

Programming Procedural Standard

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 ensure a well-balanced and easily-implemented standard for each department. In an effort to make the programming offered by the Associated Students stronger, more diverse, and more manageable, the following are proposed as standards to be included in 2013-2014 job descriptions for all appropriate office personnel:

1. *Offices responsible for campus event programming will have a quarterly **minimum** and **maximum** number of events which may be facilitated.**
2. *In order to assure recognition of facilitation workload, **one day/evening's worth** of event programming will be equal to **one event**.*
3. *Offices with specific required events mandated in job descriptions will instead have mandated **event types** (small dialogue, large entertainment, etc.).***

Changes to each ASP, ROP, and ESP job description will be implemented as part of the standard Winter Quarter job description review process. Ongoing discussions with other offices will be coordinated throughout Fall and Winter Quarters to ensure that AS programming remains accessible, diverse, and manageable.

**These minimums and maximums will be totals for which the entire AS office, and not each employee, is responsible. Departmentally, a procedure may be developed by which coordinators can appeal to have an additional event included for a given academic quarter. These procedures, should they be deemed necessary by departmental directors, will be developed by the departmental advisor, director, and the AS Office of Assessment.*

***Certain events (the Vagina Memoirs in particular) will need to remain as they are currently designated due to unique personnel structures.*