



2018-19 Program Review – Student Services

Program Overview

Please verify the mission statement for your program. If there is no mission statement listed, please add it here.

The mission of the Student Activities & Campus Life (SACL) Office 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 on campus, SACL provides a link between students' classroom experiences to activities outside of the classroom

- To provide learning experiences that stimulates and encourages educational, social, cultural, intellectual and recreational interactions.
- To encourage services, programs and events to educate, advocate, entertain and challenge our students.

List your Faculty and/or Staff

1 full-time administrator

The Program Goals below are from your most recent Program Review or APU. If none are listed, please add your most recent program goals. Then, indicate the status of this goal, and which College and District goal your program goal aligns to. If your goal has been completed, please answer the follow up question regarding how you measured the achievement of this goal.

Goal 1 (in progress): Increase leadership opportunities for student leaders.

College Goal: Strengthen BCC students' abilities to become self-directed, focused and engaged in the pursuit of transformative, life-long learning experiences that result in personal and academic success.

District Goal: Advance Student Access, Equity, and Success.

Goal 2 (in progress): Develop policies and procedures on how to use student funds appropriately.

District Goal: Develop and Manage Resources to Advance Our Mission.

Goal 3 (in progress): Steward Food In/Security Campaign at BCC.

College Goal: Strengthen BCC students' abilities to become self-directed, focused and engaged in the pursuit of transformative, life-long learning experiences that result in personal and academic success.

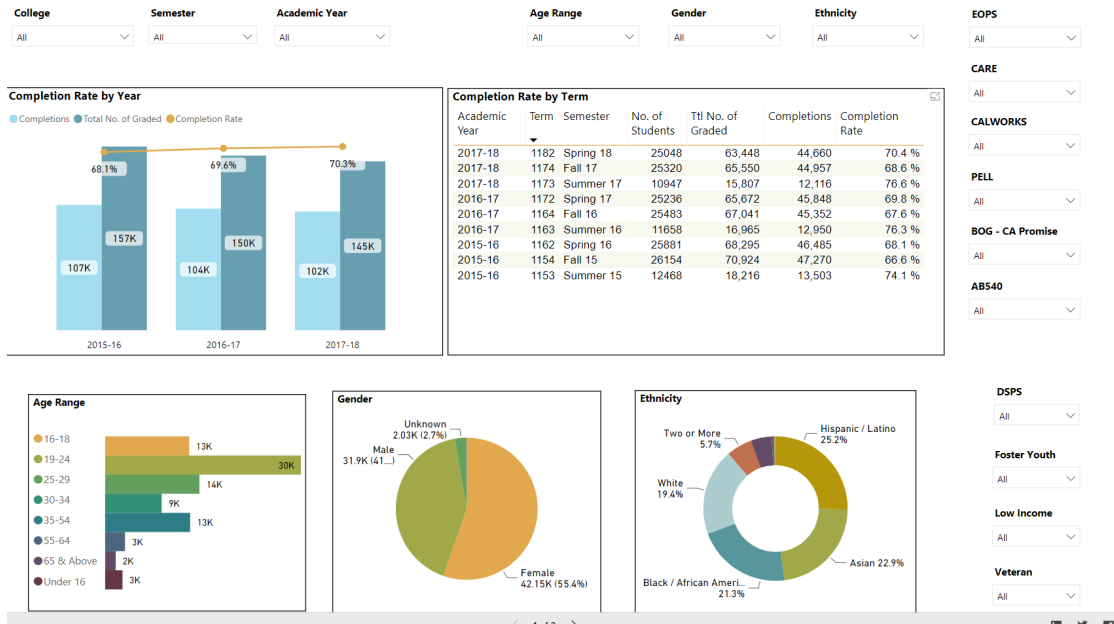
District Goal: Advance Student Access, Equity, and Success.

Goal 4 (in progress): Increase student engagement to create a culture of belonging amongst students
College Goal: Strengthen BCC students' abilities to become self-directed, focused and engaged in the pursuit of transformative, life-long learning experiences that result in personal and academic success.
District Goal: Advance Student Access, Equity, and Success.

Describe your current utilization of facilities, including labs and other space

The Student Activities and Campus Life (SACL) Office manages the reservations for and utilizes the Berkeley City College (BCC) Auditorium, Atrium, and 5th Floor Student Lounge for student activities in the college such as Black History Month, Women's History Month, Dia de los muertos, club rush, Campus Resource Fair, Transfer Days, Food Bank Mondays, and etc. The Associated Students of Berkeley City College (ASBCC) uses the student government room, Room 051. Student clubs are assigned different classrooms for their meetings and other activities.

Students Served



Special Populations Power BI dashboard

Please enter your College Mission Statement

Berkeley City College's mission is to promote student success, to provide our diverse community with educational opportunities, and to transform lives. The college achieves its mission through instruction, student support and learning resources, which enable its enrolled students to earn associate degrees and certificates, and to attain college competency, careers, transfer, and skills for lifelong success.

Please enter your Student Services Mission Statement

Please include the essential functions of your department, program or unit, any unique characteristics or trends affecting the unit, as well as a description of how the unit aligns with the college mission

Student Activities and Campus Life provides students the necessary tools and resources for their individual and student organization success as well as supports student advocacy efforts. SACL exists to create a unique student life experience exclusive to Berkeley City College.

We strive to provide a welcoming campus environment that supports student recruitment, retention and the successful achievement of academic and career goals. We oversee and assist in developing activities, events and programs designed for the social, cultural, educational and leadership development of students.

Functions of the office include but not limited to:

- Adviser for the Associated Students of Berkeley City College and Student Clubs
- Multicultural Programming (LatinX Heritage Month, Black History Month, Women’s History Month, Asian Pacific Islander Heritage Month, Undocumented Students Week of Action, LGBTQ+)
- Campus Events Calendar
- Coordinating the use of the Auditorium, Atrium, Student Lounge, and Student Government Office
- Social, cultural, intellectual and recreational programming
- Coordination of annual graduation
- Marketing
- Providing service-learning opportunities to students

In alignment with the Berkeley City College mission statement, the Office of Student Activities & Campus Life works to have all BCC students understand their power to transform their lives. We support the wider campus community to embrace the six factors for success identified by the RP Group, and encourage students to reflect on their leadership in terms of being directed, focused, nurtured, engaged, connected, and valued.

Please discuss the relationship and engagement with other support services, programs, and/or instruction or administrative units and how these relationships support the department, program or unit to meet its goals.

Student Activities and Campus Life (SACL) at Berkeley City College encompass several areas on campus: Associated Students of Berkeley City College (ASBCC), campus activity scheduling and coordination, digital signage, community partnerships, and in-reach and retention.

The SACL Office continuously build relationships with different instructional programs, support services, and administrative units in campus. The SACL collaboratively works with

- Various faculty, staff, and administrators who serve as advisers and mentors for student clubs.
- The Enrollment Management Committee, Enrollment Services Office, and Office of the Public Information for outreach and in-reach efforts.
- Shared governance committees by sending representatives from the Associated Students of Berkeley City College (ASBCC) to serve on each of the committees.
- The Faculty Senate and Classified Senate on campus-wide projects such as the current 2018-19 ASBCC Food Insecurity Project.
- The Business Office in coordinating our events and ensuring that our financial obligations are appropriately met.
- Faculty in providing service-learning opportunities for students.
- The Student Activities and Campus Life Directors from the other campuses in tackling districtwide issues and putting together events such as training programs for members of Associated Students.

Through these partnerships, the SACL Office is able to provide opportunities for the social, cultural, educational and leadership development of students.

Please describe how external factors (if applicable), such as State and Federal laws, advisory board recommendations, changing demographics, etc. have an impact on the support services your department, program or administrative unit provides.

N/A

Filter for your Service Area's Student Group in the data dashboard above. Examine the demographics of the students your Area has served over the past three years. Be sure to consider student sub-populations, particularly student status in terms of: gender, race and ethnicity, age range, veterans' status, foster youth status, disability status, low income status. Briefly explain the changes in students served by your department or unit over the past three years and any disparities in outcomes. If there are disparities, please create an 'improvement action' below to address them.

Students served data is not captured for this office, yet it can be argued that the functions touch nearly every student at the college through the events held by the SACL Office.

Does your department, program or service area provide Student Success & Support Program (SSSP) services?

No.

Please provide the following information about these specific SSSP services, as applicable, for students in your program or college over the past three years:

# of student that completed orientation	N/A
# of students that completed assessment	N/A
# of completed Student Educational Plans (SEPs)	N/A
# of Abbreviated versus Comprehensive SEPs	N/A
Total # of follow-up services	N/A

What has your service area done over the last 2-3 years to improve SSSP services?

N/A

Describe your current level of staff, including full-time and part-time faculty, classified staff, and other categories of employment.

The SACL Office has an Interim Director of Student Activities and Campus Life. There are no faculty nor classified staff in the unit. For the 2018-19 academic year, two student assistants have been employed in the office.

Students Served – Assessment

List your Service area outcomes

1. PROMOTE STUDENT LEADERSHIP: Student leaders, in collaboration with their respective organization members such as student government, clubs and/or campus departments will plan, develop and implement meaningful student activities that promote and educate the community of the organizations' mission.
2. STUDENT ENGAGEMENT: Develop activities, events, and programs designed for the social, cultural, instructional, and leadership development of students.

How does your department, program, or unit ensure that students are aware of learning or service area outcomes?

The Service Area Outcomes for the Student Activities and Campus Life (SACL) Office are posted on the SACL website.

Where are the service area and/or program level outcomes published? If on a website, please specify the URL.

<https://www.berkeleycitycollege.edu/wp/campuslife/>

Briefly describe at least three of the most significant changes/improvements your department, program or service area made in the past three years as a response to analysis and discussion of program level outcomes and/or service area assessment results. Please state the service area outcome and assessment cycle (year) for each example.

The service area outcomes of the Student Activities and Campus Life (SACL) Office have been assessed and analyzed, but due to changes/vacancies in the Director of Student Activities and Campus Life position, the action plans and results thereof have not been tracked. We have every intention of reassessing these outcomes during the Spring 2019 semester.

Briefly describe three of the most significant plans for service area improvements for the next three years as a result of what you learned during the Assessment process.

1. Ensure that there is consistent and meaningful assessment of the service area outcomes and that continuous dialogue takes place about the results of the assessment.
2. Continue working with the Student Activities and Campus Life Directors in developing training programs for members of the Associated Students in the four colleges in the District.
3. Establish an in-campus food pantry beyond the food bank Mondays.

What do members of your service area do to ensure that meaningful dialogue takes place in both developing and assessing your service area outcomes?

N/A

Briefly describe the results of any student satisfaction surveys or college surveys that included evaluation and/or input about the effectiveness of the services provided by your department, program or administrative unit. How has this information informed department, program or administrative unit planning and goal setting?

In Fall 2017, the BCC Campus Life Student Engagement survey was administered. Due to time limitations, a targeted approach was used, which meant that the survey was primarily sent to already engaged groups/mailling lists such as Student Ambassadors and Associated Students. There were 22 respondents.

Below are some highlights from the responses:

- The majority of the student engagement happening outside the classroom was happening in Student Organizations (15/27). This is particularly noteworthy because those are least monitored by the Campus Life Office (beyond funding support and structure). It might behoove the office to explore this further and perhaps re-navigate focus next year to better support organization structure and adviser relationships to better augment what is clearly the key area of engagement for the student. More structure to these groups may help better target the outcomes around problem solving critical thing etc through training and curriculum. This does highlight the very powerful research around peer-to-peer learning and taking this approach to training and more programmatic implementation might be key
- 6 participants identified as not participating outside the classroom. It is important to next capture what is preventing folks from their involvement so that the campus life office can see how to address those obstacles

- The students who are involved are heavily involved which mirrors national averages. This survey showed 5 students attending 7 or more events per month and 6 attending 3 – 7 per month
- The majority of the responses stated getting involved to build their resume and gain leadership skills – this may provide an important marketing tool in collaboration with the Career and Transfer center to work dually to ensure their involvement can be best reflected/translated in their next step after BCC
- Participants were able to identify that they are not more confident in taking leadership roles, working in large groups and as a part of a team, these are critical skills for like after school and it will be good to help them understand the importance of this and perhaps use these as tools to engage folks who are not engaging.
- Critical thinking in particular has been highlighted as a mission of the school and 6 were listed as identifying this as being achieved due to their participation
- In Q6 it is seen that students have garnered a great sense of self and reflection around their own abilities from their engagement and how to adapt, this is also linked to the college mission about creating more aware students

Below are the suggested actions from the results of the survey:

- In addition to sending it out to the entire campus and collecting data over a longer period of time, continue to use a targeted approach to specifically address groups not presented here ie Veterans, the Black Student Union, the Latino Leadership Club etc
- Doing a deeper dive into finding trends regarding participation from specific demographic could not be done with such a small number of 22 participants however once a larger number is collected it might be good to investigate what are the participation trends among certain groups to either see what factors are contributing or are inhibiting so the campus life office may address those of program around those accordingly
- Consider focusing more efforts around organization structure and support for clubs with the high levels of involvement from our students with campus clubs. ie peer led training, evaluation for club officers, adviser training etc
- Work more collaboratively with the Career and Transfer center to maximize the purpose for students joining organization and assist in ensuring their involvement is best reflected in their resume and they develop an understanding of how to articulate it in interview.
- More exploration around why people are not participating outside the classroom needs to be done so that the office can attempt to see what problem can be addressed or how those obstacles can be supported institutionally.
- Work more closely with faculty/staff to actively encourage students to participate outside of the classroom. This survey showed 7 as identified as being motivated by a staff/faculty. The power and respect these positions hold can often be largely impactful around the choices a student makes outside the classroom.
- A good next step is to look into comparing some of this data with that being collected inside the classroom to see where they overlap and how one may be augmented the other of building on where another may not at this time.

How do you know that your program is effective? What are the indicators that measure your effectiveness? What are the expected results of these indicators?

Consistent positive feedback and increase in student, faculty, and staff engagement on the events held by the Student Activities and Campus Life (SACL) Office assures us that our office is effective.

Engagement

Discuss how faculty and staff have engaged in institutional efforts such as committees, presentations, and departmental activities. Please list the committees that full-time faculty participate in.

The Director of Student Activities and Campus Life serves as the adviser for the Associated Students of Berkeley City College (ASBCC) and the Peralta Student Council, and as a member of the Roundtable Committee. Student leaders in the ASBCC serve on campus shared governance committees.

Discuss how faculty and staff have engaged in community activities, partnerships and/or collaborations.

N/A

Discuss how adjunct faculty members are included in departmental training, discussions, and decision-making.

N/A

Prioritized Resource Requests Summary

In the boxes below, please add resource requests for your program. If there are no resource requested, leave the boxes blank.

Resource Category	Description/Justification	Estimated Annual Salary Costs	Estimated Annual Benefits Costs	Total Estimated Cost

Personnel: Classified Staff	Full-time Staff Assistant for the Student Activities and Campus Life Office is needed to 1) track, review, maintain, and analyze student data to ensure continuous program improvement, 2) assist in planning, marketing for, and coordinating the logistics of events, 3) manage the financial transactions of the office such as requisitions, budget transfers, and epafs, and 4) perform a wide range of clerical and technical duties related to the operations of the Student Activities and Campus Life Office.	\$43,488	\$22,799	\$66,287
Personnel: Student Worker	2 Student Assistants for the entire year, including summer, winter, and spring breaks are needed to maintain the basic functions of the office.	\$31,200		\$31,200
Personnel: Part Time Faculty				
Personnel: Full Time Faculty				

Resource Category	Description/Justification	Total Estimated Cost
Professional Development: Department wide PD needed		

Professional Development: Personal/Individual PD needed	Attendance to trainings that cover Title IX, student leadership, service-learning, and managing special student populations such as undocumented, FYE, veteran's etc.	\$5000
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Prioritized Resource Requests Summary - continued

Resource Category	Description/Justification	Total Estimated Cost
Supplies: Software		
Supplies: Books, Magazines, and/or Periodicals		
Supplies: Instructional Supplies		
Supplies: Non-Instructional Supplies	Marketing materials to promote student engagement	\$10,000
Supplies: Library Collections		

Resource Category	Description/Justification	Total Estimated Cost
Technology & Equipment: New		

Technology & Equipment: Replacement		
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Prioritized Resource Requests Summary – continued

Resource Category	Description/Justification	Total Estimated Cost
Facilities: Classrooms		
Facilities: Offices		
Facilities: Labs		
Facilities: Other		

Resource Category	Description/Justification	Total Estimated Cost
Library: Library materials		
Library: Library collections		

Resource Category	Description/Justification	Total Estimated Cost
OTHER		