



STUDENT LIFE & LEADERSHIP DEVELOPMENT NON-INSTRUCTIONAL ANNUAL PROGRAM REVIEW and PLAN 2013-2014

Committee Members:	
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1. Program Mission/Description:

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.

Program Description:

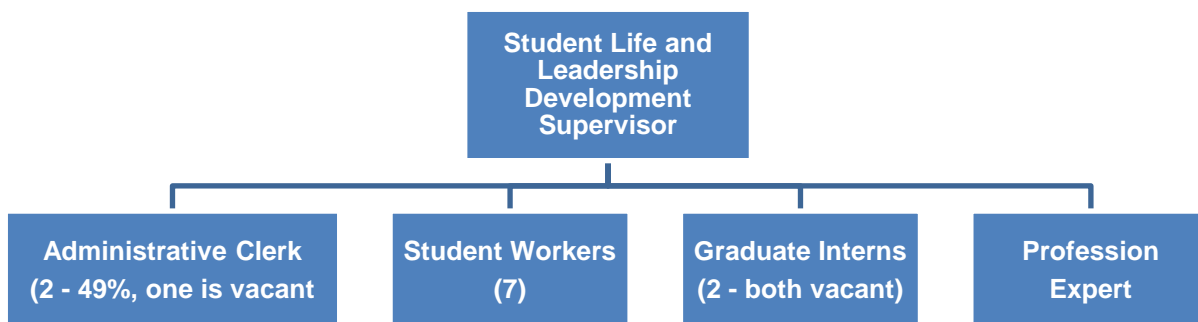
The Office of Student Life and Leadership Development (OSL) plans and implements social and cultural activities, as well as other developmental programs. OSL includes the Associated Students of Citrus College (ASCC), led by an executive board of 19 student leaders, ten of whom are elected and nine of 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.

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

Key Functions/goals include:

- Provide exposure to engagement opportunities for all students to be involved in campus clubs, student government, and other campus activities that foster diversity, leadership development, civic engagement, social responsibility, personal growth, and college completion
- Advise the ASCC Executive Board. Students in leadership positions are required to enroll in *Foundations of Leadership* (LEAD 103) either concurrently or as a prerequisite to holding a student government office
- Oversee all campus clubs: their organization, advisors, meetings, activities and fundraisers
- 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/construction needs.

Organizational 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?

Populate with the existing Unit Outcomes			
Outcome	Assessment	Result	Change
1. We will strive to provide a comprehensive program of social events and educational activities that promote personal growth, social awareness, and cultural awareness and appreciation	1.) Review of yearly calendar of non-club activities sponsored by the Office of Student Life	<p>Forty-one (41) unique activities were held over 8 months of the fall 2012 and spring 2013 semesters (+24% over 2011-2012)</p> <p>Activities were coded by nature of the event. Some activities were multi-coded.</p> <ul style="list-style-type: none"> • Educational 55% (+8%) • Diversity/social justice 21% (+7%) • Community service 29% (-6%) • Social 26% (-3%) <p>(See Appendix – A)</p>	The proposed outcome was met and has proven sustainable. We will continue on the same path, developing a new outcome to measure. Note: Recent survey was undertaken by OSL for its comprehensive program review. Of the 832 respondents, the top five activities requested by students (20 – 30%) were those of a transient social nature and community service related.
2. Through participation in co-curricular workshops and speaker presentations, students will gain new life skills and/or an increased appreciation for diverse people, backgrounds and ideas.	2.) surveys will be administered at the end of events	<p>One major diversity/social justice event was held each semester. The Fall 2012 event, <i>The Invisible War</i>, had 131 people in attendance. A total of 76 (63%) surveys were completed with 66 of those (87%) feeling they had gained new knowledge or a greater appreciation for diversity or social justice.</p> <p>In Spring 2013, <i>Sex Signals</i> was presented with 184 in attendance with 85 completing surveys. Of those respondents, 76 (89%) reported a new level of appreciation.</p>	Consistent data has shown that students desire and appreciate theatrical portrayals and frank discussions of what can be serious topics. Due to the response to last spring's "Sex Week" events, this will be continued and expanded with an inter-disciplinary planning team.

4. Recommendations/Next Steps:

	Previous Recommendations and / or Goals	Progress/Persons Responsible	Status	Est. completion
1	Complete curriculum development for LEAD lab courses 104-109 for submission to Curriculum Committee. CCSP 1.1	Adrienne Thompson	In Progress	November 2013
2	Design and administer survey in preparation for comprehensive program review for Student Affairs programs. CCSP 5.1 & 5.2	Adrienne Thompson (primary) Martha McDonald (secondary)	Completed	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	Adrienne Thompson (primary) Martha McDonald (secondary)	Not Started	February 2014
4	Complete department procedures manual. CCSP 3.1.3	Adrienne Thompson (primary) Volunteer Interns	In Progress	March 2014
5	Develop a partnership with Language Arts faculty to bring notable authors to campus. CCSP 2.2	Adrienne Thompson	Not Started	Goal abandoned
6	Develop an online activity request form that will include electronic approvals. CCSP 3.1	Adrienne Thompson, Student Leaders, TeCS Staff	Not Started	June 2014
7	Partner with the Student Health Center to provide routine, ongoing mental health/physical wellness workshops & activities for students. <ul style="list-style-type: none"> Mental Health Sexually Transmitted Infections CCSP 2.2	Adrienne Thompson, Shauna Bigby, Monica Christianson	Completed	May 2013

	New Recommendation	Persons Responsible	Est. completion	Priority
1	Complete Comprehensive Program Review	Adrienne Thompson Dr. Veronica Estrada (secondary)	November 2013	1
2	Coordinate and cooperate with consultants and facilities staff for Campus Center renovation, including the organization of plans for relocation to swing space during the 2014-2015 school year. CCSP 4.1.1	Martha McDonald Adrienne Thompson (secondary)	June 2015	2
3	Develop plans to formalize and institutionalize cross-cultural awareness through speakers, clubs and mentors. CCSP 2.3.8	Adrienne Thompson Various Faculty, Staff, Supervisors, Confidential and Management	June 2014	1
4	Create a new branding/marketing identity for Office of Student Life.	Adrienne Thompson Dr. Veronica Estrada (secondary)	December 2014	3
5	Develop an online activity request form that will include electronic approvals. CCSP 3.1	Adrienne Thompson, Student Leaders, TeCS Staff	June 2014	3
6	Investigate online selling options for student benefits program.	Adrienne Thompson	June 2014	3

5. Resources requested:**Student Life & Leadership Development****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% (new)	This past year has proven that without additional staffing, high-quality customer service and substantive program growth is difficult, at best. Currently the program Supervisor, Administrative Clerk (49%) and student employees are stretched to the limit. It is nearly impossible to work ahead or to meet deadlines while maintaining levels of activity and customer service. This position would focus on the club program: development, organizational management and advisor recruitment/support.	Salary: \$32,391 Benefits: \$24,668	2
Administrative Clerk 49% (Vacant)	Since at least the mid-1980s this program has had one 49% Administrative Clerk. Since that time, the requirements of the position have grown due to an increase in student enrollment* and student clubs, coupled with an increased need for data collection and evaluation. One 49% clerk does not provide adequate support and coverage for the Office of Student Life, its programs or services. *9,083 in 1984-85 vs. 16,399 in 2012-13, an 80% increase in headcount	Salary: \$14,028 Benefits: \$1,586	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, staff will need further training in optimizing the usage of Microsoft Outlook and Excel as well as SectorPoint so that we may be consistently updating the student information and calendar online.	\$500 - \$2,500	3

Facilities (Facilities)

Describe repairs or modifications needed	Discuss impact on goals / SLOs	Building / Room	Priority
Campus Center Remodel	The Campus Center usage has outgrown the current infrastructure's capacities and has limited uses due to current floor plans. EMP pg. 426	Handy Campus Center	2

Computers / Software (TeCS)

Item	Discuss impact on goals / SLOs	Cost	Priority
Computers for Supervisor and Admin Clerk	Current computers are 7 – 12 years old. Computers being used by students and professional expert are unacceptably slow. New computers will be given to regular staff and their computers will be re-loaded and re-launched in the Office of Student Life.	\$3,500	2
OrgSync ® Subscription	Org Sync ®, an internet-based service provider, provides an umbrella program for clubs, programs and other campus organizations to recruit and manage their clubs. Online activity approvals, roster management and co-curricular transcripts are just a few of the benefits of this program.	\$15,000- \$20,000 start-up costs. \$5,000 - \$10,000 annual depending on number of programs linked.	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

Office of Student Life & Leadership – Sponsored Student Activities for 2012-2013 School Year			
Date	Event	Details	Type:
August 27 & 28	ASCC Welcome Booth	7:30 am – 7 pm, Campus Center Mall	C, S
Sept. 6, 7 & 28	Orientation for club leaders	2 hour workshop, times varied	E
September 10	World Suicide Prevention Day	10 am – 2 pm, Campus Center Mall "Not Alone" boards and resource fair for students	E, D
September 17	Constitution Day	10 am – 2 pm, Campus Center Mall Schoolhouse Rock, Constitution Quiz, Complimentary copies of the Constitution and "birthday" cake for the Constitution	E
September 19 & 20	Fall Club Rush	10:00 am – 2:00 pm, Campus Center Mall	S
September 18 – 20	Huntington Hospital Blood Drive	9:00 am – 3:00 pm, Campus Center Mall	C
September 26	Volunteer Fair	10:00 am – 2:00 pm, Campus Center Mall	C
October 10	Hispanic Heritage Month Celebration	10 :00 am– 2:00 pm, Campus Center Mall Flamenco Dancers, Hispanic-inspired Food Trucks, Music	D
October 11	"Project Z" Rock the Vote Flash mob	11:25 am, Campus Center Mall	D, E
October 3, 11, 16 & 22	DebateWatch	6:00 – 8:30 pm, Campus Center	D, E
October 19 – 21	CCCSAA Student Leadership Conference	LAX Hilton; 20 students and 2 advisors in attendance	E
October 23	Tax Initiative Forum	Organized by ASCC and League of Women Voters, ESGV Chapter	E
October 23	Inter-Club Council Group Fundraiser – TV Taping	3:00 pm – 11:30 pm, Warner Bros. Studios, Burbank	C, S
October 29, November 1, 6, & 13	Screening of <i>The Invisible War</i> , Academy Award Nominated documentary on Military Sexual Assault		D, E
November 1	Salute to Veterans	11:00 am – 1 pm, on the Campus Center Mall,	C, E
November 2 – 4	Student Senate for California Community Colleges' General Assembly	Palm Desert, CA; 11 students and 1 advisor in attendance	E
November 6	SPEAKER: filmmakers Kirby Dick and Amy Ziering attend screening of <i>The Invisible War</i> and discuss with students	119 in attendance	
November 6	Dia De Los Muertos (support to LUSA, HOPE and LLN)	10:00 am – 2:00 pm, Campus Center Quad	D, E
November 8	Veteran's Appreciation Breakfast	7:30 - 9am in the Campus Center East Wing (limited guest list)	C, S
November 26 – December 7	Food & Toy Drive	"A Citrus Carol" Several activities planned. Donation boxes throughout campus.	C
November 28	ASCC Candidates' Forum	10 - 11:30 am, Campus Center West Wing	E
December 4 & 5	Red Cross Holiday Blood Drive	8 am – 7 pm, Campus Center East Wing, 100 units collected	C
December 5 & 6	ASCC Elections	9:30 am – 4, Outside Campus Center 4 – 8 pm, Inside Campus Center	E
February 20 & 21	Welcome Back Activities	7:30 am – 7 pm, Campus Center Mall	C, S
February 22, March 8, 12 & 28	Orientation for club leaders	2 hour workshop, times varied	E

March 5 & 6	Spring Club Rush	10 am – 2 pm, on the Campus Center Mall	S
March 14	St. Patrick's Day Celebration	10 am – 2 pm, Café Patio	D,S
March 22	Inter-Club Council Group Fundraiser – TV Taping	3:00 pm – 11:30 pm, Warner Bros. Studios, Burbank	C, S
March 27 & 28	Cesar Chavez Memorial Blood Drive Challenge	8 am – 7 pm, Campus Center East Wing 264 pints of blood collected	C
April 2 & 3	SEX WEEK: Sexually Transmitted Infections and Free, Anonymous HIV testing	10 am – 2 pm, Campus Center Mall Student Health Center, LA County Department of Public Health and East Valley Community Health. 72 students tested for HIV	C, E
April 2	SEX WEEK Speaker: Dr. Lisa Wade, <i>The Promise and Perils of Hookup Culture</i> co-sponsored with Student Health Center	11:30 am, Campus Center East Wing 85 in attendance	D, E
April 3	SEX WEEK: <i>Sex Signals</i> with Project Sister booth co-sponsored with Student Health Center	11:30 am, Campus Center East Wing, Improv comedy presentation raising awareness of dating sexual assault. 184 in attendance	D, E
April 3	SEX WEEK: <i>So Called Love in the 21st Century</i>	1:00 pm, Campus Center East Wing,	E
April 12	Inter-Club Council's All –Club BBQ	10:00 am – 3:00 pm, Finkbiner Park	S
April 24	"Why Politics Matter" Forum	4:00 pm, Campus Center East Wing	E
April 25-29	Student Senate for California Community Colleges' General Assembly	Burlingame, CA; 7 students and 1 advisor in attendance	E
May 6 – 9	23 rd Annual Springfest	Assorted Activities and events highlighting the arts and talents of Citrus College and its students.	S
May 29	ASCC Candidates' Forum	11:30 am	E
June 5 & 6	ASCC Elections for Fall 2013	9:30 am – 4, Outside Campus Center; 4 – 8 pm, Inside Campus Center	E
June 7	ASCC Annual Leadership Dinner		S
June 14	ICC End of the Year Party/Awards		S

By the Numbers:

41 unique events, sponsored/executed by the Office of Student Life (non-clubs)

- 23 were educational (E)
- 12 were community service-related (C)
- 11 were social in nature (S)
- 9 were related to diversity or social justice (D)