


▼  Dept SS - (SD) College Life



SS Program Review Reporting Year: 2017-18

SS 1a) Program Name: College Life

SS 1b) Name(s) of the author(s) of this report: Michele LeBleu-Burns and Hyon Chu Yi-Baker

SS 1c) Number students served annually & trend increasing, even, decreasing: The Office of College Life organizes, conducts and/or supports the DASB funded bike loan program, numerous college events and extracurricular activities which occur on campus each year. The majority of these events are run by and for students. The De Anza Associated Student Body (DASB) senate typically includes 20 to 30 elected student representatives per academic year. The Inter-Club Council is the governing body that oversees 60 to 70 clubs per academic year. The number of students participating in the student senate has held steady over the years. The office oversees the college's Flea Market, which has seen a slowly declining number of vendors and revenue, which has had a negative impact on the DASB budget. The program is also seeing lower DASB card revenues due to the college's declining enrollment over the past few years.

SS 1d) Who are the typical students served by this program? : The Office of College Life serves the entire campus community in providing a wide variety of extra-curricular activities.

SS 2a) What is the program Mission Statement?: The mission of the Office of College Life is to Provide a vibrant college life program for the students, faculty, staff, and community of De Anza College.

SS 2b) In what ways and to what extent does program assure the quality of its services to students?:

SS 2c) In what ways and to what extent does program support College Mission statement?: The Office of College Life provides training and development programs that support and encourage "... students of every background to develop their intellect, character and abilities; to realize their goals; and to be socially responsible leaders in their communities, the nation and the world."

SS 3a) In what ways and to what extent does the program assure equitable access for all students?: The Office of College Life sponsors programming and activities that encourage the participation and inclusion of students from all walks of life. In addition, College Life ensures that the venues, materials and activities are ADA compliant and accessible.

SS 3b) State ways and extent that program encourages personal and civic responsibility.: During the 2015-16 academic year, DASB based upon a vote from the general student body implemented the student representation fee. This fee is designed to provide funding to increase De Azna student civic involvement and advocacy on the local and state levels of government. Furthermore, DASB participated within the campus' shared governance structure and represents students on numerous shared governance committees. In addition, the interClub council is the governing body that oversees the over 70 student clubs and organizations that represent the wide gamut of interests, political affiliations and majors within the student body.

SS 3c) State ways & extent program designs, maintains and evaluates counseling &/or academic advising: Not Applicable

SS 3d) State ways & extent program support/enhances student understanding & appreciation of diversity: The Office of College Life (OCL) provides a safe and welcoming environment that honors and celebrates diversity. We offer support, advocacy and leadership opportunities that emphasizes on critical



thought, social justice, and cultural empowerment for the De Anza community. This year, OCL teamed up with VIDA and Office of Equity, Social Justice, and Multicultural Education to present an inaugural student leadership conference focused on equity and inclusion. In addition, DASB received three separate trainings on diversity to increase awareness, empathy, and perspective building.

SS 3e) State ways & extent program regularly evaluates admissions & placement practices: Not Applicable

SS 3f) State ways & extent program maintain student records securely & confidentially?: College Life program and student files are stored in locked file cabinets and care is taken to ensure the protection of electronic data by using requiring secure passwords to gain access to student records.

SS 4a) Have there been any significant staffing changes since the last CPR?: A new Interim Director of College Life joined the staff in September 2017. In addition, the Flea Market Coordinator's position was increased to fulltime from part time status. This change was prompted by the need to improve the operational effectiveness of the Flea Market in hopes to generate more revenue in the future.

SS 4b) Are there any significant staffing changes that will be needed over the next five years?: In anticipation of the budget reduction and impact on department funds, there may be a need to eliminate one fulltime classified position that is currently funded by general funds. Discussions on how to preserve this position will be important to maintaining basic operational needs of the office. Based on our strategic planning process there may be some changes to our staffing structure to better align with our existing programs and potentially new programming and service needs.

SS 4b) Are there any significant staffing changes that will be needed over the next five years?: None

SS 5a) Have there been any significant facility changes since the last CPR?: Yes. The Student Council chambers where the DASB Student Senate and the Inter-Club Council (ICC) hold their meetings have been expanded. In addition the senate also moved their offices to a space that was converted from Financial Aid office space.

SS 5b) Are there any significant facility changes that will be needed over the next five years?: Not Applicable.

SS 6a) Have there been any significant equipment changes since the last CPR?: None

SS 6b) Are there any significant equipment changes that will be needed over the next five years?: Over the next several years, computer hardware and software for student and staff use will need to be refreshed in accordance with district procedures for replacing technology/equipment. Furniture fixtures and equipment may also need to be replaced with in the same time frame.

SS 7a) Have there been any significant operational cost changes since the last CPR?: Over the past two years, the \$1.3 million dollar DASB budget has continued to take on expenses that are typically covered by the campus budget (i.e. new programs to serve targeted populations, expansion of current programs, etc.). In addition, the college-wide demand for DASB funding is increasing. This trend is expected to continue with the massive budget cuts the college is making. In addition, there was a 10% increase of operational costs associated with professional services for Flea Market since last year.

SS 7b) Will any significant operational cost changes be needed over the next 5 years? : There will be an estimated 10% increase costs for professional services for the Flea Market over the next 5 years. In addition, the OCL seeks general base money to build their programming area of service.

SS 8a) Have there been any significant organizational alignment changes since the last CPR?: None

SS 8b) Are there any significant organizational alignment changes that will be needed over the next : Unknown

SS 9a) Have there been any significant changes in regulations/laws/policies since the last CPR?: With the expansion of Title IX College life has implemented Title IX training and more stringent policies



when students travel for College life related/sponsored events. The FHDA district has implemented new financial and accounting measures in accordance with the Fiscal Crisis and Management Assistance Team (FCMAT)

SS 9b) State significant changes in regulations/laws/policies affecting program over next 5 years.: Unknown

SS 10a) State any significant professional development activities for the program since last CPR.: College Life faculty and staff have been provided training in Title IX.

SS 10b) State any significant professional development needs for the program for the next 5 years.: As we are looking at revitalizing our office some of the growth and development needs of our professional staff will include customer/client care, IT training for better usage and applying to office practices (i.e. moving to on-line forms), student development and leadership, and diversity and equity opportunities.

SS 11a) Have there been any significant curriculum since the last CPR?: None

SS 11b) State any significant curriculum issues that will affect the program over the next 5 yrs.: The Office of College Life is in the process of developing and implementing a revamped, extensive leadership program for the Associated Students to prepare and support them in their shared governance roles at the college. These activities will ensure that students possess the skills to manage their duties and responsibilities as student government officers. Leadership training topics will include civic education, finance management, project management, ethics, organizational development and governmental affairs.

SS 11c) State the aggregate student success rate in the instructional portions of the program?: Not Applicable

SS 11d) State gap of student success rates with targeted groups.: Not Applicable

SS 12a) Have there been any other significant program changes since the last CPR?: The only significant changes were the increase of the student body card fee and the implementation of the student representation fee, which will provide funds for student advocacy and representation within local and state governmental agencies/entities.

SS 2b) Are there any other significant issues that will affect the program over the next five years?: As we are looking to build our services and programs to better reflect the work of a traditional student activities office, OCL will need a short and long term strategic plan to help guide the office to meet its goals and objectives.

SS 13a) How will the new 3SP orientation requirements affect the program over the next five years?: Not Applicable

SS 13b) How will the new 3SP assessment requirements affect the program over the next five years?: Not Applicable

SS 13c) Effect of the new 3SP student education planning requirements over next 5 years.: The Office of College Life will recommend and encourage all non-exempt Student who participate in the DeAnza Associated Student Body to have a DegreeWorks Educational Plan on file.

SS 14a) What are the current/active program outcome statements?: College Life_SSLO_1 Students involved in DASB leadership will identify and improve their leadership styles. (Active)
College Life_SSLO_2 Students involved in DASB leadership will demonstrate improved skills in conflict management, meeting management, communication, and budgeting. (Active)

SS 14b) How many SSLO/SLO statements have been assessed since the last CPR?: The two SLO statements listed above have been assessed since the last CPR.

SS 14c) Summarize the outcomes assessment findings and resulting program enhancements since last CPR: The newly elected Senate serves from April 2018 through March 2019. Prior to the 2018



senate taking office, a New Senate Orientation was conducted. During this orientation, all participants were asked to complete the pre-activity survey of their leadership abilities and basic knowledge of some College Life programs. Eighteen members did complete the pre-activity survey. Then in June a follow up post survey was conducted with 15 members responding. The results show scattered responses and are inconclusive. One problem is that not all of the same members in the pre-activity survey actually were present to participate in the post survey. And, we had members who did not attend the New Student Orientation (not completing the pre-activity survey) respond on the post survey. DASB members were generally positive regarding their leadership styles, group dynamic skills, budget knowledge, and parliamentary procedure skills.

SS 14d) What are the program outcome assessment plans for the next five years?: The current program outcome assessment will be reviewed in the next year to better align with its current objectives and goals. Through the strategic planning process, OCL will identify new program outcomes as well as affirm the existing ones that are relevant and meet our new goals. Until then, surveys for Student Learning Outcomes will be conducted during each new senate orientation and during leadership development training.

SS 15) Analysis of the program from last CPR to now to 2018-19.: The office of College life has been a steady vehicle for student involvement, student leadership development and has been the entity which oversees student clubs, organizations and student government (DASB). The program has the benefit of consistent staffing and employees who have a long-term, vested interest in the success of the program and department functions they serve. College Life via the DASB senate is responsible for generating and allocating \$1.3 million dollar budget annually through a very comprehensive budget development process. Currently, the program is seeing declining revenue due to the college's declining enrollment and lower Flea Market revenues. At the conclusion of last academic year, the previous Director of College Life retired after 28 years. A proposal to convert this position to a management position was not successful, so the position will remain as a faculty position. Over the next few years, there may be an additional retirement and the need to replace a staff member. In the future years, the programming will be reviewed and revised to continue to meet the needs for leadership development for changing student populations.

SS 16a) Name of the Division and the names of the programs.: • Extended Opportunities Programs and Services

- College Life (DASB and ICC, Student ID, Eco Pass, Flea Market
- Health Services (HE&W, Psych. Svcs., Clinical Svcs.)
- Student Judicial Affairs
- HEART (Harm Evaluation Assessment Reduction Team)
- Americans with Disabilities Act (ADA)/504 Compliance
- Unlawful Harassment and Discrimination Coordination

SS 16b) Who wrote the Divisional Perspective?: Michele LeBleu-Burns, Dean of Student Development and EOPS/CARE

SS 16c) Summarize the CPRs written by the programs of the Division.: The Student Development Division, which is comprised of Extended Opportunities Programs and Services, the Office of College Life, Health Services, Student Judicial Affairs and ADA/504. Has continued to grow over the past several years as program areas have been added or developed to address the educational, social, learning and development needs of a diverse student population, by cultivating strategic partnerships with other student services and instructional departments/divisions, faculty, staff and administrators. Due to the length of tenure of the division employees, changes in the form of employee retirements will be a challenge over the next several years. In addition, declining enrollment has and will potentially have a continued negative effect on department revenues. This is specifically true for College Life, which relies on student body card sales and Flea Market revenues to support clubs and student government and the many campus programs funded by the student body senate including student tutoring, athletics, Vasconcellos Institute for Democracy in Action (VIDA) and the Honors Program to name a few. Health



Services, which includes Clinical Health Services, Health Education and Wellness and Psychological Services have also seen declining revenues from the health fee as a result of the decrease of enrollment college-wide. Despite these challenges, the division has consistently provided high quality, student centered services to De Anza College Students.