

Comprehensive Program Review Report



Program Review - Student Activities & Affairs

Program Summary

2023-2024

Prepared by: William Hobbs

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

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 efficiency 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 in Hanford and Tulare.

2. Definitive budget for Commencement 2024 and beyond.

3. Student Senate and Leadership courses:

- Revise and improve curriculum for IS 210 and IS 211.
- Assign consistent student representation on campus committees.
- Increase student candidates for Spring Student Senate Elections.
- Increase connection to feeder high schools for future COS student leaders.

Describe any external opportunities or challenges.: Challenges:

- C1. Providing activities, club involvement, leadership opportunities, and student representation at all three campuses.
- C2. 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 students with team building skills provides a service to those campuses and encourages involvement in COS Student Senate.
- O2. Hosting a leadership conference for all club officers and Student Senate (Dec 6).
- O3. New stadium presents opportunities for football tailgate and Commencement 2024.

Overall SAO Achievement: • Hired student worker in Tulare to assist SS Director in student engagement events.

- Added ID printers for Giant Days to increase number of ID cards processed.
- Successfully recruited African American students for leadership class and senate positions.
- Met with Athletic Director to collaborate and schedule tailgates for various teams.
- Club advisor training was well attended and new club funds application created.

Changes Based on SAO Achievement: Better advertisement of events to the student population via text, Canvas announcements and email (utilizing ReGroup). Increasing social media posts such as videos, website, Facebook, and Instagram. Continue to keep the Student Activities and Affairs webpage up to date.

Outcome cycle evaluation: We continue to track services to obtain data for our area through computer check-in.

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, 2023 - 2024

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Identify related course/program outcomes:

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

Rationale (With supporting data): Duplicating events on Tulare and Hanford campus may not make sense (i.e. Football tailgate). Working with the Director of Student Services in Tulare and the HUB staff in Hanford we will need to be creative in offering valuable student engagement events at those sites.

Priority: Medium

Safety Issue: No

External Mandate: No

Safety/Mandate Explanation:

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.
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, 2023 - 2024

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

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External Mandate: No

Safety/Mandate Explanation:

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Action: Address Equity and Diversity within the student population

Actively recruit students of color to ensure that a broad diversity of students are represented in the Student Senate executive board.

Leave Blank:

Implementation Timeline: 2020 - 2021, 2021 - 2022, 2022 - 2023, 2023 - 2024

Leave Blank:

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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.

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

Rationale (With supporting data):

Priority: Medium

Safety Issue: No

External Mandate: No

Safety/Mandate Explanation:

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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.

Leave Blank:

Implementation Timeline: 2021 - 2022, 2022 - 2023

Leave Blank:

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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

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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Action: Dedicated Commencement Budget

Need to create and fund a dedicated commencement budget for commencement.

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Implementation Timeline: 2023 - 2024

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Identify related course/program outcomes: SAA office is tasked with operating the annual commencement ceremony and requires a budget to do so.

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

Rationale (With supporting data): We spent approximately \$27,000 on 2023 commencement and we anticipate a similar expense in 2024.

Stadium - \$4267

Gymnasium - \$1388

NTM (video wall) – \$12285

American Ambulance - \$550

Detail Party rentals (chairs, canopy) - \$3281

AAA Security - \$590

Lewis nursery (podium flowers) - \$220

Paradigm diploma covers - \$2000

Sub-Total - \$24,581

Contingency 20% - 2458

Total - \$27,039

Priority: High

Safety Issue: No

External Mandate: No

Safety/Mandate Explanation:

Resources Description

Adjustment to Base Budget - Stadium - \$4267

Gymnasium - \$1388

NTM (video wall) – \$12285

American Ambulance - \$550

Detail Party rentals (chairs, canopy) - \$3281

AAA Security - \$590

Lewis nursery (podium flowers) - \$220

Paradigm diploma covers - \$2000

Sub-Total - \$24,581

Contingency 20% - 2458

Total - \$27,039 (Active)

Why is this resource required for this action?: Commencement costs the above noted funds.

Notes (optional):

Cost of Request (Nothing will be funded over the amount listed.): 27039

