



STUDENT LIFE AND LEADERSHIP DEVELOPMENT NON-INSTRUCTIONAL ANNUAL PROGRAM REVIEW and PLAN 2012

1. Program Description/Mission:

Program Description:

Student Life and Leadership Development plans and implements social and cultural activities, as well as other developmental programs. Student Life and Leadership includes the Associated Students of Citrus College (ASCC), led by an executive board of 19 student leaders, ten of whom are elected and nine of whom are appointed. ASCC represents the interests of students on College committees and advocates for students at local and state levels as well as administering a campus services budget in excess of \$600,000. Student Life and Leadership also oversees more than 30 campus clubs, as well as a comprehensive student activities program of social, cultural and professional development experiences. The Leadership Academy is a non-credit, workshop-based personal development program. A core combination of leadership and personal development workshops are offered. This office also manages the administration of the Campus Center facility and the student benefits programs. This office provides services to students daily during the day and evening.

Program Mission:

Through participation in programs offered by the Office of Student Life and Leadership Development, students will become better engaged with Citrus College while also formulating basic life skills and confidence to become responsible global citizens.

2. Key functions/goals of this Department/Program:

- Advise the ASCC Executive Board
- Oversee all campus clubs
- Plan and implement a comprehensive calendar of activities for students
- Provide leadership training to students
- Oversee the operations of the Campus Center, including scheduling, event management, and monitoring maintenance needs
- Facilitate the campus center facility and the Student Business Office. This office provides services to students daily during the day and evening.

3. Assessment of Outcomes:

Populate with the existing Unit Outcomes			
<u>Outcome</u>	<u>Assessment</u>	<u>Result</u>	<u>Change</u>
1. We will strive to provide a comprehensive program of social events and educational activities that promote personal growth, cultural awareness and appreciation, and social	Review of yearly calendar of non-club activities sponsored by Student Life and Leadership Development.	Thirty-four (34) unique activities were held over the 8 full months of fall and spring semesters. Activities were coded by nature of the event. Some activities were multi-coded.	Re-evaluate the need for more activities of purely social nature that students may participate in

awareness.		<ul style="list-style-type: none"> • Educational 47% • Diversity/social justice 14% • Community service 35% • Social 29% (11% pure social) 	during short breaks from classes (drop-in/drop-out).
2. Through participation in co-curricular workshops and speakers, students will gain new life skills and/or an increased appreciation for diversity.	Surveys administered at the end of events	<p>One major diversity/social justice event was held each semester. The Fall 2011 event, <i>Illegal Immigration: a humanitarian perspective</i> had 131 in attendance. Sixty nine (69) surveys were completed with 56 (42%) indicating they had gained new knowledge or a greater appreciation for diversity or social justice.</p> <p>Spring 2012, <i>Talkin' Bout My Generation</i> - over 300 in attendance. 137 completed surveys. 111 (81%) reported a new level of appreciation.</p>	Survey results indicated that students desire more social justice speakers. This will be an area of focus for 2012-2013.

4. Recommendations/Next Steps:

	Previous Recommendation	Progress/ Persons Responsible	Status	Est. completion
1	Complete first cycle of Leadership Academy and evaluate effectiveness and needs for revision. Revise as necessary.	The program response, while low, was what we anticipated for a first time out. Through both formal and informal evaluation, we found that our outreach was lacking. From a content-standpoint, students self-reported success with the learning outcomes for each workshop and most found the workshop topics to be beneficial. We will be reevaluating our methods of outreach and information sharing. Fall 2012, I plan to hire a student employee to develop and carry out marketing plans and communication with participants. Supervisor of Student Life & Leadership Development and Graduate Interns	Completed	
2	Complete design and administration of survey in preparation for comprehensive program review for Student Affairs programs.	Not Started Supervisor of Student Life & Leadership Development and Dean of Students	Not Started	September 2012
3	Write curriculum for Leadership lab courses for current ASCC board members (LEAD 104, 105, 106, 107, 108, 109)	Not Started Supervisor of Student Life & Leadership Development	Not Started	August 2012 for submission at first Technical Review for 2012-2013
4	Partner with the Student Health Center to provide routine, ongoing mental health/physical wellness workshops & activities for students.	Worked with the health center to provide several mental health workshops as well as one on obesity. Because of the value of such workshops, we will continue this partnership.	Completed	

		Supervisor of Student Life and College Nurse		
5	Coordinate and cooperate with facilities staff to begin planning processes for Campus Center renovation, including the coordination of the Asbestos Abatement/Carpet installation over the winter break.	The Asbestos Abatement project and new Campus Center furnishings were completed. Although we had very preliminary discussions with the architects and engineers regarding the Campus Center renovation, the project is on a timeline affected by many other factors and appears to be put on hold at this point. Supervisor of Student Life & Leadership Development, Dean of Students and Office of Student Life's Administrative Clerk	Partially Completed	
6	Provide one speaker/event each semester which focuses on social justice issues.	In the Fall semester we hosted a filmmaker who spoke about illegal immigration. In attendance were 131 students, staff and community members. During the Spring 2012 semester, we hosted 382 students for a theatrical presentation, <i>Talkin' Bout My Generation</i> , about diversity issues faced by today's students. Supervisor of Student Life & Leadership Development and Office of Student Life's Administrative Clerk	Completed	

	New Recommendation	Progress/Person(s) Responsible	Status	Est. completion
1	Complete curriculum development for LEAD lab courses 104-109 for submission to Curriculum Committee. CCSP 1.1	Student Activities Supervisor	Not started	December 2012
2	Design and administer survey in preparation for comprehensive program review for Student Life programs. CCSP 5.1 & 5.2	Student Activities Supervisor and Dean of Students	Not started	June 2013
3	Revise internship program in OSL to meet new Board Policies and campus procedures with regards to short term and volunteer employees. CCSP 3.1.6	Student Activities Supervisor and Dean of Students	In progress	December 2012
4	Complete department procedures manual. CCSP 3.1.3	Student Activities Supervisor and Volunteer Interns	In progress	February 2013
5	Develop a partnership with Language Arts faculty to bring notable authors to campus. CCSP 2.2	Student Activities Supervisor	New	January 2013
6	Develop an online activity request form that will include electronic approvals. CCSP 3.1	Student Activities Supervisor, Student Leadership, and TeCServices Staff	New	April 2013
7	Partner with the Student Health Center to provide routine, ongoing mental health/physical wellness	Student Activities Supervisor, Student Health Center Nurse, and Mental Health Therapist	In progress	June 2013

workshops & activities for students.			
<ul style="list-style-type: none"> • Mental Health • Sexually Transmitted Infections 			
CCSP 2.2			

5. Resources requested:

Office of Student Life and Leadership

Certificated Personnel (FNIC)

Position	Discuss impact on goals / SLOs	Cost	Priority
N/A			

Classified Personnel

Position	Discuss impact on goals / SLOs	Cost	Priority
Program Assistant (100%)	At present the office will be starting the semester with one Classified Supervisor and a handful of student employees. Given the current responsibilities of the Supervisor, it will be impossible to maintain current levels of activity and quality service with just one person. Programs and services will have to be cut.		2

Staff Development (Division)

Item	Discuss impact on goals / SLOs	Cost	Priority
Need training to optimize usage of currently available campus technology.	Given the need to develop electronic methods of approving student activities while also cutting staff, I will need further training in optimizing the usage of Microsoft Outlook and Excel as well as SectorPoint so that I may be constantly updating the student calendar online.		2

Facilities (Facilities)

Describe repairs or modifications needed	Discuss impact on goals / SLOs	Building/ Room	Priority
N/A			

Computers / Software (TeCS)

Item	Discuss impact on goals / SLOs	Cost	Priority
Printer for ICC and Leadership Academy Office	For those programs, it is critical to prepare documents, handouts and fliers for approvals and distribution.	\$200	3

Equipment

Item	Discuss impact on goals / SLOs	Cost	Priority
N/A			

Supplies (Division)

Item	Discuss impact on goals / SLOs	Cost	Priority
N/A			

Appendix A

Non-Club Student Activities for 2011-2012 School Year

(E) = educational; (D) = diversity/social justice; (C)= community service; (S) = social/fun

Date	Event	Details	Type:
August 29 & 30	ASCC Welcome Booth	7:30 am – 7 pm, Campus Center Mall	C, S
September 2, 7 & 16	Club Orientation Sessions		E
September 11	9/11 Remembrance Set Up	8 am – 12 pm, Lawn north of LB Building Moment of Silence/flag lowering @ 9:10am	E, C
September 12	9/11 Remembrance Ceremony/ Veterans' Honor Guard	9:00 am	E, C
September 14 & 15	Club Rush	10:00 am – 2:00 pm, Campus Center Mall	S
September 19 – 23	Huntington Hospital Blood Drive	9:00 am – 3:00 pm, Campus Center Mall	C
October 12	Volunteer Fair	10:00 am – 2:00 pm, Campus Center Mall	C
October 13	SPEAKER: <i>Illegal immigration: a humanitarian perspective</i>	10 :00 – 11:30 am, Campus Center East Wing	D
October 24	United Nations Day Celebration	10:00 am – 2:00 pm, Campus Center Mall	D, E
November 1	Dia De Los Muertos (Support for LUSA, HOPE, and LLN)	10:00 am – 2:00 pm, Campus Center Quad	D, E
November 3	Salute to Veterans	11:00 am – 1 pm, on the Campus Center Mall	C, E
November 10	Veteran's Appreciation Breakfast	7:30 - 9am in the Campus Center East Wing (limited guest list)	C, S
November 21 – December 9	Food & Toy Drive Begins	"Operation E.L.F. - Everybody Loves Food" Several activities planned. Donation boxes throughout campus.	C
November 22	ASCC Candidates' Forum	11:30 am, Campus Center West Wing	E
November 31 & December 1	ASCC Elections	9:30 am – 4, Outside Campus Ctr 4 – 8 pm, Inside Campus Center	E
December 5 – 8	Stress Buster Week Nite Owls Late Night Study Sessions	Activities TBA Campus Center Open until 11 pm	S E
December 12 & 13	Nite Owls Late Night Study Sessions	Campus Center open until 11 pm	E
January	Huntington Hospital Blood Drive		C
February 22 & 23	Welcome Back Activities	Activities TBA	C, S
February 29	Black History Month Movie: <i>The Help</i>		E, S
March 7 & 8	Spring Club Rush	10 am – 2 pm, Campus Center Mall	S
March 14	The Leadership Academy Launch Party	3 - 4:30 pm, Campus Center East Wing	E,S
March 15	St. Patrick's Day Celebration	10 am – 2 pm, Café Patio	D,S
March 22	Diversity Program: " <i>Talking 'Bout My Generation</i> "	10:00 am Haugh Performing Arts Center	D, E

March 28 & 29	Cesar Chavez Memorial Blood Drive Challenge	8 am – 7 pm, Campus Center East Wing	C
April 26	“Obesity, Nutrition and Student Wellness”	10:00 am, Center for Innovation 159	E
April 26	“Why Politics Matter” Forum	4:00 pm, Center for Innovation 159	E
April 30 – May 3	22 nd Annual Springfest City of Hope Blood Drive		C
May 29	ASCC Candidates’ Forum	11:30 am, location TBA (Campus Center unavailable)	
June 4 – 7	Stress Buster Week Nite Owls Late Night Study Sessions	Activities TBA Campus Center Open until 11 pm	S E
June 5 & 6	ASCC Elections for Fall 2012		
June 8	ASCC Annual Leadership Dinner		
June 8	ICC End of the Year Party/Awards		S
June 11 & 12	Nite Owls Late Night Study Sessions	Campus Center open until 11 pm	E