

The 2018-2019 Strategic Plan

Division of Student Affairs

San Diego State University

Office of the Vice President

Eric Rivera

Vice President for Student Affairs

Tony Chung

Associate Vice President for Student Affairs

Andrea Dooley

Associate Vice President for Student Affairs

Antionette Marbray

Associate Vice President for Student Affairs

Christy Samarkos

Associate Vice President for Student Affairs

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DSA Mission Statement

The Division of Student Affairs is a partner in the university learning community. Education is enhanced, both inside and outside of the classroom, through high-impact programs and services that advance student learning, development and success.

The Division facilitates the academic success, personal growth and well-being of all students. Student Affairs transitions and connects students to the university and to their future, building communities that foster progress toward degree completion and lifelong Aztec affinity.

DSA Vision Statement

The Division of Student Affairs facilitates the personal growth, welfare, intellectual development, academic achievement and career success of each individual student by:

- **Fostering** a campus culture that encourages each student to pursue excellence and articulate his or her own goals;
- **Creating** environments that leverage our rich diversity to maximize the success of students, faculty, staff and administrators through intentional integrative experiences;
- **Enhancing** the learning environment and expanding learning opportunities for all students inside and outside the classroom;
- **Developing** leaders who believe in and lead others toward supporting civility, mutual respect and diversity in our society and workplaces;
- **Expanding** and connecting opportunities for students to participate in transformational experiences;
- **Building** and expanding the human, technological, fiscal and physical resources that support the growth and development of student affairs.

DSA Values Statement

The primary purpose of the Division of Student Affairs is to facilitate the academic success, personal growth and well-being of all students. The desired outcomes of our work include (with a weighted ranking of the most important outcomes to DSA):

1. Enhanced student retention and timely completion (56)
2. Supporting the transition and integration of all students into the university (43)
3. Increased opportunities for student engagement (e.g., promote research opportunities, study abroad, student organizations, internships, mentoring and other high impact practices) (29)
4. Improved access and support for diverse student populations (29)
5. Improved intellectual and academic skills development (28)*
6. Improved citizenship and civic responsibility (15)
7. Increased multicultural awareness, communication skills and understanding (14)
8. A quality education at an affordable price (13)
9. Enhanced career development and career outcomes (9)
10. Increased sense of social agency/change (9)
11. Increased sense of social, personal and moral responsibility (8)
12. Increased purposeful partnerships (e.g., development of funds, talent, relationships and expertise) (6)
13. Enhanced spiritual development (4)
14. Creating lifelong learners (4)
15. Supporting international peace and understanding (3)
16. Facilitating student identity development (3)
17. Creating global citizens (2)
18. Developing emotional intelligence
19. Increased sense of philanthropy
20. Creating an environment that promotes health and safety*

NOTE: Due to facilitator compilation error during the Strategic Planning workshop, “**Creating an environment that promotes health and safety**” received 0 points when it should have received between 3 and 9 points. Likewise, “**Improved intellectual and academic skills development**” received 28 points when it should have received between 19 and 25 points.

DSA 2018-19 SMART Goals

Six Strategic Focus Areas

Continue to:

1. Enhance and develop transformational educational experiences for our students.
2. Leverage SDSU's rich diversity to maximize the success of all of our students.
3. Build communities and strengthen connections that support the personal and academic success of our students.
4. Identify creative approaches to support the academic success of at-risk students.
5. Develop, cultivate, and foster a campus environment that promotes optimal health and wellness for all students.
6. Eliminating administrative barriers that impede student success.

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1. By August 31, 2018, to increase graduation rates and reduce time-to-degree, the Office of Financial Aid and Scholarships, in collaboration with Educational Opportunity Programs, will identify and strategically utilize financial aid funds to cover summer tuition and fees for our low-income students, as demonstrated by increasing the number of low-income undergraduate students enrolled in summer classes by 10% from 2,432 in 2017 to 2,675 in 2018.
 2. By June 1, 2019, to increase the retention of African-American/Black students, the Center for Intercultural Relations, in collaboration with Africana Studies and the Office of Student Life & Leadership, will increase the participation rates of at-risk first-time freshmen African-American/Black students in a peer-mentoring program focused on transitional and academic initiatives, as demonstrated by increasing first-year continuation rates from 81.5% to 89.4%.
 3. By February 15, 2019, to support the academic success of first-year commuter (local) students, the Office of Student Life and Leadership, Enrollment Services, and the Division of Academic Engagement and Student Achievement, will review, revise, and implement first-year learning communities' offerings for commuter first time freshmen students, as demonstrated by decreasing the first semester academic probation rate from 16.2% to 10.0%.

4. By February 28, 2019, to support the academic success of second-year commuter students, the office of Student Life and Leadership, in collaboration with the Office of Advising and Evaluations and the Assistant Deans for Student Affairs, will pair 500 second-year commuter students with upper-division mentors in an academically-based peer mentoring program, as demonstrated by reducing the academic probation rates of second year commuter students involved in Sophomore Surge, at the end of their third semester from 13.9% to 7%.
5. By February 22, 2019, to lower the first semester academic probation (AP) rate of First-Time International Freshmen (FTIF) Chinese students, the International Student Center, in collaboration with Student Life and Leadership, the College of Professional Studies and Fine Arts, and Enrollment Services, will enroll up to 120 FTIF Chinese students into the freshman learning community, as demonstrated by reducing the percentage of FTIF Chinese students on academic probation at the end of their first semester, from 35.7% to 25.7%.
6. By December 31, 2018, to assist students in making informed choices and to minimize engagement in high-risk behavior, the office of Well-being & Health Promotion, in collaboration with the Center for Student Rights and Responsibilities, New Student and Parent Programs, Residential Education, and Student Life & Leadership, will develop and implement an alcohol and other drugs social norms communication plan that will be strategically incorporated into Aztec Nights events, as demonstrated by a 20% decrease in the number of transports to hospitals, jail or detox in the first five weeks for first-time freshmen, who attended at least one Aztec Nights event from 21 transports to 17 transports.
7. By May 1, 2019, to enhance faculty and staff's ability to better recognize mental health concerns and refer to the appropriate campus resources, the Office of Counseling and Psychological Services (C&PS), in collaboration with Well-being and Health Promotion, Faculty Advancement, Human Resources (HR), the Center for Teaching and Learning (CTL), the Collaborative Incident Management Team (CIMT), the University Police Department and the Assistant Deans for Student Affairs, will develop and implement a mental health training program, as demonstrated by delivering 4 sessions of the mental health training.
8. By May 24, 2019, to increase internship opportunities for students, the office of Career Services, in collaboration with Enrollment Services, SDSU Alumni, New Student and Parent Programs, and the Assistant Deans for Student Affairs, will implement a strategic outreach plan focusing on academic

colleges, alumni, parents, and employers, as demonstrated by an increase in the number of SDSU student internship placements by 10%, from 6977 in 2017–2018 to 7675 in 2018-2019.

9. By May 4, 2019, to increase mentorship opportunities for students in the Aztec Mentor program, the office of Career Services, in collaboration with SDSU Alumni Association and New Student and Parent Programs, will implement targeted recruitment activities focused on alumni and Aztec Parents to volunteer as mentors, as demonstrated by increasing mentor pairings by 20% from 2,569 in 2017-2018 to 3083 in 2018-2019.
10. By May 10, 2019, to increase the number of first-generation low-income students participating in the Aztec Mentor Program, the office of Career Services, in collaboration with the Alumni Center, will develop and implement a strategic outreach plan focusing on the Center for Intercultural Relations, Educational Opportunity Programs & Ethnic Affairs, and the Office of Student Life and Leadership, as demonstrated by increasing the targeted group's participation by 10% from 852 to 937.
11. By April 26, 2019, to increase the number of African-American/Black and Native American students participating in the Aztec Mentor Program, the office of Career Services, in collaboration with the Center for Intercultural Relations and the office of Educational Opportunity Programs & Ethnic Affairs, will host targeted Aztec Mentor Program preparation events, as demonstrated by increasing the targeted group's participation by 20% from 259 matches in 2017–2018 to 311 in 2018-2019.
12. By May 1, 2019, to identify, monitor and track service learning opportunities, the office of Career Services, in collaboration with the Division of Academic Achievement and Student Engagement, Student Life and Leadership, Enrollment Services, and the Assistant Deans for Student Affairs, will plan and implement an outreach strategy to the academic colleges, as demonstrated by establishing a numerical baseline of annual student participation.
13. By June 1, 2019, to increase the number of African-American/Black students studying abroad, the International Student Center, in collaboration with the Office of International Programs, will develop and implement a strategic outreach plan focusing on Associated Students, the Center for Intercultural Relations, the Black Resource Center, Africana Studies, and the Assistant Deans for Student Affairs, as demonstrated by increasing African-American/Black students' participation by 10% from 92 in 2017-2018 to 101 in 2018-2019.

14. By May 1, 2019, to enhance students, faculty and staff's knowledge and skills to more strategically support the success of undocumented students, the Undocumented Resource Area, in collaboration with the Center for Teaching and Learning and the Assistant Deans for Student Affairs, will expand the Undocumented Ally program, as demonstrated by increasing the number of allies from 30 to 70.
15. By May 1, 2019, to address the needs of students facing food insecurity, the office of Well-being and Health Promotion, in collaboration with the Economic Crisis Response Team and Home Start, will expand access to a CalFresh specialist in strategic locations on campus, as demonstrated by increasing the number of eligible students enrolling in CalFresh with assistance from the University by 20% from 165 to 198.
16. By January 22, 2019, to accurately and appropriately promote the Aztec culture, the Aztec Culture Education committee (ACEC), in collaboration with Student Affairs Technology Services, Student Life and Leadership and Associated Students, will develop an online Aztec Culture Educational program, as demonstrated by the approval of the Aztec Culture program by the Office of the Vice President for Student Affairs.
17. By June 1, 2019, to enhance the recruitment of African-American/Black students, the Center for Intercultural Relations, in collaboration with Africana Studies and Enrollment Services, will increase one-on-one advising to prospective African-American/Black students and families, as demonstrated by increasing the Intent to Enroll of African-American/Black students by 5% from 353 to 371.
18. By June 1, 2019, to enhance the recruitment of Native American Students, the Office of Educational Opportunity Programs & Ethnic Affairs (EOP), in collaboration with American Indian Studies and Enrollment Services, will increase one-on-one advising to prospective Native-American students and their families, as demonstrated by increasing the Intent to Enroll of Native-American students by 10% from 28 to 31.
19. By June 30, 2019, to increase the number of veteran students who utilize the Student Ability Success Center's (SASC) programs and services, SASC, in collaboration with the Veterans Center will strategically place a SASC counselor in the Veterans Center, as demonstrated by an increase of 20% of veteran students in 2018-19 from 110 students to 132 students.
20. By February 1, 2019, to meet the diverse dietary needs of our student population, the office of Student Life & Leadership, in collaboration with Aztec Shops, Associated Students, the Center for Intercultural

Relations, Residential Education, and Well-being and Health Promotion, will identify, expand and market Halāl food options, as demonstrated by adding 3 new Halāl food options on campus.

21. By April 1, 2019, to support the health and well-being of all students, the Office of Student Health Services, in collaboration with Well-being and Health Promotion, Aztec Recreation Center, Residential Education, Student Life & Leadership, Counseling & Psychological Services, and the College of Health and Human Services, will develop and implement a wellness campaign targeting cold and flu prevention, as demonstrated by increasing the number of flu vaccines administered on campus by 10% from 1230 to 1353.

CRITICAL SUPPORT

22. By July 19, 2018, to ensure the optimal management of complex and high-profile student-sponsored events, the office of Student Life & Leadership, in collaboration with Associated Students, Risk Management, Public Safety, Enrollment Services and the Alumni Association, will develop a revised student-sponsored event policy, including an application and permitting process, as demonstrated by the approval of the new policy by the Office of the Vice President for Student Affairs.
23. By February 15, 2019, to simplify and enhance the student club and organization recognition process, the office of Student Life & Leadership, in collaboration with Associated Students, Center for Intercultural Relations and the Assistant Deans for Student Affairs, will revise the student club and organization recognition policy, including the process and procedures, as demonstrated by the approval of the new policy by the Office of the Vice President for Student Affairs.
24. By October 12, 2018, to enhance the awarding of scholarships to students and stewarding of donors, the Office of Financial Aid and Scholarships (OFAS), in collaboration with Technology Services for Student Affairs, and University Relations and Development, will identify and implement a new Scholarship Management System, as demonstrated by the full migration of all scholarships to the new system and automation of scholarship matching and reporting.
25. By June 30, 2019, to unify and enhance the management of the Division of Student Affairs' online presence, the Office of Student Affairs Communications Services, in collaboration with the university's Marketing and Communications, and Enterprise Technology Services, will engage with third-party consulting firms to develop and execute a content and website migration plan, as demonstrated by

the migration of all high-touch Student Affairs website properties to the university's Content Management System (OU Campus).

26. By May 1, 2019, to ensure the optimal management of the approved revisions to the event permitting and application policy, the Office of Student Life & Leadership, in collaboration with Associated Students, the Office of Student Affairs Communication Services, and Student Affairs Technology Services, will complete an implementation plan including communication/marketing, training, and revisions to the event application system (EAS), as demonstrated by the revised EAS system going live.

SDSU Division of Student Affairs

Action Plan for SMART Goal #1 – Tony Chung

By August 31, 2018, to increase graduation rates and reduce time-to-degree, the Office of Financial Aid and Scholarships, in collaboration with Educational Opportunity Programs, will identify and strategically utilize financial aid funds to cover summer tuition and fees for our low-income students, as demonstrated by increasing the number of low-income undergraduate students enrolled in summer classes by 10% from 2,432 in 2017 to 2,675 in 2018.

Action	Key Person(s)	Complete By
Review prior summer awarding practices and identify available aid funds	Rose Pasenelli Chip Pierce Laura Heimbach Paula Cross	February 1, 2018
Collect and evaluate prior year summer enrollment data for students in the same targeted population	Rose Pasenelli Chip Pierce Kyle Farace Rey Monzon	February 9, 2018
Prepare written summer financial aid packaging philosophy and plan that supports the goal	Rose Pasenelli Chip Pierce Kyle Farace	February 16, 2018
Plan approval	Rose Pasenelli Tony Chung Office of the Vice President for Student Affairs	February 19, 2018
Develop communication plan to notify low income students of the availability of summer financial aid	Rose Pasenelli Miriam Castanon Summer Enrollment Workgroup	February 16, 2018
Post AidLink messages to targeted population	Rose Pasenelli Chip Pierce Laura Heimbach Paula Cross	February 28, 2018 to March 23, 2018

Messaging to low income students of the availability of summer financial aid	Rose Pasenelli Miriam Castanon Tony Chung Summer Enrollment Workgroup	May 18, 2018
Implement new summer packaging practices	Rose Pasenelli Chip Pierce Laura Heimbach Kyle Farace Miriam Castanon	May 22, 2018
Assessment of summer data	Rose Pasenelli Chip Pierce Rey Monzon Miriam Castanon	August 31, 2018

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Action Plan for SMART Goal #2 – Christy Samarkos

By June 1, 2019, to increase the retention of African-American/Black students, the Center for Intercultural Relations, in collaboration with Africana Studies and the Office of Student Life & Leadership, will increase the participation rates of at-risk first-time freshmen African-American/Black students in a peer-mentoring program focused on transitional and academic initiatives, as demonstrated by increasing first-year continuation rates from 81.5% to 89.4%.

Action	Key Person(s)	Complete By
Request Harambee student information from Enrollment Services	Asha' Jones	May 24, 2018
Review and revise previous components of the Harambee mentoring program	Christy Samarkos Quincey Penn Asha' Jones	June 15, 2018
Review and revise communication plan	Christy Samarkos Quincey Penn Asha' Jones	June 22, 2018
Interview and hire peer mentors	Asha' Jones Quincey Penn	June 22, 2018
Finalize communication plan for mentees	Christy Samarkos Quincey Penn Asha' Jones	June 29, 2018
Implement pre-orientation communication	Asha' Jones Quincey Penn	June 29, 2018

Update Peer Mentor training and expectations	Asha' Jones Quincey Penn Paige Hernandez Randy Timm	UJuly 15, 2018
Update and finalize Harambee University Seminar outline	Quincey Penn Paige Hernandez Asha' Jones	July 15, 2018
Match students with Harambee Mentors	Quincey Penn Asha' Jones	August 10, 2018
Implement communication notifying students they are matched with a Harambee Mentor	Quincey Penn Asha' Jones	August 17, 2018
Implement communication to inform mentees about expectations and about important events	Quincey Penn	August 17, 2018
Train Harambee peer mentors in transitional & academic initiatives	Asha' Jones Quincey Penn Paige Hernandez Randy Timm	August 22, 2018
Implement communication encouraging Harambee students to continue participation in second semester	Asha' Jones Quincey Penn Paige Hernandez	October 26, 2018
Survey first year students within the Harambee program around academic success and transition	Asha' Jones Quincey Penn Paige Hernandez	November 30, 2018
Review and analyze survey data and revise second semester mentor program as appropriate	Asha' Jones Quincey Penn Christy Samarkos Paige Hernandez Randy Timm	December 17, 2018

Provide mid-year training to Harambee mentors	Asha' Jones Quincey Penn Paige Hernandez	January 22, 2019
Assess goal metrics and report on goal	Asha' Jones Quincey Penn	June 1, 2019

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Action Plan for SMART Goal #3 – Christy Samarkos

By February 15, 2019, to support the academic success of first-year commuter (local) students, the Office of Student Life and Leadership, Enrollment Services, and the Division of Academic Engagement and Student Achievement, will review, revise, and implement first-year learning communities' offerings for commuter first time freshmen students, as demonstrated by decreasing the first semester academic probation rate from 16.2% to 10.0%.

Action	Key Person(s)	Complete By
Convene a meeting to discuss a collaborative approach to the goal	Randy Timm Christine Molina Stephen Shellenberg Kristie Dock Sandra Temores Valdez	May 16, 2018
Review and redesign the University Seminar (USEM) curriculum for Fall 2018 based on the recommendations from the Spring 2018 USEM review	Stephen Schellenberg Marilee Bresciani Randy Timm	June 30, 2018
Review and redesign the program frameworks, outcomes map, and omnibus pre-and post-test survey to be used in Fall 2018	Stephen Schellenberg Marilee Bresciani Randy Timm Rey Monzon	July 15, 2018
Redesign the (USEM) lesson plans and instructor training for the Fall 2018 sections based on the recommendations from the Spring 2018 USEM review	Stephen Schellenberg Marilee Bresciani Randy Timm	July 31, 2018
Complete and report an analysis of the characteristics associated with commuter students on academic probation for 2016-17 & 2017-18 commuter freshmen	Stephen Schellenberg Randy Timm Marilee Bresciani Rey Monzon	August 1, 2018

Complete and report the outcomes of a drop, fail, and withdrawal analysis of 2016-17 & 2017-18 commuter freshmen	Stephen Schellenberg Randy Timm	August 15, 2018
Implement Omnibus Pre-Test	Randy Timm Melissa Gonzalez Amanda Fuller	August 24, 2018
Implement the curriculum changes and instructor training for the Fall 2018 sections based on the recommendations from the Spring 2018 USEM review	Randy Timm Melissa Gonzalez Amanda Fuller	August 24, 2018
Discuss and review an academic probation analysis regarding classes associated with scholar seminar initiatives	Randy Timm Stephen Schellenberg Sandra Temores-Valdez	September 15, 2018
Convene a meeting to discuss early academic warnings, and advising tools and programs to support commuter students	Christine Molina Sandra Temores-Valdez Randy Timm Stephen Schellenberg Kristie Dock	September 30, 2018
Convene a meeting to discuss best practices and outreach to commuter students placed on academic probation	Christine Molina Sandra Temores-Valdez Randy Timm Stephen Schellenberg Kristie Dock	October 15, 2018
Convene a collaborative "summit" to review meetings and discussions	Randy Timm Christine Molina Stephen Schellenberg Sandra Temores-Valdez Kristie Dock	October 29, 2018
Submit recommendations for changes to Fall 2019 Commuter Student Success Packages and Programs	Randy Timm Stephen Schellenberg Christine Molina Sandra Temores-Valdez	November 5, 2018

Implement omnibus post test	Randy Timm Amanda Fuller Melissa Gonzalez	November 30, 2018
Review Academic Probation rates and Omnibus Data	Randy Timm Stephen Schellenberg Marilee Bresciani Rey Monzon	February 15, 2019

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Action Plan for SMART Goal #4 – Christy Samarkos

By February 28, 2019, to support the academic success of second-year commuter students, the office of Student Life and Leadership, in collaboration with the Office of Advising and Evaluations and the Assistant Deans for Student Affairs, will pair 500 second-year commuter students with upper-division mentors in an academically-based peer mentoring program, as demonstrated by reducing the academic probation rates of second year commuter students involved in Sophomore Surge, at the end of their third semester from 13.9% to 7%.

Action	Key Person(s)	Complete By
Convene a meeting to review data and processes regarding second year commuter students on academic probation	Randy Timm Christine Molina Kristie Dock Theresa Garcia	July 3, 2018
Develop a communication plan for incoming second year students on academic probation	Randy Timm Christine Molina Kristie Dock Theresa Garcia	July 15, 2018
Identify incoming second year students on academic probation	Randy Timm Melissa Gonzalez Janet Abbott	July 25, 2018
Implement communication plan and any changes to both Surge curriculum and processes for Fall 2018	Randy Timm Melissa Gonzalez Janet Abbott	August 1, 2018

Conduct Sophomore Surge Mentoramas and enroll at least 250 students in Fall Sophomore Surge mentoring	Randy Timm Melissa Gonzalez Janet Abbott	September 15, 2018
Identify students on academic probation, document and discuss the developmental programs they are enrolled in	Randy Timm Melissa Gonzalez Christine Molina Kristie Dock Theresa Garcia	October 8, 2018
Design academic probation communication plan for Spring 2019	Randy Timm Melissa Gonzalez Christina Molina Kristie Dock Theresa Garcia Shira Scott	November 1, 2018
Implement communication plan for Spring 2019	Randy Timm Melissa Gonzalez Janet Abbott	January 1, 2019
Assess participants Academic Probation rates	Randy Timm Kristie Dock Rey Monzon Christine Molina	February 28, 2019

SDSU Division of Student Affairs

Action Plan for SMART Goal #5 – Antionette Marbray

By February 22, 2019, to lower the first semester academic probation (AP) rate of First-Time International Freshmen (FTIF) Chinese students, the International Student Center, in collaboration with Student Life and Leadership, the College of Professional Studies and Fine Arts, and Enrollment Services, will enroll up to 120 FTIF Chinese students into the freshman learning community, as demonstrated by reducing the percentage of FTIF Chinese students on academic probation at the end of their first semester, from 35.7% to 25.7%.

Action	Key Person(s)	Complete By
In collaboration with Enrollment Services, identify FTIF cohort to be enrolled into PSFA 280 course; students enrolled will include international freshman with a home country of China who are not enrolled in another learning community and who did not attend a U.S. accredited high school	Noah Hansen Sandra Temores-Valdez Rayanne Williams Giancarlo Taylor	June 15, 2018
Batch enroll students into Freshmen Interest Group - PSFA 280.	Noah Hansen Jane Kalionzes Rayanne Williams	July 6, 2018
Hold meeting to review the process for enrolling students, review curriculum development and programming integration to ensure transition program is enmeshed with learning community course.	Noah Hansen Roselyn Enwemeka Jane Kalionzes Randy Timm Giancarlo Taylor Mei Zhong Sandra Temores-Valdez	July 12, 2018

<p>Develop email communication timeline and email set in coordination with Enrollment Services to ensure students receive emails regarding course and one-to-one advising in a timely and efficient manner</p>	<p>Noah Hansen Jane Kalionzes Roselyn Enwemeka Sandra Temores-Valdez</p>	<p>July 17, 2018</p>
<p>Send one-to-one, personal communications to admitted Chinese FTIF approximately four weeks in advance of student's arrival to facilitate connections to advisors and schedule appointments with students for after their arrival at SDSU.</p>	<p>Noah Hansen Jane Kalionzes Roselyn Enwemeka</p>	<p>July 30, 2018</p>
<p>Conduct final review of course content to maximize coordination with one-to-one advising and International Student Mentor Program programming.</p>	<p>Noah Hansen Mei Zhong Jane Kalionzes Roselyn Enwemeka</p>	<p>August 11, 2018</p>
<p>Mid-semester review of course progress and integration of one-to-one advising and mentor program programmatic offerings; student progress in the course will also be reviewed and those not performing well will be identified and contacted for additional support.</p>	<p>Noah Hansen Mei Zhong Jane Kalionzes Roselyn Enwemeka</p>	<p>October 1, 2018</p>
<p>Implement targeted outreach interventions to underperforming students</p>	<p>Jane Kalionzes Roselyn Enwemeka</p>	<p>November 1, 2018</p>

<p>End-of-semester assessment and analysis of probation rates for target group and goal review.</p>	<p>Noah Hansen Mei Zhong Jane Kalionzes Roselyn Enwemeka Randy Timm Giancarlo Taylor Sandra Temores-Valdez</p>	<p>February 22, 2019</p>
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SDSU Division of Student Affairs

Action Plan for SMART Goal #6 – Andrea Dooley

By December 31, 2018, to assist students in making informed choices and to minimize engagement in high-risk behavior, the office of Well-being & Health Promotion, in collaboration with the Center for Student Rights and Responsibilities, New Student and Parent Programs, Residential Education, and Student Life & Leadership, will develop and implement an alcohol and other drugs social norms communication plan that will be strategically incorporated into Aztec Nights events, as demonstrated by a 20% decrease in the number of transports to hospitals, jail or detox in the first five weeks for first-time freshmen, who attended at least one Aztec Nights event from 21 transports to 17 transports.

Action	Key Person(s)	Complete By
Identify and convene key stakeholders to implement and evaluate initiative.	Stephanie Galia	May 18, 2018
Identify opportunities to utilize peer health education at select Aztec Nights events.	Stephanie Galia Caryl Montero-Adams Kara Bauer	June 15, 2018
Identify any significant common factors from first-time freshman transports from the first five weeks in 2018.	Lee Mintz Stephanie Galia	June 29, 2018
AOD Task Force to create social norms campaign mock-ups.	Stephanie Galia	June 29, 2018
Create content and design for social norms campaign (drafts).	Erik Good Stephanie Galia	July 13, 2018

Create implementation plan for embedding social norms campaign and peer education opportunities into Aztec Night events.	Stephanie Galia Erik Good Steve DiPaolo Caryl-Montero Adams	July 13, 2018
Final social norms campaign designed.	Erik Good Stephanie Galia	July 27, 2018
Create communication campaign for social norms campaign.	Stephanie Galia Erik Good	July 27, 2018
Aztec Nights First 5 Weeks Evaluation (Draft of Questions & Implementation Plan).	Stephanie Galia Caryl Montero-Adams	July 27, 2018
Create plan to launch an eCHECKUP TO GO incentivization campaign during the first 2 weeks of classes.	Stephanie Galia Randy Timm Jen Rikard Kara Bauer	August 3, 2018
Develop packaged AOD prevention and harm-reduction programming ready to be implemented in Residence Halls during the first two weeks of classes.	Ray Savage Jim Lange Stephanie Galia	August 3, 2018
Aztec Nights First 5 Weeks Evaluation (Final Questions & Implementation Plan).	Stephanie Galia	August 10, 2018
Launch an eCHECKUP TO GO incentivization campaign during the first 2 weeks of classes.	Stephanie Galia Kara Bauer Randy Timm	August 24, 2018

Implement & evaluate packaged AOD prevention & harm-reduction programming in Residence Halls	Ray Savage Stephanie Galia	September 7, 2018
Administration of Aztec Nights First 5 Weeks Evaluation	Stephanie Galia Caryl Montero-Adams Jim Lange	October 5, 2018
Analysis of Presence Data collected at Aztec Nights Events	Stephanie Galia Caryl Montero-Adams Jim Lange	November 2, 2018
Analysis of Aztec Nights First 5 Weeks Evaluation	Stephanie Galia Jim Lange	November 2, 2018
Evaluation of transports compared to Aztec Nights attendance	Stephanie Galia Lee Mintz	November 2, 2018
Submit Goal Report to Office of the Vice President for Student Affairs (outcomes, transports, challenges, lessons learned, & future plans)	Stephanie Galia	December 31, 2018

SDSU Division of Student Affairs

Action Plan for SMART Goal #7 – Andrea Dooley

By May 1, 2019, to enhance faculty and staff's ability to better recognize mental health concerns and refer to the appropriate campus resources, the Office of Counseling and Psychological Services (C&PS), in collaboration with Well-being and Health Promotion, Faculty Advancement, Human Resources (HR), the Center for Teaching and Learning (CTL), the Collaborative Incident Management Team (CIMT), the University Police Department and the Assistant Deans for Student Affairs, will develop and implement a mental health training program, as demonstrated by delivering 4 sessions of the mental health training.

Action	Key Person(s)	Complete By
Confer with CIM-T re: essential components to include in new training	Jen Rikard Stephanie Galia Lee Mintz	July 1, 2018
Work with C&PS Counselors to develop content for workshops	Jen Rikard Stephanie Galia Lee Mintz	August 20, 2018
Revise and/or develop faculty/staff guide and other resources for working with distressed students	Jen Rikard Stephanie Galia Lee Mintz Eric Burris	August 20, 2018
Develop outreach plan and identify target audiences for training	Jen Rikard Stephanie Galia Caryl Montero-Adams Lee Mintz	September 8, 2018
Develop marketing plan for faculty/staff workshops	Jen Rikard Stephanie Galia Lee Mintz	September 8, 2018

Implement Marketing Plan	Jen Rikard Stephanie Galia Lee Mintz Caryl Montero-Adams	September 8, 2018
Deliver four mental health training sessions to faculty and staff	Jen Rikard	May 1, 2019

SDSU Division of Student Affairs

Action Plan for SMART Goal #8 – Antionette Marbray

By May 24, 2019, to increase internship opportunities for students, the office of Career Services, in collaboration with Enrollment Services, SDSU Alumni, New Student and Parent Programs, and the Assistant Deans for Student Affairs, will implement a strategic outreach plan focusing on academic colleges, alumni, parents, and employers, as demonstrated by an increase in the number of SDSU student internship placements by 10%, from 6977 in 2017–2018 to 7675 in 2018-2019.

Action	Key Person(s)	Complete By
Launch WebPortal Survey of Students Participating in Summer/Fall 2018 Internships	James Tarbox Heather LaPerle Sandra Temores-Valdez	July 6, 2018
Review and update calls for alumni participation in posting internships; set schedule for 2018 -19 eNewsletter calls for posting internships	James Tarbox Heather LaPerle Dan Montoya Jen Ranallo Juliana Todesco Saenz	July 27, 2018
Review and revise program used to review campus internship courses for 2018-19	James Tarbox Heather LaPerle Kristie Dock Lanie Lockwood Karey Sabol	August 17, 2018
Coordinate Apex Reporting for Fall 2018 and Spring 2019 Internship Courses	James Tarbox Heather LaPerle	August 20, 2018
Initiate weekly reporting of internship placements to the Executive Director of Career Services	James Tarbox Heather LaPerle	August 22, 2018
Complete an Internship feature for News for Aztec Parents for October 2018, providing a call to post internships in Aztec Career Connection	James Tarbox Heather LaPerle Michelle Guerra Catherine Snapp Juliana Todesco Saenz	September 14, 2018

<p>Complete Fall 2018 review of campus internship courses; generate report to update tracking and related web pages on Internship Central</p>	<p>James Tarbox Heather LaPerle Kristie Dock Lanie Lockwood Karey Sabol</p>	<p>December 14, 2018</p>
<p>Review mid-year results and as needed revise outreach to alumni via the eNewsletter</p>	<p>James Tarbox Heather LaPerle Dan Montoya Jen Ranallo Juliana Todesco Saenz</p>	<p>January 11, 2019</p>
<p>Complete internship placement reporting for 2018-19</p>	<p>James Tarbox Heather LaPerle</p>	<p>May 24, 2019</p>

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Action Plan for SMART Goal #9 – Antionette Marbray

By May 4, 2019, to increase mentorship opportunities for students in the Aztec Mentor program, the office of Career Services, in collaboration with SDSU Alumni Association and New Student and Parent Programs, will implement targeted recruitment activities focused on alumni and Aztec Parents to volunteer as mentors, as demonstrated by increasing mentor pairings by 20% from 2,569 in 2017-2018 to 3083 in 2018-2019.

Action	Key Person(s)	Complete By
Coordinate messaging and schedules for Fall 2018 parent and alumni marketing: parent postcard, News for Aztec Parents (call for participation in Fall 2018), Transfer Student Orientation messaging, alumni eNewsletter, and AMP honor roll	James Tarbox Michelle Guerra Catherine Snapp Dan Montoya Juliana Todesco Heather LaPerle	July 27, 2018
Form an AMP Student Advisory Board consisting of representatives from the College Councils to promote AMP registration and awareness of SDSU alumni as a career development resource; coordinate outreach with Career Peers	James Tarbox Heather LaPerle Juliana Todesco Christy Quiogue Brienne Wada Diane Marin Jen Ranallo	August 24, 2018
Implement AMP Student Advisory Board outreach to Colleges and to Associated Students	James Tarbox Heather LaPerle Juliana Todesco Christy Quiogue Brienne Wada Diane Marin Jen Ranallo	September 14, 2018
Coordinate parent and alumni mentor recognition for the Fall 2018 AMP Networking Event (10/4/2018)	James Tarbox Heather LaPerle Michelle Guerra Jen Ranallo Juliana Todesco Saenz Diane Marin	September 21, 2018

Complete AMP registration and matching for Fall 2018	James Tarbox Heather LaPerle Juliana Todesco Saenz Diane Marin	October 12, 2018
Review AMP Student Advisory Board effectiveness and plan for Spring 2019 outreach	James Tarbox Heather LaPerle Juliana Todesco Christy Quiogue Brienne Wada Diane Marin Jen Ranallo	October 26, 2018
Review AMP matches for Fall 2018, and assess changes in Spring 2019 for the online management system, messaging and marketing, and for involving target populations per the related AMP SMART goals	James Tarbox Heather LaPerle Michelle Guerra Dan Montoya Catherine Snapp	November 9, 2018
Coordinate messaging and schedules for Spring 2019 parent and alumni marketing: parent postcard, News for Aztec Parents (thank you to participating parents; invite for Spring 2019), alumni eNewsletter, and update AMP honor roll	James Tarbox Michelle Guerra Catherine Snapp Dan Montoya Juliana Todesco Heather LaPerle	January 11, 2019
Finalize and implement AMP Student Advisory Board outreach for Spring 2019	James Tarbox Heather LaPerle Juliana Todesco Christy Quiogue Brienne Wada Diane Marin Jen Ranallo	January 25, 2019
Coordinate parent and alumni mentor recognition for the Spring 2019 AMP Networking Event (2/27/2019)	James Tarbox Heather LaPerle Michelle Guerra Jen Ranallo Juliana Todesco Saenz Diane Marin	February 15, 2019
Complete AMP registration and matching for Spring 2019	James Tarbox Heather LaPerle Juliana Todesco Christy Quiogue Brienne Wada	March 15, 2019

	Diane Marin Jen Ranallo	
Review effectiveness of AMP Student Advisory Board on student awareness, student enrollment and matching	James Tarbox Heather LaPerle Juliana Todesco Christy Quiogue Brienne Wada Diane Marin Jen Ranallo	March 29, 2019
Review effectiveness of AMP marketing to alumni and parents; recommend changes for 2019–20	James Tarbox Michelle Guerra Catherine Snapp Dan Montoya Juliana Todesco Heather LaPerle	April 19, 2019
Report AMP matches for 2018–19, noting the impact of the AMP Student Advisory Board and marketing to Aztec Parents and SDSU alumni	James Tarbox Michelle Guerra Catherine Snapp Dan Montoya Juliana Todesco Heather LaPerle	May 4, 2019

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Action Plan for SMART Goal #10 – Antionette Marbray

By May 10, 2019, to increase the number of first-generation low-income students participating in the Aztec Mentor Program, the office of Career Services, in collaboration with the Alumni Center, will develop and implement a strategic outreach plan focusing on the Center for Intercultural Relations, Educational Opportunity Programs & Ethnic Affairs, and the Office of Student Life and Leadership, as demonstrated by increasing the targeted group’s participation by 10% from 852 to 937.

Action	Key Person(s)	Complete By
Review and select options available through SDSU Alumni to identify and contact alumni who were first-generation students to invite them to serve as AMP mentors for Fall 2018 and Spring 2019	James Tarbox Dan Montoya Miriam Castanon Heather LaPerle Juliana Todesco Michelle Lopez	July 27, 2018
Develop key points for messaging and an outreach schedule to first-generation, low-income students to participate in AMP with the Center for Intercultural Relations, EOP & Ethnic Affairs, and Student Life and Leadership	James Tarbox Heather LaPerle Miriam Castanon Asha’ Jones Randy Timm Chelsea Winer Michelle Lopez	August 10, 2018
Implement outreach to SDSU Alumni who were first-generation students to invite them to serve as AMP mentors for Fall 2018	James Tarbox Dan Montoya Miriam Castanon Heather LaPerle Juliana Todesco Michelle Lopez	August 31, 2018
Implement outreach schedule with the following campus partners: the Center for Intercultural Relations, EOP & Ethnic Affairs, and Student Life and Leadership, and integrate key points for messaging with outreach done by the Career Peers and	James Tarbox Heather LaPerle Miriam Castanon Asha’ Jones Randy Timm Chelsea Winer Michelle Lopez	September 7, 2018

the AMP Student Advisory Board		
Complete AMP registration and matching for Fall 2018	James Tarbox Heather LaPerle Diane Marin	October 12, 2018
Review with SDSU Alumni outreach done in Fall 2018 and as needed revise plans for outreach in Spring 2019 alumni who were first-generation students to invite them to serve as AMP mentors for Spring 2019	James Tarbox Dan Montoya Miriam Castanon Heather LaPerle Juliana Todesco Michelle Lopez	November 9, 2018
Review from Fall 2018 key points for messaging and an outreach schedule to first-generation, low-income students to participate in AMP with the Center for Intercultural Relations, EOP & Ethnic Affairs, and Student Life and Leadership. As needed revise key points and outreach schedule for Spring 2019	James Tarbox Heather LaPerle Miriam Castanon Asha' Jones Randy Timm Chelsea Winer Michelle Lopez	November 31, 2018
Implement outreach to SDSU Alumni who were first-generation students to invite them to serve as AMP mentors for Spring 2019	James Tarbox Dan Montoya Miriam Castanon Heather LaPerle Juliana Todesco Michelle Lopez	January 11, 2019
Implement outreach schedule with the following campus partners with the Center for Intercultural Relations, EOP & Ethnic Affairs, and Student Life and Leadership, and integrate key points for messaging with outreach done by the Career Peers and the AMP Student Advisory Board	James Tarbox Heather LaPerle Miriam Castanon Asha' Jones Randy Timm Chelsea Winer Michelle Lopez	January 25, 2019

<p>Complete AMP registration and matching for Spring 2019</p>	<p>James Tarbox Heather LaPerle Diane Marin</p>	<p>March 15, 2019</p>
<p>Review and summarize in relation to 2018–19 planning, AMP matches for first-generation, low-income students for 2018-19</p>	<p>James Tarbox Dan Montoya Heather LaPerle Miriam Castanon Asha' Jones Randy Timm Chelsea Winer Michelle Lopez</p>	<p>April 12, 2019</p>
<p>Submit final report for AMP matches for 2018–19 for first-generation, low income students</p>	<p>James Tarbox Dan Montoya Heather LaPerle Miriam Castanon Asha' Jones Randy Timm Chelsea Winer Michelle Lopez</p>	<p>May 10, 2019</p>

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Action Plan for SMART Goal #11 – Antionette Marbray

By April 26, 2019, to increase the number of African-American/Black and Native American students participating in the Aztec Mentor Program, the office of Career Services, in collaboration with the Center for Intercultural Relations and the office of Educational Opportunity Programs & Ethnic Affairs, will host targeted Aztec Mentor Program preparation events, as demonstrated by increasing the targeted group's participation by 20% from 259 matches in 2017–2018 to 311 in 2018-2019.

Action	Key Person(s)	Complete By
Schedule outreach for Fall 2018 classes and student organizations	James Tarbox Heather LaPerle Miriam Castanon Asha' Jones Caryl Montero-Adams	August 3, 2018
Review and finalize messaging about AMP and AMP Fall 2018 Registration for outreach to African-American/Black Students	James Tarbox Heather LaPerle Shareka White Asha' Jones Quincey Penn	August 10, 2018
Review and finalize messaging about AMP and AMP Fall 2018 Registration for outreach to Native American Students	James Tarbox Heather LaPerle Miriam Castanon Chris Medellin Asha' Jones Quincey Penn	August 17, 2018
Implement outreach to relevant classes and student organizations, coordinating efforts with the Career Peers and the AMP Student Advisory Board	James Tarbox Heather LaPerle Christy Quiogue Shareka White Asha' Jones	September 7, 2018
Complete AMP registration and matching for Fall 2018	James Tarbox Heather LaPerle Diane Marin	October 12, 2018

Review outreach, messaging and AMP matches for African-American/Black and Native American students, and update planning for Spring 2019	James Tarbox Heather LaPerle Miriam Castanon Shareka White Asha' Jones Quincey Penn Chris Medellin Caryl Montero-Adams	November 16, 2018
Launch updated outreach and messaging plans for African-American/Black and Native American students to promote involvement in AMP for Spring 2019	James Tarbox Heather LaPerle Miriam Castanon Shareka White Asha' Jones Quincey Penn Chris Medellin Caryl Montero-Adams	January 25, 2019
Complete AMP registration and matching for Spring 2019	James Tarbox Heather LaPerle Diane Marin	March 15, 2019
Review AMP matches for 2018-19 for African-American/Black and Native American students	James Tarbox Heather LaPerle Miriam Castanon Shareka White Asha' Jones Quincey Penn Chris Medellin Caryl Montero-Adams	April 5, 2019
Submit final report for AMP matches for 2018-19 for African-American/Black and Native American students	James Tarbox Heather LaPerle Miriam Castanon Shareka White Asha' Jones Quincey Penn Chris Medellin Caryl Montero-Adams	April 26, 2019

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Action Plan for SMART Goal #12 – Antionette Marbray

By May 1, 2019, to identify, monitor and track service learning opportunities, the office of Career Services, in collaboration with the Division of Academic Achievement and Student Engagement, Student Life and Leadership, Enrollment Services, and the Assistant Deans for Student Affairs, will plan and implement an outreach strategy to the academic colleges, as demonstrated by establishing a numerical baseline of annual student participation.

Action	Key Person(s)	Complete By
Meet with campus partners to coordinate planning, review definitions of service learning, and systems currently used to track/report on service learning via systems such as the course schedule	James Tarbox Sandra Cook Heather LaPerle Norah Shultz Jose Preciado Vinod Sasidharan Jason Ramirez Lanie Lockwood	July 9, 2018
Meet with campus partners to coordinate planning, review definitions of community service/engagement, and systems currently used to track/report on community service/engagement	James Tarbox Randy Timm Heather LaPerle Chelsea Winer Robyn Adams	July 16, 2018
Complete an initial review current systems for managing risk, including Service Learning Agreements, and College processes for reviewing partner sites	James Tarbox Heather LaPerle Michelle Tanner Vinod Sasidharan Jose Preciado	August 3, 2018
Complete a review of affiliate professional associations and California State University initiatives to recommend a campus definition (and criteria to assess student experiences) for Service Learning	James Tarbox Heather LaPerle Norah Shultz Jose Preciado Vinod Sasidharan Jason Ramirez Lanie Lockwood	September 21, 2018

Complete a review of Fall 2018 courses offering Service Learning experiences using updated Service Learning definition	James Tarbox Heather LaPerle Norah Shultz Jose Preciado Vinod Sasidharan Jason Ramirez Lanie Lockwood	November 2, 2018
Complete a review of Community Service/Engagement experiences completed by students in Fall 2018, and review related student programs where Service Learning may occur	James Tarbox Randy Timm Heather LaPerle Chelsea Winer Robyn Adams Noah Hansen Ine Williams	December 14, 2018
Launch Spring 2019 review of Service Learning course offerings	James Tarbox Heather LaPerle Jason Ramirez Lanie Lockwood Vinod Sasidharan	February 8, 2019
Complete a review of Spring 2019 courses offering Service Learning experiences using updated Service Learning definition	James Tarbox Heather LaPerle Norah Shultz Jose Preciado Vinod Sasidharan Jason Ramirez Lanie Lockwood	April 19, 2019
Provide final numeric baseline for Service Learning and Community Service/Engagement for 2018–19, including a statement related to risk management	James Tarbox Heather LaPerle Michelle Tanner Vinod Sasidharan	May 1, 2019

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Action Plan for SMART Goal #13 – Antionette Marbray

By June 1, 2019, to increase the number of African-American/Black students studying abroad, the International Student Center, in collaboration with the Office of International Programs, will develop and implement a strategic outreach plan focusing on Associated Students, the Center for Intercultural Relations, the Black Resource Center, Africana Studies, and the Assistant Deans for Student Affairs, as demonstrated by increasing African-American/Black students’ participation by 10% from 92 in 2017-2018 to 101 in 2018-2019.

Action	Key Person(s)	Complete By
Hold a kick-off meeting to establish a shared set of priorities for the initiative.	Noah Hansen Ine Williams Christina Brown Rebekah Fuganti Karey Sabol Asha Jones Quincey Penn Catherine Snapp	June 18, 2018
Identify existing scholarships and programs that support black students going abroad.	Ine Williams Alan Sweedler Quincey Penn Kris Shewmaker Jennifer Esquivel-Parker	July 18, 2018
Meet with campus partners and collect data from the Office of International Programs, the College of Extended Studies, and the Division of Academic Engagement and Student Achievement to assess current levels of participation from the target population.	Noah Hansen Ine Williams Chris Kjonaas Rebekah Fuganti Adrienne Richart	July 23, 2018

Develop needs assessment survey to assess barriers to study abroad perceived by African-American/Black students through review of national data and collaboration with campus partners on student perceptions and opportunities that may be unique to SDSU students.	Noah Hansen Ine Williams Rey Monzon Quincey Penn Chris Kjonaas	July 27, 2018
In collaboration with Assessment and Research, confirm final version of needs assessment survey and survey incentives, pull target population emails and send out needs assessment survey.	Noah Hansen Ine Williams Rey Monzon Quincey Penn Chris Kjonaas	July 31, 2018
Use needs assessment survey results and data to develop outreach plan for target population.	Noah Hansen Ine Williams Catherine Snapp Quincey Penn	August 31, 2018
Begin implementation of outreach plan to target population based on collected data.	Ine Williams Quincey Penn Karey Sabol Kris Shewmaker	September 28, 2018
Complete presentations, events, and targeted outreach to student population.	Ine Williams Quincey Penn Karey Sabol	May 1, 2019
Analyze data and report of goal outcomes.	Noah Hansen Ine Williams Rey Monzon Rebekah Fuganti	June 1, 2019

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Action Plan for SMART Goal #14 – Antionette Marbray

By May 1, 2019, to enhance students, faculty and staff's knowledge and skills to more strategically support the success of undocumented students, the Undocumented Resource Area, in collaboration with the Center for Teaching and Learning and the Assistant Deans for Student Affairs, will expand the Undocumented Ally program, as demonstrated by increasing the number of allies from 30 to 70.

Action	Key Person(s)	Complete By
Review & assess the components of the UndocuAlly Training	Miriam Castañon Cynthia Torres	June 22, 2018
Identify key groups to outreach for UndocuAlly Training	Miriam Castañon Cynthia Torres Antionette Marbray	June 22, 2018
Develop communication plan on promoting the UndocuAlly Training	Miriam Castañon Cynthia Torres Catherine Snapp	August 10, 2018
Finalize revisions to the UndocuAlly Training	Miriam Castañon Cynthia Torres	August 17, 2018
Collaborate with the Center for Teaching & Learning and Assistant Deans for Student Affairs on communicating and scheduling key groups to attend UndocuAlly Training	Miriam Castañon Cynthia Torres Antionette Marbray Jennifer Imazeki Assistant Deans	August 31, 2018

Finalize training calendar for the UndocuAlly Training for 2018-19	Miriam Castañon Cynthia Torres	August 31, 2018
Begin UndocuAlly Trainings sessions for 2018-19	Cynthia Torres	September 7, 2018
Complete UndocuAlly Trainings sessions for 2018-19	Cynthia Torres	April 19, 2019
Evaluate program outcome data and report results	Miriam Castañon Cynthia Torres	May 1, 2019

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Action Plan for SMART Goal #15 – Andrea Dooley

By May 1, 2019, to address the needs of students facing food insecurity, the office of Well-being and Health Promotion, in collaboration with the Economic Crisis Response Team and Home Start, will expand access to a CalFresh specialist in strategic locations on campus, as demonstrated by increasing the number of eligible students enrolling in CalFresh with assistance from the University by 20% from 165 to 198.

Action	Key Person(s)	Complete By
Establish a Working Group of Key Stakeholders	Stephanie Galia	May 15, 2018
Convene Working Group initial meeting	Stephanie Galia	June 15, 2018
Begin development of a cohesive CalFresh communication campaign	Stephanie Galia Erik Good	July 1, 2018
CalFresh communication campaign developed; Ready for departments to modify as needed to target specific student populations	Stephanie Galia Erik Good	July 13, 2018
Establish CalFresh Enrollment Specialist Hours for Fall 2018	Stephanie Galia Henry Villegas	August 1, 2018
Establish a CalFresh education & referral plan for students accessing the AS Food Pantry	Stephanie Galia Christina Brown	August 15, 2018

Develop CalFresh referral procedures for Financial Aid & Scholarships, Counseling & Psychological Services, & Student Health Services	Stephanie Galia Rose Pasenelli Jen Rikard Darrell Hess	August 15, 2018
CalFresh communication campaign material disseminated (print material & digital)	Stephanie Galia	August 15, 2018
Targeted email sent to students who would qualify based on financial circumstances	Stephanie Galia Catherine Snapp Rose Pasenelli	September 14, 2018
Targeted email sent to students who have accessed the AS Food Pantry or ECRT and have opted-in to receiving further information	Stephanie Galia Catherine Snapp Christina Brown	November 5, 2018
Host Hunger and Homelessness Awareness Week (Enrollment Specialists available on-campus in varying locations to assist students with applications)	Stephanie Galia Henry Villegas Christina Brown	November 16, 2018
Working Group convened to identify opportunities for and establish CalFresh Enrollment Specialist hours for Spring 2019	Stephanie Galia	December 7, 2018
All Working Group members to submit number of students who applied for CalFresh in their spaces and total number of students enrolled retrieved from Home Start	Stephanie Galia	December 14, 2018
Spring launch of communication campaign (Printed material, digital displays, & targeted emails)	Stephanie Galia Erik Good	January 15, 2019

Host two CalFresh Days during Spring 2019 (one in EOP & one to coincide with the Annual Health Expo)	Stephanie Galia Henry Villegas	April 1, 2019
Conduct Evaluation (Presence data and application & enrollment numbers)	Stephanie Galia	April 19, 2019
Submit Goal Report to the Office of the Vice President for Student Affairs (outcome, challenges, lessons learned, & plans for the future)	Stephanie Galia	May 1, 2019

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Action Plan for SMART Goal #16 – Christy Samarkos

By January 22, 2019, to accurately and appropriately promote the Aztec culture, the Aztec Culture Education committee (ACEC), in collaboration with Student Affairs Technology Services, Student Life and Leadership and Associated Students, will develop an online Aztec Culture Educational program, as demonstrated by the approval of the Aztec Culture program by the Office of the Vice President for Student Affairs.

Action	Key Person(s)	Complete By
Discuss online education program goals, educational outcomes and content	Ramona Perez Christy Samarkos Seth Mallios	June 28, 2018
Explore IT needs and available products	Christy Samarkos Ramona Perez Kyle Farace	August 1, 2018
Decide on IT product to utilize	Christy Samarkos Ramona Perez Kyle Farace	September 1, 2018
Hire graphic designer	Christy Samarkos Christina Brown	September 15, 2018
Development of online program content	Ramona Perez Christy Samarkos Seth Mallios	September 15, 2018
Vet content, through use of focus groups, with strategic campus community members	Chris Thomas Seth Mallios Ramona Perez Randy Timm Dan Montoya Christy Samarkos	October 15, 2018

Finalize Content	Christy Samarkos Ramona Perez	November 1, 2018
Create marketing and implementation plan	Christy Samarkos Ramona Perez Catherine Snapp Christine Hutchins	November 9, 2018
Create online platform with content included	Christy Samarkos Ramona Perez Kyle Farace	December 15, 2018
Test and pilot online platform	Seth Mallios Chris Thomas Christy Samarkos Randy Timm	January 15, 2019
Present online education program to the Vice President for Student Affairs for approval	Christy Samarkos Ramona Perez	January 22, 2019

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Action Plan for SMART Goal #17 – Christy Samarkos

By June 1, 2019, to enhance the recruitment of African-American/Black students, the Center for Intercultural Relations, in collaboration with Africana Studies and Enrollment Services, will increase one-on-one advising to prospective African-American/Black students and families, as demonstrated by increasing the Intent to Enroll of African-American/Black students by 5% from 353 to 371.

Action	Key Person(s)	Complete By
Review and assess the components of the previous recruitment plan	Christy Samarkos Sandra Cook Sandra T-V Asha' Jones Kara Moriarty Shaun Harvey	July 13, 2018
Identify the current internal and external issues impacting recruitment for African-American/Black students	Christy Samarkos Sandra Cook Sandra T-V Asha' Jones Kara Moriarty Shaun Harvey	July 13, 2018
Review and Revise prospective student communication plan	Christy Samarkos Sandra Cook Sandra T-V Asha' Jones Kara Moriarty Shaun Harvey	August 3, 2018
Revise and update the recruitment plan and develop a strategic outreach and timeline for on and off campus recruitment visits	Kara Moriarty Shaun Harvey Asha' Jones Quincey Penn	August 3, 2018
Create a Fall personal campus visit plan	Kara Moriarty Shaun Harvey Asha' Jones Quincey Penn Sandra Cook Sandra T-V Christy Samarkos	September 1, 2018

Review and revise previous Harambee Weekend plans and outline	Christy Samarkos Quincey Penn Asha' Jones	November 16, 2018
Conduct outreach visits to target high schools and college fairs	Shaun Harvey Quincey Penn Asha' Jones	November 30, 2018
Coordinate with High School Conference planning team	Asha' Jones Shaun Harvey	November 30, 2018
Harambee Weekend Program during Explore SDSU	Quincey Penn Asha' Jones Paige Hernandez Shaun Harvey Kara Bauer	March 23, 2019
Yield receptions in target cities	Quincey Penn Shaun Harvey Asha' Jones	April 27, 2019
Execute yield strategies such as; personalized campus visits, phone banking, regional visits & open house(s) at the Black Resource Center	Quincey Penn Shaun Harvey Asha' Jones Paige Hernandez	May 1, 2019
Engage in continued communication with students and families from on and off campus visits/contacts	Quincey Penn Shaun Harvey Asha' Jones Paige Hernandez	May 1, 2019
Assess Intent to enroll data	Christy Samarkos Sandra Cook Sandra T-V Asha' Jones	June 1, 2019

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Action Plan for SMART Goal #18 – Antionette Marbray

By June 1, 2019, to enhance the recruitment of Native American Students, the Office of Educational Opportunity Programs & Ethnic Affairs (EOP), in collaboration with American Indian Studies and Enrollment Services, will increase one-on-one advising to prospective Native-American students and their families, as demonstrated by increasing the Intent to Enroll of Native-American students by 10% from 28 to 31.

Action	Key Person(s)	Complete By
Review and assess the outreach and recruitment framework	Miriam Castañon Shareka White Antionette Marbray Sandra Cook David Kamper	April 22, 2018
Create a prospective student communication plan	Miriam Castañon Shareka White Chris Medellin Sandra Temores-Valdez Kara Moriarty Shaun Harvey David Kamper	July 2, 2018
Identify the current internal and external issues impacting recruitment for Native American students	Antionette Marbray Sandra T-V Miriam Castanon Shareka White Chris Medellin Kara Moriarty Shaun Harvey	August 1, 2018
Revise and update the recruitment plan and develop a strategic outreach and timeline for on and off campus recruitment visits	Miriam Castañon Shareka White Chris Medellin Sandra Temores-Valdez Kara Moriarty Shaun Harvey David Kamper	August 31, 2018
Implement strategies to increase one-on-one advising with prospective students and families in the San Diego county	Shareka White Chris Medellin Sandra Temorez-Valdez Kara Moriarty Shaun Harvey David Kamper	September 7, 2018

Invite prospective Native American students for personalized Fall Campus visits	Shareka White Chris Medellin Sandra Temorez-Valdez Kara Moriarty Shaun Harvey David Kamper	November 30, 2018
Conduct outreach visits and one-on-one advising to students and parents at target high schools, Educational Tribal Centers, Powwows and other tribal events	Shareka White Chris Medellin Sandra Temorez-Valdez Kara Moriarty Shaun Harvey David Kamper	February 1, 2019
Howka Weekend Program at Explore SDSU	Miriam Castañon Shareka White Chris Medellin Kara Moriarty Shaun Harvey David Kamper Kara Bauer	March 23, 2019
Non-local Yield Reception	Shareka White Chris Medellin Sandra Temorez-Valdez Kara Moriarty Shaun Harvey David Kamper	April 20, 2019
Engage in continuous communication with students and families from on and off campus visits/contacts	Shareka White Chris Medellin Sandra Temorez-Valdez Kara Moriarty Shaun Harvey David Kamper	May 1, 2019
Review and assess Intent to Enroll numbers	Miriam Castañon Shareka White Antionette Marbray Sandra Cook David Kamper	May 9, 2019
Review and assess components of outreach and recruitment strategies for Fall 2019	Antionette Marbray Rey Monzon Miriam Castañon	June 1, 2019

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Action Plan for SMART Goal #19 – Andrea Dooley

By June 30, 2019, to increase the number of veteran students who utilize the Student Ability Success Center’s (SASC) programs and services, SASC, in collaboration with the Veterans Center will strategically place a SASC counselor in the Veterans Center, as demonstrated by an increase of 20% of veteran students in 2018-19 from 110 students to 132 students.

Action	Key Person(s)	Complete By
Establish role and expectations of SASC Counselor placed at the Veterans Center.	Pamela J. Starr Joan Putnam	August 15, 2018
Define strategies to be implemented by SASC Counselor to engage student veterans.	Pamela J. Starr Joan Putnam	August 15, 2018
Identify SASC Counselor to be placed at the Veterans Center.	Pamela J. Starr Joan Putnam	August 15, 2018
Identify location for SASC Counselor at Veterans Center.	Pamela J. Starr Joan Putnam	August 15, 2018
Review role, expectations and strategies with SASC Counselor.	Pamela J. Starr Joan Putnam	August 31, 2018
SASC Counselor will begin schedule in the Veterans Center	Pamela J. Starr Joan Putnam	September 4, 2018

Review mid-semester status and impact of SASC Counselor in the Veterans Center.	Pamela J. Starr Joan Putnam	October 31, 2018
Review appropriateness of strategies with SASC Counselor. Adjust as necessary for spring 2019 semester.	Pamela J. Starr Joan Putnam	December 31, 2018
Review SASC enrollment to determine effectiveness of strategy to increase the number of veterans registered.	Pamela J. Starr Joan Putnam	June 10, 2019
Identify and assess changes to be made for continued collaboration between SASC and Veterans Center	Pamela J. Starr Joan Putnam	June 30, 2019

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Action Plan for SMART Goal #20 – Christy Samarkos

By February 1, 2019, to meet the diverse dietary needs of our student population, the office of Student Life & Leadership, in collaboration with Aztec Shops, Associated Students, the Center for Intercultural Relations, Residential Education, and Well-being and Health Promotion, will identify, expand and market Halāl food options, as demonstrated by adding 3 new Halāl food options on campus.

Action	Key Person(s)	Complete By
Convene initial marketing and education sub-committee meeting	Stephanie Waits Galia Ed Glebius Nick Wohlman Kara Buaer Mohamed Ahmed	June 15, 2018
Convene a meeting Regarding Long-Term Option: Restaurant	Mohamed Ahmed Christy Samarkos Randy Timm Debbie Burchianti	June 20, 2018
Convene a meeting regarding a Marketing, food labeling and establish implementation timeline for Aztec Markets & Dining Facilities	Ed Glebius Randy Timm Stephanie Waits-Galia Mohamed Ahmed Kara Bauer	July 5, 2018
Submit a Marketing and Education Plan	Mohamed Ahmed Stephanie Waits Galia Randy Timm	July 15, 2018
Submit a Halal Food Strategies Implementation Overview and Outline	Randy Timm Stephanie Waits Galia Ed Glebius Nick Wohlman Mohamed Ahmed	July 21, 2018

Convene an initial meeting regarding food trucks and farmer's market options and availabilities	Mohamed Ahmed Randy Timm Ed Glebius Nick Wohlman Kara Bauer	July 21, 2018
Submit Plan for One SDSU Community - Cooking with the Culinary Chefs Shows	Caryl Montero-Adams Nick Wohlman Ed Glebius Mohamed Ahmed	August 10, 2018
Submit food truck and farmer's market suggestions and implementation timeline	Mohamed Ahmed Randy Timm Nick Wohlman Ed Glebius	August 20, 2018
Implement education and marketing plan	Stephanie Waits Galia Mohamed Ahmed Ed Glebius Kara Bauer Nick Wohlman Catherine Snapp Noah Hansen	August 24, 2018
Present First One SDSU Community - Cooking with the Culinary Chefs Shows	Caryl Montero-Adams Ed Glebius Mohamed Ahmed	October 30, 2018
Convene an evaluation and next steps meeting	Ed Glebius Randy Timm Stephanie Waits-Galia Mohamed Ahmed Kara Bauer	December 1, 2018
Submit a report regarding Halal food availability at SDSU to the Office of the Vice President for Student Affairs	Mohamed Ahmed Randy Timm	February 1, 2019

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Action Plan for SMART Goal #21 – Andrea Dooley

By April 1, 2019, to support the health and well-being of all students, the Office of Student Health Services, in collaboration with Well-being and Health Promotion, Aztec Recreation Center, Residential Education, Student Life & Leadership, Counseling & Psychological Services, and the College of Health and Human Services, will develop and implement a wellness campaign targeting cold and flu prevention, as demonstrated by increasing the number of flu vaccines administered on campus by 10% from 1,230 to 1,353.

Action	Key Person(s)	Complete By
Reserve vaccines with supplier	Darrell Hess Brent Zitsman	April 1, 2018
Meet with Key Persons/Stakeholders group	Darrell Hess	June 15, 2018
Determine dates, locations and number of mobile clinics	Darrell Hess Stephanie Galia	June 22, 2018
Reserve locations for mobile clinics	Darrell Hess Stephanie Galia	June 29, 2018
Reserve vaccines from county health department	Darrell Hess Teresa Bertino	July 15, 2018

Develop marketing campaign	Darrell Hess Stephanie Galia	July 15, 2018
Develop education campaign	Darrell Hess Teresa Bertino Cynthia Cornelius Stephanie Galia	July 30, 2018
Determine contents and create flu kits for sale in pharmacy and how to track sales	Darrell Hess	August 1, 2018
Meet with nursing school to determine possibility of involvement	Darrell Hess Teresa Bertino	August 10, 2018
Create Strive Campaign	Darrell Hess Dan Majors	August 15, 2018
Determine if Injection Room schedule should be expanded	Darrell Hess Teresa Bertino Cynthia Cornelius	September 1, 2018
Launch Strive Campaign	Darrell Hess Dan Majors	October 1, 2018
Assess progress weekly during month of October and determine next steps	Darrell Hess	October 31, 2018
Follow up report for the Office of the Vice President for Student Affairs	Darrell Hess	April 1, 2019

SDSU Division of Student Affairs

Action Plan for SMART Goal #22 – Christy Samarkos

By July 19, 2018, to ensure the optimal management of complex and high-profile student-sponsored events, the office of Student Life & Leadership, in collaboration with Associated Students, Risk Management, Public Safety, Enrollment Services and the Alumni Association, will develop a revised student-sponsored event policy, including an application and permitting process, as demonstrated by the approval of the new policy by the Office of the Vice President for Student Affairs.

Action	Key Person(s)	Complete By
Revise and develop student sponsored event policy and procedures	Randy Timm Caryl Montero Adams Robyn Adams Christina Brown Jessica Rentto Josh Mays Antionette Marbray Christy Samarkos Stephanie Dathe	May 21, 2018
Update language to permitting and application process	Caryl Montero-Adams	May 21, 2018
Host student Focus Group to discuss suggested revised event policy and procedures	Randy Timm Caryl Montero-Adams	June 8, 2018
Host Partner & Staff Focus Group to discuss suggested revised event policy and procedures	Randy Timm Caryl Montero-Adams	June 8, 2018

<p>Review revisions with General Counsel, Cathie Barrad</p>	<p>Randy Timm Antionette Marbray Jessica Rentto Christy Samarkos</p>	<p>June 27, 2018</p>
<p>Final review with Campus Stakeholders</p>	<p>Josh Mays Jessica Rento Christina Brown Christy Samarkos Randy Timm Kara Bauer</p>	<p>July 2, 2018</p>
<p>Submit Revised Suggested Policy to Office of the Vice President for Student Affairs</p>	<p>Randy Timm Christina Brown Christy Samarkos Josh Mays Jessica Rentto</p>	<p>July 19, 2018</p>

SDSU Division of Student Affairs

Action Plan for SMART Goal #23 – Christy Samarkos

By February 15, 2019, to simplify and enhance the student club and organization recognition process, the office of Student Life & Leadership, in collaboration with Associated Students, Center for Intercultural Relations and the Assistant Deans for Student Affairs, will revise the student club and organization recognition policy, including the process and procedures, as demonstrated by the approval of the new policy by the Office of the Vice President for Student Affairs.

Action	Key Person(s)	Complete By
Convene a Planning Meeting to Review the Current Structure, Policy and Executive Order	Randy Timm Caryl Montero-Adams Carlos Careaga Nick Wohlman	May 16, 2018
Meet with Campus Partners to Discuss Education Strategies and Best Practices	Randy Timm Caryl Montero-Adams Nick Wohlman Carlos Careaga Lanie Lockwood Asha' Jones Kristen Ross Kim Malinowski Nancy Demich Stephanie Dathe	June 29, 2018
Convene a Planning Meeting to Review and Discuss Required Recognition Education Processes	Randy Timm Caryl Montero-Adams Nick Wohlman Carlos Careaga Lanie Lockwood	June 29, 2018
Complete Report of Suggested Recommendation and Findings	Caryl Montero-Adams Robyn Adams	July 1, 2018

Meeting to Generate Suggested Process for 2019-2020 Recognition	Randy Timm Caryl Montero-Adams Nick Wohlman Lanie Lockwood Robyn Adams Asha' Jones	July 13, 2018
First Draft of Suggested Changes	Caryl Montero-Adams Robyn Adams	August 1, 2018
Final Draft of Suggested Changes To VPSA	Randy Timm Caryl Montero-Adams Robyn Adams	August 17, 2018
Complete Student Focus Group	Caryl Montero-Adams	September 18, 2018
Feedback from VPSA	Randy Timm Christy Samarkos	October 1, 2018
Convene Meeting to Review Feedback	Randy Timm Caryl Montero-Adams Kristen Ross Kim Malinowski Nancy Demich Carlos Careaga Stephanie Dathe Lanie Lockwood Asha Jones	November 1, 2018

<p>Meet to Discuss Possible Implementation Cycle for 2019-2020</p>	<p>Randy Timm Caryl Montero-Adams Nick Wohlman Kristen Ross Kim Malinowski Nancy Demich Carlos Careaga Stephanie Dathe Lanie Lockwood Asha Jones</p>	<p>December 1, 2018</p>
<p>Present Completed Plan to Office of the Vice President for Student Affairs</p>	<p>Randy Timm</p>	<p>February 15, 2019</p>

SDSU Division of Student Affairs

Action Plan for SMART Goal #24 – Tony Chung

By October 12, 2018, to enhance the awarding of scholarships to students and stewarding of donors, the Office of Financial Aid and Scholarships (OFAS), in collaboration with Technology Services for Student Affairs, and University Relations and Development, will identify and implement a new Scholarship Management System, as demonstrated by the full migration of all scholarships to the new system and automation of scholarship matching and reporting.

Action	Key Person(s)	Complete By
Product research	Rose Pasenelli Kyle Farace Catherine Terrones	May 1, 2018
Select implementation workgroup	Rose Pasenelli Kris Shewmaker Chip Pierce Catherine Terrones	May 10, 2018
IT security assessment	Kyle Farace Michael Murashkovskiy	May 14, 2018
Product selection	Rose Pasenelli Catherine Terrones	May 19, 2018
Retain vendor	Rose Pasenelli Rodolfo Badilla Tony Chung Catherine Terrones	May 22, 2018
Conduct site visit to CSU San Marcos	Rose Pasenelli Kris Shewmaker Chip Pierce Kari Hooker Jon Jacob Catherine Terrones Jeff Luko	June 12, 2018

<p>Welcome Call- AcademicWorks</p>	<p>Rose Pasenelli Kyle Farace Kris Shewmaker Chip Pierce Kari Hooker Jon Jacob Catherine Terrones Jeff Luko</p>	<p>June 19, 2018</p>
<p>Develop project timeline/milestones to convert and implement AcademicWorks</p>	<p>Rose Pasenelli Kris Shewmaker Chip Pierce Kyle Farace Kari Hooker Jon Jacob Catherine Terrones Jeff Luko</p>	<p>June 22, 2018</p>
<p>Develop a campus communication plan and communication materials that will be used to inform students of the new scholarship application processes.</p>	<p>Rose Pasenelli Kris Shewmaker Chip Pierce Kari Hooker Jon Jacob Catherine Snapp</p>	<p>June 29, 2018</p>
<p>Collaborate with University Relations and Development to facilitate outreach and training to university departments and colleges with regards to the new scholarship management system</p>	<p>Rose Pasenelli Kris Shewmaker Chip Pierce Kari Hooker Catherine Terrones Catherine Snapp</p>	<p>July 1, 2018</p>
<p>Finalize list of required data elements from OFAS systems needed to administer and award scholarships in new system</p>	<p>Rose Pasenelli Kris Shewmaker Chip Pierce Kyle Farace Kari Hooker Jon Jacob</p>	<p>July 16, 2018</p>
<p>Map the systems processes to track scholarships applications within AcademicWorks and the OFAS RIX system</p>	<p>Rose Pasenelli Kris Shewmaker Chip Pierce Kyle Farace Kari Hooker Jon Jacob</p>	<p>July 16, 2018</p>

Develop interface (batch files) to import student data from OFSAS RIX into Academic Works and export Scholarship data from Academic works into RIX	Rose Pasenelli Kris Shewmaker Chip Pierce Kyle Farace Kari Hooker Jon Jacob	July 30, 2018
Document new processes and procedures being utilized	Rose Pasenelli Kris Shewmaker Chip Pierce Kyle Farace Kari Hooker Jon Jacob	July 30, 2018
Implement student communication plan	Rose Pasenelli Kris Shewmaker Kari Hooker Catherine Snapp	August 6, 2018
Complete the import of all scholarship accounts and requirements from SS6i system to AcademicWorks	Rose Pasenelli Kris Shewmaker Chip Pierce Kyle Farace Kari Hooker Jon Jacob	August 13, 2018
Go live with AcademicWorks	Rose Pasenelli Kris Shewmaker Chip Pierce Kari Hooker Jon Jacob	October 12, 2018
Provide assessment report to the Office of the Vice President for Student Affairs	Rose Pasenelli Kris Shewmaker Chip Pierce Kari Hooker Jon Jacob	October 12, 2018

SDSU Division of Student Affairs

Action Plan for SMART Goal #25 – Tony Chung

By June 30, 2019, to unify and enhance the management of the Division of Student Affairs’ online presence, the Office of Student Affairs Communications Services, in collaboration with the university’s Marketing and Communications, and Enterprise Technology Services, will engage with third-party consulting firms to develop and execute a content and website migration plan, as demonstrated by the migration of all high-touch Student Affairs website properties to the university’s Content Management System (OU Campus).

Action	Key Person(s)	Complete By
Confirm with university partners who will assist with project	Catherine Snapp Tony Chung Chris Xanthos Christine Hutchins	June 1, 2018
Retain vendors to assist with the development and execution of a content and website migration plan	Catherine Snapp Rodolfo Badilla Tony Chung	July 1, 2018
Meeting with stakeholders (Executive Leadership)	Vendor Catherine Snapp Eric Rivera Tony Chung Andrea Dooley Antionette Marbray Christy Samarkos	July 31, 2018
Meeting with stakeholders (Workgroup)	Vendor Catherine Snapp Miriam Castañón Stephanie Galia Michelle Guerra Noah Hansen Darrell Hess Rose Pasenelli James Tarbox Randy Timm	July 31, 2018

Strategic communications strategy planning and development	Vendor Catherine Snapp Eric Rivera Tony Chung Andrea Dooley Antionette Marbray Christy Samarkos	September 28, 2018
Deliver comprehensive communication and implementation plan to VPSA	Catherine Snapp Tony Chung	December 1, 2018
Content infrastructure development	Vendor Catherine Snapp Candy Carson Mat Whitney	December 1, 2018
Template design	Vendor Catherine Snapp Candy Carson Mat Whitney	January 1, 2019
Content migration to OU (phase 1)	Vendor Catherine Snapp Candy Carson Mat Whitney	June 1, 2019
Content migration to OU (phase 2)	Vendor Catherine Snapp Candy Carson Mat Whitney	June 30, 2019

SDSU Division of Student Affairs

Action Plan for SMART Goal #26 – Christy Samarkos

By May 1, 2019, to ensure the optimal management of the approved revisions to the event permitting and application policy, the Office of Student Life & Leadership, in collaboration with Associated Students, the Office of Student Affairs Communication Services, and Student Affairs Technology Services, will complete an implementation plan including communication/marketing, training, and revisions to the event application system (EAS), as demonstrated by the revised EAS system going live.

Action	Key Person(s)	Complete By
Publish the Event Permitting policy and the effective date (Fall 2019) in the Student Organization Handbook	Caryl Montero-Adams	August 1, 2018
Convene a meeting with key stakeholders to review the approved Event Permitting policy and discuss policy implementation, communication and training	Randy Timm Caryl Montero-Adams Christina Brown Catherine Snapp Stephanie Dathe Jessica Rentto Nancy Demich Ahn Tran Kristen Ross Kimberly Malinowski	August 3, 2018
Convene an initial meeting with Technology Services to discuss the development or revisions for the Event Application System	Caryl Montero-Adams Kyle Farace Stephanie Daithe	August 3, 2018

Convene a meeting with student stakeholders to review the approved Event Permitting policy and discuss implementation of the policy	Randy Timm Caryl Montero-Adams	September 7, 2018
Convene one-on-one meetings with key stakeholders to develop the EAS questions for the Tiers Assessment	Caryl Montero-Adams Nancy Demich Ahn Tran Kristen Ross Kimberly Malinowski Stephanie Dathe	September 17, 2018
Develop an implementation, communication, and training plan, utilizing feedback from the initial stakeholder/student meetings	Randy Timm Caryl Montero-Adams	November 1, 2018
Convene focus groups with key campus stakeholders to review the implementation, communication, and training plan	Randy Timm Caryl Montero-Adams	November 21, 2018
Convene focus groups with student leaders to review the implementation, communication, and training plan	Randy Timm Caryl Montero-Adams	November 21, 2018
Submit a finalized implementation, communication, and training plan to the Office of the Vice President for Student Affairs	Randy Timm Caryl Montero-Adams	December 3, 2018
The updated Event Application System would enter a test environment to be tested by SLL, Union Programs & Services and Center for Intercultural Relations staff	Kyle Farace Caryl Montero-Adams Stephanie Daithe Asha' Jones	December 14, 2018

<p>Activate implementation, communication, and training plan</p>	<p>Randy Timm Caryl Montero-Adams</p>	<p>February 1, 2019</p>
<p>The Event Application System enters production, which will be utilized by select student organizations during the Spring 2018 term</p>	<p>Kyle Farace Randy Timm Caryl Montero-Adams Stephanie Dathe Jessica Rentto Nancy Demich Ahn Tran Kristen Ross Kimberly Malinowski</p>	<p>February 1, 2019</p>
<p>Review and edit the Event Application System and the corresponding implementation, communication, and training plan with key stakeholders and student leaders</p>	<p>Randy Timm Caryl Montero-Adams</p>	<p>April 1, 2019</p>
<p>The Event Application System, along with the corresponding implementation, communication, and training plan goes live</p>	<p>Randy Timm Caryl Montero-Adams</p>	<p>May 1, 2019</p>