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i Enter information for 2016-17 only. Prior years need to be entered in Word document and sent to Vice President of Student Services. ✕

▼ **Dept SS - (SD) College Life** ✎

2018-19 Annual Program Review Update Submitted By: Hyon Chu Yi-Baker, Dennis Shannakian, La Donna Yumori-Kaku, Yali Zhu

SS Program Review Reporting Year: 2018-19

SS 1a) Program Name: Office of College Life (OCL)

SS 1b) Name(s) of the author(s) of this report: Michele LeBleu-Burns and Hyon Chu Yi-Baker

SS 1c) Number students served annually & trend increasing, even, decreasing: The OCL organizes, conducts and supports a variety of DASB funded programs. They include the bike loan program, legal advice, discount movie tickets, and numerous college events and co-curricular activities which occur on campus each year. The majority of these events are lead by our student leaders for our De Anza students. We are also responsible for the student photo ID and the VTA SmartPass which are also seeing a decline due to decrease in enrollment; we serve close to 10,000 students in this area. The De Anza Associated Student Body (DASB) senate typically includes 20 to 30 elected student representatives per academic year; we also work with over 50 DASB Interns that provides an introduction to the Student Senate. The number of students participating in the student senate has held steady over the years. The office manages the college's Flea Market, which has seen a slow decline in number of vendors upwards from 800 down to 600 which has impacted our revenue, which has had a negative impact on the DASB budget. The program is also seeing lower DASB card revenues due to the college's declining enrollment over the past few years. The Inter-Club Council is the governing body that manages 70 to 80 clubs per academic year. The clubs include up to 350 club officers and over 1,500 members. The Office of College Life professional staff also lead presentations on orientation, campus life, academic integrity, and the Flea Market in business classes, reaching an estimated total of 1,500 students.

SS 1d) Who are the typical students served by this program? : The Office of College Life serves the entire campus community in providing a wide variety of co-curricular activities involving leadership and student engagement.

SS 2a) What is the program Mission Statement?: The Office of College Life (OCL) is dedicated to providing an enriching campus life experience for De Anza's diverse student body. Rooted in our commitment to the values of diversity, engagement, and community, OCL strives to promote the ideals of leadership, empowerment, and civic capacity through a comprehensive college life program. Utilizing an integrated approach, OCL bridges our institutional core values with evidence-based practices to produce high impact programs and services that celebrate and fosters a climate of respect, integrity, and inclusion. We provide opportunities for students to engage and develop their full potential and prepare them to be responsible and engaged citizens of the world.

SS 2b) In what ways and to what extent does program assure the quality of its services to students?: Through our satisfaction surveys, assessment, and evaluation process, in addition to informal contacts with our students on a regular basis.

SS 2c) In what ways and to what extent does program support College Mission statement?: The Office of College Life provides training and development programs that support and encourage "... students of every background to develop their intellect, character and abilities; to realize their goals; and to be socially responsible leaders in their communities, the nation and the world." (De Anza College Mission Statement)

SS 3a) In what ways and to what extent does the program assure equitable access for all students?: The Office of College Life sponsors programming and activities that encourage the participation and inclusion of students from all diverse communities. In addition, College Life ensures that the venues, materials and activities are ADA compliant and accessible.

SS 3b) State ways and extent that program encourages personal and civic responsibility.: The Student Representation Fee which that was implemented three years ago encourages De Azna students to participate in civic activities on the local and state levels of government. DASB participates within the campus' shared governance structure and represents students on numerous shared governance committees. In addition, the Inter Club Council is the governing body that manages the over 70 student

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clubs and organizations that represent the wide gamut of special interests, civic engagement, and academic areas within the student body. In addition the Office of College Life provides training for our student leaders on civic capacity as well as serve as advisors to the many conferences they attend on civic engagement.

SS 3c) State ways & extent program designs, maintains and evaluates counseling &/or academic advising: Not Applicable

SS 3d) State ways & extent program support/enhances student understanding & appreciation of diversity:

The Office of College Life (OCL) provides a safe and welcoming environment that honors and celebrates diversity. We offer support, advocacy and leadership opportunities that emphasizes on critical thought, social justice, and cultural empowerment for the De Anza community. For the second year year, OCL teamed up with VIDA and Office of Equity, Social Justice, and Multicultural Education to present an annual student leadership conference focused on equity and inclusion. In addition, DASB received training on diversity to increase awareness, empathy, and perspective building.

SS 3e) State ways & extent program regularly evaluates admissions & placement practices: Not Applicable

SS 3f) State ways & extent program maintain student records securely & confidentially?: College Life program and student files are stored in locked file cabinets and care is taken to ensure the protection of electronic data by using required secure passwords to gain access to student records.

SS 4a) Have there been any significant staffing changes since the last APRU?: A new permanent Director of College Life joined the staff in July 2018.

SS 4b) Are there any significant staffing changes that will be needed?: In light of the budget reduction and impact on department funds the Student Activities Specialist was identified by the college to be permanently eliminated beginning 2019-2020, however, the position has been approved by this year's DASB Senate to fund the position next year. In order to meet the needs of our student population and to also reflect the mission of our college, the OCL would like to consider hiring another full time staff member as an educational coordinator to provide programs on leadership, diversity, and life skills.

SS 5a) Have there been any significant facility changes since the last APRU?: The DASB Senate office and the Student Council Chambers received all new chairs. The Office of College Life is losing its storage room in the lower level of the Campus Center in order to make space for a Student Lactation room.

SS 5b) Are there any significant facility changes that will be needed over the next five years?: The Office of College Life, ICC Office, and Club Room will be receiving all new furniture in summer 2019 in order to improve the functionality and the aesthetics of our working environments.

SS 6a) Have there been any significant equipment changes since the last APRU?: We will be receiving new computers for the student ID card production stations this year.

SS 6b) Are there any significant equipment changes that will be needed over the next year?: Over the next several years, computer hardware and software for student and staff use will need to be refreshed in accordance with district procedures for replacing technology/equipment.

SS 7a) Have there been any significant operational cost changes since the last APRU?: The OCL B Budget has received a significant cut this fiscal year. Over the past two years, the \$1.2 million dollar DASB budget has continued to take on expenses that are typically covered by the campus budget (i.e. new programs to serve targeted populations, expansion of current programs, etc.). In addition, the college-wide demand for DASB funding is increasing. This trend is expected to continue with the massive budget cuts the college is making. In addition, there was an increase of operational costs associated with staff for Flea Market since last year. There was also an increase in the minimum wage for student employees.

SS 7b) Will any significant operational cost changes be needed over the next year?: The minimum wage increase for student employees, which is a significant portion of the DASB Budget, and the DASB funding the Student Activities Specialist will impact the ability of DASB to fund other areas of the campus. In addition, the OCL seeks general base money to build their programming area of service.

SS 8a) Have there been any significant organizational alignment changes since the last APRU?: None

SS 8b) Are there significant organizational alignment changes that will be needed over the next year: Unknown

SS 9a) Have there been any significant changes in regulations/laws/policies since the last APRU?: We are now required to include suicide prevention and crisis hotlines on the back of the student ID cards.

SS 9b) State significant changes in regulations/laws/policies affecting program over next year.: Unknown

SS 10a) State any significant professional development activities for the program since last APRU.: The OCL professional staff are encouraged to attend college and district provided professional development activities such as workshops, conferences, and convocations. The OCL also provides our own internal professional development opportunities.

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SS 10b) State any significant professional development needs for the program for the next year.: We would like to continue providing professional development opportunities in areas such as customer/client care, IT training for better usage and applying to office practices (i.e. moving to on-line forms), student development and leadership, campus safety, and diversity and equity opportunities.

SS 11a) Have there been any significant curriculum since the last APRU?: None

SS 11b) State any significant curriculum issues that will affect the program over the next year.: The Office of College Life has continued to develop and implement a revamped, extensive leadership program for the Associated Students to prepare and support them in their shared governance roles at the college. These activities will ensure that students possess the skills to manage their duties and responsibilities as student government officers. Leadership training topics will include civic education, finance management, project management, ethics, organizational development and governmental affairs.

SS 11c) State the aggregate student success rate in the instructional portions of the program?: Not Applicable

SS 11d) State gap of student success rates with targeted groups.: Not Applicable

SS 12a) Have there been any other significant program changes since the last APRU?: None

SS 2b) Are there any other significant issues that will affect the program over the next year?: Due to the change in the funding source for the Student Activities Specialist there may be some impact on the ICC program.

SS 13a) What are the current/active program outcome statements?: College Life_SSLO_1 Students involved in DASB leadership will identify and improve their leadership styles.

College Life_SSLO_2 Students involved in DASB leadership will demonstrate improved skills in conflict management, meeting management, communication, and budgeting.

SS 13b) How many SSLO/SLO statements have been assessed since the last APRU?: The two SSLO statements listed above have been assessed since the last CPR.

SS 13c) Summarize the outcomes assessment findings and resulting program enhancements since last APR: During the DASB fall intensive training, all Senators were asked to complete the pre-assessment survey of their leadership abilities and basic knowledge of some College Life programs. Sixteen members did complete the pre-assessment survey. In June there will be a follow up post survey to capture the full academic year of their services.

SS 13d) What are the program outcome assessment plans for the next year?: The current program outcome assessment will be reviewed in the next year to better align with its current objectives and goals. Through the strategic planning process, OCL will identify new program outcomes as well as affirm the existing ones that are relevant and meet our new goals. Until then, surveys for Student Learning Outcomes will be conducted during each new senate orientation and during leadership development training.

SS 14) Analysis of the program from last APRU, now, and anticipate over next year.: The office of College life has been a steady vehicle for student involvement, student leadership development and has been the entity which oversees student clubs, organizations and student government (DASB). The program has the benefit of consistent staffing and employees who have a long-term, vested interest in the success of the program and department functions they serve. College Life via the DASB senate is responsible for generating and allocating \$1.2 million dollar budget annually through a very comprehensive budget development process. Currently, the program is seeing declining revenue due to the college's declining enrollment and lower Flea Market revenues. In the future years, the programming will be reviewed and revised to continue to meet the needs for leadership development for changing student populations.

SS 15a) Name of the Division and the names of the programs.: • Extended Opportunities Programs and Services

- College Life (DASB and ICC, Student ID, Eco Pass, Flea Market
- Health Services (HE&W, Psych. Svcs., Clinical Svcs.)
- Student Judicial Affairs
- HEART (Harm Evaluation Assessment Reduction Team)
- Americans with Disabilities Act (ADA)/504 Compliance
- Unlawful Harassment and Discrimination Coordination

SS 15b) Who wrote the Divisional Perspective?: Michele LeBleu-Burns, Dean of Student Development and EOPS/CARE

SS 15c) Summarize the CPRs written by the programs of the Division.: The Student Development Division, which is comprised of Extended Opportunities Programs and Services, the Office of College Life, Health Services, Student Judicial Affairs and ADA/504. Has continued to grow over the past several years as program areas have been added or developed to address the educational, social, learning and development

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needs of a diverse student population, by cultivating strategic partnerships with other student services and instructional departments/divisions, faculty, staff and administrators. Due to the length of tenure of the division employees, changes in the form of employee retirements will be a challenge over the next several years. In addition, declining enrollment has and will potentially have a continued negative effect on department revenues. This is specifically true for College Life, which relies on student body card sales and Flea Market revenues to support clubs and student government and the many campus programs funded by the student body senate including student tutoring, athletics, Vasconcellos Institute for Democracy in Action (VIDA) and the Honors Program to name a few. Health Services, which includes Clinical Health Services, Health Education and Wellness and Psychological Services have also seen declining revenues from the health fee as a result of the decrease of enrollment college-wide. Despite these challenges, the division has consistently provided high quality, student centered services to De Anza College Students.