

Skyline College

Student Activities Office

Program Review

Executive Summary

Short Summary of Findings

The Student Activities Office is an integral part of the campus community. The staff strives to create an environment where students can achieve academic and personal success and develop a sense of civic responsibility. The Student Activities Office endeavors to meet these values through services provided in the following areas: Auxiliary Services, Campus Life and Leadership Development. The Student Activities Office provides assistance to individuals who are seeking information on a wide variety of subjects. For example; filing a student complaint, planning events, leadership training, free speech requests, campus vending and obtaining a Student Body Card.

Further development of the area may be limited due to the current budget climate. An increased operating budget would greatly assist program development. The Student Activities Office has been fortunate and was able to add an additional member to its staff. The staff of the Student Activities Office now includes the Coordinator of Student Activities, a Staff Assistant and 3 Work-Study Student Assistants. We continue to examine the distribution of job duties and possible alternative staffing that will enable us to continue to develop programs that address the needs of the campus community.

In January of 2007 the Student and Community Service Center was opened. The staff continues to examine the service plan for the Center and clarify procedures for those planning to use the facilities for their events.

We continue to explore options for creating an innovative department while adhering to budget constraints. We are committed to providing quality services to students, faculty and staff and continuing our role in the overall enhancement of the campus community.

Three Strengths of the Program

- Experienced Coordinator of Student Activities
- Program continues to develop and expand in order to increase access to student population, i.e. assisting with the coordination of SEEED events
- Department staff collaborates well with student, faculty and staff groups, and within the Student Services Division, helping to create a sense of ownership of the programs coordinated through the department.

Three Suggestions for Improvement

- Increase use of technology; distribution of materials via the web and as an alternative delivery method of some leadership training that is available for student groups and their advisors
- Decrease dependence of the Student Activities Office operations budget on the Associated Students of Skyline College Governing Council's budget allocations
- Increase budget for department outreach and updating of publication materials

Full-Time Faculty Signatures

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Submitted on: Highlight this text & type in date

**SKYLINE COLLEGE
PROGRAM REVIEW SELF STUDY
STUDENT ACTIVITIES OFFICE**

PART A: Overview of Program

1. State the goals/ focus of this program and how the program contributes to the mission and priorities of the College and District.

The Student Activities Office is an integral part of the campus community. The staff strives to create an environment where students can achieve academic and personal success and develop a sense of civic responsibility. The Student Activities Office endeavors to meet these values through services provided in the following areas; Auxiliary Services, Campus Life and Leadership Development. The Student Activities Office provides assistance to individuals who are seeking information on a wide variety of subjects. For example: filing a student complaint, planning events, student leadership training, free speech requests, campus vending and obtaining a Student Body Card.

Auxiliary Services is the interaction with outside and district contracted vendors. The Coordinator of Student Activities serves as the campus liaison to the vendors contracted by the District Office, i.e. Pepsi Cola (beverage machines), Action Vending (snack machines), Coffee Cart (El Capitain Espresso) and Dining Services (Pacific Dining). The Student Activities Office also coordinates the schedule of outside vendors' sales and campus group fundraisers.

Campus Life is the coordination of all campus events and publications. Examples include Commencement Ceremony, Student Recognition and Awards Ceremony, Student Handbook and the coordination of events for Stewardship for Equity, Equal Employment and Diversity.

Leadership Development is the coordination of activities and training for the Associated Students of Skyline College Governing Council, Skyline Organization and Club Council and their advisors.

2. Discuss how this program coordinates, impacts, and/or interacts with other programs in the College.

The Student Activities Office provides direct support to the campus community in a wide variety of ways. Specific examples are listed below and divided in to the three service areas of the Student Activities Office.

Auxiliary Services

- Coordinates outside vendor requests
- Handles service issues with outside vendors
- Works with vendors contracted by the district (i.e. vending machines, coffee cart and cafeteria service) to insure quality service to students, faculty and staff
- Authorizes campus postings
- Coordinates facilities usage of the Cafeteria and all outside areas except for the athletic fields

Campus Life

Commencement

- Coordinates planning and facilitation of the Commencement Ceremony

Skyline Student Recognition and Awards Program

- Coordinates planning and facilitation of the Student Recognition and Awards Ceremony

Stewardship for Equity, Equal Employment and Diversity

- Increases awareness of diversity related programming currently produced at Skyline College
- Addresses any gaps in diversity programming that may be missing on campus
- Locates additional funding for events and training on campus

Student Handbook

- Collects update information from all college and district areas
- Works with Public Information Office to create design and layout of handbook

Works with VPSS Office to insure accuracy and editing of the handbook

Leadership Development

Community Service

Develops database of volunteer opportunities in San Mateo and San Francisco Counties
Increases resource material available to campus community in the Cultural Awareness and Leadership Resource Center

Student Leadership

Coordinator of Student Activities serves as advisor to the Associated Student of Skyline College Governing (ASSC) and the Skyline Organization and Club Council (SOCC)
Coordinator assists the ASSC and SOCC with business functions, lobbying events, event planning, budget management and leadership training
Coordinator of Student Activities teaches Student Government 111 / 112 / 690
Distribution of Student Body Cards
Assists ASSC with the development of their webpage and the creation of a webpage for SOCC

3. If the program utilizes advisory boards and/or professional organizations, describe their roles.

The Student Activities Office has no formal advisory board. However, there are regular meetings with Associated Students of Skyline College Governing Council, Skyline Organization and Club Council, Student Services Leadership Team, Student Services Council, Vice President of Student Services and the Student Activities Office Staff.

In addition to the meetings listed above, the Coordinator of Student Activities also serves on the following campus and district wide committees and teams:

Campus Auxiliary Services Advisory Committee	Commencement Committee
Crisis Action Team	College Management Council
District Auxiliary Services Advisory Committee	District Managers' Forum
District Student Council	Emergency Response Operations
Institutional Planning Committee	Stewardship for Equity, Equal Employment and Diversity
Student Recognition & Awards Ceremony Committee	Vending Commission Fund Committee

4. Explain how this program meets the needs of our diverse community.

The Student Activities Office strives to create an inclusive environment where students can develop an awareness of diversity issues and increase the level of tolerance on campus by sponsoring programs and experiences that encourage intentional interaction that are based on mutual respect.

The Student Activities Office also cultivates diversity on campus through program assistants and the advising that we provide for the following student groups on campus:

Chartered Student Clubs and Organizations

American Medical Student Association	Anthropology	Black Student Union
Cosmetology	Democrats	Differently Abled
Environmental	Filipino Student Union	Gay Straight Alliance
Hermanos	Honors	Journalism
Kababayan Dance Troupe	MECCA (Middle Eastern Club)	Photography
Latino American Student Organization	Phi Theta Kappa	Runners'
Polynesian Student Union	Respiratory Therapy	Skyline Hoops
Society of Hispanic Profession Engineers	Skyline Fellowship	Theatre
SPACE (Student's & Parent's Association for Children's Enrichment)	United Nations	Women in Transition
TRIO		

In addition to assisting and advising student clubs, the Coordinator of Student Activities is a part of the Stewardship for Equity, Equal Employment and Diversity Committee and is currently developing a series of initiatives in coordination with other members of the campus community that will reflect the values and mission of the college

regarding diversity. We continue to increase the number of resources available to the campus community in the Cultural Awareness and Leadership Resource Center.

5. If the program has completed a previous self-study, evaluate the progress made toward previous goals.

The Student Activities has made progress with the addition of a professional staff member and the opening of the Student and Community Center. We continue to evaluate alternate methods of staffing in order to further develop programs offer by the office. In addition we continue to develop a process to enable students, faculty and staff to better use the resources ad facilities currently available.

While the opening of the new facility and the recent addition of a Staff Assistant has help to meet the demands of services currently offered in the Student Activities Office, we still struggle to find the time to further develop and increase the number of leadership entry points for our students. It is our goal to use technology and alternative staffing methods to try to overcome these staffing restraints.

The Student Activities Office participates in the evaluation process through the College's annual work plan and Student Satisfaction Survey.

The Student Activities Office is in the process of developing and assessing Student Learning Outcomes. The office is also participating in the Student Services Point of Service Survey and has sent a brief questionnaire on department service to SAO employees, Club Advisors and members of the Associated Students results were positive. See part G, question1.

PART B: Curriculum

1. Describe how the courses offered in the program meet the needs of the discipline(s) and the students. (This may be answered through descriptive narrative evaluation or quantitative research).

Student Government 111 and Student Government 112 are designed to assist Student Governing Council members, club officers, and other students interested in acquiring skills in leadership development. The course offers training for effective participation in group experience which includes, but is not limited to, college governance and activities. Course may be taken twice for credit. Open entry/open exit. Transfer credit: CSU.

Course Objectives: Students will develop a greater awareness and understanding of leadership competencies through the review of general theory of leadership and group dynamics along with reflective practice of the same. The course is designed to:

- Provide students with instruction and an environment to develop leadership skills and abilities
- Provide students with theory and experience related to the practice of basic democratic procedures (Parliamentary Procedures and Shared governance).
- Provide students with instruction and experience to develop initiative, responsibility and other skills and attitudes to emphasize cooperation in order to exercise leadership and render maximum service to Skyline College students, staff, administration and community.

In addition to the Student Government Classes the Coordinator of Student Activities provides additional leadership training to the Associated Students of Skyline College Governing Council and members of the Skyline Organization and Club Council. Trainings typically take place a minimum of once a semester and once during the winter break. Training exercises also take place during regularly scheduled weekly and bimonthly meetings of both student groups.

2. State how the program has remained current in the discipline(s).

The staff remains current through division meetings, workshops, attendance of local state and national leadership conferences and through reading the appropriate periodicals.

3. If the student population has changed, state how the program is addressing these changes.

The Student Activities Offices educates students using hands-on experience, thus we must constantly adapt to the needs of the campus community. Current trends in student affairs and students' interests effect the development of specific programs within the department. For example, the Volunteer Database, Cultural Awareness and Leadership Resource Center and the initiatives planned in conjunction with the SEED Committee are all projects that are being developed to serve the needs of the changing student population.

4. All courses in this program should be reviewed and, if appropriate, modified every six years. If this has not occurred, please list the courses and explain.

The basic functions of the course are remains the same. Time management skills, personality assessment, and some other aspects of leadership development have been added to the class content. The class roster is primarily made up of student government members who are required to take the class in order to remain on the ASSC Governing Council. Currently the staff and the ASSC Governing Council are considering options to market the class so that it will be appealing to a larger part of the student population.

5. If external accreditation or certification is required, please state the certifying agency and status of the program.

External accreditation or certification is not required.

6. Discuss plans for future review and program modification.

The staff is considering different approaches to increase class enrollment. Future plans include meeting with the Dean of Creative Arts and Social Sciences, the Vice President of Student Services, and the ASSC Governing Council to discuss how to increase enrollment while still providing the basic information needed to educate the ASSC. We are currently exploring different methods of delivery of instruction through Student Government 690. Students currently enrolled in the class and members of the ASSC Governing Council are participating in the development process.

PART C: Faculty and Staff

1. List major development activities completed by faculty and staff in this program in the last six years and state what development is needed or proposed by faculty in this program.

The staff of the Student Activities Office consists of the Coordinator of Student Activities, a Staff Assistant and 3-4 part-time work study Students. The office relies on student volunteers to assist with programming and events on campus.

The Student Activities Office has completed the following projects and programs to meet the needs of students:

Development of the Student Body Fee and Student Identification Card Brochure

The brochure explains the various uses of the Student Body Fee and the process of obtaining a Student ID. In addition it lists some of the projects that have been funded by the Student Body Fee and a discount list available to students when they present their ID card to local vendors.

Development of the Skyline Organization and Club Manual

This is a resource tool for all students interested in starting or participating in a recognized student club or organization. The manual covers everything from how to start a new club, conference travel and planning events on campus. The manual and many of the forms that student groups use will be downloadable from the Student Activities Office web page.

The Student Recognition and Awards

The formalized ceremony recognizes the academic achievements of our students and acknowledges the contributions of our Donors. After the ceremony a dessert reception is held for the college community. The program continues to be improved every year and the number of scholarships available to students has risen yearly.

The Commencement Ceremony

The Commencement Ceremony continued to improve. We have been able to adapt to challenges due to the construction on campus but have always been able to deliver a beautiful ceremony and reception for the Skyline College Community.

Student Organizations

The number of student clubs has increased at Skyline College. In addition to the increase in the number of clubs on campus many of these student groups are coordinating events for the entire campus community, not just themselves.

2. Describe the orientation process for new faculty and staff (include student workers such as tutors and aides).

The Coordinator of Student Activities participates in orientation with the Vice President of Student Services and the District Human Resources Office.

The Coordinator assists the Executive Council of the ASSC with training of new Governing Council members and the representatives of the Skyline Organization and Club Council. The Coordinator serves as advisor at weekly meetings of the ASSC, bimonthly meetings of SOCC and the monthly Executive Council meetings for ASSC. Resource manuals are also distributed to members of ASSC and SOCC.

Other professional staff members participate in orientation with the District Human Resources Office. The Coordinator of Student Activities trains professional staff and student staff on the detailed organization, policies and procedures of the Student Activities Office.

3. If recruitment of new and/or diverse faculty is needed, suggest recruitment techniques.

The Student Activities Office has been able to add a Staff Assistant and now has a professional office staff of two. In order to develop additional programs and leadership opportunities for Skyline College's growing population we will need to look at alternative staffing options and better use of the technology.

The staff is currently reviewing ways to use the Student Activities web pages as tools that will provide access to online training, distribution of educational materials and assist with the collection of data for research in the department.

PART D: Facilities, Equipment, Materials and Maintenance

1. Discuss the effectiveness of the facilities, equipment, equipment maintenance, and materials for the program to meet its goals and focus. Include if they impact success and if they are accessible to all students.

Facilities, Equipment and Maintenance

The Student and Community Center has had a positive impact on the entire campus community. Students now have a place to gather, there is additional space for meetings on campus and student leaders finally have offices. It is essential that the appearance of the center be maintained on a regular basis. This can be a challenge due to the limited staffing of district custodial staff at Skyline College. Most student have a sense of pride and ownership in the building but that will diminish if the building is allowed to deteriorate.

Materials

Additional funds are needed for the printing of brochures for the community service and vending / free speech rules and regulations

Funding for the implementation of the SEED initiatives

2. List projected needs.

The Student Activities Office relies on the funding that it receives from the Associated Students of Skyline College Governing Council. This could possibly result in serious funding problems for the department if the ASSC's funding or the relationship of the staff and the students were to change. Currently the salaries of the professional staff, a

small fund for computer repairs and printing of the Student Handbook, Student Awards Ceremony Program and the Commencement Ceremony Program are the items funded by the college. Any other funding that the Student Activities Office receives is contributed by the Associated Students of Skyline College. The ASSC currently donates funds for the 25% of the Work-Study Student Assistants' salaries, the expansion of the Cultural Awareness and Leadership Resources Library, the Student Recognition and Awards Ceremony Reception and the Commencement Reception as well as additional funds for the Commencement Ceremony

Funds are needed for the printing of department brochures. See Part D, Question 1
Student Recognition and Awards Ceremony will need additional funding in order to improve and provide more recognition to the Donors and Scholarship Recipients.
A funding increase is needed to support the additional costs of outreach advertising for the Commencement Ceremony
Funding is needed for further development of the SEED initiatives

3. Describe the use of technology in the program and discuss if technology is current and comparable to other college and business or industry.

The Student Activities Office uses technology in the following ways:

- Development of the WebPages for the office, ASSC and SOCC
- Use web pages to distribute key information to the public and increase access to needed documents
- Banner to access appropriate student information screens.
- Currently working with the Admissions Office to develop an on-line graduation application
- LED screens (electronic bulletin boards) have been purchased and are currently used to increase campus communication

4. If appropriate, describe the support the program receives from industry. If the support is not adequate, what is necessary to improve that support?

Not applicable

PART E: Budget Request

1. What resources (staff, facilities, equipment and/or supplies) will be needed in the next six years?

The Student Activities Office relies on the funding that it receives from the Associated Students of Skyline College Governing Council. This could possibly result in serious funding problems for the department if the ASSC's funding or the relationship of the staff and the students were to change. Currently the salaries of the professional staff, a small fund for computer repairs and printing of the Student Handbook, Student Awards Ceremony Program and the Commencement Ceremony Program are the items funded by the college. Any other funding that the Student Activities Office receives is contributed by the Associated Students of Skyline College. The ASSC currently donates funds for the 25% of the Work-Study Student Assistants' salaries, the expansion of the Cultural Awareness and Leadership Resources Library, the Student Recognition and Awards Ceremony Reception and the Commencement Reception as well as additional funds for the Commencement Ceremony

Funds are needed for the printing of department brochures. See Part D, Question 1
Student Recognition and Awards Ceremony will need additional funding in order to improve Donor and Scholars Reception
A funding increase is needed to support the additional costs of outreach advertising for the Commencement Ceremony
Funding is needed for further development of the SEED initiatives

2. If appropriate, discuss methods the program could share resources with other programs in the College and District.

Current plans are being reviewed within the Student Services Division at this time.

PART F: Access

1. Discuss how and to what extent has this program contributed to expanding access to students.

The Coordinator of Student Activities is developing materials that can be accessed through web pages and continues to evaluate and improve upon traditional programs coordinated by the department (i.e. Student Government and Clubs, Commencement Ceremony, Student Recognition and Awards Program, and the Student Handbook).

The Coordinator of Student Activities has also assisted the ASSC Governing Council in the recruitment of new members and increasing the number of clubs on campus. These efforts have resulted in the establishment of ten new student clubs over the past three years.

PART G: Student Satisfaction Survey

1. Summarize the findings of the student satisfaction survey for programs in Student Services.

A short customer satisfaction survey was sent to Club Advisors, ASSC members and the Student Activities Office staff. Unfortunately only very small number of individuals responded (2%); however, the results were informative and positive. The survey questions and the results are listed below:

1) The Student Activities Office contributes to the overall mission of Skyline College

Strongly Agree Agree Disagree Strongly disagree

Please Explain:

Results:

86 % Strongly Agree

14 % Agree

Comments:

Offers a very wide and diverse number of programs

Serves as an information resource to the entire college

ASSC gives students leadership and community building opportunities and contributes to the overall cultural, educational and social life of the college

2) The Student Activities Office coordinates, impact and / or interacts with other programs

Strongly Agree Agree Disagree Strongly disagree

Please Explain:

Results:

57% Strongly Agree

43% Agree

Comments:

Our Athletic Program interacts with the Student Activities Office in promoting events to students

Student Activities Office Staff are aware of a wide variety of events

Would love to have more Club Advisor meetings to talk about engaging in fundraisers and how to create a great club experience

ASSC works with other programs on campus to maximize the benefits for students, helping with funding, publicity and their "stamp" of recognition and legitimacy

3) Please list and/or describe services that you would like to see expanded or developed by the Student Activities Office

Comments:

More social and political forums to help educate students about issues that impact them, their families and communities

Outreach and promotion of the Student I.D. Cards

Student Activities Office should coordinate the scheduling of rooms in Building 6

Provide Student Assistance with broader training that would cover other departments and programs on campus, similar to Campus Ambassadors

*In my opinion everything is good...maybe items for clubs could be a bit more organized
Clear deadlines and processes for club paperwork*

4) Please list and /or describe any services that you feel the Student Activities Office could develop to increase the recruitment of diverse students

Comments: *I think strong role models of current students from diverse ethnicities and backgrounds are a great method for encouraging other.
The Student Activities Office needs to be more publicized many people do not know where we are or what we do.*

5) Please list and/or describe any facilities, equipment or materials that you would like to have provided by the Student Activities Offices

Comments: *The Student Activities Office needs a spare fob to unlock rooms when Amory and Julene are not available to unlock conference room doors. Individuals get frustrated when they have to wait for security or facilities to unlock the rooms.
A new I.D. Program and I.D. machine
I think the ASSC does provide a wealth of the above currently*

6) Please list any recommendations you have for improving programs and services in the Student Activities Office

Comments: *...perhaps more professional part-time staffing....*

7) Other Items

No comments

2. Indicate areas of improvement for the program.

Although all expressed satisfaction with the services provided by the SAO the comments on the survey suggests that many individuals confuse the responsibilities of the Student Activities Office with the responsibilities of the Associated Students of Skyline College Governing Council. The only individuals who appear to understand the separation are the Student Activities Office staff and most members of the ASSC Governing Council. Hopefully through additional outreach programs, participation in the Program Review process and the development of the Student Learning Outcomes will help to alleviate this issue. In addition to improving outreach the department will coordinating improvements in the areas listed below:

Additional leadership and procedures training for club members and their advisors

- Update and simplify current forms used by clubs
- Establish clear and consistent deadlines for club paperwork
- Offer online training for some department procedures
- Update and review Club Manual and Advisor Manual on a yearly basis
- Update web pages and increase availability of needed documents
- Increase number of "Advisor Only" forums

Use of Technology

- Create online forms for easy access to material
- Create online training workshops
- Update and revise manuals as needed and post them online

Alternative Staffing

- Explore possible graduate assistantship
- Locate funding resources for additional staffing

3. Outline a plan for responding to student needs.

Expand the use of technological resources to increase visibility of and communication within the department. More detailed information on web pages and other printed material are an essential part of this process.

The Student Activities Office is continuing to expand its access to students as follows:

Auxiliary Services

The Coordinator of Student Activities will continue to work with the District office to improve the quality and pricing of the food service on campus

Update outside vending / free speech procedures and material

Simplify the procedures and paperwork for event requests

Campus Life

Commencement Ceremony

Improve use of the WebPages for Commencement information distribution

Increase student participation through advertising campaign

Stewardship for Equity, Equal Employment and Diversity

Improve communication process for the planning and calendaring of events

Locate additional funding resources

Leadership Development

Increase leadership training opportunities for ASSC Governing Council, SOCC and Club Advisors, for example

Implement more and Advisor's Round table / forums

Develop online access via webpage

Work with ASSC to coordinate a campus wide training for student leaders

Assist ASSC with the implementation of a Campus Activity Survey

Community Service

Develop and publicize opportunities for volunteers

Develop database and resource library of available volunteer opportunities

Create an annual volunteer fair

Skyline College Program Review
Worksheet for Program Services and Performance
Student Government 111, 112, 115 & 690

Weekly Student Contact Hours – WSCH

Report the 3 previous fall semesters with the most recent on the right.

Year	2005/06	2006/07	2007/08
WSCH	55	22	51

Please comment on program enrollment and expected trends.
(Counseling classes only)

FTE and WSCH/FTE (LOAD)

Report the previous 3 Fall semesters with the most recent on the right

	2005/06	2006/07	2007/08	
FTE	0.17	0.10	0.23	
WSCH/FTE	336	219	220	

Please comment on the comparison of this program to College trends.
(Counseling classes only)

Total Program Contact Hours

Report data on program retention and success rate with the most recent on the right.

	20	20	20	
Total Contact Hours				

Student/Staff Ratios

Report data on program retention and success rate with the most recent on the right.

	2005/06	2006/07	2007/08	
Ratios				
Total Student Headcount	42	15	41	

Retention and Success

Report data on program retention and success rate with the most recent on the right. Have these rates broken down by student types (i.e. age, ethnicity, gender)

	2005/06	2006/07	2007/08	
Ethnicity	85%	100%	100%	
Asian Retention				
Asian Success	70%	33%	20%	
Filipino Retention	40%		100%	
Filipino			100%	

Success				
Hispanic Retention	60%	100%	100%	
Hispanic Success	20%	75%	75%	
White Retention	90%	100%	71%	
White Success	50%	100%	57%	
Other Retention	100%	67%	100%	
Other Success	100%	33%	86%	
Native American Retention			100%	
Native American Success			100%	
African American				
Total Retention	79%	93%	90%	
Total Success	50%	67%	66%	

	2005/06	2006/07	2007/08	
Gender	90%	92%	91%	
Female Retention				
Female Success	53%	69%	68%	
Male Retention	81%	100%	89%	
Male Success	63%	100%	63%	
Total Retention	79%		90%	
Total Success	50%	100%	66%	

	2005/06	2006/07	2007/08	
Age				
18-22 Retention	74%	91%	93%	
18-22 Success	48%	73%	62%	
23-28 Retention	86%	100%	86%	
23-28 Success	43%	50%	71%	
29-39 Retention	100%	100%	75%	
29-39 Success	67%	50%	75%	
40-49 Retention	100%			
40-49 Success	100%			
50-59 Retention			100%	
50-59 Success			100%	
Total Retention	79%	93%	90%	
Total Success	50%	67%	66%	

Please comment on the programs success and retention rate. Include factors that affect the rates and how college services are used to provide multiple avenues for student success

Currently only students who are participating in student government (ASSC) are enrolling for SGOV 111, SGOV 112 and & SGOV 690. It also appears that only students currently participating in some form of community service participate in SGOV 115. Outreach needs to be done to enable students who are not participating in student government to see the personal development value of taking these courses.

Program Review Course Outline & Prerequisite Checklist

Discipline: Student Government

Semester: Spring 2009

ALL COURSE OUTLINES MUST BE REVIEWED AND UPDATED DURING PROGRAM REVIEW!

If there are no changes made to the course outline, use the Program Review date to update the course outline. **Please note that all course outlines must now include the title of a representational text with its publication or revision date and follow the current Title V format.** Refer to *Guidelines for Preparing a Course Outlines* for further assistance.

If it is determined that a course outline needs **substantial modification**, you must complete and submit **Form D – Course Modification** to the Curriculum Committee for approval well **in advance** of your Program Review due date. Please check with your Curriculum Committee representative or go to the Curriculum Committee web site for a list of meeting dates, submission deadlines, instructions and curriculum forms to update (or modify) a course outline. (<http://www.smccd.net/accounts/skycurr/>).

List all the courses in your **discipline** on the attached form. Complete the columns on the form for each course in your discipline using the instructions below:

- Column 1:** What is the course prefix and number?
- Column 2:** What is the course title?
- Column 3:** What date was the course outline last reviewed or updated?
- Column 4:** If this course transfers to either CSU **or** CSU *and* UC, place a check mark in the appropriate column.
- Column 5:** If this course satisfies a GE (General Education) requirement, place a check mark in the column.
- Column 6:** Please list all course prerequisites, corequisites, and/or recommendations.
- Column 7:** Please indicate that the course prerequisites, corequisites, and/or recommendations have been reviewed and validated by faculty by placing a check mark in the column.
- Column 8:** Does the course have SLOs on the official course outline of record?
- Column 9:** Does the course have assessment plans?
- Column 10:** Has the course implemented their assessment plans?
- Column 11:** When did the department review results from implementation of the assessment plan?

Upon submission of your Program Review materials, all course outlines should have the current date in the upper right corner. Please submit a hard copy of **each** outline from your **discipline** listed on the form with your *Program Review* materials. Additionally, all course outline **files** should be e-mailed to the Instruction Office in care of Maria Norris (norris@smccd.net).

Please have the faculty and division dean sign and date the certification on the last page.

Skyline College Program Review Certification of Course Outline & Prerequisite Review

Faculty Signatures

Highlight this text & type in name

Date Submitted: *Highlight this text & type in date*

Division Dean: _____

(Additional faculty signature lines may be added to this form as needed.)



MAPPING INSTRUCTIONAL COURSE LEVEL SLOS WITH INSTITUTIONAL SLOS (*FRAMEWORK, 33-34*)

An institutional student learning outcome is a knowledge, skill, ability, and/or attitude that students should attain by the end of their college experience. Here at Skyline, students who complete the GE requirements or receive an AA or AS degree should have mastered the following institutional SLOs: critical thinking, effective communication, citizenship, information and computer technology literacy, and lifelong wellness.

Mapping course-level SLOs with institutional SLOs enables you to identify which courses within your program may be contributing to student achievement of these outcomes, even though your program's approach may differ from others'. Conversely, mapping gives us the means to determine whether our institutional SLOs reflect our priorities as instructors.

Now that Skyline has defined its institutional outcomes, input the names of the key courses in your program (i.e., courses in a prerequisite sequence, heavily enrolled courses, GE courses, etc.) and determine whether achieving those institutional outcomes are: (c) central to a course or (s) supported by the course. An SLO is "central" if it is essential to the course's intent and therefore an instructional priority, and it is "supported" if addressed but not quite at the level of importance as a "central" SLO. Leave the space blank if the institutional SLO does not apply.

This same process can be employed for programs, such as Student Services Programs, that don't have courses. But instead, map your program outcomes to the institutional outcomes.

Effective Communication:	Comprehend, analyze, and respond appropriately to oral, written, and visual information.	C	S	S					
	Effectively express ideas through speaking and writing.	C	S	S					
Citizenship:	Demonstrate scientific literacy concerning a range of global issues;	S	S	S					
	Articulate similarities and contrasts among cultures, demonstrating knowledge of and sensitivity to various cultural values and issues.	S	S	S					
	Develop attitudes central to lifelong learning: openness, flexibility, intellectual curiosity, and a broad perspective that values diversity of thought.	C	C	S					
	Demonstrate appropriate social skills in group settings, listening and being receptive to others' ideas and feelings, effectively contributing ideas, and demonstrating leadership by motivating others.	C	C	S					
	Demonstrate commitment to active citizenship.	C	C	S					
Information and Computer Technology Literacy:	Effectively locate and access information in numerous formats using a variety of appropriate search tools.	S	S						
	Use computer technology to organize, manage, integrate, synthesize, create, and communicate information and ideas in order to solve problems and function effectively in an information society.	S	S						
Information and Computer	Evaluate the relevance, quality, and credibility of a wide variety of information sources using critical thinking and	S	S						

Technology Literacy:	problem solving skills.								
Lifelong Wellness:	Demonstrate an understanding of physical fitness and its role in lifelong wellness.								
	Take personal responsibility for identifying academic and psycho-social needs, determining resources, and accessing appropriate services.	S	S	S	S	S			

Program Review - Resource Needs Summary Table

Program Student Activities Office

	Needs	Notes
Personnel	<ol style="list-style-type: none"> 1. Additional staff /alternative staffing methods 2. 3. 4. 	<ol style="list-style-type: none"> 1. In order to expand the services provided by the department we will need to increase professional staffing or possibly develop graduate assistantship(s) in the department
Equipment	<ol style="list-style-type: none"> 1. Funding for department publications 2. Funding for programming initiatives (SEED) 3. 4. 	<ol style="list-style-type: none"> 1. Funding for publication of resource and policy manuals and brochures 2. Funding for development of diversity training programs and educational programming series
Facilities	<ol style="list-style-type: none"> 1. 2. 3. 4. 	