

Student Activities Program Review

2012-2013

1. Program Description

1A. Description

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

1B. Services Provided by the Program

Services provided by the Student Activities Program include advising and guiding the Associated Students of Ventura College (ASVC – the student government), providing ASVC students with training to enhance their leadership skills, assistance and oversight of all student clubs & organizations, supporting and training all faculty/staff club advisors regarding District and College policy, facilitating student participation on District and College shared governance committees, operating the ASVC student ID card program as a way to generate revenue for ASVC, creating ID badges for fitness & health classes (including nursing, EMT, and phlebotomy), ASVC is in the process of utilizing funds from the Student Center Fee to renovate a large portion of the Ventura College Student Center, reserving spaces (outdoor spaces like the quad, as well as classrooms) for campus clubs & organizations and other on-campus entities, oversight of the posting & distribution of information of campus kiosks, providing space for information on local housing availability, assisting in the coordination of day time activities and special events, coordinating the ASVC and Student Trustee Elections, chairing the Graduation Committee, and the planning & implementation of the Ventura College Graduation including Commencement Ceremony and Graduation Reception.

1C. College Vision

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

1D. College Mission

Ventura College, one of the oldest comprehensive community colleges in California, provides a positive and accessible learning environment that is responsive to the needs of a highly diverse student body through a varied selection of disciplines, learning approaches and teaching methods including traditional classroom instruction, distance education, experiential learning, and co-curricular activities. It offers courses in basic skills; programs for students seeking an associate degree, certificate or license for job placement and advancement; curricula for students planning to transfer; and training programs to meet worker and employee needs. It is a leader in providing instruction and support for students with disabilities. With its commitment to workforce development in support of the State and region's

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economic viability, Ventura College takes pride in creating transfer, career technical and continuing education opportunities that promote success, develop students to their full potential, create lifelong learners, enhance personal growth and life enrichment and foster positive values for successful living and membership in a multicultural society. The College is committed to continual assessment of learning outcomes in order to maintain high quality courses and programs. Originally landscaped to be an arboretum, the College has a beautiful, park-like campus that serves as a vital community resource.

1E. Core Commitments

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

1F. Program Significant Events (Strengths and Successes)

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 Board consists of 9 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 15 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. ASVC is currently in the process of overseeing a large renovation project for the VC Student Center. Phase 1 of the plan was completed at the end of Spring 2011, with Phase 2 (the larger phase) to be completed by the end of Fall 2012. 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 second time the Commencement Ceremony was held outdoors in the VC Sportsplex, after years of being hosted in the Athletic Event Center. Approximately 500 graduates walked that day with the 3,000 person stadium filled to capacity with friends and family.

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1G. Organizational Structure

President: Robin Calote

Executive Vice President: Ramiro Sanchez

Dean: Victoria Lugo

Asst. Dean: David Bransky

Instructors and Staff

Name	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

Name	
Classification	
Year Hired	
Years of Industry Experience	
Degrees/Credentials	

Name	
Classification	
Year Hired	
Years of Industry Experience	
Degrees/Credentials	

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2. Performance Expectations

2A. Student Learning Outcomes

2A1. **2012-2013** - Institutional Student Learning Outcomes

1. Communication - written, oral and visual
2. Reasoning - Scientific and quantitative
3. Critical thinking and problem solving
4. Information literacy
5. Personal/community awareness and academic/career responsibilities

2A2. **2012-2013** - Program Service Unit Outcomes

1. ASVC members will be able to identify personal leadership styles and strengths
2. ASVC member will engage in weekly shared governance meetings and utilize committees in order to plan effective student events.
3. ASVC member will be able to understand departmental, college and District policies and procedures.
4. Students will be able to follow procedures when conducting business with limited assistance from staff.

2A3. **2012-2013** - Program Operating Outcomes

1. The hours of operation are adequate to allow access for students each semester.
2. The office areas for the Assistant Dean of Student Services, Student Activities Specialist, Student Activities Office, and Associated Students of Ventura College are in the process of renovation, relocation, and updating.

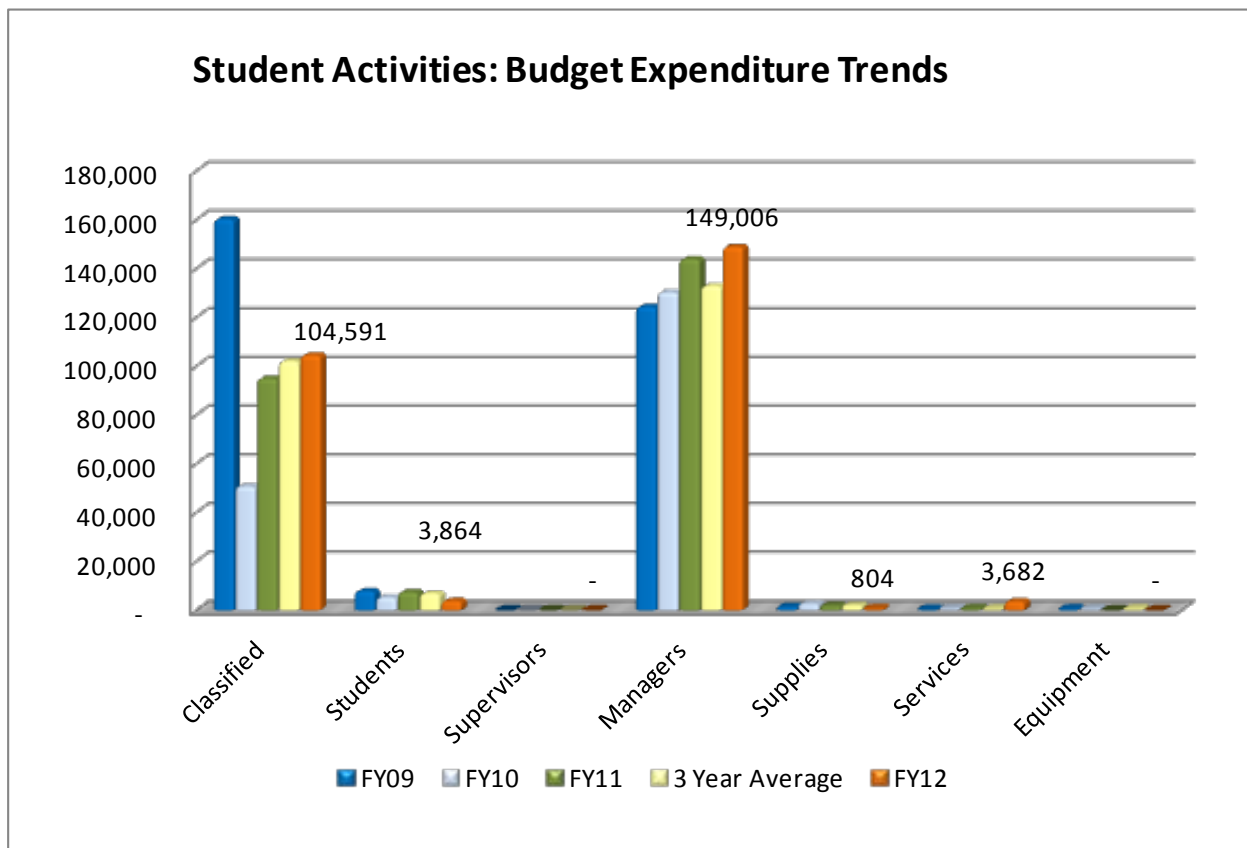
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3. Operating Information

3A. Budget Summary Tables, Trends, and Detail

Category	Title	FY09	FY10	FY11	3 Year Average	FY12	Program Change from Prior Three Year Average	College Change from Prior Three Year Average
3	Classified	160,383	50,821	95,066	102,090	104,591	2%	2%
4	Students	7,892	5,375	7,462	6,910	3,864	-44%	-44%
5	Supervisors	-	-	-	-	-	0%	#DIV/0!
6	Managers	124,426	130,395	143,971	132,931	149,006	12%	12%
7	Supplies	1,481	2,820	1,936	2,079	804	-61%	-61%
8	Services	373	868	772	671	3,682	449%	449%
9	Equipment	699	761	-	730	-	-100%	-100%
	Total	295,254	191,040	249,207	245,167	261,947		7%



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Interpretation of the Program Budget Information

The budget information shows that staffing levels for managers and classified staff have remained somewhat consistent over the past three years. However the chart does not take into account the personnel changes that have occurred during that time. The three year average for classified staffing is skewed due to the fact that in FY09 the department had a full-time Student Activities Specialist and a full-time Clerical Assistant. When you factor in that the current Student Activities Specialist was hired half way through FY10, these changes result in just a 2% increase from the three year average. The charts above do not include the budget for FY13, in which the classified budget was reduced 2.5% due to the Student Activities Specialist position being reduced to an 11-month position.

The table also shows a reduction in supplies and an increase in spending for services in FY12. This change is due to the use of those funds to support employee travel in professional conferences. Employee travel had been largely ignored in previous budgets but this has been remedied in the FY13 budget.

Interpretation of the Program Inventory Table

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Service Data:

a) *What populations are served by the program?*

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

b) *How many students, classes, etc. have been served by the program over the last two years (per semester)?*

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. 2012 Ventura College Graduation has increased in size since the venue was changed from the Athletic Event Center to the VC Sportsplex, although this past year saw the end of the Graduation Breakfast. More than 3,000 people showed up to watch the almost 500 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.

c) *What other operational data is pertinent to your program? Please provide.*

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 2011: 1890 cards
- Summer 2011: 1266 cards
- Fall 2011: 2489 cards
- Spring 2012: 1546 cards
- Summer 2012: 873 cards
- Fall 2012 (to date): 2055 cards

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4. Performance Assessment

4A1: 2012-2013 Institutional Level Student Learning Outcomes

Institutional Level Student Learning Outcome 1	Performance Indicators
Communication	
Operating Information	
Analysis – Assessment	

Institutional Level Student Learning Outcome 2	Performance Indicators
Reasoning	
Operating Information	
Analysis – Assessment	

Institutional Level Student Learning Outcome 3	Performance Indicators
Critical Thinking and problem solving	
Operating Information	
Analysis – Assessment	

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Institutional Level Student Learning Outcome 4	Performance Indicators
Information Literacy	
Operating Information	
Analysis – Assessment	

Institutional Level Student Learning Outcome 5	Performance Indicators
Personal/community awareness and academic / career responsibilities	
Operating Information	
Analysis – Assessment	

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4A2: 2012-2013 Service Unit Outcomes

Service Unit Outcome-1	Performance Indicators
ASVC members will be able to identify personal leadership styles and strengths	<i>75 % of students will be able to identify their own personal leadership style and strengths when surveyed.</i>
Operating Information	
A verbal survey/discussion will be lead by the Student Activities Specialist to determine to evaluate this SUO.	
Analysis – Assessment	
<p>This SUO was last assessed in the Fall of 2011. When the students were surveyed, only 6 out of 11 (55%) of them were able to identify their own leadership style. However the survey was conducted on the first meeting back from an extended break. With better follow-up and by surveying the students earlier that this goal could easily be met.</p> <p>However this learning outcome did prove to be very beneficial to the ASVC group this year. For a few weeks after the leadership style workshop they were able to not only identify their own styles, but also relate to the styles of their peers.</p>	

Service Unit Outcome-2	Performance Indicators
ASVC member will engage in weekly shared governance meetings and utilize committees in order to plan effective student events.	<i>Students will be vocal and contribute meaningfully in shared governance meetings and on committees in order to assist with accomplishing the goals of the organization. Their participation will be tracked through their attendance at meetings.</i>
Operating Information	
Analysis - Assessment	

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Service Unit Outcome-3	Performance Indicators
ASVC member will be able to understand departmental, college and District policies and procedures.	50% or higher will be able to answer 50% or more of the questions on a handout survey
Operating Information	
A handout survey was given at a regularly scheduled ASVC meeting.	
Analysis – Assessment	
This SUO was last assessed during the Spring of 2013. 78.57% of the 14 students that were surveyed were able to successfully answer 4 or more of the 7 questions on the survey. However we found that the some of the students got the questions was concerning their ability to identify College & District committees wrong.	

Service Unit Outcome-4	Performance Indicators
Students will be able to follow procedures when conducting business with limited assistance from staff.	<i>Students will be able to follow procedures when conducting business, such as filling out forms and adhering to timelines. A test will be administered to gauge students' knowledge of procedures.</i>
Operating Information	
Analysis – Assessment	

4C. 2012-2013 Program Operating Outcomes

Operating Goal-1	Performance Indicators
The hours of operation are adequate to allow access for students each semester.	<i>The Student Activities Office is open during normal business hours, often extending hours during the beginning of each semester to accommodate the large number of students getting their ID cards and fitness badges.</i>
Operating Information	
The hours of operation on Fridays have been decreased starting in the Fall of 2013. There have been Fridays	

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that the office has been closed and the regular hours are now 8am-12pm.
Analysis – Assessment
The hours of operation for the Student Activities Office have been negatively affected by the reduction of the Student Activities Specialist position.

Operating Goal-2	Performance Indicators
The office areas for the Assistant Dean of Student Services, Student Activities Specialist, Student Activities Office, and Associated Students of Ventura College are in need of renovation, relocation, and updating.	<i>The Student Activities Office and the Associated Students of Ventura College are currently in a location that is not conducive to serving the students. Many people have a hard time locating the offices and determining where to go to get help. With the ASVC renovation of the VC Student Center, the Student Activities Office and ASVC will be moved to right outside the Cafeteria, with new offices for the Assistant Dean, Student Activities Specialist, and ASVC officers.</i>
Operating Information	
ASVC is currently in the process of doing a renovation to the Student Center that will alleviate the problem.	
Analysis – Assessment	

Operating Goal-3	Performance Indicators
Operating Information	
Analysis – Assessment	

Operating Goal	Performance Indicators
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Operating Information	
Analysis – Assessment	

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5. Findings

2012-2013 - FINDINGS

Finding 1: The hours of operation for the Student Activities Office and the number of students that can be serviced has been negatively affected by the reduction of the Student Activities Specialist position. (OG #1)

Finding 2: 78.57% of the 14 students that were surveyed were able to successfully answer 4 or more of the 7 questions on the survey. However we found that the some of the students got the questions was concerning their ability to identify College & District committees wrong. (SUO #3)

Finding 3: When the students were surveyed, only 6 out of 11 (55%) of them were able to identify their own leadership style. However the survey was conducted on the first meeting back from an extended break. With better follow-up and by surveying the students earlier, this goal could easily be met. (SUO #1)

Finding 4:

Finding 5:

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6. Initiatives

6A: 2011-2012 - FINAL Program Initiative Priority Ratings

Line Number	Division Code	Program	Category	Program Priority (0, 1, 2, 3,...)	Division Priority (R,H,M,L)	Committee Priority (R, H, M, L)	College Priority (R, H, M, L)	Initiative ID	Initiative ID	Initiative Title	Resource Description	Resource Category	Estimated Cost	Adjusted Cost	Accumulated Costs	Full Time or Part Time
1	35	Student Activities	None	0	H			SA 01	SA1201	Enhance training for students on ASG	Staff to train students	0				

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6B: **2012-2013** Initiatives

Initiative ID should be consistent. For example:
2011-2012 identified initiatives - LC1201, LC1202, etc.
2012-2013 identified initiatives – LC1301, LC1302, etc.

These initiatives are being included for your reference. If they still apply in 2012-13 keep them on. If they do not, delete them. Add any new initiative for 2012-13.

Initiative #1: Increase the Student Activities Specialist position to a 12-month position.

Initiative ID: SA 01

Link to Finding #1: The hours of operation for the Student Activities Office and the number of students that can be serviced has been negatively affected by the reduction of the Student Activities Specialist position. (OG #1)

Benefits: To allow for more students to be serviced by the Student Activities Office, especially Associated Students & the student organizations which often require the assistance of the Student Activities Specialist.

Request for Resources: Funds required for an increase to a 12-month position

Funding Sources: Ventura College General Fund

No new resources are required (use existing resources)	
Requires additional general funds for personnel, supplies or services (includes maintenance contracts)	X
Requires computer equipment funds (hardware and software)	
Requires college equipment funds (other than computer related)	
Requires college facilities funds	
Requires other resources (grants, etc.)	

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

Initiative ID: SA 02

Link to Finding #1: The hours of operation for the Student Activities Office and the number of students that can be serviced has been negatively affected by the reduction of the Student Activities Specialist position. (OG #1)

Benefits: Adding an Administrative Assistant to the Student Activities Department would provide critical clerical support for the Assistant Dean of Student Services and the Student Activities Specialist.

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The additional staff would be especially beneficial in terms of helping the Assistant Dean with disciplinary letters and assisting the Student Activities Specialist with the reservation of rooms on campus for student government and club activities.

Request for Resources: Funds for full-time Administrative Assistant for the Student Activities Department.

Funding Sources: Ventura College General Fund

No new resources are required (use existing resources)	
Requires additional general funds for personnel, supplies or services (includes maintenance contracts)	X
Requires computer equipment funds (hardware and software)	
Requires college equipment funds (other than computer related)	
Requires college facilities funds	
Requires other resources (grants, etc.)	

Initiative #3 : Connecting with members of Ventura College committees

Initiative ID: ASVC 01

Link to Finding #1: During the first month of the Fall semester we will have representatives from each of the College committees come out and speak with the ASVC Board. The committee member can present and clarify the duties of the committee as well as invite students to participate

Benefits: Making the ASVC students familiar with the administration, faculty, & staff will make them more comfortable and willing to participate on College committees.

Request for Resources: None Requested

Funding Sources:

No new resources are required (use existing resources)	X
Requires additional general funds for personnel, supplies or services (includes maintenance contracts)	
Requires computer equipment funds (hardware and software)	
Requires college equipment funds (other than computer related)	
Requires college facilities funds	
Requires other resources (grants, etc.)	

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6C: 2012-2013 Program Initiative Priority Ratings

Program	Category	Program Priority (0,1,2,3)	Division Priority (R,H,M,L)	Committee Priority	College Priority	Initiative ID	Initiative Title	Resource Description	Estimated Cost	Adjusted Cost	Accumulated Costs	
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6D: Program/Department Level Initiative Prioritization

All initiatives will first be prioritized by the program/department staff. Prioritize the initiatives using the **RHML** priority levels defined below.

Division Level Initiative Prioritization

The program initiatives within a division will be consolidated into division spreadsheets. The dean may include additional division-wide initiatives. All initiatives will then be prioritized using the **RHML** priority levels defined below.

Committee Level Initiative Prioritization

The division's spreadsheets will be prioritized by the appropriate college-wide committees (staffing, technology, equipment, facilities) using the **RHML** priority levels defined below.

College Level Initiative Prioritization

Dean's will present the consolidated prioritized initiatives to the College Planning Council. The College Planning Council will then prioritize the initiatives using the **RHML** priority levels defined below.

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 (personnel, equipment, etc.)

M: Medium – approximately 1/3 of the total program/department/division's initiatives by resource category (personnel, equipment, etc.)

L: Low – approximately 1/3 of the total program/department/division's initiatives by resource category (personnel, equipment, etc.)

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7. Process Assessment and Appeal

7A. Purpose of Process Assessment

The purpose of program review assessment is to evaluate the process for continual improvement. The process is required for accreditation and your input is very important to us as we strive to improve.

7B. 2012 - 2013 ASSESSMENT QUESTIONS

1. Did you complete the program review process last year, and if so, did you identify program initiatives?

Yes, program initiatives were developed and two were funded. One unfunded initiative remains on the list for this year.

2a. Were the identified initiatives implemented?

2b. Did they make a difference?

3. If you appealed or presented a minority opinion for the program review process last year, what was the result?

No appeals or minority opinions were put forth.

4. How have the changes in the program review process worked for your area?

We benefitted from the use of a facilitator. The process seemed much smoother and easier with everyone in the division participating.

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

We need to encourage all faculty and staff to participate.

7C. Appeals

After the program review process is complete, your program has the right to appeal the ranking of initiatives.

If you choose to appeal, please complete the appropriate form 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.