The information was collected during FY 2007-2008 using pre- and post-surveys which were completed by student organization leaders at the USAC Leadership Retreat and collected by the Office of Multicultural Student Affairs staff. USAC Leadership Retreat pre- and post-surveys provide quantitative and qualitative data that measures the effectiveness of the leadership retreat in student organizations. Effectiveness of the leadership retreat is determined by evaluating students’ pre- and post- responses to questions pertaining to budgets, proposal writing, and resume & task management. A pre-survey measured participant’s self-assessment of their understanding in these areas. A post-survey qualitatively measured participants’ retention of information upon completion of program. A total of 57 participants completed pre-surveys prior and a total of 60 completed the post-survey upon completion of the leadership retreat. In general, the leadership retreat improved students’ understanding of budgeting issues, proposal writing, and resumes & task management. Groups that will receive reports from this assessment include USAC Coordinator, Student Organizations, and Representatives; the Office of Multicultural Student Affairs, and Student Affairs Office. Actions to be taken by MSA as a result of this assessment consist of continuing the USAC Leadership Retreat, re-evaluate presentation and workshops to fit needs of veteran student organization leaders, re-evaluate pre- and post-survey instruments to collect more reliable data, and review the data collection process. Currently, no changes have been made after assessment; staff will review assessment and action plan during summer retreat to incorporate initiatives for next planning cycle.

VPSA Log# \\
Date \\

Assessment Review/Update Form for Student Affairs 
(Complete after assessment)

<table>
<thead>
<tr>
<th>Department:</th>
<th>Office of Multicultural Student Affairs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment Title:</td>
<td>Underrepresented Student Advisory Council (USAC) Leadership Retreat</td>
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**Response Rate:** Identify demographics of respondents; include the number mailed or interviewed and the number completed.

57 participants completed pre-survey and 60 completed the post-surveys at the Fall 2008 USAC Leadership Retreat; participants are members of Texas State student organizations; classifications varied from freshman to senior level; all participants must be in good standing with Texas State University.
Summary of Findings: Attach executive summary, table and figures, if applicable. What did you learn?

Budgeting

Question 1
Pre- and Post-survey responses reflect that students perceived themselves as gaining a better understanding of budget issues after participating in the retreat. Self-assessments in the pre-survey indicate that the total participant group possessed a poor (1.7%), fair (3.7%), average (26.3%), good (33.3%), and excellent (15.8%) understanding of budget issues. Post-survey reflect an increase in this self-assessment of participants as having poor (0%), fair (5%), average (16%), good (55%), and excellent (23%) understanding of budget issues. Qualitative written responses demonstrate participants were able to recall funding sources, proposal preparation and deadlines acquisition, balancing an accurate budget, and communication as important examples of budget related issues.

Question 2
95% of participants stated as having an understanding of the effects of an overdrawn account prior their participation in the retreat. After participating in the retreat, 86.7% of students reported as having an understanding of the effects of an overdrawn account; a decrease in students’ self-assessment.

Question 3
Prior to attending the retreat, 61.4% of participants reported not handling a budget for a student organization. In general, the post-survey responses demonstrate that participants gained a greater understanding of the effects of an overdrawn student organization account which included late charges and fees, ineligibility for funds in future, negative impact on organization, and insufficient use of funds.

Proposal Writing

Question 4
40.4% of participants reported having knowledge of proposal writing prior to attending the USAC Leadership Retreat. Of the total participants, participants self-assessed their understanding as poor (10.5%), fair (12.3%), average (28.1%), good (24.6%), and excellent (1.8%); 22.8 % of the group did not respond to the questions. Post-survey written responses highlight purpose, mission, and objective; program budget; a diversity and/or education component; target audience; proper grammar and professionalism in writing proposal, and support for Texas State mission should be included in a good proposal.

Resume & Task Management

Question 5
Prior to participation in the USAC Leadership Retreat, 89.5% of participants responded having written a resume before. An assessment of the post-survey written responses specifies that participants understood what is to be included in a good resume such as personality; an organized and clean format; statements of objective, skills, qualifications, and experience; cover letter; and action words and assertiveness.

Question 6
Participants self-assessed their ability to delegate tasks to others as poor (0%), fair (1.8%), average (33.3%), good (40.4%), and excellent (21.1%) prior to their participation in the USAC Leadership Retreat. After participation, post-survey written responses provided by participants indicate that most highlighted examples of an effective task delegation were assessing ability of group in order to properly delegate specific responsibility; sharing responsibility; prioritizing and organizing tasks; time management; and balancing personal and organization responsibilities.

Question 7
Participants rated their own ability to multitask as poor (0%), fair (0%), average (12.3%), good (63.2%), and excellent (21.1%) prior to their participation in the USAC Leadership Retreat. After participating in the retreats participants generally indicate that organizing and prioritizing tasks; time management; proper planning; joining personal and organization tasks; communication; and scheduling are examples of effective ways to multitask.
**Distribution**: List groups that will receive reports (oral or written) from this assessment.

USAC Student Organization  
USAC Coordinators  
Office of Multicultural Student Affairs  
Student Affairs

**Recommendations/Action Plan**: Describe specific actions or programmatic changes you will make resulting from this assessment.

Actions to be taken by MSA as a result of this assessment consist of continuing the USAC Leadership Retreat, re-evaluate presentation and workshops to fit needs of veteran student organization leaders, re-evaluating pre- and post-survey instruments to collect more reliable data, and review the data collection process.

**Changes made after assessment (Fall, Spring or Summer):**

Currently, no changes have been made after assessment; staff will review assessment and action plan during summer retreat to incorporate initiatives for next planning cycle.

Return completed form to Susan Thompson, Research Associate in the VPSA Office, 980 J.C. Kellam, before the end of the semester in which the assessment was conducted.