

2018 Student Life and Leadership Development Annual Program Plan STLF Student Life and Leadership Development

I.A. Program Profile: Purpose

Describe the program(s) to be reviewed. What is the purpose of the program and how does it contribute to the mission of Skyline College?

Narrative

The Center for Student Life and Leadership Development is an integral part of the campus community. The staff strives to create an environment where students can achieve academic and personal success, develop a sense of civic responsibility and an understanding of equity and social justice. The Center for Student Life and Leadership Development provides assistance to individuals and student organizations in the planning, management and evaluation of programs and organizational activities directed toward meeting a wide variety of students' needs and interests on campus. We create intentional involvement and learning opportunities for students through co-curricular education and leadership opportunities.

Values:

- Enhance self awareness and intellectual development through direct application of co-curricular programs and leadership opportunities that focus on development of a sense of civic responsibility and social justice
- Support students and student groups in their self directed activities and events
- Prepare students for community leadership and citizenship after graduation or transferring
- Provide an environment which enables students to understand their social responsibilities and realize their individual potential
- Create an environment that is welcoming of the board range of individual experiences and fosters an appreciation for difference and cultural
- Provide many points of entry to ensure that developmental experiences are tailored to meet the individual needs of each student

I.B. Program Planning Team

Annual program planning is intended to be a collaborative process which promotes dialogue and reflection. Please identify all individuals who contributed to or shaped the narrative. Include names and the title or role of each person.

Narrative

II.A. Analysis: Progress on Prior Program Objectives (Goals) and Activities

Describe the progress made on previously established program objectives (goals) including identification of achievements or areas in which further effort is needed. New programs which have not yet established CPR/APP objectives should discuss progress on program implementation or activities.

Narrative

The Center for Student Life and Leadership Development has been able to its goals regarding the following:

- Development and evaluation of PSLO's
- Creation and enhancement of online resources and social media for student groups

The Center for Student Life and Leadership Development will continue to develop and expand the training for student organizations and their advisors. The CSLLD 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.

- Continued Expansion of SOCC training through social media and online resources
- Creating a Student Organization Leadership Retreat / Leadership Institute
- Advisor trainings using different online models or other items that are gleaned from the survey

The creation of the Skyline College Promise and participation in the Equity Training Series has led to opportunities for collaboration that will result in the creation of the Student Equity and Leadership Summit / Leadership Academy program Fall of 2018.

It has also created opportunities for cross campus collaboration on service learning programs. CSLLD is currently working with the Community of Practice: Service Learning group to help facilitate and develop the Community Day of Action on May 5, 2018 and will continue to be a part of the development and evaluation of service learning programs as the college looks at incorporating it into the general education program.

II.B. Analysis: Program Environment

Describe any recent external or internal changes impacting the program or which are expected to impact the program in the next year. Please include when the specified changes occurred or are expected to occur.

Narrative

Development and implementation of the Skyline College Promise will have a direct impact on the department as High Impact Practices such as service learning and civic engagement should involve the staff. Staff is currently engaged in the Service Learning Community of Practice and assisting with the development of the program.

The Director of Student Development, along with the TRiO Director and the Director of the Promise Program are working with the ASSC and other clubs to create and facilitate a Student Leadership Summit that will take place in the fall of 2018. The summit includes an opportunity for students to continue their understanding of equity and further develop their leadership skills by attending additional seminars throughout the academic year.

The Director is also in discussion with faculty members regarding the creation of a leadership certificate program. Additional training for student representatives and future expansion and revitalization of leadership development programs, Service Learning Programs, and a certificate program will require additional manpower and training time. We continue to review distribution of duties and other staffing options (interns and graduate assistants) to help with this issue.

The CSLLD has started to use technology to track student engagement at college events. CSLLD has also incorporated program development into the department SLO's this has required the creation of training and tracking tools for student facilitated events. Additional funds will be required if the college decides to use this or another tracking system to measure student engagement in all student support services.

II.C. Analysis: Student Learning Outcomes (SLOs and PSLOs)

(1) Instructional Programs Only: Describe what was learned from the assessment of course SLOs for the current and past year.

(2) Student Service Programs Only: If PSLOs are being assessed this year (3-year cycle), describe what was learned. If no assessment was done because this is an off-cycle year, please state that this item is not applicable.

Narrative

Reporting for the 2016-2019 Cycle

SLO #1: The ASSC Governing Council will understand the College and District Participatory Governance process

The Center for Student Life and Leadership Development is continuing to evaluate the ASSC members understanding of participatory Governance using pre and post test, presentation and performance and focus group. The decision was made to continue this SLO because membership of the student government organization changes every academic year.

SLO#2: The ASSC Governing Council and SOCC members will understand event planning policies and procedures, and manage a budget to stage effective events on campus.

The SLO is designed to help enhance student life at Skyline College by providing student groups and the ASSC with the training and tools needs to create, facilitate and evaluate the events that they create for themselves and the campus community. Online tools and surveys have been developed to help train and assist facilitators.

All SLO's are continually reviewed and evaluated by the department with the assistance of PRIE. SLO's have been updated and are on track for the 2016-2019 evaluation cycle.

III.A. Reflection: Considering Key Findings

Consider the previous analysis of progress achieved, program environment, and course-level SLOs or PSLOs (if applicable). What are the key findings and/or conclusions drawn? Discuss how what was learned can be used to improve the program's effectiveness.

Narrative

The Center for Student Life and Leadership Development corresponds and enhances the mission, values and goals of Skyline College and the San Mateo County Community College District. It specifically addresses empowerment and transformation of students, the development and understanding of diversity through a social justice model and the need for understanding the individuals' rights in a democratic society and the role of the individual in exercising those rights and advocating for themselves and others.

The development of the Skyline College Promise will lead to future expansion and revitalization of leadership development programs, certificate program and Service Learning Programs which will require additional manpower and training time. We continue to review distribution of duties and other staffing options (interns and graduate assistants) to help with this issue. Despite these challenges the Center for Student Life and Leadership Development will continue to create innovative programs. We are committed to providing quality services to students, faculty and staff and continuing our role in the overall enhancement of the campus community.

In order to provide multiple points of entry to ensure that developmental experiences are tailored to meet the individual needs of each student, we will continue to work on expanding or revitalizing the following programs:

- Student Equity and Leadership Summit
 - Leadership Academy
- Service Learning Program
 - Center for Community Engagement
- Leadership Certificate Program

The Center for Student Life and Leadership Development will continue to develop and expand the training for student organizations and their advisors. The CSLLD 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 SOCC training through social media and online resources
- Creating a Student Organization Leadership Retreat / Leadership Institute

- Advisor trainings using different online models or other items that are gleaned from the survey

The members of the department have been participants in the college redesign process and have helped to ensure that the student voice was also included. Through these process we have had the opportunity to begin the collaborative process with other constituents that will help ensure the best use of resources as we move forward as a college and enable us to create an innovative and effective program.

III.B. Reflection: ISLOs

If your program participated in assessment of ISLOs this year:

- (1) What are the findings and/or conclusions drawn?
- (2) Does the program intend to make any changes or investigate further based on the findings? If so, briefly describe what the program intends to do.

Narrative

SLO #1: The ASSC Governing Council will understand the College and District Participatory Governance processes.

Results of the assessment of the participatory governance SLO show that students do understand the participatory governance process and their rights as student representatives. The Center for Student Life and Leadership Development has been working with the Associated Students of Skyline College to develop their understanding of the following items; understanding of the function of the committee, historical knowledge of the committee and how to develop mentor relationships with experienced staff, faculty and administrators that are members or chairs of the committees. We believe that by increasing their knowledge base and their comfort level at committee meetings that the students will continue to increase their level of engagement in the participatory process.

The CSLLD has done the following to assist the ASSC with their committee assignments:

- ASSC Members are encouraged to create binders to pass on to the next committee representative(s)
- Ensure that all student representatives have access to SharePoint and other technology needed to fully participate in the committee meetings
- Collaboration with Committee Chairs to ensure student representatives attendance and participation
- Review functions of the participatory governance committees as listed in the Skyline College Compendium of Committees with ASSC
- Review responsibilities of committee assignments

Recommendations:

- More training on committee purposes and expectations of student representatives
- Create opportunities for future student representatives to job shadow current student representatives
- Assist with ASSC with further development of mentoring relationship with professional committee members
- Continued Collaboration with Committee Chairs to ensure student representatives are receiving important committee information and any schedule changes

SLO#2 : The ASSC Governing Council and SOCC members will understand event planning policies and procedures, and manage a budget to stage effective events on campus.

The CSLLD continues to evaluate this PSLO regarding event planning and community engagement. It is anticipated with additional training and tools the members of ASSC and SOCC will be able to effectively meet the goals of the SLO.

The CSLLD has done the following to educate ASSC and SOCC members about event planning process

- Provided training at ASSC and SOCC meetings and to individuals on the following
 - Facilities Reservation Processes
 - Budget Development
 - Performance Contracts
 - Advertising and Marketing
- Developed online tools
 - Club Activity Permit
 - SOCC Funding Request Form
 - ASSC Funding Request Form

Recommendations and additional information:

The CSLLD is currently conducting a survey to assess preferred training styles for club advisors. Information gathered from the survey will assist us in the development of a more extensive training program for them. This will also help with the event planning process as advisor will be able to better assist their students with the event planning process.

IV.A. Strategy for Program Enhancement: Continuation/Modification

Indicate whether the program is continuing implementation of the last CPR strategy or revising the strategy. Please describe the modifications if revisions are intended.

Note: Any new strategies should be linked to Institutional Goals through creation of objectives in the next section. If the program has not yet participated in comprehensive program review, an annual or multi-year strategy can be defined in this item.

Narrative

1. The Center for Student Life and Leadership Development will continue to evaluate the following PSLO's in accordance with the 2016-2019 cycle
 - SLO #1: The ASSC Governing Council will understand the College and District Participatory Governance processes.
 - SLO#2: The ASSC Governing Council and SOCC members will understand event planning policies and procedures, and manage a budget to stage effective events on campus.
2. Expand leadership development work of the Center for Student Life and Leadership Development as appropriate for the Skyline College Promise
 - Collaborate with Instruction and other in Student Services to assist with the development of the Center for Community Engagement and future Service Learning Programs tied to General Education Initiative and High Impact Practices
 - Collaborate Promise Scholar Program and the TRiO Program to create the Student Equity and Leadership Summit and revitalize the leadership academy. The program will focus on understanding equity and social justice using the Social Change Model of Leadership Development (7C's) and tools professional staff members have learned as being engaged in the college Equity Training Series.
 - Collaborate with faculty members and other student services professionals to create a Leadership Certificate Program with focus on civic engagement and social justice.
3. Maintain effective, accessible, innovative and creative technology support services for students.
 - Further development of online resources to include training modules and interactive media. Specifically as it relates to the Event Planning PSLO and additional training option for student groups and their advisors. This may require reconfiguration of staff time and additional technical training,

The staff of the Center for Student Life and Leadership Development would like to participate in professional development activities that will help to educate and inform them of best practices in Student Affairs, leadership development, service learning and social justice. Additional professional development opportunities through organizations such as NASPA, Association of American Colleges and Universities, NCORE, Association of California Community Colleges Administrators and the Democracy Commitment.

In keeping with the college's students first philosophy the CSLLD has the following request for PRIE

- Maintain effective, accessible, innovative and creative technology support services for students.
- Further development of online resources to include training modules and interactive media. May require reconfiguring of staff time and additional technical training
- Work with PRIE to develop assessments for an SLO to evaluate information distribution & training for student organizations and their advisors
- Work with PRIE to explore different methods of tracking students' participation in training, programs and events for further assessment and evaluation of programs

Evidentiary Documents
 AnnualProgramPlanStudentDevelopment4.14.17.pdf

IV.B. Strategy for Program Enhancement: Action Plan and Resource Requests

Based on the most recent CPR and any desired modifications, develop an annual action plan with related resource requests. No narrative response will be entered in this section, but the objectives you create will be printed automatically in the APP report under this item.

(1) To begin, click on PLANNING at the top of the page, then CREATE A NEW OBJECTIVE. To view previously created objectives, click PLANNING at the top of the page, then VIEW MY OBJECTIVE.

(2) IMPORTANT! Make sure to associate each objective to this standard in the APP. Need help? Contact the PRIE Office for further instructions. Institutional Goals.

Narrative

Associated Objectives
 483-Personnel
 Budget and Objective of Student Life and Leadership Development

Objectives of Student Life and Leadership Development

Planning Year: 2018-2019

Planning Year: 2018-2019

Unit Code	Planning Unit	Unit Manager
2340STLF00	Student Life and Leadership Development	Cariadus, Amory

Objective Status: New/In Progress

483

Personnel

1. Program Services Coordinator
Current Salary \$60,348-\$77,004

2. Paid Graduate Internship(s)
\$10,000 - \$20,000

In order to provide multiple points of entry and ensure developmental opportunities are available to all members of the student body the Center for Student Life and Leadership Development is going to expand and revitalize several programs. The department has begun the collaborative process with other constituents to ensure the best use of resources as we move forward as a college. This collaboration with other departments and programs, the Skyline College Redesign and Skyline College Promise have created additional opportunities for expansion of the program as well. CSL&LD will need additional staffing to successfully create, facilitate and evaluate proposed projects.

Expansion Projects:

1. Student Equity and Leadership Summit and the Skyline College Leadership Academy
2. Service Learning Program
3. Leadership Certificate Program
4. Center for Community Engagement

In addition the Center for Student Life and Leadership Development will continue to develop and expand the training for student organizations and their advisors.

Suggestions for Improvement & Expansion:

1. Providing additional training through social media and online resources
 2. Student Organization and Club Leadership Institute and Leadership Awards Ceremony
 3. Advisor only trainings and workshops
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