

DEPARTMENT/PROGRAM: Student Affairs

PREPARED BY: Sergio A. López, Saria Cardoza, Emily Bill
Name Signature

AREA DEAN/DIRECTOR: Sergio A. Lopez
Name Signature

AREA VICE PRESIDENT: Todd Finnell
Name Signature

IMPERIAL VALLEY COLLEGE MISSION STATEMENT

The mission of Imperial Valley College is to foster excellence in education that challenges students of every background to develop their intellect, character, and abilities; to assist students in achieving their educational and career goals; and to be responsive to the greater community.

<u>Goal One (Institutional Mission and Effectiveness)</u>: The College will maintain programs and services that focus on the mission of the college supported by data-driven assessments to measure student learning and student success.

	Objectives for EMP Goal 1
1.1	Develop systems and procedures that establish the mission of the college as the central mechanism for
	planning and decision making.
1.2	Develop an institutional score card to assess student learning that drives integrated planning and resource allocation.
1.3	Develop systems and procedures to ensure that the college maintains a collegial and self-reflective dialogue that improves effectiveness.
1.4	Develop systems that are inclusive, cyclical, and understood by all stakeholders.

<u>Goal Two (Student Learning Programs and Services)</u>: The College will maintain instructional programs and services which support student success and the attainment of student educational goals.

Obj.	Objectives for EMP Goal 2
2.1	Ensure that all instructional programs, regardless of location or means of delivery, address and meet the current and future needs of students.
2.2	Review program learning outcomes annually (or biennially) to assure currency, improve teaching and learning strategies, and raise student success rates.
2.3	Ensure that all Student Services programs, regardless of location or means of delivery, address and meet the current and future needs of students.
2.4	Ensure that all Student Services programs engage in a process of sustainable continuous quality improvement by annual review of Service Area Outcomes, annual Program Review, and Comprehensive Program Review every three years.
2.5	Ensure that the Library meets as closely as possible the "Standards of Practice for California Community College Library Faculty and Programs" of the Academic Senate for California Community Colleges.
2.6	Ensure that instructional labs continue to collaborate in sharing financial and human resources, thus maintaining continuous quality improvement.

<u>Goal Three (Resources)</u>: The College will develop and manage human, technological, physical, and financial resources to effectively support the college mission and the campus learning environment.

	Objectives for EMP Goal 3
3.1	Develop and implement a resource allocation plan that leads to fiscal stability.
3.2	Implement a robust technological infrastructure and the enterprise software to support the college process.
3.5	Build new facilities and modernize existing ones as prioritized in the facility master plan
3.4	Design and commit to a long-term professional development plan.
3.5	Raise the health awareness of faculty, staff, and students.

<u>Goal Four (Leadership and Governance)</u>: The Board of Trustees and the Superintendent/President will establish policies that assure the quality, integrity, and effectiveness of student learning programs and services, and the financial stability of the institution.

Obj.	Objectives for EMP Goal 4
4.1	Review all Board policies annually to ensure that they are consistent with the College mission statement, that they address the quality, integrity, and effectiveness of student learning programs and services, and that they guard the financial stability of the institution.
4.2	Maintain a clearly defined Code of Ethics that includes appropriate responses to unprofessional behavior.
4.3	Ensure that the Board of Trustees is informed and involved in the accreditation process.
4.4	Ensure that processes for the evaluation of the Board of Trustees and the Superintendent/President are clearly defined, implemented, and publicized.
4.5	Establish a governance structure, processes, and practices that guarantee that the governing board, administration, faculty, staff, and students will be involved in the decision making process.



I. PROGRAM/DEPARTMENT DISCRIPTION (include Vision; Mission; Services-Functions; Funding Sources Statement)

Student Affairs shall afford a co-curricular learning environment that fosters intellectual, ethical, and personal development while promoting a sense of individual and civic responsibility by offering opportunities to participate in activities such as student government, clubs, shared governance, and cultural events. Student Affairs prepares our students to deal with a diverse society by encouraging them to understand, be sensitive to, and become educated on issues dealing with race, religion, sexual preference, and disabilities.

The Student Affairs staff and student employees are trained in the areas of facility reservations, data entry, collection and accounting in order to provide prompt and courteous service to the public. The main operations of Student Affairs are funded by the District. The ASG's activities are funded by vending and food services revenue and the Student Representative Fee.

II. **SERVICE AREA OUTCOMES** (use the attached form to identify outcomes, methods, assessment process, results, decisions & recommendations)

There are a multitude of areas under the department of Student Affairs that can be assessed during any given term. The following outcomes were two key areas that the department focused on assessing over the last year and will continue to assess as needed during future terms.

1. Outcome #1: Efficiently monitor students' behavior on campus that potentially place faculty/staff/students at risk for harm.

First Phase Completion Date: Spring 2012 Second Phase Completion Date: Spring 2013

Outcome Assessment:

First Phase: In Fall 2012, the department established a Student of Concern team to coordinate responses to the student whose behavior raises concern for the health and safety of themselves or other members of the campus community. Included in the team are key campus faculty/staff to provide inter-departmental responses to student behavioral concerns.

Second Phase: By Spring 2012 the SOC team instituted weekly team meetings to coordinate timely response to student of concern issues. In Fall 2013, the team began investigating possible data tracking systems to effectively monitor and share data between team members regarding concerning student behavior. The team plans to implement a formal data tracking system by the end of Spring 2013.

III. DATA (use data pertinent to your program/department; include qualitative and quantitative data; survey-evaluation results; and other relevant data to assess program/department effectiveness)

The SOC team endeavors to respond to SOC team contacts from faculty/staff within 48 business hours. Because the team is still informally gathering data about students of concern, we have not developed a data tracking mechanism, aside from saving copies of Student of Concern team form submissions through the web. The team did respond to 100% of the few electronic SOC form submissions within 48 business hours.

In the Fall of 2012, ASG senators were selected for attendance at shared governance meetings. Senator attendance has been tracked and confirmed, as noted on the attached spreadsheet. Attendance was noted as reaching 69 % of planned attendance during the 2011-2012 (See attachment A). In the 2012-2013 year, the senators attended 74% of meetings (Attachment B). The percentage rate of attendance for the Fall 2013 jumped to 93% (Attachment C).

The ASG senators also attended 5 conferences during the 2011-2012 school year, with 19 students representing IVC at these events (Attachment A). During the 2012-2013 school year, the senators attended 4 conferences, with 20 students attending (Attachment B). The current senators have several more conferences to attend before the end of the year.

The ASG also help 5 cultural events on campus during the 2011-2012 school year and 10 events for the 2012-13 school year. For the 2013-2014 school year, the ASG has held 6 cultural events on campus, with more scheduled for the rest of the year.

IV. ANALYSIS (evaluate the strengths, challenges, opportunities and needs of your program/department; provide thorough interpretation of data; use the attached form to list previous objectives/goals and associated Institutional Goals; state if met, partially met, or not met for each one; give detail on any improvements/effectiveness and detail on status on those not fully met.)

The SOC team has developed into a strong advisory group that has addressed many concerning student behaviors on campus. The team members work well together and have regularly met once a week to discuss students of concern. The team faces several challenges, which we plan to address over the coming terms. First and foremost, the team must begin to formally track/document student of concern incidents/behaviors on campus that could potentially pose a risk to the student or campus community. Unfortunately, data tracking systems and risk-assessment instruments can be costly. Additionally, educating the campus community about the existence and function of the team has been challenging, as it takes time and planning to disseminate the information.

This term, the ASG senators have been very motivated to attend governance meetings and report their findings during ASG meetings. When an ASG member cannot attend a meeting, his/her fellow senators are quick to serve as alternate attendees.

In future terms, the senators will ideally attend over 75% of planned meetings.

More senators have attended leadership conference this school year as compared to last year. This representation of IVC at off-campus events is important for ASG leadership development and for students to stay apprised of relevant political issues that affect the student body.

V. FINDINGS & FUTURE DIRECTION (summarize findings and indicate how the findings have shaped decision making; address areas of concern; provide recommendations for future goals of your program/department; use the attached form to identify goals for the next year; align future program goals to one or more institutional goals, and address applicable needs by listing budget enhancement requests associated with program goals, and select applicable resource plan, i.e. facilities, staffing, technology, professional development, marketing.)

The Student of Concern team is committed to formalizing and strengthening its tracking processes and advisory roles on campus. Recently, the Chancellor's office has offers no-cost technical assistance and training to programs on community college campuses that support student mental health. Consultation and staff training regarding Students of Concern is included in this support. The SOC team will continue to research information tracking systems and assess the cost and implementations of such systems. The team will also simultaneously collaborate with our assigned technical assistants and experts from the Chancellors office to compare and mirror our activities as a team with other colleges in the State.

The Student Affairs department will also continue to support the ASG's involvement in shared governance on campus, through the regular attendance of senators at identified meetings. Additionally, the ASG and Student Affairs office strive to increase student involvement in matters that affect student success and participation in activities that strengthen the comradery of our student body. This will be achieved by improve access to Student Affairs related forms and voting opportunities, via electronics means.

VI. PROCESS IMPROVEMENT OPPORTUNITIES (Use the attached "Process Improvement Opportunities" form to identify three processes for improvement in terms of: 1) Work efficiency, 2) Cost reductions, and 3) Contributions to student enrollment and/or success. Identify one or more institutional goals supported by each process. Assess progress in attainment of process improvements identified in previous Program Review.)

Click here to enter text.

SERVICE AREA PROGRAM REVIEW PROCESS IMPROVEMENT OPPORTUNITIES

PURPOSE: For all IVC programs to engage in continuous process improvements, efficiency evaluation, and implementation of steps to facilitate increased student enrollments and student success.

GOALS: Each process within the departments will be reviewed in terms of: 1) Work efficiency, 2) Potential cost reductions, and 3) Potential contributions for increasing enrollment and/or student success.

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	Opportunities for:
	PROCESS #1: Digitize all Student Affairs forms and make them available on Student
	Affairs website. (SP 13)
	Work efficiencies: Allows forms to be downloaded from any computer. Less time staff
	spends on printing and locating forms for student, employees, and public.
	Cost reductions: Increases staff availability to address other Student Affairs duties.
	Reduces printing costs.
	Contributions to student enrollment &/or success: Staff can spend more time
	addressing other student needs
	Supports Institutional Goal and Objectives: 2.3
	PROCESS #2: Formalize Student of Concern Team's record keeping and tracking
	processes (FA 14)
	Work efficiencies: Formalizing the record keeping and tracking will lessen the amount o
	time needed for the team to meet in person to discuss students. Implementing a
	streamlined tracking process will decrease time spent researching data about students of
	concern.
	Cost reductions: Reduction in staff time spent exchanging data in person. Reduction in
	paperwork.
	Contributions to student enrollment &/or success: The Imperial Valley College Stude
	of Concern Team (SOC) is to promote a safe and healthy learning environment at IVC by
	coordinating response to students whose behavior raises concern for the serious health a
	safety to themselves or other members of the campus community.
	Supports Institutional Goal and Objectives: 3.2, 3.5
	PROCESS #3: Convert to electronic voting for ASG presidential, senatorial, and
	homecoming positions.
	Work efficiencies: Reduces staffing spent on monitoring and tallying votes
	Cost reductions: Click here to enter text.
	Contributions to student enrollment &/or success: increases student body access to
	and participation in the electoral process
	Supports Institutional Goal and Objectives: 2.3

PROGRAM GOALS

A. PAST – EVALUATION OF PREVIOUS CYCLE OBJECTIVES/PROGRAM GOALS (SET IN PREVIOUS YEAR)

List your previous objectives/goals and associated Institutional Goals. All program goals must address at least one of the institutional goals.

- Administration of Govern	PAST PROGRAM GOALS (Describe past program goals.)	INSTITUTIONAL GOAL(S) (Check all that apply.)	
	The state of the s	- Power and the second	
[]	PAST PROGRAM GOAL #1	INSTITUTIONAL GOAL(S)	
	Identify Program Goal from Last Program Review: Digitize all Student Affairs forms and make them available on Student Affairs website. (SP 13)		
	Met Partially Met Not Met	. 4	
	Provide detail on any improvements/effectiveness and detail status on those not fully met: This objective has been implemented and has provided a convienience for the end user, but has also allowed		

staff to easily and accurately decifer what is being requested (attachment D).

INSTITUTIONAL GOAL(S)	∏	4	
PAST PROGRAM GOAL #2	Identify Program Goal from Last Program Review: Formalize Student of Concern Team's record keeping and tracking processes.	☐ Met ☐ Partially Met ☐ Not Met	Provide detail on any improvements/effectiveness and detail status on those not fully met: This goal was not met for 2 reasons. One, the purchase of Advocate (a behavioral management system) did not occur until Fall of 2013. Additionally, the team is still undergoing the training required to customize and implement the system. The system will likely go "live" sometime during the Summer of 2014.
~			

ന	PAST PROGRAM GOAL #3	INSTITUTIONAL GOAL(S)
	Identify Program Goal from Last Program Review: Convert to electronic voting for ASG presidential, senatorial, and homecoming positions.	
		. 4
	Provide detail on any improvements/effectiveness and detail status on those not fully met: The implementation of the online voting for the ASG elections has produced significant increases in the voting by the student body (attachment E). The online voting program has produced a significantant reduction in time spent by staff manning polls and tabulating results. This has allowed staff to to utilize this time to plan and coordinate alternative activities for students!	

Comments:

NEXT ACADEMIC YEAR TO ADDRESS PROGRAM IMPROVEMENT, GROWTH, OR UNMET NEEDS/GOALS. ALL FUTURE - LIST OF "SMART" (Specific Measurable Attainable Relevant Time-Limited) PROGRAM OBJECTIVES FOR PROGRAM GOALS MUST ADDRESS AT LEAST ONE OF THE INSTITUTIONAL GOALS.

INSTITUTIONAL	(S) (S)	(Check all that apply.)	The state of the s
-	FOI OKE PROGRAM GOALS	(Describe future program goals. List in order of budget priority.)	- Linguistry Linguistry Comments

	- Committee of the Comm				INICTITIONAL
(FUTURE P	UTURE PROGRAM GOAL #1		INSTITUTIONAL Cost (c)
		Buc	Budget Priority #1		GOAL(S)
Identi	ify Goal: Form	alize Student of Concern Team's 1	Identify Goal: Formalize Student of Concern Team's record keeping and tracking processes	ses	7 7
Objec	tive: Customiz	e and implement, Advocate, the beh	Objective: Customize and implement, Advocate, the behavioral incident management system.	•	⊠ ∏ ω 4
Task(s	s): Complete A	Task(s): Complete Advocate training. Finalize customization of system. Implement system.	ion of system. Implement system.		
Timel	Timeline: Summer 2014.	.014,			
EVDI	EVDENICE TVDE	ELINDING TVDE	RESOURCE PLAN	LAN	BUDGET
EAF	בואסר ווער		(Check all that apply.)	ply.)	REQUEST
	One-Time	X Categorical	Facilities		
⊠ Re	Recurring X	Specify: Parking, Student	☐ Marketing	Learning Outcome/	
		Health Fee	Planning & Budget	Service Area Outcome)	\$7,500
			Professional Development	Student Services	
		Seneral Fund	Staffing		

		FUTURE P	FUTURE PROGRAM GOAL #2		INSTITUTIONAL
7		Buc	Budget Priority #2	, contraction	GOAL(S)
Identify Goal:		Andrew Address			2 1
Objective:					m 4
Task(s):					
Timeline:					
EXPENSE TYPE	YPE	FUNDING TYPE	RESOURCE PLAN (Check all that apply.)	LAN pply.)	BUDGET REQUEST
One-Time	w &	Categorical Specify:	Facilities Marketing Planning & Budget	SLO/SAO (Student Learning Outcome/ Service Area Outcome)	- Υ-
		General Fund	Professional Development Staffing	Student Services Technology	

CY		FUTURE P	UTURE PROGRAM GOAL #3		INSTITUTIONAL
)		Buc	Budget Priority #3		GOAL(S)
Ident	Identify Goal:	A statement			2 1
Objective:	ctive:				М 4
Task(s):	s):				
Timeline:	line:				
EXP	EXPENSE TYPE	FUNDING TYPE	RESOURCE PLAN (Check all that apply.)	LAN poly.)	BUDGET REQUEST
Ċ	Ope-Time	Categorical	Facilities	SLO/SAO (Student	· · · · · · · · · · · · · · · · · · ·
	Recurring	Specify:	Marketing	Learning Outcome/	
		General Fund	Planning & Budget	Service Area Outcome)	\$
			Professional Development	Student Services	
			Staffing	Technology	

TOTAL BUDGET REQUEST	Mindigatero	<u></u>	The second secon
Total Park	Landing Control Contro	TOTAI	ALL AND ADDRESS OF THE PROPERTY STREET, STREET

1. How will your enhanced budget request improve student success?

Comments:

INSTITUTIONAL STUDENT LEARNING OUTCOMES (ISLOS)

	The state of the s
1810 1	COMMUNICATION SKILLS
ISLO 2	CRITICAL THINKING SKILLS
18103	PERSONAL RESPONSIBILITY
ISLO 4	INFORMATION LITERACY
ISTO 5	GLOBAL AWARENESS

SERVICE AREA LEARNING OUTCOMES (SAOs)

	SERVICE AREA OUTCOMES	ISLO(S)	
	(Describe learning outcomes.)	appropriate ISLO(s).]	
a trattery.			١.
SAO	SERVICE AREA OUTCOME #1	(S)OTSI	
(2	Identify Outcome: Increase IVC student body's participation in ASG elections by using electronic voting	SLO 1	
	system.	X	
	Measurable Outcome Summary: Implement electronic voting process. Compare 2013-2014 election	SLO 4	
	participation with 2012-2013 participation.	9 18 10 2	
	Met Partially Met Not Met		
	Provide detail on any improvements/effectiveness and detail status on those not fully met: The		
	Department is pleased with the increase in the online voting process. There was a 418% increase in the		
	sweetheart elections held in January of 2014 (132 to 685).		_

SAO	SERVICE AREA OUTCOME #2	(S)OTSI
7	Identify Outcome: : Decrease the amount of time Student Affairs staff spends on managing discipline issues by implementing the Advocate behavioral management system.	
	Measurable Outcome Summary: Compare amount of time spent managing disciplinary issues in previous years to the 2013-2014 school year	
	☐ Met ☐ Partially Met ☐ Not Met	
	Provide detail on any improvements/effectiveness and detail status on those not fully met: The Advocate program was purchased in the Fall 2013 and the team is still undergoing the training required to customize and implement the system. The system will likely go "live" sometime during the Summer of 2014.	
and desirate the second		, a continuous survey
SAO	SERVICE AREA OUTCOME #3	(S)OTSI
~	Identify Outcome:	
)	Measurable Outcome Summary:	
	☐ Met ☐ Partially Met ☐ Not Met	ISTO 5

Provide detail on any improvements/effectiveness and detail status on those not fully met:	Tabalan para and the same and t

Attachment A

Associated Student Government

2011-2012 # Attended # of by %_ **Meetings Students** COMMITTEES 15 **Academic Senate** 11 73% **Board of Trustees** 12 9 75% College Council 12 12 100% Curriculum 16 50% 8 Budget & Fiscal Planning 15 6 40% **Student Affairs Committee** 7 7 100% **Total meetings** 77 53 69%

Conferences Attended	#of Students Attended
CCCSAA Student Leadership - October 2011	12
HACU - October 29-31, 2011	2
Fall General Assembly - November 4 - 6, 2011	2
CCLC Legislative Conference - January 28-30, 2012	1
Spring General Assembly - April 26-29, 2012	2

Total Conferences Attended # of Students Attended

Attachment B

Associated Student Government					
	2012-2013				
COMMITTEES # of Meetings by Students %					
Academic Senate	13	8	61%		
Board of Trustees	12	11	92%		
College Council	14	10	71%		
Curriculum	14	8	57%		
Planning & Budget	11	9	82%		
Student Affairs Committee	6	6	100%		
		建物理制造物			
Total meetings	70	52	74%		

#of Students Attended
13
3
2
2

Total Conferences Attended # of Students Attended

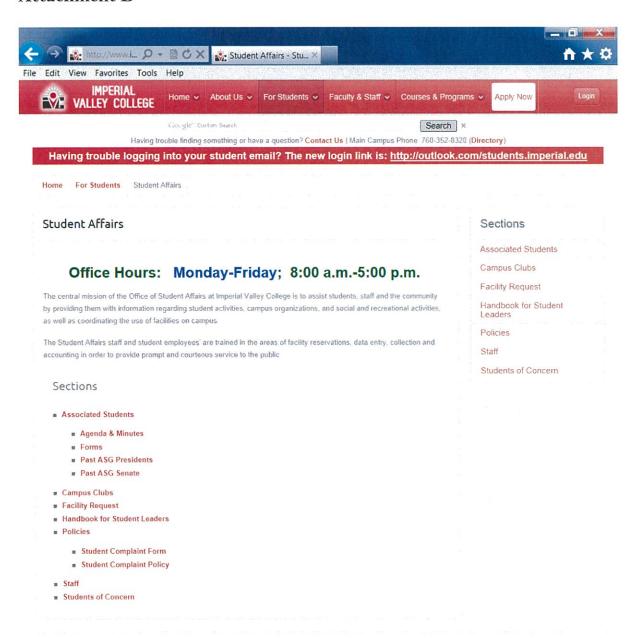
Attachment C

Associated Student Government					
	Fall-2013				
# of # Attended COMMITTEES Meetings by Students %					
Academic Senate	8	6	75%		
Board of Trustees	7	6	86%		
College Council	6	6	100%		
Curriculum	7	7	100%		
Budget & Fiscal Planning	6	6	100%		
Student Affairs Committee	4	4	100%		
Total meetings	38	35	92%		

Conferences Attended	#of Students Attended
CCCSAA Student Leadership - October 2012	13
HACU - October 26-28, 2013	2
Fall General Assembly - November 1 - 3, 2013	2
Spring General Assembly -	Scheduled

Total Conferences Attended 3 # of Students Attended 17

Attachment D



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For Employment Opportunities, please visit www.imperial.edu/jobs | Website Problems?

AlertU Emergency Alerts Signup | Student Complaint Policy | Campus Smoking Policy | Student of Concern Form | IVC Facebook Page

Attachment E

Associated Student Government

Elections

	2012-2013	2013-2014
Junior Senate Elections	*Elections were not held in Fall 2012 due to lack of candidates.	Online Voting 713
Sweetheart Elections	132	Online Voting 685
Presidential Elections	299	Elections are scheduled to be held: April 7 & 8, 2014
Senior Senate Elections	289	Elections are scheduled to be held: April 7 & 8, 2014
Mr. & Ms. Freshman/Sophomore Elections	283	Elections are scheduled to be held: April 7 & 8, 2014