



**Annual Unit Plan Template
2014-2015 Academic Year
Student Activities Department**

STEP I: DESCRIBE YOUR DEPARTMENT/UNIT

a. Connection to Mission

[Describe how the unit or department contributes to the college mission]

The mission of Cerro Coso Community College is to provide outstanding educational programs and services tailored to the students in the community and essential to that mission are the opportunities that Student Activities can provide. The purpose of the Student Activities Program is to provide students with an environment in which to enhance Leadership Development of students; to assist with the delivery of services which will facilitate the completion of educational goals; and to provide students with an organization, the SGCC, through which they may have self-governance, and participate in co-curricular and extra-curricular activities.

If the core mission of the college to provide outstanding services to the students than having a fruitful department that is constantly innovating, designing activities/events that are meeting the needs of students, and working together with the SGCC to increase participation in campus activities is essential to that mission. That is the number one goal for the Student Activities department; to provide opportunities that are meeting the needs of students that increase the likelihood of student participation and retention on campus.

b. Partnerships

[Describe new and continuing educational and community/industry partnerships your unit or department participates in]

New Educational Partnerships Begun Last Year:

1. A partnership with Loma Linda university in which we are working together in designing several events/lectures for disability awareness month.
2. A Partnership with the Barnes and Noble Bookstore in which we are offering several services to students as well and increase the participation from



educational entities on campus.

Continuing Educational Partnerships:

New Industry/Community Partnerships Begun Last Year:

1. Navy/federal credit union; a partnership in which we are offering services to students at events and through the organization directly.

Continuing Industry/Community Partnerships:

1. Houchin Blood Bank. Together with this organization we have a blood drive on campus twice per year.

c. Special Initiatives for Student Engagement

[Describe any new and continuing projects designed specifically to increase student engagement (outreach, recruitment, classroom management, campus beautification, etc.)]

New Last Year:

-The Ridge Project. The SGCC and one of our new prospective clubs are working with the organization to participate in the beautification of China Lake blvd.

-Disability Awareness event. In an effort to bring awareness to those disabilities that effect college students we are working with Loma Linda university to design some activities that bring awareness and improve the understanding of disabilities that impact those in the nation, state, and community.

-Homecoming week. In an effort to develop a more meaningful relationship with the athletics department, student activities division, and faculty we are designing activities for an entire week that look to bolster those relationships. Bringing together those entities is essential to developing a cohesive college community that provides meaningful events, activities, and experiences.

Continuing:

-Preview Day. Our student government is working with the counseling department to give guided tours around campus to the local youths that are attending the orientation. Also, they will be providing information to prospective students throughout the event.



STEP 2: REVIEW PROGRESS AND PLAN FUTURE STRATEGIES

a. Progress Made on Program Review Goals

[Describe progress made on the most recent program review(s) affiliated with your department]

Year of Last Program Review: UNKNOWN

Progress in the last year on Three-Year Goals (if applicable):

Goal 1 Increase base funding for SGCC. The base funding has increased greatly for SGCC and, currently, the organization has 12,000 dollars in their account. Additionally, the sales of the coyote/ASB card have increased over the past year further increasing the funds of the SGCC.

Goal 2- Create programming that is diverse, timely and educational. The measures that were established for this goal were unable to measure the diversity and timeliness of events that were created. However, based on feedback and discussion that have occurred with the SGCC it appears that the programs and events currently offered had an increased sense of diversity as well as being relevant and timely within the educational climate. There is more that could be done to effectively measure the effectiveness of this goal.

Goal 3 Increase student awareness and participation in S.A and SGCC events. Once again the measure that was proposed to measure this outcome was never instilled; therefore, having definitive data regarding the success of this goal is absent. Some of the past data suggested that the majority of student failed to have an awareness of campus events and an action plan was created to improve the notification and communication process. So far, it appears that the action plan was successful to increasing overall awareness of student events/activities.

Progress in the last year on Six-Year Goals:

b. Progress Made on SLO/AUO Achievement. *If more lines are needed, place cursor in the bottom right box and press [Tab].*

Course	Semester Assessed	SLO and Gap Detected	Improvements Made	Year to be Reassessed
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		<p>Student Learning Outcome: Through participation in the Leadership Institute and Summer Leadership Retreat, students will be able to identify at least 3 leadership traits and explain how they relate to their personal leadership philosophy.</p> <p>There is a significant gap with this SLO and there has been little to no follow-through on the assessment of its success.</p> <p>It is recommended that a new SLO is established that has more definitive and meaningful outcomes aimed at increasing student success and engagement.</p>	<p>While students may be attending a leadership retreat, which is a step in the right direction, we need to find better way to assess this SLO. Through interaction in SGCC meetings it is clear that students are improving their personal leadership abilities but we are still unsure to the degree with which they are making progress. A better designed SLO may be a better fit in the future.</p>	<p>2014</p>
		<p>Student Learning Outcome: ASCC students will demonstrate the ability to effectively conduct and participate in productive meetings and will exhibit the ability to engage in meaningful debate and discussion.</p> <p>The main gap in this SLO is the measure used to determine its effectiveness. There is no objective way to examine this SLO and it may require a re-wording in order to properly assess the outcome.</p>	<p>This is a great SLO but there is a gap in the assessment measure to understand its effectiveness. However, through observation and interaction in meetings it appears that students are improving their ability to work cooperatively and conduct meetings that are effective and meaningful.</p>	<p>2014</p>

		<p>Student Learning Outcome: Students will identify supportive resources for creating and initiating students clubs that represent the diversity, social, political and cultural interest of the college community with 80% accuracy.</p> <p>The gap in this SLO is the implementation of an effective measure in determining its effectiveness. In order to properly address the SLO we need to establish a measure that is actually implemented.</p>	<p>When students are able to identify resources that are effective in the establishment of student clubs it is clear that they are better able to manage a large-scale organization like the SGCC. This is an important SLO that requires a better measure that is actually implemented.</p>	<p>2014</p>
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c. Final Report on Progress Made on Prior Academic Year's Strategies

[List the goals/action included in your plan for the previous year and describe progress made towards accomplishing them.]

d. Unit Strategies for Next Academic Year. *If more strategies needed, copy and paste additional boxes.*

Strategy 1: Increase the number of opportunities offered for student to participate in SGCC sponsored events that are linked to keeping students engaged and on campus.

1. *College Strategic Objective addressed: Foster student success through sustained continual quality improvement of instruction and student services. Provide a quality learning environment which enhances student engagement.*
2. *Action Plan: To establish a plan of activities/events at the beginning of each semester that is clearly delineated to offer a variety of students multiple opportunities to participate in campus events. The calendar should be detailed so that each event has specific outcomes and focuses on the goals for student engagement.*
3. *Measure of Success:*

of participants per event
 # of events per semester/year
 Quality of events (Student survey)
 Club membership

4. Which of the following is **primarily** true of this strategy? Choose one.

- It is designed to improve internal unit operations
 X It is designed to increase student success

5. If the strategy is designed to increase student success, which of the following areas of the student experience does it address? Choose as many as apply.

- Intake Remediation X First Year X 2nd Year/Program Completion Post-Graduation

Strategy 2: Increase the likelihood of academic success among those participating in student clubs, government, and campus events.

1. College Strategic Objective addressed: Foster student success through sustained continual quality improvement of instruction and student services. Provide a quality learning environment which enhances student engagement.

2. Action Plan: When students remain on campus for longer periods of time the likelihood that they will succeed academically is increased. Additionally, when they spend that time on campus interacting with other members of the student body, faculty, and administration they further increase the odds of success. Through that increase is student involvement we can hopefully increase the likelihood of academic success.

3. Measure of Success: Club membership
 Club & Club member GPA
 SGCC graduation/transfer rate
 SGCC, E-board, and Senator GPA's
 # of senators, increase or decrease

4. Which of the following is **primarily** true of this strategy? Choose one.

- It is designed to improve internal unit operations
 X It is designed to increase student success



5. If the strategy is designed to increase student success, which of the following areas of the student experience does it address? Choose as many as apply.

- Intake Remediation First Year 2nd Year/Program Completion Post-Graduation

Strategy 3: Develop at least three educational partnerships within the coming year.

1. College Strategic Objective addressed: Foster student success through sustained continual quality improvement of instruction and student services. Improve our response to community needs through transfer programs, area workforce development, quality student services, and provision of customized educational opportunities.

2. Action Plan: Work together with faculty at the college, other community colleges, and universities in the state to develop events or activities that facilitate the learning and development of students. Through the development of those partnerships we can improve the opportunities learn about and gain information regarding educational initiatives, professional opportunities, and transfer options.

3. Measure of Success: # of club events
Quality of events (Student survey)
Tracking of events

4. Which of the following is **primarily** true of this strategy? Choose one.

- It is designed to improve internal unit operations
 It is designed to increase student success

5. If the strategy is designed to increase student success, which of the following areas of the student experience does it address? Choose as many as apply.

- Intake Remediation First Year 2nd Year/Program Completion Post-Graduation

STEP 3: SUBSTANTIATE REQUESTED RESOURCES (Note: All items must be prioritized.)



a. **1000 Category.** Please indicate below any requests for temporary or new permanent certificated positions. (Do not request adjunct instructors for normal teaching assignments as this is captured in the Academic Affairs division plan.) *If more lines are needed, place cursor in the bottom right box and press [Tab].*

Description	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this resource	If a full-time faculty member is being requested, use the box below. Use this space to provide a detailed rationale for temporary certificated positions only. The rationale should refer to your unit's mission and goals, recent program review or SLO assessment gaps, planning assumptions, and/or the College's strategic plan.	Estimated amount of funding requested (temporary positions only)	Will this be one-time or on-going funding?	Funding Source (check <u>one</u>): G = General Fund, O = Other	
							G	O

Full-Time Faculty Staffing Justification:

1. Are there too few or too many students enrolling for particular classes or majors?
2. Are there too many courses or programs that are under capacity?
3. Are courses "core mission"?
4. Are courses overscheduled?
5. Is there capacity to offer courses or programs at different times and/or locations?
6. Is there a workforce shortage in the service area or region?
7. What are the costs and/or lost revenue from gaps between student demand and course or program capacity?
8. In support of your proposal, provide the following data:
 - a. Size of wait lists in the discipline
 - b. Department productivity, previous year
 - c. Number of faculty currently in the department
 - d. Number of adjunct faculty
 - e. Number of certificates awarded, previous year
 - f. Number of degrees awarded, previous year
 - g. Core curriculum classes
 - h. CTE classes with workforce data (wage/high demand)



i. Number of students at first day and census, previous year

b. 2000 Category. Please indicate below any requests for temporary or new permanent classified staff. Include labor amounts only; benefits will be calculated separately. *If more lines are needed, place cursor in the bottom right box and press [Tab].*

Position Title	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this position	Salary Grade	Number of Months	Number of Hours per Week	Salary Amount	Funding Source (check <u>one</u>): G = General Fund, O = Other	
								G	O
Department Assistant-12 Month	Student Activities and Athletics	1	1, 2, 3		12	40			

Classified Staffing Justification. *If more than one position requested, copy and paste additional boxes.*

1. Describe how the position is linked to your unit’s mission and goals, recent Program Review or SLO assessment gaps, planning assumptions, and/or the College’s strategic plan.
The department is in need of a 12-Month Department Assistant to handle the day to day operations of student activities and athletics. This is a dynamic position that needs a candidate that can manage multiple roles, be proactive in their approach to working with students and faculty, and can assist students and coaches in multiple domains. In order to effectively run this office there needs to be a strong sense of organization and that is where this position would fit perfectly.

2. Explain why the work of this position cannot be assigned to current staff.
There is a temporary position currently in place but we are in need of someone that is trained in banner, has experience in managing multiple roles, and is able to stay organized and up to date on current activities/events. Without a dedicated 12-month employee this office will fail to effectively meet the needs of students.

3. Describe the impact on the college if the position is not filled.
Students will suffer in multiple ways without a dedicated 12-month employee. Student-athletics will face difficulties in multiple domains, the SGCC



will lack administrative direction and management, and student activities will fail to be run effectively. There needs to be another person in order to manage the multiple roles which are thrust upon this office. For the student experience to be a quality as possible there needs to be another dedicated employee to the office of student activities and athletics.

c. 4000 Category. Use the space below to itemize and explain budget requests in the category of supplies and equipment. *If more lines are needed, place cursor in the bottom right box and press [Tab].*

Describe resource requested	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this resource	Provide a detailed rationale for the requested resource. The rationale should refer to your unit's mission and goals, recent Program Review or SLO assessment gaps, planning assumptions, and/or the College's Strategic Plan	Estimated amount of funding requested	Will this be one-time or on-going funding?	Funding Source (check <u>one</u>): G = General Fund, O = Other	
							G	O
Student Activity Supplies		1	1, 2	In order to maintain an effective calendar of events we constantly need to replenish our supply of materials to keep students motivated to engage. This may include (but not limited to) event decorations, entertainment options (electronics), event equipment, food service tools, etc. These are things that we can use for multiple events. Additionally, we can purchase some office supplies that are utilized in the student activities office that communicate and design events.	3,000	On-going	g	

d. 5000 Category. Use the space below to itemize and explain budget requests in the category of service, utilities, and operating expenses. *If more lines are needed, place cursor in the bottom right box and press [Tab].*



Describe resource requested	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this resource	Provide a detailed rationale for the requested resource. The rationale should refer to your unit's mission and goals, recent Program Review or SLO assessment gaps, planning assumptions, and/or the College's Strategic Plan	Estimated amount of funding requested	Will this be one-time or on-going funding?	Funding Source (check <u>one</u>): G = General Fund, O = Other	
							G	O
Employee Travel		1	1, 3, 5	In order to stay up to date on current best-practices, continue to attend conference events/meetings, and travel to and from events that are pertinent to the department we need to have appropriate travel funds. These are integral to the adherence to state/conference membership and rules pertaining to the administration of student activities and student government.	2,500	One time	g	
Individual conference memberships		2	1	In order to stay up to date on current best-practices, to improve the oversight of a substantial program, and to maintain relationships in state and local organizations the administration needs to have access to funds that facilitate that behavior. This is done through the membership in multiple organizations.	500	On-going	g	
Food for meetings/events.		2	1, 3, 4	This may be one of the most overlooked aspects of student government. We are constantly offering food to encourage students to attend. We often have events/orientations for our students and we would like to offer refreshments. These are particularly important for keeping students coming to events and engaged in activities.	1000	On-going	g	

e. 6000 Category. Use the space below to itemize and explain budget requests in the category of capital outlay. If more lines are needed, place cursor in the bottom right box and press [Tab].



Describe resource requested	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this resource	Provide a detailed rationale for the requested resource. The rationale should refer to your unit's mission and goals, recent Program Review or SLO assessment gaps, planning assumptions, and/or the College's Strategic Plan	Estimated amount of funding requested	Will this be one-time or on-going funding?	Funding Source (check <u>one</u>):	
							G = General Fund	O = Other
							<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>

STEP 4: ATTACH COMPLETED BUDGET WORKSHEET (provided separately)