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Program Review - 2015-2016

ASO

Module: Department Purpose

Question: Describe the purpose of the Discipline/Program/Service.

Answer: The purpose of the ASO is to develop student leadership skills. We are students serving students in all aspects of campus life through leadership, awareness, opportunities representation, and civic involvement. The purpose of Student Activities is to provide campus activities that are informational and celebrate student life.

Question: Describe how the stated purpose aligns with the college mission statement.

Answer: ASO provides students with an opportunity to build and develop leadership skills at the campus, district, state, and federal levels. The ASO promotes campus community and educational programs while encouraging students to develop resourceful behaviors to achieve their goals. Student Activities helps provide a transformative educational experience for students by sharing resources with students at Welcome Week and celebrating milestones (deans honors, scholarships, and graduation) in student's educational journey.

Module: Enrollment Trends.

Question: Describe the trends in Enrollment and FTES. Given the data, what are the implications for your program/ service?

Answer: The majority of classes are classroom based followed by online courses. The data suggested that ASO should continue offering campus services and activities and that it needs to offer services and activities to West's online populations.

Module: Students and Student Success.

Question: Based on the demographic trends in enrollment, what are the implications for your Program/ Service?

Answer: The majority of classes are classroom based followed by online courses. The data suggested that ASO should continue offering campus services and activities and that it needs to offer services and activities to West's online populations. West serves significantly more females than males. West continues to serve mostly students who are 20-24 years of age, however, the populations of 19 years of age and under, 25-34 year old, and 35 years and older are relatively balanced. There was a shift in the demographics recently. West is serving more Hispanic students and less African American students. The ASO will continue to offer activities that span all age groups and will continue to offer activities that celebrate Black History and Latino Heritage.

Question: Given the data, describe the trends in Success Rates and Retention Rates. What are the implications for the Program / Service?

Answer: Students at West have a low achievement rate; therefore, the new policy changes will have a dramatic impact on their financial eligibility such as the BOGG eligibility requirements of a 2.0 GPA.

Question: Given the data, describe the trends in Degrees and Certificates awarded. What are the implications for your Program/ Service?

Answer:

Module: Staffing Trends

Question: Describe the trends in FTEF. What are the implications for your program?

Answer: For years, ASO has had the following staffing: 1 Associate Dean/Dean of Student Services 1 Student Services Aide for the most part, this staffing level suits the needs of the office. However, the office could use more staffing at the beginning of the semester when students come into the office to get student IDs and during the spring semester (because the office handles Celebrating Excellence and Commencement). Currently, the ASO has an Acting Dean of Student Services overseeing the ASO and attending conferences because the permanent Dean is serving as an Interim Dean of Career Technical Education An Instructor Special Assignment (ISA) needs to be hired to fill the role of ASO Advisor and help with planning student activities.

Question: Are staffing levels adequate to fulfill the purpose of the Discipline/Program/Service? Explain.

Answer: As the ASO and clubs continue to grow at West, the ASO needs a full time ASO Advisor. The Office also needs additional help during the spring semester. In November 2014, the Associate Dean (ASO Advisor) was promoted to Interim Dean of Student Services. An Instructor Special Assignment (ISA) needs to be hired to fill the role of ASO Advisor and help with planning student activities.

Question: Describe the Reassigned and Release time assigned to faculty in the division. Include the faculty name, amount of release/reassigned time, length of time the assignment will last (one semester, one year, if it's renewable, etc.), and the purpose of the release/reassigned time.

Answer: n/a

Module: Functions and Services.

Question: List the functions and services provided by the Office / Program / Service.

Answer: Associated Student Organization - student government; clubs; student representation at the campus, district, state, and federal levels; student computer lab; printing, copying and faxing services for students; student and staff ID cards; discount tickets; free speech. Student Activities - Welcome Week, Scholarship process and ceremony; Deans and President's honors recognition; Commencement; Campus diversity events.

Question: What are the emerging trends in technology that affect the program?

Answer: The emerging trend in technology that affect the program are texting announcements to students and online voting are emerging trends. The ASO will likely benefit from greater participation if it implements these technological trends. The ASO has worked with Distance Learning to allow online learners to vote in ASO elections

Question: Describe the technological advances that have been implemented to improve and streamline the Program/Service.

Answer: The ASO has worked with Distance Learning to allow distance learning students to vote in ASO elections. The ASO has also taken advantage of having their events publicized on West's text alert system, however the service is an opt-in service, so it does not reach most students.

Module: Survey Results

Question: Describe the results of relevant surveys (point-of-service surveys, student surveys, staff surveys).

Answer: No point of service surveys was conducted.

Question: Discuss the implications of the survey results for the program.

Answer: The implications of the District Student survey are that West students do not spend much time on campus other than their time in class. However, the results of a survey conducted by the Marketing Department

indicated that students would be interested in attending a concert on campus. A designated student hour for student activities would likely result in increased student participation in campus events.

Module: Service Level Outcomes/ SAOs

Question: Describe the program Service Level Outcomes/ SAO assessment methods and results in the prior year.

Answer: Unfortunately, due to the changes of advisors the SAOs have not been assessed but are in process.

Question: How has dialogue regarding assessment results and improvement plans been conducted and documented?

Answer: The dialogue regarding assessment results and improvement plans are still in process.

Module: Departmental Engagement.

Question: What interoffice collaboration has your office/program/service been involved in during the past six years?

Answer: ASO has been involved in many collaborations across the campus. Last year, the ASO worked with the administration to reinstate preferred parking. The ASO had an active involvement in Hispanic Heritage month, the Reggae Festival, Black History Month, and Covered California efforts. The ASO opened the A-9 classroom and lounge to students after hours so that they had an alternative area to study during finals. Additionally, ASO has been involved in extending the library hours, increasing preferred parking and involved in providing food options on campus,

Question: What has your department/ program done since the last review to establish connections with schools, institutions, organizations, businesses, and corporations in the community?

Answer: Over the last year, the ASO has maintained its connection with the Ronald McDonald House and held food, clothes, and toy drives for local charities. In addition, we collaborated with the AFT for the Fight for Fifteen Campaign as well as voter registrations.

Module: Professional Development.

Question: For each regular full-time person in your program, provide the committees in which each person is active, and list the 2 most significant professional development activities engaged in over the last 2 years.

1 Employee Name	2 Committees	3 Role in committees	4 First Prof Dev Activity	5 Year First PD Activity
Susi Dovlatian	Culturally Responsible Teaching and Learning	Rep	Attended training for Culturally responsive Teaching and Learning	

Question: In order to keep current with new developments in your field, are there areas of unmet professional development needs among staff in this program? If yes, please describe.

Answer: The Dean is on many committees on campus. The Student Services Aide has very little campus involvement because there are only two staff in the office. The volume of students, ASO officers, and the public make it difficult for the Student Services Aide to step out at times. The office can benefit from a part time classified staff who could help with the volume and allow relief for the Student Services Aide to become more involved on campus.

Module: Facility Planning.

Question: List and describe any current facilities challenges (e.g., location, quantity, quality) affecting your program's ability to achieve its goals and meet institutional needs.

Answer: Students are the most important part of our business as a college. The first goal of the Educational Master Plan is to affirm the institutional commitment to student learning. By moving the ASO and Student Activities Office closer to the core of the campus, students are more likely to take advantage of the services, particularly getting involved in student government and in clubs. Currently, ASO has been addressing visibility and accessibility of the office by asking administration to relocate three storage containers that have been in front of the Office for more than a year. The long term goal is for ASO to be moved near the core of the campus, where the staff will have a better access/view to monitor the free speech activities happening on our campus. ASO will have more visibility over all.

The A-9 bungalow where ASO is located needs a face lift. Over the years, the bungalow has taken a tow and needs painting and general remodeling.

Question: Specify the division/ department's short term goals (1 year) for facilities improvement and functionality.

Answer: Our short term goal is to get more preferred parking spaces for students in the remaining parking areas where students do not have a preferred parking option.

Question: Specify the division/ department's long term goals (2-6 years) for facilities improvement and functionality.

Answer: Our long term goal is to move into CE Building, which is located at the center of the campus. The CE Building is supposed to be renovated for the ASO, student activities, and the Student Health Center.

Module: Completion.

Question: List the people who participated in this Program Review.

Name	Role
Maria Mancia	Administrator
Sebastian Rodriguez	Student

Question: Program Manager: Fill out your name and date of final approval, save, and submit the program review.

Answer: Maria Mancia 12/5/15