



Student Services Program Review

Program: Student Life and Leadership

Manager: David Okawa

Participant Names: Joseph Shonkwiler, Dani Morgan

Date: 9/18/2024

Previous Program Review Date: 5/21/2019

Part 1. Program Mission Statement

College Mission Statement

Cypress College transforms lives through lifelong learning with educational opportunities including transfer to four-year institutions, associate degrees, certificates, and a baccalaureate degree. We are dedicated to forging academic and career pathways to support the achievement of our students, enhancing their economic mobility, fostering equity, and enriching society.

Department Mission Statement

Student Life and Leadership (SLL) works to cultivate an inclusive and dynamic campus environment that empowers students to develop their leadership skills, advance and exemplify the core values of the institution, engage in meaningful experiences, and foster a strong sense of community. Our team is also committed to ensuring student basic needs are met, promoting personal growth and social responsibility, and driving civic engagement within our student population.

A. How does it align with Cypress College's mission?

Student empowerment is a core focus of our program and developing leadership skills and promoting personal growth align with the college's commitment to transforming lives through lifelong learning. Our program's dedication to cultivating an inclusive campus environment, driving civic engagement, fostering a strong sense of community serves the college's emphasis on enhancing economic mobility, fostering equity, and enriching society.

Our program's responsibility of meeting student basic needs directly supports Cypress College's goal of forging pathways for student success, addressing barriers that may hinder academic achievement. Our program also maintains supplemental programs beyond the minimum scope of basic needs as defined by the State Chancellor's Office to ensure that students have increased access to supportive resources.

Part 2. Program Overview

A. Briefly describe your program, including program components, function, and purpose.



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Student Life & Leadership works to ensure that Cypress College students have ample opportunities to make the most of their college experience by getting involved on campus. By participating and connecting with like-minded individuals, students can explore their interests, develop skills, create friendships, and thrive both inside and outside the class environment.

The SLL team provides comprehensive advisement, orientations, and workshops to Associated Students Council members and student organization officers to provide unique leadership skills and experiences. SLL is also responsible for supporting students' overall well-being, ensuring student basic needs are met, and driving civic engagement within our student population.

The SLL team also maintains a holistic approach in all areas within the program by placing the institution's core values of equity, excellence, collegiality, inclusiveness, and integrity, at the forefront of all functions, initiatives, and responsibilities. This helps guide our team and our student leadership in setting consistently positive examples in all interactions we have with our student population.

Student Life and Leadership is primarily responsible for the following:

- CCAS Advisement & Administrative Support
- Associated Students Benefits Program
- Basic Needs Services
- Campus Flyer Publicity Approval
- Civic Engagement Events & Initiatives
- Club Life and Inter-Club Council (ICC) Advisement & Administrative Support
- Coordinating Student Representation in Shared Governance
- Facilitating CCAS Participation & Travel for Regional/State Conferences
- Graduate of the Year Selection Process
- OC Teacher of the Year Nominee Selection Process – Cypress College
- Outstanding Charger Scholarship Awards
- Parliamentary Procedure Guidance for Student Groups
- Student Organization Involvement (Clubs & Charters)
- Student Bus Pass Program

Student Life and Leadership recognizes that the functionality, goals, purpose, and responsibilities of Cypress College Associated Students (CCAS) are shared core areas of the program. These areas include:

- Ensuring fair and consistent student representation at Cypress College and NOCCCD
- Representing and advocating for Cypress College students at regional and state levels
- Working to maintain and improve student life and well-being throughout the academic year
- Developing innovative student-led initiatives and organizing inclusive student events
- Providing forums for students to voice concerns and offer institutional feedback



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- Maintaining a vibrant student benefits program for Cypress College students

The Basic Needs services available through the program include the following:

- Food Pantry – Students may visit to receive supplemental groceries once per week. The Food Pantry services both Cypress College and NOCE students. Inventory is generally sourced from the following partners:
 - Second Harvest Food Bank
 - Trader Joe's
 - Northgate Market
 - Vons
 - Food4Less
 - Bracken's Kitchen
- Hygiene Program – A variety of personal and household care items are available through an online request form. This service is available for all currently enrolled Cypress College students on a monthly basis.
- Diaper Pantry – Diapers of various sizes are available through an online request form for currently enrolled and parenting Cypress College students. This service is available on a monthly basis.
- Housing – Through our partnership with Pathways of Hope, housing service navigation is available for currently enrolled Cypress College students.
- Transportation – Student Life and Leadership maintains a partnership with the Orange County Transit Authority (OCTA) to provide full access to currently enrolled Cypress College students to all fixed routes throughout the OCTA transit network. Bus passes are primarily available digitally through the OC Bus app.

All services related to Basic Needs are contingent on funding made available through the State Chancellor's Office, excluding inventory for the Diaper Pantry program, which is provided at no cost to the program through a community partnership with OC Diaper Bank.

- B. Describe you your program interacts or collaborates with other on and off campus programs.

Student Life and Leadership frequently collaborates with the Charger Experience Program in collective outreach efforts. Student Life and Leadership staff host program tours as part of the Charger Fridays outreach initiative in the spring semester and solicit participation from CCAS Council members at major Charger Experience Program events.

Student Life and Leadership also coordinates participation from the CCAS Council in efforts to assist the Cypress College Foundation with their major fundraising events.



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Student Life and Leadership and CCAS also solicit feedback from service areas, programs, and affinity groups to guide the direction of initiatives and help make informed decisions pertaining to student representation, allocation of resources, and project development.

- C. How is your program funded? Please include sources of funds such as categorical (e.g., SEA, EOPS, DSS), general, or grant.

Student Life and Leadership has two full-time staff positions covered under general funds.

- Director, Student Life and Leadership
- Student Services Specialist, Student Life and Leadership

CCAS funds are generated through the optional Associated Students Benefits Fee (\$13), which is available each semester to all currently enrolled students, staff, and faculty. There is also an optional semesterly Student Representation Fee (\$2). All funds collected are then split evenly. CCAS retains half of all collected fees which may be utilized to fund CCAS travel for relevant student leadership and advocacy conferences. The Student Senate for California Community Colleges collects the other half of all collected fees.

All chartered student organizations with active status are also permitted to fundraise as long as these student groups adhere to established fiscal policy.

All areas related to basic needs, including the Basic Needs Coordinator (Special Projects) position, are funded by State Chancellor's Office. Basic Needs funding is an ongoing initiative with an adjusted allotment distributed to each community college every fiscal year based on enrollment.

Part 3. Student Satisfaction with Services

- A. Summarize the survey results for the SSPR Survey (Appendix A). Please focus on trends and address student feedback/comments.

The SSPR survey results reflected significantly positive feedback from students who were involved with Student Life and Leadership or utilized related services within the past year. At least 80% of responses rated each category evaluating quality of experience as "Good" or "Excellent", while 91% of responses rated Overall Quality of Service as "Good" or "Excellent". For the sample size of the student population receiving services from our program, their experience with our team remains highly positive.



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Conversely, these results also provide an idea of areas where the program may be lacking. Approximately 61% of surveyed students responded that they had no interactions with Student Life and Leadership while 16% responded that they were not aware of the program's presence at all. This indicates that awareness, communication, and visibility should be identified as areas in need of improvement moving forward.

The overwhelming majority of students responding through the survey identified the services received as relating to basic needs (primarily through the Food Pantry). While this is not necessarily a concern, the SLL team should monitor the optics of the overall department/program as providing Basic Needs services were an addition to SLL's core purpose and responsibilities.

B. Compare these survey results with results from previous program review.

There was a slight drop in overall number of responses that rated "Good" or "Excellent" in the categories evaluating quality of service. The Student Life and Leadership team believes this can be attributed to shrinking bandwidth due to increasing program responsibilities and a lack of staff to scale with operations and institutional expectations.

The overwhelming consensus from the surveyed students is that the services being provided by Student Life and Leadership (Basic Needs related services in particular) help students achieve their educational goals.

Part 4. Program Analysis and Planning

A. Describe the population you serve and analyze the trends in enrollment, success, retention, etc. Consider the following questions. How many students are enrolled in your program? How do your students compare to the overall student population at Cypress College? Include other qualitative or quantitative information about your population. If necessary, contact the Office of Institutional Research and Planning to obtain data.

Student Life and Leadership must maintain and instill a relatively "open-door policy" within most areas of the program. For example, all active student organizations under club life must allow open general membership for all currently enrolled Cypress College students. There are no barriers for joining any student organization as a general member, such as payment of the AS Benefits Fee each semester, a GPA threshold higher than the 2.0 minimum established as best practice by the State Chancellor's Office and SSCCC legal consultation, or higher threshold of



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the number of currently enrolled units required for participation, the minimum at Cypress College being any number of units.

With these accessible and inclusive practices in place, SLL aims to implement new reporting procedures for membership rosters within club life as outlined in New Program Goals. This information is key to the SLL office in being able to quantify the number of students participating in club life each semester, assess the demographics of students participating within club life, and analyze overall academic achievement of students participating in club life.

CCAS Council membership has also significantly increased over the last few years and a maximum of 39 students are permitted to serve on the Council at any given time. While the goal of SLL and CCAS is not necessarily to reach this maximum threshold, increased participation and involvement opportunities are always conducive to a better representative and more enriching environment.

Part 5. Program Accomplishments, Improvements, Challenges, and Obstacles

A. Document accomplishments and/or improvements since your last program review.

Cypress College Associated Students

Student Life and Leadership has helped facilitate consistent and increased participation within the CCAS Council. The Council has maintained an Executive Board with all positions filled for several consecutive years and overall Council membership ranges between 20 to 30 active Council members at any given time. This dedication and participation from student leadership is vital not only to the SLL program, but the functionality of the institution. The CCAS Council has consistently participated in the governance structure of Cypress College and within District representation.

The CCAS Council has evolved into a leading presence and prominent voice within the California Community College system as the organization has consistently sent a high number of members to attend the following two principal statewide conferences:

- California Community College Student Affairs Association (CCCSAA) Student Leadership Conference – Fall Semester
- Student Senate for California Community Colleges (SSCCC) General Assembly

Student Life and Leadership staff attend these conferences alongside CCAS Council members and facilitate travel, provide advisement throughout the conference with care and intentionality,



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and ensure the experience is enriching and positive for all members in attendance. The CCAS Council has achieved great success at the past two General Assemblies in particular.

General Assembly is a three-day annual forum at which resolutions are presented by their authors (other student leaders from across the state), sponsored by the authors' respective student body association, and debated and voted on by delegates from all participating 116 California Community Colleges to determine which of these resolutions SSCCC will lobby for at the state legislature. All resolutions are aimed at securing additional resources, adopting new statewide policies, initiating directives from the State Chancellor's Office, or making assertive recommendations that better serve the student population within the California Community College system from general students to underrepresented demographics. Over the last two General Assemblies, the CCAS Council sponsored, presented, and fought for five unique resolutions, each of which was authored by at least one CCAS Council member and ultimately passed by the voting delegation. These resolutions are as follows:

- **SSCCC General Assembly 2023**
 - S23-03-15 Advocacy for the Creation and Recommendation of Financial Literacy Courses
 - Author: Selwyn Gibson, Jesse Ramirez Jr.
 - S23-03-16 Expansion of Contraceptive Access in Health Centers
 - Author: Alexandra Rojas
 - S23-03-17 Advocacy for State and Local Politics Campus Civic Engagement Events
 - Author: Arjun Ayyappan
- **SSCCC General Assembly 2024**
 - S24.03.04 Implementation of Basic Support for Single Parenting Students
 - Author: Ashlynn Smith
 - S24.03.10 Enhancing Representation in Community College Student Bodies
 - Author: Kassy Nguyen

While the SLL team emphatically credits Cypress College's student leadership for the conceptualization, crafting, and defense of resolutions, the SLL team works diligently and intensively with our CCAS Council members for several months to provide guidance, gather feedback, assist with developing arguments, offer constructive criticism, and prepare students to defend their resolutions on the floor of the conference.

Club Life

Club Life involvement is significantly high within our program. The number of active student organizations over the past academic year remained around 35 clubs and chapters, an extremely healthy number considering enrollment numbers of the college. This may be attributed to a variety of factors. SLL implemented a comprehensive reformatting of the student



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organization charter application process. The physical version of the application was eliminated and the process is entirely managed through Microsoft Forms. This change has made the process much more accessible and efficient.

Since COVID-19 safety protocols eased and campus reopened, we also have held Inter-Club Council representation and attendance to higher standards and increased the frequency of Inter-Club Council meetings from every two weeks to weekly meetings. This has significantly boosted accountability, collaboration, and communication throughout our wide network of clubs and chapters.

Professional Development

Student Life and Leadership staff regularly attended the American Student Association of California Community Colleges (ASACC) annual Advisors Certification Conference. Advisors participate in workshops on topics ranging from diversity, ethics, social media usage, mitigating conflict, and general best practices within student life. Topics cover important and timely issues facing student affairs professionals. David Okawa completed Advisor I and II levels of certification over two consecutive years and Joseph Shonkwiler completed Advisor I, II, and Master Advisor levels of certification over three consecutive years.

Student Life and Leadership staff also participated in an institutional initiative through completion of Basic Mediation Training facilitated by OC Human Relations. While Student Life and Leadership staff already have experience in mediating conflict between students, the basic certification and skills gained from the training was extremely helpful in finding clear, systematic ways to navigate conflict.

David Okawa and Dani Morgan each completed the California Food Handlers Certification to better ensure quality and safety within all Food Pantry operations.

Operational Enhancements

- Student Life and Leadership converted all CCAS elections to a virtual format through the utilization of Canvas, which has made the verification of results much timelier.
- The SLL team has successfully implemented a new department email to provide a clear point of contact for all inquiries, particularly those related to club life processes.
- The SLL Office has eliminated several redundant processes within club life, which removes barriers to student involvement.
- Important information, application access, and key deadlines pertaining to students interested in joining CCAS as Council members have been comprehensively reworked and clarified.

Basic Needs Services



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Student Life and Leadership continues to provide essential Basic Needs services in partnership with Pathways of Hope and supplemental programs to support our student population.

Food Pantry usage has dramatically increased over the past few years. Based on monthly numbers from last semester, this core service hit a record high of 663 unduplicated student participants utilizing the program for the month of February. This semester, the SLL team is implementing Food Bank Manager, a new digital platform to efficiently manage participant registration and service history. This platform will also allow the SLL team to better analyze usage and student demographics within this high-traffic area of service.

Key supplemental services include the Diaper Pantry, in partnership with the CAPOC Diaper Bank, which offers free diapers to student parents as well as students who may have younger siblings or relatives in need. Additionally, the Hygiene Program supplies essential hygiene and household items such as toilet paper, laundry detergent, soap, toothpaste and other personal care products.

Over the past year, significant engagement has been recorded in both programs. The Hygiene Program began in April 2023 with just 14 students served in its first month. Since then, the program has expanded significantly, now averaging 70 students per month, with a peak of 102 students served in May and June 2024. Similarly, the Diaper Pantry started with only 6 students in June 2023 but has since grown to an average of approximately 22 students per month, reaching a high of 42 students in September 2023. These trends highlight the increasing demand for support among our student population.

Looking forward, the launch of a new Laundry Program in partnership with Bubbles Laundry Room is anticipated. This initiative will provide \$50 gift cards to eligible students to use at this laundromat, just a five-minute drive away from campus. This ensures access to laundry facilities—an essential service that helps alleviate financial stress. In the upcoming academic year, efforts will focus on expanding outreach and developing additional resources to enhance these programs further.

B. Document program challenges and/or obstacles since your last program review.

The most pressing challenge to Student Life and Leadership is the ability to effectively provide services, manage core administrative processes, and meet important deadlines due to critical understaffing. Overall efficiency has noticeably decreased and critical goals are frequently sidelined. The program is overwhelmed by rapidly increasing expectations and workloads. While the program can highlight many accomplishments over the past few years, the ability to realize the program's mission statement becomes progressively more difficult, tangible program growth is increasingly unrealistic, and the perpetual stretching of team bandwidth is not sustainable.

All areas of student life were also severely affected by the COVID-19 pandemic. At one time, the CCAS Council had only four to six active members at the height of the pandemic, while club



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life involvement dropped to less than 10 active student organizations. Over the past few years, CCAS Council membership and club life involvement have both dramatically rebounded. At the highest points, the CCAS Council had 28 concurrently active members in the 2022-2023 academic year, and in the 2023-2024 academic year, SLL neared the program's internal goal of reaching 40 active student organizations in a single academic year.

Based on team interactions with the overall student population and feedback from the CCAS Council and club members, there is a palpable decrease in general sociability amongst younger student demographics, likely attributed to isolation during the COVID-19 pandemic. The SLL team, CCAS Council, and club life are taking a proactive approach to ensuring that students have ample opportunities and spaces to connect with each other, find meaningful friendships, and support each other throughout their academic journeys.

Part 6. Ensuring Equity in Student Services

- A. Describe how your program addresses the needs of underrepresented student populations and delivers equitable student services.

Student Life and Leadership and the CCAS Council play important roles in fostering an inclusive environment for underrepresented student populations. This includes creating safe spaces for dialogue, promoting the diverse array of student organizations, and facilitating access to organizational support. By actively engaging with these demographics, Student Life and Leadership works to ensure that all voices are heard and valued, contributing to a more equitable campus culture.

Additionally, leadership development aims to empower underrepresented students by providing opportunities for skill-building and representation in decision-making processes. These efforts not only enhance individual student experiences, but directly incorporate these particular student experiences into the direction of the institution by ensuring that policies and practices reflect the diverse needs of the entire student population. Through these strategies, Student Life and Leadership help create a supportive and equitable environment for all students.

- B. How do you serve students regardless of service location or delivery method? (i.e. distance education, after hours)

The Student Life and Leadership team is remotely accessible via phone, email, and Cranium Café. All SLL staff members work on-site Monday through Thursday and only work Fridays remotely during the fall semester. SLL staff are also consistently accessible to all CCAS Council

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members during normal operational hours and after hours (including weekends) via Slack, a cloud-based team communication platform.

- C. Do you receive funding from Student Equity and Achievement (SEA)? If so, explain its usage and effects on your program/department. (SEA funding allocation should also be included in Part 2C)

Student Life and Leadership does not receive SEA funding.

Part 7. Student Services Learning Outcomes (SSSLOs) and Assessment

- A. Programs must assess SSSLOs annually. Provide your SSSLOs, assessment methods, results, and changes you will make based on your assessment results. (At least four SSSLOs should be listed.)

	SSSLO	Assessment Method	Assessment Result	Change
1	Student awareness of student services and participation in campus events will help connect students with important resources and drive increased usage across all areas of service.	SLL will track more comprehensive usage of the new food pantry over the period of several years to assess general awareness of the service as well as effectiveness of the service. Usage information will be intentionally gathered to ensure SLL is able to respond to shifting needs of the student populations and provide enhanced support services.	The team found a pressing need for a more permanent food pantry space to be more centrally visible and accessible on campus, and to respond to the increasing interest in services. The reworked data assessment also allowed the program to assess household demographics of pantry participants, the number of unduplicated students regularly utilizing the	SLL repurposed the game room in the remodeled SLL facility to align with the growing need for functional and reliable operational space. SLL staff also established new relationships with community partners and local agencies to secure additional resources for students under

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			service, and the scope of pantry operations and services. The overall results indicated that the Food Pantry had rapidly scaled into a complex operation which was being heavily relied on by not only the student population of Cypress College and NOCE, but their family members within their households as well.	Basic Needs services.
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Part 8. Evaluation of Previous Goals

- A. List your goals and objectives from your last program review. Did you meet your goals? If not, please explain.

	Goals	Objectives	Accomplish Goals? (Y/N)	If goal was not met, please explain
1	Increase the usage of the computer lab in the SAC	(1) Increase the number of computers in the SAC Lab to accommodate more students at any given time. (2) Promote and Advertise SAC Computer Lab	No	SLL is phasing out the computer lab as department needs have changed and the space is expected to be repurposed to better facilitate efficient Basic Needs services.

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				Once SLL moved back into the remodeled space, general student usage of the computer workstations proved to be consistently minimal, possibly because of the open floor layout of the public areas of the facility are not conducive to focused learning, and/or the space's relatively close proximity to the Library & LRC where computers are also available.
2	Successfully partner with Pathways to Hope regarding improvements with Food Bank	(1) Development of Food Bank Operational Plans under the guidance of Pathways of Hope (2) Implement Food Bank Operational Plans by using Pathways of Hope as a resource	Yes; The partnership with Pathways of Hope was immensely successful and expanded the level of services available to our student population, particularly in the areas of the Food Pantry and housing navigation. The SLL team was also able to utilize the expertise from Pathways of Hope to adopt an operational reference guide	N/A

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			detailing effective management of Food Pantry operations.	
3	Increase overall utilization of Student Activities Center which include computer lab, Associated Students Council, SAC Conference Room, Club Participation, Game room usage by student body	(1) Develop a procedure to track the usage of game room activities (board games, ping pong, foosball) (2) Collect and analyze data to determine usage of various areas of Student Activities Center	No	The program is experiencing a realignment of responsibilities as SLL has been tasked with administering all services related to the Basic Needs initiative enacted by the State Chancellor's Office. SLL no longer houses a dedicated game room and is phasing out the computer workstations as the spatial needs of the Food Pantry and related storage of supplemental programs have taken priority. SLL still aims to implement better tracking methods to specifically assess club life participation as outlined in New Program Goals.

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Part 9. New Program Goals

	Goals	Objectives	Timeline	Campus Plans and Initiatives Highlight plan/initiative to which your goal relates.
1. Implement new reporting procedures for membership rosters within club life	Work with student organization leadership and advisors in regularly updating their respective membership rosters and conduct quarterly requests for roster submissions to the SLL office	Quantify the number of students participating in club life each semester, assess the demographics of students participating within club life, and analyze their overall academic achievement	Develop new reporting procedure throughout the 2024-2025 academic year, then implement and pilot the new procedure for the full 2025-2026 academic year.	Educational Master Plan SEA Plan Strategic Plan Distance Education Plan Technology Plan Guided Pathways Promise/NOCCCD Pledge Strong Workforce/Perkins Other
2. Develop a comprehensive reference guide for student organization leadership within club life	Comprehensively detail policy, processes, and operational procedures in a reference guide to make available to all student officers and advisors of student organizations Solicit feedback from Inter-Club Council regarding areas they would specifically like to see incorporated within the guide	Provide significantly more clarity to student organizations regarding all areas of functionality to improve efficiency within their internal planning and initiative development Use the reference guide as a basis for student officer and advisor orientations	1-2 years	Educational Master Plan SEA Plan Strategic Plan Distance Education Plan Technology Plan Guided Pathways Promise/NOCCCD Pledge Strong Workforce/Perkins Other
3. Enhanced civic engagement initiatives	Work closely alongside the CCAS Council in developing more intentional and	Aims to fulfill the State Chancellor's Office directive to promote civic engagement	1 year	Educational Master Plan SEA Plan Strategic Plan Distance Education Plan Technology Plan Guided Pathways Promise/NOCCCD Pledge

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	meaningful civic engagement initiatives	within the campus community Offers student leadership more opportunities to become more socially responsible, engage within the community, and participate in civic discourse		Strong Workforce/Perkins Other
4. Launch a Cypress College Leadership Academy	Pilot a Leadership Academy program open to prospective students from local high schools as well as currently enrolled students	Program will be designed to impart holistic skills, build better student leaders within our campus community, help participants feel empowered and discover self-confidence, and serve as an outreach pipeline for incoming students	2-3 years (Dependent on increased program staff support)	Educational Master Plan SEA Plan Strategic Plan Distance Education Plan Technology Plan Guided Pathways Promise/NOCCLD Pledge Strong Workforce/Perkins Other

Part 10. Resources/Needs Assessment

- A. Please link all requests to the goals above. Include the goal reference number in the “Justification” section below. Prioritize your requested resources. (Example: If you have three resources listed, then you will prioritize #1, #2, and #3, with #1 being the most important.)

Personnel			
Position	Justification and Impact on Goals	Cost	Priority #
Administrative Assistant I	Student Life and Leadership is critically understaffed and requires	Approximately \$100,000 for	#1

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	assistance with maintaining program functionality. The SLL team is unable to maintain the expected level of service related to the ever-increasing number of responsibilities within the program. The absence of this support not only prevents program expansion and the ability to meet established goals; it prevents the program from effectively maintaining basic operational responsibilities. In comparison with other community colleges in the region, our program continues to operate with below the minimum staffing support required to effectively maintain baseline operations while the overwhelming majority of similar departments at other institutions expand.	actual salary and employee benefits	
Student Hourly (#1)	Forward-facing office support is necessary to prevent interruption of the responsibilities assigned to the requested Administrative Assistant I position as well as the rest of the SLL team.	Approximately \$15,840. Based on 20 hours a week for 48 weeks	2
Student Hourly (#2)	Forward-facing office support is necessary to prevent interruption of the responsibilities assigned to the requested Administrative Assistant I position as well as the rest of the SLL team.	Approximately \$15,840 (Based on 20 hours a week for 48 weeks)	3
Professional Development			
Activity	Justification and Impact on Goals	Cost	Priority #
Funding to cover conference registration and lodging costs of two	This alleviates the financial burden on the CCAS Council, whose funding is already extremely limited,	\$5,000	1

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SLL staff members (both CCAS Council advisors) for participation in two primary conferences the CCAS Council must participate in each academic year (CCCSAA Student Leadership Conference and SSSCC General Assembly)	as these two staff members are required to attend both conferences consistently. These conferences are critical in determining new goals and policy adjustments within many areas of the program. Professional knowledge and experiences are shared between the network of advisors, and these conference serve as great opportunities to learn how to adopt new methods of serving student populations more effectively and mindfully.		
Facilities			
Repair or Modification	Justification and Impact on Goals	Cost	Priority #
Minor Facility Repairs and Upgrades to Maintain Operational Excellence	Periodic maintenance, upgrades, and repairs are required, especially considering the program facility is a high-traffic area on campus.	\$5,000	1
Technology/Equipment/Supplies			
Item	Justification and Impact on Goals	Cost	Priority #
General program supplies	Funding for basic program supplies should not be drawn from the CCAS budget.	\$5,000	1
Additional devices and updated technology	More capable technology is necessary to effectively render services (Example: iPads to assist with language barriers and student engagement). Increased printing capabilities may also be necessary as the existing copier often	\$5,000	2

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	malfunctions, leaving the office with extremely limited printing capabilities.		

Part 11. Program Review Involvement

A. List the names of faculty and staff who participated in the program review process.

David Okawa
Director, Student Life and Leadership

Joseph Shonkwiler
Student Services Specialist, Student Life and Leadership

Dani Morgan
Special Projects, Basic Needs Coordinator, Student Life and Leadership

B. Describe the involvement of faculty and staff in the program review process.

All three staff members provided data, individual insight, and expertise in their areas of responsibility for the development of this Program Review.

Part 12. Publication Review

As part of the program review process, please conduct a review of your department webpage and other publications to ensure all information is accurate. Please note any inaccuracies identified as a result of the review, and provide an action plan for implementing the corrections. To request changes to your webpage, contact the Office of Campus Communications, Cari Jorgensen, Web Content Specialist at cjorgensen@cypresscollege.edu

Student Life and Leadership submits requests for comprehensive updates to all areas related to the program periodically throughout the academic year since the information regularly changes.

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- The Student Life and Leadership webpage requires an update to reflect the revised mission statement and a refresh of verbiage to provide a more accurate overview of program scope, areas of service, and general procedures.
- The Associated Students webpage requires updates to accurately list current Council membership.
- The Clubs webpage requires updates to accurately list active Student Organizations holding approved charters for the current semester.

In order of priority, updates will be submitted for the Clubs webpage once the initial review of submitted charter applications have been verified. Next, the current CCAS Council membership roster and pending changes to the Associated Students Benefits Program will be submitted. Lastly, the Student Life and Leadership webpage will be updated. SLL expects all updates to be completed by mid-October.

The SLL team will also explore how to better utilize the related webpages to give more clarity regarding policies and operational procedures.

Part 13. Evaluation and Approval from Division Dean

Comments

Despite limited staffing and resources, SLL excels in delivering valuable services and fostering a vibrant campus community. I agree that SLL remains understaffed, struggling to meet the increasing demands of the campus community and cover essential student needs. We will explore how to continue to support student engagement and success amidst rising participation and more pressing student basic needs.

Division Dean Signature:  _____

Date Approved: September 19, 2024