

Maui Community College
Student Affairs Program Review Report
Student Life
Assessment Period FA06 and SP07

College Mission Statement: Maui Community College is a learning-centered institution that provides affordable, high quality credit and non-credit educational opportunities to a diverse community of lifelong learners.

Student Life Mission Statement:

Student Life creates learning opportunities by providing co-curricular programs to foster student education and enhance the overall educational experience of students. It is learning that happens outside of the classroom. Involvement in programs and activities from Student Life develops student's leadership skills, team-work abilities, time management and many other skills.

Student Life Vision:

The vision of Student Life is to create opportunities on campus through our programming, boards, events, and partnerships that will develop student's leadership, personal and professional abilities.

Functional Statements:

1. Coordinate New Student Orientation.
2. Coordinate Commencement Ceremony.
3. Develops, plans, implements, evaluates comprehensive co-curricular student life program including educational, social, cultural & recreational components and student government, activities, organizations, publications, and other special interest groups.
4. Advise Student Government.
5. Advise Board of Student Publications.
6. Advise Campus Clubs.
7. Prepare, allocate and plan fiscal budgets of all student activity and vending accounts.
8. Manage student lounge and game room facilities (moved in July 2005 to prepare for renovation)
9. Facilitate student ID services.
10. Serves on campus-wide task forces, committees, and groups to represent the interests of Student Life.
11. Collaborate with other student life professionals, as well as faculty/staff of MCC to strengthen the Student Life Department.
12. Prepare requisitions to business office to process payment of all student activities sponsored events.
13. Provide necessary statistics, narrative, and recommendations, including annual report on Student Activities Program.
14. Informs the campus community of all student activity events and functions.

15. Educate club members and advisors of privileges and responsibilities of MCC endorsed clubs.
16. Provide advice and assistance to any student/staff in planning a campus activity.
17. Recruit students to participate in co-curricular activities to complement their education.

How the Office of Student Life will achieve its Mission/Vision

The Office of Student Life will:

- Provide a forum for learning outside of the classroom;
- Provide opportunities for students to develop their leadership skills;
- Be recognized as an important and equal partner in achieving the college's mission;
- Be recognized as a center for co-curricular development on campus;
- Work collaboratively with members of the campus community;
- Be a student centered department that provides support to students;
- Support students in their self-directed educational path.

Role of the mission statement in planning and decision making

Since the mission statement was developed and accepted, it has guided every program, activity, and event that is sponsored by Student Life. Student Government, Board of Student Publications, and the Campus Activities Board use the mission statement when creating annual budgets, programming, and developing goals. It has been a useful tool in teaching students how to stay on track. This mission is used from the brainstorming to the final analysis of everything that this office does. It is a reflection of what needs to get done, the judge of its success, as well as a daily reminder of what Student Life is striving to achieve for each day.

Maui Community College
Student Services – Student Activities
Quantifiable Data

	FY05	FY06	FY07
1. # of activities/events	32	89	100
2. Average # of participants			500
3. # of student clubs	15	17	13
4. # of SG and BOSP meetings held	42	40	22
5. # of student newspapers published	06	07	05
6. # of student leadership workshops help	10	12	08
7. # of student handbooks issued	2,000	2,500	2,500
8. # of student involved in a leadership role	52	95	75
9. # of students that attended an off-island leadership conference	18	15	25
10. # of requests for funding from student government	35	40	76
11. # of literary journals published and issued	600	600	600
12. # of student help employed in Student Life Office	04	04	03
13. # of hours game room opened (average weekly)	0	0	0
14. # of tours given to perspective students	20	25	30
15. # of students attended new student orientation	155	196	170
16. # of student/faculty ID's issued	2,000	2,000	2,100
18. # of students that participated in commencement ceremony	130	145	159

Funding Sources

Student Life is responsible for three fiscal accounts, Student Activity Fees, Board of Student Publications Fees, and the Vending Account. The estimated yearly budget for these accounts is listed below:

Student Activity Fees - \$75,000

Board of Student Publications - \$27,000

Vending Account - \$3,000

Tuition and Fees (Support from Student Services and Chancellors Office for Student Help) - \$ 5,000

Maui Community College
Student Affairs– Student Activities
Self –Study and External committee review recommendations

On September 22, 2005 the external program review committee submitted the following recommendations to Student Life:

1. Now that the comprehensive review has established a starting point for continued improvement, the Dean of Student Services and Student Life Coordinator will focus on selected CAS standards and student learning outcomes for upcoming annual and comprehensive program reviews.

Actions steps taken: Leadership Development, Healthy Behavior and Collaboration SLO's chosen.

2. The Dean of Student Services concurs with the external team's assessment that the program is understaffed and has submitted a request for additional position for the College's consideration for future budget strategies and decisions.

Actions steps taken: Currently position is requesting under generated tuition and fees. However, Student Life Director is requesting to add position to the biennium budget as well.

3. To address the issue of being "proactive" as noted in the external review, the Dean of Student Services and Student Life Coordinator will:

- a. Examine and implement ways to involve faculty in co-curricular activity development and increase student enrollment.

Action steps taken: Student Life Director initiates contact with faculty thru interaction at events, e-mails, as well as academic senate meetings. Director is also involved in numerous leadership activities throughout the college to publicize her role and student life needs.

- b. Refine and expand the role of the Student Life Coordinator to instructional faculty.

Action steps taken: Student Life Director has gathered data from other colleges and is working towards a revised job description.

- c. Develop and implement strategies to better publicize activities and events on a timelier basis.

Action steps taken: Student Life Director partnered with Webmaster to market events on line by setting up and MCC calendar. Another initiative included listing all events in the MCC handbook, a very popular and used item for students. Director also worked with Operations and Maintenance to replace bulletin board

in front of the Library, a heavily traveled area. Event flyers will be posted there starting SP08.

The committee also noted the following: The Student Life program review provides an excellent starting point for future continual improvement initiatives. The potential and future of Student Life at Maui Community College is very promising and is expected to flourish given the present leadership and programmatic direction.

Other Assessment Initiatives & Results

Student Life assessment is based upon:

1. Satisfaction surveys at events.
2. Regular weekly meetings with Student Life Staff, ASMCC, and Board of Student Publications (monthly).
3. Student Life Assessment Worksheet
4. Disc assessment of all ASMCC members
5. Verbal feedback given to Student Life Coordinator after events.

As a result of these assessments programmatic changes are discussed at planning meetings with respective involved participants. After discussion programmatic changes were recommended are immediately implemented for future student life functions.

Programmatic changes recommended and action steps taken:

1. Increase attendance at New Student Orientation. Action steps included working with Webmaster to develop orientation web site; calling over 500 students, working with all student services departments to help with marketing; and mailing brochure to students.
2. Develop more comprehensive orientation program. Action steps included working with Dawn Freels to revise orientation format for FA 07. Revision plan was implemented at FA 07 orientation and included ice breaker games and student tour of over 15 campus departments.
3. Increase number of student life events. Action steps included hiring of student staff to assist Coordinator in planning and marketing of events.
4. Offer more hours for the student ID center. Action steps included moving the ID Center from Student Life to the Library. Starting FA07 ID's is offered over 45 hours weekly, including nights and weekends.
5. Train orientation leaders to be better skilled when meeting with new students. Action steps included a training session with all leaders prior to orientation as well as more careful selection of leaders.
6. Student Life Coordinator works closely with ASMCC to ensure effective relations. Action steps taken included members taking the DISC assessment. This

- data was then used to assist Coordinator in relating to ASMCC. In FA 07 Coordinator provided ASMCC members many team building activities.
7. Updating and developing student life programming materials to reach more students for Student Life events and opportunities. Action steps included working with webmaster to develop MCC event calendar in FA 07. 2,000 Student Handbooks with calendar of events was given MCC students.
 8. Work closely with business office to ensure accuracy of all fiscal documents. Action steps included meeting with Fiscal officer to assist in setting processes for fiscal year. Coordinator is in regular contact with business office personnel to ensure accuracy of all documents.
 9. Increase campus clubs by 25%. Action steps included Coordinator doing outreach to faculty to encourage more involvement of the campus community.
 10. Provide opportunities for student to get physically healthy. Action steps takes was offering one yoga class per week starting Fall 07.
 11. Assess events with Student Life Assessment Sheet*

*** Student Life Assessment Worksheet Information**

The Student Life Coordinator uses a worksheet to assess each activity for its effectiveness in achieving its purpose. Every year, the coordinator must turn in an overall program evaluation to the Dean of Student Services.

The worksheet was proposed by the Dean of Student Services, based on ideas he received at a student services conference. The Student Life Coordinator developed the specific worksheet now used, based on the needs of the department.

Every Student-Life-sponsored activity, event and group uses this worksheet, both to plan and to evaluate programs. The worksheet asks organizers to list the names of planning-committee members, state the intended learning outcome of the program, and state how the activity will help achieve that outcome. Then the worksheet asks the committee to identify a thought, or mental image that they want the students to gain from attending the event. Finally, the committee must state how the activity relates to Student Life mission.

After the program or event is completed, the worksheet asks organizers to answer follow-up questions, including the number of students who participated and its overall success. The follow-up is the most important part of this worksheet because from that discussion it will be decided if the event should happen again. If not, why not and what went wrong. If yes, any possible improvements that should be made are discussed. It is important to remember that events are never unsuccessful; rather, if they fall short of expectations, they become case studies.

I have included the assessment forms in this report.

