

The Underground Coffeehouse

**A § Office of Assessment
Structure & Program Advisory Committee**



**The AS Assessment Process
2012 Board Recommendations**

- Monday Trivia Night
- Tuesday Open Mic Night
- Wednesday Weekly Series
- Thursday ASIO Night

Strategic Recommendations

- 1. Change the Underground coffeehouse statement of purpose to reflect the current trajectory of the office's programming.**

This change is an alteration from the old mission statement in its curt language and its clarity, as well as emphasizing the program's dedication to civic concerns and individual expression. The revised statement is as follows:

The Underground Coffeehouse 350, including night, open mic night, music open mic night, regional, and AS talent night in addition to a variety of other events, strengthens the connection to the West Coast community. The Coffeehouse serves as a venue for creative expression and engagement.

The specificity of this mission statement has been discussed as an issue, but given the success of the aforementioned programming changes, it seems likely that this statement will prove to be representative in the coming years, and informative to those unaware with the programming in the venue.

2. Advise the creation and Implementation of better means of evaluations, assessment, and standardization of practices.

The office should seek to standardize assessment priorities, categories, and practices for better comparison from year to year in order to identify areas for improvement in the future. These policies are to be managed internally by the AS Productions Assistant Director for Marketing and Assessment, with the outside consultation of the AS Office of Assessment.

3. Recommend that steps be taken to improve the overall attendance and reputation of Underground Coffeehouse Trivia Nights.

The office coordinator, the ASP Marketing Coordinator for Arts and Entertainment, and the ASP Assistant Director for Marketing and Assessment should evaluate the best format of trivia night format to increase the attendee satisfaction and retention. The office should provide themed trivia nights and/or themed trivia rounds for every trivia night— evaluate which is more successful in terms of satisfaction and attention, and use these results to cater to the tastes of the students regularly served—as well as reaching out to those underserved. Students not currently reached ought to be the focus of marketing campaigns.

Staff ought to develop means of host preparation and recruitment in order to increase host-attendee engagement and excitement, which will create a stable audience for this important AS-affiliated location.

An awareness of assessment pertaining to these stated changes will identify and ensure improvements in the short- and long-term.