

YEARLY PLANNING DISCUSSION TEMPLATE

General Questions

Program Name Student Activities & Outreach Academic Year 2023-2024

1. Has your program mission or primary function changed in the last year?

Our mission and primary functions have not changed. The mission statement is:

The **Associated Student Body Government of Allan Hancock College** will strive to:

- Represent the needs, interests and perspectives of AHC students at every level of decision making within the college, to regional and state organizations and nationally as necessary and appropriate to promote and encourage student success;
- Provide students with opportunities to engage in learning and leadership as well as governing processes and parliamentary procedure;
- Support a vibrant student life on campus consisting of extracurricular activities and events that encourage cultural diversity, unity and college pride in order to enhance the general welfare and academic success of AHC students.

2. Were there any noteworthy changes to the program over the past year? (eg, new courses, degrees, certificates, articulation agreements)

The most notable change to the Student Activities & Outreach program has been the addition of an Outreach Coordinator beginning in January 2022. This has enabled our community outreach efforts to increase:

2022	2023	2024
505 events	448 events	551 events

Our event participation has also increased in the various events we offer on campus:

2022	2023	2024
Study A Thon 1023	Study A Thon 998	Study A Thon 1,331
Blood Drive 120	Blood Drive 94	Blood Drive 117
1 st Week Info Booth 3,046	1 st Week Info Booth 3,072	1 st Week Info Booth 3,446
Food Share 15,701	Food Share 6,295	Food Share 11,700
Clubs 25	Clubs 38	Clubs 42

Additionally, updates to the ASBG Constitution, By-Laws, Election Code and Code of Ethics were made this year to be in alignment with current practice and college policies.

Learning Outcomes Assessment

- a. Please summarize key results from this year's assessment.

Results indicate that students are meeting their expectations, learning from and enjoying the class, involvement is tied to them feeling connected, nurtured, valued, directed, engaged and focused, leading to increased student success.

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- b. Please summarize your reflections, analysis, and interpretation of the learning outcome assessment and data.
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- c. Please summarize recommendations and/or accolades that were made within the program/department.
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- d. Please review and attach any changes to planning documentation, including PLO rubrics, associations, and cycles planning.
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3. Were there any staffing changes?

Patricia Prado Rios joined our team as the Outreach Coordinator in January 2022. We also hired Minerva Nieves as an hourly Program Assistant, she began in April 2023. We desperately needed clerical help due to the large number of PR/PO's, RTH's, etc. for our department, campus clubs, Bulldog Ambassadors and outreach efforts.

In April 2024 our Program Assistant hourly staff person left the college for a full-time position with benefits. This is the challenge we will continually face until we can get a permanent clerical position. A lot of work goes into training staff on Banner, forms, policies and procedures, etc., we prefer to keep them long term. The department needs to hire an Office Services Tech (OST range 18 on the classified salary schedule).

4. What were your program successes in your area of focus last year?

Program successes include high number of community outreach events (2023 - 448 events to 2024 - 551 events), returning to high number of participants in ASBG events and activities coming out of pandemic shut down (2023- 4164 to 2024 - 4,894), and chartered clubs (2023-38 to 2024-42) all creating a vibrant student life.

CTE two-year review of labor market data and pre-requisite review

5. Does the program meet documented labor market demand?

n/a

6. How does the program address needs that are not met by similar programs?

n/a

7. Does the employment, completion, and success data of students indicate program effectiveness and vitality? Please, explain.

n/a

8. Have recommendations from the previous report been addressed?

n/a

Use the tables below to fill in **NEW** program resources and planning initiatives **that do not apply directly to core topics. This section is only used if there are new planning initiatives and resources requested that DO NOT pertain to a Core Topic.**

Sample:

New Program Planning Initiative – Yearly Planning Only	
Title:	<i>(Short description of the planning initiative)</i> Telescope night
Planning years:	<i>(The academic years this will take to complete)</i> 2021-22 to 2024-25
Description:	
<p><i>(A more detailed version of initiative. Please include a description of the initiative, why it is needed, who will be responsible, and actions that need to happen, so it is completed.)</i></p> <p>The success levels of our courses have indicated that students need to have a hands-on experience with finding and pinpointing important celestial objects. Having a telescope night would allow students to learn how to align and find objects.</p>	
Resources:	
<p>Priority Level: Low Medium High</p> <p>Resource Type: Equipment Staff Faculty Supplies and Materials</p> <p>Quantity: 1</p> <p>Per Item Price: \$69.99 Price with taxes/shipping, etc.: \$76.00</p> <p>Description:</p> <p>Telescopes for students to use during the telescope nights. It is a 70mm telescopes for Adults Astronomy & Kids & Beginners, 300mm Portable Refractor Travel Telescope (15X-150X) with A Smartphone Adapter& A Wireless Remote https://www.amazon.com/ToyerBee-Telescope-Telescopes-Professional-Smartphone/dp/B095XQVTNM/ref=sr_1_4?crd=256FVSAQ5EU0P&keywords=telescope&qid=1667944660&sprefix=telescop%2Caps%2C160&sr=8-4&ufe=app_do%3Aamzn1.fos.18ed3cb5-28d5-4975-8bc7-93deae8f9840</p>	

New Program Planning Initiative - Yearly Planning Only	
Title:	Hire an Office Services Tech (OST)
Planning years:	2024-2025

Description:

An Office Services Tech (OST clerical support) for ASBG, 42 clubs, Student Activities, community outreach and student ambassadors is greatly needed to relieve the Coordinator, Student Engagement so he can focus more on coordinator duties. Currently he is spending the majority of his time processing all of the PR's, travel docs, budget transfers, RTH's/PARNE's, reimbursements, etc., for the department. This level of work requires

Resources:

Priority Level: Low Medium High

Resource Type: Equipment Staff Faculty Supplies and Materials

Quantity: 1

Per Item Price: \$81,548

Price with taxes/shipping, etc: n/a

Description: Hiring an OST for the department will provide consistent support for students and staff. The amount of work in this area is increasing annually and this level of work requires attention to detail, Banner experience, knowledge of auxiliary and district policies, and expertise from an OST.

Resources:

Priority Level: Low Medium High

Resource Type: Equipment Staff Faculty Supplies and Materials

Quantity:

Per Item Price:

Price with taxes/shipping, etc:

Description:

Resources:

Priority Level: Low Medium High

Resource Type: Equipment Staff Faculty Supplies and Materials

Quantity:

Per Item Price:

Price with taxes/shipping, etc:

Description:

New Program Planning Initiative - Yearly Planning Only

Title:

Planning years:

Description:

Resources:

Priority Level: Low Medium High

Resource Type: Equipment Staff Faculty Supplies and Materials

Quantity:

Per Item Price: **Price with taxes/shipping, etc:**

Description: