

**STUDENT ACTIVITIES  
CAS ACTION PLANS  
2005-2006**

**MISSION**

Action Plan: Review and revise Lancer Production's Mission Statement  
Resources: Lancer Production and other program board mission statements  
Deadline: December 2005  
Personal Responsible: Assistant Director of Student Activities and Lancer Productions

**ORGANIZATION & MANAGEMENT**

Action Plans: Develop a Lancer Productions manual that would include policies & procedures, job descriptions, organizational chart, committee structures and committee check lists.  
Resources: Lancer Productions, other university program boards  
Deadline: December 2005  
Personal Responsible: Assistant Director of Student Activities and Lancer Productions

**FINANCIAL RESOURCES**

Action Plans: Continue with fall and spring mandatory meetings and have the focus of the spring meeting how to prepare to submit your budget to SGA  
Resources: SGA  
Deadline: Ongoing  
Person Responsible: Director of the Student Union and Involvement & SGA Treasurer

**FACILITIES, TECHNOLOGY & EQUIPMENT**

Action Plans: Continue to advocate for more space. The Student Union needs space for clubs and organization. The university is also lacking in programming space  
Resources: ACUI, Benchmark Institutions  
Deadline: Ongoing  
Person Responsible: Longwood University, Director of the Student Union and Involvement, Facilities Management

## **LEGAL RESPONSIBILITIES**

Action Plans: Read related articles and share with staff members and LP. Attend professional workshops when available

Resources: ACPA, NACA, ACUI

Deadline: Ongoing

Person Responsible: Director of the Student Union and Involvement

## **ASSESSMENT and EVALUATION**

Action Plan: Develop a system and tools to evaluate Lancer Production's programs.

Resources: Learning Plan and Assessment Team, Jeff Hoyt

Deadline: May 2006

Person Responsible: Director of the Student Union and Involvement, Assistant Director of Student Activities and Lancer Productions