

2017 Student Life and Leadership Development Annual Program Plan

STLF Student Life and Leadership Development

I.A. 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? (**Program Profile: Purpose**)

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

II.A. Describe the progress made on previously established program objectives (goals) including identification of achievements or areas in which further effort is needed. Programs which have not yet established CPR/APP objectives should discuss progress on program implementation or activities. (**Analysis: Progress on Prior Program Objectives (Goals) and Activities**)

Narrative

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 increasing their comfort level at committee meetings that the students will continue to increase their level of engagement in the participatory process.

The Center for Student Life and Leadership Development 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

II.B. 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. (**Analysis: Program Environment**)

Narrative

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. 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.** (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. (**Analysis: Student Learning Outcomes (SLOs and PSLOs)**)

Narrative

Reporting Cycles 2012-2013, 2013-2014, 2014-2015, 2015-2016

Pre and Post Test

Success Criterion: 80% of the ASSC members will receive a 70% or higher on the post-test - Students met the criteria

Presentation / Performance

Success Criterion: 80% of the student representative from participatory governance committees will receive a score of 6 or greater on the Speech Rubric by the end of the academic year - Students met the criteria

Focus groups will be conducted at the end of the academic year to determine if students understand the participatory governance process. ASSC members will be separated into small groups and interviewed by the PRIE Office and or Center for Student Life and Leadership Development staff. Questions for the groups and analysis of the data will be done by the Center for Student Life and Leadership Development and the PRIE Office.

All analysis have determined that students met the criteria and understand the participatory governance process

Short Summary of Focus Group Findings:

Overall students comprehended the participatory governance process. They were aware of their rights as the official representatives of the student body and their roles as committee members. Student representatives level of inclusion appeared to center on the following: understanding of the function of the committee, historical knowledge of committee and openness of the chairs of the committee. Students did state that some committees require a broader knowledge of college and district functions, policies and procedures and that additional training would be helpful.

III.A. 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. **(Reflection: Considering Key Findings)**

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.

Future expansion and revitalization of leadership development programs, certificate program and Service Learning Programs, 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 expand or revitalize the following programs

- 1) Service Learning Program
- 2) Leadership Certificate Program
- 3) Center for Community Engagement

The department has begun the collaborative process with other constituents to ensure the best use of resources as we move forward as a college.

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) Creating a Student Organization Leadership Retreat / Leadership Institute
- 3) Advisor only trainings and workshops

Additional assessment and evaluation of programs offer by the CSLLD is needed. We have begun exploring different methods of tracking students' participation in training, programs and events and will be consulting with PRIE to develop an effective assessment and evaluation process.

III.B. If the 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. (**Reflection: ISLOs**)

Narrative

1. The Center for Student Life and Leadership Development (CSLLD) will continue to evaluate the participatory governance PSLO as membership in the ASSC according to the assessment cycle.
2. Maintain effective, accessible, innovative and creative technology support services for students.
 - a. Further development of online resources to include training modules and interactive media. This may require reconfiguration of staff time and additional technical training
 - b. Work with PRIE to develop assessments for an SLO to evaluate information distribution & training for student organizations and their advisors
3. Expand leadership development work of the Center for Student Life and Leadership Development as appropriate for the current college initiatives
 - a. 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
 - b. Creation of the Leadership Certificate Program with focus on civic engagement and social justice. Collaboration with other members of Student Services and possible graduate level intern will be needed.
 - c. Revitalize the Skyline College Leadership Academy. A Student Leadership program that focuses on civic engagement and social justice using the Social Change Model of Leadership Development (7C's). This will require a graduate level intern or vista volunteer to assist Director of Student Development with development of the program.

IV.A. 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. **(Strategy for Program Enhancement: Continuation/Modification)**

Narrative

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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.

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

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