



Program Review All Fields

Student Life Coordinator - Student Life - 2023 - 2024

Main

Questions? Find answers in CurricUNET User Manual. (http://www.Gavilan.edu/en/employee-services/office-of-instruction/curricunet/program_reviews/create_pr.html)

Overview

Academic Year 2023 - 2024

Originator Martin, Jacquie

Division Assessment/Review (Non instructional) - Student Services

Department Student Life Coordinator

Program Student Life

Program Type Student Services

Co-Contributors

Questions? Find answers in CurricUNET User Manual. (http://www.Gavilan.edu/en/employee-services/office-of-instruction/curricunet/program_reviews/create_pr.html)

Contributor

- Castro, Michele
- Craig-Marius, Renee
- Espinoza, Diego

Program Mission and Accomplishments

Gavilan College Mission Statement

Gavilan College actively engages, empowers and enriches students of all backgrounds and abilities to build their full academic, social, and economic potential.

Provide a brief overview of how the program contributes to accomplishing the mission of Gavilan College. In addition to a basic overview of your program's structure and services, be specific in connecting your program's services to elements of the mission statement (300 words or less).

The Office of Student Life plans, develops, implements, and manages student focused events and activities which are delivered to all students, staff, faculty, and administration in an effort to engage students that will foster and enrich college life and the community. Students are challenged to think critically & creatively and are encouraged to practice social responsibility through attending OSL programming.

On the PIPR website, locate and review your previous program plan and subsequent annual updates. After studying, please list

Response and follow-up to previous program reviews

1.
 - **Increase student participation in campus events and activities by 10% or 300**
 - **There has been some increase in student participation in campus events. We don't have a particular metric to assess that.**
 - **Increase student engagement in campus clubs by 5% or 3-6 new members of each active club**
 - **There has been some increase in campus club participation. Club leaders are still working to implement recruitment activities to increase the number of members in each club.**

Have the services or courses of your program changed over the past three years? Please explain (300 words or less).

There has been an increase in the number of events hosted and an effort to create more structure around planning and implementing them. Some areas previously covered in the Student Life PIPR are now their own areas with their own PIPR. So the type of items and number of items reflected on in this PIPR will be fewer and more focused.

Student and Program Outcomes

College Goal for Student Achievement

The following questions refer to data regarding student achievement.

Success

The following questions refer to data regarding student achievement.

What are your set goals for course success? Do your individual course and department rates meet this goal?

Helpful Question: If your rates for success are lower than your goals, what are your plans to improve them (200 words or less)?

Path: Tableau - Program Review/ Equity - D3. Course Rates by Unit

N/A

How many students did your area serve (if you don't have an exact count, please provide an estimate)? How did they perform in comparison to those that did not use your services, if applicable? Given this information, how has your service or area supported student success and retention over the past three years (200 words or less)?

See Success and Retention dashboard in Tableau's Program Review section.

Number of Students Served: Estimated 1500 students

Performance in Comparison: Participating in student life activities can increase students sense of belonging on campus. Those who didn't participate could feel less connected.

The Office of Student Life has supported student success and retention by offering social and cultural events on campus to help build community. This allows student to feel more connected on campus which helps to increase retention rates.

In your area, what goals need to be set and what initiatives need to be developed to support success and retention? (200 words or less).

- Allocating funds on an annual basis to support Student Services events & programs that are not part of another program/area
- Create a system to track participation & student evaluation of events
- Collaborate with Academic Affairs to encourage class participation through advertising in classes, having classes attend events together, having events be part of a class assignments

Equity

Equity

Gavilan College has identified the following populations as experiencing disproportionate outcomes: Males, African American, Native American, Students with Disabilities and Foster Youth.

For EOPS/ CalWORKs, MESA, TRiO, Puente, and VRC: LOCATE Success and Retention dashboard in Tableau's Program Review section. Examine your equity results over the last three years. If there are differences in success rates and/ or retention across groups, comment on any differences in success rates across groups. Helpful Questions: What current factors or potential causes can be connected to these areas of disproportional impact? How might your program or department address student equity gaps (200 words or less)?

For all other areas, how can your area help increase disproportionate student success? Contact your support team for any needed assistance in interpreting these data (200 words or less).

Please find Equity information in Tableau's Success and Retention dashboard.

Contact your support team for any needed assistance in using Tableau.

Student Life can help increase disproportionate student success through creating affinity spaces and events on campus for students heritages to be celebrated by our campus community, helping them feel more connected and grounded on our campus.

Our Equal Employment Opportunity (EEO) Plan States

"Ensuring equal employment opportunity involves creating an environment that fosters cooperation, acceptance, democracy, free expression of ideas and is welcoming to persons of all gender expressions, persons with different abilities, and individuals from all ethnic and other groups protected from discrimination."

What is your area doing to support district efforts in creating an inclusive college environment? With what departments are you partnering? Did you identify barriers and institute change? How is you creating/ ensuring diversity in your department or in the classroom?

Some examples might be sponsoring cultural events and diverse speakers on issues dealing with diversity, exploring how to infuse diversity into the classroom and curriculum, integrating diversity into the evaluation of employees, promoting learning opportunities and personal growth in the area of diversity, or evaluating how the physical environment can be responsive to diverse employee and student populations.

- Hosting cultural celebration events on campus
- Meeting with students and administration to hear their opinions and voices about cultural events and celebrations

- Collaborating and advertising for events through our various student service & support service teams to better reach underrepresented students

How do you plan on addressing issues of student and employee equity? In other words, how do you plan on creating opportunities for success of students who have historically been underserved? How do you plan to address EEO outcomes in your employee hires?

- Offering cultural events/programs at times that allow many students with varying time constraints to participate (ie. parents, athletes, working students, etc)

Learning and Area Outcome

Have you reviewed all of your Service Area Outcomes (SAOs) to ensure that they remain relevant for evaluating the performance of your area?

Are your SLOs, PLOs, SAOs, and ILOs mapped in CurriQunet?

Yes

Are your SLOs, PLOs or SAOs up-to-date in CurriQunet?

No

Have all of your SLOs, PLOs or SAOs been assessed in the last five years?

No

Have you reviewed all of your SLOs/SAOs to ensure that they remain relevant for evaluating the performance of your program?

Yes

If you answered no to any of the above questions, what is your plan to bring SLOs/PLOs/SAOs into compliance?

I am working on drafting a new set of SAOs/SLOs to input into curriunet.

Outcome Assessments

Review Outcomes data located in the Course and Program Reports for your area (path below).

After you have examined your results, reflect on the data you encountered.

Student Learning Outcomes (SLO) or Service Area Outcomes (SAO)

Review the SLOs or SAOs data located in CurriQunet. What is your department's acceptable achievement score goal for each outcome?

1. Increase engagement & belonging - Increasing participation each year by 100 students
2. Cultural/Diversity/Social Justice - Offering 3 events each semester
3. Civic and Community Engagement - Offering 1-2 events each semester

Institutional Learning Outcomes (ILO)

How do your SLOs/SAOs support the college ILOs or how do your PLOs support the college ILOs? Be specific.

Two of the SAOs about clubs and the Welcome Center are no longer relevant as they will be reflected in the PIPR of ASGC & the Welcome Center respectively. The other three I am planning to edit and move forward with: 1. Increase engagement & belonging connects with ILO D supporting the cultivation of student well-being. The other two SAOs: 2. Cultural/Diversity/Social Justice 3. Civic and Community Engagement both map to ILOs A&C - asking students to think critically, practice social responsibility.

Are you meeting your SLO/SAO success goals? What patterns stand out in your results? If your SLO/SAO results are lower than your goals, what are your plans to improve them?

Yes - these are all areas that we have been working on and our Goals in this PIPR will expand upon them to grow student engagement in these areas.

Curriculum and Course Offerings Analysis

Program and Resource Analysis

Please list the number of Full and Part Time faculty, staff and/ or managers/ administrator positions in this program over the past three years. Focus on your individual program.

Program and Resource Analysis

1. **2020**

How many students did your area serve in this year (if you don't have an exact count, please provide an estimate)?

1500

Full Time Faculty

0

Part Time Faculty

0

Full Time Staff

1

Part Time Staff

0

Full Time Mgr/Admin

0.00

Part Time Mgr/Admin

0.00

Faculty Percentages

Percentage Full to Part Time Faculty

Year:2020

FT = 0%

PT = 0%

How have and will those with reassigned time, grant commitments and activity, projected retirements and sabbaticals affect personnel and load within the past in the next three years? What future impacts do you foresee (200 words or less)?

N/A

Additional Comments

Evaluation of Resource Allocations

List the resource allocations from all sources (e.g., annual college budget request appropriations, Guided Pathways funds, grant funds, etc.) received in the last three years. For annual college budget request appropriations, reference your previous three-year plan and annual updates.

Please evaluate the effectiveness of the resources utilized for your program. How did these resources help student success and completion? For college budget request appropriations, list the result of the evaluation strategy outlined in your previous three-year plan and annual updates. For all other sources of funding, list the results of the evaluation strategy contained within the program or grant plan.

Did you receive additional funds?

No

Program Productivity

Program Productivity Measurements

Determine the number of students you assist annually. Using the data provided by the business office, calculate your average cost effectiveness per student. **If you do not have student contact, please fill out Total allocated budget and Total spending.**

- **2022 - 2023**

Total Number of student contacts

1500

Total allocated budget

0.000

Total spending

0.000

Total cost per student (Student Contact/ Total Spending)

0

- **2021 - 2022**

Total Number of student contacts

1500

Total allocated budget

0.000

Total spending

0.000

Total cost per student (Student Contact/ Total Spending)

0

- **2020 - 2021**

Total Number of student contacts

1500

Total allocated budget

0.000

Total spending

0.000

Total cost per student (Student Contact/ Total Spending)

0

Year and Student count

Evaluate your program costs. Are your costs in alignment with your budget? If not, what improvements can be made? Please explain any trends in spending, inconsistencies and unexpected results.

There are no dedicated funds to these programs. In order to achieve our goals, we will need designated funding.

Integrated Planning and Initiatives

What other areas is your program partnering with (i.e. guided pathways, grant collaboration, etc.) in new ventures to improve student success at Gavilan College? What is the focus of this collaboration? Helpful question: What are the department and your Integrated Planning/ Guided Pathways partners' plans for the next three years (200 words or less)?

There will be some collaboration with the Welcome Center & ASGC as those are areas that both SL Coordinators oversee. We hope to collaborate with other student services areas on the cultural events series as well as with faculty members on the social justice event series.

We meet with the PIO team to strategically plan events for the semester, with plans to establish a year-long calendar of events. The PIO team markets these events on and off campus. Additionally, we collaborate with CAPS and guided pathways during Welcome Week and campus registration events to help connect incoming students to their academic pathways. Included in these conversations are the Outreach and Career and Transfer Fair departments. We are in the process of developing coordinated events that ensure a clear and simplified pathway for students.

Other Opportunities and Threats

Review for opportunities or threats to your program, or an analysis of important subgroups of the college population you serve. Examples may include environmental scans from the Educational Master Plan, changes in matriculation or articulation, student population, community and/ or labor market changes, EMSI data and etc. Helpful Question: What are the departmental plans for the next three years (200 words or less)?

We have the opportunity to increase the student services programs offered to our student body & there is increasing student interest and participation. The threat we face is that there is no designated funding for any of these student services programs. Another threat is that we do not have student workers or additional staff to help organize and run these events.

What are you discovering about instruction and/or services in a remote environment that you would want to maintain post-pandemic?

N/A

What kinds of issues are exacerbated or emerging that are likely to remain, unless addressed?

No funding or student staffing allocated to these areas of general student engagement, cultural/social justice programming or civic/community engagement. In order to have consistent events year over year, we need to have funding and staffing to complete these programs effectively and to continue to grow them. It is important

to separate the work ASGC decides they want to do in a particular year from the ongoing programs student services would like to always provide.

Additional Questions

Please consider providing answers to the following questions. While these are optional, they provide crucial information about your equity efforts, training, classified professional support, and recruitment.

1. Does your division (or program) provide any training/mentoring for faculty and/ or classified professionals regarding professional development?

Sometimes. Employees are often encouraged to attend student events where they are also able to learn about cultural, social justice, civic and community engagement. For example, the LGBT Safe Zone training will be open to both employees and students.

2. If there is a need for more faculty and/ or classified professional support in your area, please provide data to justify request. Indicate how it would support the college mission and college goals for success and completion.

n/a

3. What, if anything, is your program doing to assist the District in attracting and retaining faculty and classified professionals who are sensitive to, and knowledgeable of, the needs of our continually changing constituencies, and reflect the make-up of our student body?

n/a

4. Are there program accomplishments/ milestones that have not been mentioned that you would like to highlight?

Increasing staffing through the hiring of an additional student life coordinator.

Please share any recommendations for improvements in the Program Integrated Plan and Review process, analysis, and questions. Your comments will be helpful to the PIPR Committee and will become part of the permanent review record.

Even after training on PIPR I was very confused as to the process, acronyms, etc. It would have been helpful to start with SLOs and updating them before beginning the PIPR. I would like to see the questions distilled and make it a more effective space to share the goals each of us already have for our programs. The training sessions could have been more structured with more presentations for understanding instead of as a group work time.

Goals

Three-Year Program Plan Goals

- 1. Student Life Coordinators will increase the number of students who are aware of the Student Life programs, resources & events available to them on campus by 5%.**

Connection of Goal to Mission Statement, Strategic Plan

(http://www.gavilan.edu/administration/master_plan/docs/SP_GoalsStrategiesDraft-final.pdf)
and SAO Results

- Linked to SAO 1 on Student Engagement & Belonging
- Linked to ILO D on Cultivating Student Wellbeing

Proposed Activity to Achieve Goal**

Student Life Coordinators will attend one student program or table on campus at least once a week including on the Hollister campus at least once a month

Responsible Party

Jacquie Martin & Michele Castro

Fund amount requested. If a collaboration, what % required from each partner?

None

Total Three Year Resource Allocation Request

0

Timeline to Completion Month / Year

December 2024

How Will You Evaluate Whether You Achieved Your Goal

Increased attendance at student services events, Post event surveys asking how you heard about the event

2. **Increase new student engagement during Fall and Spring Welcome Week activities by 5%.**

Connection of Goal to Mission Statement, Strategic Plan

(http://www.gavilan.edu/administration/master_plan/docs/SP_GoalsStrategiesDraft-final.pdf)

and SAO Results

- Connected to SAO 1 on Student Engagement & Belonging
- Connected to ILO D on Cultivating Student Well Being

Proposed Activity to Achieve Goal**

Add one social/entertainment event to Welcome Week & create a space for new students to ask questions and get direction from their student leaders/peer mentors.

Responsible Party

Jacquie Martin & Michelle Castro

Fund amount requested. If a collaboration, what % required from each partner?

Dedicated budget needed to support these activities. Estimated \$750 per event with a Fall and Spring event each year.

Total Three Year Resource Allocation Request

4500

Timeline to Completion Month / Year

Begin Fall 2024

How Will You Evaluate Whether You Achieved Your Goal

Track attendance at welcome week activities year over year, retention year over year

3. **Increase student leadership opportunities and overall student engagement in student life programs/events (Voter, Community, Social Justice & Cultural)**

Connection of Goal to Mission Statement, Strategic Plan

(http://www.gavilan.edu/administration/master_plan/docs/SP_GoalsStrategiesDraft-final.pdf)

and SAO Results

- Connects to SLO 1 on Student Engagement & Belonging
- Connects to ILO D on Student Wellbeing

Proposed Activity to Achieve Goal**

Hire 2 to 3 work study students to support planning and implementation of voter & civic engagement events, social justice education events & cultural events on campus.

Responsible Party

Jacquie Martin & Michelle Castro

Fund amount requested. If a collaboration, what % required from each partner?

10 hours per week per student during the semester with 3 students at \$16 per hour with about 15 weeks per semester.

Over 3 years 90 weeks x \$160 per week x 3 students = \$43,200

Total Three Year Resource Allocation Request

43200

Timeline to Completion Month / Year

Fall 2024

How Will You Evaluate Whether You Achieved Your Goal

Hiring of student leaders, evaluation of their experience/understanding at the end of each semester, levels of overall student engagement at the events held

4. **Engage 5% more Gavilan College students in extracurricular programming focusing on Cultural Diversity.**

Connection of Goal to Mission Statement, Strategic Plan

(http://www.gavilan.edu/administration/master_plan/docs/SP_GoalsStrategiesDraft-final.pdf)
and SAO Results

- Connects to SLO 2 on Cultural Diversity & Social Justice
- Connects to ILO A & C on Thinking Critically and Practicing Social Responsibility

Proposed Activity to Achieve Goal**

Establish an official annual Gavilan College cultural events calendar approved by the institution to ensure that the college hosts one event per month during the academic year.

Responsible Party

Jacquie Martin & Michelle Castro

Fund amount requested. If a collaboration, what % required from each partner?

Funding is required to meet this goal and ensure effective events are hosted on an ongoing basis. It is important to pay folks with marginalized identities fairly for the time they spend helping to educate our community as well.

I will estimate each event will cost around \$1,500 including food, speakers, other activities and that we will host about 10 main events each academic year.

Total Three Year Resource Allocation Request

45000

Timeline to Completion Month / Year

Begin Fall 2024

How Will You Evaluate Whether You Achieved Your Goal

Post event surveys on learning about cultural events

5. **Engage 5% more Gavilan College students in extracurricular programming focusing on Social Justice Education.**

Connection of Goal to Mission Statement, Strategic Plan

(http://www.gavilan.edu/administration/master_plan/docs/SP_GoalsStrategiesDraft-final.pdf)
and SAO Results

- Connects to SLO #2 on Cultural Diversity & Social Justice

- Connects to ILO A&C on Critical Thinking & Social Responsibility

Proposed Activity to Achieve Goal**

Establish a twice a semester speaker series on current events in social justice in collaboration with faculty members, nonprofit organizations, etc.

Responsible Party

Jacque Martin & Michelle Castro

Fund amount requested. If a collaboration, what % required from each partner?

Two events each semester at \$100 per event for lunch/snacks and beverages.

Total Three Year Resource Allocation Request

1200

Timeline to Completion Month / Year

Fall/Spring 2023

How Will You Evaluate Whether You Achieved Your Goal

Participant survey post event on understanding of social justice issues discussed before & after

6. **Increase student voter registration and turn out rates in primary and presidential election cycles by 5%.**

Connection of Goal to Mission Statement, Strategic Plan

(http://www.gavilan.edu/administration/master_plan/docs/SP_GoalsStrategiesDraft-final.pdf)
and SAO Results

- Connects to SLO #3: Voter & Civic Engagement
- Connects to ILO A&C: Critical Thinking & Social Responsibility

Proposed Activity to Achieve Goal**

Establish a formal Voter Engagement plan & program for Gavilan College that meets AB963 the Student Civic and Voter Empowerment Act requirements

Responsible Party

Jacque Martin & Michelle Castro

Fund amount requested. If a collaboration, what % required from each partner?

- Establishing a Coordinator: no cost
- Creating an Action Plan: no cost
- Hosting 3 events per academic year: \$2500
- Emails, academic calendar & social media awareness: no cost

Total Three Year Resource Allocation Request

7500

Timeline to Completion Month / Year

Fall 2024

How Will You Evaluate Whether You Achieved Your Goal

Enrolling in NSLVE to get data on registration and turnout rates of our students from election cycle to election cycle.

7. **Engage 5% more students in local community service opportunities**

Connection of Goal to Mission Statement, Strategic Plan

(http://www.gavilan.edu/administration/master_plan/docs/SP_GoalsStrategiesDraft-final.pdf)
and SAO Results

- Connects to SLO #3: Civic and Community Engagement

- Connects to ILO A&C: Critical Thinking & Social Responsibility

Proposed Activity to Achieve Goal**

Host one Day of Service per semester including a pre-service social justice workshop and post-service reflection with opportunities available in both Gilroy & Hollister.

Responsible Party

Jacquie Martin & Michelle Castro

Fund amount requested. If a collaboration, what % required from each partner?

- \$50 per event on snacks & water

Total Three Year Resource Allocation Request

200

Timeline to Completion Month / Year

Fall 2025 implementation

How Will You Evaluate Whether You Achieved Your Goal

Student survey pre/post event on community service & understanding of underlying social justice issues associated.

Executive Summary

Please provide a brief executive summary regarding program trends and highlights that surfaced in the writing of this report. Summarize, using narrative, your program goals for your next three years. Your audience will be your Peer Review Team, the PIPR Committee, President's Cabinet, Dean's Council, ASGC, Academic Senate, Budget Committee and Board of Trustees (300 words or less).

The student life coordinators would like to ensure there are dedicated financial resources allocated to supporting the creation and success of programs and events to benefit our student body. We want to expose the student body to co-curricular opportunities to learn about and engage with voting, the local community, social justice and cultural awareness.

Attach Files

Attached File