



2018-19 Program Review – Student Services

Program Overview

Please verify the mission statement for your program. If there is no mission statement listed, please add it here.

The Office of Student Activities and Campus Life (SACL), in collaboration with the campus community, provides opportunities for the development of the whole student through “outside the classroom” activities by offering a variety of educational, wellness and social programs.

List your Faculty and/or Staff

1 Full-time Administrator
1 Part-time Staff

The Program Goals below are from your most recent Program Review or APU. If none are listed, please add your most recent program goals. Then, indicate the status of this goal, and which College and District goal your program goal aligns to. If your goal has been completed, please answer the follow up question regarding how you measured the achievement of this goal.

1. **Department Goal:** Develop intentional programs to enhance student leadership skills and competency: **In-Progress**

College Goal: Cultivate a culture of belonging, pride and self-reflection for continuous improvement

District Goal: Advance Student Access, Equity, and Success

2. Market the Office of Student Activities and its club affiliates on campus to increase student awareness of Student Life run programs by 30%: **In-Progress**

College Goal: Cultivate a culture of belonging, pride and self-reflection for continuous improvement

District Goal: Advance Student Access, Equity, and Success

3. Develop programs and initiatives that meet students' basic needs: **In-Progress**

College Goal: Cultivate a culture of belonging, pride and self-reflection for continuous improvement

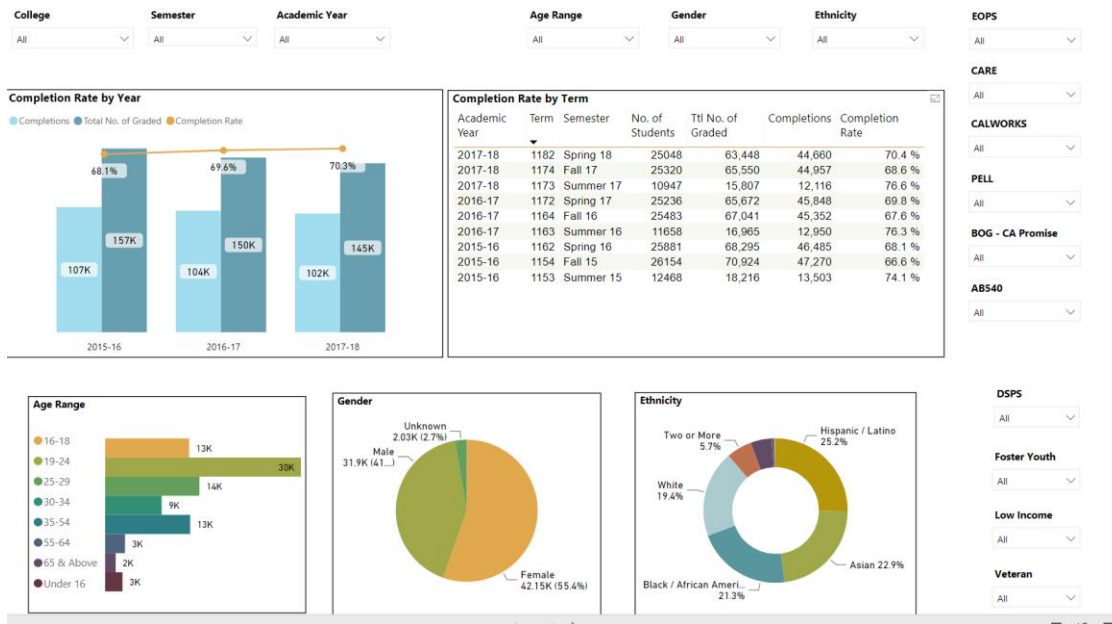
District Goal: Advance Student Access, Equity, and Success.

Describe your current utilization of facilities, including labs and other space

SACL generally utilizes the student center and the quad to provide the campus community with social, educational, and wellness activities and events. These events include Black History Month, Women's History Month, Chinese New Year Celebration, Fall and Spring Welcome Back Week, Latinx History Month, Laney Pride Day, Fresh Produce distribution, Thanksgiving Feast, Mardi Gras Celebration, Teach-In Workshop Series, and Poor People's Campaign. In addition, the student center is home to the Eagles Pantry which provides non-perishable food items for Laney students that are experiencing food insecurity.

With consistent traffic throughout the building, this past year the Associated Students hired a substitute custodian solely for the student center. However, with the student center remaining open until 10pm there needs to be swing shift custodian available to upkeep the building. Further, the building is deteriorating and is in need of constant repairs. During spring 2019, portable heaters were placed throughout the building due to lack of heating system. These constant repairs need to be addressed to provide a safe and clean environment for our students.

Students Served



Special Populations Power BI dashboard

Please enter your College Mission Statement

Laney College educates, supports, and inspires students to excel in an inclusive and diverse learning environment rooted in social justice.

Please enter your Student Services Mission Statement

Please include the essential functions of your department, program or unit, any unique characteristics or trends affecting the unit, as well as a description of how the unit aligns with the college mission

Student Activities which includes the Associated Students of Laney College, campus clubs and organizations cater to students' basic needs and provide campus-wide programming for campus life. It is an information and resource center, as well as a hub for student leadership, community service, and recreational and cultural programs.

Services that are provided include:

Community Literature Distribution

Food Pantry

Emergency Book Vouchers

Campus Social, Recreational, Cultural and Educational Programming

Campus Life Calendar/Master Activities Calendar

Use and Maintenance of Student Center

Multicultural Programming (LatinX Heritage Month, Black History Month, Women's History Month, Asian Pacific Islander Heritage Month, Undocumented Students Week of Action, LGBTQ+)

Advisor for Campus Clubs/ Organizations & The Associated Students of Laney College

Supervision of Office of Student Activities Student Employees & Support Staff

Supervision of Campus Food Pantry

Coordination of annual Commencement

Honors and Awards Banquet

The Office of Student Activities and Campus Life (SACL) is consistently growing and expanding services to meet the needs of Laney students by providing opportunities for the development of the whole student through "outside the classroom" activities and meeting student's basic needs. Further, SACL recently was awarded a grant to expand services to support undocumented and mixed-status students. As SACL expands, the need for permanent support staff to maintain the day-to-day operations is crucial. SACL is currently staffed by the Director and part-time administrative assistant and two student workers. With limited staff, it limits the opportunity to provide deliberate training and programming to campus clubs, the community, and ASLC. In addition, new student leaders are elected year to year. With this ever changing dynamic, it makes it difficult to sustain institutional knowledge and build upon started projects.

The college mission seeks to educate, support and inspire students to excel in an inclusive and diverse learning environment rooted in social justice. As such, SACL aligns with this mission by educating student leaders on participatory governance, college policies and procedures that affect students, goal setting, and budget management. Students also have the opportunity to collaborate with the Women's League of Voters to assist in registering students to vote during mid-term and primary elections. Further, SACL enhances the college mission by supporting students through their tenure to meet their basic needs. Through SACL partnership with the Alameda Food Bank, we provide fresh produce to students twice a month and operate an on-campus food pantry for students that may be experiencing food insecurity. In addition, SACL work with community organizations that may have housing opportunities for students that are homeless. SACL host several campus-wide events throughout the academic year that are diverse which allows for a learning environment that promotes inclusiveness.

Please discuss the relationship and engagement with other support services, programs, and/or instruction or administrative units and how these relationships support the department, program or unit to meet its goals.

The Office of Student Activities and Campus Life collaborates with various support offices such as, APASS, Counseling, Mental Health, Writing Center, Tutoring Services, and Learning Communities. These collaborations provide opportunities for the development of the whole student through outside the classroom activities, offering a variety of educational, wellness and social programs. Through these partnerships SACL host a number of events such as: Black History Month, Women's History Month, Chinese New Year Celebration, Fall and Spring Welcome Back Week, Latinx History Month, Laney Pride

Day, Thanksgiving Feast, Mardi Gras Celebration, Teach-In Workshop Series, Poor People's Campaign, Blood Drive, Health and Wellness Fair, and Undocumented Student Awareness Week. Further, the Campus Life Directors has implemented a district-wide 3-day training program for all student leaders. This 3 day training covers a variety of different topics including budget, shared governance, team building activities, goal setting, Robert's Rules of Order, and the Brown Act. These trainings allow student leaders throughout the district to learn best practices for supporting students district-wide.

Building collaborative relationships throughout the campus and district allows SACL to meet its goals of educating the "complete" student. Furthermore, these collaborative efforts bring together resources to produce programing that best support all students.

Please describe how external factors (if applicable), such as State and Federal laws, advisory board recommendations, changing demographics, etc. have an impact on the support services your department, program or administrative unit provides.

N/A

Filter for your Service Area's Student Group in the data dashboard above. Examine the demographics of the students your Area has served over the past three years. Be sure to consider student sub-populations, particularly student status in terms of: gender, race and ethnicity, age range, veterans' status, foster youth status, disability status, low income status. Briefly explain the changes in students served by your department or unit over the past three years and any disparities in outcomes. If there are disparities, please create an 'improvement action' below to address them.

N/A

Does your department, program or service area provide Student Success & Support Program (SSSP) services?

N/A

Please provide the following information about these specific SSSP services, as applicable, for students in your program or college over the past three years:

# of student that completed orientation	
# of students that completed assessment	
# of completed Student Educational Plans (SEPs)	
# of Abbreviated versus Comprehensive SEPs	
Total # of follow-up services	

What has your service area done over the last 2-3 years to improve SSSP services?

Describe your current level of staff, including full-time and part-time faculty, classified staff, and other categories of employment.

The Office of Student Activities and Campus Life (SACL) is currently staffed by a Director, one part-time hourly staff assistant, and two student workers. In addition, SACL office will be hiring a part-time program specialist to manage the Catalyst Grant of expanding services to support undocumented and mixed-status students.

Students Served – Assessment

List your Service area outcomes

1. The ASLC Governing Council will understand the College and District Participatory Governance processes.
2. The ASLC Governing Council and ICC members will understand event planning policies and procedures, and manage a budget to stage effective events on campus.
3. The ASLC Governing Council and ICC members will learn team building, effective communication skills, and identify strengths and weaknesses.

How does your department, program, or unit ensure that students are aware of learning or service area outcomes?

Pre and Post Test- Students Leaders take a pre and post-test to assess their knowledge of district policies and procedures. In addition, SACL conducts one-on-one meetings with student leaders at the end of the fall semester to evaluate their knowledge and experience.

Where are the service area and/or program level outcomes published? If on a website, please specify the URL.

https://laney.edu/student_activities/

Briefly describe at least three of the most significant changes/improvements your department, program or service area made in the past three years as a response to analysis and discussion of program level outcomes and/or service area assessment results. Please state the service area outcome and assessment cycle (year) for each example.

1. The hiring of a permanent Director. Prior to the current director's tenure, there had been 3 different directors in 1.5 years. This wasn't efficient and provided no stability for the functionality of the office. With each new director there was no sustainable institutional knowledge and constant recreation of processes. As such, the current Director has been in the position for 2.5 years and has been able to create consistent processes, update forms, provide on-going leadership training(s) for Associated Students and Campus Clubs and Organizations, establish relationships with campus leaders and CBO, engage student leaders in participating in the shared governance process, and create a new "campus climate" of providing programs that meet all student needs.
2. Partnering with all campus Student Life Directors to collaborate and implement best practices to support all Student Leaders. In summer 2018, the campus life directors implemented the district's

first District-wide Associated Students Leadership Training Program. This three day program brings together all Peralta Associated Student Organizations with the following program objectives:

- Students will be able to identify and reflect on their personal leadership style
 - Students will be able to describe the role of student government in the shared governance process
 - Students will be able to identify the (6) steps required to complete a motion
 - Students will be able to explain what the different funding streams that AS oversee
3. Implementing a system where all AS student leaders are required to attend assigned shared governance committees and report back to ASLC members about outcomes of meetings. This process helps keep students informed about what's happening throughout the campus, how decisions are made, and how these decisions will affect students.
 4. Partnership with the Alameda County Community Food Bank: This partnership has allowed us to offer free fresh produce to students twice a month. During the 2017 – 2018 academic year, we served over 1,000 new students. In seeing there was a more desperate need to expand our offering, we created an on-campus food pantry (Eagles Pantry). Eagles Pantry is open to all current semester Laney students and has served over 300 students since its open day in fall 2018.
 5. In an effort to create a holistic, multicultural and solution-focused approach to serving undocumented students and their families the college received a grant from the Catalyst Grant to support this work. The Office of Student Activities and Campus Life will serve as the primary hub for implementing the work in creating a resource center to support undocumented students.

Briefly describe three of the most significant plans for service area improvements for the next three years as a result of what you learned during the Assessment process.

1. The Office of Student Activities and Campus Life will continue to evaluate student leader's involvement in the participatory governance process as membership in the ASLC changes every academic year.
 - More training on committee purposes and expectations of student representatives
 - Create opportunities for future student representatives to shadow current student representatives
 - Assist with ASLC with further development of mentoring relationship with professional committee members
 - Collaborate with Committee Chairs to ensure student representatives are receiving important committee information and any schedule changes
2. The Office of Student Activities and Campus Life will continue to develop and expand the training for student organizations and their advisors. The ASLC is currently in the process of surveying club advisors and researching best practices in order to develop a more robust training program for advisors and clubs. The following are suggestion for expansion of the training for the Student Organizations and Clubs Council and their advisors.

- Expansion of ASLC training through social media and online resources
- Advisor trainings using different online models

What do members of your service area do to ensure that meaningful dialogue takes place in both developing and assessing your service area outcomes?

The Director of Student Activities and Campus Life host exit interviews with all student leaders to review learning outcomes and assess meeting of individual and group goals. These meetings allow student leaders to express best practices, future needs, and recommendations on how we can improve. In addition, at the conclusion of student leadership training, students are asked to complete the following open-ended questions:

- What would you like to learn as being a part of ASLC/ICC?
- What other campus activities are you currently involved in?
- How will being a part of ASLC/ ICC help you grow as a student leader?
- What is your understanding of how decisions are made at the college?

Briefly describe the results of any student satisfaction surveys or college surveys that included evaluation and/or input about the effectiveness of the services provided by your department, program or administrative unit. How has this information informed department, program or administrative unit planning and goal setting?

During spring 2018, SACL office administered an exit survey to graduating students, in which 56 students responded. Of the response, 81% agreed with the following statement: Laney College prepared me to effectively express and exchange ideas through various modes of communication. Another question asked students to rate their overall student life experience at Laney College, and 73% responded to being satisfied. Further, 84% of respondents were satisfied with their overall experience at Laney College.

The information reflected in the graduating student survey has allowed SACL to evaluate the programming being offered to serve our students. In the additional comment section of the survey, one student stressed the need for helping students with food and the cost of books. As such, we established a partnership with the Alameda Food Bank to offer fresh produce to students, created an on-campus pantry(Eagles Pantry), and will be working with the Associate Dean of Education Success to offer emergency book vouchers to students in need.

How do you know that your program is effective? What are the indicators that measure your effectiveness? What are the expected results of these indicators?

Based on consistent positive feedback following our on campus cultural events and food pantry distribution we know we are on the right track. Based on the graduating student survey, we know students feel as though their needs are being met and the Office of Student Activities and Campus Life is here to serve them. Although there is still room for improvement, the percentage of overall student life satisfaction at 84% measures our effectiveness of outreach on campus. The students feel listened to and cared for. As a result, as an office we will continue to provide events and programs that represent our students and give them a continued sense of belonging.

Engagement

Discuss how faculty and staff have engaged in institutional efforts such as committees, presentations, and departmental activities. Please list the committees that full-time faculty participate in.

N/A

Discuss how faculty and staff have engaged in community activities, partnerships and/or collaborations.

N/A

Discuss how adjunct faculty members are included in departmental training, discussions, and decision-making.

N/A

Prioritized Resource Requests Summary

In the boxes below, please add resource requests for your program. If there are no resource requested, leave the boxes blank.

Resource Category	Description/Justification	Estimated Annual Salary Costs	Estimated Annual Benefits Costs	Total Estimated Cost
Personnel: Classified Staff	<p>The Office of Student Activities and Campus Life (SACL), in collaboration with the campus community, provides opportunities for the development of the whole student through “outside the classroom” activities by offering a variety of educational, wellness and social programs. In addition to supporting the entire student body through campus programming, SACL serves as the primary advisor for 20+ clubs and organizations and the Associated Students of Laney College (ASLC). Further, it is the responsibility of SACL to oversee the annual spring events: Honors and Awards Banquet, and Commencement.</p> <p>Please accept this request to consider hiring a Program Specialist in the Office of Student Activities. The Staff Assistant in the Office of Student Activities will have the following responsibilities:</p> <ul style="list-style-type: none"> • Assist in the development, 	50,000	43,000	93,000

	<p>implementation and maintenance of the budgets for the Student Activities Office and Associated Students; Monitor budget expenditures; Initiate budget transfers, adjustments, requisitions, and warehouse supply orders.</p> <ul style="list-style-type: none"> • Interpret and implement college policies and procedures related to student activities. • Schedule meetings, conferences and appointments, and may represent the Director of Student Activities at meetings to obtain information relevant to the Office of Student Activities. • Assist the Director of Student Activities with various annual events and ceremonies such as welcome week, commencement and a variety of social, cultural and recreational activities. 			
Personnel: Student Worker				

Personnel: Part Time Faculty				
Personnel: Full Time Faculty				

Resource Category	Description/Justification	Total Estimated Cost
Professional Development: Department wide PD needed		
Professional Development: Personal/Individual PD needed	<p>Staff Assistant: Organization, Advance Word, Effective Communication, Leadership</p> <p>Director: Student Leadership, Title IX, Special Student Populations (undocumented, first year, veterans, Associated Students, athletics)</p>	\$5,000

Prioritized Resource Requests Summary - continued

Resource Category	Description/Justification	Total Estimated Cost
Supplies: Software		

Supplies: Books, Magazines, and/or Periodicals		
Supplies: Instructional Supplies		
Supplies: Non-Instructional Supplies		
Supplies: Library Collections		

Resource Category	Description/Justification	Total Estimated Cost
Technology & Equipment: New		
Technology & Equipment: Replacement		

Prioritized Resource Requests Summary – continued

Resource Category	Description/Justification	Total Estimated Cost
Facilities: Classrooms		

Facilities: Offices		
Facilities: Labs		
Facilities: Other	Laney needs a new student center.	

Resource Category	Description/Justification	Total Estimated Cost
Library: Library materials		
Library: Library collections		

Resource Category	Description/Justification	Total Estimated Cost
OTHER		