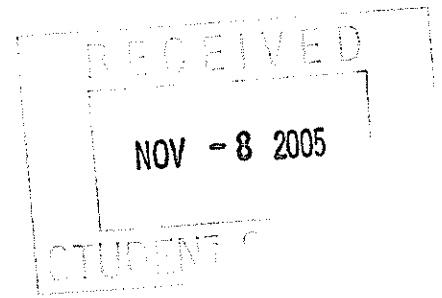


5. STUDENT LIFE

A large, faint, circular watermark of the University of Hawaii seal is centered in the background. It features a torch, a book, and the text "UNIVERSITY OF HAWAII" and "1966".

**Student Services
Program Review Report
Student Life Department
Assessment Period: 2002-2005**

Elena Alexander
Student Life Coordinator

Maui Community College
Student Services Program Review Report
Student Life
Assessment Period 2002-2005

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.

Development and acceptance of statements

In Spring of 2004 the Student Life Coordinator met with other Student Services Directors, student leaders, as well as other professionals with a background in student life. Various proposed mission statements were presented to these groups. These proposed statements were derived from CAS standards, other student life departments' missions, as well as MCC's mission and strategic plan. After input from these groups the mission statement was accepted and then implemented.

Maui Community College
Student Services – Student Activities
Quantifiable Data

	FY03	FY04	FY05
1. # of activities/events	42	68	32
2. # of student clubs	12	15	15
3. # of SG and BOSP meetings held	39	42	42
4. # of student newspapers published	06	06	06
5. # of student leadership workshops help	10	12	10
6. # of student handbooks issued	2,000	2,000	2,000
7. # of student involved in a leadership role	35	76	52
8. # of students that attended an off-island leadership conference	0	17	18
9. # of requests for funding from student government	22	47	35
10. # of literary journals published and issued	1,500	1,500	600
11. # of students published in literary journal	78	79	66
12. # of student help employed in Student Life Office	03	06	04
13. # of hours game room opened (average weekly)	20	45	0
14. # of tours given to perspective students	15	18	20
15. # of students attended new student orientation	87	134	155
16. # of student ID's issued		156	2,200
17. Student Activity Fee	.50/c	2.00/c	2.00/c
18. # of students that participated in commencement ceremony	125	120	230

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 - \$80,000

Board of Student Publications - \$40,000

Vending Account - \$7,000

Maui Community College
Student Services – Student Life
Goals, Critical Success Factors, and Objectives
Strategies and Assessments

Goal 1: Engagement: Develop and coordinate campus programs, boards, and activities that provide opportunities for student learning and enjoyment.

Critical Success Factors:

- Campus clubs increase by 25% in '05 academic year - 2 clubs (Objective 1.1)
- Participation in Student Government increases by 20% in '05 academic - 2 members (Objective 1.2)
- Leadership abilities of student leaders are assessed and show improvement.
- Events/Activities for campus community are continually evaluated and improved upon.

Objectives:

Objective 1.1: Expand existing campus club programs.

Strategies:

- Implement “Campus Club Drive” program at beginning of each semester
- Entice more faculty/staff to become club advisors, create incentive.
- Entice more students to become active members of clubs
- Student Activities Coordinator speak at new faculty orientation and new student orientation about benefits of joining/leading a campus club

Assessments:

- Number of campus clubs: 15. Our goal was not met, but we are continuing to work towards creating more clubs. We will try different approaches.
- Number of student participants: There are approximately 100 students involved in various leadership roles.
- Number of faculty/staff advisors: 18

Objective 1.2: Expand student participation in Student Government

Strategies:

- Implement “Student Leader Drive” program at beginning of each semester;
- Entice more students to become active members, create incentive;
- Student Life Coordinator speak at new student orientation and visit classrooms to speak to students about benefits of joining student government.

Assessments:

- Number of student leaders involved in student government: Currently there are 10 members. These students have increased their leadership skills creating a strong, focused, effective student government that has made an impact on this campus.

Goal 2: Technology: Utilize available technology to recruit and inform students about the Student Life Department.

Critical Success Factors:

- E-mail advertising will be used to publicize happenings of the Student Life Department;

Objectives:

Objective 1.1: Create and develop a Student Life web-site.

Strategies:

- Design web-site working with MCC web-master and student leaders;
- Market all events and services electronically.

Assessments:

- Web-based system developed: The site has been completed, but has not been launched as of yet. By January 06, the site will be up and running. The Student Life Coordinator is working with the webmaster to assist to complete this goal.

B. 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.