

Comprehensive Program Review Report



Program Review - Student Activities & Affairs

Program Summary

2022-2023

Prepared by: William Hobbs

What are the strengths of your area?: 1. Student engagement: Working to support and engage students through Club involvement, activities, and events.

2. Student Senate: Building teamwork and developing leaders who know and adhere to shared leadership values that reflect COS management core values.

3a. Services: Improved quality and process for student ID cards, issuing of Activity Benefits and Transit stickers, Management of Student Center Lounge/Computer Lab.

3b. Services: Approachable and positive staffing in the Student Activities and Affairs office serving students and the community.

4. Club advisors: Training and communication with club advisors and officers.

What improvements are needed?: 1. Three campus services: In collaboration with HAC Provost and Tulare Student Services Director, determine the best practices of student engagement at all three District campuses. May utilize student worker (paid by student center/activity benefit fees) to assist campus staff.

2. Club funds application: Offer application process for Clubs to acquire funds needed for equipment, travel, training, outreach.

3. SAA Office: As the department that is tasked with student engagement, the SAA office would benefit from improvements:

- Add computer to vacant cubicle in Student Center as additional workspace for Student Senators.
- Remodel Student Senate office to Student Senate lounge.
- Repaint and re-carpet the SAA office with graphic vinyl wrap on existing counter
- A complete re-landscape (low moisture recommended) with a sitting area on both sides of SAA entrance.

4. Student Senate and Leadership courses:

- Build quality curriculum for IS 212 and IS 213.
- Assign consistent student representation on campus committees.
- Increase voter turnout for Spring Student Senate Elections.
- Increase outreach to feeder high schools for future COS student leaders

5. Services - Implement process to pay transit and ABF fees online.

Describe any external opportunities or challenges.: Challenges:

- C1. We are seeking to provide activities, club involvement, leadership opportunities, and student representation at all three campuses. Therefore, we must assess the needs of HAC/TCC campuses and how to meet those needs.
- C2. COS is a commuter college—student engagement is challenging due to off campus jobs and housing.
- C3. Attracting qualified student leaders to take an active role in Student Senate.

Opportunities:

- O1. Training VUSD student government students to provide peer support and team building skills provides a service to those campuses and encourage involvement in COS Student Senate.
- O2. We will be processing ID cards and issuing the Activity Benefits stickers and Transit stickers to students during Giant Days.

Overall SAO Achievement: -Increase of student ID's printed fall 2022 over fall 2021, based on blank card orders. Exact numbers are unavailable as check-in system was inoperable fall of 2021. We updated both the ID card software and hardware to better serve student ID needs.

-Instituted expanded club advisor and officer training to improve overall club involvement and fiscal excellence

-Student Senate offered movie nights in Hanford and collaborated more closely with Tulare clubs.

- Giant Days saw over 1200 student ID cards printed
- In collaboration with Tobey Roos, Psychology Instructor, Student Senate will offer Team Building and Conflict Resolution training to RHS student government students.
- In collaboration with COS Mental Health, Student Senate is offering "Let's Talk" peer support as a pilot project on the Visalia Campus
- In collaboration with College Democrats, College Republicans and Tulare Co. Registrar, Student Senate is offering Constitution and Voter Engagement Days to engage students in our US representative government process and implement AB963
- (5) new clubs were chartered or reactivated in the past 6 months

Changes Based on SAO Achievement: -New check-in software will enable us to accurately track student ID cards, transit stickers, ABF stickers, and student lockers (Kern)

Outcome cycle evaluation:

Action: Enhance Equitable Student Engagement

In collaboration with Student Services in Tulare and Hanford, utilize student workers and student clubs to enhance student engagement across all three campuses.

Leave Blank:

Implementation Timeline: 2019 - 2020, 2020 - 2021, 2021 - 2022, 2022 - 2023

Leave Blank:

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Identify related course/program outcomes:

Person(s) Responsible (Name and Position): Director and Student Activities and Affairs

Rationale (With supporting data): Currently we do not have the staffing to accommodate hosting a variety of activities and events at all sites as a District. Therefore, this limits the level of student engagement District wide.

Priority: Medium

Safety Issue: No

External Mandate: No

Safety/Mandate Explanation:

Update on Action

Updates

Update Year: 2021-2022

09/15/2021

Status: Continue Action Next Year

Additional staffing will be needed to accommodate district support at all three campuses.

Impact on District Objectives/Unit Outcomes (Not Required):

Link Actions to District Objectives

District Objectives: 2018-2021

District Objective 2.1 - Increase the percentage of students who earn an associate degree or certificate (CTE and Non-CTE) by 5 percentage points over three years

District Objective 2.2 - Increase the number of students who transfer to a four-year institution by 10 percent over three years

District Objective 4.2 - Improve organizational effectiveness by strengthening operations of and communication between District departments, divisions, and constituents

District Objective 4.3 - College of the Sequoias Board of Trustees, administration, faculty, and staff will engage in best practices and staff development to sustain effective operational systems for institutional assessment and continuous improvement.

District Objectives: 2021-2025

District Objective 1.1 - The District will increase FTES 2% from 2021 to 2025.

District Objective 2.1 - Increase the number of students who earn an associate degree or certificate (CTE and non-CTE) by 5% from 2021-2025.

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District Objective 4.2 - Improve communication practices needed to support organizational effectiveness and continuous improvement across all District units and constituents from 2021-2025.

District Objective 4.3 - Improve professional development practices District-wide for all District employees to support equity and operational effectiveness from 2021-2025.

Action: Student staffing to accommodate ID Card Processing, Activity Benefit Stickers and Transit Stickers

We want to provide excellent customer service with ID Cards, Activity Benefit Stickers, and Transit Stickers. The data collected by our CI Verify (in house data collection) indicates approximately a 40% increase within the past few years. The increased demand to process ID cards, Activity benefits stickers and transit stickers continues to increase each year. We meet this demand by filling four student worker positions each semester and utilizing additional staff during Giant Days.

Leave Blank:

Implementation Timeline: 2019 - 2020, 2020 - 2021, 2022 - 2023

Leave Blank:

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Identify related course/program outcomes:

Person(s) Responsible (Name and Position): Director of Student Activities and Affairs

Rationale (With supporting data): Our tracking system has reflected a 40% increase of students we are serving related to ID cards, activity benefit and transit stickers.

Priority: Medium

Safety Issue: No

External Mandate: No

Safety/Mandate Explanation:

Link Actions to District Objectives

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Action: Address Equity and Diversity within the student population

Support student leaders and club members to attend training relating to equity and diversity within the community college system. Ensure that a broad diversity of students are represented in the Student Senate executive board.

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Implementation Timeline: 2020 - 2021, 2021 - 2022, 2022 - 2023

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Identify related course/program outcomes: District Objective 2.1: Increase the percentage of students who earn an associate degree or certificate (CTE and non-CTE) by 5 percentage points over three years.

District Objective 2.2: Increase the number of students who transfer to four-year institutions by 10 percent over three years.

District Objective 4.3: Increase professional development opportunities for and participation of District employees in support of improving operational effectiveness.

Person(s) Responsible (Name and Position): Director, Student Activities and Affairs

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Rationale (With supporting data):

Priority: High

Safety Issue: No

External Mandate: No

Safety/Mandate Explanation:

Update on Action

Updates

Update Year: 2021-2022

09/15/2021

Status: Continue Action Next Year

Students leaders attended one or more of the watch parties and equity summit hosted by the Equity, Diversity, and Action Committee.

Impact on District Objectives/Unit Outcomes (Not Required):

Link Actions to District Objectives

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Action: Student Engagement - Giant Forest Remodel

As the department that is tasked with student engagement, the front of the SAA presents an unwelcoming front. The main door to SAA looks like a "staff only" entrance that repels rather than invites students. To create the necessary welcoming environment that promotes student engagement the SAA office is in need of a major remodel, inside and out.

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Implementation Timeline: 2021 - 2022, 2022 - 2023

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Identify related course/program outcomes:

Person(s) Responsible (Name and Position): Director, Student Activities and Affairs

Rationale (With supporting data):

Priority: High

Safety Issue: No

External Mandate: No

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Safety/Mandate Explanation:

Resources Description

Facilities - To create the necessary welcoming environment, the front of Giant Forest needs the following:

- a complete re-landscape (low moisture recommended) with a sitting area on both sides of SAA entrance.
- repaint the office with updated grey or blue trim on counters, doors and windows
- re-carpet office and new hard flooring in high traffic areas (Active)

Why is this resource required for this action?:

Notes (optional):

Cost of Request (Nothing will be funded over the amount listed.):

Equipment - Non-Instructional - Decomposed granite - \$3012

Pavers - \$1197

Lg plants - \$1380

Sm plants - \$1080

Furniture - \$1260

Labor (prevailing wage) - \$9600

20% Contingency - \$3500

Total - \$21,029 (Active)

Why is this resource required for this action?:

Notes (optional):

Cost of Request (Nothing will be funded over the amount listed.): 21029

Link Actions to District Objectives

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