

2012-13 Berkeley City College Student Services Program Review

Student Activity

Executive Summary

On March 1, 1976, the Peralta Community College District Board approved Policy 4.45 stating, “Student activities are recognized by the District as an integral part of a community college’s total program. The Student Activities Office at Berkeley City College was established with the belief that college learning extends beyond the classroom. Student Activities provides the basis for opportunities that create an out-of-classroom environment that:

- Augments classroom instruction by fostering unique and expanded educational, civic, social and cultural experiences.
- Enhance and prepare students for future civic, social, cultural, and political responsibilities through community service, service learning, and leadership development opportunities.
- Foster personal growth and facilitate interaction between students, faculty, and administration from varied backgrounds in diverse settings through the organization of social, civic, and cultural activities.

Success Stories

- Since the elimination of the 1 FTE staff position, a portion of the responsibilities have been shared by several administrators, faculty and staff members from BCC, as well as UC Berkeley BCC Service Community. Due to the help of these volunteers, the 2012 ASBCC is well organized, dedicated, with 17 active student clubs.
- Program Review recommendations have been integrated into decision-making process at both college and district levels. Resources have been identified to partially meet needs identified from previous program reviews. For example, the size of student activity space tripled between 2009-10 and 2011-12. New furniture and computer equipments have been purchased and installed. BCC continues to try to identify resources to meet the need for personnel.

Action Plans

1. Support ASBCC to effectively serve its role:
 - a. to increase the student voice on campus through active participation on shared governance meetings,
 - b. to increase club participation, and
 - c. to assist students with obstacles they may encounter on campus.

2. Advise ASBCC and clubs to follow constitutions, by-laws, and PCCD policy and procedures.
3. Conduct student elections annually to ensure the continuation of the Associated Students, and student club activities.

Program Needs

Personnel: 1 FTE Faculty/Staff Advisor

Introduction

Student success is the primary goal of Berkeley City College (BCC), as is ‘transforming lives.’ Student Activities at BCC, including Associate Students (ASBCC), student clubs, and other student initiated activities on and off campus, have been supporting students to better their learning through engaging in activities and events outside of the traditional classroom. It is an information and resource center as well as the hub for student leadership, community service and recreational and cultural programming.

The primary objective of program review is to assure the quality of the PCCD Student Activities program, one that reflects student needs and encourages student success. It is a systematic process for the collection, analysis and interpretation of data concerning a program and its services. Recommendations for Student Activity Program will continue to be linked and incorporated into the unit’s planning process, and decisions concerning schedule proposals, services changes, budget development, and hiring practices.

Student Activities program review will be completed every three years. Program review is designed to support and complement the completion of annual plans required of each unit.

The Programs reviews for Student Activities will continue to be completed on the same cycle as the program review for all programs and support services.

Program Review Narrative

I. Background Information

The Mission of the Office of Student Activities is to provide and support quality student life services with an appreciation for diversity by empowering students to achieve their academic, career, and personal goals through the promotion of opportunities and experiences beyond the classroom that encourage learning and student success student life on campus.

History: On March 1, 1976, the Peralta Community College District Board approved Policy 4.45 stating, “Student activities are recognized by the District as an integral part of a community college’s total program. The President of each college is authorized to provide adequate facilities, to allow time for individuals and groups to participate in such activities during their

regular schedules, and to provide staff assistance for planning and supervision of these activities.”

Section 1 states, “an official organization of the student body may be established at each College subject to the approval, control, and regulations of the Board of Trustees.” Section 2 states, “All student activities conducted by the College groups shall comply with State statutes, District and College regulations. These activities shall be conducted with the approval of the College Administration.”

Stemming from the language set forth in Board Policy 4.45, the Student Activities Office at Berkeley City College was established with the belief that college learning extends beyond the classroom. Student Activities provides the basis for opportunities that create an out-of-classroom environment that:

- Augments classroom instruction by fostering unique and expanded educational, civic, social and cultural experiences.
- Enhance and prepare students for future civic, social, cultural, and political responsibilities through community service, service learning, and leadership development opportunities.
- Foster personal growth and facilitate interaction between students, faculty, and administration from varied backgrounds in diverse settings through the organization of social, civic, and cultural activities.

The Office of Student Activities was established under the direction of the Vice President of Student Services in 2005 preceding the name and campus transfer of Vista Community College to Berkeley City College in 2006. Program facilities were located on the 5th Floor in Room 511. In 2010-11, due to the demand for more space for student activities, room 51 and 57 have been designated specifically for the use of ASBCC and club activities. In addition, student initiated events have been taken place off campus, and on campus in classrooms, auditorium, atrium, and student lounge.

Description of Program and Services: Over the last three years, over 11,000 students (unduplicated headcounts) enrolled at BCC annually, while student body continues to be diversified. Student Activities, which includes the Associated Students of Berkeley City College (ASBCC) and campus clubs, is the cradle for campus life programming. It is an information and resource center as well as the hub for student leadership, community service and recreational and cultural programming.

Information regarding ASBCC and student clubs can be found at <http://www.berkeleycitycollege.edu/wp/asbcc/>.

B. Describe your current resources.

Staff Profile – N/A: The Office of Student Activities’ 1.0 FTE Program Specialist position was eliminated since July 2010.

C. Provide your program goals and show how they are measured.

Student success is the primary goal of BCC, as is ‘transforming lives.’ The Office of Student Activities has supported students to better them through learning how to engage in activities and events outside of the traditional classroom to promote student life on campus.

Nonetheless, due to budget cut, Student Activities is one of the programs that have experienced a significantly negative impact. The only one staff position was cut. Thus, SLO/SAO is not developed; assessment tool has not been determined and measured.

II. Student Demographics of Those Using Your Services (by numbers)

A. Who do you serve?

Student Profile: The Office of Student Activities serves all students on campus who express an interest in leadership, campus activities and events.

IV. Program Effectiveness

Since the elimination of the 1 FTE staff position, a portion of the responsibilities have been shared by several administrators, faculty and staff members from BCC, as well as UC Berkeley BCC Service Community. Due to the help of these volunteers, both ASBCC and student club activities continued. The 2012 ASBCC is well organized, dedicated, with 17 active student clubs. The experiences have enriched student participants’ skills as they relate to planning, developing, promoting, leading, and implementing activities and events. Students have improved their advocating skills via participation in shared governance, state-wide community college initiatives, demonstrating and creating awareness to their peers.

Student Services program review process has reached the Sustainable Continuous Quality Improvement Level at BCC. Student Activity has been part of the unit plan, program review, and administrative review. Dialogue has been on-going, and information is disseminated during meetings and on the BCC website:

http://www.berkeleycitycollege.edu/wp/student_service_programs/berkeley-city-college-program-review-summary/.

V. Service Area Outcomes

N/A

VI. ACTION PLAN:

- Support ASBCC to effectively serve its role:
 - a) to increase the student voice on campus through active participation on shared governance meetings,

- b) to increase club participation, and
 - c) to assist students with obstacles they may encounter on campus.
- Advise ASBCC and clubs to follow constitutions, by-laws, and PCCD policy and procedures.
 - Conduct student elections annually to ensure the continuation of the Associated Students, and student club activities.

Program Needs:

Personnel: 1 FTE Faculty/Staff Advisor

Added Questions to address accreditation Recommendation #5.

- a. If your department experienced a reduction in resources, describe the impact of that reduction on the overall educational quality of your unit and the College.

Student Activities Office at BCC has experienced a major reduction in resources: the only staff position was cut.

Negative impact:

Inconsistent advice and sporadic support provided to ASBCC and clubs
 Added workload to faculty, administrators, and classified staff
 Finance audit findings, including missing checks, cash receipts, and unbalanced accounts
 A lack of student participation at the college and district shared governance structure
 A lack of student representation at the state level, e.g., general student association assembly

- b. How does the department plan to sustain the quality of instruction and/or services offered through your department in the current environment of reduced resources?

The office needs to continue to rely on shared resources from other offices and divisions through collaboration and coordination, to provide partial support services to ASBCC and student clubs.

ASBCC and clubs recognized the need and have passed a resolution to request for a full-time faculty/staff advisor. Faculty, classified and administrators in Student Services also concur this need.

- c. What does the department recommend that the college do to maintain quality educational programs and services?

Please see Action Plan above