



STUDENT LIFE & LEADERSHIP DEVELOPMENT STUDENT SERVICES ANNUAL PROGRAM REVIEW 2013-2014 AND PLAN 2014-2015

Committee Members: (Alphabetized by last name)

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1. Program Mission/Description:

Program Mission:

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

Program Description:

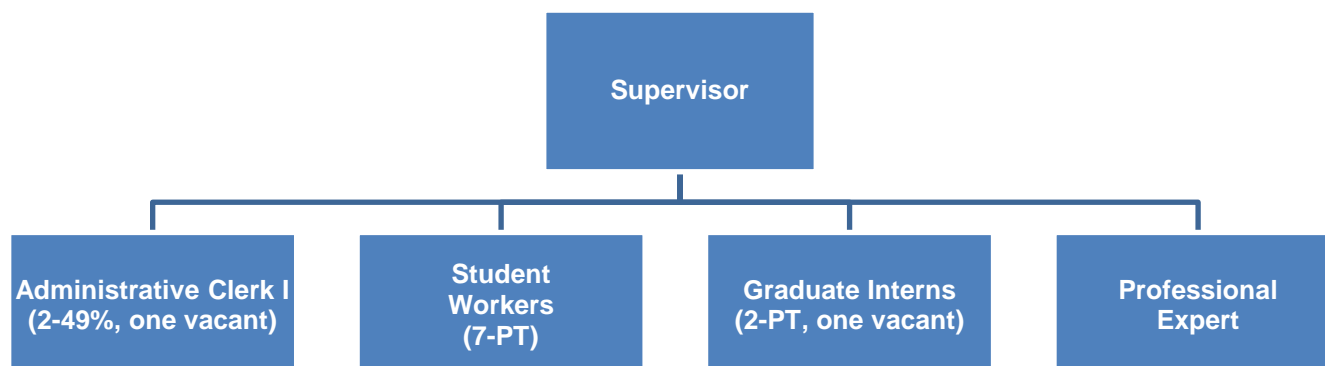
The Office of Student Life and Leadership Development plans and implements social and cultural activities, as well as other developmental programs. OSL includes the Associated Students of Citrus College (ASCC), led by an executive board of 19 student leaders, ten of whom are elected and nine of whom 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 (Appendix A), as well as a comprehensive student activities program of social, cultural and professional development experiences (Appendix B). The Leadership Academy, a noncredit, workshop based personal development program offers a core combination of leadership and personal development workshops open to all students. This office also manages the administration of the Campus Center facility and the student benefits programs. The OSL provides services to students daily during the day and evening.

2. Key Functions/Goals:

Key Functions/goals include:

- 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 specialized leadership training to student government and campus clubs.
- Monitor and maintain campus posting areas and approve all student life related fliers and posters.
- Coordinate and maintain a comprehensive discount/benefits program for members of the Associated Students of Citrus College (ASCC).

Organization Chart with Vacancies



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 or document with a survey.

Populate with the existing Unit Outcomes			
Outcome	Assessment	Result	Change
1. Department will provide educational activities and social events that promote personal growth, social awareness, and cultural awareness and appreciation. CCSP 2.3.8	Review of yearly calendar of non-club activities that are sponsored by the Office of Student Life and Leadership Development	A total of 64 large (non-club) activities were held in 2013-2014. Each activity was coded into one four categories: 1) community service 2) diversity 3) educational 4) social Out of 64 large (non-club activities): 1) Thirty-two were educational (50%) 2) Twenty-two were social (38%) 3) Twelve involved community service (19%) 4) Ten addressed diversity (16%) and 12 events were multi-coded (See Appendix A).	The balance of educational to social activities is well distributed, although activities addressing diversity is five percent lower than last year. In support of the District's Strategic Plan, the program will actively work to increase activities and events related to diversity and social justice.
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.	Surveys will be administered at the end of events.	Two major/main events were held and evaluated this year: 1) Hispanic Heritage Month featured Dolores Huerta as a guest speaker. An excess of 375 students attended. Of those, 142 surveys were returned, indicating an 86% increased appreciation for diversity or social justice issues. 2) Sex 101 Week (spring 2014) featured Dr. Claudia Owen Shields who presented, "Coloring between the lines: The intersection of racism and	While continued levels of success could indicate mastery, the students involved, and topics presented, are always changing. This outcome will continue to be measured for 2014-2015.

		homophobia." With 130 students in attendance, 89% indicated an increase in knowledge and/or appreciation of diversity or social justice issues.	
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4. Recommendations/Next Steps:

Prompt: Provide an outline of the previous recommendations. Insert progress and titles of persons responsible. Status should be Completed or In Progress. Indicate actual or estimated completion date by month/year.

	Previous Recommendation and / or Goals 2013-2014	Persons Responsible	Status / Progress	Completed
1	Complete Comprehensive Program Review.	Supervisor and Professional Expert	Completed	March 2014
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	Interim Executive Dean and Supervisor	Completed	October 2013
3	Develop plans to formalize and institutionalize cross cultural awareness through speakers, clubs and mentors. CCSP 2.3.8	Supervisor, Staff, Supervisors Confidential and Management	Completed	June 2014
4	Create a new branding/marketing identity for Office of Student Life.	Supervisor and Professional Expert	Continued to next year	No scheduled end date
5	Develop an online activity request form that will include electronic approvals. CCSP 3.1	Supervisor, Student Leaders and TeCServices	In Progress	June 2015
6	Investigate online selling options for student benefits program.	Supervisor	In Progress	June 2015

4.a New Recommendations:

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) objectives that require funding and the Educational Facilities Master Plan (EFMP) goals for this year, using the following format.

Example: CCSP 2.3.2
EFMP pg. 361

	New Recommendation and / or Goals 2014-2015	Persons Responsible	Estimated Completion	Budget Priority
1 st	The department will actively work to increase diversity programming; support cultural clubs and their advisors; provide support for campus mentoring programs, such as "Citrus Connection"; and create a central location of information for campus wide programming and services supporting cross cultural awareness. CCSP 2.3.8	Supervisor, Professional Expert, Graduate Assistant, and Administrative Clerk	June 2015	2
2 nd	Purchase and begin integration of OrgSync®, an internet based service provider software package delivering an umbrella program for club, departmental programs, and other campus organizations to recruit, market, and manage student clubs. CCSP 3.1.2 and 3.1.5	Supervisor, Professional Expert, Graduate Assistant and Administrative Clerk	June 2015	3

3 rd	Create a new branding/marketing identity for the Office of Student Life and ASCC programs. CCSP 6.2.2	Supervisor and Professional Expert	May 2015 for 2015-2016 implementation	3
4 th	Develop and implement a "Safe Zone" ally training program for Lesbian, Gay, Bi-Sexual, Transgender, and Queer (LGBTQ) students. CCSP 2.3.2	Supervisor, Professional Expert, and Student Health Center therapist	June 2015	3

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 & 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.			X
EFMP – 4 Expand opportunities for students once the Student Center is renovated.			X
EFMP – 5 Better utilize technology in the operation and oversight of the office's programs and activities.		X	

5. Resources Requested:

Prompt: All requests should be linked to recommendations in section 4.a (please refer to the example below). Attach additional pages as needed for complete description / discussion.

Student Life & Leadership Development

Certificated Personnel (FNIC)

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

Classified Personnel

Position	Discuss impact on goals / SLOs	Cost	Priority
Program Assistant – 100% (new)	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. Impact: Additional staff will allow for substantive growth in programming quality and quantity, as well as provide higher levels of customer service.	Salary \$33,039 Benefits \$7,061 Health \$21,909 Total: \$62,009	2

Administrative Clerk I, 75% (re-classify current position from 49% to 75%)	<p>Goal: Re-classify current Administrative Clerk I from 49 percent/11 month employee to 75 percent/12 months.</p> <p>Impact: Program has had one 49% Administrative Clerk I (previously a "Clerk Typist I") since 1980. Duties and responsibilities have grown due to increase in student enrollment and student clubs, coupled with an increased need for data collection and evaluation.</p>	<p>Salary \$22,997 Benefits \$4,915 <u>Health \$16,432</u> Total: \$44,344</p> <p>This is a net increase of \$30,226 to the ASO salaries budget.</p>	2
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Staff Development (Division)

Item	Discuss impact on goals / SLOs	Cost	Priority
OrgSync ® Users Conference	<p>Goal: Three staff to attend intensive training beyond that provided by OrgSync's campus implementation team (Training conference in Dallas, Texas – June 2015).</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. Request supports recommendation #2.</p>	\$4,500	2

Facilities (Facilities)

Describe repairs or modifications needed	Discuss impact on goals / SLOs	Building / Room	Priority
Campus Center Remodel	<p>The Campus Center usage has outgrown the current infrastructure's capacities and has limited uses due to current floor plans. EMP pg. 426</p>	Campus Center	2
Ergonomic review of staff workspace	<p>In order to serve students, reach new goals, and control health costs/sick leave usage, OSL need healthy, and fully functioning staff.</p>	Campus Center Rooms: 110, 111, 112a and 112b	3

Computers / Software (TeCS)

Item	Discuss impact on goals / SLOs	Cost	Priority
OrgSync ® Subscription	<p>OrgSync ®, an internet based service provider, provides an umbrella program for clubs, departmental 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. CCSP 3.1.2 and 3.1.5</p>	\$15-20,000 start-up costs. \$5,000 - \$10,000 annual subscription depending on the number of organizations/programs linked.	3
Student Portals	<p>The feasibility of moving our 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>	\$0 direct cost to program, currently being addressed by TeCS	2

Equipment

Item	Discuss impact on goals / SLOs	Cost	Priority
Color Laser Printer	Replace six year old networked printer that is no longer performing efficiently. Currently used by four individuals and not cost effective to repair.	\$1550	3

Supplies (Division)

Item	Discuss impact on goals / SLOs	Cost	Priority
Workstation tack board	Provide a neat and efficient office environment for Campus Center office 112A.	\$500	3

Appendix – A

Clubs on Campus 2013-2014

1. Alpha Gamma Sigma California Community College honor society
2. Anime Connection
3. Citrus Business Assoc.
4. Citrus College Filmmaker's Assoc.
5. Chemistry Club
6. Chinese Culture Club
7. Citrus Cheer
8. Citrus Fashionography
9. Comparison of Chinese and American Food Culture
10. Cosmetology and Estheticians Club
11. Costuming Club
12. Citrus Student Nursing Assoc.
13. Earth Club
14. Evening Cosmo
15. Foster 2 Famous
16. Gamer's Guild
17. Gay-Straight Alliance
18. German Culture Club
19. Helping find Opportunities in Pursuit of Education (AB540 support group)
20. International Friendship Club
21. Language Café
22. Latinos Unidos Student Assoc.
23. Let's Talk About Bullying
24. Licensed Vocation Nursing Students
25. Math Owls
26. Med-Health Society
27. Native American Student Assoc.
28. Photography Club
29. Phi Theta Kappa (international honor society)
30. Registered Dental Assisting Students (RDA)
31. Researchers in Paranormal
32. Righteous Right
33. Swing Club
34. Students For Free Knowledge
35. Students of Light
36. The College Church Club
37. Veteran's Network
38. Young Americans For Liberty

Appendix – B

Office of Student Life and Leadership Development Highlight Activities for 2013-2014 School Year			
Date	Event	Details	Type:
July 16 & 17	American Red Cross Summer Blood Drive	8 am to 2 pm, Campus Center East Wing 60 units collected	C
Aug. 19 – 21	ASCC Leadership Retreat		E
August 22	Freshman Welcome Day	Student Life and Leadership Development and ten clubs participated providing information on campus life programs, activities and organizations	C, E, S
August 26 & 27	ASCC Welcome Days	7:30 am – 7 pm, Campus Center Mall	E, S
Sept. 4	ICC Club Orientation	1 pm to 2:30 pm Campus Center East Wing	E
Sept. 10	ICC Club Orientation	4 pm to 6:30 pm Campus Center East Wing	E
Sept. 10	World Suicide Prevention Day Resource Fair and “Not Alone” wall of support	9 am to 4 pm Campus Center East Wing, Mall	D, E
Sept. 10	World Suicide Prevention Day Speaker Dr. Lisa Wade “In Defense of Authentic Friendship”	<i>Co-sponsored with Student Health Center</i> 10 am, Campus Center East Wing 47 students in attendance	E
Sept. 16, 17 & 19	Huntington Hospital Blood Drive	9 am to 5 pm Campus Center Mall 94 units collected	C
Sept. 17	Constitution Day	9 am to 2 pm Campus Center Mall Birthday cake for the Constitution	E
Sept. 17	Constitution Day First Amendment Forum	4 pm, CI 159	E
Sept. 18 & 19	Club Rush	9 am to 2 pm Campus Center Mall 28 organizations participated	D, S
Oct. 2	15 th Annual Volunteer Fair	9 am to 2 pm Campus Center Mall Resource Fair	C
Oct. 9	Club Orientation	2:30 pm to 3:30 pm Campus Center East Wing	E
Oct. 9	Hispanic Heritage: Guest Speaker Dolores Huerta & Folkloric Dancers	10 am to 1 pm Campus Center, Faculty Lounge <375 in attendance	D, E
Oct. 11	ICC BBQ ICC vs. ASCC Kickball Game	10 am to 2 pm Finkbiner Park, Glendora 61 students in attendance	S
Oct. 15 – Nov. 5	“We’ve Got Your 6” Emergency Charity Drive for Veterans	8 am to 5 pm Campus	C
Oct. 18 – 20	California Community College Student Affairs Association’s Annual Student Leadership Conference	Student Leadership Conference in Sacramento 20 students and 2 advisors in attendance	E
Oct. 29	Fallfest Dia De Los Muertos Altar Making Competition	9 am to 2 pm Fountain Area	D, S
Oct. 29	Fallfest Pumpkin Pie Eating Competition	10 am Mall	S
Oct. 30	Speaker Christopher Allan Poe “The Art of the Scary Story”	1 pm to 2:30 pm Campus Center East Wing	E, S
Oct. 30	Fallfest Hypnotist Mike Mezmer	11:30 am to 1 pm Campus Center East Wing	S
Oct. 30	Fallfest Club Scavenger Hunt Competition	9 am to 12 pm Campus	S
Oct. 30	Fallfest Pumpkin Carving Competition	10 am to 2 pm Campus Center Mall	S
Oct. 31	Fallfest Halloween on the Mall & Club	10 am to 2 pm Campus Center Mall	S

	Booth Decorating Competition		
Nov. 1 – 3	Student Senate for California Community Colleges Fall 2013 General Assembly	Hyatt Regency in Monterey, CA 4 students, 1 advisor in attendance	E
Nov. 6	Veterans' Appreciation Breakfast	7 am to 9:30 am Campus Center East Wing	C, S
Nov. 7	Saluting Our Veterans	11 am to 1 pm Campus Center Mall	C
Nov. 14	Speaker Dr. Brian Burkhart "The Real History of Thanksgiving"	11:30 am to 1 pm Campus Center West Wing Approx. 200 in attendance <i>Co-sponsored with the Native American Student Association</i>	D, E
Nov. 26	ASCC Spring 2014 Candidates' Forum	10 am to 11 am, Campus Center Mall	E
Dec. 3 & 4	Holiday Blood Drive	8 am to 9 pm Campus Center East Wing	C
Dec. 4 – 5	ASCC Elections	9:30 am to 8 pm Campus Center East Wing 543 students voted	E
Feb. 19 & 20	ASCC Welcome Days	7:30 am to 7 pm Campus Center Mall	S
March 4	Club Workshop <i>Get Ready for Club Rush</i>	Executive Board Room	E
March 5 & 6	ASCC Constitutional Ratification Election	9:30 am to 8 pm Campus Center East Wing and Mall 196 students voted	E
March 7	Cesar Chavez Blood Drive Kick-off Party	1 pm to 2:30 pm Campus Center East Wing	C
March 10	SIRO-A Promotional Event	10 am to 2 pm Campus Center Mall <i>Co-sponsored with the Haugh Performing Arts Center</i>	S
March 11 - 24	Cesar Chavez Blood Drive Tabling	10 am to 4 pm Campus Center Mall	C
March 11 & 12	ICC Club Rush	10 am to 2 pm Campus Center Mall 18 organizations participated	S
March 17	St. Patrick's Day	8 am to 2 pm Café Patio. Irish music and traditional Irish step dancers <i>Co-sponsored with the Owl Café</i>	D, S
March 18	Guest Speaker Kevin Lyman	11 am to 3 pm Campus Center 11:30 am, Campus Center East Wing <i>Co-sponsored with the Fine and Performing Arts Department</i> 244 students in attendance	E
March 25 – 27	Cesar Chavez National Blood Drive Challenge	8 am to 7 pm, Campus Center East Wing 269 units collected. Ranked 7 th in Nation out of 230 colleges and universities	C
March 28	ICC BBQ	10 am to 2 pm, Finkbiner Park 68 students in attendance	S
April 1	Sex101 Week <i>Don't be fooled. Sexually Transmitted Infections can happen to anyone.</i>	10 am, Campus Center East Wing Presented by Amanda Curtis FNP <i>Co-sponsored with the Student Health Center</i>	E
April 1	Sex 101 Week <i>Let's be real: Sexual harassment is no joke</i>	11:30 am, Campus Center East Wing Presented by Dr. Robert Sammis	E
April 2	Sex 101 Week – TedTalk <i>Why Women Don't Leave</i> Moderator: Dr. Ken Guttman	7 pm, Campus Center East Wing 42 in attendance – powerful discussion	E
April 2	Sex 101 Week – Dr. Melanie Klein <i>Body Image and Intimacy</i>	1 pm, Campus Center East Wing 65 in attendance	E
April 3	Sex 101 Dr. Claudia Owens-Shields <i>Coloring Outside the Lines: the</i>	9 to 11 am, Campus Center East Wing 130 in attendance	D, E

	<i>intersection of homophobia and racism</i>		
April 3	Sex 101 Dr. Lisa Wade <i>Exploring the Rainbow: genders and sexualities across cultures</i>	11:30 am to 12:30 pm, Campus Center East Wing 127 in attendance	D, E
April 3	Sex 101 Week – TedTalk <i>Fifty Shades of Gay</i>	6 to 7 pm, Campus Center East Wing	D, E
April 22	<i>Pizza with the President</i> ASCC Officer Recruitment	12:00 pm to 2 pm, Campus Center West Wing	S
April 24	Noche de Cultura	4 to 8 pm, Campus Center East Wing <i>Presented by the Latinos Unidos Student Association</i>	D
May 2 – 4	Student Senate for California Community Colleges Spring 2014 General Assembly	Los Angeles Airport Marriott 6 students, 1 advisor in attendance	E
May 5	Springfest Casino Day	11 am to 3 pm, Campus Center West Wing	S
May 6	Springfest Hypnotist	11:30 am to 12:30 pm, Campus Center East Wing	S
May 7	Springfest Club Day	10 am to 2 pm Campus Center Mall	S
May 8	Springfest Carnival Day	10 am to 2 pm Campus Center Mall, Quad, Fountain	S
May 20	Kaiser Permanente Blood Drive	9am – 3pm, Campus Center East Wing	C
May 23	Student Senate for California Community Colleges Region VIII Meeting	11 am to 5 pm Campus Center East Wing	E
May 27	Candidates' Forum	1 pm to 2 pm Campus Center Mall	E
May 29	Citrus Art Walk	11 am to 2 pm Campus Center Mall	S
June 4 & 5	ASCC Elections	9 am to 8 pm Campus Center West Wing	E
June 6	ICC Banquet	6 pm to 10 pm Campus Center	S