

**Student Services
Departmental Goals 2014-2015**

Department Name: Student Life and Leadership

Departmental Goals for 2014-2015 (not all of these have to be assessed)

1. Project (Assessment) Title: 2014-2015

Work with the student leadership to determine the level of effectiveness of the Clubs and Organizations office in addressing student's issues and concerns.

1. Training through Inter Club Assembly (ICA) meetings for Club officers
2. Updating policies and procedures for Clubs
3. Conduct a survey to determine how student's involved in clubs utilize the resources available through the Clubs and Organizations office.

College Priority & Objective: Strategic Priority II: Improve Student Access and Success
 Strategic Priority III: Advance a Culture of Evidence and Accountability

Methodology (Plan/Timeline/Method):

- Utilize ICA monthly meetings to conduct training for club advisors and officers.
- Once a month work with staff to review and update the club policies and procedures manual.
- Create and administer a survey to club members and advisors to determine strengths and weaknesses within the clubs and organization board.

Action Taken:

- 1) ICA is held once a month and advisors are invited to attend. Presidents or a designee from the club are required for attendance in order to retain active club status. During ICA a section of the meeting includes training on Clubs Policies and Procedures in order to effectively manage and lead their club.
- 2) Throughout the year we have intentionally audited the clubs policy and procedures manual in order to clarify roles and responsibilities and minimize gaps in instructions. Due to some system changes, we are continuing our efforts to improve those documents for our student leadership.
- 3) The Clubs office has hosted Club Rush twice a year at the three campuses – Redwood, South City and Jordan - where individual clubs could inform students of their club and recruit club members.
- 4) The intention of the clubs survey (see below) was to identify the strengths and weaknesses of the **Club office** and leadership provided by **club liaisons**, and **the Vice**

President of Clubs and Organizations. The results of the survey gave insights into those variables bolded.

Question	Strongly Agree	Slightly Agree	Neutral	Slightly Disagree	Strongly disagree
The Clubs & Orgs office have been very helpful this year.	8	7	8	3	3
I receive answers to my questions in a reasonable time by someone in the Clubs office.	12	7	10	1	2
I can count on my liaison having good information to assist my club.	9	5	9	2	4
I know my Liaison is helpful to me when I need it.	15	3	8	1	3
Our liaison makes regular contact with my club.	10	5	9	3	6
Our liaison attends our meetings at least once a month.	9	2	4	6	9
I use OrgSync regularly.	8	10	10	2	3
OrgSync has the information I need to assist my club.	5	11	10	3	2
I know who to contact if I have a question.	12	11	4	3	2

Some of the comments (see comments below) actually tell more than the quantitative data. They showed a need to improve the work of the club liaisons, which will entail assisting them to understand the importance of their work. Another area of improvement will be assisting clubs how to use OrgSync to their advantage because there is such as turnover in club leaders, and it is usually only one of them who come in to learn OrgSync. On-going training sessions for new officers, advisor orientation, and OrgSync were organized this year; however, some clubs slipped through the cracks and there is discussion on how to alleviate this for the next year.

Results and Findings:

- Training was key in helping club officers to improve the level of competency and skill sets in their areas of responsibility.
- By continually updating the Policies and Procedures Manual we were able to close the gap on instructions required of Club Liaisons and Student Leaders.
- By utilizing the clubs Brochure, updating the Clubs list on the SLCC web page and sponsoring Club Rush, our marketing efforts was greatly enhanced, which resulted in increased visibility and awareness of our programs by the student community at SLCC.
- As a tool, the survey provided valuable insights into the strengths and weaknesses of our office along with an awareness of how the club members, who took the survey, perceived the effectiveness of leadership provided by their Liaisons and the Vice President of Clubs and Organizations.

Note: Personal comments are also provided.

- I never knew when events were coming up, rarely found the information I needed on orgsync, and had to hunt down the right person every time I had a question.
- Orgsync seems to be out of date a lot of the time. If it were more updated, then I wouldn't need to be hounding people for help. As a brand new club, I felt "in the dark" a lot of the time. I think our liaison changed a couple of times and some of them were not as consistent with help, meeting attendance and/or communication.
- I had a really difficult time figuring out what forms to fill out. If it wasn't for Mac Biggers and Madison's help, I would have been completely lost.
- Once I found out WHO I was supposed to ask, then yes, I got an answer in a timely matter. Like I said above, much of this may be simply because we were new and didn't know what we were doing.
- I don't know who she/he was [liaison].
- Just updates in any changes that happen with clubs, such as with money or changes in policies, etc.
- Madison is the best! She always answered any questions and always requested information about the current updates on the club. Very friendly as well.
- The clubs office has been really great at helping us. I suppose it would be nice to get some kind of "Who to Call..." list in the future - that would have saved me some time. But ultimately, the clubs office was very helpful once I got to the right person.

2. Project Assessment Title: 2014-2015 Ensure that the student's voice is being fully represented on appropriate councils and committees across the College.

College Priority & Objective: Strategic Priority I: Enhance Quality Education
 Strategic Priority II: Improve Student Access and Success
 Strategic Priority III: Advance a Culture of Evidence and Accountability

Methodology (Plan/Timeline/Method):

- Secure and review list of major college-wide committees and councils to determine if there is student representation on each of them.
- Contact those committee/council chairs that have students on them to discuss the level and influence of that participation on the decision-making process.
- Discuss with proper committee/council authority their rationale for not utilizing a student voice on their team to assist them in reaching desired objectives.

Each year students involved in Student Life & Leadership are assigned to participate on college-wide committees and councils, and there are usually times we are asked to find students to sit for different committees. As we have reviewed these involvement opportunities over the last year we have noticed more committees have invited students to participate. Below is a chart that shows where students are participating on significant committees and councils.

Action Taken:

Committee	Students Involved	Participants	Involvement Level	Term of participation
Arts & Cultural Events – The committee allocated \$181,000 in funding for a	3	Fine Arts & Lectures VP, Student Association President, Student	Voting members	On-going

variety of art programs that were presented college-wide.		Senator, Students-at-large (2)		
Athletic Advisory	3	Student Association President, Executive Council Member (2), Students-at-large (2)	Voting members	On-going
Board of Trustees	1	Student Association President	Voting member	On-going
College Art	1	Executive Council Member	N/A	
Faculty Senate	1	Executive Vice President	Non-voting member	On-going
Jordan SS Staff	1	Executive Council Member	N/A	On-going
Miller SS Staff	1	Executive Council Member	N/A	On-going
Multicultural Student Council	1	Student Association President	Not Sure	Not Sure
North Region Staff	2	Executive Council Members	N/A	On-going
Quality Higher Education	1	Executive Council Member	Not Sure	Not Sure
*SLCC President's Committee on Inclusivity and Equity	2	Diversity & Inclusion Chair, Inclusion & Diversity Student Senator	?	On-going
South City Scheduling	1	North Region Vice President	Voting member	On-going
Student Fee - Met with various directors who oversee current fees to evaluate the effectiveness of the budgeting of those fees. The committee recommended a \$5.00 increase to fees for the 2015-2016 year.	4	Student Association President, Student Senator, Peer leader, Students-at-large (2)	Voting member	On-going
Student Standards Committee	6	Executive Council Member (4), Students-at-large (2)	Voting member	On-going
Student Center Advisory	5	Student Association President, Executive Council Member (2), Student Senator, Clubs Board member, Student-at-large	Voting members	On-going
Sustainability	2	Executive Council Member, Student	Voting members	On-going

		Senator		
Technology Fee - The committee reviewed locations of additional outlets to create convenience for charging electronic devices. Mobile printing access was approved and is waiting to be installed and implemented. Voted to extend software license agreements.	3	Executive Council Member (2), Student Senator, Students-at-large (2)	Voting members	On-going
Universal Access - The group approved the policies and procedures of how captioning is implemented in educational settings Identified problems areas of accessibility throughout the campus and created a job description for an evaluator of those issues before they are initiated at the institution	1	Executive Council Member	Voting member	On-going
*Assistant to the President Search Committee	1	Executive Council Member	Voting member	Short
*BookStore Director Search Committee	1	Student Life & Leadership Member	Voting member	Short
*Bruin Fitness Center	1	Executive Council Member	Voting member	Short
*Capital Development Task Force	2	Executive Council Member, Student Senator	Voting member	Short
*Inversion Mitigation	1	Student Senator	Voting member	Short
*Multicultural and Diversity Affairs Director Search Committee	1	Executive Council Member	Voting member	Short
*Provost Search Committee	1	Student Life & Leadership Member	Voting member	Short
*SLCC President Search Committee	1	Student Association President	Voting member	Short
Various Search Committees	Varies	Varies	Voting member	Short

* New this year

Results/Findings:

Students have been included on many committees throughout the college, however; the need for more student voice on search committees and other decision-making bodies across the institution is paramount in ensuring the voice of the students is heard.