# 2018-19 Student Life and Leadership Development Annual Program Plan

**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 is rooted in equity and social justice
- 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**

The following individuals and groups participate in the development of the Annual Program Plan

Amory N. Cariadus, Director of Student Development

Dr. Luis Escobar, Dean of Counseling and Matriculation

Ryan Sam, Student Life and Leadership Assistant

Associated Student of Skyline College

Skyline Organization and Club Council

Keeping in line with the philosophy and values of the Skyline College Redesign, the CSLLD works in collaboration with the Community of Practice for Service Learning, Promise Scholars Program, TRiO, Health Services and other programs and divisions to foster innovation, creativity, development and effective resource management.

**Associated Objectives**

941-Implementation of Leadership Development Plan

**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 reach its goals for the following:

- Continued development and evaluation of PSLO's
- Continued expansion of SOCC training through social media and online resources
- Collaborative creation, development and evaluation of the Student Leadership and Equity Summit and Leadership Academy
- Collaboration with Service Learning Community of Practice team with Community Day of Action projects May of 2018 and April of 2019 and further planning on the implementation of Service Learning Model at Skyline College.
- Evaluation of Advisor survey results

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. Throughout these processes 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.

The Center for Student Life and Leadership Development has begun an update of the departments Leadership Development Plan. We continue to develop and expand the training for student organizations and their advisors. The CSLLD has collected information from club advisors and continue to research 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 ASSC and SOCC training with implementation of Canvas
- Creating a Student Organization Leadership Retreat / Leadership Institute
- Advisor trainings using Canvas and other online models

## 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**

The Center for Student Life and Leadership Development is currently in the process of updating Leadership Development Plan as part of the College Redesign.

In addition High Impact Practices such as service learning and civic engagement should involve the CSLLD staff. The Director is currently engaged in the Service Learning Community of Practice and assisting with the development of the program.

The Student Leadership and Equity Summit / Leadership Academies was created and implemented by Director of Student Development, the TRiO Director and the Director of the Promise Program the ASSC and other clubs for the 2018-2019 academic year. The series provided an opportunity for students throughout SMCCCD to increase their understanding of equity and further develop their leadership skills. The team is currently viewing the student presentations and evaluating the overall effectiveness of the program. Evaluation process has included traditional feedback surveys from student participants and a focus group for those who completed the series. The current district model will most likely be modified and adapted to only include Skyline College as there does not seem to be a high level or interest at our sister colleges at this time. The 2018-2019 series was designed for current student leaders and student employees but the sessions for 2019-2020 will be open to all students who are registered at Skyline College.

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.

**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.

ASSC members have consistently met the criteria.

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.

While students have an overall understanding of the SLO and have met the criteria; however, development of new calendaring tolls (AD ASTRA) have caused communication issues between student clubs, ASSC, Center for Student Life and Leadership Development and Administrative services.  A collaborative team is currently working on a solution to this problem.

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.

**Associated Objectives**

942-PSLO 2019/2020 - 2021/2022

## 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.

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:

- Continued expansion of student leadership opportunities
  - Student Equity and Leadership Summit (all students)
    - Leadership Academy
  - Intercultural Center
  - College Lecture Series
  - Student Advocacy Board
- Formal recognition of leadership of students and student groups
  - Student Leadership Recognition Ceremony

The Center for Student Life and Leadership Development will continue to develop and expand the training for student organizations and their advisors. The following are suggestion for expansion of the training for the Student Organizations and Clubs Council and their advisors.

- Online Leadership Training and Resources
  - Expansion of Advisor Training
  - Develop trainings in CANVAS - which will provide better tracking of completion and understanding of material
- Student Organization Leadership Retreat / Leadership Institute
  - Development of Club Bench marks
  - Leadership Academy

The members of the department are 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 collaborative with other constituents and ensure the best use of resources as we move forward as a college. The Center for Student Life and Leadership Development is currently in

the process of updating and review the department leadership plan to ensure that it is in alignment with the Skyline Promise.  This has resulted in a continued expansion and revitalization of leadership development programs and possibly a certificate program and service learning programs in the future 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.

### 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

While students have an overall understanding of the SLO and have met the criteria; however, development of new calendaring tolls (AD ASTRA) have caused communication issues between student clubs, ASSC, Center for Student Life and Leadership Development and Administrative services.  A collaborative team is currently working on a solution to this problem.

We continue to develop and expand the training for student organizations and their advisors. The CSLLD has collected information from club advisors and continue to research 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 ASSC and SOCC training with implementation of Canvas
- Creating a Student Organization Leadership Retreat / Leadership Institute
- Advisor trainings using Canvas and other online models

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.

**Associated Objectives**
942-PSLO 2019/2020 - 2021/2022

**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. the Center for Student Life and Leadership Development has begun updating
   and expanding its Leadership Development Plan as appropriate for the
   College Redesign/ Skyline College Promise

   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:
   - Continued expansion of student leadership opportunities
     - Student Equity and Leadership Summit (all students)
       - Leadership Academy
   - Intercultural Center
   - College Lecture Series
   - Student Advocacy Board
   - Formal recognition of leadership of students and student groups
     - Student Leadership Recognition Ceremony

The Center for Student Life and Leadership Development will continue to
develop and expand the training for student organizations and their advisors.
The following are suggestion for expansion of the training for the Student
Organizations and Clubs Council and their advisors.
   - Online Leadership Training and Resources
     - Expansion of Advisor Training
     - Develop trainings in CANVAS - which will provide better tracking
       of completion and understanding of material
   - Student Organization Leadership Retreat / Leadership Institute
     - Development of Club Bench marks
     - Leadership Academy

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(see above).

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

**Associated Objectives**
941-Implementation of Leadership Development Plan

**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. Need help? Contact the PRIE Office for further instructions.

**Narrative**

**Associated Objectives**

941-Implementation of Leadership Development Plan

942-PSLO 2019/2020 - 2021/2022