

Golden West College

NON-INSTRUCTIONAL PROGRAM REVIEW

Spring 2016

Department Name: Student Life and Leadership

Department Contact Information:

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NON-INSTRUCTIONAL PROGRAM REVIEW PROMPT

PROGRAM INFORMATION:

The Office of Student Life and Leadership provides opportunities for student involvement, leadership, and engagement on campus. We promote student learning outside of the classroom through participation in student government, clubs, and opportunities to serve on campus committees and participatory governance. Our primary function is to support the Associated Students on campus; therefore their mission statement has also been included. The mission of the Associated Students of Golden West College is to promote academic excellence, develop communication and leadership skills, encourage participatory governance, and provide all students the opportunity to engage in social activities. We are further committed to providing and promoting a socially diverse, sustainable, and healthy atmosphere in which all are welcome and all are one.

Program Contributions:

The Office of Student Life and Leadership contributes to the campus in a number of ways.

Financial Support: Through the ASGWC annual budget we support the campus through funding services and programs such as Tutoring, Athletics, Fine Arts, etc. For the 2015-2016 fiscal year, ASGWC funded approximately \$170,000 to GWC programs, departments, and special events. ASGWC also makes an annual contribution of \$25,000 to student scholarships.

Participatory Governance: We coordinate for student representation on college and district committees which ensures that students' voices are a part of the decision making process.

Student Engagement: We provide opportunities for student involvement through student government and clubs. This student involvement connects students to the campus and contributes to overall retention and persistence.

Student Learning: We provide opportunities for students to learn leadership skills outside of the classroom. We provide leadership trainings, retreats, and workshops to student government participants. In addition, students are able to practice leadership skills through participation in student government, clubs, and organizations.

College goals (check all that apply):

- Institutional Mission & Effectiveness
- Instructional Programs
- Student Support Services
- Library and Learning Support Services

- Student Engagement
- Student Equity
- Human Resources
- Facilities & Campus Environment
- Technology
- Fiscal Resources
- Planning Processes
- District Collaboration
- Community Relations
- Business, Industry, Governmental Partnerships

External Requirements:

Student eligibility to serve in a leadership capacity within student government is determined by California Education Code 76061. Students must be enrolled in a minimum of 5 units and meet the minimum standards of scholarship as set by the district (2.0 GPA). In addition, student government must hold its meetings in accordance with California open meeting law, the Ralph M. Brown Act, and therefore must post their meeting agendas 72 hours in advance.

REVIEW OF LAST CYCLE PROGRAM REVIEW

Provide assessment of your previous program review initiatives.

No recent Program Reviews could be located for Student Life and Leadership (formerly Student Activities).

SWOT ANALYSIS

Strengths:

The Office of Student Life and Leadership provides opportunities for student learning outside of the classroom through leadership development opportunities. Students learn transferable skills such as communication skills, fiscal management, event planning, time management, advocacy, and other leadership skills. We provide training through retreats, workshops, guest speakers, and hands-on experiences.

Weaknesses:

One area that the program needs to improve is in relation to student clubs and organizations. Student clubs and organizations is one of the primary ways that students get engaged on campus. It is a growing area for our department and deserves greater attention and resources. To date we have had limited staffing and therefore have not been able to focus a great deal of attention on supporting our club officers and advisors. We need to conduct a customer satisfaction and needs

survey for our club officers and advisors. This data will assist us in identifying what additional training, services, or support our clubs and organizations need.

Opportunities

New Staff: The department has many opportunities available. One, the hiring of a new classified position will allow the department to provide more support and individualized attention to students. One area in which we lack is support to clubs and club advisors. More staff will allow the program to dedicate more staffing hours to support this important piece of student engagement. **New Projects:** Another opportunity we have is the district-wide co-curricular transcript program. We are currently working in collaboration with our sister colleges to develop and implement a co-curricular transcript program that will recognize our students for their leadership and involvement through a notation on their transcript. **Student Representation Fee:** Last spring the ASGWC was successful in passing the Student Rep Fee (SRF) through a vote of the student body. The SRF provides student government representatives the means to state their positions and viewpoints before city, county, district, state, and federal government as well as other public agencies on behalf of the student body.

Threats/Challenges

Low Student Engagement: The Community College Survey of Student Engagement (CCSSE) was administered in Spring 2014. Over 40% of students indicated a low sense of belonging on campus and there was evidence of low levels of engagement with co-curricular activities. **Funding:** The Office of Student Life and Leadership is funded 100% by the Associated Students. Their primary source of revenue comes from the student body that pays the College Services Charge. In recent years enrollment has decreased and that has also adversely affected the income of ASGWC which later negatively affects the GWC programs and services that are funded by ASGWC.

PROGRAM DATA AND ANALYSIS

Measures of Scope of Program (Who does your department serve? How many do you serve?)

- Student Number of Students Served: 350 directly- clubs and ASGWC
- Faculty Number of Faculty Served: 16 directly- club advisors
- Staff Number of Staff Served: 4 directly- club advisors
- Managers Number of Managers Served: 2 directly- club advisors

The Office of Student Life and Leadership primarily serves students, however, we do provide services and support to other campus constituents. **Students Directly:** We serve approximately

40-50 student government members each semester. For clubs we serve a minimum of 300 students each semester. We serve hundreds of students during our events and activities on campus. Students Indirectly: We serve every student on campus indirectly through the funding of GWC programs and services such as tutoring, library, athletics, fine arts, transfer center, etc. Faculty, Staff, Managers Directly: We serve 23 club advisors who are faculty, staff, and managers directly through providing resources and support to them in their role as advisors. Faculty, Staff, and Managers Indirectly: We indirectly serve all employees through the funding of GWC programs and services such as tutoring, library, athletics, fine arts, transfer center, etc.

Measures of Effectiveness/Customer Satisfaction?

The Office of Student Life and Leadership does not currently measure customer satisfaction. We are working on a survey for our club advisors to measure satisfaction with the level of support and services the program provides to them. We are looking to administer by the end of the Spring 2016 semester.

- What type of data did you use to measure departmental accomplishments? Provide your analysis of the data

In an effort to increase student engagement on campus, we look at the number of clubs on campus as data that supports this effort. Looking at the data for the past 3 years, we have steadily been increasing the number of clubs on campus from a low of 24 clubs in Fall 2013 to a high of 32 clubs in Fall 2015. An increase in student clubs and organizations on campus increases opportunities for students to connect with their peers, opportunities for student leadership, as well as new campus events and activities.

Measures of Efficiency/Productivity

The program does not currently measure improvements in efficiency and productivity.

Review of Budget/Expenditures

The Office of Student Life and Leadership is fully funded by ASGWC revenue. ASGWC primarily receives its revenue from the College Services Charge, S & B Food Services income, and game room profits. Each spring the ASGWC develops their annual budget for the upcoming year. The cover commitments such as staffing, student center maintenance, food services maintenance, scholarships, etc. first and then distribute funding to student government, clubs, and other GWC departments, programs, and special events. Please see attached for specifics.

PROGRAM PLANNING

Based on your analysis of previous program review and current data/information:

- **What does your program want to accomplish in the next three years?**

Goal #1: Create opportunities for recognition of student leadership, and involvement on campus. Ex—Develop and implement a co-curricular transcript program. Goal #2: Create new opportunities for student involvement and engagement. Ex—Create a community service program in conjunction with the 50th anniversary. Goal #3: Increase student engagement on campus. Ex—increase numbers of students involved in student government and number of clubs.

- **What areas does your program plan to improve?**

Our program plans to improve the services provided to student clubs and organizations.

- **What specific actions will you take to improve upon those areas?**

We will conduct a customer satisfaction and needs survey for clubs. This data will assist us in identifying what additional training, services, or support our clubs and organizations need.

- **How will you assess whether your program has accomplished those goals?**

Goal #1: Successful implementation of a co-curricular transcript program.

Goal #2: Successful implementation of the 50th anniversary community service program.

Goal #3: An increase in the numbers of students involved in student government and the number of clubs.

RESOURCE ALLOCATION

None requested

Program Updates Checklist

- () Department Contact Information is up to date: Department Chairs, full-time faculty, classified
- () Organization Chart: Verify that it is up to date: (q:\college information\org charts) Report necessary changes to the Director of Personnel

Program Manager and VP Review

Complete this section after reviewing all program review information provided. Mgr and VP are to separately indicate the level of concern for the program that exists regarding the following Program Vitality Review (PVR) criteria. Add comments for any item marked with a 1 or 2.

(Scale: 0 – No concern at all, 1 – Some concern, 2 – Serious Concern)

Mgr/VP

- () () a. Significant declines in the quantity and/or quality of services from over multiple years
- () () b. Precipitous decline in participation in the program
- () () c. Significant change in facility and/or availability and cost of required or necessary equipment
- () () d. Scarcity of qualified faculty, staff, or management
- () () e. Incongruence of program mission with current college mission and goals, or state mandates, etc
- () () f. Budgetary issues that warrant significant change in services provided
- () () g. Negative impact on other programs caused by the organization or management of this program
- () () h. Other _____

Signatures, Individual Comments

Department Head:

Date:

Comments:

Vice President:

Date:

Comments:

() No further review necessary

() We recommend this program for Program Vitality Review

Justification:

I have read the preceding report and accept the conclusions as an accurate portrayal of the current status of the program.

(mark (X) as a signature and type names)

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