

Student Services Program Review Report Sierra College, 2019-2020

Department/Program Name: **Campus Life/Associated Students of Sierra College** _____

Date Submitted: **February 28, 2020** _____

Submitted By: **Juan Miguel Blanco** _____

Ideally, the writing of a Program Review Report should be a collaborative process of full-time and part-time faculty as well as all other staff and stakeholders invested in the present and future success of the program at all sites throughout the district. The Program Review Committee needs as much information as possible to evaluate the past and current performance, assessment, and planning of your program.

1) Relevancy: This section assesses the program's significance to students, the college, and the community.

1a) To provide context for the information that follows, describe the basic functions of your area and/or program.

If applicable, also describe how the program aligns with state mandates, priorities set by external agencies, or any other relevant organizations.

One of the functions of Campus Life is to support students as they navigate and explore student engagement and leadership as it relates to student government, campus clubs, community involvement, engagement, and participatory governance. The Campus Life staff helps student leaders and club advisors understand federal, state, and local laws and Sierra College's board policies and administrative procedures that apply to student organizations and governance. Campus Life also strives to create a welcoming and supportive community where student contributions are validated and an environment where they can learn, grow, and lead.

Another function of Campus Life (Rocklin Campus) is overseeing the Sierra College Food Pantry and administering the California Community College Chancellor's Office Hunger Free Campus grant. Sierra College has three food pantries located across the district (Rocklin Campus, Nevada County Campus, and Tahoe Truckee). All three Food Pantries currently provide non-perishable food items and the Rocklin and Nevada County Campuses provide food vouchers redeemable at Pacific Dining, our on-campus food vendor. Campus Life has also been tasked with increasing the number of students who enroll in CalFresh. To assist with CalFresh enrollment efforts, Campus Life has hired five student liaisons.

ASSC also helps fund, co-sponsor, and plan signature programs on campus. These programs include People and Culture Days, Earth Day, Love Your Body Week, Black History Month, Cesar Chavez Higher Education Speaker Series, Pride Days, Big Time (Indigenous Celebration), Poetry Slam, and Take Back the Night. These signature programs provide the Sierra College community with the opportunity to engage in dialogue about important topics affecting the campus community and the world. As denoted in this section, Campus Life offers a variety of opportunities to engage in leadership development and student engagement/support throughout the Rocklin & NCC campus community. We pride ourselves on the diverse programs we offer and the relationships we have cultivated with departments across campus.

Last but certainly not least, the Campus Life Coordinator is Sierra College's designated Compliance Officer for Student Grievances. As the Student Grievance Officer, the Campus Life Coordinator assures that students understand their student rights and responsibilities as it applies to student grievances. The Campus Life Coordinator works with the college community to guarantee that proper communication and training (Faculty Academy) is being done annually. Currently, BP and AP 5530 - Students Rights and Grievances is being updated by the compliance officers and will be provided to the senates (Academic, Classified, Management, and Student) for review in spring 2020.

1b) How does your program support the District Mission, Vision Statement, and Core Values, quoted below? Please include an analysis of how your program supports ISLOs (Institutional Student Learning Outcomes): Communication, Technology and Information Competency, Critical and Creative Thinking, and Citizenship?

The mission of Campus Life is to enhance the educational experience for students by fostering their social and intellectual growth while becoming successful students. As the operational center for extracurricular student life on campus, the Campus Life Office prepares students to be informed, educated leaders and citizens of our community by providing critical thinking, interpersonal skill development, and leadership building opportunities.

It is the mission of the ASSC to:

- ***Strive to be a unified voice for a diverse student body, while taking into consideration the unique needs of individual students.***
- ***Promote student rights and provide an unbiased forum for voicing student concerns.***
- ***Participate in decisions that affect students through the participatory governance process.***
- ***Responsibly manage ASSC resources, while at the same time striving to provide students with optimum benefits.***
- ***Organize, promote, and sponsor student activities and clubs.***
- ***Promote understanding and cooperation between students, faculty, staff, and administration at Sierra College in order to help students achieve their educational goals.***

The following is the official mission statement of the ASSC: The ASSC is a team of student leaders dedicated to representing the interests and protecting the future of a diverse student body.

Campus Life services and programs are responsive to the dynamic needs of the campus community. The scope of our services, programs, and resources has grown to improve the student experience, engagement, and leadership. The Student Ambassador program is a perfect example of a program that has grown to meet the needs of the Rocklin Campus. Campus Life began the Student Ambassador program in spring 2017. Prior to spring 2017, Campus Life heavily relied on the Campus Life Administrative Assistant to manage the front desk and all ASSC operations. With the addition of the Food Pantry, the Student Activities Fee opt-out option, and the removal of ASSC-affiliated wireless internet service, Campus Life has gone through a transformation period. Student Ambassadors assist with the Food Pantry, club paperwork, front desk operations, events and programming, and community building.

In terms of communication and technology, ASSC has made major strides since the last program review report. ASSC has established a strong social media presence during the last two years. Currently, ASSC actively maintains a Facebook, Instagram, and Twitter account. The ASSC webpage, which is housed on the Sierra College website, will soon receive an upgrade. The Campus Life Coordinator and ASSC met with the Marketing team in Spring 2019 to review and make recommendations for webpage updates and upgrades. Additionally, in Fall 2018, ASSC Rocklin Campus began using BoardDocs to post meeting agendas and minutes. ASSC Nevada County Campus began using BoardDocs spring 2020. BoardDocs assists ASSC in being California Brown Act compliant and transparent with their decision making process. The implementation of an Inter Club Council (ICC) Canvas page has made communication with student leaders and club advisors more efficient. The ICC Canvas page serves as a hub for ICC records, communication, collaboration, and information. The most important communication and technological addition to ASSC has been the online voting instrument for ASSC student elections. The online voting instrument now provides all district students, including online students, the opportunity to participate in the ASSC election process.

Our mission is to enhance and support the learning environment for our students by engaging them in learning opportunities outside the classroom experience. We enhance and foster their social, personal leadership and intellectual skills. Our various programs prepare students to be informed, educational leaders and citizens of our college and their surrounding community by providing them with critical thinking, interpersonal and

leadership development opportunities that will foster an appreciation for lifelong learning. One of the major functions of the program is the student's participation in the District's participatory governance process. During this process students get the opportunity to work alongside faculty, staff and management to develop, discuss and evaluate policies, budgets and procedures district wide. By participating in the programs through Campus Life, students come to understand that lifelong learning opportunities take place in all aspects of college life.

Sierra College Mission

The mission of Sierra College is to provide an inclusive and safe educational environment where learners are supported while challenging themselves and achieving their goals.

Sierra College Vision Statement

Sierra College will be the preferred destination for higher education and training in our region while eliminating achievement gaps among our students.

Sierra College Core Values

The following core values will establish our ethical principles and will guide our institutional decision-making. Sierra College will:

1. Empower students in their education.
2. Strive toward student success and continuous improvement.
3. Be an inclusive and equitable community.
4. Be responsive to the education and workforce needs of our local community and businesses.
5. Demonstrate collaboration with all stakeholders in decision making.
6. Manage all resources in a manner that is sustainable and responsible.
7. Support and model excellence and innovation in teaching, learning, scholarship, and creativity.

1c) Please analyze your program's effectiveness in supporting the strategic goals with which your program aligns. Please provide evidence in support of this analysis, including service or student learning outcomes, equity data, or other measurements of success.

Campus Life and ASSC support Strategic Goal 1, Goal 2, and Goal 3. Campus Life and ASSC support Strategic Goal 1, Goal 2, and Goal 3 through programming, participatory governance (student participation), hunger resources and food insecurity efforts, and district wide collaboration. Evidence to support this claim comes from data which is collected via check-in processes, participatory governance recollections, monthly programming efforts, student club sponsorships, civic engagement efforts, and district ASSC trainings.

Goal 1: Achieve equitable access and increase student success, retention and persistence in order to increase the number of students who complete certificates and degrees or transfer to four year colleges and universities while maintaining high levels of academic integrity.

Goal 2: Identify and close success and equity gaps amongst underserved and/or underrepresented student populations.

Goal 3: Provide professional growth and develop a climate of inclusion in order to support highly effective and innovative teaching and learning, support services, operations, and collaboration.

Goal 4: Meet and exceed external standards through an outcomes based framework for continuous quality improvement.

Goal 5: Modernize, revitalize and develop new facilities and infrastructure based on the current Facilities and Technology Master Plans.

Goal 6: Expand community partnerships and funding opportunities to support strategic goals and leverage resources.

Please address any developments related to Guided Pathways and Interest Areas that have impacted and/or will impact your program's support for these goals.

1d) Optional Additional Data: Describe any other relevant contributions of your program to the district mission, goals, outcomes, and values not incorporated in the answers above. These may include but are not limited to contributions to diversity, campus climate, cultural enrichment, community ties, partnerships, and service. Please include specific data and examples when these are available and relevant to the analysis.

With the addition of the Food Pantry and the creation of the Hunger Resources Advisory Council, Campus Life has maintained community ties and partnerships with the Placer Food Bank, St. Vincent de Paul, Interfaith Food Ministries, Nevada County Food Bank, and Placer County Human Services. These partnerships are expected to grow as the California Community College Chancellor's Office and the State of California strive to cut achievement gaps by 40 percent within 5 years (2022) and fully closing those achievement gaps within 10 years (2027).

NCC Hunger Resources

At NCC in Spring 2019, we gave out a total of 2,306 Wolverine Meal Deal Vouchers, to about 1,153 students (this was when we were giving out 2 vouchers per student per week). WMD was well received and ran smoothly. This same semester, our food pantry was visited by NCC students 3,024 times (with an average of 29 visits per day and 605 visits per month).

At NCC in Fall 2019, we gave out a total of 1,734 vouchers, serving that same number of students (as we switched to giving out 1 voucher per student per week). I believe we would have given more but 3 weeks of the semester were significantly impacted by the PG&E PSPS events and NCC having to close campus and cancel classes. This same semester, our food pantry was visited by NCC students 2,995 times (with an average of 37 visits per day and 599 visits per month). This number of visits was after we agreed with GECHS administration that the high school students would not be utilizing the food pantry in the counseling lobby. Despite this, the number remained high so I believe we reached a higher number of adult Sierra College students, whereas in Spring a high amount of visits were made by GECHS students. We worked with their administration and the Food Bank of Nevada County to gain the GECHS office access to their own weekly distribution so they could establish a separate food pantry.

Use of the student food pantry has increased dramatically in 2019 over 2018, mainly due to the community partnerships that NCC has created with local food banks, Interfaith Food Ministry and The Food Bank of Nevada County. Both of these partnerships were solidified around January 2019. We receive distributions from both of these organizations on a weekly basis. We are stocking our pantries full of food and seeing the shelves run out weekly.

For 8 months out of 2019, we had a productive and healthy garden. Heading towards the winter season the garden had some troubles and also was minimal due to lack of club and faculty participation. We also had winter starters that had been planted but died during the periods of snow that we experienced, even though they were covered with tarps. It's been reported by the Garden Club that the garden would be better protected from the weather if they had higher quality equipment. The only thing that is surviving after winter is onions and a few herbs.

When we did have healthy veggies, especially in late spring and Summer of 2019, the veggies were harvested weekly and brought into the food pantry. The student response to the freshly grown organic veggies was extremely positive! They were always amazed that they could have this food for free, and that it was grown here on campus. I hope moving forward in the future that we could gain more funding for equipment for the garden and hopefully recruit more Garden Club participants, but with the faculty advisor being on sabbatical it has been difficult for club coordination.

ASSC has also sponsored and supported events organized and planned by the Student Engagement Centers. With Sierra College's decision to end International Student Programs as a department, the Student Engagement Centers have taken the responsibility to connect international students with resources, services, and programs. Campus Life and ASSC have been at the forefront of supporting international students in building community and friendships. ASSC has co-sponsored events like Spooky Night, Winter Ball, and Tailgate Parties for international students at Sierra College.

In summer 2019, the Student Engagement Center staff graciously supported Campus Life with managing the Food Pantry and supervising the Student Ambassadors. With the Campus Life Coordinator being a 180 day faculty and the Administrative Assistant being on a ten (10) month contract, the Food Pantry was slated to be closed for the summer. With the support of the Student Engagement Center, students taking summer courses were able to use the Food Pantry.

2. Currency

2a) Service Outcomes and Student Learning Outcomes Assessment: Considering any relevant information, please describe and analyze your program's development and assessment of Service Assessment Outcomes and/or Student Learning Outcomes, including any relevant information regarding diversity and equity goals. Please describe any improvements or changes made to the program as a result of this analysis.

Outcomes and outcome data:

Assessment of outcomes:

In the space below, please describe or attach any cycle you have developed for outcomes assessment.

2b) Professional Development: Describe how departmental activities serve to improve student service and student outcomes. Include flex activities, departmental meetings and activities, conferences, outreach to other colleges, research and implementation of best practices, changes in legislation, mandates from regulatory agencies, required faculty certifications, health and safety trainings or other factors. How do these activities contribute to your program's self-assessment and planning?

Campus Life Committee:

The Campus Life Committee continues to go strong. The committee connects various departments, programs, and services with student leaders. The following departments continue being a part of the committee: ASSC, Campus Life, Student Engagement Centers, Pacific Dining, Sierra College Residence Hall, Facilities, Business Services, Campus Security, and Hunger Resources. The committee has been an integral voice in providing administration with feedback regarding Measure E campus construction projects as well as taking action on concerns brought forward by students. The 2018 amphitheatre improvement project was a collaboration between ASSC and the Campus Life Committee.

The purpose of the Campus Life Committee is to promote discussion and information sharing on matters regarding the culture and environment of our campus. By utilizing a collaborative process to address issues, a strong sense of community among all groups on campus is formed. The committee receives recommendations for action and will bring forth matters to the participatory governance process.

Conferences:

Campus Life and the Associated Students of Sierra College have attended numerous conferences throughout the years that provide training, support, and guidance in parliamentary procedure, California Brown Act, Student Activities Fee, Student Representation Fee, and other budgetary and advocacy responsibilities. Sierra College yearly attends the California Community College Student Affairs Association's Student Leadership Conference and the Student Senate for California Community Colleges' General Assembly Conference. Both conferences have student and advisor sessions and that helps in guiding our practice and advocacy work.

Club Advisor Training:

NCC English professor Dr. Nathan Conkle in collaboration with faculty coordinator Juan Miguel Blanco, developed a Club Advisor Training during the summer of 2019. The main purpose of this training is to provide continuous professional development, support, and resources for club advisors. Club advisors support and guide student leaders in advancing their club's mission, while at the same time helping them adhere to college policies and administrative procedures, and local, state, and federal laws. Club advisors play an important role in connecting students to college departments, programs, services, and resources. Community building, such as club-sponsored events, social activities, and community outreach are also facilitated by club advisors. To date, Campus Life has hosted four (4) club advisor trainings, with more on the way.

By attending and actively participating in advisor training, advisors will:

- 1. Know and identify at least one on-campus service and resource to assist student leaders*
- 2. Effectively support and advise clubs on event/program management*
- 3. Learn skills that encourage teamwork, collaboration, conflict management between student leaders*
- 4. Bring awareness of the basics of Successful Event Planning to support student leaders*
- 5. Understand Sierra college, ASSC, and club policies and procedures*

Campus Life also held a Club Officer Training in fall 2019 to educate club officers on District Business Services policies and procedures so they can effectively host events and activities within District guidelines.

The Rocklin Campus Student Engagement Center Director and Campus Life Coordinator and the NCC Campus Life Liaison are members of the California Community College Student Affairs Association (CCCSAA). CCCSAA is a professional association that focuses on networking, student and professional development, and advocating for the field of Student Affairs and Student Leadership within the California Community College system. The association also provides legislative updates and works closely with the CCCCCO and Foundation Office in providing legal opinions about changes in laws and direction for the Vision for Success.

In October 2019, the state legislature voted to approve a \$2 Student Representation Fee. The fee will be assessed to all California Community College students who register after January 2020. First, what is AB 1504? It is a bill passed in October 2019 that radically alters the scope and implementation of the student representation fee (SRF) in the California Community College (CCC) system. In summary, AB 1504 does a couple of new things:

- 76060.5 (a) makes implementing the SRF mandatory at all CCC's at a standard \$2 rate,*
- 76060.5 (c) specifies that \$1 of each \$2 fee must be distributed annually to the Board of Governors before 2/1 so that these funds can be provided to the "recognized statewide community college student organization" (currently SSSCC),*
- 76060.5 (f) changes the manner in which students opt out of the fee. Students no longer need to provide a reason for not paying the fee, and they must be able to refuse payment of the fee "on the same form that is used for collection of fees".*

Currently, Campus Life is working with Student Services, Financial Aid, IIT and other departments to establish a system to collect the \$2 SRF.

Assembly Bill 963 Civic & Voter Empowerment Act requires CCCs and CSUs and highly encourages UCs to specifically do the following:

- (1) to distribute, in consultation with the Secretary of State, campus wide emails to all students with specified voting- and election-related dates and information, and to include specified dates on all print and online academic calendars,
- (2) to post on social media reminders to students of specified voter-related dates and information, and
- (3) to designate one person per campus as the Civic and Voter Empowerment Coordinator with specified responsibilities, including developing a Civic and Voter Empowerment Action Plan.

AB 963 mandates the college to designate a Civic and Voter Empowerment Coordinator who will help implement the requirements set forth in the bill. The administration has determined that the Civic and Voter Empowerment Coordinator for the college will be a faculty under a special assignment. The Campus Life Coordinator will work closely with the selected faculty to meet AB 963. The Civic and Voter Empowerment Coordinator shall do the following:

- (A) Implement the requirements of this section
- (B) Ensure that, in every academic year, each campus holds a minimum of three election outreach events to increase civic learning, democratic participation, civic engagement, and voter turnout consistent with all the following:
 - (i) During an academic term in each even-numbered year, an outreach event shall occur within the final 30 days preceding each statewide primary and general election.
 - (ii) All students shall be invited to participate in the coordination of and to attend these events.
 - (iii) All events may be sponsored by a campus-based student organization.
- (C) Develop a Civic and Voter Empowerment Action Plan consistent with all of the following:
 - (i) The coordinator shall invite leadership from faculty and students, and administrators from each student affairs, academic affairs, and government relations or a similar office to participate in a meeting or meetings to develop the action plan.
 - (ii) The action plan shall include, but not necessarily be limited to, a campus-specific effort to increase civic learning and democratic participation, with an emphasis on civic engagement, voter turnout, and community building.
 - (iii) Students shall be invited to develop the action plan and to coordinate the meeting or meetings to develop the action plan.
- (D) The coordinator shall share the action plan developed pursuant to subparagraph (C) with the Secretary of State no later than December 1, 2020, for inclusion in the report to the Legislature submitted pursuant to subdivision (b) of Section 66851. The action plan shall be periodically updated and resubmitted to the Secretary of State, as determined necessary by the coordinator.

Please describe any staff development needs you have identified based on this analysis.

2c) Optional Additional Data: Provide any other information, not included above, that contributes to your program's success in supporting student service and student outcomes.

3. **Effectiveness:** This section assesses the effectiveness of the program in light of traditional measurements.

3a) Retention and Success/Service Outcomes: Please analyze your success in achieving your program goals using data that is relevant to your program, including service outcomes and/or student learning outcomes. Describe any changes you have made that have improved the effectiveness of the program as well as any barriers you may have encountered in making these or other changes. If you determine that you need to improve the program's performance in any way, please describe how you plan to achieve this goal.

Address separately the data for on ground and on-line services, as well as usage at the various centers when applicable

As relevant, please address your program's role in the development of MAPs, Interest Areas and Guided pathways and the impact of these developments on program planning and assessment.

Due to staffing changes and circumstances beyond our control, we do not have access to past data and program goals that may have been set. Following is our best estimate regarding the continuation of efforts Campus Life has historically made, a far as we can tell, and still continues to make.

Programs and Events

As mentioned in Section 1, Campus Life partners with various departments on campus to continue signature programs, which support student success, engagement, and retention. The Campus Life Coordinator also plans and organizes workshops for student clubs and advisors.

Events

<i>Fall Events</i>	<i>Spring Events</i>
<i>Wolverine Week</i>	<i>Wolverine Week</i>
<i>Pride Days</i>	<i>Black History Month</i>
<i>Take Back The Night</i>	<i>Cesar Chavez Higher Ed Speaker Series</i>
<i>People and Culture Days</i>	<i>Love Your Body Week</i>
<i>Finals Giveaway</i>	<i>Earth Day Festival (NCC & Rocklin)</i>
<i>Club Rush</i>	<i>Finals Giveaway</i>
<i>Constitution Day</i>	<i>Club Rush</i>
<i>Almost Free Breakfast & Lunch</i>	<i>Big Time - Indigenous People Celebration</i>
<i>Merit Art Exhibition</i>	<i>Almost Free Breakfast & Lunch</i>
<i>Campus Cleanup</i>	<i>Campus Cleanup</i>
<i>Pizza with the President</i>	<i>Pizza with the President</i>
<i>Bookstore Costume Contest</i>	<i>Campus Safety Walk</i>
<i>Campus Safety Walk</i>	<i>Juried Student Exhibition</i>
<i>Food Drive</i>	<i>Poetry Slam (NCC)</i>
<i>Poetry Slam (NCC)</i>	

3b) Usage Trends - Identify and analyze the usage trends relevant to your program for the last three years. Analyze these trends as well as any challenges experienced by the program in terms of providing timely and effective student service. If you determine that you need to improve the program's performance in any way, please describe how you plan to achieve this goal.

Number of Club Advisors trained:

- **Fall 2019:**
- **Spring 2020:**

Number of students who participated in Campus Cleanup (Rocklin):

- **Fall 2019** **46 Students & 1 Faculty**
- **Spring 2019:** **44 Students & 2 Faculty**
- **Fall 2018:** **47 Students & 2 Faculty**
- **Spring 2018:** **45 Participants**
- **Fall 2017:** **108 Participants**

Number of student in Rocklin ASSC:

- **2019-2020** **19 so far (as of 2/7/20)**
- **2018-2019** **17**
- **2018-2017** **20**
- **2017-2016** **12**
- **2016-2015** **20**

Number of Rocklin Student Clubs:

- **2019-2020** **32 (as of 2/7/20)**
- **2018-2019** **Cannot access files to retrieve this information due to J7 renovation**
- **2018-2017** **Cannot access files to retrieve this information due to J7 renovation**
- **2017-2016** **50**
- **2016-2015** **Not available**

Club Rush Student Club Attendance (Rocklin):

- **Fall 2019: 16**

Wolverine Week Student Club Attendance (Rocklin):

- **Fall 2019: 21**
- **Spring 2020: 20**

Address separately the data for on ground and on-line services, as well as usage at the various centers when applicable.

As relevant, please address any impact of the development of Interest Areas and Guided pathways on program planning and assessment.

3c) Equity: Analyze and evaluate your program's performance in promoting and/or achieving equity. Based on this analysis, describe any plans you have to sustain or improve the program's contribution to student equity as a central component of student success.

Participation in Student Scholar Equity and Inclusion Retreat

ASSC representative on Presidential Equity Advisory Council

Art supplies for sidewalk chalking and poster-making

Menstrual supplies in bathrooms

Student representative on New Legacy Committee

Student representative on Gender & Equity Committee

Student representative on Spectrum Committee

3d) Optional information: Please describe and evaluate any additional relevant information supporting the evaluation of your program.

3e) Analysis and Planning: Referring to the analysis in 3a-3d, your departmental planning document, and relevant information from section 2 above, please describe your program's plans to maintain or increase its effectiveness and analyze and evaluate your efforts to achieve these goals.

Program assessment is an area of growth for Campus Life. The program review process has provided Campus Life with the tools and knowledge in effectively collecting data for future planning and reports. Cross campus collaboration and semesterly department meetings will facilitate program assessment, planning, and needs. As a program, Campus Life and ASSC will need to determine what areas need assessment, what assessment instruments to use, and how to best reach students across the district.

4. **Resources:** This category assesses the adequacy of current resources available to the program and describes and justifies the resources required to achieve planning goals by relating program needs to the assessments above.

4a) Please describe the future direction and goals of your program for the next three years in terms of sustaining or improving program effectiveness, relevance, and currency. Please include any analysis of relevant performance assessments in your explanation and of any impacts on program planning and development related to Interest Areas, Guided Pathways, student equity, and student success.

Hunger Resources & Food Pantry:

With the addition of the Sierra College Food Pantry to Campus Life, the number of students seeking services and resources has increased. Campus Life (Rocklin) is currently operated by two professional staff members and approximately ten student staff. With food and housing insecurity on the rise in institutions of higher learning and in the state of California, it is reasonable to assume that students will be seeking more food and housing resources and services. Our data shows an increase in the number of unduplicated students using the Rocklin Food Pantry from 2017-2018 (373) to 2018-2019 (1,224). The Hunger Resources Advisory Council, which meets at least once a semester, has established programs like the Food Pantries (Rocklin, NCC, Tahoe Truckee), the Wolverine Meal Deal (hot food voucher), Grocery Bingo, and the NCC Garden. The Advisory Committee has also partnered with Financial Aid to include information about CalFresh on Financial Aid Award Letters. On the Rocklin Campus, Campus Life has hired Food Pantry Liaisons to assist students with CalFresh questions and the application process. There is a statewide effort to increase the number of students who enroll in CalFresh. It is the goal of Campus Life to enroll as many qualifying students as possible within the next three years and expand hunger resources throughout the district.

Expansion of Programming and Training:

Within the next three years, Campus Life would like to expand programming efforts and student leadership training. Vincent Tinto's and Alexander Astin's research on student involvement and engagement indicates that the more active students are on campus outside the college classroom, the more likely they are to be successful in the classroom. With this in mind, Campus Life would like to establish a Student Leadership Summit to help returning and incoming leaders expand and enhance their leadership skills, build community, and a sense of belonging on campus. Campus Life would also like to continue Club Advisor Training 1.0 and establish a 2.0 training for returning club advisors.

Participatory Governance:

Having active student participation in participatory governance committees is essential. However, oftentimes it is difficult finding students to serve on these committees due to their class schedules and their restricted ability to keep certain time slots free of classes so they can attend meetings at a certain time. ASSC has entertained the notion of introducing a resolution via Student Senate which would grant ASSC board members priority registration. This would assist ASSC in filling participatory governance committees with ASSC board members and meeting district, California Community Colleges, and state requirements. Student Senate plans

on introducing the resolution in spring 2020. Student workshops and training are also needed to help students understand their roles and responsibilities in serving on participatory governance committees.

Assembly Bill 1504 Student Representation Fee (SRF):

With the passage of AB 1504 (SRF), ASSC and the Sierra College administration must be on the same page on how they define student advocacy. SRF funds may only be used for student advocacy, which is broadly defined by the state. Business Services, who administers ASSC accounts, must also be in accordance with what constitutes advocacy. This is a conversation that needs to take place in spring 2020, as fees need to be collected as of January 1, 2020. Colleges who have instituted SRF have used the funds to attend student leadership conferences, purchase business cards, establish advocacy programs on campus, and pay association fees for state and national associations.

Establishing a Programming Board:

Student events and programs are areas of improvement for ASSC and Campus Life. Establishing a Programming Board who would be responsible for planning, organizing, and executing on-campus events and programs is essential. In spring 2019, ASSC allocated funds to hire student programmers. However, state mandates to increase hunger resources and services took precedence. Within the next three years, Campus Life would like to create a programming model, hire student programmers, increase the number of programs and events on campus, and expand campus collaboration.

PDEV 052:

The Student Leadership course (PDEV 052) continues to be under enrolled both at the Rocklin and Nevada County Campuses. In fall 2018 Dr. Nathan Conkle and Juan Miguel Blanco submitted course changes to the Curriculum Committee. Some suggested changes included reducing the number of course objectives from 14 to six (6), updating methods of instruction, and reorganizing the course content outline and catalog description. Follow up on the Curriculum Committee's decision is needed.

ASSC Student Senate, in consultation with Cuesta & Dunning Parliamentary Services, aligned the ASSC Constitution with California Education Codes, Brown Act, and Sierra College's board policies and administrative procedures. The alignment removed the article that required Student Senate board members to take PDEV 052 as part of their election/appointment eligibility. California Education Code 76061 states that "A student who is elected to serve as an officer in the student government of a community college shall meet both of the following requirements:

- (a) The student shall be enrolled in the community college at the time of election, and throughout his or her term, with a minimum of five semester units, or its equivalent
- (b) The student shall meet and maintain the minimum standards of scholarship prescribed for community college students by the community college district (2.0 GPA).

The student body voted in favor of ratifying the ASSC Constitution during the 2019 ASSC General Elections.

4b) Please describe and justify any projected requests for additional staff, new or augmented technology/equipment, and additional or remodeled facilities necessary to support these goals. Please incorporate any relevant data related to service outcomes/student learning outcomes, student success, and equity.

Hiring a Classified Staff Member:

In order to grow and expand resources and services, Campus Life needs to hire another classified staff member. The addition of the Food Pantry and CalFresh responsibilities have reduced the amount of time current staff members dedicate to other tasks and responsibilities. AB 1504 Student Representation Fee and AB 963 Civic & Voter Empowerment Act will undoubtedly impact Campus Life staff schedules. As state laws continue to mandate college resources and services to close the achievement gaps and connect students with civic engagement opportunities, more responsibilities continue to be added to Campus Life staff.

ASSC and the CCCCCO Hunger Free allocation pay for the wages of the Campus Life student staff. The issue with heavily relying on student staff for support is student turnaround, students not meeting employment/academic requirements, and training students on new laws and regulations. In fall 2019, Campus Life hired five (5) Food Pantry Liaisons. Campus Life and the Placer Food Bank spent approximately two months training the liaisons on college food insecurity, CalFresh requirements, and outreach. Come spring 2020, Campus Life lost all five (5) Food Pantry Liaisons. This situation placed Campus Life back to square one and the staff scrambling to meet prior commitments and obligations. Hence another reason by Campus Life needs to hire another Classified staff member.

Storage Space Challenges:

Student leaders and club advisors have requested storage space for club equipment and supplies. Currently, club equipment and supplies are either stored in the club advisor's office and/or student leaders' homes. These storage options are problematic as it often leads to issues of access to the equipment and supplies (students can only access equipment during advisors office hours) and who is responsible for keeping, storing, and maintaining the equipment. With the renovation of the J-building on the horizon, the Sierra College administration should take into account the construction of a club closet and/or storage pods to assist student clubs with this dilemma.

Equipment/Technology: **N/A**

Facilities: **Storage for ASSC and Student Clubs**

Staff: **Full-time Classified Staff to assist with the Food Pantry and Programming.**

4c) Please check the appropriate boxes in the chart below indicating the general reasons for the resource requests described above (please check all that apply):

Function/Role	Maintenance	Development	Growth	Safety	Outcomes	Other success measures	No Requests
X	X		X				

5) Summary/Closing

5a) Based on the analysis above, briefly summarize the program's strengths, weaknesses, opportunities/future directions, and challenges.

Workshops & Trainings (Strength):

Campus Life assists students in learning and adhering to Sierra College's board policies and administrative procedures so that their events and programs are successful. The staff ensures that club advisors are informed of due dates and activities/programs that promote the interest of the clubs that they advise. Campus Life takes an active approach to help new student leaders learn processes and guidelines. Some of the workshops and trainings that Campus Life conducts include event planning, ASSC elections workshops, and financial planning (Business Services). Campus Life aims at making this process seamless, by providing these types of workshops and 1-on-1 consultation.

Student Leadership (Strength):

Student leadership and advocacy is a value and strength of Campus Life. Every year, Campus Life supervises and advises approximately 20 student leaders. These leaders consist of members of the ASSC, Student Ambassadors, and Food Pantry Liaisons. This advisement relationship can be a daunting task as our department consists of two full-time staff. Despite the size of our department, Campus Life staff ensures that all our student leaders have the necessary resources and training to perform their duties effectively. A majority of the trainings/workshops are planned, organized, and executed by Campus Life staff. If we do not have the

knowledge/skills to conduct a particular training, we outsource with District and campus departments to train our student leaders.

Sierra College Student Clubs (Strength):

Sierra College has numerous student clubs on both the NCC and the Rocklin campus. Clubs range from cultural, political, religious, honor societies, interest-based, and program-based clubs. Clubs provide students with the space and opportunities to build community, share ideas, and support their academic endeavors. In addition to the social aspects of student clubs, involvement in student clubs helps students to enhance/build leadership skills such as communication, budgeting, troubleshooting, event planning, and working in groups. In fall 2019 there were 33 active clubs at Sierra College. With the enhancements of the Sierra College App, clubs are receiving more online traffic than ever before. Events like Wolverine Week and Club Rush provide clubs the opportunity to interact with students and recruit new members.

Record Keeping (Improvement):

ASSC has been using BoardDocs since Fall 2018. BoardDocs assists ASSC in being Brown Act compliant and transparent with decisions being made in Student Senate. The Brown Act requires that Student Senate agendas be posted 72 hours in advance and they are accessible to the public. In Spring 2019, ASSC purchased an outside posting board to post agendas. With BoardDocs and the outside posting board, ASSC is Brown Act compliant. Student Senate meeting minutes are also posted on BoardDocs and accessible to the public. Another addition/improvement has been instituting bills, resolutions, and consent action bills. These documents not only help with record keeping but also with financial accountability.

Work Place Challenges:

Campus Life is an open space, which is both a challenge and a benefit. The benefit of having open space with surrounding work stations is that staff can keep track of what is happening in the center and/or be easily accessible to provide students with assistance. The challenge comes from students walking behind the front desk, staff making confidential phone calls, working on confidential documents, and staying focused on daily tasks without interruptions. The Campus Life staff often stop what they are doing due to the noise level in the center or have difficulty completing work due to constant interruptions from students, staff, and visitors to the campus.

Student Ambassadors and Workload Challenges:

The Student Ambassador program has transformed how Campus Life works and supports the Sierra College community. As noted in numerous sections of the program review, Student Ambassadors assist with many aspects of the college. Due to the fact that the Student Ambassador position is ASSC funded, Campus Life must verify that the work the Student Ambassadors are doing is related to ASSC. Often, Campus Life receives requests from departments on campus requesting Student Ambassador support. Campus Life needs to enhance its communication plan and marketing of Student Ambassador services and collaboration opportunities in order to maintain healthy relationships with departments. This way, Student Ambassadors can continue to support the Sierra College community while adhering to ASSC funding guidelines. This may not be as easy as it sounds since Campus Life has been inconsistent with this practice.

Campus Life Office Name Change Opportunity:

Throughout the California Community College system, departments that focus on student leadership, involvement, and engagement have shifted from “offices” to “centers.” This shift has been nationwide and has contributed to the expansion of programs, student involvement, community participation, and student leadership retention. A possible name change and scope of service has been an ongoing conversation with ASSC and the Campus Life Office staff. During the 2019 Student General Elections, a student survey was administered to assess student’s experience with leadership, involvement, and engagement at Sierra College. The results of the survey indicated that 77 percent of the participants did not know the location, services, and resources provided by Campus Life. A name change that links the program to the services and resources provided is obviously needed. Additionally, a philosophical change from office to center many help students see Campus Life more as a collaborative space versus a location where only transactions take place.

5b) How has this report integrated the views and perspectives of stakeholders in the program?

The Campus Life program review report included perspectives from the Campus Life Coordinator, Administrative Assistant, NCC ASSC Advisor, NCC Student Support Services Supervisor, Club Advisors (survey), students (survey), and ASSC. Recollections and notes from the Hunger Resources Advisory Council and the Campus Life Committee were also used to complete this report.