

Ohlone College

Program Review Report

- **Program Description and Scope:**

- *Program Review Title:* Student Life
- *Academic year:* 2015/2016
- *Review Type:* Student Services Program Review - Directors
- *Program/Departments:* ASOC (69601)
- *Authority Code:* 82-Director, EOPS, CARE, Calworks
- *External Regulations:* Yes_ No X
- *Provide a brief narrative that describes the services provided.*

The Office of Student Life provides the following services: STUDENTS

- Student Activities (Activities hosted/funded by ASOC, Activities collaborated with SL & other depts. & programs)
- Student Government (ASOC)
- Leadership Training
- Student Clubs
- Ombudsmen Services (i.e. Student complaints, mediation, appeals and petitions)
- Graduation (assists with the VPSS & Exec. Asst.)

- **College Mission**

- *Mission Statement*

Ohlone College responds to the educational needs of our diverse community and economy by offering high quality instruction supporting basic skills, career development, university transfer, and personal enrichment and by awarding associate degrees and certificates to eligible students in an innovative, multicultural environment where successful learning and achievement are highly valued, supported, and continually assessed.

- *Program Relation to College Mission.*
 - University Transfer
 - Personal Enrichment
- *State your program Mission/Purpose.*

The Office of Student Life exists to provide co-curricular experiences for our students. We offer students a place to meet new people, gain leadership skills and have fun. The Office of Student Life serves as the hub for all student hosted events and activities including Student Government (ASOC) and student clubs (ICC). This is done through collaboration with other departments, programs and organizations. By visiting the Office of Student Life, students can learn how to

join several student organizations at Ohlone College.

- *Briefly describe program accomplishments.*

ASOC

- Continued work with the 4 Pillars (framework for all activities and programs)
- Held one student election (400+ votes)
- Funded over \$20K in Money Requests for clubs and departments
- Instrumental in the College Summit of Spring 2015
- Hosted Holocaust Survivor Presentation to over 400 attendees
- Engaged in the revamp of Building 5 and made recommendations for the space on the 1st Floor

ICC

- Club days continues to grow (95% club participation)

- There are over thirty active student clubs
- Attendance has increased by 35%

STUDENT ACTIVITIES

- Five minute Monday – Meet somebody new
 - Food Drive
 - Valentine’s Day - Create A Card to benefit residents at Aegis Assisted Living (partnered with Aegis Assisted Living & students from Ohlone Connection)
- **Student/Program Achievement**
 - *List area-specific outcomes.*
ASOC
 - Update Constitution & Bylaws
 - Make final decision about potential student spaces in Building 5

ICC

- Identify ways to incentivize council participation

STUDENT ACTIVITIES

- Increase programs at Newark
- *Identify internal and/or external benchmarks and regulations.*
 - (ASOC) The Constitution and Bylaws will be reviewed by the entire council and revisions will be submitted by the Legislative Representative
 - (ICC) The requirements to be in ICC will be fully reviewed by the council and submitted by the ICC chair
 - (SL) will tally all student attendees by surveys and compare each semester
- *Enter assessment results for area-specific outcomes and analyze trends.*
TBD
- *Analyze program budget trends and expenditures. Comment on how the program can best use budget resources.*
ASOC

- 15-16 budget is \$111,000.00
 - \$26,000 for Money Requests given to students & faculty
 - \$3,750 for student scholarships
 - \$7,000 is given to ICC for club use. However, ICC needs more funding, because their allocation of \$7,000 is not enough to provide resources for over 30 clubs.
 - The remainder is for training, student handbooks, graduation reception, id card maintenance, etc.
- *Analyze the program's current use of staff, equipment, technology, facilities, and/or other resources. Comment on how the program can best use these resources.*

STAFF

- 1 Director (30%)
- 1 Coordinator (70%)

It is becoming increasingly more difficult to keep up with the increasing requests for student activities. Currently, we have a classified employee (Coordinator) who serves as the main contact/supervisor over the students and programs. It is crucial to have additional staff in this area, in order to maintain current services, as well as provide new and improved ones. We provide services at both

campuses, and additional staff would help us meet the growing needs at Newark.

FACILITIES

- Even before construction, programming space was nearly non-existent. There have been no plans made to provide additional space for student events and activities.

- *Additional Program Table Files.*
- *Future Actions*
Current level of focus maintained. Describe.

- **Program Improvement Objectives**

1. *Based on the program data analysis and PSLO analysis, identify your Program Improvement Objective(s): What are you going to do? Why are you going to do it?*

Provide student activities for both campuses, to provide consistency between both campuses.

Notes (optional): Please include any notes related to your PIO. (2500 Character limit)

The Student Activities Office provides opportunities for student involvement at Ohlone College through social and cultural programs, student leadership training, and annual campus events. Increasing services on both campuses will foster increased involvement and learning opportunities for students.

Program PIO will address the following:

- Student Learning & Achievement
- Success Rates
- Service Impacts

How will you assess the effectiveness of your PIO:

?We will tally all student attendees by surveys ?The surveys will use a Likert Scale, so that students can rate their learning experience. ?A report will be

generated from the surveys for the Student Life Director to review and respond

PIO Action Plan:

How will you accomplish this?

?We will use an electronic method for surveys, i.e. Survey Money ?We will use Microsoft Access or Excel for electronic attendance taking

What is your timeline?

?We will begin building this process in Spring 2015, for a full implementation in Spring 2016.

Who is going to do this?

?The Student Life Director and Student Activities Coordinator. ?Student Workers.

PIO Status:

- Revised

Closing the loop - Describe the results of your PIO implementation or completion:

Conclusion: Complete if PIO has been completed

PIO not achieved - did not work - start new PIO cycle

Fiscal Resources Status:

PIO Resources:

2. *Based on the program data analysis and PSLO analysis, identify your Program Improvement Objective(s): What are you going to do? Why are you going to do it?*

OMBUDSPERSON PIO: Design and implement a visual flowchart to assist Faculty in understanding the flow and scope of this position. Faculty and deans are still unsure as to when they should refer students or when they should handle the

matter themselves. Having a visual representation of the process, similar to our Enrollment Process published in the class schedule, will be beneficial.

Notes (optional): Please include any notes related to your PIO. (2500 Character limit)

Program PIO will address the following:

- Student Learning & Achievement
- Success Rates
- Service Impacts

How will you assess the effectiveness of your PIO:

Each new case will be tracked through the flowchart and details will be recorded. Faculty will be asked to participate in a survey to assess their use of the chart. Results will be reviewed by the Ombudsperson to review and make needed revisions.

PIO Action Plan:

How will you accomplish this?

Chart will be designed by the Ombudsperson. A draft of the chart will be given to a small sample of random faculty members. The Ombudsperson will review the faculty feedback and make needed adjustments.

What is your timeline?

Chart will be developed in Spring 2016. Implementation will be Fall 2016.

Who is going to do this?

The Ombudsperson

PIO Status:

- New

Closing the loop - Describe the results of your PIO implementation or completion:

Conclusion: Complete if PIO has been completed

Fiscal Resources Status:

PIO Resources:

- Resource: People Time
Description: Director time
3. *Based on the program data analysis and PSLO analysis, identify your Program Improvement Objective(s): What are you going to do? Why are you going to do it?*

STUDENT LIFE PIO Hire a part-time Senior Office Assistant who can provide administrative and program assistance.

Notes (optional): Please include any notes related to your PIO. (2500 Character limit)

Program PIO will address the following:

- Student Learning & Achievement
- Success Rates
- Service Impacts

How will you assess the effectiveness of your PIO:

?We will determine which events/activities we have been able to re-institute.
?We will chart the outcome of new events/activities. ?We will do monthly meetings with the new staff person, to assess assigned duties

PIO Action Plan:

How will you accomplish this?

?Once the position is approved, proper paper work will be submitted to HR.
?Position will go through the normal hiring process of the college.

What is your timeline?

?We would like to begin this process Fall 2015, with a hire in Spring 2016.

Who is going to do this?

Director of Student Life

PIO Status:

- In-Progress 11/13/2105

Closing the loop - Describe the results of your PIO implementation or completion:

Conclusion: Complete if PIO has been completed

Fiscal Resources Status:

- .

PIO Resources:

- Resource: Staff/Administrative Position
Position Title: Student Services Assistant
FTE: .50
Est. Cost: \$29,000.00

Attached Files: