



STUDENT LIFE AND LEADERSHIP DEVELOPMENT STUDENT SERVICES ANNUAL PROGRAM REVIEW 2015-2016 AND PLAN 2016-2017

Committee Members:

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1. Program Mission/Description:

Program Mission and Relationship to College Mission:

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

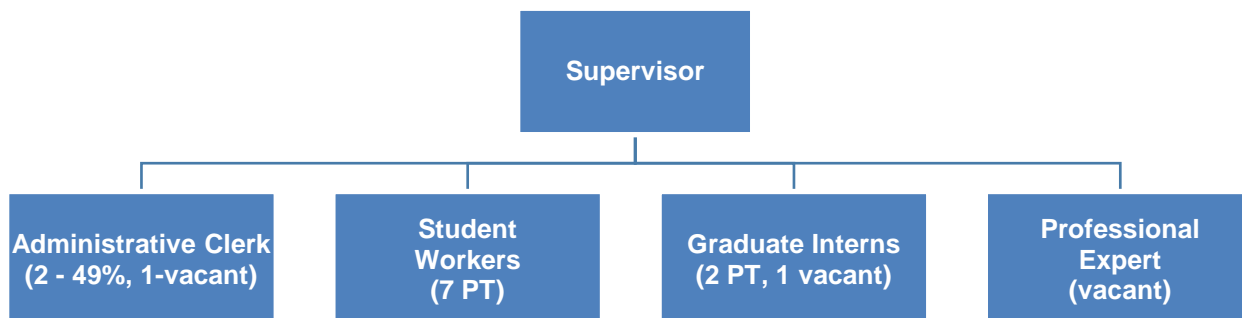
Program Description:

The SLLD program plans and implements social and cultural activities, as well as other personal developmental programs for students. SLLD 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 \$640,000. The SLLD program oversees more than 37 campus clubs, while providing event support and fundraising assistance to other campus programs (Appendix A). A comprehensive student activities program of social, cultural, and professional development experiences are offered (Appendix B). The Leadership Academy, (currently dormant) a noncredit, workshop-based personal development program offers a core combination of leadership and personal development workshops open to all students. SLLD also manages the administration of the Campus Center facility, the student benefits programs, and provides direct services to students during the day and evening hours.

2. Key Functions/Goals:

- Plan and implement a comprehensive calendar of activities for students.
- Oversee all campus clubs: their organization, constitution, advisors, campus procedures, meetings, co-curricular activities, fundraisers, and risk management.
- Advise and plan long term goals/activities with ASCC Executive Board, as well as respond to potential District liability with respect to student activities and Campus Center operations.
- Develop ASCC budget with Executive Board members, as well as approve and monitor ASCC expenditures.
- Facilitate student participation in shared governance.
- Provide individual attention/customer service to ASCC leaders; club leaders and their advisors; and other students requesting information and/or assistance.
- Provide specialized leadership training to student government and campus clubs.
- Organize community service activities for campus, including Volunteer Fair, blood drives, campus clean-ups; and recruitment and support for campus events.
- Monitor and maintain campus posting areas and approve all student life related fliers and posters.
- Administer official program social media accounts on Facebook, Instagram, and Twitter.
- Coordinate and maintain a comprehensive discount/benefits program for members of the Associated Students of Citrus College (ASCC).

Organization Chart



3. Assessment of Outcomes:

Assessment: *How did you assess the outcomes? What method did you use?*

Result: *What was the product or consequence of your assessment?*

Change: *What will you do differently as a result of what you learned from the assessment?*

Prompt: You may also include an analysis of workload/scope of work, and/or additional data (ARCC/Scoreboard and CCSSE surveys) to address this topic. Use existing data and/or document with a survey.

Populate with the existing Unit Outcomes				
	Outcome	Assessment	Result	Change
1	Students, clubs, and campus organizations will experience a higher level of student engagement in campus activities as a result of the implementation of the OrgSync communication tool. Students and employees will also be able to obtain immediate assessment for activities, which will inform users on what types of activities work best for their students. Note: This is a 2015-2016 SLO that is being carried over to the 2016-2017 academic year. CCSP 5.6.2	Track how many students are using the new software and which features they are using as well as develop an evaluation tool for users to complete. Also track how many students are attending various events and learn what the peak times are for attendance.	This data will be assessed at the end of the 2016-2017 academic year.	No changes at this time.

4. Previous Recommendations/Goals:

Prompt: Provide an outline of the previous recommendations. Insert title of person(s) responsible. Status should be Completed or In Progress. If goal is in progress, explain why under status. Indicate completion date by **month/year**.

	Previous Recommendation/ Goals 2015-2016	Person(s) Responsible	Status/ Progress	Completed
1	Upgrade staffing, facilities, and equipment in the Campus Center to provide a program and facility that is compliant and functional, as well as welcoming to students while providing services and social involvement opportunities for student engagement and success. EFMP pg. 358-359	Supervisor, Administrative Clerk, and student employees	In Progress – this goal will be completed with the Campus Center Modernization project beginning in the fall 2016.	December 2016

2	Purchase and begin integration of OrgSync®, an internet-based software program that provides clubs, departmental programs, and other campus organizations the ability to recruit and manage their information and events online including forms. CCSP 2.4.2, 5.1, 5.6.2	Supervisor, Professional Expert, and Administrative Clerk	In Progress – the OrgSync contract has been signed and will be implemented over the summer 2016.	August 2016
3	Create a new branding/marketing identity for the Office of Student Life and ASCC programs. CCSP 5.2, 10.1	Supervisor and Dean of Students	In Progress – this goal is being helped along with the expertise, and assistance of the new Dean of Students.	December 2016

5. New Recommendations/Goals:

Prompt: List new recommendations/goals in order of priority. Indicate estimated completion date by **month/year**. If applicable, reference the Citrus College Strategic Plan (CCSP), CCSP Annual Implementation Plan (AIP) item, and/or the Educational Facilities Master Plan (EFMP) goal, using the following format.

Examples: CCSP 5.3, AIP 5.1.2, and/or EFMP pg. 361

	New Recommendation/ Goals 2016-2017	Person(s) Responsible	Estimated Completion	Budget Priority
1 st	Facilitate a successful transition from the Campus Center to swing space for the Campus Center Modernization project. CCSP 5.5	Dean of Students, Supervisor, Administrative Clerk, Professional Expert, and student employees	December 2016	2
2 nd	Update and revise the Leadership Academy program for students. CCSP 5.3	Supervisor	June 2017	3
3 rd	Develop a series of short monthly talks promoting diversity, equity and/or social justice. CCSP 9.3	Supervisor	June 2017	2
4 th	Fully implement usage of OrgSync program, including transitioning activity approval request process to paperless. CCSP 5.1, 5.6	Supervisor, Administrative Clerk, and Professional Expert	June 2017	2

Program Projections contained in the Educational & Facilities Master Plan 2011-2020	Progress toward completion: (please check one)		
	Completed	In Progress	Not yet begun
Student Life and Leadership Development			
EFMP – 1 Implement a Student Leadership Academy, open to all students, to help develop student leadership skills to create better global citizens.	X		
EFMP – 2 Develop advocacy training programs for students.		X	
EFMP – 3 Establish a central office where students can get connected to volunteer opportunities. <i>Progress depends on the Campus Center renovation project.</i>			X
EFMP – 4 Expand opportunities for students once the Student Center is renovated. <i>Progress depends on the Campus Center renovation project.</i>			X
EFMP – 5 Better utilize technology in the operation and oversight of the office's programs and activities. <i>As technology and program needs change, this goal will continue to be a work-in-progress.</i>		X	

6. Resources Requested:

Prompt: All requests should be linked to new recommendations (above). Include the reference number in the "Discuss impact on goals / SLOs" field below. Use the Link to Planning Key found on the General Budget Guidelines page to complete the Link to Planning column.

Student Life and Leadership Development

Certificated Personnel (FNIC)

Position	Discuss impact on goals/SLOs	Cost	Priority 1,2 or 3	Link to Planning
N/A				

Classified Personnel

Position	Discuss impact on goals/SLOs	Cost	Priority 1,2 or 3	Link to Planning
<p>Re-classify 49% Administrative Clerk I position to 100%</p> <p>Note: In 1984-1985 there were 9,083 unduplicated students versus 19,011 in 2014-2015</p>	<p>Goal: Reclassify the current Administrative Clerk I position from a 49 percent /11 month position to a 100 percent/12 month position.</p> <p>Impact: Provide better programs and services to students. Since at least the mid-1980s this program has had one 49 percent Administrative Clerk I (previously a Clerk Typist I). In that time, the requirements of the position have grown due to a nearly 100 percent increase in student enrollment, and growth in the number of student clubs, coupled with an increased need for data collection and evaluation, alongside providing personal interaction in student development.</p> <p>One 49% Administrative Clerk I does not provide adequate support and coverage for Student Life and Leadership Development, its programs or services. Often the Supervisor must take on clerical tasks instead of providing student support and other administrative tasks.</p> <p>New recommendation #1</p>	<p>Salary \$35,516 Benefits \$8,346 Health \$21,909</p> <hr/> <p>Total: \$66,838</p>	2	EFMP pg. 358-359
<p>Program Assistant – 100% (new)</p>	<p>Goal: Develop and hire a new position of program assistant to focus on the club program: development, organizational management, and advisor recruitment/support. Additional duties would provide support to student government and student activities.</p> <p>Impact: Additional staff will allow for substantive growth in programming quality and quantity as well as provide higher levels of customer service.</p> <p>New recommendation #1</p>	<p>Salary \$33,039 Benefits \$7,061 Health \$21,909</p> <hr/> <p>Total: \$ 62,010</p>	3	EFMP pg. 358-359

Staff Development (Division)

Item	Discuss impact on goals/SLOs	Cost	Priority 1,2 or 3	Link to Planning
OrgSync ® Connect Annual Users Conference	<p>Goal: It will be essential for some permanent staff to attend intensive training beyond that provided by OrgSync's campus implementation team (Training conference in Dallas, Texas – June 2017).</p> <p>Impact: Attending the training will allow for maximum utilization of all features and services being paid for through the subscription while minimizing time spent on a laborious learning curve.</p> <p>New recommendation #4</p>	\$4,500	2	CCSP 5.1, 5.6; AIP 2.4.2, 5.6.2

Facilities (Facilities)

Describe repairs or modifications needed and location	Discuss impact on goals/SLOs	Cost	Priority 1,2 or 3	Link to Planning
Campus Center Upper Level Modernization	<p>Goal: Work with District architects and management to complete plans for the Campus Center renovation project.</p> <p>Impact: The Campus Center usage has outgrown the current infrastructure's capacities and has limited uses due to current floor plans. Accessibility concerns will also be addressed.</p> <p>New recommendation #1</p>	\$4.5M	2	EFMP pg. 426

Computers / Software (TeCS)

Item	Discuss impact on goals/SLOs	Cost	Priority 1,2 or 3	Link to Planning
New Computers (7)	<p>Goal: Replace office computers for professional staff and ASCC's Student Government Office.</p> <p>Impact: Efficiency of workflow and maximized utilization of all features of OrgSync.</p> <p>New recommendation #1</p>	\$8,400	3	Other: Information Technology Master Plan Goal 1B.2
Student Portals	<p>Goal: Activate a system of student portals to create secure, centrally-located spaces for students to connect to Citrus College.</p> <p>Impact: The feasibility of moving Discount ticket sales online hinges on the ability to create a secure area where only students who have paid their student service fees may enter. We are contractually not allowed to sell via an insecure internet page.</p> <p>New recommendation #1</p>	\$-0- direct cost to program, this project is currently being addressed by TeCS	3	EMFP pg. 393 Other: Information Technology Master Plan Goal 1B.2

Equipment

Item	Discuss impact on goals/SLOs	Cost	Priority 1,2 or 3	Link to Planning
Golf Cart	<p>Goal: Purchase a golf cart with cargo capabilities.</p> <p>Impact: Provide support for both the Dean of Students and Student Life and Leadership Development programs and events.</p> <p>New recommendation # 1</p>	\$5,000	3	N/A
Power Tower Universal Charging Station	<p>Goal: Purchase two self-contained, portable rapid charging stations for personal electronics.</p> <p>Impact: Research has shown that keeping students on campus is key to their engagement and success. This is one small way to provide a service to reduce stress as well as their need to leave campus between classes to get forgotten chargers. It supports students who use their phones or tablets in class to take notes or follow along with instructor-posted presentations.</p> <p>New recommendation # 1</p>	\$4,890 plus tax and shipping	3	CCSP 5.2, 8.2

Supplies (Division)

Item	Discuss impact on goals/SLOs	Cost	Priority 1,2 or 3	Link to Planning
N/A				

Appendix A

2015-16 Campus Clubs and Organizations

Active Clubs

1. A.G.S. (Alpha Gamma Sigma)
2. Anime Connection
3. C.B.A. (Citrus Business Assoc.)
4. C.C.F.A. (Citrus College Filmmaker's Association)
5. C.S.N.A. (Citrus Nursing Association)
6. Citrus College Circle of Tyrants
7. Citrus Grace Chinese Fellowship
8. Computer Science Club
9. Consciousness Club
10. Cosmetology/Esthetician (Day)
11. Entrepreneurial Club of Innovation
12. Epsilon Phi Delta
13. Gamers Guild
14. G.S.A. (Gender & Sexuality Alliance)
15. International Friendship Club
16. Korean Fellowship in Christ (K.F.C.)
17. Les Hiboux (French Club)
18. L.U.S.A. (Latinos Unidos Std. Association)
19. L.V.N. (Licensed Vocational Nursing)
20. Math Owls
21. Mathematics Inspiration Together (M.I.T.)
22. Med-Health Society
23. Native American Student Association
24. Neuroscience Club
25. Nutrition Club
26. Owl Radio
27. Photography Club
28. Psychology Club and Psi Beta Honors Society
29. Real Estate Club
30. Registered Dental Assisting Students
31. Sleight of Hand Magic Club
32. Swing Dance Club
33. TAO
34. The College Church Club
35. The Planetary Society
36. The Political Science Committee
37. Veterans Network

Other Campus Organizations Also Supported:

1. Audio Engineering Society
2. Phi Theta Kappa International Honor Society
3. English Society

Appendix B

Student Life and Leadership Development Sponsored Student Events for 2015-2016 School Year			
Date:	Event:	Details:	Type:
July 7-8	American Red Cross Summer Blood Drive	9:00 a.m. to 3:15 p.m. – The event was held in the Campus Center (CC). 101 units were collected.	C
July 10	Play Fair – Team Building Activities	9:00 a.m. to 10:30 a.m. – The event was held in the CC, the event included training for Welcome Day, ice breakers, and team building (56 participants)	E, S
Aug. 20	ICC Welcome Day – Freshmen	8:00 a.m. to 1:30 p.m. – The event was held in the CC and Mall areas. Eleven clubs welcomed freshmen with club booths.	S
Aug. 28	ICC Club Orientation	10:00 a.m. to 11:30 a.m. – The event was held in the CC Executive Board Room. Eleven (11) participants reviewed important club policies, regulations, and best practices for success.	E
Sept. 2	Portable Sound System Training	5:00 p.m. to 7:00 p.m. – The event was held in the CC (16 participants).	E
Sept. 9	ICC Club Orientation	2:00 p.m. to 3:30 p.m. – The event was held in the CC Executive Board Room. Seven (7) participants reviewed important club policies, regulations, and best practices for success.	E
Sept. 10	World Suicide Prevention Day and Mental Health Fair	10:00 a.m. to 2:00 p.m. – The event was held in the CC Mall area.	E, C
Sept. 14-17	Huntington Hospital Blood Drive	9:00 a.m. to 3:00 p.m. – The event was held in the CC Mall area. Ninety-six (96) units were collected.	C
Sept. 16-17	Fall 2015 Club Rush	10:00 a.m. to 3:00 p.m. – The event was held in the CC Mall area. Twenty-four (24) clubs participated by hosting booths to recruit members.	S
Sept. 17	Constitution Day	4:00 p.m. to 6:00 p.m. – The event was held in the CC.	E
Sept. 18	ICC Club Minutes Workshop	10:00 a.m. to 11:00 a.m. – The event was held in the CC Conference Room, to learn how to create organized club minutes (3 participants).	E
Sept. 23	17 th Annual Volunteer Fair	10:00 a.m. to 2:00 p.m. – The event was held in the CC Mall area. Local organizations offered volunteer opportunities (30 organizations participated).	C
Sept. 29	ICC Club Orientation	11:00 a.m. to 12:00 p.m. – The event was held in the CC Executive Board Room. Five (5) participants reviewed important club policies, regulations, and best practices for success.	E
Sept. 30	ICC Club Minutes Workshop	2:00 to 3:00 p.m. – The event was held in the CC Conference Room, to learn how to create organized club minutes (3 participants).	E
Oct. 1	Hispanic Heritage Month Guest Speaker – Simon Silva	1:05 p.m. and 7:00 p.m. – The event was held in the CC	
Oct. 2	ICC Fall 2015 BBQ	11:00 a.m. to 2:00 p.m. – The event was held at a local park. Fifty-six (56) club members attended.	
Oct. 7	“The Blender Girl” Workshop and Demonstration	11:30 a.m. to 12:30 p.m. – The event was held in the CC Mall area. Clean-living author, “The Blender Girl” presented a demonstration on how to cook raw/vegan foods, make healthy smoothies, and provided manufacturer samples (more than attended).	E
Oct. 12	Diversity and Social Justice Week 2015 – Indigenous Peoples Day	11:30 a.m. – The event was held in the CC. There was a “Let’s Set the Record Straight” panel discussion presented by members of the Native	D

		American Student Association (107 attended).	
Oct. 13	Diversity and Social Justice Week 2015 – American Civil Rights	Held at various times in the CC. A documentary entitled <i>Brother Outsider</i> was shown. It is a film about the life and work of Bayard Rustin, an American leader in social movement for civil rights, socialism, nonviolence & gay rights. The film was shown at 10:00 a.m. (45 attended), 11:30 a.m. (24 attended), 1:05 p.m. (6 attended), and 4:00 p.m. (77 attended).	E, D
Oct. 14	Diversity and Social Justice Week 2015 – Social Justice Fair & International Food Sampling	10:00 a.m. to 2:00 p.m. – The event was held in the CC Mall (7 clubs participated)	S, D
Oct. 15	Diversity and Social Justice Week 2015 – Human Trafficking	Two events at various times – The first event was held in the CC. A documentary entitled <i>Not My Life</i> , a film about slavery in our time, was shown at 11:00 a.m., 4:00 p.m., 5:30 p.m. and 7:00 p.m. (approximately 20 attended). Guest Speaker Dr. Pardis Mahdavi from Pomona College spoke to students about “Trafficking in rights and wrongs: Questioning the construct of a global social problem” from 1:05 to 2:30 p.m. (75 attended).	E, D
Oct. 15	Safe Zone Peer Ally Training	2:45 to 5:45 p.m. – The event was held in the CC Faculty Lounge (14 attended).	E, D
Oct. 16	ASCC Museum of Tolerance Field Trip	7:00 a.m. to 5:00 p.m. – The event was held at 9786 Pico Blvd., Los Angeles, CA 90035, (38 students and 3 advisors attended)	E, S, D
Oct. 23–25	CCCSAA Conference	Two day conference – The event was held in San Jose, CA (2 advisors, 17 students attended)	E, S
Oct. 26	ICC All Hallows’ Eve – Horror Films	9:00 a.m. to 5:00 p.m. – The event was held in the CC, (17 attended).	S
Oct. 27	ICC All Hallows’ Eve – Chalk Art Contest	12:00 to 2:00 p.m. – The event was held in the CC Mall area. Clubs competed for the best All Hallows’ Eve chalk art (10 clubs participated).	S
Oct. 28	ICC All Hallows’ Eve – Photo Scavenger Hunt; Musical Chairs	10:00 a.m. to 3:00 p.m. – The event was held all over campus (11 clubs participated).	S
Oct. 29	ICC All Hallows’ Eve – Booth Decorating; Lip Sync Competition; Costume Contest	10:00 p.m. to 3:00 p.m. – The event was held in the CC Mall. Clubs decorate booths (8 clubs participated).	S
Nov. 2-19	Yes We “Can” Fall 2015 Food Drive	The event was held all over campus. Donations benefited Citrus College students in need and the Foothill Unity Center (1080 items were collected).	C
Nov. 4, 9, 11 & 18	ICC Canned Food Drive	9:00 a.m. to 3:00 p.m. – The event was held all over campus and promoted as a club competition (13 clubs participated).	C
Nov. 5	10 th Annual Saluting Our Veterans	11:00 a.m. to 1:00 p.m. – The event was held in the CC Mall area.	C
Nov. 6	ASCC/City of Azusa Lead in Harmony	8:30 a.m. to 1:45 p.m. – The event was held in the CC. The annual event is to support middle and high school students who are either current student leaders or those at-risk students who show a potential to lead. Students are identified by campus counselors and come from Azusa, Gladstone, and Sierra high schools. ASCC served as hosts and volunteers this year. (150 in attended).	C
Nov. 10	ASCC Veterans Thank You BBQ	7:30 a.m. to 7:00 p.m. – The event was held in the Veterans Success Center. This was a BBQ to honor students and staff who served in the U.S. military	C, S

Nov. 13-15	Student Senate -General Assembly	The event was held in Sacramento, CA (1 advisor, 2 students attended)	E, S
Nov. 19	ICC Canned Food Drive Club Forts Competition	10:00 a.m. to 3:00 p.m. – The event was held in the CC. Clubs competed by building canned food forts (4 clubs participated)	C, S
Nov. 20	Safe Zone Ally Training	10:00 a.m. – 1:00 p.m. – The event was held in the CC Faculty Lounge (9 employees were trained as allies)	C,
Nov. 23	ASCC Spring 2015 Candidates' Forum	1:00 to 2:30 p.m. – The event was held in the CC	E
Nov. 30–Dec. 3 & Dec. 7-8	Nite Owls Late-night Study Sessions	5:00 to 11:00 p.m. – The event was held in the CC, which was open extended hours for individual and group study.	E
Dec. 1	American Red Cross Blood Drive Promo	11:00 a.m. to 1:00 p.m. – The event was held in the CC Mall. The U.S. Army and the Power 106 radio station participated.	S
Dec. 1-2	American Red Cross Blood Drive	9:45 a.m. to 4:15 p.m. – The event was held in the CC (81 units of blood collected).	C
Dec. 2-3	ASCC Spring 2015 Elections	9:30 a.m. to 8:00 p.m. – The event was held in the CC	E
Dec. 4	ICC Holiday Party	12:00 p.m. to 5:00 p.m. – The event was held in the CC. There were games, food and fun for clubs (32 attended)	S
Jan. 29	ASCC Leadership Training Retreat	9:00 a.m. to 4:00 p.m. – The event was held in CI-159 to provide training for ASCC officers.	E
Feb. 8	ICC Leadership Workshop	10:00 a.m. to 2:00 p.m. – The event was held in the CC and provided training for club leaders (16 attended).	E, S
Feb. 17 – 18	ASCC Welcome Day	7:30 a.m. to 7:00 p.m. – The event was held in the CC Mall area. The ASCC Executive Board welcomed students to the Spring 2016 semester.	S
Feb. 24	ICC Club Orientation	12:00 to 2:00 p.m. – The event was held in the CC Executive Board Room. Three (3) participants reviewed important club policies, regulations, and best practices for success.	E
March 2	ICC Club Orientation	3:00 p.m. to 5:00 p.m. – The event was held in the CC Executive Board Room. Four (4) participants reviewed important club policies, regulations, and best practices for success.	E
March 4	ICC Club Orientation	10:00 a.m. to 12:00 p.m. – The event was held in CC-115. Five (5) participants reviewed important club policies, regulations, and best practices for success.	
March 7	ICC Club Minutes Workshop	10:00 to 11:00 a.m. – The event was held in the CC Conference Room. Students learned to how to create organized club minutes (3 attended).	E
March 8	ICC Club Rush	10:00 a.m. to 3:00 p.m. – The event was held in the CC Mall area. Various clubs sponsored booths to create interest in their club and recruit members (18 clubs participated).	
March 9	ICC Club Rush	10:00 a.m. to 3:00 p.m. – The event was held in the CC Mall area. Various clubs sponsored booths to create interest in their club and recruit members (20 clubs participated).	
March 18	ICC BBQ	11:00 a.m. to 2:00 p.m. – The event was held in Finkbiner Park (57 club members and 2 employees attended).	S
March 22	Women's History Month	11:30 a.m. to 1:00 p.m. and 7:00 p.m. to 8:30 p.m. –	E,D

	Documentary and Voter Registration Drive w/Claremont League of Women Voters	The event was held in the CC. A documentary entitled <i>Not for Ourselves Alone</i> (part 1) was shown (15 attended).	
March 24	Women's History Month Documentary and Voter Registration Drive w/Claremont League of Women Voters	11:30 a.m. to 1:00 p.m. and 7:00 p.m. to 8:30 p.m. – The event was held in the CC. A documentary entitled <i>Not for Ourselves Alone</i> (part 2) was shown (15 attended).	E, D
April 5	Sex Week: Gender Binary Panel	11:00 a.m. to 12:00 p.m. – The event was held in the CC (7 attended).	E, D
April 6	Sex Week: <i>The Hunting Grounds</i> documentary showing	11:00 a.m. – The event was held in the CC (25 attended).	E
April 6	Sex & the Law – Lecture by CL Lindsay	3:00 to 4:00 p.m. – The event was held in the CC (138 attended).	E
April 7	Sex Week: <i>Miss Representation</i> , film screening	11:00 a.m. to 1:00 p.m. – The event was held in the CC (25 attended).	E

E – Educational

C – Community service related

S – Social in nature

D – Diversity or social justice