action Plan 1:** Work with Susie Rood to discuss the feasibility and cost of having the Student Union up to ADA Code. The Student Union is in need of a ramp in the front of the Student Union and making the doors to the café accessible.

**Resources:** Office of Disability Services, ADA Documents, and Facilities Management

**Time Line:** To be reviewed Spring 2002

Responsible Parties: Susan Sullivan, Director of the Student Union/Activities

**Action Plan 2:** Provide network hook-ups in all the rooms in the Student Union that do not have them.

Resources: ITTS, money

Time Line: If money permits, Fall 2002

Responsible Parties: Susan Sullivan, Director of the Student Union and Activities

**Action Plan 3:** Purchase the following equipment, new amp and tree lights for events held in the Student Union

Resources: Money, William Lynn, Brian Todt

Time Line: If money permits Fall 2002

Responsible Parties: J.J. Manley and Amber Gallob

## Financial Resources

**Action Plan:** Provide a training workshop for advisors, club presidents and treasures to discuss how to request funds from SGA, balance a budget and demonstrate how their student activities fee is spent.

Resources: SGA, Student Activities, Accounts Payable, SAF Rules and Regulations

Time Line: Completed by Spring 2002

Responsible Parties: Susan Sullivan

## Mission

**Action Plan:** Review and revise current Lancer Productions mission statement to better reflect the mission of the college.

Resources: Current Mission statement, Longwood College's Mission Statement

Time Line: completed by December 1, 2001

Responsible Parties: James Manley and Amber Gallob