

Western Washington University
Associated Students
Administrative Assessment Program (AAP)
Administrative Program Charter
August, 2009

I. Statement of Purpose:

The Administrative Assessment Program (AAP) will assess and evaluate AS Administrative Offices on a annual basis, creating a structured, transparent, and consistent assessment process. The assessments will be used to determine what organizational needs are being met by the administrative offices and to create any necessary recommendations, to the AS Board of Directors, regarding the alteration of any assessed offices.

II. Assessment Process:

- A. This Assessment process will consist of each AS Administrative Office (Business Office, Personnel Office, AS Board, & Student Senate) presenting to the AS Structure and Program Advisory Committee the following:
 - 1. Current mission statement and program outcomes
 - 2. Analysis of structure including staffing and funding levels
 - 3. Summary of service evaluations
 - 4. Recommendations, if any, for improvement and strategic goals for the next year of operation
- B. After AS Administrative Offices have presented, the AS Structure and Program Advisory Committee will provide to the AS Board of Directors their findings and any appropriate recommendations regarding the assessment of said program.

III. AAP Review:

- A. This program will be reviewed annually by the AS Structure and Program Advisory Committee and changes recommended to the AS Board of Directors. The AS Board of Directors approves any changes to the AAP program.