

## **STUDENT FEES ADVISORY COMMITTEE (SFAC)**

### **FY2010 PROGRAM QUESTIONNAIRE**

INSTRUCTIONS: *Please respond to all questions on a **separate** sheet of paper. Restate the question before providing your response. **Submit 15, three-hole punched copies** to SFAC at the address cited below by 1:00 p.m., on Thursday, January 29, 2009. **An electronic copy of your responses in PDF format should also be sent, by 1:00 p.m., January 29, 2009, to: SFAC Chair in care of the Dean of Students Office at [wmunson@uh.edu](mailto:wmunson@uh.edu).***

1. Please provide a one-page executive summary of your questionnaire responses. This summary should include, in brief terms: your unit's mission, how you accomplish your unit's mission, and a justification of your unit's student fee allocation in terms of benefits for students.
2. Provide an organization chart of your unit. Large units may need to have an overview chart and then more specific charts for each program. Where you have multiple staff in the same position (e.g. counselor, custodian, etc), note this on your chart. Student employees should be cited on the chart and identified as students.
3. List the objectives that you provided with your 2008-2009 SFAC request. Please comment on your success in achieving these objectives. If an objective changed during the year, please note this and explain. Also, list any new objectives, the rationale for the addition, and comment on your success in achieving these objectives.
4. Please discuss the means that you are utilizing to evaluate both your success in achieving the aforementioned objectives and their importance as compared to other objectives that you might pursue. Where data exist, discuss the number of persons served by each of your programs and the satisfaction level of those served. Please provide the method for collecting these data.
5. Please discuss any budget changes from your last (FY2009) SFAC request, their impact on your programs, and your reason for implementing them. SFAC recognizes that some programs did not receive the funds that they requested, that some programs were impacted by additional expenses after the conclusion of the budget cycle, and that some programs may be ahead of or behind their self-generated income projections. In addition, if your unit concluded FY2008 with a Ledger 3 Fund Equity balance, please describe the conditions which caused the fund balance.
6. Please list your 2009-2010 objectives in priority order. Larger units may wish to group your response by subprogram. Under each objective, state the specific programs, activities, and/or services that you plan to implement to meet your objectives.

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7. What are the other possible sources of funding available to your unit and what efforts are being made to access them (e.g. grants, donations, etc.)?
8. Please describe any overlap between your unit and any other unit(s) providing services to students and the rationale for the overlap.

NOTE: *The totality of your responses to these questions should give the members of the committee a good, overall understanding of the role and function of your unit(s). To the extent that your responses do not accomplish this, please revise them accordingly.*

**Please return your hard copy questionnaire responses to:** Chair, SFAC  
% Dean of Students Office  
UC Room #252, DOS 3035

**Please send electronic responses (PDF format) to:** Chair, SFAC  
% Dean of Students Office  
wmunson@uh.edu

12/2008