**Office of Student Life**

**Evergreen Valley College**

**Student Affairs Program Review Self-Study**

**Document Criteria**

**2011-2012**

**Note to Preparers**

Please use the criteria in this template to prepare the Program Review for your department or program. One of the major functions of Program Review is to ensure that all work units of the Evergreen Valley College are aligned with its goals. The college’s goals are set forth in its Mission, Strategic Initiatives, and Commitments to Action, which are expressed below and in the web link that follows. Relevant data sets are available through the SJECCD Portal; please see your Dean/ if you need help with this. Additional information, including a submission timeline and samples of recent Program Reviews, are available on the college website http://www.evc.edu under the “Program Review” tab. If you have any questions, please feel free to contact any member of EVC’s Institutional Effectiveness Committee (IEC).

**Program Review Process/Timeline**

1. Submit first Program Review (PR) draft to Vice President/Dean. ***November***-***December***
2. Vice President/Dean submits first PR draft to IEC. ***November-January***
3. IEC committee members will review and provide feedback to assist you in preparing a final version. ***February-March***
4. Make revisions to first PR draft and submit final version to IEC. ***March- April***
5. Final PR version goes to College Council and EVC President for approval before going to the Board of Trustees. ***April-May***
6. Approved PR goes to the College Budget Committee for EVC’s Budget and Planning Process. ***April-May***

**Evergreen Valley College’s Mission:**

With equity, opportunity and social justice as our guiding principles, Evergreen Valley College’s mission is to empower and prepare students from diverse backgrounds to succeed academically, and to be civically responsible global citizens.

**Strategic Initiatives:**

1. Student-Centered: We provide access to quality and efficient programs and services to ensure student success. Areas of focus are:

* Increase Visibility
* Develop Strategic Partnerships
* Building Campus Community

2. Community Engagement: We create a trusting environment where everyone is valued and empowered. Areas of focus are:

* Student Access: Completion of Educational Goals
* Employee Development
* Transparent Infrastructure

3. Organizational Transformation: We will transform the college image and enhance partnerships with community, business and educational institutions. Areas of focus are:

* Access
* Curriculum and Programs
* Services

**Department/Program Name: Office of Student Life**

**Last Review: 2007-2008**

**Current Year: 2011-2012**

**Preparers’ Names: Victor G. Garza**

**List Staff/Faculty, Positions & Titles: Victor G. Garza, Director of Student Life**

**Dean/Vice President: Irma Archuleta**

**Department/Program Summary**

**1. Provide a brief summary of your program. Please explain the purpose of your program, what students you serve, what services you provide, and why these services are valuable. Your explanation should include a brief history and a discussion of any factors that have been important to the program’s development.**

The Office of Student Life (OSL) seeks to create a nurturing campus environment by enhancing students’ co-curricular experiences. OSL plays an integral role in student retention by offering students a place to meet new people, gain leadership skills, and have fun. It serves as the hub of campus events and activities and strives to collaborate with other campus departments, programs and organizations to meet the various needs of our diverse student population. All currently enrolled students at EVC are eligible for program offerings.

**PART A: Overview of Program**

1. **Identify your program/department’s Commitments to Action (CTA’s) for this year.**

**Student Centered:**

Services

* Collaborate with Associated Student Government (ASG) to increase the amount of activities offered on campus
* Offer programs that augment financial assistance for low-income students (e.g., Emergency Student Grants)
* Offer student leadership training to ASG board members and student club leaders
* Pursue the development of a Behavioral Intervention Team

**Organizational Transformation:**

Transparency and Communication

* Revise and update pertinent ASG documentation and make available via the web
* Emergency Student Grants applications available via the web
* Offer training to all student club organizations and advisors on a semester basis on the ASG constitution and bylaws, including codes (e.g., finance codes)
* Pursue the development of online voting for ASG elections

**Community Engagement**

Increase Visibility; Develop Strategic Partnerships

* Coordinate Annual KinderCaminata event exposing hundreds of kindergartners from the Alum Rock Union School District and their families to the promise of higher education as well as the opportunity to experience information regarding different careers
* Explore ASG sponsorship for reduced VTA fares for EVC students
* Coordinate General Commencement Ceremony for EVC students graduating with an AA/AS; collaborate with custodial services, facilities, grounds, CTSS, academic affairs, and other departments to coordinate ceremony.

2. **Please explain how your program’s CTA’s are aligned with the goals of the College. How does your program help the College fulfill its Mission, Strategic initiatives, and Commitments to Action (CTA’s)?**

The Office of Student Life (OSL), in partnership with the Associated Student Government (ASG), offers a variety of activities and program support services that augment the college experience. Through our financial assistance programs, higher education is accessible. In addition, our fun and culturally diverse events create a vibrant student life where students are exposed to the rich diversity of our student body, while simultaneously learning something new.

3**. Please state at least three recent program accomplishments that contribute to the College’s success.**

1. OSL collaborated with ASG to increase the amount of activities offered on campus (student service offerings, visibility).

For example, Welcome Week is a student life activity that welcomes new and returning students to the campus. The OSL partnered with ASG and purchased coffee and pastries to offer to the students for free. As students received their free snack and beverage, the ASG provided them with information about the student government and campus activities.

1. OSL/ASG developed relationships with programs such as DSP, FasTrack, OASSIS, etc. to ensure ASG reflects the campus diversity (access, strategic partnerships).

The OSL and the ASG have made presentations to students enrolled in special support service programs on campus to encourage participation in student government. As a result, the board reflects the rich diversity of the campus ensuring representation for all constituent groups.

1. Increased visibility of OSL/ASG program offerings (i.e., emergency student grants) by developing creative and innovative promotional materials and uploading them online (access, visibility).

In the Spring 2012 semester, over 500 applications were submitted to the ASG office. This was a record number of submittals. This was due, in large part, to the support of special programs on campus promoting this grant program to their students. In addition, the ASG Advisor sent an email promoting this program to all currently enrolled EVC students.

4. **State the department/program’s goals and focus and explain how these contribute to the mission and priorities of the College and District.**

The Office of Student Life (OSL) delivers a wide range of programs and services designed to meet the co-curricular needs of Evergreen Valley College’s diverse student population. The OSL design and implement accessible programs and services, which are intellectual, social and cultural in nature. These services enhance student growth and development and promote student involvement on campus. The OSL serves as a resource for students to learn how to get involved with student groups on campus, gain information on the Associated Student Government, discover the many services available to students and find out about upcoming programs and special events.

The Office of Student Life strives to connect academic and out-of-class experiences through the development of programming and leadership development opportunities.  The office offers programs and services which intentionally guide, challenge and support holistic student learning and growth, foster a lively campus environment, and establish a diverse, interactive and responsive learning community. In addition, the Office serves as the general advisor of the Associated Student Government (ASG).

5. **If applicable, identify department/program productivity (WSCH/FTEF).**

Not applicable.

6**. Please highlight what areas need to be addressed more effectively.**

Due to staff reduction, the OSL Department has struggled in providing quality services in the area of student enrichment activities and student club support.

**PART B: Management Information Systems (MIS)**

Not applicable.

**PART C: Demographics**

Access

1. **Provide the following demographic data: ethnicity, age and gender.**

Although all fee paying students at EVC are eligible for most OSL/ASG program offerings, there are specific program that limit participation. For instance, the Student Leadership Development Workshop offered in March 2012 was opened to ASG officers and student club officers and members. Thirty (30) students participated in this all-day workshop, representing various students clubs:

* Associated Student Government – 10 participants
* Society Advancing Chicanos and Native Americans in Science (SACNAS) – 5 participants
* Runners Club – 1 participant
* Newspaper Club – 3 participants
* Vietnamese Student Association – 2 participants
* Enlace Student Association – 2 participants
* Honors Club – 1 participant
* Cochitlehuel-li – 1 participant
* Latina Leadership Network – 2 participants
* Pride Club – 3 participants

1. **Does the program’s population reflect the college demographic data?**

In general, since most campus activities are open to the entire student body, the program’s population does reflect the college demographic data. However, the demographic data for the leadership workshop does not reflect the college demographic data. The participants in this program comprised of 63% Latino, 23% Asian, 1% African American, and .03% White. In contrast, the overall percentages for EVC are 41% Asian, 33% Latino and 4% African American. This is due to the majority of chartered student clubs on campus having a Latino focus.

**3. Describe any areas of concern with access.**

Due to staff reductions, there is not enough staff support to meet the demands of a growing student body.

**4. Describe any plan for improving access.**

Exploring options for staff support with the VP of Student Affairs. Currently there is a 20-hour per week work study student providing limited support services in the office.

**5. What programs and services do you feel specifically contribute to student access?**

The Office of Student Life, along with the Associated Student Government, offer financial assistance programs that assist students with the purchase of school supplies and materials. The ASG also offer twelve (12) scholarships to help students pay tuition.

In addition, the OSL and ASG have partnered to offer experiential leadership development workshops for student leaders on campus. The first workshop was offered in March 2012 and thirty (30) students representing ten different student organizations participated. The overwhelming majority of the participants expressed the need for the continuation of such offerings for student government and student club leaders. The feedback was collected during a focus group discussion that consisted of ten (10) participants.

Success

1. **How well do the program students perform compared to the total college population?**

There is no comparison to draw from since program offerings are available to all fee paying EVC students. In addition, not all students take advantage of the offerings and services on an ongoing basis.

1. **Describe areas where you have concern about student success.**

Within the OSL and ASG programs, there are no concerns related to student success.

1. **What programs and services do you feel specifically contribute to the success of students at your college?**

Civic engagement activities, emergency student grants, scholarships, student clubs and organizations, and cultural enrichment activities and events contribute to the success of EVC students.

**PART D: Compliance**

***Student Eligibility***

1. **Describe the factors you program uses to determine that student’s eligibility and how these factors are communicated in your program information/handouts.**

All currently enrolled fee paying students at EVC are eligible to participate in Office of Student Life activities and events.

2. **Describe the process used to monitor continued program eligibility.**

EVC student identification cards are used to monitor eligibility.

3. **If applicable, describe the process for assisting students in completing their Student Educational Plan (SEP) and making necessary revisions.**

Not applicable.

**PART E: Program Requirements**

1. **Indicate if the program is required to have a full-time director and meet specific qualifications?**

The Office of Student Life has a full-time Director. Due to budget cuts, the Program Assistant position was eliminated.

1. **Is the program mandated to have an advisory committee? Identify the membership/composition, list the frequency of the meetings and provide a copy of the last meeting’s minutes.**

Not applicable.

1. **What type of documentation is the program required to maintain?**

The OSL is required to maintain Hold Harmless records that students complete when participating in an OSL and ASG sponsored activity (e.g., offsite excursions, intramural sports).

**PART F: Program Services**

1. **Describe program services. Indicate those services you are mandated to provide?**

The following services are offered through the Office of Student Life and Associated Student Government:

* Student leadership development
* Cultural enrichment activities and events
* Civic engagement and responsibility
* Intramural sports
* Financial assistance

**PART G: Student Learning Outcomes**

**1. What are the SLOs for the program?**

|  |  |  |  |
| --- | --- | --- | --- |
| **Core Activity/Service** | **Target Population** | **Student Learning Outcomes Acquired from Core Activity** | **Assessment of SLOs** |
| Student Leadership | Associated Student Government and/or Student Club Officers & Members | ASG Officers demonstrate leadership through campus participation and actions (e.g., campus committees & organizing events) | 1. Staff observations 2. Focus Group |
| ASG and Student Club Officers operate as a team/community valuing the input of all its membership. |
| ASG Officers organize campus-wide activities with minimal supervision and counsel. |
| Student Government Protocol | Associated Student Government | ASG Officers will be familiar with A.S. Constitution and bylaws. | 1. Pre-Post Test 2. Staff observations |
| ASG officers make appropriate decisions based on policies and procedures and student body needs. |

**2. What process was used (or plan to use) to develop these outcomes?**

Outcomes were developed by listing the following:

Inputs – resources consumed by the program

Activities – what the program does with the inputs

Outputs – the direct products of program activities

After analyzing the above, the benefits for participants during and after program activities were listed. Input was also solicited from ASG officers as to the development of program SLOs. This led to the development of the current SLOs.

**3. Have you assessed and analyzed data outcomes?**

To date, staff observations and pre-tests were used to measure the outcomes. A post-test will be administered at the end of the Spring 2012 semester to measure if there was an increase in knowledge.

**4. How have you used the assessment information to improve the services?**

The ASG held a training during the intersession where they reviewed goals they established for the year and compared them to the type of activities they offered to see if they aligned with one another. As the advisor, my observations and feedback regarding their performance was used to analyze their progress. As a result, the ASG altered their goals for the Spring semester to be more general and unrestricting. This way, they could be more creative and innovative to meet the needs of the EVC student body.

The assessment information will be used at the end of the academic year to improve services to students.

**PART H: Funding Expenditures & Accountability**

Not applicable.

**PART I: Technology**

1. **Describe efforts made to automate and/or introduce technology (i.e. convert hardcopy documents to electronic versions).**

The ASG have converted most of their documents to electronic format and posted them online. The ASG has also created a Facebook page with several features to promote programs and services, such as scholarships, grants, and campus-wide activities.

An ipad has been issued to the OSL and ASG by the Administrative Services Department to develop creative and innovative strategies of offering services to students, while also encouraging the Programs to go “green.”

1. **Explain how the new technology helped to improve program efficiency and effectiveness.**

Placing all ASG documents online makes them readily accessible to the entire student body. Thus far, the ipad has been used primarily for presentations during ASG meetings, note taking and record keeping, and file uploading.

1. **Describe future plans to implement new technologies in an effort to eliminate manual processes. Identify projected needs and timelines.**

The OSL and ASG will be working with ITSS to move from a hard copy ballot to an electronic one by Spring 2012. This will eliminate cost (paper ballots and ink) while simultaneously creating a more efficient process.

**PART J: Planning Agenda**

1. **Identify any plans you may have to modify, automate and/or create additional services within your program.**

The ASG are currently working on implementing an electronic ballot system for their annual general elections. The ASG elections committee has met with District ITSS staff to begin the planning stages for the May 2012 elections.

The OSL and ASG have partnered to develop a Leadership Development Academy for student government leaders and student club officers. A pilot workshop was offered in March 2012 and thirty (30) students representing ten different student organizations participated. The success of this workshop has provided the impetus for the development of the Leadership Development Academy (LDA). The LDA is scheduled to launch in the Fall semester 2012.

1. **Indicate if you are receiving or planning to request funds beyond the state or federal categorical allocation.**

Not applicable.

1. **Identify and discuss the facilities, equipment and equipment maintenance needs.**

None at the moment.