



Barstow Community College
**NON-INSTRUCTIONAL
PROGRAM REVIEW**
Annual Update #2

PROGRAM:

Academic Year: FULL PROGRAM REVIEW Date Submitted:

Academic Year: ANNUAL UPDATE #1 Date Submitted:

Academic Year: ANNUAL UPDATE #2 Date Submitted:

By:

Members:

1. Mission and Vision
2. Description and Overview
3. Data
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5. Internal Factors
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1. Mission and Vision

A. Service Area/Administrative Unit Mission

The Associated Student Government (ASG) Mission Statement: Enriches social, professional and organizational skills among student leaders through activities, which promote student engagement and campus involvement for the betterment of every aspect of campus life.

B. Service Area/Administrative Unit Vision *(Where would you like the Program to be three years from now?)*

At Barstow Community College (BCC) Student Life addresses the Associated Student Government (ASG) mission statement by providing critical thinking, personal, and professional growth, and communication and global awareness. The students at BCC gain professional and organizational skills through shared governance committees on campus, participation in professional conferences, and engagement at community functions and campus events.

In three years, the goal and mission of the ASG Organization is to ensure all students continue to serve on shared governance committees, have the opportunity to access leadership workshops on campus, transfer to a four year university, and gain the skills necessary for their desired degree or certificate.

C. Describe how mission and vision align with and contribute to the College's [Mission](#) and [Vision](#)

Communication:

Students directly engage organizational and professional skills by utilizing the computers to disseminate information throughout campus and community. Students also create flyers, which relate to all pertinent information for any given event. Students also communicate and collaborate with other departments to make arrangements for their scheduled events. The development of their agendas and by-laws allow them the opportunity to communicate on a one-to-one basis in a group setting to help establish other club by-laws.

Critical Thinking:

Planning events from beginning to end requires organizational and critical thinking skills. Students rely on each other for support to plan detailed activities and generate innovative ideas for their successful programs.

Global Awareness:

Student Government participates in leadership conferences at other colleges and hosts meetings on campus for other colleges. These conference strategies create global awareness for all the students as they travel to other colleges and venues for professional development.

Professional Development:

Specific Professional Development workshops are held for the students to gain the skills they will need as leaders of their specific clubs.

DATE: 10/10/2013

ANNUAL UPDATE #1: The Associated Student Government (ASG) complies with the college Mission and Vision

DATE: 9/30/2014

ANNUAL UPDATE #2: Spring 2014, Barstow Community College ASG continues to comply with the college Mission and Vision. BCC ASG endorsed the following Mission Statement: Barstow Community College is an accredited, open access institution of higher learning committed to providing our students, community, and military population with the educational tools to achieve personal goals and professional growth. To accomplish this, the college offers traditional and distance education courses, programs, and pathways designed to enhance student success, leadership development, and career opportunities, enabling all in the community to thrive in a changing global society.

Describe how mission and vision align with and contribute to the College's [Mission](#) and [Vision](#)

As stated above, the BCC Mission Statement is committed to providing students the opportunity to open access with tools for students to achieve both academic and personal goals and professional growth.

BCC ASG's mission and vision contributes to the BCC mission by offering leadership workshops on campus. Workshops are advertised online, campus electronic boards, and the local newspaper for the campus student population and staff. Students gain valuable professional and leadership knowledge by attending the workshops presented by administration and guest speakers for Student Success. The information obtained allows them to interact on a higher educational level with professionals. Students leave the workshops with career knowledge and pathways that create options with higher learning possibilities.

Students have open access to join campus clubs and are a viable part of shared governance by participating in campus committees. Students achieve professional growth by attending and receiving information at the committee meetings.

Barstow Community College vision aligns our students with the Mission Statement, thus providing our students with educational tools to achieve their goals.

2. Service Area/Administrative Unit Description and Overview

Assume the reader does not know anything about the Service Area or Administrative Unit. Describe the unit, including—but not limited to—the following:

- A. Organization, including staffing and structure
- B. Who do you service (including demographics)?

C. What kind of services does your unit provide?

D. How do you provide them?

- A. The area of Student Life and Development/Outreach encompasses Outreach, Student Life, and the Associated Student Government. There is one full-time director and one fifteen-hour a week District Work Study Student. The department provides on-campus, off-campus, and community support services. ASG students support and coordinate all the events and all the programs involved in student life.
- B. The service of Student Life includes the demographic cohorts of the Fort Irwin Students, the main college campus students, and students from the five feeder-schools: Barstow, Central, Silver Valley, Excelsior, and Baker high schools
- C. The department serves students in multiple capacities. ASG students contribute to the campus by processing student identification cards for all students, are responsible for organizing campus clubs, serve as the leaders for the Associated Student Government, are student guides for campus tours, serve as student representatives at the annual College and University Day Event, assist with the annual College Student Success Recruitment event as tour guides, and participate with all Outreach Events in the community, Fort Irwin Military Base, and local high schools. ASG students serve on campus shared-governance committees, the Student Trustee serves as the voice of the students and gives a monthly student report at the monthly college school board meetings, and the ASG President gives a monthly report of student events at board meeting as well.
- D. Services are provided on campus. Student Identification Cards are processed in the Admissions and Records Office, weekly club meetings are scheduled in the Game Room, approval of agendas are stamped by the ASG President, Clubs receive Use of Facility support by the Director of Student Life for booking events, Purchase Orders are processed through the ASG office before sending to the Business Office for processing, the ASG provide financial support to all clubs for events, ASG sponsor Faculty Speech and Art Contests. ASG financially supports the Outreach Program with lunch assistance and tours of the campus when the seniors from the local feeder-schools attend Barstow Community College.

When called upon by the community, the ASG performs community outreach events by providing various services during the holidays. The ASG participates in the annual toy and meal delivery at Thanksgiving, and the Toy community delivery with the *Christmas, Cops, and Kids* program.

DATE: 10/10/2013

ANNUAL UPDATE #1: Student Life continues to have no full-or-part-time staff hired for the area.

DATE: 9/30/2014

ANNUAL UPDATE #2: The area of Student Life and Development/Outreach encompasses a full-time Director, one paid District Work Student, and the district recently approved additional funds to provide support for Student Life. The Director of Enrollment Services provides support with the development of student workshops and has provided direct guidance with the new 2014 ASG Constitution and By-Laws. The

Director of Enrollment Services is the liaison between the College President and the Associated Student Government. This support has enhanced the support for a multi-task area for Student Life, Outreach, and the ASG events and programs.

A new service to the community is the ASG will participate with new services to the community by serving lunch at the soup kitchen for a local community church, and participate at the Senior Citizen Center to give a hands-on demonstration with phone-texting, photos, and e-mail.

The ASG is venturing into reaching-out to our Veterans Organization by hosting a Veteran Student Mixer and a Student Radio Broadcasting Show. The ASG also supported an Advisors' Workshop by providing materials and lunch.

The ASG has developed a Year Calendar of Events for the year, which was approved in the fall of 2014 by the Student Success and Equity Committee. Their programs are planned in time with purchase orders submitted early enough to be processed by the business office. In addition, all clubs must now submit their purchase orders to the Director of Student Life for validation before submission to the Business Office.

The Student Identification machine is now located in the Admissions and Records Office.

All Campus Clubs have their weekly/monthly meetings in the Student Game Room.

Students now have ASG Senator Committees which they serve on and have a voice: Senator of Student Services, Senator of Student Health & Environment, Senator of Academic Affairs, Senator of Fort Irwin, Senator of Arts and Humanities, Senator of Communications, Senator of Athletics, Senator of Career Technical Education.

Students now serve on Shared Governance Committees: Curriculum, EEO and Diversity, Institutional Effectiveness, Professional Development and Recognition, Safety, Student Success and Equity, Technology, calendar, President's Shared Governance Council, Graduation, Business, and Finance committees.

3. Data

A. ASSESSMENT DATA

- 1) List all quantitative and/or qualitative measures that you have chosen to gauge the effectiveness of your unit.

ASG schedules bi-weekly meetings in the Student Game Room. Their ASG Agenda contains the ASG Officers and ASG Senator Positions on the agenda for roll call purposes. Members of the association are President, Vice President, Treasurer, Secretary, Region IX Representative, and Student Trustee, and eight Senators.

Roll call is taken and documented for the minutes of the scheduled meeting. This quantitative measure gives the ASG the numbers of participants attending the meetings and how many are involved in vote issues and discussions.

2) **Summarize the results of these measures.**

For the purpose of roll call, the ASG is able to document which members are attending and reporting on their Senator information to the campus community. In the 2014 Constitution, ASG members are up for dismissal with a vote of 2/3 of the senate.

B. PROGRESS ON SERVICE AREA/ADMINISTRATIVE UNIT OUTCOMES (SAO/AUO)

1) **Summarize the progress your unit has made on SAO/AUO measures you have applied since your last program review.**

Attendance at each meeting was 100% attendance by initiating the roll call component for each member.

2) **Describe any improvements made by your unit as a result of the outcomes assessment process. What did you learn from your evaluation of these measures, and what improvements have you implemented, or do you plan* to implement, as a result of your analysis of these measures? (*List any resources required for planned implementation in #10: Resources.)**

Students gained self-confidence and a sense of responsibility as they had a voice at the meetings to report on their committee assignments, and showcase their leadership role to other students in attendance. Implementing the roll call at meetings, required the students to be accountable for the position they were elected to carry out.

DATE: 10/10/2013

ANNUAL UPDATE #1: Roll call at ASG Meetings was implemented for ASG Student accountability.

DATE: 9/30/2014

ANNUAL UPDATE #2: **Constitution:** The adoption of the new ASG Constitution October 2014 to the Board of Trustees.
ASG By-Laws: The by-laws are work in progress with the ASG President, Vice-President and guidance from the Director of Enrollment Management.
Club Meeting Venue: The most improvement of ASG was to turn the Student Game Room in to a Club Meeting Place for all students to host their meetings. Students on campus can now see a list of clubs and when they meet. By having everyone in one central location, students can meet other students and engage in the many possibilities of Student Success.
Leadership Workshops:
November 16, 2013- ASG Leadership Workshop, Hampton Inn from 8:00 AM to 5:00 PM. Presenters were Dr. DiThomas; President of BCC, James Daniels; Vice-President of Student Services, Joann Garcia; Director of Student Life/Outreach, Api Lealofi; BCC Counselor, Gen Low; BCC Counselors, and ASG officers, members, and club presidents. The workshop included: Communication Interactivity, Marketing, Keirseay Temperament Inventory, Conflict Resolution, Responsibility of Leadership, and a discussion of the *Lights of Learning* program.

July 28, 2014-ASG Leadership Conference in the LRC Conference Room on main campus from 8:00 AM to 5:00 PM. Presenters were: Dr. DiThomas, President; Stephen Eaton, Vice –President of Academic Affairs; Clint Daugherty, Human Resources Director; Maureen Stokes, Public Information Officer; Shawna Robbins, Director of Business Services; Heather Caldon, Director of Enrollment Services; Joann Garcia, Director of Student Life and Development/Outreach. The Leadership Included: Leadership 101: Leading and Following, 102 Conflict Resolutions, Scheduling and Planning Events, Business Office Procedures, Roles of Students in Shared Governance, ASG Constitution, and the ASG Calendar of Events.

October 10, 2014-Leadership Reloaded: Skills for Effective ASG and Campus Club Leaders in the Learning Resource Center Conference Room on main campus from 9:30 AM to 2:00 PM, Presenter is Dimitrios Synodinos, ASNC Faculty Advisor. The Leadership Included: Parliamentary Procedures, Robert’s Rules, Brown Act, Student Government Leadership, Role of Student Trustee, and Shared Governance.

Debit Card: The ASG and Club Debit is checked out only to the Vice President of Student Services and the Director of Student Life.

Student Activity Fee was raised from \$5 to \$7 per student.

4. Policies & Processes

A. What recent changes in policies, procedures and processes have impacted or will impact your Service Area or Administrative Unit? (BCC BP/AP; Federal, State & local regulations; departmental guidelines)
ASB adheres to the Policies and Procedures of the college and abides by the California Education Code.

B. Describe the effect the changes or updates in policies and processes in 4. A have had on the unit.

The ASG continues to abide by the policies and procedures set forth by the BCC BP/and AP on all areas of processes for campus and club business. ASG has not been affected by changes in policy and procedures.

C. In addition to (or in response to) those listed in 4.A, what in-house policies, procedures, and processes need to be updated, created, or deleted?

ASG has updated college administration procedures.

DATE: 10/10/2013

ANNUAL UPDATE #1: The ASG continues to abide by the BCC BP/and AP on all areas of the college.

DATE: 9/30/2014

ANNUAL UPDATE #2:

- A. ASG adheres to the Policies and Procedures of the college and abides by the California Education Code. Change in administration in the last year has mandated adjustments.
- B. The ASG continues to abide by the policies and procedures set forth by the BCC BP/and AP on all areas of processes for campus and club business. ASG has been affected by policy and procedures and is now cohesive and focused.
- C. ASG has had an effect with recent change to Policy 5420

9/30/2014

Recent changes to Administrative Procedure 5420:

With the Associated Student Government approval, the ASG debit card can be checked out by the Student Activities Supervisor, as well as the Vice President of Student Services. Under no circumstances can the debit card be used by students. This was board approved July 2014. In the past, club advisors and club members were able to check out the credit card for their club events.

This change has had a positive effect, because the Student Activities Supervisor is responsible for going shopping with the clubs, charging the merchandise, and turning in the receipts to the business office. Receipts are no longer misplaced and the staff bookkeepers now have receipts to match club invoices that have been turned in.

Another policy that has changed. The college has enacted a Student Activity Fee increase initiated during the Spring 2014 from \$5 to \$7 per student. This fee supports a wide range of student activities and programs. The fee is automatically assessed each semester upon registration. Students must submit the waiver no later than the published fee payment or within one week of registering for classes if registering in late starting classes. The fee cannot be waived once paid or after these deadlines.

The increase of the ASG Student Activity Fees have significantly increased revenues from one fiscal year to the next. Now students can plan professional events that require funds to host quality events.

Anticipated Revenue:

| | | |
|----------|-----------------------------------|-------------|
| FY 12/13 | ASG cards | \$29,065.21 |
| FY 13/14 | ASG cards & student activity fees | \$42,032.19 |

Section 1 of the ASG Constitution: The Membership of this organization shall consist of all registered students who have paid the Students Activities fees:

Section 2 of the Constitution: Active and Non-Active Membership

- a. **Active Membership:**
All registered students, who pay the Student Activities fee, are accorded active membership.
- b. **Non-Active Membership**
All other students who do not pay the Student Activities fee are accorded non-active membership.

Section 3 of the Constitution: Active membership entitles individuals to

- a. Vote in all ASG regular and special elections.
- b. Hold an ASG office, if otherwise eligible.
- c. Discounts established by the ASG.
- d. Participation in ASG sponsored organizations, clubs, events, programs, and activities.

5. Internal Factors *(see Handbook for worksheet)*

A. Strengths

ASG Students must be enrolled in (6) units while holding a leadership position. In the past, students were required to be enrolled in twelve (12) units.

B. Weaknesses

ASG students are not required to be enrolled in twelve 12 units but now find themselves taking on other leadership roles in other clubs, thus creating less time to dedicate to the leadership role in which they were elected.

DATE: 10/10/2013

ANNUAL UPDATE #1: Fall 2013 school year, the ASG members now carry fewer units, thus allowing them more time to engage and plan accordingly with the campus calendar of events.

DATE: 9/30/2014

ANNUAL UPDATE #2: With the adoption of the new 2014 Constitution, the ASG has required that all ASG officers and senators be enrolled in twelve (12) Units. The strength of this law has them on campus and spending more time with each other in the ASG conference room. This had created teamwork and camaraderie. The weakness includes students having the stigma of past leadership irresponsibility of their respective student ASG roles.

6 External Factors *(see Handbook for worksheet)*

A Opportunities

Students have the opportunities to engage in campus committees, join diverse groups of campus clubs such as: Alpha Gama Sigma Honor Society, Phi Theta Kappa Honor Society, Asian Pacific, Black Student Union, Callboard Performing Arts, Club 4 Christ, Cosmetology, Career Technical, Gay, Straight Alliance, Native American, Science and Technology, Veterans, and now a Radio Broadcasting Program on campus. They can participate with staff in leadership opportunities such as trying out for a campus drama play, act as tour guides for ribbon cutting ceremonies such as the Performing Arts Center, and participate in fundraising efforts for the Barstow College Foundation BBQ Scholarship Fundraiser, and the annual *Lights of Learning* program each year.

ASG students had the opportunity to participate with the Student Success and Outreach Recruitment of all local high schools and the 2014 graduating senior class. The Outreach Component in the Spring 2014 recruiting event which consisted of inviting five local high schools to the college for assessment, orientation, and abbreviated Ed Plans. The outreach activity recruited students and assisted counselors with Ed. Plans for these students and campus tours. Furthermore, Outreach arranged live entertainment and paid for and served lunch to all visiting students in order to make the event memorable and the campus more inviting.

The ASG students will have the opportunity to participate with the Meet the Candidate Night Event at City Hall. They will ask the city and school district questions regarding their service area.

B Threats

ASG Members try to persuade students to purchase the ASG Card. The threat is that the potential student does not fully understand the benefit of the card, thus making the student vulnerable to being an inactive member of the college.

DATE: 10/10/2013

ANNUAL UPDATE #1: The Student Ambassadors will provide information to the local high school seniors regarding the campus leadership opportunities at the college when they enroll in the fall of 2014.

DATE: 9/30/2014

ANNUAL UPDATE #2: The new 2014 Constitution, enrollment of ASG Officers in twelve (12) Units, and a year Calendar of Events adopted, has made the ASG organized and efficient with their planning. Responsibilities are identified and aligned with campus responsibilities. They now can link with Faculty Chairs for campus committees.

7. Continuing Education/Professional Development

A. What continuing education and/or professional development activities have program/unit members participated in during the current cycle?

2012-Student Government Leadership Workshop-Participants were ASG students, BCC administrators and board members at a local establishment.

2012-ASG Students participate with the Police Activities League with a community toy drive. This

creates the opportunity for the students to exhibit leadership skills and gain experience with law enforcement agencies.

2012-Sponsored Constitution Day involving faculty as speakers

2012-American Student Government Association Membership

2012-The ASG sponsors a scholarship fundraiser with the Barstow College Foundation each Christmas

2012-The ASG President attends all Board of Trustees Meetings and presents a monthly report

2012- The Student Trustee presents monthly reports at all monthly Board of Trustee Meetings

2013-March on March in Sacramento

2013-Workshops on the development of a new ASG Constitution

2013-Leadership Webinar "Stroke the Fire: 7 Ways to Maximize your Leadership Potential

2013-Commitment to the Organization-Workshop on leader responsibilities

2013-Sponsored Constitution Day involving 2 faculty and one community member from the City of Barstow

2013-ASG Students participate with the Police Activities League with a community toy drive. This creates the opportunity for the students to exhibit leadership skills and gain experience with law enforcement agencies

2013-ASG have established campus committees in which they will now serve on and represent. Committees formed are: Senator of Student Services, Senator of Student Health and Environment, Senator of Academic Affairs, Senator of Fort Irwin, Senator of Arts and Humanities, Senator of Communications, Senator of Athletics, Senator of Career Technical Education.

2013- The ASG sponsors a scholarship fundraiser with the Barstow College Foundation each Christmas

2013- The ASG President attends all Board of Trustees Meetings and presents a monthly report

2013-The Student Trustee presents monthly reports at all monthly Board of Trustee Meetings

2013-The Role of the Student Trustee and the ASG Members

2012-Community College League of California Student Trustee Workshop-Sacramento

2013-Community College League of California Student Trustee Workshop-Anaheim

2013-Region 9 Student Representative attended a Regional Conference at Mammoth, CA

2013-Region 9 Student Representative attends all Region 9 Member meetings

B. What are the continuing education and/or professional development plans for the upcoming cycle?

2013-Winter Leadership Workshops to include faculty, administration, club advisors, and students on Parliamentary Procedures

2013-Region 9 Student Representative will attend the Regional Conference at Monterey with the Student Services Vice President

2014-March on March in Sacramento

2014-Advisor Workshops

2014-ASG Members will serve as Barstow College Student Ambassadors and participate at many high school and community functions

2014- The ASG President attends all Board of Trustees Meetings and presents a monthly reports

2014-Roberts Rule of Order Workshop

DATE: 10/10/2013

ANNUAL UPDATE #1: The ASG is planning a Winter Leadership Retreat this fall and 3 more in the Spring of 2014.

DATE: 9/30/2014

ANNUAL UPDATE #2:

A. Professional Development: November 16, 2013, ASG Leadership Workshop at the Hampton Inn in Lenwood. Unit members consisted of the ASG 2014/2015 Executive ASG Board and Senators, and Club Members. Administrators presenting were BCC College President, BCC Counselor, and the Director of Student Life and Development.

2014- July 29 ASG Leadership Workshop at Barstow Community College- Presenting were staff administrators and the College President- Presenting was the College President and the Vice-President of Student Services- Unit members were the BCC Cabinet and ASG Officers And Senators.

2014- October 10 ASG Leadership Reloaded at Barstow Community College- presenting was guest speaker Dimitrios Synodinos, Student Activities Coordinator/ASNC Faculty Advisor. Unit members participating were all ASG officers and senators, all campus club presidents and their membership, Director of Student Life And Development. Attend the 2014 Foundation Scholarship Fundraiser on BCC campus. Students participated in tours for the event. Coordinate the Meet the Candidate Night Forum at City Hall for all City and School Boards.

Attend the 2014 Ribbon Cutting of the Performance Art Center to give tours to the staff and community.

Alpha Gamma Sigma Honors Conference 2014
PTK Honors Conference 2015

Plan a Faculty Advisory Workshop

2014- August 8th and 9th Student Trustee Workshop- San Francisco-Red Roof Inn. Unit members were the Student Trustee and the Director of Student Life and Development.

State of the City- 2014 at the Performing Arts Center

B. Continuing Education:
Plan all biweekly ASG Meetings
Attend all ASG Senator Campus Committees
Student Trustee to attend all Board of Trustee Meetings
ASG President to attend all Board of Trustee Meetings
ASG Student Trustee, ASG President and ASG Student to attend the President's Shared Governance Council.
March on March 2015 Sacramento

| | |
|--|---|
| | <p>Lead the 2015 ASG Student Elections</p> <p>Attend the Humanitarian Award Event at the Hampton Inn in October 2014. Students were nominated for a Humanitarian Awards.</p> <p>Visit other community colleges to gain knowledge of other student government organization structure.</p> <p>Participate and be tour guides for the College and University Day held each October 2014.</p> <p>Participate with the Student Success Program in the areas of tour guides of the college campus to the visiting high school seniors, and provide lunch.</p> <p>Plan the ASG Year Calendar of events which consist of the following events: Club Rush, Constitution Day, Lunch with Student Government, Advisor Workshop, Meet the Candidate, College and University Day, Blood Drive, Kiwanis Annual Mardi Gras Parade, Lights of Learning, Getty Museum Trip, March on March State Capital, Student Recognition Day, Election of 2015/2016 ASG Officers, Cinco de Mayo, New Mexico Chili Cook-off, and Graduation Day.</p> |
| | |

8. Prior Goals/Objectives

Briefly summarize the progress your program/unit has made in meeting the goals and objectives identified in the most recent Program Review or Annual Update. *(Include measurements of progress or assessment methods.)*

The ASG students organize committees to carry out their calendar of events. Students volunteer to be the chair of events and plan accordingly. This innovative way of creating student committees has helped them meet their goals and objectives. Workshops were planned with advisors to rewrite and update the ASG Constitution. Planned events have avoided conflicts with student's class work and class schedules.

DATE: 10/10/2013

ANNUAL UPDATE #1: The fall 2013 and spring 2014 will give the students the opportunities to engage in leadership roles on various campus committees.

DATE: 9/30/2014

ANNUAL UPDATE #2: The ASG has created Senator campus committees and have implemented them in their Constitution. In addition, they serve on Shared Governance Council.

The students followed with their plan to organize and participate in Leadership Workshops in the year 2013/2014. A winter workshop was implemented and directed by the College President and the Vice-President of Student Services. The college president planned a Leadership Workshop in July 2014 for the ASG members.

Their Calendar of Events included Leadership Workshops. The workshop helped them to understand the planning of events, attending committees, and the importance of rewriting the Constitution. Today, they have all attended their meetings, and have executed and carried out every activity with planned Use

of Facility Forms, Purchase Orders, and scheduled marketing for successful events and meetings.

At this point, their goals have been met with all phases of the ASG processes and procedures. Meetings are attended with ASG present at all campus committees.

9. Goals/Objectives/Actions (ACTION PLAN)

- A. **GOALS:** Formulate Goals to maintain or enhance unit strengths, or to address identified weaknesses.
- B. **ALIGNMENT:** Indicate how each Goal is aligned with the College's [Strategic Priorities](#).
- C. **OBJECTIVES:** Define Objectives for reaching each Goal.
- D. **ACTIONS/TASKS REQUIRED TO ACHIEVE OBJECTIVE:** Create a coherent set of specific steps (Actions/Tasks) that must be taken to achieve each Objective.
- E. **OUTCOMES:** State intended Outcomes and list appropriate measures and assessment methods or each outcome.
- F. **ADDITIONAL INFORMATION:** This provides space for the additional communication of information necessary to further "close the loop" on the goal or action plan, as it relates to Institutional Planning. This may include references to other institutional documents, such as governing or compliance documents (i.e. Board Policy, Administrative Procedures, Title V), institutional planning documents (i.e. [Strategic Plan](#), [Educational Master Plan](#), [Facilities Plan](#), [Technology Plan](#)), or Board, Presidential, Supervisory or Departmental recommendations or goals, etc. (*See Handbook for additional examples.*)

Complete the following table with your Program’s **ACTION PLAN**, which must include a **minimum of 3 goals**:

| ACTION PLAN | | | | | |
|--------------------------------|--|---|---|--|---|
| GOAL | ALIGNMENT WITH BCC STRATEGIC PRIORITIES <small>(click link for list of Strategic Priorities)</small> | OBJECTIVE | ACTIONS/TASKS REQUIRED TO ACHIEVE OBJECTIVE | OUTCOMES, MEASURES, and ASSESSMENT | |
| #1 | Plan and organize campus events on the main campus and on the Fort Irwin campus. | <i>List all that apply:</i> Strategic priority 1 | #1 Sponsor monthly events with faculty and staff | Development of flyers, Emails to staff, PIO assistance | Successful participation from students and staff |
| | | | #2 In 2012/2013 the ASG scheduled a faculty and student softball game at the college. | Students coordinated with the college PIO to advertise and market the event. In addition the ASG appointed a student committee to organize the event with the students and staff. The ASG President and Student Life Director developed flyers and e-mailed staff regarding the event. | The softball event was very successful, as classified from all areas of the campus participated. The MIS, counseling, maintenance, student club members, and administration joined in all the fun. There were approximately 40 or more participating. |
| | | | #3 | | |
| <i>Additional Information:</i> | | | | | |
| DATE: | <input type="text" value="10/10/2012"/> | ANNUAL UPDATE #1: | 10/10/201 –The ASG members have developed their calendar of events in the summer of 2013 and implemented a budget for the semester. They continue to work with the college PIO staff member for publicity for the college population, as well as the community. | | |
| DATE: | <input type="text" value="9/30/2014"/> | ANNUAL UPDATE #2: | The ASG met their goal by following their planned calendar of events for the Annual Staff Softball game which was held at the BCC baseball field. There were over 50 faculty, classified, students, and administrators who put on their gear and had a great time of college family engagement. | | |
| #2 | Interactive Community Events | <i>List all that apply:</i> Strategic priority 1 | #1 Assist Police Activities League with annual Thanksgiving dinner and the distribution of toys for families in the area for Christmas | Organize meeting with the organization leaders to comprise a meeting to plan. Secure sponsorship to host program. Plan advertising the event | Community involvement and participation at the events. |
| | | | #2 Assist Holiday Meals with the assembling of dinner plates and | Notify the public of the details of the event | |

| ACTION PLAN | | | | | |
|-------------|---|---|---|---|---|
| GOAL | ALIGNMENT WITH BCC STRATEGIC PRIORITIES (click link for list of Strategic Priorities) | OBJECTIVE | ACTIONS/TASKS REQUIRED TO ACHIEVE OBJECTIVE | OUTCOMES, MEASURES, and ASSESSMENT | |
| | | distribution to needy families in the community | | | |
| | | #3 Co-sponsor the homeless shelter with community distribution of services from agencies in the community | November 2013, the ASG will participate with the distribution of meals for the less fortunate. In addition the student leaders will have a coat drive on campus and deliver the coats to the local shelter. | | |
| | <i>Additional Information:</i> | | | | |
| | DATE: <input type="text" value="10/10/2014"/> | ANNUAL UPDATE #1: | 10/10/2013-The ASG has planned to work with the Police Activities League for meal distribution, as well as toy distribution to the less fortunate in the community the winter of 2013. | | |
| | DATE: <input type="text" value="9/30/2014"/> | ANNUAL UPDATE #2: | The Barstow College President and ASG Students participated with the delivery of meals to many Barstow residents successfully. With fundraising efforts, the Police Activities Committee were able to deliver over 1,000 meals. | | |
| #3 | Students will enhance leadership skills through social responsibilities and leadership workshops | <i>List all that apply:</i> Strategic priority 1 | #1 Write the bylaws and constitution that governs the Associated Student Government. | Plan an ASG Student Government Workshop with the college advisors to develop a plan for college by-laws, constitution, and leadership planning for conferences. | All students will have the opportunity to join campus clubs where diversity and cultural awareness is blended with students and the community involvement. Students who engage in campus clubs and student life events gain social skills, personal development, communicate, and have a sense of responsibility and pride when they commit themselves to a program of their choosing. |

ACTION PLAN

| GOAL | ALIGNMENT WITH BCC STRATEGIC PRIORITIES <small>(click link for list of Strategic Priorities)</small> | OBJECTIVE | ACTIONS/TASKS REQUIRED TO ACHIEVE OBJECTIVE | OUTCOMES, MEASURES, and ASSESSMENT |
|------|--|-----------|--|--|
| | | | | <p>Students who choose to join campus clubs will have the opportunity to serve in an official capacity, such as officers, of their selected club or to participate as club members. This engagement allows them to make decisions as a group and plan events for the campus. Working together as a team allows them to communicate with other faculty members and staff.</p> <p>Enrolled college students have the freedom to connect with other students in the activities center. This engagement allows the students to gain study buddies, seek tutorial assistance from other classmates who are in the same class, join in on games with others in the center and have a break from their class. The implementation of the game room is a source of retention as the students have a place to call their own. Social skills are developed as well as</p> |

| ACTION PLAN | | | | |
|---|--|--|--|---------------------------------------|
| GOAL | ALIGNMENT WITH BCC STRATEGIC PRIORITIES <small>(click link for list of Strategic Priorities)</small> | OBJECTIVE | ACTIONS/TASKS REQUIRED TO ACHIEVE OBJECTIVE | OUTCOMES, MEASURES, and ASSESSMENT |
| | | | | communication. |
| | | #2 | | |
| | | #3 | | |
| <i>Additional Information:</i> | | | | |
| DATE: <input type="text" value="10/10/2013"/> | ANNUAL UPDATE #1: | 10/10/2013 Fall 2013, the ASG has implemented new By-Laws and a Constitution. Several Workshops were held in which all members were invited to have input with the advisors. Faculty advisors are required for all clubs. | | |
| DATE: <input type="text" value="9/30/2014"/> | ANNUAL UPDATE #2: | Fall 2014 the ASG reconstructed their Constitution, and is now working on their By-Laws. The 2013 ASG Members did not meet their goal of developing a Constitution, due to many programs and events. They did have the time and made a choice to let the incoming 2014 ASG implement a Constitution for the Student Government. In addition, they were able to plan two leadership workshop the fall 2014 for all student government and campus clubs. They are successful because they planned a year calendar in advance and were able to select their courses accordingly to comply with the desired calendar for the campus. | | |
| #4 | | <i>List all that apply:</i> | #1 | |
| | | | #2 | |
| | | | #3 | |
| <i>Additional Information:</i> | | | | |
| DATE: <input type="text"/> | ANNUAL UPDATE #1: | <input type="text"/> | | |
| DATE: <input type="text"/> | ANNUAL UPDATE #2: | <input type="text"/> | | |
| #5 | | <i>List all that apply:</i> | #1 | |
| | | | #2 | |
| | | | #3 | |
| <i>Additional Information:</i> | | | | |

ACTION PLAN

| GOAL | ALIGNMENT WITH BCC STRATEGIC PRIORITIES <small>(click link for list of Strategic Priorities)</small> | OBJECTIVE | ACTIONS/TASKS REQUIRED TO ACHIEVE OBJECTIVE | OUTCOMES, MEASURES, and ASSESSMENT |
|--|--|---|--|---------------------------------------|
| DATE: <input style="width: 80%;" type="text"/> | ANNUAL UPDATE #1: | <input style="width: 100%;" type="text"/> | | |
| DATE: <input style="width: 80%;" type="text"/> | ANNUAL UPDATE #2: | <input style="width: 100%;" type="text"/> | | |
| #6 | | <i>List all that apply:</i> | #1 | |
| | | | #2 | |
| | | | #3 | |
| <i>Additional Information:</i> | | | | |
| DATE: <input style="width: 80%;" type="text"/> | ANNUAL UPDATE #1: | <input style="width: 100%;" type="text"/> | | |
| DATE: <input style="width: 80%;" type="text"/> | ANNUAL UPDATE #2: | <input style="width: 100%;" type="text"/> | | |

10. Resources Required

List all significant resources needed to achieve the objectives shown in the table above, including personnel, training, technology, information, equipment, supplies, and space. Every request for additional resources must support at least one objective.

Also list any resources required to implement planned improvements noted in 3.C.

IMPORTANT: A [BUDGET ALLOCATION PROPOSAL](#) must be completed and submitted for **EACH** new resource requested. *(Click the link to access the form.)*

| Goal # | Objective # | Resource Required | Estimated Cost | BAP Required? Yes or No | If No, indicate funding source |
|--------|-------------|-------------------|----------------|-------------------------|--------------------------------|
| | | | | | |
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| | | | | | |
| | | | | | |

ANNUAL UPDATE #1:

DATE:

| Goal # | Objective # | Resource Required | Estimated Cost | BAP Required? Yes or No | If No, indicate funding source |
|--------|-------------|-------------------|----------------|-------------------------|--------------------------------|
| | | | | | |
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| | | | | | |
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ANNUAL UPDATE #2:

DATE:

| Goal # | Objective # | Resource Required | Estimated Cost | BAP Required? Yes or No | If No, indicate funding source |
|--------|-------------|-------------------|----------------|-------------------------|--------------------------------|
| | | | | | |
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