

College Operating Procedures (COP)



Procedure Title: General Regulation for Community Public Service Events
Procedure Number: 03-1603
Originating Department: Provost/Vice President of Academic Affairs

Specific Authority:

Board Policy
Florida Statute
Florida Administrative Code

Procedure Actions: Adopted: 3/27/12

Purpose Statement: The purpose of this Operating Procedure for Community Public Service Events is to provide a process for students, faculty, staff, and administrators to plan and implement community and public service events, and to identify their expected outcomes, assess the extent to which they achieve these outcomes, and provide evidence of improvement based on analysis of results from the community public service within the educational mission as appropriate.

Guidelines:

A Community Public Service Event at the College is an event planned and implemented by authorized College office or personnel, or planned and implemented in significant part and detail by the same with another organization, which pertains to the College's educational mission and whose intended audience includes internal and external community members.

Procedures:

- I. Develop and submit narrative to appropriate administrator for approval of event. This narrative may include: an associated unit plan number, a purpose and/or objective, the intended audience, possible venues and dates, the approximate associated budget, and a general assessment plan. Procedural details include:
 - a. To the extent possible, the narrative should be part of an associated unit plan submitted and approved through established college procedure which includes the enlistment of the College Director of Assessment to assist in the development and implementation of appropriate assessment instrument(s) for the event.
 - b. A budget estimate is submitted and approved as per established College procedure(s).
 - c. Contractual obligations are forwarded to Office of General Counsel for review.

- d. Potential security issues are forwarded to appropriate Campus Public Safety personnel for review.

II. Once event is approved, completion of the following:

- a. Schedule the event with appropriate College office staff or administrator.
- b. Confirm details with Public Safety.
- c. Secure necessary signatures for contracts.
- d. Contact Communications and Marketing to promote and publicize event.

III. Hold event.

IV. Assess the extent to which the event achieves intended outcomes.

- a. Submit assessment results and use of assessment results as part of the related unit-
plan and implement changes for next event.
- b. Submit summary of data and use of results to the Office of Institutional Research,
Planning and Effectiveness.