

Non-Instructional Program Review- Annual Update Template

Service Area/Administrative Unit

Non-Instructional Program Name: Student Life and Conduct

Academic Year: 2024-2025

Name(s) of Submitter(s): Dr. Oscar Espinoza-Parra, Anissa Mitchell

Annual Update #1 #2

**Note: An Annual Update must be submitted each year that a Program Review is not submitted.*

I. Progress on Goals and Outcomes (SAOs/AUOs)

A) List the 2-3 goals and related outcomes for your unit:

(These should be carried forward from your full Program Review, or from your Annual Update #1 if revised since your full Program Review)

1. GOAL #1

Engage both the virtual and in-person student population in more ASG events and activities.

Expected Service Area Outcome/Administrative Unit Outcome

A better connection to the students currently in a virtual setting to assist in keeping them engaged. Increase outreach efforts to ensure that most of the student population knows ASG activities and events.

2. GOAL #2

Establish an on campus safe-space environment for student groups to meet.

Expected Service Area Outcome/Administrative Unit Outcome

A safe space for current and future BCC student clubs to meet and feel included on campus.

3. GOAL #3

Improve communication among constituents, strengthen policies and procedures, create and streamline processes, and integrate coherent and robust student conduct and discipline.

Expected Service Area Outcome/Administrative Unit Outcome

Hiring a permanent Director of Student Life and Conduct will establish further diagnosis and development of coherent and robust policies and procedures for investigations related to student conduct, academic violations, and behavioral and mental health issues that students and faculty experience within and outside of the classroom.

B) Have any goals been completed or discontinued?

If yes, please list the goal and whether it has been completed or discontinued; if discontinued, please explain why.

Yes

No

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These goals are ongoing, and the updated program review now includes more explicit, measurable, tangible goals that the new Director of Student Life and Conduct is expected to perform as part of his or her duties.

C) Discuss the actions/strategies related to each goal and your progress on each of these. If you have not begun an(y) action/strategy please list why.

1. GOAL #1 Action/Strategies

The ASG Executive Cabinet created several Senator positions that cater specifically to providing student engagement activities and campus event management for BCC's online learners. Since most of the student population is online, ASG restructured the position to better align with meeting the virtual student audience. A planned ASG Retreat in mid-July provided further direction to the elected student government leaders of the expectation to carry out in-person, virtual, and hybrid models of events. More intentional, quality, strength- and team-based approaches in integrating events and activities with Student Services and Academic Services to avoid duplication and quantity of events.

Discuss any progress on Action/Strategies.

ASG hosted a Leadership Retreat in July 2024. The Director of Student Life and Conduct job description was updated and approved in Spring 2024 by the Board of Trustees. An active national search is underway to select and appoint a Director of Student Life and Conduct that can begin as early as September/October 2024. Greater collaboration with the Student Services Event Production Team to incorporate and collaborate with ASG and student clubs and organization events for 2024-2025 are current efforts underway. The Vice President of Student Services meets regularly with the Student Trustee/VP/Region IX Representative and ASG President to establish a pattern of guidance, mentorship, and support. Past student attendance events demonstrate the positive impact of student leadership and civic engagement on topics related to student diversity and equity. For example, September 2023 Hispanic heritage events showcased the versatility of the campus format and the type of constituent that drew different groups. A second example of the impact of equity lens events is the strength and potential growth the campus can have in terms of student life and student engagement activities.

Event	Date	Format	Student Attendance	Staff Attendance	Community Attendance	Total Attendance
Exploring Allyship: Race and Beyond	2/6/2024	In person	25	11	0	36
Embracing Your Hair-itage	2/8/2024	In person	38	7	0	45
BSU's and Other Black Transfer Resources	2/12/2024	Online	3	2	0	5
Fostering Mental Well-Being in the Black Community	2/20/2024	Online	16	5	3	24
Let's Talk Healthcare Disparities & Free Testing	2/22/2024	In person	6	0	0	6
African Americans in the American Revolution	2/27/2024	In person	1	5	2	8
Black Excellence Expo	2/29/2024	In person	69	30	33	132
		TOTAL	158	60	38	256

Event	Date	Format	Student Attendance	Staff Attendance	Community Attendance	Total Attendance
Hispanic Heritage Festival	9/20/2023	In-person	61	5	63	129
Virtual Tour of Mexico	9/25/2023	Zoom	13	4		19
Financial Empowerment for the Latino Community	9/26/2023	hybrid	6	2	0	8
Testimonio's of First Gen LatinX Students	9/28/2023	hybrid	11	3	1	15
Finding Your Raza: HSI's & Latino Support Groups	10/4/2023	hybrid	19	2	2	23
		TOTAL	110	16	66	194

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Briefly explain how you have been measuring the goal and any notable indicators of forward progress.

The 2023-2024 agenda and minutes demonstrate that ASG leadership took the actions to establish and expand student activities and events that are more equity-minded, student centered, and driven to support and advance further in-person and online engagement of students. ASG hosted student elections and for the first-time, permitted students to vote online. The Spring 2024 process and integration with IT, VPSS, Equity, and ASG resulted in voted resulted in a full 11-member cabinet primarily composed of racially diverse women, and an increased in male participation.

2. GOAL #2 Action/Strategies

Institutional commitment to advance and support the direction to enhance and strengthen sense of belonging, peer-to-peer connection, vitality space for students to gather, eat, lounge, create programs and events around the ASG/Viking Grill area. Convert the current Student Lounge Space to a multicultural and pluralistic design space of learning and co-curricular activities. A student equity space is required that is for students and designed by students that will allow students to feel as they have a space on campus to relax and share with other college students

Discuss any progress on Action/Strategies

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Briefly explain how you have been measuring the goal and any notable indicators of forward progress.

ASG hosted the first annual Haunted House, which drew over 100 participants (students and the public). ASG hosted a meet and greet of 2024-2025 student candidates. Other affinity groups and student organizations use the space to cohabitate, have lunch, mingle, etc. A new Senator of Student Clubs and Organizations was created and improved by the ASG 2023-2024 executive board. A student mural sponsorship or fellowship is to create a space for students to gather, especially near the ASG office and Viking Grill, which are underway. A new Senator of Student Clubs and Organizations was created and changed by the ASG 2023-2024 executive board. A new student survey will be used effective fall 2024. The survey was put together by the Student Services Event Production Team, VPSS, and Institutional Research. An events management checklist was drafted, requiring significant input from various stakeholders and a new set of expectations, which have resulted in improvements to facilitate more robust indicators of event success and campus presence. This year, ASG is also directing student representatives to join different BCC committees to have a stronger campus presence and voice within the college participatory voice.

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3. GOAL #3 Action/Strategies

Informal and formal investigative gatherings with faculty, administrators, and staff have resulted in an improvement in dialoguing of the types of conduct, classroom management, and behavioral and mental nuances that are part of the investigative process. Legal counsel and careful application of policies along with nuances of the cases require tact, diplomacy, sensitivity, confidentiality, and due process to be maintained across student conduct cases.

Discuss any progress on Action/Strategies

The development of a behavioral intervention team is underway, and campus users are being incorporated into the Simplicity Advocate system to track, monitor, and maintain accurate and up-to-date operations systems. Additionally, we have improved the training of faculty and administrators in reporting student conduct cases and educated them on the implications and language of existing board policies and administrative policies.

Briefly explain how you have been measuring the goal and any notable indicators of forward progress.

The Advocate conduct management system demonstrates the number of cases the VPSS/Director of Student Life receives daily, weekly, and monthly. Additionally, BCC can now distinguish the academic program from which most conduct cases stem and the types of behavioral/conduct/academic/mental cases the institution is receiving. The number of Administrative Procedures and Board Policies under this umbrella that will be changed in 2024-2025 due to the recent Community College of League of California is one of the indicators of progress. Hiring a permanent Director of Student Life and Conduct is another measure of success or progress that can be reported. The reduction of student conduct repeaters can be assessed. The workflow of student cases is improved. An additional indicator is for academic affairs to develop training and stance on the high usage of faculty-student cases with artificial intelligence tools and how this interacts with academic integrity/plagiarism.

D) List any resources you are requesting for each goal.

1. Goal 1 Goal 2 Goal 3

Please list the resource and how it relates to the goal.

A more outstanding institutional commitment to expand, revise, and create a permanent space for student clubs and campus events and for students to gather and meet outside of the library/TLRC that is within the Student Services Center C building.

2. Goal 1 Goal 2 Goal 3

Please list the resource and how it relates to the goal.

ASG will undergo requests for IT and facilities infrastructure improvements through its own student governance process. Their input and support in these requests are crucial. For example, one of the pending requests is to request an OWL and better printing capabilities to support the broad student spectrum of club agendas, events, and activities in creating a student hub.

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3. Goal 1 Goal 2 Goal 3

Please list the resource and how it relates to the goal.

A part-time administrative assistant and student worker dedicated to support the operations of the Director of Student Life and Conduct.

II. New Goals (optional)

This section is optional and should be used to replace a completed or discontinued goal OR if a new goal has become necessary for the service area or administrative unit.

A. NEW GOAL #1

Equipping student leaders with comprehensive skills and knowledge is vital for their personal growth, ASG's effectiveness, and positive campus impact. A holistic approach will address diverse aspects of leadership, such as technical skills, emotional intelligence, diversity and inclusion, and ethical decision-making as a leader.

Expected Service Area Outcome/Administrative Unit Outcome

Leadership, civic, and participatory governance development.

1. Alignment to BCC Strategic Priority (*Select at least one but choose all that apply*)

Strategic Priority 3: Build Community

Strategic Priority 4: Achieve Sustainable Excellence in all Operations

Choose an item.

Choose an item.

2. Relationship to Guided Pathways

- Clarify the Path
- Entering the Path
- Staying on the Path
- Support Learning

3. Please list actions/strategies for achieving this goal/outcome.

Summer Leadership Retreat: Collaborate with student affairs professionals to design an engaging, interactive retreat. Include team-building activities, leadership style assessments, goal-setting workshops, and introductions to ASG's purpose and roles. Invite current/past ASG members to share experiences and advice.

Monthly Workshops and Training Sessions: Organize workshops on topics like project

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management, conflict resolution, public speaking, and budgeting. Invite campus leaders, alumni, and professionals to share insights and best practices. Incorporate reflective discussions and action planning to apply learnings.

Mentorship Program: Pair ASG officers with experienced campus leaders or alumni for guidance and support. Establish regular check-in expectations and mentorship goals.

Leadership Development Opportunities: Research and fund attendance at regional/national student leadership conferences. Encourage participation in campus committees and initiatives beyond ASG.

Feedback and Assessment: Implement regular, constructive feedback mechanisms for officers to receive input on their growth areas and strengths. Conduct mid-year and end-of-year assessments of leadership development progress

4. Briefly explain how you will measure the goal/outcome.

Participation and Engagement: Track attendance at workshops, training sessions, and mentorship meetings. Monitor active participation in discussions, activities, and leadership opportunities.

Feedback and Assessments: Collect regular feedback from officers on the helpfulness of development activities. Analyze mid-year and end-of-year assessments to identify growth areas and progress.

Goal Achievement: Monitor officers' progress toward their personal leadership development goals. Evaluate ASG's collective success in achieving its 2024-2025 objectives.

Qualitative Impact: Solicit testimonials and stories from officers about their growth and positive impacts. Observe improvements in ASG's effectiveness, collaboration, and campus influence.

5. Please list resources (if any) that will be needed to achieve the goal/outcome.
Click or tap here to enter text.

B. NEW GOAL #2

Click or tap here to enter text.

Expected Service Area Outcome/Administrative Unit Outcome

Click or tap here to enter text.

6. Alignment to BCC Strategic Priority (*Select at least one but choose all that apply*)

Choose an item.

Choose an item.

Choose an item.

Choose an item.

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7. Relationship to Guided Pathways

- Clarify the Path
- Entering the Path
- Staying on the Path
- Support Learning

8. Please list actions/strategies for achieving this goal/outcome.
Click or tap here to enter text.

9. Briefly explain how you will measure the goal/outcome.
Click or tap here to enter text.

10. Please list resources (if any) that will be needed to achieve the goal/outcome.
Click or tap here to enter text.

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III. Resource Requests:

What does the area need to meet its goals and objectives?

List all resources from Sections I.D and II.10 below.

If there was no room on the template to list all resources being requested for a single goal/objective, you may list additional resource requests here. Also list any resources required to implement planned improvements.

IMPORTANT: A BUDGET ALLOCATION PROPOSAL must be completed and submitted for EACH new resource requested.

Goal/ Outcome #	Resource Required	Estimated Cost	BAP Required? Yes or No	If no, indicate funding source
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
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