Program Review Annual Update

1. Discipline/Area Name: Student Life and Services	2. Year: 2016
3. Name of person leading this review: Dr. Jill Zimmerman	
4. Names of all participants in this review: Dr. Jill Zimmerman, Kim Fite, Nancy Blundell, Lisa O'Leary	

5. Status Quo option: Year 1: Comprehensive review Year 2: Annual update or status quo option Year 3: Annual update Year 4: Annual update or status quo option	In years two and four of the review cycle, programs may determine that the program review conducted in the previous year will guide program and district planning for another year. ☐ Check here to indicate that the program review report written last year accurately reflects program planning for the current academic year. (Only programs with no updates or changes may exercise the status quo option. All others will respond to questions 6 – 13.)

Data/Outcome Analysis and Use

Please review and interpret data by following the provided links:

#	Indicator	Comments and Trend Analysis
6.	Please review the FTES and enrollment (headcount) data. If applicable, please also review division or department data.	Comments on trends over the past five years and how they affect your program: The steady enrollment has allowed our division to maintain services at a constant level. We have two new large initiative that became a part of the division, First Year Experience and Student Equity. Because of these two areas, more students are being served and are becoming more engaged. Because these programs are new we are gathering base line data.
7.	Report program/area data showing the quantity of services provided over the past five years (e.g. number transactions, acreage maintained, students served, sales figures)	Comment on trends and how they affect your program: There has not been an increase in the number of student clubs but more students overall have joined the clubs we have registered. SOAR has maintained the same number of students, Health Services has increased their events from 83 to 117, an increase of 41% but have decreased the number of days the Care-a-Van visits campus 2 days a week to 1 day a week and we are revisiting the services offered to students. Commencement has seen an increase of the students who participate in the ceremony from 450 to 550 in one year and we will continue to monitor if this is an ongoing trend.

8.a.	Student success and retention rates Equity groups within discipline	Review and interpret data by race/ethnicity and gender or both together. Identify what actions are planned to meet the Institutional Standard of **68%** for student success and to close achievement gaps: N/A
8.b.	Number of Sections by Location and Modality .	Comment on trends: N/A
9.	Career Technical Education (CTE) programs: Review the labor market data on the California Employment Development Department website for jobs related to your discipline.	Comment on the occupational projections for employment in your discipline for the next two years and how the projections affect your planning: N/A

10. Cite examples of using outcome (PLO, SLO, and/or OO) action plans as the basis for resource requests and the allocation of those requests (e.g. human, facilities/physical, technology, financial, professional development) or making other changes that resulted in or correlate with improved outcome findings over the past five years.

SLO/PLO/OO	Action Plan	Current Status	Impact of Action
Health Services 001	**Use of services and healthy lifestyle**	**Ongoing**	**We increased the number of events held on campus and that directly teach how to have a healthy lifestyle such as Zumba, Nutrition Day, Clothesline Project and increased the budget to support the Behavioral Intervention Team (BIT) program.**

11. Review the goals identified in your most recent comprehensive self-study report and any subsequent annual reports. Briefly discuss your progress in achieving those goals.

Goals/Objectives/Action Plans	Current Status	Impact of Action (describe any relevant measures/data used to evaluate the impact)
Increase awareness of ASO and Clubs	Ongoing	**The ASO Survey was conducted and students expressed a number of campus-wide concerns that ASO has used to create a plan of action**
Create formal Leadership Program	Ongoing	**The Leadership Academy has been developed starting in Spring 2016**
Space for program needs	Ongoing	**There has been an ongoing conversation at all levels of the institution but no resolution has**

		been reached.			

Briefly discuss your progress in achieving those goals: Many of our goals have been reached or will be reached due to the increased funding from Student Equity and other programs. This allows for more diversity programming for students, a coordinator (assistant) for College/Student Activities, and increased service for Health Services.

Please describe how resources provided in support of previous program review contributed to program improvements: Only Goal #1 and goal #2 have been accomplished. Goal; #1 - We were able to upgrade all of our office computers, Goal #2 all staff have been able to attend professional development training meeting or webinars.

12. Based on data analysis, outcomes, program indicators, assessment and summaries, list discipline/area goals and objectives to advance district Strategic Goals, improve outcome findings and/or increase the completion rate of courses, certificates, degrees and transfer requirements in 2016-2017. Discipline/area goals must be guided by **District Strategic Goals** in the Educational Master Plan (EMP). They **must be supported by an outcome or other reason (e.g., health and safety, data analysis, national or professional standards, a requirement or guideline from legislation or an outside agency).**

Goal #	Discipline/area goal	Relationship to Strategic Goals* in Educational Master Plan (EMP) and/or other	Expected Impact of Program Outcomes/Student Learning	Action plan(s) or steps needed to achieve the goal**	Resources needed (Y/N)?
4	Improve the health of students by increasing Student Health Services days to 5 days a week	*1. Support learning and facilitate student success	Timely treatment will support health and enable class attendance and participation in college activities.	-Establish a contract that meets the needs of our students with more days of services. -Dedicate space for Student Health Services, including Mental Health.	Yes
5	Increase use of data in decision making	*1. Support learning and facilitate student success	Data will improve planning and enable measurement to better serve students and meet their needs.	-Work with the staff to create Student Equity OO's. - Submit position request for a Technical Analyst through the hiring process during the hiring cycle.	No

| 6 | Improve the quantity and quality of student engagement in college activities. | *1. Support learning and facilitate student success | Data will improve planning and enable measurement to better serve students and meet their needs. | Staff will attend trainings and webinars.
-Dedicate more space for division activities. | Yes |

**Action plan verbs: expand, reduce, maintain, eliminate, outsource, reorganize, re-engineer, study further, etc.

13. Identify significant resource needs that should be addressed currently or in near term. For each request type identify which **discipline/area goal(s) from 12 guide this need**.

Indicate which Discipline/area Goal(s) guide this need	Type of Request (Personnel[1], Physical[2], Technology[3], Professional development[4], Other[5])	New or Repeat Request?	Briefly describe your request here	Amount, $	One-time or Recurring Cost, $?	Contact's name
1-6	Physical	Repeat	More space is needed for all areas in my Division – Student Health Services, ASO and Clubs, Student Activities, Student Equity,	?	One-time	Jill Zimmerman

[1]List needed human resources in priority order. For faculty and staffing request attach Faculty Position Request form.

[2]List needed technology resources in priority order.

[3] In priority order, list facilities/physical resources (remodels, renovations, or new) needed for safer and appropriate student learning and/or work environment.

[4]List needed professional development resources in priority order. This request will be reviewed by the professional development committee.

[5]List any other needed resources in priority order.