

# Student Activities Department

## Annual Unit Plan for Academic Year 2017-2018

October 2016

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### Describe Department/Unit

#### Mission/Connection to College Mission

The mission of Cerro Coso Community College is to provide outstanding educational programs and services tailored to the students in the community. 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; 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.

The core mission of the college is to provide outstanding services to the students. Having a robust 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. The number one goal of the Student Activities department to provide opportunities that are meeting the needs of students which increases the likelihood of student engagement and retention on campus.

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### Report on Improvements Made and Gaps Identified in the Prior Year

#### Student Equity

##### Age 25 - 30

##### Population:

Age: 25 to 39 years

##### Analysis and Plan:

The average age of Student Government of Cerro Coso (SGCC) Executive Officers and Student Senators for the past two years is 21. Forty one percent of all students are under 24 at Cerro Coso Community College whereas in the SGCC 95% are under 24 . To give the gap population meaningful engagement opportunities the plan is to increase the number of SGCC officers and senators over 24 by: 1. talking to the current SGCC officers and senators to create awareness, 2. work with the SGCC and map out a written strategic plan to engage students over 24 in government, and 3. using the written strategic plan begin engaging the over 24 students before elections in April.

#### Outcomes Assessment: Overall Report

Improvements made in continuing to increase meaningful opportunities for student engagement include building a Student Ambassador program in which 2 students from KRV and 8 students from IWV participated. Pre and post-surveys were developed to inquire about age, gender, and ethnicity along with questions about student expectations and engagement.

Student Activities partnered with faculty and staff at all sites to create meaningful opportunities. The sites asked for greater communication about what IWV does and how some of the same activities could be implemented at the sites. Student Activities consistently communicates with KRV, East Kern, and ESCC to provide equitable services. The sites are increasingly using the Student Development funds to support activities and events and the Director, East Kern, Kern River Valley states "the Student Development fund has been a huge help."

## Outcomes Assessment: Gaps Identified in Prior Year's Assessments

**Increase student engagement in the college governance process.**

**Type:**

SLO

**Target Missed/Gap Detected:**

This was to be measured by how many committees had students on them for an entire academic year. It was very difficult to keep students on committees due to jobs and class requirements. College Council, Professional Development, and Academic Senate were committees that had consistent student participation.

**Type of Gap:**

Limited capacity/infrastructure.

**Analysis and Plan:**

The plan for improvement involves discussing with the current SGCC about how to engage more students as senators. This conversation started at the last SGCC executive officer meeting, October 19th, 2016 and will continue. A time line that clearly defines the process for student participation needs to be developed.

## Progress Made on Program Review

### Student Activities

**Year of Last Program Review:**

2015-2016

**Progress in the last year on two-year strategies:**

**1. Pursue a partnership with Burroughs High School government and engage in one yearly project together.** Pursuing a partnership with Burroughs High School government and engaging in one project together did not happen. Discussion was held about holding an end of the year graduation party at Cerro Coso but in the end it was determined that it would not take place.

Although, it was not specifically mentioned in the unit plan or program review a partnership with Bellevue University was developed. A memorandum of understanding was accepted by Kern Community College District and Bellevue now has an office and a full-time employee at Cerro Coso Community College.

**2. Increase student participation in the college governance process by getting students to serve on all participatory governance committees** is moving slowly. The priority for the 2016-2017 Student Government of Cerro Coso has been having a student on College Council and Academic Senate. Time restraints due to jobs and class loads have decreased the amount of students on college committees. Discussions are currently taking place on how to remedy this situation so that increased engagement takes place, student voices are heard, and participatory governance is understood.

**3. Develop yearly activity/event calendar.** Starting in May of 2016 the Student Activities Director partnered with the Director of Student Equity, Counseling, Access Programs, Director of Athletics, Student Development, IT, and Maintenance & Operations to build a yearly event calendar.

Below are the events that have taken place in 2016-17 or are scheduled to take place—

## **July 2016**

14th – Movie Night, Star Wars, The Force Awakens,

## **August 2016**

15th Student Ambassador and Peer mentor training, 15th Walking the west village, welcome/meet and greet, 16th – Walking the west village, welcome/meet and greet, 17th, Welcome for new students – BBQ, bingo, music, in front of gym, 18th – Meet and greet with department faculty 3:30 – 5:00, 18th Movie 8:00pm, PAN, 19 – 21, SGCC District workshop, Porterville

## **September 2016**

9th Cruise-In, 10th Parade of 1000 flags, 19th – Constitution Day, 20th Career Day, 19 – 23rd – Career Center Week, 23rd Veterans Stand Down, 9 – 3, 30th Star Party

## **October 2016**

1st & 2nd Relay for Life, Transfer Month Kick Off early October 2 – 7, 5th Kathy Buckley, 7th Access Program Manzanar trip, Discover CSUB, 21 – 23 CCCSAA student leadership conference, 21 – 23 Fair, 25th – 30th Historically Black Colleges University tour

## **November 2016**

Native American Heritage Month, 5th & 6th Petroglyph Festival, 11th - 13 SSCCC assembly, 10th Foundation for Individual Rights in Education (FIRE), 16th Open House,

## **December 2016**

1st - Angel Tree (Access Programs), 5th – 10th Finals Laugh It Off (Student Ambassadors)

## **January 2017**

## **February 2017**

2nd or 8th – Parent night at Burroughs???, 13th – 16th Career Center Week, 13th – 17th Mid-terms, 15th & 16th eighth graders, 27th, "Ain't I a Woman" (covers black history month & Women's History Month)

## **March 2017**

Health Awareness Month, Blood Drive????, CARE/CalWORKs Program (Access Programs), 18th & 19th Blue Angels, 20th – 24th Spring recess, 30th Open House, 3 – 7 ??30th Dr. Cornell West???

## **April 2017**

Inky Johnson, 21st Access Awards, 22nd (Saturday) Earth Day, 28th KRV Student Awards

## **May 2017**

4th student awards, 8th – 12th finals, 8th – 11th mortar board decorating, end of year transfer reception??, 11th commencement rehearsal, 12th, Commencement

Planning has been initiated for the year 2017-2018 and the Student Services Executive Committee will be collecting ideas centered on a Student Support Re-defined factor.

### **4. To increase events and activity opportunities to connect with CCCC equity gap populations through partnering with the Director of Equity in developing the yearly calendar.**

The Director of Outreach & Student life and the Director of equity have met monthly to discuss events and activities in developing the yearly calendar. They partnered with Counseling, Access Programs, Athletics, and Maintenance & Operations in building the 2016-2017 calendar. These conversations will continue and the beginning stages of building a 2017-2018 calendar have begun.

**5. Establish a Cerro Coso Coyote Card - This is currently in process.**

**Progress in the last year on five-year strategies:**

Progress in the last year on five/six-year strategies (if applicable):

**1. Maintain events and activity opportunities to connect with CCCC equity gap populations.**

- Student Development and Equity have combined to create funding that faculty and staff can request for holding events and activities which engage Cerro Coso's gap populations on all campuses. A Student Development/Student Equity Request for Funds Application has been developed and is being used for requests. Emails have been sent and conversations have taken place between the Director of Outreach & Student Life, Director of Equity, faculty, staff, KRV, and ESCC to create awareness about the funds.
- In February of 2016 Student Activities and faculty partnered together and brought the group "Of Ebony Embers: Vignettes of the Harlem Renaissance" to Cerro Coso to celebrate Black History Month. Of the 88 individuals who signed in, 67 took a survey. The results are below -
  1. To what extent has this event increased your knowledge of the Harlem Renaissance? 3% = little, 42% = moderately, 55% = significantly
  2. To what extent do you feel this event, or this type of event, is important for Cerro Coso Community College students and their sense of engagement with the college? 3 % = little, 18% = moderately, 79% significantly.
- Two new clubs were started in 2015 -16, the KRV Human Services and Community Outreach Club and the Human Services Club of IWW.
- Student Activities partnered with athletics, Student Ambassadors, Access Programs, Counseling, faculty, staff, SGCC, Maintenance & Operations, Financial Aid, and IT to provide the following in 2015 - 2016 - Cerro Coso Cruise-In, intramural basketball, Cerro Coso Community College Night, Valentine's Bash, Club Cook Out, the movie Selma, Welcome Week, Club Rush, KCCD Student Government Workshop, Monster Mash Bash, Career Exploration Day, Of Ebony Embers, Vignettes of the Harlem Renaissance, Fall Festival Extravaganza, Laugh It Off, Spring Fling, Meet and Greet for English classes, Coyote Slams, Mammoth Coffee Breaks, Native American Student Career Night, Latino Student Career Night, mid-term luncheons, Inyo and Mono County 8th Grade College Day, Exam Slams, Open houses, and Prep for Registration Day. Also, students participated in the community Parade of 1000 flags, and the Relay for Life.
- Cerro Coso has begun live streaming special speakers, such as Kathy Buckley, so that gap populations in our online environment and sites have access to participate in events.

**2. Continue to build a valid data base on which to make decisions and look at trends.**

- Last years and current student government officers, student senators, and student ambassadors, age, gender, and ethnicity have been tracked. A pre and post-survey have also been developed for student government officers, student senators, and student ambassadors to learn what expectations students have about their role and how they see themselves engaging and connecting to other students.
- At the end of the 2015-2016 academic year Student Activities gave a small survey to 24 participants. A question related to diversity/multicultural perspective had the following results -

Out of 24 surveys that were filled out by 18-21 year olds (61.54%):

2/24 (8.34%) were Very Dissatisfied with the extent to which student activities included diversity/multicultural perspectives in the content.

3/24 (12.50%) were Somewhat Dissatisfied with the extent to which student activities included diversity/multicultural perspectives in the content.

10/24 (41.67%) were Neutral with the extent to which student activities included diversity/multicultural perspectives in the content.

5/24 (20.84%) were Somewhat Satisfied with the extent to which student activities included diversity/multicultural perspectives in the content.

4/24 (16.67%) were Very Satisfied with the extent to which student activities included diversity/multicultural perspectives in the content.

1/24 (4.17%) was Not Applicable with the extent to which student activities included diversity/multicultural perspectives in the content.

## Student Activities

**Year of Last Program Review:**

**Progress in the last year on two-year strategies:**

From a previous program review - **Implement student tracking using ID card & readers.** Cerro Coso and Bakersfield College partnered and worked with CI Solutions to build an ID Card process. Kern Community College District approved a contract with CI Solutions in the summer of 2016. ID cards are now available to students at Indian Wells Valley, Kern River Valley, Bishop, and Mammoth. IWV and KRV have local cameras. After the sites take a student picture, the picture is then downloaded to a printer at IWV. Photos are then mailed to the sites. The process for online students is in the final stages. [idcards@cerrococo.edu](mailto:idcards@cerrococo.edu) is the email address that online students will request an ID card. Students must submit a picture they would like to use, student identification number, and birthdate. This information must be sent from their Cerro Coso Community College email address. The goal is that by the end of December 2016 all information and instructions for obtaining an ID card for all students will be on the web-site.

**Progress in the last year on five-year strategies:**

## Progress Made on Prior Year Initiatives

No prior year initiatives to report on.

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## Plan Initiatives for Next Year

### Initiatives for Next Academic Year

**Provide meaningful co-curricular and extra-curricular engagement for students to increase retention and success rates**

**Action Plan:**

Action Plan: 1. Student Activities will partner with Student Ambassadors, Director of Equity, Counseling, and Access Programs to hold Milestone Celebrations for students. The time line would be -

- fall 2017, Math 40 & English 40 celebrations
- spring of 2018, add completion of 15 & 30 unit milestones.

**Measure of Success:**

The measure(s) of Success will be measured by: 1. Percentage of students participating, 2. Retention and success rates

**Person Responsible:**

Director of Outreach & Student Life

**It addresses a program review strategy**

Milestone Celebrations would address the remedial Math and English populations with whom it is very difficult to attain a completed Math progression. Rewarding intermediate progress encourages students, recognizes achievements, and helps increase retention and success. It directly addresses the program strategy of increasing events and activity opportunities to connect with CCC equity gap populations.

**Increase the number of students running for the Student Government of Cerro Coso**

**Action Plan:**

1. **Student Government** - Inform students earlier about student government positions and set clear campaigning time lines, Do increased face to face recruitment on campuses, in-class presentations, and develop a plan for online recruitment and involvement. Exit interviews will be done with the 2016-2017 officers and students will be asked what would be their main suggestions for program improvement.

**Measure of Success:**

The measures of success will be the number of students running for offices.

**Person Responsible:**

Director of Outreach and Student Life

**It addresses a program review strategy**

The strategy this addresses in to increase student participation in the college governance process.

**Evaluate Resource Needs**

**Facilities**

As events are increasing, student activities is in need of two portable tables, six chairs for each table, 10, 10, 8 foot rectangle tablecloths, 1 circular tablecloth, and two ice chests on stands.

**Information Technology**

Closed captioning is needed for upcoming speakers and live streaming.

## Marketing

The Public Information Officer and the Director of Outreach and Student Development continuously partner on marketing upcoming events and activities and the current plan works well.

## Professional Development

Participating in the CCCSAA Advisors weekend would be valuable. Continued training on Microsoft Office and Outlook is needed for the Department Assistant II.

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## Staffing Requests

### 1000 Category - Certificated Positions

N/A

**Location:**

**Justification:**

N/A

### 2000 Category - Classified Staff

N/A

**Location:**

**Salary Grade:**

**Number of Months:**

**Number of Hours per Week:**

**Salary Amount:**

**Justification:**