PROGRAM REVIEW Fall 2018

Program: Student Life
Division: Student Services
Date: October 22, 2018
Writer(s): Nessa Julian
SLO/SAO Point-Person: Nessa Julian

Audience: Deans, Vice Presidents of Student Services and Academic Services, All Planning and Allocation Committees. This document will be available to the public.

Uses: This Program Review will be used to inform the campus and community about your program. It will also be used in the processes of creating Division Summaries, determining College Planning Priorities and allocating resources. A final use is to document fulfillment of accreditation requirements.

Time Frame: This Program Review should reflect on program status during the 2017-18 academic year. It should describe plans starting now and continuing through 2018-19. This document also provides the opportunity to describe more long-term plans (optional).

Sections: The first section of this Program Review focuses on general program reflection and planning. The second section has specific questions to be filled out by all programs this year. The third section is an SLO/SAO update. The fourth section is a review of curriculum. Only programs with curriculum need to complete Section 4.

Topics: A list of topics of particular interest to Program Review readers can be found here:
https://goo.gl/23jrxt
Help: Contact Karin Spirn: kspirn@laspositascollege.edu

Instructions:

1) *Please respond to each question as completely as possible.*
2) *If the requested information does not apply to your program, write "Not Applicable."*
3) *Optional: Meet with your dean to review this document before October 22.*
4) *Send an electronic copy of this form to Karin Spirn and your Dean by October 22.*

Links:

Program Review Home Page: https://goo.gl/XATgjJ
Fall 2017 Program Review Updates : https://goo.gl/pkv76m
Frequently Asked Questions: https://goo.gl/iIhRtt

Section One: Program Snapshot

No Significant Changes Option

[ ]

Contact person: _____

By marking an X in the box above, the writers of this Program Review indicate that there have been no significant changes to their program or their program's needs in the past year. In this case, programs may opt not to complete Program Review Section One: Program Snapshot. **Programs must still complete all other sections (as applicable).**

Please note: Choosing this option means that your program's information may not be included in the yearly Division Summary.

The No Significant Changes Option may only be used for two years in a row; after two years, programs must complete a full Program Review including the Program Snapshot. Our program's most recent Program Review was submitted in the following semester: Fall 20_____.

A. **Program Description: Briefly describe your program, including any information or special features of your program that will provide helpful context for readers of this Program Review.**

The Student Life program supports student engagement through student leadership programs and services including student government, clubs, and organizations. The Student Life Office facilitates empowerment, leadership, and advocacy for students by strengthening student participation and engagement in the life, governance, and success of the college. Through our programs and services, we strive to support the mission and vision of the college by promoting the holistic development of diverse leaders. Our programs, events, and activities focus on student leadership and success and offer skill development in the following areas: lifelong learning and critical thinking; civic, social, and environmental responsibility; leadership and personal growth; promoting ethical behavior and mutual respect in a diverse community.

The Student Life Office offers resources, support, and training to two major areas of student development and participation: Las Positas College Student Government (LPCSG) – formerly the Associated Students of Las Positas College (ASLPC); Clubs and Organizations via the Inter-Club Council (ICC).

Las Positas College Student Government: The Student Life Office provides support, student leader training, and oversight over financial operations including assistance with the preparation, approval, and management of budgets, parliamentary procedure, participatory governance, and leadership development.

The Student Life Office offers information and provides support for all campus club and organization activities.

There are approximately 40 recognized student clubs/organizations at the College. Support for the clubs by the Student Life Office includes approval of all events, scheduling of space for events, processing all financial paperwork, and assistance with the marketing of club events and campus-wide activities. The recognition process and training of student club officers and faculty advisors is coordinated by the Student Life Office in conjunction with the Inter-Club Council.

In addition, the Student Life Office supports the LPCSG and ICC programs and services including the Textbook Loaner Program, Charging Stations, Mobility Initiatives, and more.

B. Changes to Program and Needs: Describe any significant changes to your program or your program's needs since the previous Program Review Update (Fall 2017).

Since the last Program Review, the Student Life Office has experienced significant changes in growth in student involvement, and a decrease in personnel to support operations of the program.

The LPCSG has seen an increase in membership with leaders/officers increasing from twenty (20) students to thirty-two (32), with the possibility to approve more student officers (per the LPCSG Constitution & Bylaws). In addition, the number of recognized student clubs and organizations has increased to forty (40), with the possibility for more given the diverse interest of our students.

The part-time Student Services Assistant resigned to pursue another opportunity within the College in late fall 2017. In addition, the Student Life Advisor resigned and the Vice President of Student Services and Director of Student Equity and Success stepped in to support Student Life as Co-Advisors for LPCSG, ICC, and the Student Life Office beginning spring 2018.

The Student Life Office currently does not have any permanent personnel assigned 100% to support the operations of the programs and services. Student Services has received approval to hire a full-time classified position to support Student Life (50%) and Admissions & Records (50%), and we are currently in the hiring process. In addition, Student Services is submitting a request to establish a Program Coordinator for Student Life position as part of the Resource Allocation Committee (RAC) process. This position is essential to ensuring that Student Life programs and services receives adequate support by the College. Co-curricular programs and services is critical to student engagement, student success, college governance, and is an accreditation standard. The addition of a full-time employee dedicated to support Student Life 100% within their job description is essential to the operations of the College and support of the students.

In Fall 2018, the Student Government held a special election on two ballot measures: 1 – change the organization name from Associated Students of Las Positas College (ASLPC) to Las Positas College Student Government (LPCSG); 2 - approve a student mobility initiative or transportation fee of $10/student. The actual ballot language was as follows:

The Student Mobility Fee (also known as a transportation fee) will enable Las Positas College students to ride Wheels and Rapid buses, without paying to board, for the semester in which the fee is paid. Wheels and Rapid bus services provide public transportation for the Tri-Valley communities of Dublin, Livermore, and Pleasanton, and provide links to the Altamont Corridor Express (ACE) and Bay Area Rapid Transit (BART). Part-time students (enrolled in less than six units) would pay $8 per semester and full-time students (enrolled in six or more units) would pay $9 per semester. All revenue collected by means of the Student Mobility Fee will be utilized to pay for the subsidy to provide free transportation to all students. Student Mobility Fees may not be used for any other purpose. Do you approve the fee?
Yes or No

The Associated Students of Las Positas College (ASLPC) would like to change the name of the organization to Las Positas College Student Government (LPCSG). Do you approve that change?

Yes or No

Both initiatives passed. The fee was instituted in fall 2018 and there have been significant impacts. The LPCSG was able to reallocate approximately $25k previously allocated in past budgets for the Wheels Program, and all currently enrolled students are able to utilize the service. LAVTA has reported an increase in ridership by LPCSG students. With the approval of the name change by the students, the CLPCCD Board of Trustees subsequently approved of the change during their May 2018 meeting.

Mark an X before each area that is addressed in your response.				Definitions of terms: https://goo.gl/23jrxt		
Community Partnerships/Outreach		Facilities, Supplies and Equipment, Software		LPC Planning Priorities	X	Services to Students
Curriculum committee items	X	Financial/Budgetary		LPC Collaborations	X	SLO/SAO Process
Enrollment Management	X	Human Resources		Pedagogy	X	Technology Use
External Factors		Learning Support		Professional Development		

C. **Reflection: What plans from the 2017 Program Review or any previous Program Reviews/Updates have been achieved and how? You may also describe achievements that were not planned in earlier Program Reviews.**

Since the last program review, there have been a number of achievements.
The LPSCG held a general election in spring 2018 resulting in a record number of over 1000 students participating.

During the fall 2018 semester, the LPCSG has a full Senate will all officer positions (7), and senator positions (25) filled. Per the LPCSG bylaws, there is an opportunity to open up and approve additional senators with a 2/3 majority vote. The LPCSG has received an accepted an addition two applications and may consider approving and appointing additional student leaders.

The LPCSG has received training on Parliamentary Procedure (Roberts Rules of Order newly revised), the Brown Act, and participatory governance. With these trainings, the LPCSG has posted agendas, minutes, and held weekly meetings in accordance with the appropriate laws, policies, and procedures.

The LPCSG has appointed students to serve on college and district governance committees and almost all committees have student representation. LPCSG Officers and Senators are trained on participatory governance in accordance with Education Code 51023.7, AB 1725, and our local BPs/APs. There is an increase in student engagement in committees which allows for proper student representation and advocacy with the student voice. Student leaders regularly report out on committee discussions during their weekly LPCSG meetings which encourages more student engagement in the governance processes and the student 10+1 matters.

Student Leaders are pursuing additional leadership training opportunities and civic engagement opportunities. The LPCSG is actively involved in the Student Senate for California Community Colleges (SSCCC) both regionally (Region IV), and state-wide. Four student leaders from LPCSG will attend the SSCCC Fall General Assembly to advocate on behalf of their constituents on issues impacting community college students. The Student Trustee attended the Student Trustee training hosted by the Community College League of California (CCLC). The LPCSG has collaborated with the UndocuALLY Task Force and the CCLC in participating in the Undocumented Student Week of Action. They are also pursuing partnerships with the CalWORKs program to increase awareness regarding hunger and homelessness amongst students.

LPCSG launched their food pantry initiative, "The Market," in May 2018 in partnership with the Alameda County Community Food Bank. They have hosted monthly food distributions free of charge to students, and the local community. On average over 200+ families have been served each distribution day due to this service. This initiative helps to address food insecurity issues amongst students and contributes to student equity and success.

LPCSG is continuing to provide free greenbooks and scantrons for students. In the fall 2018 semester, they have seen an increase in the amount of students receiving the service and have had to allocate additional funds to support this service.

LPCSG has continued providing textbook rentals free of charge to students. With textbook changes in several academic programs, the LPCSG has had to allocate additional funds to purchase new textbooks for their program. With the impending implementation of AB 705, the LPCSG will review their current textbook stock offerings and determine how to proceed with future purchases. The LPCSG is also looking to pursue advocating for Open Education Resources given the increasing costs of textbooks. This initiative continues to address issues of student equity and student success.

With close to forty clubs and organizations on campus, there has been an increase in club sponsored activities on and off campus. Students involved in clubs and organizations host regular meetings for their members, hold local donation drives and fundraisers, host guest speakers, and organize campus-wide events such as Club Rush and Club Day.

Mark an X before each area that is addressed in your response.				Definitions of terms: https://goo.gl/23jrxt			
	Community Partnerships/Outreach		Facilities, Supplies and Equipment, Software		LPC Planning Priorities		Services to Students
	Curriculum committee items		Financial/Budgetary		LPC Collaborations		SLO/SAO Process
	Enrollment Management		Human Resources		Pedagogy		Technology Use
	External Factors		Learning Support		Professional Development		

D. IR Data Review: Describe any significant trends in your program's data from the office of Institutional Research and Planning. (Note: Not all Programs have IR data packets available; if your program does not have a data packet, you may note that in the response box). You may also discuss any other data generated for your program by the Office of Institutional Research and Planning.

IR Data packets are available here: http://www.laspositascollege.edu/research/progrev.php

Course Success Rates Dashboard can be found at the bottom of this page: http://www.laspositascollege.edu/research/outcomes.php

The Student Life Program does not currently work with IR, but hopes to partner in the future to determine success rates for students engaged in Student Life programs and services. Cocurricular engagement allows students to apply knowledge learned in the traditional classroom in their cocurricular experiences.							
Mark an X before each area that is addressed in your response.				Definitions of terms: https://goo.gl/23jrxt			
	Community Partnerships/Outreach		Facilities, Supplies and Equipment, Software		LPC Planning Priorities	X	Services to Students
	Curriculum committee items		Financial/Budgetary	X	LPC Collaborations	X	SLO/SAO Process
	Enrollment Management		Human Resources	X	Pedagogy		Technology Use
	External Factors		Learning Support		Professional Development		

E. **Other Data Review (Optional): Describe any significant findings based on other data regarding your program. Possible sources of relevant information might include, but are not limited to, the following:**

- o **Data generated by your program**
- o **CEMC Data**
- o **Labor Market Data**

None at this time							
Mark an X before each area that is addressed in your response.				Definitions of terms: https://goo.gl/23jrxt			
	Community Partnerships/Outreach		Facilities, Supplies and Equipment, Software		LPC Planning Priorities		Services to Students
	Curriculum committee items		Financial/Budgetary		LPC Collaborations		SLO/SAO Process
	Enrollment Management		Human Resources		Pedagogy		Technology Use
	External Factors		Learning Support		Professional Development		

F. Impacts to Students (Optional): Discuss at least one example of how students have been impacted by the work of your program since the last Program Review Update (only if you did not already answer this in Questions B-E).

Please see Questions B & C

Mark an X before each area that is addressed in your response.				Definitions of terms: https://goo.gl/23jrxt		
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Curriculum committee items		Financial/Budgetary	X	LPC Collaborations	X	SLO/SAO Process
Enrollment Management		Human Resources		Pedagogy		Technology Use
External Factors		Learning Support		Professional Development		

G. Obstacles: What obstacles has your program faced in achieving plans and goals?

The major obstacles the Student Life Office has faced in the last year is related to personnel. As mentioned in Section B, the Student Life Office has experienced significant changes in growth in student involvement, yet a decrease in personnel to support operations of the program.

The Student Life Office currently does not have any permanent personnel assigned 100% to support the operations of the programs and services. Student Services has received approval to hire a full-time classified position to support Student Life (50%) and Admissions & Records (50%), and we are currently in the hiring process. In addition, Student Services is submitting a request to establish a Program Coordinator for Student Life position as part of the Resource Allocation Committee (RAC) process. This position is essential to ensuring that Student Life programs and services receives adequate support by the College. Co-curricular programs and services are critical to student engagement, student success, college governance, and is an accreditation standard. The addition of a full-time employee dedicated to support Student Life 100% within their job description is essential to the operations of the College and support of the students.

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Curriculum committee items		Financial/Budgetary	X	LPC Collaborations		SLO/SAO Process
Enrollment Management		Human Resources		Pedagogy		Technology Use
External Factors		Learning Support		Professional Development		

H. Short Term Planning: What are your most important plans (either new or continuing) for next year? Describe plans starting now and continuing through AY 2018-19.

The Student Life Office plans to continue assisting the LPCSG with reviewing their internal policies, procedures, ratifying their Constitution and Bylaws, and leadership training and development. In addition, the LPCSG plans to pursue additional opportunities to engage students on campus through diverse programming, events, and activities, and representing the student voice and perspective through college governance.

Mark an X before each area that is addressed in your response.				Definitions of terms: https://goo.gl/23jrxt			
	Community Partnerships/Outreach		Facilities, Supplies and Equipment, Software		LPC Planning Priorities	X	Services to Students
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	External Factors		Learning Support		Professional Development		

I. Long Term Planning (Optional): Please detail any long-term plans for the next 3-5 years. (Only if you have significant plans, such as implementation of a grant project, creation of long-term initiatives including those using restricted funds such as Equity or SSSP, construction and outfitting of a new building).

Long-term planning includes remodeling the Student Life Office to better support LPCSG and student club needs, seeking out additional opportunities to engage students via support of a maker-space, more campus lounge spaces for students, open gym opportunities, and more student engagement opportunities via events and programs.

Mark an X before to each area that is addressed in your response.				Definitions of terms: https://goo.gl/23jrxt			
	Community Partnerships/Outreach	X	Facilities, Supplies and Equipment, Software		LPC Planning Priorities	X	Services to Students
	Curriculum committee items		Financial/Budgetary	X	LPC Collaborations		SLO/SAO Process
	Enrollment Management		Human Resources		Pedagogy		Technology Use
	External Factors		Learning Support		Professional Development		

Section Two: Current Topics (Required for All Programs)

A. **Educational Master Plan: A list of goals and strategies appears on page ii of the Educational Master Plan, which can be accessed here:**

   http://www.laspositascollege.edu/about/assets/docs/LasPositas_Ed_Master_Plan.pdf

   If applicable, describe how your program's upcoming plans reflect the goals described in the college's Educational Master Plan (your plans are described in Section 1, Questions H-I, or on a previous program review if you did not complete this year's Program Snapshot).

The Student Life plans align with the Educational Master Plan in the following areas:
A1. Address the educational needs of a diverse student population and global workforce.
  Co-curricular programs and services allow for students to become engaged in the campus community. The Student Life Office will assist LPCSG and clubs with planning additional events that address the needs of their diverse constituents.
A7. Provide student opportunities to be informed, ethical, and engaged.
  The Student Life Office plans to continue providing leadership development opportunities that assist students in carrying out their role via participatory governance. They are actively engaged in college governance and are working to best represent the student voice through their participation on committees.
D1. Streamline existing processes & D2. Enhance transparency and accountability.
  The Student Life Office

B. **Program-Set Standard (Instructional Programs Only): Did your program meet its program-set standard for successful course completion? _____yes _____no**

   Program-set standard data can be found on this page:
   http://www.laspositascollege.edu/research/outcomes.php

   If your program did not meet your program-set standard, discuss possible reasons and how this may affect program planning or resource requests.

C. **Facilities: Do you have any facilities needs that are currently unmet? If yes, please describe.**

   With the increasing amount of students involved in Student Life, we are currently outgrowing our space in 1643. With over thirty LPCSG student leaders who serve office hours, we do not have enough space or computers to accommodate our student leaders in carrying out their work. In addition, Student Life Office has very limited space to store items for our LPCSG

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and our student clubs and organizations. The student government has also outgrown their conference room. There is a significant need to establish a Student Center on campus to address these concerns. In addition, there is limited space on campus for students to meet, engage in collaborative work with their peers, and meet for student clubs and organizations, and there are very limited options to host events or programs.

D. Professional Development

Section 87153 of California Education Code specifies the type of Professional Development activities that may be funded by the Community College Professional Development Program. You can review these activities here: https://goo.gl/w8sqBM

D1. Summarize the aspects of professional development that have been working well for your program. This might include the process of obtaining funds, the types of training your program members have been attending, etc.

As we look to grow support for Student Life programs and services, there must be opportunities for program support staff and Advisors to understand relevant Education Codes and regulations that guide Student Government and Clubs for the California Community Colleges. Staff in the future should participate in professional development opportunities provided by the California Community College Student Affairs Association (CCCSAA) which is the representative organization for Student Life/Activities Advisors in the California Community College system. In addition, there are additional training opportunities provided by the Student Senate for California Community Colleges (SSCCC) general assemblies. Both CCCSAA and SSCCC provide professional development opportunities relevant to parliamentary procedure, the Brown Act, participatory governance, and student leadership, and more. In addition, the Student Life Office would also like to host a training on codes, regulations regarding use of student body funds in accordance with FCMAT standards. Proper training in these areas allows for more effective participation and engagement of students in the governance processes of the college.

D2. Summarize any needs, desires and visions your program has regarding professional development, as well as any challenges.

In addition to the items listed above, the Student Life Office would like to pursue an Emerging Leaders workshop to address the student leadership, student governance, and student engagement.

E. Program Review Suggestions (optional): What questions or suggestions do you have regarding the Program Review forms or process?

NA

Section Three: SLOs/SAOs (Required for All Programs)

A. In the box below, copy and paste your "Plans for Analysis of SLO/SAO Data" from last year's Program Review. This plan can be found in the 2017 Program Review Section 1 Question L.

(If discussing multiple PSLO/SAOs copy the box below as needed.)

Circle One: CSLO   PSLO   <mark>SAO</mark>
Course, Program Name, or Student Service Area: Student Services / Student Life
Text of CSLO/PSLO/SAO: As a result of their involvement in Las Positas College Student Government (LPCSG), students will develop the ability to effectively plan, organize, and facilitate meetings following parliamentary procedure, Robert's Rules of Order, and the Brown Act.
If you plan to analyze a PSLO, identify the courses that are mapped to the PSLO.

B. Below, report on your program's progress on the plan described in Question (A) above.

Text of CSLO/PSLO/SAO:
SLOs: Assessment data collected from _____ sections over _____ semesters. SAOs: Assessment data collected from _____25_____ students over _____1_____ semesters.
Describe the quantitative or qualitative results: LPCSG members participated in a pre-test of their knowledge regarding the Brown Act, parliamentary procedure (Roberts Rules), and participatory governance. The pre-test results indicated that students had limited knowledge in all areas. Through training and opportunities to apply their knowledge in meetings, they are exhibiting mastery in each of these learning outcomes.

Discuss and reflect upon student achievement for this CSLO/PSLO/SAO. Discuss any actions taken so far (and results, if known) and your action plan for the future:
The students have done an amazing job with the LPCSG operations based on the training they have received. They have developed and posted their agendas and minutes in accordance with applicable laws and regulations, and have practiced appropriate parliamentary procedure to effectively run their meetings. This has also led to transparency in their processes and actions as a body.

What changes in student achievement are evident across the semesters you analyzed? What are some possible explanations for these changes?
NA

DO you plan to continue tracking this SLO in the next year? Explain.
Yes, we plan to continue tracking this SLO to ensure that students continue to apply this learning outcome as it is integral to their role in college governance.

C. Planning: What are your future plans (either new or continuing) for SLO/SAO analysis for next year?   Identify the PSLOs, CSLOs, or SAOs that your program plans to focus on the upcoming year with subsequent analysis (next year's program review). (Copy the box below as needed.)

Circle One:
CSLO   PSLO   SAO
Course, Program Name, or Student Service Area:
Text of CSLO/PSLO/SAO:
If you plan to analyze a PSLO, identify the courses that are mapped to the PSLO.

D. SLO/SAO Suggestions (optional): What questions or suggestions do you have regarding SLO/SAO planning, assessment and reporting?

Section Four: Curriculum Review
(Programs with Courses Only)

The following questions ask you to review your program's curriculum. To see the last outline revision date and revision due date:

> **1. Log in to CurricUNET**
> **2. Select "Course Outline Report" under "Reports/Interfaces"**
> **3. Select the report as an Excel file or as HTML**

Curriculum Updates

A. Title V Updates: Are any of your courses requiring an update to stay within the 5 year cycle? List courses needing updates below.

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| |

B. Degree/Certificate Updates: Are any degrees/certificates requiring an update to do changes to courses (title, units) or addition/deactivation of courses? List needed changes below.

| |
| |

C. DE Courses/Degrees/Certificates: Detail your department's plans, if any, for adding DE courses, degrees, and/or certificates. For new DE degrees and/or certificates (those offered completely online), please include a brief rationale as to why the degree/certificate will be offered online.

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