S&A Annual Financial Report Questionnaire

1. Please provide an explanation of how the program plans to spend the budget in each line item of the Annual Financial Report. Items that are vague, such as "contract services" should be clearly explained. Please include an explanation of increases or decreases from the previous year's expenses. Our S&A account for grants is solely used to fund students that the OUR grants committee has decided to award. There are no other expenses that come out of that budget. For SOURCE, since the whole event is geared towards students, that budget is broken down into different items and services we will need for the event such as catering, surc rentals, awards, etc.

2. What was your fund balance at the end of the year? If positive or negative, please provide a detail explanation. We had a positive fund balance in each of our S&A accounts at the end of the year. For grants, we had leftover money since our funding requests from grant applications did not exceed the amount we receive from S&A. We are working to reach more students so we will have more grant applications from a more diverse list of disciplines. For SOURCE, this budget had been in the red for many years prior, so as our first year as Program Coordinator and Director, we worked hard to cut the budget extensively to make sure SOURCE would remain a sustainable event for years to come.

3. Have alternative (non-S&A Fee) funding sources been pursued to the fullest possible extent? If yes, please elaborate. Please list all funding received for this program and the source(s) of the funding. We receive state funds for our position salaries and our office budget and are pursuing foundation funds to help with more grant programs and to help pay our alumni keynote speakers for SOURCE.

4. Are there any long-term obligations or contracts associated with this funding request? No

5. Does your program provide employment opportunities for students? Please explain the nature of student employment within your unit, including total FTE and number of students employed. No (Our GA is funded by Graduate Studies)

6. How many students utilize the services and activities provided by your program? Describe how statistics are obtained and provide demographics as applicable. This last Fall, 26 students applied for research/travel grants from the OUR. 18 were from COTS, 4 were from CEPS, and 4 were from CAH. These are the grant applications that were funded and the discipline the students were from: 1 psychology, 3 Environmental studies, 1 family and consumer sciences, 3 elementary education, 2 biochemistry, 2 physics, 1 anthropology, 2 molecular and cell biology, 1 math, and 1 actuarial science. SOURCE 2019 had over 600 student presenters from all across campus. We awarded 30 students for excellent presentations, and had 30 student volunteers working at the event.

7. How do you asses the effectiveness of the services and activities you provide to students? Is student input collected and used in this process? Yes, we collect feedback before and after SOURCE and before and after grants. We are working to better serve all students, rather than just those in the sciences. We are always looking for suggestions to continue improvement on SOURCE, which is going into its 25th year.

8. Does your program have an advisory committee? If so, in what capacity is it involved in your budgeting process? We have a SOURCE committee, that primarily helps plan different aspects of the event, and informs their faculty and students to help increase participation. They are not involved with the budgeting process, but we review the budget with them every year.

9. What would be the impact to students if this program's funding were increased by 15-20%? We would not be able to fund as many grant applications as we normally do, possibly preventing students from going into a research project or travelling to present their work at conferences. What would be the impact to students if this program's funding were decreased by 15-20%? We would be able to create more categories of grants, to better serve students across colleges and disciplines, since we are trying not to only fund students from the sciences. We would also be able to increase grant award amounts to provide more aid to students who need the funding.

10. What are your program goals or learning/operational objectives? How are you assessing the effectiveness of your program in achieving those targets?

The mission of SOURCE is to provide a university-wide forum for CWU students representing all disciplines, and experience levels, to present their mentored research, scholarship, and creative works in a juried environment and meeting professional expectations.

Accomplishing this mission will foster best-practice-teaching and mentoring, promote the significance and relevance of research, scholarship and creative works, engage a range of CWU stakeholders in distinguishing aspects of CWU's educational environment, and enhance the professional skills of students.

SOURCE engages CWU students from the full spectrum of disciplines in a sharing of research, scholarship and creative works, contributes to a vibrant intellectual atmosphere, and exemplifies CWU's commitment to engaged and lifelong learning. SOURCE uniquely delivers key learning outcomes and contributes to the achievement of many aspects of CWU's vision and mission

Goals:

- Offering students a professional presentation forum in order to sharpen presentation skills and communicate professional standards.
- Educate the University, Town, and Region about the resources and work available through CWU.
- Celebrate the depth and diversity of scholarly inquiry and creative expression at CWU.
- Attract the attention of employers to the excellence of CWU students.
- Recognize the significance of Undergraduate research.
- Recognize the excellence of Graduate research.
- Elevate student accomplishment.
- Recognize works of creative expression as valuable research activities with cultural significance alongside more traditional research.
- Draw connections between academic endeavor and business and industry.
- Allow an opportunity for further development of mentoring relationships and skills.
- Allow an opportunity for further development of collaborative relationships and skills.
- SOURCE promotes students' professional development by providing them with a forum to present their work in accordance with rigorous professional expectations and to have these presentations evaluated by an expert in that academic field.

- SOURCE promotes excellence in pedagogy through providing an opportunity for faculty members to mentor students through all of the steps involved in presenting their work to the community: creating a research idea, designing and conducting research, developing a delivering a presentation.
- SOURCE creates a sense of excitement about scholarship and promotes life-long learning by encouraging people from within and outside the University to attend students' presentations and learn about current developments across multiple academic disciplines.
- SOURCE promotes a sense of community and inclusivity by encouraging students from all academic disciplines to participate and by recognizing that while facilitating students' professional development is our priority, presentations by CWU faculty and staff are welcome.

Learning Outcomes:

Students presenting at SOURCE will:

- Prepare written abstracts briefly describing original work
- Effectively use the rhetoric of their disciplines
- Clearly communicate complex ideas to their peers
- Effectively use technology as a tool for organizing, representing and communicating information
- Meet deadlines, schedules and expectations associated with participating in a professional conference
- Exhibit confidence and poise in making presentations to an audience
- Respond appropriately to critiques of, questions about, and feedback on their work
- Value the process of presenting their ideas and work to peers
- Demonstrate the ability to engage in lifelong learning

Non-presenting students attending SOURCE sessions will:

- Be exposed to and engage in understanding disciplines and topics that are not parts of their standard curriculum
- Communicate understanding of new ideas resulting from attendance/participation in SOURCE sessions
- Recognize the broad scope and accessibility of meaningful research and creative activity
- Value the process of generating new understanding through research and creative activity
- Formulate meaningful questions for and critiques of the work of their peers
- Exhibit appropriate behavior in the context of a professional conference