

Institutional Effectiveness Review
Non-Instructional
Student Activities/Volunteer Services Center
May 2008

The purpose of the review is to:

Assess the following categories:

- Mission
- Services
- Leadership
- Organization/Structure
- Financial Resources

The process will involve the following steps:

- Collect and analyze data from student surveys
- Evaluate and discuss Student Activities services
- Evaluate and review Student Activities Coordinator job description
- Analyze Student Activities budget
- Analyze data (SWOT analysis)
- Develop goals and action plan

Time frames/timeline for the review will be:

January – March

- Evaluate and discuss Student Activities services
- Evaluate and review Student Activities Coordinator job description
- Analyze Student Activities budget

March – May

- Collect data from student surveys
- Analyze data
- Develop goals and action plan

Overview

Purpose of the service and how it relates to college mission, values, vision:

The Office of Student Activities provides an assortment of educational, social, cultural and civic opportunities for the students at Jefferson College. These events and services are designed to complement the student's classroom experience and to further the student's growth and development.

Jefferson College students have numerous opportunities to experience campus life beyond the classroom. Daily activities may include campus events, institutional meetings, and community outreach. Students can participate in clubs and organizations, get involved in activities connected to their major of study, and/or attend special events organized by the Office of Student Activities. All of these avenues provide students with a richer college experience. By participating in campus life, students are connecting with faculty, staff, the community, and each other. Students are also gaining experiences and making connections that will assist them in their future endeavors.

The Office of Student Activities is directly related to the College mission by providing a supportive learning environment, which promotes intellectual, social, and personal growth. In addition, Student Activities provides on-campus experiences, preparing students to succeed in their careers, further their education, and prosper in a diverse world.

The Office of Student Activities shares the vision of the College as it promotes student achievement and student success and provides a participative, innovative learning environment.

The Office of Student Activities relates to the College values by promoting student growth, student-centered services, diversity, assessment, shared governance, professional growth, and community service.

Institutional Effectiveness Review

Present Status

Service Goals and Actions from _____ Institutional Effectiveness Review:

N/A

Innovative Changes (in last 5 years):

The most significant change to the Office of Student Activities has been the expansion of the Student Identification (ID) card. The Library requires student IDs to check-out any item, therefore a system and printer were purchased for the Library at Hillsboro. This provided the Library the ability to serve students, and also offered student ID availability during evening hours in a high student traffic area. Campus expansion increased the need for student ID software, printers, and supplies. Currently there are four software systems and printers used at Jefferson College; two at Hillsboro, one at Arnold, and one at Northwest. Furthermore, student IDs require a student picture, therefore a picture is on file for every student. The Office of Student Activities is responsible for maintenance and supplies for all student ID systems and printers.

The Coordinator of Student Activities is the sponsor the Student Senate which recently has incorporated two innovative changes. Beginning with the 2007-2008 academic year, the President of Jefferson College meets with the President of Student Senate monthly, to review and discuss students' needs and concerns. Additionally the Senate President requires monthly meetings with all club/organization presidents and/or officers. Incentive for participation in these monthly meetings includes increased club allowance and the opportunity to create the agenda of student needs/concerns to present to the President of the College.

Staff (Degree to which staff are qualified, effective, and supported.)

Staff Qualifications and Professional Development:

The Office of Student Activities has undergone restructuring and now resides under the area of Advising & Retention Services. The Office of Student Activities consists of one full-time Coordinator who reports to the Director of Advising & Retention Services. The Coordinator has held the position since the current position structure, summer 2004. Prior to that, she was employed as Student Development secretary. The Coordinator completed her BS in Psychology, spring 2008, and plans to continue her education in pursuit of an MS in Counseling. The Coordinator's years of experience, in addition to her continued pursuit of higher education, make her qualified and effective in her position. The placement of Student Activities in the Advising & Retention Center gives the Coordinator additional peer support.

The Coordinator accompanied Student Senate to the MCCA-SG fall and spring conferences and is a member of the Jefferson County Youth Council.

Students/Constituents (The degree to which student needs are met).

Student/Constituent Satisfaction and Feedback:

An anonymous survey of students was conducted via e-mail in May 2008. The following is a summary of the 168 responses received. Most responses (77%) were received from the Hillsboro campus, with 46 percent of respondents having participated in some type of event or extra-curricular activity at Jefferson College. Seventy three (73) percent of respondents reported satisfaction with the social activities offered and 75 percent willingness to become involved in a club, group or organization. Seventy-two (72) percent of respondents indicated an interest in participating in an online student forum that would allow students to voice opinions and other ideas of student interest. In addition, 59 percent of students responded with an interest in activities that involve families and children and 48 percent reported interest in areas related to health/wellness. Stars messages were recognized as the best way to publicize information about campus life activities and events (80%).

Factors reported that prevented participation in campus activities were work (72%) and children/family obligations (53%). When asked the best time to attend activities, no “best” time was indicated. Selections included late evening, after 7 p.m. (32%); weekends (32%); early afternoon, 1-3 p.m., (29%); early evening, 5-7 p.m. (28%); and late afternoon, 3-5 p.m. (27%). These varied responses show the difficulty of finding a favorable time that the majority of students can attend any type of activity or event.

Student/Constituent Success:

Currently there are 11 clubs/organizations on campus. Student Senate is the governing body for all student clubs and has 12 participating members, an increase from previous years. Student Senate held 29 meetings during the 2007 academic year and accomplished many goals, including: increased budget for all clubs and organizations, development of a Points Reward System for all campus clubs and organizations, and development of monthly club president’s meetings. In addition, Student Senate had input to several campus projects, including: renovation of the Hillsboro campus Library and wireless expansion throughout the Hillsboro campus.

Student Activities sponsored 31 activities over the past academic year, including Club Spirit Day, the Winter Festival, Spring Fling, and Student Athlete Recognition Day. These activities were attended by many students, faculty and staff.

Student Activities sponsored 15 community events, including five blood drives which met or exceeded established goals; Shocktober, the safe Halloween which drew large numbers from the community; and numerous successful food/clothing/toy drives.

Additionally, over 4000 student IDs were processed during the 2007-2008 academic year.

Services (The degree to which services are thorough, current, and supported.)

Services (Scope, Currency, Changes):

The clubs and organizations on campus appeal to students of diverse interests. Jefferson College has clubs for those who are pursuing a teaching degree (MNEA-SP), those who are interested in preserving the environment (Environmental Alliance), those who are interested in promoting the College (Ambassadors), those who are interested in experiencing other cultures (Cultural Club), those who are academically talented (Phi Theta Kappa), and those who are interested in campus government (Student Senate). Still other organizations include the Baptist Campus Ministries, Campus Crusade for Christ, Collegiate Music Educators National Convention (CMENC), Gay Straight Alliance, Habitat for Humanity, and Oasis (non-traditional student support).

In the fall of each year, the Office of Student Activities hosts a Club Spirit Day in which students have the opportunity to meet students involved in various clubs and organizations. This gives students the opportunity to inquire about club/organization participation and activities in a relaxed atmosphere.

The Office of Student Activities provides support to all student clubs/organizations on campus. Each club advisor receives a Club Advisor handbook to use as an informational tool to guide their club throughout the year.

The Office of Student Activities also provides support to faculty, students, and staff by providing up-to-date information on student rights and responsibilities, and College policy and procedure in the Jefferson College Student Handbook. This handbook is updated annually and made readily available to faculty, staff, and students at designated areas throughout all three campus locations.

The Office of Student Activities also sponsors a Student Leadership Conference that is open to all students at Jefferson College. This conference is offered in order to provide leadership training and teambuilding experiences for all students. These experiences help students develop skills needed as they further their education and/or enter the workforce.

Services Issues (Support, Technology, Equipment):

The Office of Student Activities and the Office of Student Senate share a modified cubicle on the top floor of the Student Center building. Space for students is limited. Clubs meet at various times at different locations across campus, which contributes to lack of student club interaction. Renovations to the cafeteria and ASI have provided more space for students to relax and study. However a consistent, centralized location for student activities, meetings and events would provide better opportunities for students to interact with faculty, staff, and peers.

Staff is limited to one Coordinator addressing all areas of student activities, clubs and organizations, and community involvement opportunities. This includes planning, coordinating and supervising student activities at all campus locations; overseeing all student organizations, including budget supervision and web site management; and maintaining on-going communication with community groups in order to plan and coordinate various community involvement opportunities for all students. The Coordinator also advises the Student Senate, providing Senators with guidance to develop and utilize leadership skills and education regarding institutional policies and procedures. In addition, the Coordinator is the central contact for coordinating all aspects of student IDs, including ordering all student ID equipment and supplies.

Due to the need to expand student ID availability, budget money allocated for student ID equipment, supplies, and maintenance increases each year. This subsequently decreases money available to coordinate better opportunities for quality student interaction. Commuter students typically spend limited time on campus and limited time creating relationships with other students, faculty and staff. Money must be available to provide opportunities for students to engage in quality interactions with these individuals.

Community (The degree to which the service contributes to the community and responds to community needs).

The Office of Student Activities plans numerous activities to promote social responsibilities to students. These activities include Shocktober (safe Halloween); Blood Drives; food, clothes, and toy drives; Adopt-A-Family programs; and Girl Scout Badge Day.

In addition, learning opportunities are available to students with annual programs geared at understanding the importance of community involvement and social awareness. These programs include activities to promote black history month, women's history month, and international student week.

Shocktober is an annual community safe Halloween party. Each club and organization sponsors a game or activity for children in the community to participate. Activities include a haunted house, hay rides, book walk, bean bag toss, and other games. There is also a dance contest and costume contest for participant ages birth to adult.

Several blood drives are held on the Hillsboro and Arnold campus locations during the fall and spring semesters. Students learn about the responsibility for giving blood to help those in need.

Girl Scout Badge Day is held annually during the spring semester. Each club sponsors activities required for the girls to earn badges. Each of the girl scouts has the opportunity to earn two badges during the day. This activity allows student organizations the opportunity to help others obtain goals.

The Adopt-A-Family program is held annually during the Thanksgiving and Christmas holidays. Each club adopts a family and provides them with food for a Thanksgiving meal, and Christmas gifts for each member of the family. This activity allows the campus organization the opportunity to fundraise and provide for a family in need. They learn to help others throughout their community.

The annual food, clothes, and toy drive is an opportunity for students across campus to provide for those in need. All items are donated to the local food pantry. This activity provides students the opportunity to gain knowledge of the needs of their community and the steps to provide support.

The Office of Student Activities is learning focused. There are many opportunities for students to learn about issues that affect our community and the lives of others. Issues presented to students throughout the year include: alcohol awareness, depression screening, binge drinking dangers, poverty simulations, and smoking cessation programs.

The programs presented through the Office of Student Activities are developed to provide students with an awareness of current issues in their community, policies that exist in government, changes that need to occur in society, health and human relations issues, and

how lives are affected by government policy and standards. Most importantly, students are provided the opportunity to help others in various ways and develop the understanding that each person can make a difference.

Cost

The Office of Student Activities budget includes monies from three campus budget areas, Student Development, Student Activities, and Program Council. These monies are distributed to the following areas:

Student Development budget:

Student ID equipment, supplies, and maintenance	\$5350.00
Speaker Honorariums	\$600.00
Student Senate Advisor travel	\$622.00
Employee Tuition	\$1500.00
Student Athlete Success supplies	\$2050.00
Informational booklets for students	\$812.00
Postage and Copier charges	\$750.00

Student Activities budget:

Campus Clubs/Organization Yearly budget distribution	\$5200.00
Student Senate Conference registration and lodging	\$3500.00
Activity decorations, supplies and prizes	\$6000.00
Postage and copier charges	\$380.00

Program Council budget:

Student Entertainment (Spring Fling games and novelties)	\$2750.00
Entertainers	\$4650.00

Summary (SWOT)

The following strengths, weaknesses, opportunity and threats have been identified by carefully reviewing and analyzing our institutional effectiveness review.

Strengths	Weaknesses
<p>Variety of clubs/activities available for students.</p> <p>Activities/meetings held at various times for student convenience.</p> <p>Student activities updated to accommodate students' current interests.</p> <p>Students provided with ample community service opportunities.</p> <p>Students provided various leadership opportunities.</p>	<p>Lack of a centralized location for student activities, meetings and events contributes to a lack of student club awareness, participation, and cohesiveness.</p> <p>Office consists of one staff member trying to coordinate student activities, club participation, and events at three campus locations.</p> <p>Increased budget money allocated for student ID equipment, supplies, and maintenance decreases money available to coordinate opportunities for quality student interaction.</p>
Opportunities	Threats
<p>Expand interactive opportunities for students at JCA and JCNW campus locations.</p> <p>Explore teambuilding opportunities for campus club advisors.</p> <p>Expand coordinated efforts for students to volunteer and participate in community service activities.</p>	<p>Student ID systems in place at various locations, several staff having access to student IDs with minimal training.</p>

Future

Proposed Learning and Service Goals and Action Plan

<i>Proposed Learning/Service Goal</i>	<i>Proposed Assessment Measurement/Action</i>	<i>Person(s) to Implement</i>	<i>Timeframe</i>	<i>Resource Implications</i>
Goal 1: Research effectiveness of connecting picture ID into Banner system	Research literature and ID compatibility in Banner	ARC Director, Coordinator of Student Activities; Administrative Computing; Registrar	June 2009	Staff resources
Goal 2: Increase appropriate student activities and services	Evaluate student survey results and implement appropriate activities and services.	Coordinator of Student Activities; President of Student Senate; ARC Director	December 2008	Staff resources
Goal 3: Research Student Activities budget restructuring; including Student ID options and staffing concerns	Conduct Student Activities budget review; including Student ID funding	ARC Director, Coordinator of Student Activities	January 2009	Staff resources
Goal 4: Provide optimal service to club advisors and officers.	Implement regular meetings and e-mail updates.	Coordinator of Student Activities	August 2008	Staff resources
Goal 5: Provide regular training for staff using Student ID systems.	Implement bi-annual training to all staff processing student IDs.	Coordinator of Student Activities; ARC Director	September 2008	Staff resources