

Program Planning and Assessment (PPA) for Services, Offices & Non-Instructional Programs

Comprehensive Review, Annual Review & Action Plan

Spring 2015

The purpose of this data for a periodic

ata at Hartnell College . The result of the

Service/ Office/ Non -Instructional Program	Date Completed (must be in final form by 3/ 27/15)*	Date Submitted to VP
Student Affairs – Student Life	March 31, 2015	March 31; May 31, 2015

*Please note that you should work with your colleagues and supervisor/director/dean to ensure that this report is completed, revised as needed, in its final form and submitted no later than the end of March.

List of Contributors, including Title/ Position

Name	Title/Position
Augustine Nevarez	

VP/Division Head's Comments (required) :

I have read and agree with the findings and resource allocations of this comprehensive program review for the Student Life Office and Associated Students of Hartnell College. I fully support the request for software for student judicial affairs, electronic voting, tracking student participation in campus events and student survey software. I also support the request for additional funding for the commencement budget given additional participants (students and staff) and changes in venue.

Romero Jalomo

9/14/15

Typed Name of VP/Division Head

Date

This PPA report is organized in 3 sections and 9 subsections as follows:

- I. Comprehensive Review – a. Overall Service/Office/ Program Effectiveness, b. Staffing Profile, and c. Service/ Office/ Program Goals.
- II. Annual Review – a. Data & Trends, b. Service/Program Modality, c. Outcomes, and d. Previously Scheduled Activities.
- III. Annual Action Plan – a. New Activities and b. Resource Requests.

INSTRUCTIONS

- ↑ For services/offices/non-instructional programs scheduled for comprehensive review in spring 2015, please complete Sections I, II, and III.
- ↑ For services/offices/non-instructional programs scheduled for annual review, please complete Sections II and III.

Associated Students membership, leadership development; cultural and educational events; book voucher program; ASHC Scholarship; graphing calculator rental program ; Week of Welcome Club Rush Weeks, Club Panther Days, MST Free Fare Zone; Hartnell Sporting

Another function of the Office of Student Life is the management of Student Grievances, Discipline and Judicial Affairs, and this task is supported by the office of the Vice President of Student Affairs. Three new policies (AP5500, AP5520, AP5530) in this area have been developed and approved by the governance councils and the Board of Trustees. These policies are included in the new student online orientation and the revised student handbook. These efforts have improved the process when addressing these Student Affairs issues.

Program staff are members of the California Community Colleges Student Affairs Association (CCCSAA) and Student Senate for California Community Colleges (SSCCC) and attend the yearly conferences to stay current with best practices and state wide student affairs policies. Other professional development activities include: Title IX , Cleary Act, Safe Zones, Latina Leadership Network, ASHC retreats.

B. STAFFING PROFILE

1. In the table indicate the number in terms of FTE. For instance, 1 full-time staff person is 1.0, and a half-time person is .5 .

Positions	2012-13	2013-14	2014-2015
Management, Supervisors		1.0	1.0
Classified Staff	1.0	1.0	1.0

Classified Staff- Part-time

2) The Office of Student Life has become an integral department of the college by enhancing student's college life in a cross-sectional

x Book voucher program:97 students

3. Provide any other relevant data and describe any other relevant qualitative factors that affect service/program provision, office functioning, and the evaluation of the service/office/non-instructional program. List the sources of this data and information.

7. Clubs
 8. Program and Club Sponsorships
 9. Student Scholarships in the amount of \$30,000
 10. Professional Development for ASHC and Staff (OSL)
 11. Plasma Screen at Alisal Campus
 12. Sponsorship of Recognition/Graduation Ceremonies
 13. Donation to philanthropic organizations
 14. Graduation Gown Sale
 15. Game Room
 16. Transfer Mixer
 17. Free Fare Zone -MST
 18. Discounts local business
 19. Western Stage
 20. Entrance to Hartnell College sport events (local)
2. Compare service /program quality provided across locations, vehicles, and times. Are there differences? To what do you ascribe the differences in your service/ program ? Discuss any other relevant factors regarding diverse service/program modalities and environments .

The majority of programs and services are delivered at the main campus site, with gradual expansion to the Alisal Campus and King City Center. The ASHC held a regular meeting at the Alisal Campus in an effort to increase visibility and participation for students at that site. In addition, the ASHC approved the acquisition and installation of a plasma screen at the King City Center in an effort to inform students attending the center of programs and services available throughout the college.

3. Describe the process to change and improve service /program quality for the more challenging locations , vehicles, and/or times .

Information is disseminated to students, and all staff-1(f)o(DC 8(s)-8(e))4(v)1(a)-7-5(e)1(,)-6()1(g)3(1(t)-5(h)-6(r)1(ou)-5(g)4(045(s)g)3((T4(f)5 -1.13

electronically at all Hartnell College sites. In addition, the Office of Student Life is redesigning the website to provide efficient delivery of information to students and staff.

c. OUTCOMES

List Service Area Outcome(s) scheduled for assessment in AY 15-16	How will the Outcome(s) be assessed?
Ambassador Program	Create a needs assessment and focus group to improve program planning, services and evaluation.
Club Development	Increase number of clubs on campus, and provide leadership opportunities to club officers. Clubs will provide the Inter -Club Council with an annual report highlighting achievements and outcomes of club activities.
ASHC funded programs (e.g. Book vouchers, scholarships and Calculator rental)	Identify the number of non-duplicated students who have used one or more of the ASHC funded programs. Collect qualitative data via surveys to gather information on the impact of these programs on student success.

2. Describe how service area outcomes were specifically addressed by the service/office/program during the past year.

Was there review and analysis of the data? How did the staff engage in discussion? Were any interventions conducted? Are there any plans to make changes/improvements in the service/office/program ?

SAO 1. Information has been provided to students via student and staff email system, printed and social media, OSL website, press releases, and in-person presentations. A pre-survey was conducted during the Fall 2014 semester. A post-survey will be emailed to students during the Summer 2015.

SAO 2. In an effort to increase participation, programs and services were offered at various day and times to accommodate as many student groups as possible. Participation was tracked with sign-in sheets and surveys whenever possible. Most activities were implemented in the Student Center and tracking participation was a challenge. We are currently looking for a computer program to allow for proper tracking of program participants.

SAO 3. A concerted effort was made to include students and staff in the development of programs, service and activities. Every event was designed and implemented with the support of a workgroup comprised students and staff.

SAO 4. A structured leadership development plan was devised early in the academic year to include one meeting a month devoted to leadership development. In addition, an effort was made to include students in the new participatory governance structure.

	during the 2013-14 academic year.	effective method to capture participation.		
2. Student and Staff ID Cards.	Restructure of the ID card production and the addition of an ID station at the King City Center.	Improve the development and cost effectiveness of a lifetime ID card.	Yes	Yes
3. ASHC Elections.	Online voting was piloted during the ASHC 14-15 elections.	Marketing and student participation in the process.	Yes	Yes
4. Student involvement in participatory governance.	Student representation in the Hartnell College participatory governance structure.	Student participation continues to be challenging as class schedules often conflict with council meeting times.	Yes	Yes
5. ASHC Scholarship	The ASHC scholarship fund was increased from previous years.	A small number of recipients did not use their awarded scholarship.	Yes	Yes

was achieved, the ability to assess the effectiveness of the improvement was challenging to measure. The need for a comprehensive assessment tool is being explored through the ID software that will collect participation trends, and a follow-up tool to assess effectiveness.

2. Student and Staff ID Cards. The department is exploring an alternative to the current ID card software and hardware to allow for a lifetime ID Card, and to be able to capture participation data to assess our programing.
3. ASHC Elections. The 2014 elections experienced two significant improvements; 1) an increased in the recruitment of candidates, and an engaged campus wide election campaign. In addition, the utilization of an online voting system allowed students from all college sites to participate in the election.
4. Student involvement in participatory governance. A concerted effort was made by the college to include students in the new participatory governance structure. The participation of students in this process allowed them to make informed decisions based on campus wide implications. A mechanism to assess student participation is taking place.

1. List information concerning new projects or activities planned. The first activity listed should be the most important; the second activity listed the second most important, etc. Please keep in mind that resources needed, if funded, would not be approved until spring 2016 and provided until FY 2016 -17. Ongoing activities involving resources that will no longer be available from grant funds starting FY 2016-17 must be planned for appropriately.

Activity	Strategic Plan Goal(s) No. & Letter (e.g., 5A)*	Related SAOs,SLOs, PLOs, or goals	Desired Outcome(s)	Resources Needed	Person Responsible	Estimated Date of Completion (can be more than one year in length)	Comments
1. Student Activity Tracker/survey	2A, 2B, 4C, 4D, 5A	SAO 1, 2, 3	Collect and analyze data for activity and program improvement.	Software programmer to design the software.	Director of Student Life	Spring 2016	
2. Student Conduct and Judicial Software	2A, 2B, 4C, 4D, 5A	SAO 1	Efficiently expedite discipline tracking and reporting as required by state and federal laws.	Purchase of software license.	Director of Student Life	Fall 2015	
3. Online Voting Software	2A, 2B, 4C, 4D, 5A	SAO 1, 2, 3	Increase voter participation and efficiency in voting.	Software programmer to design the software.	Director of Student Life	Spring 2016	
4. Commencement Ceremony	2A, 2B, 4B, 4D	SAO 1	Design and implement a successful commencement ceremony that meets the needs of students, their families and guests.	Financial and staff support.	Director of Student Life	Spring 2016	

* See Appendix A for a list of the 11 goals in the college's Strategic Plan.

*** Please complete items 2a -e immediately below for EACH new activity. ***

2. This item is used to describe how the new activity, or continuing new activity, will support the service/office/program .

Consider:

- x Faculty
- x Other staffing
- x Facilities
- x Equipment (non -expendable, greater than \$5,000), supplies (expendable, valued at less than \$5,000),
- x Software
- x Hardware
- x Outside services
- x Training
- x Travel
- x Library materials
- x Science laboratory materials

a) Describe the new activity or follow -on activity that this resource will support.

1. Student Activity Tracker/survey. In an effort to collect and analyze data for activity and program improvement, the Office of Student Life will explore student activity software . The assistance of software designers within the college will drastically decrease the amount of resources needed to accomplish this activity. This software is key to assessing the effectiveness of the Office of Student Life activities, programs and services. The timeline for implementation is Spring 2016
2. Student Conduct and Judicial Software . The Office of Student Life is committed to efficiently support students and staff with issues relating to student conduct and judicial affairs. Several student conduct software have been reviewed to efficiently expedite discipline tracking. This service is of utmost importance as reporting is mandated by state and federal laws .
3. Online Voting Software . ASHC elections experienced a significant increase in student voter participation in 2014 and 2015. This new voting method allowed for a more accessible, user friendly and efficient voting . The past two ASHC elections were a pilot years, and the need for a college crated and owned online voting software is needed.
4. Commencement Ceremony . Due to the increasing number of graduates every year, the college decided to relocate the commencement ceremony to a facility that would accommodate graduates, their families and guests. The new facility, Rabobank Stadium, requires a considerable amount of resources and staffing to effectively support this activity.

b) Describe how this activity supports a ll of the following that apply :

- 1) Service Area Outcome (list applicable service area outcome)
- 2) Program level

B. RESOURCE REQUESTS

If new/additional resources are needed for your

