

De Anza College

Student Services Planning and Budgeting Team (SSPBT)

2013-14 Comprehensive Program Review

PART 1 -	Program Information	
1a) Program Name:	College Life	Enter the name of the program being reviewed.
1b) Name(s) of the author(s) of this report:	John Cognetta, La Donna Yumori-Kaku, Dennis Shannakian	Enter the name or names of those who authored this CPR.
1c) How many students are served by this program annually and is this number trending up, even, or down?	The entire student body. We interact with over 90 sessions of orientation classes, we conduct 3 club days of over 70 clubs with added participation from non-club student members, we conduct a Spring Carnival, we conduct 2 or more dances each year, we conduct several events throughout the year in the Patio, and Main Quad, we conduct several diversity programs, we provide ID cards, transportation cards, staff cards, special student nursing and health related cards, Flea Market supervision, Legal aid, we also provide services for all of the Divisions.	Please discuss the number of students who are served in the program and explain whether the number of students is increasing, even, or decreasing. Are there any anticipated trends in the number of students served?
1d) Who are the typical students served by this program?	The entire student body. The programs we provide impact virtually all students. We provide interaction with new students through Orientation, student athletes, students and faculty in specific diversity programs, students in club programs (over 70 different clubs) which include Academic, Community Service, Diversity, Political, Religious, Special Interest, Sports, and Support, students with transportation needs, essentially we serve all students across a broad spectrum.	Please discuss the typical students who are served in the program. Does the program specifically address the college's goals to increase access and success of 'targeted' student populations (Latina/o, African Ancestry, Pacific Islander, Filipino)?
PART 2 -	MISSION and Accreditation Standard II.B.1	
2a) What is the program Mission Statement?	Provide a vibrant college life program for the students, faculty and staff of De Anza College.	Cut/paste or type in the program's most current Mission Statement.
2b) In what ways and to what extent does the program assure the quality of its services to students?	Feedback from students and staff. Also, pre and post surveys to assess SSLOs.	Please address part 1 of Accreditation Standard II.B.1 -The institution assures the quality of student support services
2c) In what ways and to what extent does the	Though our Student Leadership, (DASB) and Club programs (over 70 student clubs) that include a diversity of students that	Please address part 2 of Accreditation Standard II.B.1 -The institution ... demonstrates that these services, regardless of

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<p>program demonstrate that its services support student learning and enhances the achievement of the College Mission?</p>	<p>challenges them to develop their intellect, character and abilities; to realize their goals; and to be socially responsible leaders in their communities, the nation and the world.</p>	<p>location or means of delivery, support student learning and enhance achievement of the mission of the institution.</p> <p>The college Mission Statement can be found at: http://deanza.edu/about/mission.html</p>
<p>PART 3 -</p>	<p>Accreditation Standard II.B.3</p>	<p>Accreditation Standard II.B.3 - The institution researches and identifies the learning support needs of its student population and provides appropriate services and programs to address those needs.</p>
<p>3a) In what ways and to what extent does the program assure equitable access for all students?</p>	<p>We conduct outreach through the New Student Orientations throughout the year to reach all incoming students to inform them of opportunities. In addition DASB sponsors and funds programs that reflect the diverse populations of students at De Anza College.</p>	<p>Accreditation Standard II.B.3.a - The institution assures equitable access to all of its students by providing appropriate, comprehensive and reliable services to students regardless of service location or delivery method. Please address how the program is, or plans on, incorporating universal design concepts into its operations (materials, processes, activities, professional development, etc.) to assure that the program's services are accessible and effective for all students regardless of personal demographics or background. Cite specific examples.</p>
<p>3b) In what ways and to what extent does the program provide an environment that encourages personal and civic responsibility?</p>	<p>Through DASB and Inter Club Council students are encouraged to participate in multiple civic engagement programs on the local, state, federal and global levels. In conjunction with the Institute of Community and Civic Engagement, FACC, and local volunteer organizations.</p>	<p>Accreditation Standard II.B.3.b - The institution provides an environment that encourages personal and civic responsibility, as well as intellectual, aesthetic and personal development for all of its students.</p>
<p>3c) In what ways and to what extent does the program design, maintain and evaluate counseling and/or academic advising programs?</p>	<p>N/A</p>	<p>Accreditation Standard II.B.3.c - The institution designs, maintains and evaluates counseling and/or academic advising programs to support student development and success and prepares faculty and other personnel responsible for the advising function. (Answer only if applicable to the program</p>

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		under review)
3d) In what ways and to what extent does the program design and maintain practices and services that support and enhance student understanding and appreciation of diversity?	DASB and ICC sponsor, fund, conduct and participate in programs that reflect the diverse populations of students at De Anza College. These programs are designed to be fun and educational ways to teach students about the many different cultures present within our diverse campus community.	Accreditation Standard II.B.3.d - The institution designs and maintains appropriate programs, practices and services that support and enhance student understanding and appreciation of diversity.
3e) In what ways and to what extent does the program regularly evaluate admissions and placement instruments and practices to validate their effectiveness while minimizing biases?	N/A	Accreditation Standard II.B.3.e - The institution regularly evaluates admissions and placement instruments and practices to validate their effectiveness while minimizing biases. (Answer only if applicable to the program under review)
3f) In what ways and to what extent does the program maintain student records permanently, securely and confidentially, with provision for secure backup of all files?	All faculty, staff, and student employees are trained in FERPA regulations. All computer files are password protected and paper files are stored in locking file cabinets.	Accreditation Standard II.B.3.f - The institution maintains student records permanently, securely and confidentially, with provision for secure backup of all files, regardless of the form in which those files are maintained. The institution publishes and follows established policies for release of student records.
PART 4 -	Staffing	
4a) Have there been any significant staffing changes since the last CPR in 2008-09?	Yes, due to budget shortfall, staff salary for Admin Staff Assistant 1 changed from 100 % B budget funding to a combination of funding from DASB (50%), Eco Pass (25%) and B Budget (25%). This is a tenuous funding model as it is dependent on unknown entities. In addition, the Flea Market Coordinator position was reduced from full time to part time in 2011.	Please explain any significant changes in Classified, Faculty, and Administration positions that have occurred over the past five years.
4b) Are there any significant staffing	Replace B budget funding for Staff Assistant	Please identify any anticipated changes in Classified, Faculty, and Administration positions that could occur

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changes that will be needed over the next five years?		over the next five years. (Explain why these changes may be needed i.e. new directions, retirements, policy issues, etc.) (Specifically identify any anticipated Student Success Support and Program (3SP) connections)
PART 5 -	Facilities	
5a) Have there been any significant facility changes since the last CPR in 2008-09?	The Student Council Chambers and DASB Senate Offices were remodeled. Due to the large club program, the existing meeting room did not accommodate all of the student needs, we needed more smaller break out rooms for meetings.	Please explain any significant changes in program facilities that have occurred over the past five years. (Specifically identify any anticipated 3SP connections)
5b) Are there any significant facility changes that will be needed over the next five years?	No	Please identify any anticipated facility needs that could occur over the next five years. (Explain why these changes may be needed.) (Specifically identify any anticipated 3SP connections)
PART 6 -	Equipment	
6a) Have there been any significant equipment changes since the last CPR in 2008-09?	New Photo ID System and new Clipper card process was implemented in Fall 2013.	Please explain any significant changes in program equipment that have occurred over the past five years. (Instructional and non-instructional)
6b) Are there any significant equipment changes that will be needed over the next five years?	No	Please identify any anticipated program equipment needs that could occur over the next five years. (Explain why these changes may be needed. Include both instructional and non-instructional needs) (Specifically identify any anticipated 3SP connections)
PART 7 -	Operational Costs	
7a) Have there been any significant operational cost changes since the last CPR in 2008-09?	There was a portion of the College Life Administrative Assistant Position salary shifted from the general fund to the DASB and Eco Pass budget accounts	Please explain any significant changes in program operational funding that have occurred over the past five years. (B budgets)

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<p>7b) Are there any significant operational cost changes that will be needed over the next five years?</p>	<p>There will need to be a realigning of the budget to ensure the above referenced position can be shifted back from DASB and Eco Pass to the general fund.</p>	<p>Please identify any anticipated changes to operational cost needs that could occur over the next five years. (Explain why these changes may be needed.) (Specifically identify any anticipated 3SP connections)</p>
<p>PART 8 - Organizational Alignment</p>		
<p>8a) Have there been any significant organizational alignment changes since the last CPR in 2008-09?</p>	<p>No</p>	<p>Please explain any significant organizational alignment changes that have occurred over the past five years.</p>
<p>8b) Are there any significant organizational alignment changes that will be needed over the next five years?</p>	<p>No</p>	<p>Please identify any anticipated changes to organizational alignments that could occur over the next five years. (Explain why these changes may be needed.) (Specifically identify any anticipated 3SP connections)</p>
<p>PART 9 - Regulations/Laws/Policies</p>		
<p>9a) Have there been any significant changes in regulations/laws/policies since the last CPR in 2008-09?</p>	<p>No</p>	<p>Please explain any significant changes in regulations/laws/policies that have occurred over the past five years. (Federal, State, Local, District, college, etc.)</p>
<p>9b) Are there any significant changes in regulations/laws/policies that will affect the program over the next five years?</p>	<p>Time, Place and Manner for Off Campus Groups needs to be revised due to state and national legal precedents at other campuses.</p>	<p>Please identify any anticipated changes in regulations/laws/policies that could affect the program over the next five years. (Federal, State, Local, District, college, etc.) (Specifically identify any anticipated 3SP connections)</p>

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PART 10 -	Professional Development	
10a) Have there been any significant professional development activities for the program (or others) since the last CPR in 2008-09?	No	Please explain any significant professional development activities that have occurred over the past five years. Include the nature, reason, significance, and outcomes of the activities.
10b) Are there any significant professional development needs for the program (or others) over the next five years?	Dealing with students with mental health issues, ADA compliance, and resources to assist low –income students.	Please identify any anticipated professional development needs for the program over the next five years. Include the anticipated nature, reason, significance, and outcomes of the activities. (Specifically identify any anticipated 3SP connections)
PART 11 -	Curriculum, Student Success, and Equity	The 2012-13 course data is located at: http://deanza.edu/ir/program-review.12-13.html .
11a) Have there been any significant curriculum since the last CPR in 2008-09?	N/A	Please explain any significant curriculum changes in that have occurred over the past five years.
11b) Are there any significant curriculum issues in that will affect the program over the next five years?	N/A	Please identify any anticipated curriculum issues in that could affect the program over the next five years. (Specifically identify any anticipated 3SP connections)
11c) What is the aggregate student success rate in the instructional portions of the program?	N/A	In accordance with ACCJC requirements, the college has adopted an institutional standard for successful course completion at or above 60% http://www.deanza.edu/ir/deanza-research-projects/2012_13/ACCJC_IS.pdf

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<p>Has the 60% requirement been met or exceeded?</p>		<p>If student success rates in the program are below 60%, what plans are there to bring course success rates up to this level?</p>
<p>11d) What are the student success rates between groupings of students? Is there a success rate gap that exceeds 5% between any of these groupings?</p>	<p>N/A</p>	<p>The college equity goal is to have no more that a 5% student success gap between any groupings of students. Please explain any gaps exceeding 5% and what plans are in place, or are being made, to address closing this gap</p>
<p>PART 12 -</p>	<p>Other</p>	
<p>12a) Have there been any other significant program changes since the last CPR in 2008-09?</p>	<p>Since 2008-2009 there has been the addition of the Eco Pass program to our areas of responsibility.</p>	<p>Please explain any other significant program changes that have occurred over the past five years.</p>
<p>12b) Are there any other significant issues that will affect the program over the next five years?</p>	<p>No</p>	<p>Please identify any other anticipated issues in that could affect the program over the next five years. (Specifically identify any anticipated 3SP connections)</p>
<p>PART 13 -</p>	<p>Student Success and Support Programs (3SP)</p>	
<p>13a) How will the new 3SP orientation requirements affect the program over the next five years?</p>	<p>No affect.</p>	<p>Summarize any orientation issues/items that are new or that have already been identified above under staffing, facilities, equipment, operational costs, organizational alignment, regulations/laws/policies, professional development, curriculum, and/or other.</p>

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<p>13b) How will the new 3SP <u>assessment</u> requirements affect the program over the next five years?</p>	<p>N/A</p>	<p>Summarize any assessment issues/items that are new or that have already been identified above under staffing, facilities, equipment, operational costs, organizational alignment, regulations/laws/policies, professional development, curriculum, and/or other.</p>
<p>13c) How will the new 3SP <u>student education planning</u> requirements affect the program over the next five years?</p>	<p>N/A</p>	<p>Summarize any student education planning issues/items that are new or that have already been identified above under staffing, facilities, equipment, operational costs, organizational alignment, regulations/laws/policies, professional development, curriculum, and/or other.</p>
<p>PART 14 -</p>	<p>Student Services Learning Outcomes and Accreditation Standard II.B.4</p>	<p>Accreditation Standard II.B.4 - The institution evaluates Student Support Services to assure their adequacy in meeting identified student needs. Evaluation of these services provides evidence that they contribute to the achievement of student learning outcomes. The institution uses the results of these evaluations as the basis for improvement.</p>
<p>14a) What are the current/active program <u>outcome statements</u>?</p>	<p>SSLO # 1: Student involved in DASB leadership will identify and improve their leadership styles. SSLO # 2: Students involved in DASB leadership will demonstrate improved skills in conflict management, meeting management, communication, and budgeting. SSLO # 3: Student will be able to identify the appropriate procedures for joining a student club or starting a new club.</p>	<p>Please list all of the Student Services Learning Outcomes (SSLO) statements for the program. (Cut/paste from TracDat, APRU or other documents.)</p>
<p>14b) How many SSLO/SLO statements have been assessed since the last CPR in 2008-09?</p>	<p>All three.</p>	<p>Please identify the SSLO statements that have been assessed over the past five years. (Cut/paste from TracDat, APRU or other documents.)</p>
<p>14c) Summarize the outcomes assessment findings and resulting program enhancements made since the last CPR</p>	<p>Students were able to identify their leadership styles, demonstrate improved skills in conflict management, meeting management, communication, and budgeting, and identify the appropriate procedures for joining a student club or starting a new club.</p>	<p>Please summarize the outcomes assessment findings and resulting program enhancements made over the last five years. (Cut/paste from TracDat, APRU or other documents.)</p>

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in 2008-09.		
14d) What are the program outcome assessment plans for the next five years?	Continue pre and post surveys.	Please indicate which SSLO/SLO statements will be assessed over the next five years and when. (Include any plans to create new outcome statements.)
Part 15 -	CPR SUMMARY	Part 15 is intended to be a brief yet thorough overarching summary of Parts 1 through 14 .
15) Where has the program come from since 2008-09, where is it now, and where does it anticipate or need to go over the next five years?	<p>The Office of College Life continues to offer the De Anza student population unique opportunities not readily available from any other office or program. Students are connecting with other students and faculty, exploring ideas without limits and consequences, developing lifelong relationships, becoming a leader and also being part of a team, developing skills that build character and future leaders, serving their communities, and directly interacting with and learning of diverse cultures, ethnicities and political ideologies.</p> <p>Several studies (Cognetta, 1993) have concluded that students who are involved with the institution succeed at a far greater rate than those who do not participate in college life programs. Based on these facts, we can conclude that our efforts of providing for a vibrant college life program lends to the retention and success of our students.</p>	<p>Based on the information provided in Parts 1 through 14 above, please summarize:</p> <ol style="list-style-type: none"> 1) Where the program has come from since the last CPR (2008-09), 2) Where the program is now (2013-14), and 3) Where the program anticipates or needs to go over the next five years (up to 2018-19).

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College is a total experience. As educators, we have an obligation to students to provide them with the total experience of college. De Anza College students are very fortunate to have a well-established tradition of a healthy and active college life atmosphere. Students recognize the difference this makes. Due to free flow, our student population is free to attend any of the several local community colleges that offer the same academic programs as De Anza.

What is so unique about De Anza that makes students bypass San Jose City, Evergreen, West Valley and Mission Colleges to attend De Anza? The difference is the life of the college, the feelings students have about the institution. College life is the specific atmosphere that is rated by the activities, opinions and attitudes that allow students to feel connected to the institution. Recent literature documents the benefits of having students involved with the institution. The more students are involved in the total academic experience the greater the persistence and learning. In order to enhance success, it is recommended getting students to join student organizations, participating in extracurricular activities and creating opportunities for greater student to faculty interaction outside of the classroom. We will proudly continue to provide opportunities for these connections to be established.

"Perhaps the most

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	<p><i>important general conclusion to emerge from this elaborate analysis was that nearly all forms of student involvement are associated with greater-than-average changes in the characteristics of entering freshmen." (Astin, 1985)</i></p> <p>Future challenges will be to establish different delivery systems providing college life opportunities to accommodate changing demographics but more importantly changing pedagogies for online student populations.</p>	
Part 16 -	DIVISIONAL PERSPECTIVE	Applicable to Divisions that have multiple programs that are writing CPRs
16a) Name of the Division and the names of the programs.	<p><u>Student Development Division</u></p> <ul style="list-style-type: none"> • College Life (DASB and ICC, Student ID, Eco Pass, Flea Market) • Health Services (Health Education and Wellness, Psychological Services, Clinical Services) • Extended Opportunities Programs and Services • Student Judicial Affairs • HEART (Harm Evaluation Assessment Reduction Team) • Americans with Disabilities Act (ADA)/504 Compliance • Unlawful Harassment and Discrimination Coordination 	Write the name of the division and the names of the programs that are submitting CPRs
16b) Who wrote the	Michele LeBleu-Burns	Enter the name or names of those who authored this

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Divisional Perspective?		Divisional Perspective.
16c) Summarize the CPRs written by the programs of the Division.	The comprehensive program reviews for the Student Development Division indicate that the numbers of students being served within the division is steadily increasing. In some cases the increase has been dramatic since the 2008-2009 academic year and is expected continue to increase over the next five years. This will mean that additional staffing, program facilities and funding will be needed to meet the needs of a growing and ever changing population of students who will come to the college with very diverse and complex social, educational, psychological and financial needs. Staff will also need continued staff development and training to remain current in their fields to ensure they are equipped with the appropriate skills and effective practices to support student success.	Please summarize all the CPRs to be submitted in the Division. Provide a Division wide perspective on the CPRs explaining how they all fit or work together into a cohesive division plan.