

2013-2014 Programming Procedural Standards

Following the original launch of the AS Program Saturation Project In July of 2012, Intensive work with the Environmental and Sustainability Programs, the Resource and Outreach Programs, and AS Productions was undertaken to find a well-balanced and easily-implemented solution to systemic over-programming. In an effort to ease the burdens of student employees and make the programming offered by the Associated Students more diverse and manageable, the following are proposed as standards to be Included In 2013-2014 job descriptions for those positions which oversee event programming:

1. *Office of Environmental and Sustainability Programs* will be responsible for all campus quarterly event programming. Each office will have a minimum number of events per quarter. The maximum number of events per office may be factored into the quarterly total.
2. For all other offices, each day/night event programming each count day/night event towards the quarterly total.
3. Offices with specific requirements will instead have event types, (small * dialo

Changes to each ASP, ROP, and ESP job description will be Implemented as part of a limited job description review process to take place during the Winter Quarter of 2013. This process will only affect the portion of each job description governing office event coordination.

Ongoing discussions with additional offices and departments will be coordinated by the AS Office of Assessment throughout the remainder of Fall and Winter Quarters to ensure that AS programming remains accessible, diverse, and manageable.

EXPLANATION OF PROCEDURAL STANDARDS

- I. The *first* standardization mentioned above arose from a propensity for office programmers to over-commit to event facilitation In a way which detracted from other office responsibilities, created an unhealthy workload for themselves and their coworkers, and made AS programming less accessible to students given the sheer number of events per quarter. Often, multiple AS events would fall on the same evening and time, In the end hindering the ability of each office to reach out to students.

Office structures which rely on club or non-employee participation will not be subject to these changes, though it is to be understood that the principles of better schedule coordination and consideration of the wider programming environment are to be issues of discussion between the AS Board of Directors, the AS Office of Assessment, and additional appropriate offices and departments.

II. The *second* standard originated from a long-standing question about the recognition of work which went into a series or multi-night event. This change will allow coordinators to have a clearer idea of the work that goes into a multi-part event or series, and to plan their quarterly events in a way which accommodates their workload.

III. The *third* standard ensures that while the total number of AS office-coordinated events will be more finite, coordinators will have the utmost creative input and flexibility in deciding what events they will share with the Viking community.

A circumstance which has been prevalent in certain AS offices is one in which an office has a *minimum* number of quarterly events listed in job descriptions, without the inclusion of a *maximum*.

At times, offices have felt the need to program all their given specific yearly events as *well as* several of their own creation. This then resulted in a very high number of events being put on by an office during a given quarter or year, which in turn led to decreased AS event attendance due to scheduling conflicts and saturation. Often, AS employees became burdened by the resulting “burn-out” effect which prompted the organization to address these issues.

IV. *Any and all exemptions from these three standards will be determined during the aforementioned job description review process on a case-by-case basis.*

In addition to these changes, the AS Management Council has established a Programmatic Subcommittee which will work with directors of all offices to ensure that their programming is scheduled in a mutually beneficial and balanced way.

***Certain events (including the Vagina Memoirs, the weekly programming of the Underground Coffeehouse) will need to remain as they are currently designated due to unique personnel and budgetary structures.*