



## Student Activities Program Review 2013-2014

Service Program Department Chairs and Supervisors,

It is program review time again! Enclosed you will find your program review document that needs to be completed and turned in to your Dean by October 7, 2013. The purpose of program review is for faculty and staff members to evaluate their program's performance based on an analysis of data and to develop initiatives for improvement. Through the creation of initiatives, some requiring resources and some not, programs will establish goals and long-term program plans.

You will see that the document has been simplified in order to provide a more cohesive but functional document that we hope will be easier for your department to complete. You will also find included appendices with helpful information such as the Process Map and What to Leave In and What to Leave Out Guidelines.

Please note that prompts have been provided in italics throughout sections of the document to provide guidance for interpreting data and providing analysis statements. You may remove these instructions as you complete each section. Please use 11 point, Calibri font for consistency.

Areas such as your program/department description and the staffing chart have been pre-populated using information from your last program review document. Please revise as necessary. Please note that you are not required to create initiatives for each area of data. However, programs are required, at a minimum, to create initiatives that do not require resources as every program should have some area (i.e. student access or service satisfaction) in which it is trying to improve.

The last page of the document includes a process verification section where you will note the participants and document the meeting dates. Your Division Dean will also need to electronically verify review prior to submitting the document, so be sure to plan accordingly.

### **Appendices:**

- A-Program Review Process Map-Instructional Programs
- B-What to Leave Out
- C-What to Leave In
- D-Appeals Form

### **Attachments:**

Data packet for your program/department

### **WHO TO CALL FOR ASSISTANCE**

#### **Budget and Inventory Data:**

David Keebler, VP-Administrative Services, ext. 6354

#### **Data Analysis and Interpretation:**

Michael Callahan, Institutional Researcher, ext. 6344

#### **Services:**

Susan Bricker, Registrar, ext. 6044

Sandy Hajas, LRC Supervisor, ext. 6179

Kathy Scott, Dean-Inst. Effectiveness, ext. 6468



**Due October 7, 2013**



## Student Activities Program Review 2013-2014

### Section I – Accomplishments and Status of 2012 Program Review Report

#### **A. Last Year's Initiatives**

- Initiative #1: Increase the Student Activities Specialist position to a 12-month position.
  - Status: In July 2013 the Student Activities Specialist was returned to a 12-month position. This move was made to create equity throughout the District as the position at Moorpark College remained a 12-month position and Oxnard College was in the process of hiring for a 12-month position. As a result, the Student Activities Specialist is able to be on campus and available to the students more often. It has also allowed for more time to plan activities that will advance the program, such as the ASVC Executive Board Retreat and the Student Center Grand Opening.
- Initiative #2: Add a Classified position for a full-time Administrative Assistant to be split between the Assistant Dean of Student Services and the Student Activities Specialist.
  - Status: The Student Activities Office still does not have an Administrative Assistant. There is still considerable need for assistance for both the Assistant Dean of Student Services and the Student Activities Specialist.

#### **B. Updates/accomplishments pertaining to any of the Student Success or Operating Goals from last year's report.**

The Student Activities Office was renovated this past year as part of the Student Center Renovation project which was led by the Associated Students of Ventura College with the guidance of the Student Activities Specialist. This major renovation project included a new reception area for the Student Activities Office, new offices for the Assistant Dean of Student Services and the Student Activities Specialist, new individual workspaces for each ASVC Officer, a workroom that includes storage for each active Club on campus, the Student Center Meeting Room, the Student Center Study Lounge, and the Student Center Multi-Purpose Room. These new spaces are very open and collaborative, and will have a positive impact on student life at Ventura College.

### Section II - Description

#### **A. Description of Program/Department**

The goal of the Student Activities Program is to provide opportunities for students and the College to expand and develop through a wide variety of activities and experiences. Student participation in the Student Activities Program comprises two major areas: governance and college activities. Within each area, a wide spectrum of experiences are available to students. Program areas include but are not limited to: student activities and programs, Associated Students of Ventura College (ASVC) Board and student governance, student clubs and



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organizations, posting approval, vendor approval, use of facilities and services by student clubs and organizations, student photo identification, and student commencement.

### **B. Program/Department Significant Events (Strengths and Successes), and Accomplishments**

The strengths of the program lie within the services and co-curricular activities provided that promote student retention and academic, social, and personal success. The current Associated Students of Ventura College (ASVC) Board consists of 13 of the available 14 officer positions. The students began the year with a three day Executive Board Training retreat for the Executive Officers in which they learned about the College, various policies & procedures, and leadership skills. There are currently approximately 13 student clubs & organizations on Campus. Each club has at least one faculty/staff advisor and many of them put on a variety of events and programs that benefits the students of Ventura College as well as the community. Students from ASVC actively participate in the shared governance process by serving on College and District committees. This past year marked the completion of the large renovation project for the VC Student Center, which was overseen by ASVC. This renovation project included the creation of new offices for Student Activities & ASVC, a Study Lounge, a Meeting Room, and a large Multi-Purpose Room. The new Student Activities & ASVC Office is much more conducive to the work that the Office does and is more accessible to students. The move has caused foot traffic to our office to increase as we are next to the Quad. This past year the ASVC & Student Trustee Elections were moderately successful with a voter turnout on par with previous years. Last year's Graduation was a huge success and marked the third time the Commencement Ceremony was held outdoors in the VC Sportsplex, after years of being hosted in the Athletic Event Center for many years. Approximately 550 graduates walked that day with the 3,000 person stadium filled to capacity with friends and family. This year was the first time that offices on campus were allowed to close for the morning which allowed for increased participation by Classified Staff.

### **C. College Vision**

Ventura College will be a model community college known for enhancing the lives and economic futures of its students and the community.

### **D. College Mission**

At Ventura College, we transform students' lives, develop human potential, create an informed citizenry, and serve as the educational and cultural heart of our community. Placing students at the center of the educational experience, we serve a highly diverse student body by providing quality instruction and student support, focusing on associate degree and certificate completion, transfer, workforce preparation, and basic skills. We are committed to the sustainable continuous improvement of our college and its services.

### **E. College Core Commitments**



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Ventura College is dedicated to following a set of enduring Core Commitments that shall guide it through changing times and give rise to its Vision, Mission and Goals.

- Student Success
- Respect
- Integrity
- Quality
- Collegiality
- Access
- Innovation
- Diversity
- Service
- Collaboration
- Sustainability
- Continuous Improvement

### F. Organizational Structure

**President:** Greg Gillespie    **Executive Vice President:**  
**Dean:** Victoria Lugo    **Coordinator:** Rick Trevino

<b>Name</b>	Rick Trevino
Classification	Student Activities Specialist
Year Hired	2010
Years of Industry Experience	
Degrees/Credentials	B.S. in Kinesiology, M.P.A. in Public Administration

### Section IIIa – Data and Analysis

#### A. SUO Data

From previous year’s SUO data we have learned that students involved in ASVC have responded well to their training regarding their personal leadership styles and strengths (SUO1). However we found that while students enjoyed the Myers-Briggs Type Indicator (MBTI) assessment, they did not retain the information throughout the course of the semester and year. As a result, for the 2013-2014 year the Student Activities Specialist will be utilizing StrengthsQuest and the Clifton StrengthsFinder assessment to educate the ASVC Officers about their personal strengths and how they can use those strengths to lead the student body. Thus far, the response has been very positive and additional trainings are being planned. This SUO will be reassessed this year to ensure that the information is being retained.

This past year ASVC has made great strides towards improving upon their participation in the shared governance process. (SUO2) During the summer Executive Board Retreat we discussed each College and District committee in detail and assigned officers to attend at least one meeting. The Student Activities Specialist then contacted the committee chairs to inform them which student would be attending their respective meetings and asked that they connect individually with students to introduce them to the work of the committee. Both the ASVC Officers and the Administration/Faculty/Staff have provided feedback indicating that this has worked very well and that the students have embraced their role as an integral part of the process.

Previous year’s data also shows that the several students are aware of the policies & procedures at the College and District levels that apply to them. (SUO3) However there is a constant



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turnover of students each year so it will continue to be important to provide ongoing training. The Student Activities Specialist still spends a great deal of time assisting students from Clubs & Organizations to navigate the various policies & procedures they need to adhere to in order to remain an active Club and to have their events.

Based on the findings from the SUOs there is one initiative requiring resources that become apparent. In order to advance the training of our student leaders and so that the Student Activities Specialist can build strengths-based development into the Student Activities program, it would be beneficial to purchase a Strengths Coaching Starter Kit from Gallup website. The Strengths Coaching Starter Kit includes resources that will help the Student Activities Specialist to coach students on their personal strengths and to realize how those strengths can be used to better support the student body at Ventura College.

One initiative can be developed from SUO finding that does not require resources is to create a training program for students involved in both ASVC and Clubs regarding District and College policies and procedures. In the beginning of each academic year the Student Activities Office should host a mandatory training for all ASVC members, Club officer, and Club advisors in which information can be disseminated from the District Office, the Ventura College Vice President's Office, the Student Business Office, and the Student Activities Office. Such meetings have occurred in the past; however it has become more apparent from the data that these trainings should be made into a formal program that occurs annually.

### B. Operating Data

#### 1. Service Data

All student populations are served including, general, disabled, EOPS, CARE, International, CalWORKS, Nursing, EMT, Community Education, etc.

This past year has seen an increase in student involvement in all aspects of the Student Activities program. The ASVC Board currently has 9 of the 14 positions filled and there are several more students who serve on committees and volunteer for events. There are currently about 15 student clubs & organizations on campus that each consists of anywhere from 5 to 35 students. 2013 Ventura College Graduation continued the increase in size since the venue was changed from the Athletic Event Center to the VC Sportsplex. More than 3,000 people showed up to watch the approximately 550 graduates participate in the Commencement Ceremony. The Student Activities Office serves a large number of students each year by making ASVC ID cards and fitness & health science badges. Below is the numbers of students served by the Student Activities Office in the past two years as illustrated by how many ID cards/badges were made:

- Spring 2012: 1546 cards
- Summer 2012: 873 cards
- Fall 2012: 2394 cards
- Spring 2013: 1520 cards
- Summer 2013: 353 cards
- Fall 2013 (to date): 2186 cards



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The data shows that the Student Activities Office serves a large number of students throughout the year and for a variety of purposes. The Office also sees a high level of traffic due to the Assistant Dean of Student Services and his work with student conduct, grievances, and the Behavioral Intervention Team. Student Activities also receives a great deal of general questions about the College due to our proximity to the Quad and the Cafeteria.

The high level of students served, and their corresponding needs, highlights the need to increase the amount of support at the front desk. There is one initiative that can be developed based on this need. Prior to the FY10 year the Student Activities Office consisted of the Assistant Dean of Student Services, the Student Activities Specialist, and a full-time administrative or clerical assistant. This year we are asking to receive a 40%-time Administrative Assistant to assist with the day-to-day operations of the Student Activities Office, including answering phones, approving flyers for posting on campus, receiving information that is confidential in nature for the Assistant Dean, checking Club information in Banner, & processing Club & Organization Facility Requests.

### **2. Budget**

The Student Activities budget has remained mostly the same for the three fiscal years. The staffing levels have remained the same over those years. At first glance it would appear that the Student Activities Office has been spending less than it is allocated for supplies in FY12 and FY13. While less was spent directly in supplies, those funds were moved into employee travel so that both the Assistant Dean of Student Services and the Student Activities Specialist could attend professional conferences. For the 2014 fiscal year this has been corrected and there are employee travel funds available as well money for supplies.

It also critical the day-to-day operation of the Student Activities Office that we maintain the level of student worker funding that we currently have. Student Workers are required to staff the front desk, answer phones, help to maintain campus kiosks, and make student IDs, fitness badges, & health science badges.

- Program members have reviewed the budget data.
- No comments or requests to make about the budget

### **C. Resources**

#### **1. Non- Instructional Faculty**

N/A

#### **2. Classified Staff**

There has been a decrease in staffing in the Student Activities Office since the 2009 fiscal year. During that year the Student Activities Office consisted of the Assistant Dean of Student Services, a Student Activities Specialist, and a full-time Administrative Assistant. During the 2010 fiscal year both the Student Activities Specialist and the Administrative Assistant positions became vacant. The Student Activities Specialist position was filled (originally at 75%) part way through FY10, but the Administrative Assistant was never



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replaced due to budgetary restrictions. Given the increasing number of students served (through ASVC, Clubs & Organizations, student IDs & badges, as well as student conduct, grievances, and behavioral intervention with the Assistant Dean) and the projected trajectory of the Student Activities Program, it has become clear that it is time to again have administrative support in the Student Activities Office. We are asking for a 40%-time Administrative Assistant for the Student Activities Office.

### 3. Inventory

The Student Activities Office was renovated this past year as part of the Student Center Renovation project. There are currently no needs for additional equipment.

### 4. Facilities or other Resource Requests

The Student Activities Office was renovated this past year as part of the Student Center Renovation project. There are currently no needs for additional facilities.

### 5. Combined Initiatives

N/A

## Section IIIb – Other Program Goals and Initiatives

### A. Other Program Goals

N/A

## Section IV - Initiatives

Instructions:

Please list your initiatives below, including any you are carrying forward from prior years. Add as many as needed. Deans/division offices will put the information onto the initiatives charts. Every program/department needs initiatives that do not require resources.

Ranking:

The ranking provided below indicated the program/department's ranking. The initiatives will be ranked again later at the division level before going to the appropriate committees (i.e. technology) for additional ranking.

**R** = Required – mandated or unavoidable needs (litigation, contracts, unsafe to operate conditions, etc.)

**H** = High – Approximately 1/3 of the total program/department/division's initiatives by resource category

**M** = Medium – Approximately 1/3 of the total program/department/division's initiative by resource category

**L** = Low – Approximately 1/3 of the total program/department/division's initiatives by resource category

List your initiatives below, including any you are carrying forward from prior years. Please note that every program/department needs to include initiatives that do not require resources. You may copy and paste this section



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- A. Initiative:** Administrative Assistant  
**Initiative ID:** SA1301  
**Link to Data:** See operating data, service data above  
**Expected Benefits:** Adding an Administrative Assistant in the Student Activities Office would provide the Assistant Dean of Student Services and the Student Activities Specialist with more time to be able to develop student programs.  
**Goal:** To increase the number of students involved with Student Activities of campus.  
**Performance Indicator:** The goal would be a 10% increase in the number of students served in the Student Activities programs, including Clubs & Organizations.  
**Timeline:** 2013-2014  
**Funding Resource Category:** Staffing Funds  
**Ranking:** H
- B. Initiative:** Strengths Coaching Starter Kit  
**Initiative ID:** SA1302  
**Link to Data:** SUO data, SUO#1  
**Expected Benefits:** The Student Activities Specialist will be able to coach the students involved in ASVC and Clubs about their personal strengths and how to use them to become better leaders.  
**Goal:** The goal is for the students to be able to know what their strengths are and how those strengths can be applied to further their goals.  
**Performance Indicator:** Every student on the ASVC Board will have the ability to identify their strengths and outline how they can be used to both enhance student activities and to advocate on behalf of Ventura College students.  
**Timeline:** 2013-2014  
**Funding Resource Category:** Supply Funds  
**Ranking:** M
- C. Initiative:** Training Program on District & College Policies and Procedures  
**Initiative ID:** SA1303  
**Link to Data:** SUO data, SUO#3  
**Expected Benefits:** For all students and staff/faculty who are involved in ASVC and Clubs to have a better understanding of the various policies and procedures that are put in place by the District and the College which may apply to them.  
**Goal:** The goal is that all parties (students/staff/faculty) are properly educated about the policies and procedures and have the opportunity to hear from the administrators and staff responsible for the implementation of said policies and procedures.  
**Performance Indicator:** 90% of club officers and club advisors attend a training.  
**Timeline:** 2014-2015  
**Funding Resource Category:** No new resources needed  
**Ranking:** H





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### **Section V – Process Assessment**

*Instructions: Please answer the following questions:*

**A. How have the changes in the program review process this year worked for your area?**

I feel that within this Program Review document that I was given the opportunity to outline the needs of the Student Activities Office.

**B. How would you improve the program review process based on this experience?**

**C. Appeals**

After the program review process is complete, your program has the right to appeal the ranking of initiatives (i.e. initiatives that should have been ranked high but were not, initiatives that were ranked high but should not have been), the division's decision to support/not support program discontinuance, or the process (either within the department/program or the division) itself.

If you choose to appeal, please complete the Appeals Form (Appendix D) that explains and supports your position. Forms are located at the Program Review VC website.

The appeal will be handled at the next higher level of the program review process.

### **VI – Submission Verification**

*Instructions: Please complete the following section:*

**Program/Department:** Student Activities

**Preparer:** Rick Trevino

**Dates met (include email discussions):** September 30, 2013 & October 1, 2013

**List of Classified/Administrators who participated in the program Review Process:**

Rick Trevino and David Bransky

**Preparer Verification:** I verify that this program document was completed in accordance with the program review process.

**Dean Verification:** I verify that I have reviewed this program review document and find it complete. Dean may also provide comments (optional):



# Program Review Process Map

**I . Status report and accomplishments from prior year**

**II. Description**

**III(b). Other program goals and initiatives**

(Innovations, regulations, legislation, new technology, industry standards, professional development, or advisory committee recommendations, etc.)

**IV. Summary of initiatives and requests  
Minority reports if any**

**VI. Process assessment**

**VII. Verification of review**



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### Program Review Resource Initiatives Guidelines

#### WHAT TO LEAVE OUT

*The purpose of this document is to clarify what kinds of resource requests should NOT be included in the Program Review Document as initiatives.*

<p>The table below summarizes the types of resources that DO NOT need to be included in the Department Plans. The “Who to Contact” column lists who to contact when the resources or services are needed.</p>		
<b>Excluded Items</b>	<b>Who to Contact</b>	<b>Explanation</b>
Safety Issues, including but not limited to broken chairs or desks, etc. that can be resolved through the normal process.	Dean, M&O or Appropriate Office	All safety issues should be immediately reported to the Dean, M&O, or appropriate department.
EAC Accommodations that can be resolved through the normal process.	DSPS and Dean	Any accommodation should have the guidance of the DSPS office.
Routine M&O maintenance & repair (light fixtures not working, holes in walls, locks, cleaning, broken desks or chairs, etc.) that can be resolved through the normal process.	M&O or Division Office	Complete an email request to <a href="mailto:vcmaintenance@vccd.edu">vcmaintenance@vccd.edu</a> or notify your division office so they can handle for you.
Cyclical Maintenance (painting, flooring, carpet shampooed, windows, etc.) that can be resolved through the normal process.	M&O or Division Office	Complete an email request to <a href="mailto:vcmaintenance@vccd.edu">vcmaintenance@vccd.edu</a> or notify your division office so they can handle for you.
Classroom technology equipment repairs (projector light bulb out, video screen not working, computer not working, existing software updates) that can be resolved through the normal process.	Campus Technology Center or Division Office	Complete an email request to <a href="mailto:vchelpdesk@vccd.edu">vchelpdesk@vccd.edu</a> or notify your division office so they can handle for you.
Section Offerings/ Change of classrooms	Dean/Department Chair	Dean will take requests through the enrollment management process.
Substitutes	Dean	Dean will process in accordance with existing guidelines.
Conferences, Meetings, Individual Training	Professional Development Committee	Requests should first be addressed by the PDC and only go through program review if costs cannot be covered.



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### Program Review Resource Initiatives Guidelines

#### WHAT TO LEAVE IN

*The purpose of this document is to clarify what kinds of resource requests should be included in the Program Review Document as initiatives.*

Faculty and Staff from each department will meet as a division to prioritize initiatives resulting from the Program Review process. The initiatives will then go to each respective governance groups such as Staffing Priorities, Technology Committee, Budget Resource Council, etc., for further prioritization. Administrative Council and the Executive Team will develop the final prioritized list and distribute for implementation.		
<b>Included Items</b>	<b>Committee Group</b>	<b>Explanation</b>
Replacement of classroom furniture	Facilities Oversight Group	Only when it is an entire classroom/lab/office at a time or a safety or disability issue that has not been resolve through the normal process.
Upgrade and/or replacement of computer and other technological equipment	Technology Committee	These items will go on to a list for replacement or upgrade per the technology plan.
New Equipment/Furniture/classroom items (i.e. microscope, etc.)	Budget Resource Council	These items must be approved included in a plan to improve student learning and/or services.
Buildings/Office Space (new renovation, modernization)	Division Dean	The division dean will work with Administrative Council and the Fog Committee to pursue the projects.
New Software	Technology Committee	These items must be approved included in a plan to improve student learning and/or services.
New Faculty Positions	Faculty Staffing Priorities	Requests for new positions will compiled on a list and sent to the FSP committee.
New Classified Positions/or increase in percentage of existing positions.	Classified Staffing Priorities	Requests for classified positions will compiled on a list and sent to the CSP committee.
New Programs/certificates	Curriculum Committee	These program/certificates must be approved by the curriculum committee.
Training and Professional Development above normal	Professional Development/Budget Resource Council	These are items over and above what the PDC can provide.
Expansion/Conversion to Distance Learning	Dean of Distance Learning and Distance Learning Committee	Requests will be compiled and sent to the committee process for discussion.
Service Agreements	Budget Resource Council	Requests must include justification.
Instructional Materials and Office Supplies/Advertising/Student Workers/Printing/Duplicating	Budget Resource Council/Dean	These items must include a compelling reason and be above what the normal budget will allow.



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Appendix D

### APPEAL FORM

(Due to Office of Institutional Effectiveness by November 8)

The program review appeals process is available to any faculty, staff, or administrator who feels strongly that the prioritization of initiatives (i.e. initiatives that were not ranked high but should have been, initiatives that were ranked high but should not have been), the decision to support or not support program discontinuance, or the process followed by the division should be reviewed by the College Planning Council.

Appeal submitted by: (name and program) \_\_\_\_\_

Date: \_\_\_\_\_

Category for appeal:     Faculty  
                                   Personnel – Other  
                                   Equipment- Computer  
                                   Equipment – Other  
                                   Facilities  
                                   Operating Budget  
                                   Program Discontinuance  
                                   Other (Please specify)

Briefly explain the process that was used to prioritize the initiative(s) being appealed:

Briefly explain the rationale for asking that the prioritization of an initiative/resource request be changed:

**Appeals will be heard by the College Planning Council on November 9, 2011 at its regularly scheduled meeting (3:00 – 5:00 p.m.). You will be notified of your time to present.**