Services & Activities Fee Annual Program Review

Program Name: Scheduling Center
Program Manager: Cherie Wilson
Fiscal Year: FY2024

1. In what ways does your program support CWU students? Please be specific, yet concise.

   > University Scheduling provides room scheduling and resource management for all non-academic meetings and events occurring on campus both in Academic facilities and in the SURC. Our facilities are available for use by CWU recognized student organizations and departments as well as the general public. University Scheduling also enforces the Facilities Use Policy and Procedure for the university making sure space is used properly by all entities.

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

   > Student Union strives to provide a community centered gathering place with exceptional programs, services, and facilities to encourage formal and informal student learning and leadership growth. We are assessing the effectiveness of our programs through usage, space and resource reports of the facilities. We also conduct quarterly surveys with our student staff for data informed practices.

3. What is the overall purpose of your program and what service(s) does your program provide?
   a. Are there overlaps or intersections with other university programs who have a similar purpose or service?

   > The purpose of our program is to provide a one stop shop for student clubs/organizations, departments, and off-campus groups to schedule space and resources as seamlessly as possible in both the SURC and Academic facilities. No other university programs offer similar purpose or service.

4. How does your program align with the purpose of S&A funding? "*Supporting cocurricular and extracurricular activities and programs participated in by students in the furtherance of their education.*"

   > We support cocurricular and extracurricular activities and programs within the SURC and academic space; offer student employment opportunities to further enhance the student's education and support their financial needs; generate additional revenue within the Student Union to help supplement the costs of student fees.

5. How does your program support CWU's mission and goals? (https://www.cwu.edu/mission/)

> We support CWU's mission and goals by providing opportunities for creative expression through the events we support; provide learning and development opportunities for our student employees that extend outside of the classroom; through strategic planning, we promote effective stewardship of our student fees; offer leadership opportunities through our student employment.

6. Please provide detailed information regarding who utilizes your program? (*Students, faculty, staff, community? Specific demographic information? Class standing, gender, ethnicity, transfer, campus location, etc*.)

> We support all Student Clubs, Faculty, Staff and the Community. This includes all demographics.

7. How many unique CWU students utilize your program or services?
   a. How do you gather these metrics?
   b. If you do not, what is preventing you from getting that data and how are you determining usage by CWU students?

> We gather data through door counters at building entrances and through S&A usage but not by individual usage. Many of the students attending programs on campus are counted by those program areas hosting the event. Last year Scheduling schedules 7,567 events for S&A funded areas.

8. Are there any current vacant positions in your program?

> None.

9. Given the budget reductions taking place and continuing for the remainder of the funding cycle, please tell us what specific impacts those reductions have had on your program compared to what was originally planned and including in your initial base funding request.

> This last year we reduced a full-time staff position to a half-time staff position to help with budget reductions. This budget employees 1 student and very little goods and services.

10. Are there any circumstances or challenges that are currently impacting your ability to use your base funding allocation this year?

> None.

11. What growth or increases would you like to see in your program in the future?

> With our current budget situation, we are just focusing on sustaining our current services.