



**Section A – Operating Data**

1. Please enter the number of students that your program has served over the previous three years.

Year	Fall	Spring	Total
2012-2013	2394	1520	3914
2013-2014	2186	1644	3830
2014-2015	1410	1351	2761

2. Is the number of students served by your program increasing, decreasing, or remaining constant?

Remaining Constant

3. Describe the reason(s) for this trend (600 characters max).

The numbers have seems to have decreased because they are based primarily on the number of Ventura College ID Cards that are printed. In 2014 the Ventura College Bookstore stopped offering a discount to students with an ID Card, which resulted in decreased demad for the Card.

The Associated Students of Ventura College & Student Organizations have increased in activity during that same time. ASVC now has more events that are larger in scale. It has been a challenge to track the number of students participating in ASVC events, therefore those numbers are not reflected here.

4. Enter the number of students from each demographic group that your program served in the 2014-2015 academic year.

Race/Ethnicity	Number of Students Served in 2014-2015
Asian	
Black	
Hispanic	
Native Amer	
Pacific Islander	
Two or More Races	
Unknown	
White	
Gender	Number of Students Served in 2014-2015
Female	
Male	

5. Are you able to increase the number of students your program serves and/or serve more students from underrepresented groups?

No



If yes, please create an initiative in Section F that describes how your program will do this, and what resources, if any, are necessary to achieve it.

6. If no, please describe why your program is unable to do this (600 characters max).

The Student Activities Office does not track this data.

**Section B – Services Offered**

Please describe the type of services that your program offers.

Service Offered (100 characters max)	Offered Face to Face (Day)	Offered Face to Face (Evening)	Offered Online	% of Total Students Served who Used this Service in the Past Year
ASVC events, activities, & programs	Yes	Yes	N/A	11.50%
Student Organizations	Yes	Yes	N/A	2.30%
Graduation	Yes	N/A	N/A	35.30%
Ventura College ID Cards & Academic Badges	Yes	Yes	N/A	0.00%
	- Select -	- Select -	- Select -	0.00%
	- Select -	- Select -	- Select -	0.00%
	- Select -	- Select -	- Select -	0.00%

1. Are you able to improve the quantity or quality of services that your program offers?

Yes

If yes, please create an initiative in Section F that describes how your program will do this, and what resources, if any, are necessary to achieve it.



2. If no, please describe why your program is unable to do this (600 characters max).

**Section C – Service Unit Outcomes**

Please enter the following SUO information for your program.

Service Unit Outcome	Date/Semester of Most Recent Assessment	Brief Description of Assessment Results	Changes Made as Result of Assessment	Date/Semester of Next Assessment
ASVC members will be able to identify personal leadership styles and strengths.	Fall 2011	When surveyed, 55% of the students were able to identify their own leadership style.	Started utilizing StrengthsQuest and altered the SLO to include the ability to identify strengths.	Spring 2015
ASVC member will engage in weekly shared governance meetings and utilize committees in order to plan effective student events.				Fall 2015
ASVC members will be able to understand departmental, college, and District policies and procedures.	Spring 2012	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 some of the students got the questions concerning their ability to identify College & District committees	Additional trainings were added to ensure that students better understood procedure.	Spring 2016

1. How does your program facilitate the achievement of the college’s institutional student learning outcomes or institutional service unit outcomes? (600 characters max)



The Student Activities Office facilitates the achievement of the College's Institutional SLOs . The Office contributes to students' learning in the areas of communication, critical thinking & problem solving, and personal/community awareness & academic/career responsibilities. Students engaging in co-curricular activities have the opportunity to become active members in the campus community. Student leaders, both in ASVC & Student Organizations, are able to learn problem solving techniques and teamwork when planning events.

- How many department/program meetings have you held in the previous year in which SUO's have been discussed?

1 meetings

- Are you able to improve the service unit outcomes for your program (i.e. number of SUO's assessed, adherence to rotational plan, improved SUO assessment results, etc.)?

Yes

If yes, please create an initiative in Section F that describes how your program will do this, and what resources, if any, are necessary to achieve it.

- If no, please describe why your program is unable to do this (600 characters max).

**Section D – Program Staffing**

Please enter the following staffing information.

Type	Headcount	FTE
Full-Time Non-Instructional Faculty		
Adjunct Non-Instructional Faculty		
Classified Staff	1	
Unclassified Staff		

- Describe any changes in the staffing levels in your program over the past three years, and if applicable, describe how these changes have impacted your program (600 characters max).



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There have been no staffing changes in the Student Activities Office over the past three years. However workload has been increasing as the Associated Students becomes more active and interest in Student Organizations. With the addition of the Student Activity Fee, student life on campus will likely grow over the coming years. This will require additional staffing to ensure the success of the program.



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**Section E - Previous Year Initiatives**

Program	Funding Category	Initiative ID	Initiative Title	Initiative Description	Cost	Grants/ Categorical	College Funds	Program Priority	Division Priority	Committee Priority	College Priority	Funded	Status	Outcome
Student Activities	Classified	SA 1301	Hire .40 Administrative Assistant	Provide clerical assistance and support to Assistant Dean and Student Government	35,000		35,000	M	L	L	L	No	Ongoing	
												- Select -	- Select -	
												- Select -	- Select -	
												- Select -	- Select -	



Section F – 2015-2016 Initiatives

Program	Initiative ID	Initiative Title	Initiative Description	Cost	Funding Source	Initiative Category	Educational Master Plan Goal	Expected Improvement	Program Priority	Division Priority	Committee Priority	College Priority
Student Activities	SA1501	Air Conditioning	Install air conditioning in the Student Activities Office & surrounding areas of the Student Center		College Funds	Facilities	<input type="checkbox"/> Goal 1 <input type="checkbox"/> Goal 2 <input type="checkbox"/> Goal 3 <input type="checkbox"/> Goal 4 <input type="checkbox"/> Goal 5	<input type="checkbox"/> Enrollment <input type="checkbox"/> # Under-represented students <input checked="" type="checkbox"/> Quantity/ Quality of Services <input type="checkbox"/> Course Success Rate <input type="checkbox"/> Productivity/ Fill Rate <input type="checkbox"/> Close equity gaps	<input checked="" type="checkbox"/> Req <input type="checkbox"/> High <input type="checkbox"/> Med <input type="checkbox"/> Low	<input type="checkbox"/> Req <input type="checkbox"/> High <input type="checkbox"/> Med <input type="checkbox"/> Low	<input type="checkbox"/> Req <input type="checkbox"/> High <input type="checkbox"/> Med <input type="checkbox"/> Low	<input type="checkbox"/> Req <input type="checkbox"/> High <input type="checkbox"/> Med <input type="checkbox"/> Low
Student Activities	SA1301	Hire .40 Administrative Assistant	Provide clerical assistance and support to Assistant Dean of Student Development and Student Activities Office		College Funds	Classified	<input type="checkbox"/> Goal 1 <input type="checkbox"/> Goal 2 <input type="checkbox"/> Goal 3 <input type="checkbox"/> Goal 4 <input type="checkbox"/> Goal 5	<input type="checkbox"/> Enrollment <input type="checkbox"/> # Under-represented students <input checked="" type="checkbox"/> Quantity/ Quality of Services <input type="checkbox"/> Course Success Rate <input type="checkbox"/> Productivity/ Fill Rate <input type="checkbox"/> Close equity gaps	<input type="checkbox"/> Req <input checked="" type="checkbox"/> High <input type="checkbox"/> Med <input type="checkbox"/> Low	<input type="checkbox"/> Req <input type="checkbox"/> High <input type="checkbox"/> Med <input type="checkbox"/> Low	<input type="checkbox"/> Req <input type="checkbox"/> High <input type="checkbox"/> Med <input type="checkbox"/> Low	<input type="checkbox"/> Req <input type="checkbox"/> High <input type="checkbox"/> Med <input type="checkbox"/> Low



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### **Educational Master Plan Goals**

**Goal 1:** Continuously improve educational programs and services to meet student, community, and workforce development needs.

**Goal 2:** Provide students with information and access to diverse and comprehensive support services that lead to their success.

**Goal 3:** Partner with local and regional organizations to achieve mutual goals and strengthen the College, the community and the area's economic vitality.

**Goal 4:** Continuously enhance institutional operations and effectiveness.

**Goal 5:** Implement the Ventura College East Campus Educational Plan.



**Section I – Process Assessment**

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

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

**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 E) 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.

**Section I – Submission Verification**

**Preparer:**

**Dates met (include email discussions):**

**List of Faculty/Staff who participated in the program Review Process:**

**Preparer Verification:**

I verify that this program document was completed in accordance with the program review process.

**Dean/VP Verification:**

I verify that I have reviewed this program review document and find it complete. *The dean/VP may also provide comments (optional):*



### APPEAL FORM

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. You will be notified of your time to present.**