

SCP/SJA Objective Key Results Update

FALL 2025

5. Provide a summary of the progress you have made on the goals (i.e., OKRs for Student Services) identified in your last program review (as included in the comprehensive program review or annual program review update).

Goal Title	Goal Description	Responsible parties	Collaboration with...	What evidence have you used to monitor progress Activities (metrics, feedback surveys, progress reports, data analysis, documentation review, focus groups, observations, benchmarks)	How have you assessed your goal? Progress on Key Results & Activities	What changes have been made based on the assessment? Follow-up Action Plan (If Applicable)
<p><u>Objective #1:</u> Ensure the campus community is familiar with the mission, purpose and goals of the SCP</p>	<p>1. Promote the mission statement by doing the following:</p> <ul style="list-style-type: none"> • Develop new, colorful brochures • Include brochures in orientations • Ensure program mission is on program webpages • Include mission in presentations and department reports and documents. • Provide regular presentations to campus community including working with Professional development Office to host workshops 	<p>Associate Dean and Case Manager</p>	<p>Communication dept, Deans, and Division leadership</p>	<ul style="list-style-type: none"> • We will update our mission statement on our webpages and dept documents • Create brochures that are eye-catching and easy to understand. 	<p>Ask for regular feedback on our operations to enhance our program</p>	<p>SCP/SJA team will develop new brochures and include mission statement that is concise and clear</p>

	and develop a traveling presentation to the various departments					
<u>Objective #2:</u> Renew and revise Student Affairs AP/BPs.	<ol style="list-style-type: none"> Submit for approval revision of AP 5500, 5520 and 5530: <ul style="list-style-type: none"> Assemble AP/BP policy work group Discuss proposed revisions to policies Revise policy documents 	Dean of Student Development and Associate Dean of Student Affairs	FH Dean of Student Affairs and Activities And Vice Chancellor for Strategy, Institutional Effectiveness and Engagement	<ul style="list-style-type: none"> We have had several meetings this past year to work on these revisions. With the onboarding of the new VC, the work has accelerated and the goal is to have these documents revised by next summer. 	Near completion of revisions of all three documents	Implemented changes that require additional board policy updates (e.g. AB 1575: Katie Meyer's Law)
<u>Objective #3:</u> Ensure that SCP policies and procedures are clearly outlined, established and followed.	<ol style="list-style-type: none"> Work on developing and solidifying our program structure and framework. <ul style="list-style-type: none"> Develop a document that includes the operational and functional aspects of implementing AP policies. 	Associate Dean	Dean of Student Development and Case Manager	<ul style="list-style-type: none"> The team will hold a retreat in Winter 2026 to develop this document 	N/A	N/A

	<p>2. Develop a training plan for SCP that includes operational documents to reinforce program standards</p> <ul style="list-style-type: none"> • Determine areas where training is needed. • Develop training materials for the appropriate constituencies. • Ensure SCP staff have access to ongoing training on the use of Maxient and any new feature or updates to the system. 	Associate Dean	Case Manager	<ul style="list-style-type: none"> • The team will hold a retreat in Winter 2026 to develop a plan for this objective. 	N/A	N/A
<p><u>Objective #4:</u> Enhance SLOs for SCP/SJA</p>	<p>1. Create updated Student Learning Outcomes.</p> <ul style="list-style-type: none"> • Write updated SLO statements. 	Associate Dean	Dean of Student Development and Case Manager	<ul style="list-style-type: none"> • Feedback surveys from students and learning attainment on the sanctioned quizzes 	<p>One SLO was developed and was assessed via student surveys. We will continue to monitor student progress and seek new materials for student learning as needed.</p>	<p>We are looking for more impactful learning sanctions based on student feedback and current trends</p>

	<p>2. Develop strategies for student learning development and success:</p> <ul style="list-style-type: none"> • Develop activities to facilitate student learning and development • Continue to develop our Canvas page and add more quizzes, learning modules, etc. • Surveys will be sent to students who went through the conduct hearing process to evaluate and assess program impact and receive feedback on judicial procedures and process. 	Associate Dean	Dean of Student Development and Case Manager	<ul style="list-style-type: none"> • In Progress: Developing activities to facilitate student learning and development and the enhancement of our Canvas page. • We hope to implement a student feedback survey on our judicial process beginning next Spring 	N/A	N/A
Objective #5: Develop SCP Assessment Plan	<p>1. Review and identify goals, outcomes, and objectives for assessment process:</p> <ul style="list-style-type: none"> • Develop SCP assessment goals • Determine Assessment methods 	Associate Dean	Dean of Student Development and Case Manager	<ul style="list-style-type: none"> • We will finalize updated goals, assessment methods and metrics by the end of Spring 2026 	N/A	N/A

	<ul style="list-style-type: none"> Establish metrics to measure progress on goals 					
	<p>2. Identify assessment methods and metrics for assessment plan:</p> <ul style="list-style-type: none"> Establish assessment priorities Establish processes for gathering, interpreting and evaluating data 	Associate Dean	Dean of Student Development and Case Manager	<ul style="list-style-type: none"> We will finalize updated assessment priorities, processes for data gathering and evaluation by the end of Spring 2026. 	N/A	N/A
<p><u>Objective #6:</u> The SCP needs to develop an overall assessment plan for program evaluation and improvement.</p>	<p>1. Utilize assessment data for program improvement:</p> <ul style="list-style-type: none"> Process data Interpret and review findings Determine areas of strength and weaknesses 	Associate Dean	Dean of Student Development and Case Manager	<ul style="list-style-type: none"> Will complete this phase after developing assessment plan 	N/A	N/A.
	<p>2. Report results and implement improvement:</p> <ul style="list-style-type: none"> Create reporting mechanism -Create program improvement plan -Determine strategies to 	Associate Dean	Dean of Student Development and Case Manager	<ul style="list-style-type: none"> Will complete this phase after developing assessment plan 	N/A	N/A.

	strengthen areas of development and maintain areas of strength					
Objective #7: Promote equity in all phases and operational areas of SCP	1. Ensure that SJA/SCP reflects and promotes diversity, equity and inclusion in hiring, training, and the implementation of all program services and activities	Associate Dean	Dean of Student Development and Case Manager	<ul style="list-style-type: none"> Ongoing training on various aspects of equity, diversity and inclusion to remain current in this area. Ensure all hiring processes promote equity, diversity, and inclusion in the selection of new employees We ensure our hearing board members and Student Conduct Advisors are from diverse backgrounds and equity and inclusion are imbedded in the hiring and training of all parties participating. We will continue to participate in professional development opportunities to learn more in these areas. 	Representation of our hearing board members, HEART Team, and Student Conduct Advisors are from diverse backgrounds which includes gender and ethnic diversity. In addition, we look to diversity our teams by including members from different offices and departments with specific skills and knowledge.	N/A
Objective #8: Expand SCP program Team	1. Develop organization chart and plan for additional staffing. 2. Assess needs and develop Job descriptions and position justifications.	Associate Dean	Dean of Student Development and Case Manager	<ul style="list-style-type: none"> New Associate Dean position filled in summer 2024. 	Successful hire of AD	N/A

<p><u>Objective #9:</u> Obtain institutional funding for to increase ongoing departmental budget.</p>	<p>1. Develop an itemized budget plan to identify and detail program funding needs:</p> <ul style="list-style-type: none"> • Determine program components that require additional or new funding. • Forecast salaries, benefits and discretionary costs. • Write up budget justifications with appropriate data and detailed information 	Associate Dean	Dean of Student Development	<ul style="list-style-type: none"> • Project will begin with the arrival of new Dean • Budget development is contingent on overall budget of the college 	N/A	N/A
	<p>2. Receive budget allocations for program services and activities:</p> <ul style="list-style-type: none"> • Submit the budget plan and request to the Program Allocation Committee (PAC) and DASG • Develop spending plan 	Associate Dean	Dean of Student Development and DASG	<ul style="list-style-type: none"> • Project will begin with the arrival of new Dean 	N/A	N/A

<p><u>Objective #10:</u> Obtain appropriate and adequate SCP office space to support program operations.</p>	<ol style="list-style-type: none"> 1. Create the floorplan for the Office of Student Development in the new Student Services building 2. Provide input and feedback on department plans 3. Inform architects of the program needs 	<p>Dean of Student Development, Associate Dean of Student Affairs, and Case Manager</p>	<p>Facilities</p>	<p>Project has not started yet. This goal is contingent on Measure G funding availability for a new Student Services building</p>	<p>N/A</p>	<p>N/A</p>
--	--	---	-------------------	---	------------	------------