Program Name: Student Life   Contact Person: Jasmin Quiñones   Submission Date: 2/1/24

Porterville College Mission Statement:

With students as our focus, Porterville College provides our diverse local communities quality education that promotes intellectual curiosity, personal growth, and lifelong learning, while preparing students for career and academic success.

In support of our values and philosophy, Porterville College will:

1. Provide quality academic programs to all students.
2. Provide comprehensive support services to help students achieve their personal, career and academic potential.
3. Prepare students for transfer and success at four-year institutions.
4. Provide courses and training to prepare students for employment or to enhance skills within their current careers.
5. Provide comprehensive support systems tailored to each student's skill level.
6. Recognize student achievement through awarding degrees, certificates, grants, and scholarships.

Guided Pathways Framework:

1. Clarify the Path: Create clear curricular pathways to employment and further education.
2. Enter the Path: Help students choose and enter their pathway.
3. Stay on the Path: Help students stay on their path.
4. Ensure Learning: Ensure that learning is happening with clear outcomes.

Program Mission Statement:

The Office of Student Life (OSL) at Porterville College complements and enriches your social, academic, and professional life. Life outside of the classroom is just as important as inside, and representation matters by providing various opportunities for personal and professional growth. The programs offered will work to foster student leaders, to establish a sense of belonging and school spirit, and to provide a more holistic student centric co-curricular and extracurricular experience for all students.

PORTERVILLE COLLEGE
PROGRAM REVIEW REPORT: NON-INSTRUCTIONAL PROGRAMS

Program Name: Student Life   Contact Person: Jasmin Quiñones   Submission Date: 2/1/24

Service Area Outcomes (SAOs):

SAO Statement	Describe assessment results and discussion of this SAO	Describe how the results impact your goals and needs going forward
1. After participating in Student Life students can apply leadership skills through participation in campus activities, student government, and campus clubs in their personal and professional lives.	The outcome will be assessed through the metrics of our graduation and transfer rates.	Assessment of this SAO will inform decisions in staffing, resource allocations, and strategic development of success in social programs within Student Life.
ASPC Participate in and lead a system of governance and act as the voice of the students.	The outcome will be assessed through their participation on campus committees and the writing of resolutions based on the needs of their student body.	N/A
Clubs Students will create community and networking opportunities.	The outcome will be assessed through the CCSSE survey every four years. How often do you participate in Student Organizations	N/A
Student Ambassadors Be prepared for employment outside of the college with communication,	The outcome will be assessed through a short informal feedback form.	N/A

Program Name: Student Life   Contact Person: Jasmin   Submission Date: 2/1/24
                                    Quiñones

presentation, and networking skills.		

Program Analysis and Trends:

The Office of Student Life was established in July 2021. The Associated Students of Porterville College previously resided under the leadership of several other staff and faculty on campus, including the Equity Director and the Athletic Director to name a few. Student Life has substantially grown since the department was formed and there was a full-time professional staff assigned. Student life provides leadership skills to students through Student Government, clubs, leadership experiences and interest-based programming.

The clubs have grown from three clubs to twenty-one clubs. The clubs can be interest based, professional focused, or based on cultural identity. The club advisors are faculty who are active in the leadership development and growth of our students. Returning to campus after the pandemic was particularly challenging but the advisors involved have continued to persevere and support the growth of the clubs despite the challenges that were faced.

The student ambassador program has grown from two student ambassadors and to ten. The students' list of duties includes providing campus tours and assisting with campus involvement events as well as outreach events. The student ambassador has been successful in bridging relationships with our K-12 schools in the area by providing multiple campus tours monthly. They also provide occasional tours to prospective students. In Spring 2024, the ambassadors began going to outreach events with our outreach team and are now able to share their experiences as college students.

Data Review

In the last three years, this program has essentially been developed from the ground up. While some areas of the department have been inherited from others, the more prominent areas that have been incorporated throughout the programs' development include Student Government, clubs, Interclub Council, ID cards, and more.
ASPC Executive Board Positions filled and Vacancy comparisons

Program Name: Student Life   Contact Person: Jasmin Quiñones   Submission Date: 2/1/24

Position	2021-2022	2022-2023	2023-2024
President	Filled	Filled	Filled
Vice President	Vacant	Filled	Filled
Secretary	Filled	Filled	Filled
Treasurer	Vacant	Filled	Filled
Parliamentarian	Vacant	Filled	Filled

**The 2023-2024 data is as of January 2024

Student Government Students Transferring to a four year from the full board

Academic Year	Members in ASPC that graduated/receiving certificates	# of ASPC Students Transferring
2021-2022	2	0
2022-2023	10	10

Despite enrollment and engagement challenges through the pandemic, Porterville College Student Life grew at a rapid rate. The data below shows growth of clubs in the last couple of years at PC.

Academic Year	# of Active Clubs
2021-2022	7
2022-2023	14
2023-2024	19

*The 2023-2024 data is as of January 2024

Academic Year	# of Campus Events
2021-2022	36
2022-2023	53
2023-2024	19

*The 2023-2024 data is as of January 2024

The Student Ambassador Program previously existed under the Dean of Student Services. In 2021 the program was moved over to Student Life and completely revamped. Student Ambassadors provide various services throughout campus including assisting at the Welcome Center, Counseling Center, and Campus events. The number of Student Ambassadors has also significantly grown alongside the number of tours they give each year.

Academic Year	# of Student Ambassadors	# of Tours Performed

Program Name: Student Life   Contact Person: Jasmin   Submission Date: 2/1/24
                               Quiñones

2021-2022	3	15
2022-2023	5	39
2023-2024	10	24

*The 2023-2024 data is as of January 2024
Our current Staff is made up of one full time administrator.

Since Student Life is a new department on campus there is not very much data to pull from. One of the department's goals is to develop a method for dating tracking toward student success. One way we plan to track data is by starting to track academic success and grade point averages of our students in student government, student ambassador programs, and clubs. Currently we use navigate for grade checks twice a semester for ASPC members and Student Ambassadors to ensure that our students are academically successful leaders.

Another data tracking method the department would like to develop is to better track the attendance of campus activities and events. Currently, we go based off of the meal sign-in sheets but, that does not always capture everyone since not everyone eats at the events and not all the events have food.

Student Life plans to better track the data on who is participating in clubs. Diving deeper into the professional/major based clubs and seeing the transfer rates on those specifically. Tracking event data will also be an impotent practice that will allow us to see how many students are participating in and out of the classroom experience. How many students are attending certain events? Comparing workshop and event data is crucial to finding what students favor and developing programming built around their interests.

It would be more beneficial to develop a tracking system for the number of tours being requested and fulfilled as well as outreach opportunities that facilitate student ambassador participation. It is important to see how much the student's voice is impacting the recruitment of prospective students.

Another area often requested by students is E-Sports. This would give students the space to play based on interest. In 2023, ASPC purchased many gaming sets but has yet to develop a system that allows students accessibility due to the lack of space. E-Sports is huge today and many colleges are launching centers.

Another area that Student Life would require technological support is ID cards. Student Life processes student ID cards. An additional printer is needed due to the large number of ID cards processed at the beginning of the year. This will also allow us to process quickly and efficiently if and when one printer malfunctions. In 2024 there was an all-time high request of ID card, with over 700 ID cards processed.
Changes in Program over Last Three Years

Program Name: Student Life   Contact Person: Jasmin   Submission Date: February 1
                               Quiñones

As mentioned previously, Student Life has significantly grown in the last two and a half years. The program has been able to successfully increase to an all-time high in clubs, Student Ambassador positions, and participation in ASPC. The ASPC Executive Board has grown from two members to all five of the positions being filled in the last two years.

Student Clubs have grown by 36% with the addition of four professional based clubs, two community services based, two identity based, and three social based clubs.

The Student Ambassador program has increased the number of ambassadors from three to ten in the last two and a half years in response to an increase in events and over seventy-eight tours since Fall 2021. There was a 38% increase in campus tours between the 2021-2022 school year and the 2022-2023 school year.

Report on Previous Goals

This is a new program; therefore, this section is not applicable.

Program Strengths

The department's strengths touch on several areas including academic success, external relations, diversity, equity, and inclusion. When relating to academic success one can see that leadership programs are supporting students to accomplish at high transfer and degree completion rates. The transfer rate was high last year within Student Government, with most going straight to a four-year institution. The graduation and degree completion rates are high with its overall graduating class completing on time. Most of those who transferred went to a school within the University of California System. Many of those students were also leaders in their clubs.

The department partnered with the campus outreach team to represent the campus through tours to local schools and participated in community outreach. The tours were given to mainly local K-12 institutions and a few to perspective students. The ambassadors also went out into the community to local outreach events and shared their journey as PC students.

In 2023, the Student Life Department partnered with the PC Foundation to host the first Student Life year-end awards. The incoming Student Government leaders were announced, and the clubs were given awards. The campus community could nominate clubs in multiple categories based on a variety of topics such as community service, innovation, and more.
In 2021 Porterville College implemented Safe Zone training. Three trainings are hosted a semester to bring to light some of the inequities that the LGBTQ+ community is facing. The training touches on areas such as pronouns, affirmed names, and general vocabulary related to the community. Faculty, staff, and students can sign up and receive the training. Some initiatives established to show support for the community include Pride Flag raising and events in celebration of LGBTQ+ History Month and Pride Month.

- *Areas for Improvement*

There are still many areas that the department will need improvement on such as ensuring students are maintaining a 2.0 GPA in various Student Life areas to ensure academic success,

Program Name: Student Life   Contact Person: Jasmin   Submission Date: February 1
                               Quiñones

receiving additional support staff, improving workflow processes and capturing a wider set of data. Student Ambassadors as well as the members of ASPC should be maintaining a 2.0 GPA. There needs to be better processes to hold these students accountable when going below the threshold. Student leaders are held to a certain level of academic success.

The Student Life department has grown and there is a need for support staff. Adding at least a department assistant will allow the department to increase the number of events being held and clean up those the currently exist. Having a department assistant will be able to help with facilities requests, travel paperwork, budget transfers, budget requisitions, purchase orders, and many others.

Another area for improvement is simply the workflow. Due to the department's quick establishment and rapid growth, developing a better workflow and website will allow our campus to be able to access our resources. This includes faculty advisor training, training for ICC members, and event planning.

The Office of Student Life is the department spearheading the ID card process. Currently, we have one ID card printing machine and ideally adding an additional one would allow us to avoid any jams that may occur. In processing times with many requests, we begin to see technical issues occurring. The campus has attempted to roll out an ID card requirement but, currently, our structure is not set up to need the ID card in any space. Developing a way for students to be able to use the card in areas such as the cafeteria, library, and for printing are some small ways we would be able to better require our students to carry the card.

Capturing wider set of data to ensure student success
Better workflow
Academic Success:
- This is an area that there is always room for improvement on. Students in ASPC and Student Ambassadors must take at least six units and maintain a 2.0 grade point average. This is a resource for the Student-Centered Funding Formula.

Additional Support Staff
- Adding at least a department assistant would allow us to increase the level and the number of events hosted each school year. Having someone available to assist with Facility Requests, Travel paperwork, budget transfers, budget requisitions, purchase orders, etc. would allow us to expand our scope on events.

Improving the Workflow
- Due to the department's quick establishment and rapid growth, developing a better workflow and website will allow our campus to be able to access our resources and know more about student life.

Improving our ID Card process
- Developing methods and finding ways to be able to use the magnetic strip on the ID card for use in the cafeteria, printing, or tracking data on student events.

Capturing a wider set of data Tracking data and capturing a wider set of data points would allow to better track student success.

Program Name: Student Life   Contact Person: Jasmin
                              Quiñones   Submission Date: February 1

PORTERVILLE COLLEGE
PROGRAM REVIEW REPORT: NON-INSTRUCTIONAL PROGRAMS

Program Name: Student Life   Contact Person: Jasmin   Submission Date: February 1
                                Quiñones

Goals

Goal(s)	Timeline for completion	Needed resources	Person(s) Responsible	Obstacles to completion (if any)	Mission Statement	Guided Pathways Pillars
1. Increase Clubs by one club per year over the next 5 years.	Ongoing	DA III	Student Life Program Manager	Lack of support staff	3,4,5	3
2. Increase graduation/transfer/completion rates for all Student Government members each year.	Ongoing	Data tracking methods Program Technician	Student Life Program Manager		2,3,4,5	3
3. Increase student engagement with athletics.	Ongoing	Data Tracking Giveaways Program Technician	Student Life Program Manager		3	3

Program Name: Student Life   Contact Person: Jasmin Quiñones   Submission Date: February 1

Staffing:

Current Staffing Levels

Full-time		Part-time	
Faculty	0	Faculty	0
Temporary	0	Temporary	1
Classified	0	Classified	0
Management	1	Management	0

Request for New/Replacement Staff

	Title of Position	Classification (Faculty, Classified, or Management)	Full- or Part-Time	New or Replacement
Position 1	Department Assistant III	Classified	Full Time	New
Position 2	Program Technician	Classified	Full Time	New
Position 3				

Position 1: Representative duties specific to Student Life:
- Participate in budget preparation and administration of five budgets.
- Create and process all purchase orders, budget transfers, expenditure transfers, Cal-Card purchases.
- Process all student and employee travel requests
  - Assist with hotel and vehicle arrangements as necessary
- Assist with payroll functions for student workers
- Process incoming invoices
- Process contracts
- Assist in gathering data for College, District, and other reports
- Assist in reservation of facilities
- Assist with ID card process

Currently the Duties fall to the Executive Assist of the VP of Student Services, in addition to the duties assigned to that role. As Student Life continues to grow the need for dedicated administrative staff grows.

Position 2: Providing support to clubs and oversee Student Ambassador program

- Schedule and host ICC meetings
- Schedule Club Based events

Program Name: Student Life   Contact Person: Jasmin   Submission Date: February 1
Quiñones

- Process Club paperwork
- Schedule campus tours
- Schedule and oversee Student Ambassadors
- Train Student Ambassadors
- Train and maintain contact with Faculty advisors
- Recruit for additional clubs
- Maintain club information updated on website
- Gather club-based data
- Assist with club funding
- Assist with programming
- Serve as ASPC Co-Advisor

<u>Resource Requests</u>

TECHNOLOGY REQUEST

	Technology Need	Justification
Item 1	Additional Card Printer	During certain periods of the school year, there is an abundance of ID card requests, and this would allow us for quicker response time and have something as a backup if one jams as they often do.
Item 2	Magnetic Strip for Data tracking	Find a method for better data tracking campus wide.
Item 3	PC computers	10-15 PC computers for Esports. Esports are growing on many college campuses. We serve many students in our Esports student club and expand with a space for their use.

FACILITIES REQUEST

	Facilities Need	Justification
Item 1	Esports Room	A center for E sports to be able to have PC computers. There is a rise in this need.
Item 2	Additional social space for students	We have quickly outgrown Pirates Cove and ASPC Conference Room. A larger space for gaming consoles, games, and Ping Pong tables.
Item 3	Storage Space	Due to the high demand for various equipment in Student Life such as a snow cone machine, A-frames, etc. We cannot purchase anything else that is larger with the little

Program Name: Student Life   Contact Person: Jasmin   Submission Date: February 1
                               Quiñones

		storage space we currently have. We need a Student Life specific sea train.

PORTERVILLE COLLEGE
PROGRAM REVIEW REPORT: NON-INSTRUCTIONAL PROGRAMS

Program Name: Student Life   Contact Person: Jasmin   Submission Date: February 1
                                  Quiñones

SAFETY & SECURITY REQUEST

	Safety/Security Need	Justification
Item 1	Emergency Button	The Office of Student Life is in the Student Center, a very populated area for students, and often incidents occur. An emergency button would be useful for the Office of Student Life to make calls in emergencies.

Budget

	Current Budget	Amount of Change	Revised Total
2000 (Student Workers Only)	0	12,000	12,000
4000	10,000	5,000	15,000
5000	40,000	20,000	60,000
Other			

Justification:

Student Ambassadors are not currently funded by any Student Life budgets; therefore, we often support other departments. As the department grows, there will be more of a need to fund these positions out of Student Life, and we are working toward being self-sufficient. The current funding sources can willingly cut down on the number of positions they want to fund, and we are not in a place to be able to cut very many of these positions as they are in high demand.

For the 4000's accounts we will be able to fund new items such as popcorn machines, and other materials we need for campus events.

For the 5000's accounts we would be able to use our budget to take more students on conferences and pay some other faculty or staff to attend.