



2013-2014 ANNUAL PROGRAM PLAN & REVIEW (Student Life and Leadership) As of April 5

The purpose of this document is to collect information to be used by the college planning bodies IPC, SSPC, Budget Planning Committee, and CPC and may be used for Program Improvement. Through this process, Student Services staff will have the opportunity to review the mission and vision of their program(s). Then, using multiple measures and inquiry, staff will reflect on and evaluate their work for the purposes of improving student learning and program effectiveness. This reflection will identify steps and resources necessary to work towards the program vision including personnel, professional development, facilities, and equipment.

The deadline for submission of the Annual Program Plan to the SSPC is March 31. Complete this document in consultation with your Dean/VP who will then submit a copy to SSPC. Members of the SSPC will review the document and provide comments to the authors for use in the next annual program plan.

Terminology:

- **Program** – Student Services has six Programs. ex. Financial Literacy, Transfer & Articulation, etc.
- **Department** – Student Services also has individual departments. ex. TRiO, DRC, Outreach, etc.

Most of the information in the Annual Plan is written as programs. However, information and data from individual departments may also be included.

Cañada College

Vision

Cañada College is committed to being a preeminent institution of learning, renowned for its quality of academic life, its diverse culture and practice of personal support and development, extraordinary student success and completion, and its dynamic, innovative programs that prepare students for the university, the modern workplace, and the global community.

Mission :

Cañada College provides our community with a learning-centered environment, ensuring that students from diverse backgrounds have the opportunity to achieve their educational goals by providing transfer, career/technical, and basic skills programs, and lifelong learning. The college cultivates in its students the ability to think critically and creatively, communicate effectively, reason quantitatively to make analytical judgments, and understand and appreciate different points of view within a diverse community.

Values

- Transforming Lives
- High Academic Standards
- Diverse and Inclusive Environment
- Student Success in Achieving Educational Goals
- Community, Education, and Industry Partnerships
- Communication and Collaboration
- Engaging Student Life
- Accountability
- Sustainability
- Transparency



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Document Map:

- 1) Program
- 2) Lead Contact Person
- 3) Program/Department Data Measures and Reflection
- 4) Student Learning Outcome
- 5) Student Area Outcome
- 6) Resource Identification
- 7) Curricular Offerings (if applicable)

Educational Master Plan Strategic Directions:

- 1. Teaching and Learning:** Equip students with the knowledge and transferable skills so they can become productive citizens in our global community; provide clear pathways for students to achieve educational goals; invest in opportunities to promote engagement; conduct provocative professional development; and create innovative and flexible learning systems.
- 2. Completion:** Commit to student completion of certificates, degrees, and transfer; and create pathways which support the success, retention and persistence of students in their educational goals.
- 3. Community Connections:** Build and strengthen collaborative relationships and partnerships to support the needs for our community.
- 4. Global and Green:** Promote shared responsibility for our environment and social justice; and create a diverse and culturally enriched community of global citizens.

Cañada College Student Learning Outcomes

1. Critical and Creative Thinking

Select, evaluate, and use information to solve problems, investigate a point of view, support a conclusion, or engage in creative expression.

2. Communication Skills

Use language to effectively convey an idea or set of facts, including the ability to use source material and evidence according to institutional and disciplinary standards.

3. Understanding Society and Culture

Understand and interpret various points of view that emerge from a diverse world of people and / or cultures.

4. Scientific and Quantitative Reasoning

Represent complex data in various mathematical forms (e.g. equations, graphs, diagrams, tables and words) and analyze these data to make judgments and draw appropriate conclusions.



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1. **Program:** Student Life and Leadership

Team Leaders: Victoria Worch

A. Team Members: ASCC President: Alaa Aissi, Student: Geovanna Moreno, Student Activities Assistant Patricia Guevarra, and Student Assistant Angelica Mendoza

B. Program mission and vision

Program Location: Center for Student Life and Leadership Development building 5, rm 354

Program Staff: Student Activities Coordinator: Victoria Worch (Full time)

Student Activities Assistant: Patricia Guevarra (18 hours a week)

Student Assistants: Angelica Mendoza, Victor Vargas, Kayla Dorman, Julie Child (Each work 15 hours a week-Paid for by ASCC)

Program Mission

The Center for Student Life and Leadership Development creates a learning environment outside of the classroom by:

- Providing services, activities, and information that promote leadership development;
- Encouraging student participation in campus life (i.e. clubs, student government, volunteer activities, events, etc); and Supporting student success in leadership roles and processes.

ASCC LEADERSHIP BENCHMARKS

Leadership-Student Life and Leadership will strive to give each student, who is part of student life, the opportunity to attend a leadership conference, retreat, and/or workshop, or enroll in leadership course.

Community-Student Life and Leadership will strive to give each student, who is part of student life, the opportunity to feel part of the campus community by attending a campus event, club or ASCC meeting and/or making friendships outside the classroom.

Change-Student Life and Leadership will strive to give each student, who is part of student life, the opportunity to be part of Civic Engagement on the campus and make change by serving as a student representative on a campus committee, planning an educational event and/or attending a student government meeting.

Mentorship -Student Life and Leadership will strive to give each student, who is part of student life, the opportunity to identify their strengths, develop supporting relationships, and to understand how to keep their Student Educational Goal updated.



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3. Program / Department Data Measures – and reflection

What Program or department data measures were used this past cycle? (surveys, usage, etc.)

Service and Student Involvement Data

Area	2012-2013	2011-2012	2010-2011
Students Served	-ASCC: 32 Students were in ASCC at one point during July 1-April 5. -Clubs: 23 active clubs x 4 students per club = 100 Club officers -ASCC events: 10 Spirit Thursdays x 275 free meals =2475 students, and staff served -Club and other ASCC events: 8 additional events besides spirit Thursday. Clubs: 21 events. 8 + 21 x (average 100 people) =2900 students and staff entertained and educated.	-ASCC: 28 Students were in ASCC between July 1-April 23 -Clubs: 25 active clubs x 4 students per club = 100 Club officers -ASCC Events: 9 Spirit Thursday x 275 free meals =2475 students, and staff served -Club and other ASCC events 46 x (average of 100 people) = 4600 students and staff entertained and educated.	
Retention with in course or program	-ASCC On April 5 ASCC had 21 out of 32 are still active board members -Clubs On April 5, 20 out of 23 clubs were still active	-ASCC On May 17 ASCC had 19 Active Board members -Clubs On May 17, 22 were still active	
Completion (AA, AS or Certificate)	-ASCC 8 out of 32 Board members will completed AA or AS and will Transfer -	-ASCC 6 out of 19 Active Board members Complete AA or AS and will Transfer -Clubs: TBA	
Other Data	2012-2013	2011-2012	2010-2011
ASCC Student ID Card Processed:	As of March 29 -2245 Aug.-Dec: 1310 Jan.-March:935	Fall 2011: 1083 Spring: Total 1142 Overall Total: 2225	685 (fall-28, spring 656)



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Total number of listings on Housing Board:		17	N/A (not active this year)
ASCC Board members	32	28	20 (12 was the average that was active at a time)
ASCC 2013-2014 Candidates		9 for 2012-2013 (VP contested)	14 ran for the 2011-2012 board (President, VP and Treasurer contested)
Cañada College Student Trustee Candidates	2	1	4
Students who voted in the Spring ASCC General Election		350	483
Students who voted in the Cañada College Student Trustee Election	328	19	376
ASCC Office Assistants:	Hired 3 (1 left in December)	2	2
ASCC Student ID Office assistants	2	3	4
CLUB DATA			
Active Clubs	23	26	17
Students involved in Clubs (clubs required to have 4 members)		96	75
Students with more than 1 officer position		17	10
Faculty and Staff serving as Advisors		26	13
Advisors serving in multiple Clubs		7	4
Phi Theta Kappa New Members		90+	39 (Spring 2011 onetime fee \$75)
ASCC, Clubs, and Student Life Sponsored Events:		59	62
Business office forms processed		TBA	184

Program / department major accomplishments.

Department	2012-2013	2011-2012
Student Life	<p><u>1. Staffing</u> -Hired Short term hourly Student Activities Assistant Patricia Guevarra -College approved money to have a permanent ½ Student Activities Assistant starting July 1, 2013</p> <p><u>2. ASCC Board Positions Filled</u> Each semester, the group filled 21 out of 22 board positions</p>	<p><u>1.Moving into our new space!</u> Right from the start, students were using the new conference space, the new computers and hanging out in the mini lounge area. We are looking forward to the Grove opening in Fall 2012 and receiving more student traffic.</p> <p><u>2.Student ID Stats 2011-2012:</u></p>



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	<p><u>3. Spirit Thursday Program</u> ASCC continued to host a Sprit Thursday every month, including a Hawaiian July Spirit Thursday for summer classes. The biggest achievement was sponsoring Nationwide Group Campus Moviefest for the October Spirit Thursday. 21 student films were entered. A record for 1st time visit and we are the only CA Community College to host Campus Moviefest.</p>	<p><i>Huge increase in Students Picking up their Student ID's</i> Fall 2011 Student ID's made from Aug. 15 - Dec.15, 2011: 1083 Spring 2012 ID's made from November 29, 2011 to May 14,2012: 1,142 Overall Student ID Total: 2,225 Spring 2011: we processed only 656. Spring Comparison alone, we made 486 more! <u>3.Student Participation in ASCC</u>2009-2010: 14 students served in ASCC 2010-2011: 20 students served in ASCC (12 wa the average that was active at time) 2011-2012: 28 students served in ASCC (15 wa the average that was active at time) <u>4. Increase in New and Returning Student Clubs</u> 2010-2011 Active Clubs: 17 2011-2012 Reactivated clubs 12 out of 17 2011-2012 New Clubs: 13 2011-2012: Total Number of clubs: 25</p>
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Program / department What changes have you seen, and why?

Department	2012-2013	2011-2012
<i>Student Life</i>	<p>1.Number of events-no Spring Social Justice Series -This year the Coordinator of Student Activities became pregnant with twins in September which effected how much she could coordinate regarding events. The Monthly Spring Social Justice Series did not happen.</p> <p>However, the STEM Center did host a 9 week STEM speaker series that showcased women and diverse professionals in the STEM fields and wa a huge success. They averaged 125 people at every Wednesday night lecture.</p>	<p>1.The Partnership between Center for Student Life and Leadership Development, ASCC and Phi Theta Kappa. Phi Theta Kapp and ASCC shared officers and found themselves supporting each other more. Phi Theta Kappa won multiple awards and part of their success came from the support the Center for Student Life and Leadership Development was able to provide.</p> <p>2.The increase in STEM related student organizations. Their energy and grant has developed the Math Club, Programing Club, and future STEM related clubs such as SACANAS and the Physic</p>



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	<p>AND the Student Support Departments developed a Dreamers Task Force that met monthly to advocate, provide training on the Dream Act and will produce a 2 day event showcasing lecture and students sharing their stories regarding being an Undocumented Student.</p> <p><u>2.PTK Leadership Class was not offered</u> The pregnancy also effected the coordinator from teaching the PTK Leadership Class.</p>	<p>Club.</p> <p>3.Overall campus appreciates and support for Student Life and Leadership Development. There has been a huge shift to support ASCC, Student Life and more leadership development.</p>
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Program / department What changes, if any, will you make?

Department	2013-2014	2012-2013
<i>Student Life</i>	<p>Staffing -The Student Activities Coordinator position will be filled with a Detail Person while the permanent person goes on Maternity leave from April 15, 2013- April 15, 2014.</p> <p>-Hire Permanent ½ Student Activities Assistant</p>	<p>Make the Phi Theta Kappa Honors Based Leadership course a reality.</p>

4. Student Learning Outcome (SLO)

A. Results from prior cycle's 2012-2013 SLO.

Department	Prior Cycle's SLO
<u>Student Life:</u>	<p>As part of the ASCC Leadership Completion Program, ASCC board members will describe in writing what they learned while attending ASCC weekly meetings and leadership workshops, organizing a Spirit Thursday event, attending a campus committee meeting, and how they mentored another board member to stay in ASCC and in school.</p> <p>Results of SLO: 1st Evidence: PowerPoint: At the last Fall ASCC meeting: 14 out of 18 students prepared a PowerPoint showing they completed the Leadership Completion Program and what they learned from each Benchmark area. 12 out of 18 presented their PowerPoint. Summary in Tackdat</p> <p>2nd Evidence: <u>Pre and Post test and Mid-Semester Check-In</u> SLO: <i>Students will learn team building; identify strengths, and effective communication skills.</i> Results: 11 out of 16 ASCC board members were able to identify all 5 of their StrengthsFinder Strength themes. 2 out of 16 ASCC board members were able to identify 4</p>



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	<p>out of 5 of their StrengthsFinder Strength Themes.</p> <p>SLO: <i>Students will learn how to plan event, know more about campus programs, the diverse cultures on campus and become aware of the social justice needs that exist in our community and in our world.</i></p> <p>Results: When asked “How would you rate your ability to plan an event on campus?” 4 out of 16 ASCC Board members checked Excellent, 10 out of 16 checked Pretty Good and 2 out of 16 checked Okay campus”</p> <p>When asked “How well do you know about other student service programs on campus?” 7 out of 16 ASCC Board members checked Excellent, 6 out of 16 checked Pretty Good, 2 out of 16 checked Okay and 1 out of 16 checked Need Help</p> <p>When asked to list a Social Justice issue, only 10 out of 16 ASCC Board members were able to.</p> <p>SLO: <i>Students will learn how to use Roberts Rules of Order to make meetings more effective and create change.</i></p> <p>Results: When asked “How well do you understand Roberts Rules of Order?” 4 out of 16 checked Excellent, 6 out of 16 checked Pretty Good, 5 out of 16 checked Okay, out of 16 checked need help.</p> <p>When asked “How would you rate your understanding in how to run an effective meeting?” 5 out of 16 checked Excellent, 7 out of 16 checked Pretty Good, 4 out of 16 checked Okay</p> <p>When asked “How would you rate your understanding of Campus Shared/Participatory Governance?” 5 out of 16 checked Excellent, 5 out of 16 checked Pretty Good, 6 out of 16 checked Okay.</p> <p>SLO: <i>Students will learn where they can go on campus to get support in college and how they are responsible for each other’s success and retention in college and in ASCC.</i></p> <p>Results: In a multiple choice question, when asked to pick which correct student services are located on the 2nd floor of Bldg 9- 14 out of 16 picked the right answer.</p> <p>In the spring semester, ASCC board members where teamed up in Mentor/Mentee relationships.</p> <p>When asked “How they were balancing school, ASCC, work, family and friends” 6 out of 16 checked Excellent, 8 out of 16 checked Pretty Good, 2 out of 16 checked Okay.</p>
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B. Current SLO and relationship to College SLO or Strategic Directions

With the changes in this Program (see 3. above), new SLOs are being written for each area:

2013-2014

Department	Current SLO
<i>Student Life</i>	TBA-need to speak with the Detail person and ask them what they would like to do.



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**C. Action Plan
2013-2014**

<i>Department</i>	<i>Action Plan</i>
<i>Student Life</i>	<p><u>Keep the Leadership Completion Program</u> ASCC board members will receive an ordination about the Leadership Completion Program, along with a handout so they can keep track of what they are doing and how it completes the Leadership Benchmark areas: Leadership, Community, Change and Mentorship. Students will be assessed by turning in the Leadership Completion Paperwork demonstrating what they learned and what conferences, workshops, events and committees they were part of, along with listing how they helped a board member and what their top 5 leadership strengths are.</p> <p><u>Possible plan:</u> Develop something for students who are Club Officers.</p>

**5. Student Area Outcomes (SAOs) 2012-2013
2012-2013**

<i>Department</i>	<i>SAO</i>
<i>Student Life</i>	<p>EMP: Teaching and Learning Objective 1.4: Create and implement a student engagement plan to integrate the college experience inside and outside the classroom, enhance the college experience, and promote retention and success.</p> <p>Results/Update: Coordinator of Student Life meet with Admin Cabinet about what current student engagement looks like on campus. There has been no committee or plan put together yet.</p>

Student Area Outcomes (SAOs)

B. Current SAO and relationship to College SLO or Strategic Directions

**C. Action Plan
2013-2014**

<i>Department</i>	<i>Action Plan SAO</i>
<i>Student Life</i>	<p>Same as last year. EMP Teaching and Learning Objective 1.4: Create and implement a student engagement plan to integrate the college experience inside and outside the classroom, enhance the college experience, and promote retention and success. Action Plan: Will organize a planning committee to start working on the Plan.</p>



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6. Resource Identification

A. Faculty and Staff hiring requests

Department	Request
Student Life	N/A

B. Professional Development needs

Department	Professional Development needs
<i>Student Life:</i>	1) Send Detail Student Activities Coordinator and Student Activities Assistant to the Ca Community College Student Affairs Association Advisors Professional Conference (June 19-21, 2013 Burlingame) 2) Send Detail Student Activities Coordinator to Strengths Based Advising Training, either online or on location. http://www.gallup.com/strategicconsulting/Education/schedule.aspx

C. Equipment requests – must be related to instruction

Department	Equipment	Description	Vendor	Quantity	Total Cost	Justification
<i>Student Life</i>	<i>N/A</i>					

D. Office of Planning, Research & Student Success requests

Department	Data Request	Justification
Student Life	N/A	

E. Facilities requests

Department	Facilities requests
<i>Student Life</i>	N/A