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| **UH MAUI COLLEGE**  **STUDENT AFFAIRS – STUDENT LIFE**  **PROGRAM REVIEW** |
| **2012 - 2013** |

1. **Mission Statement/Vision**
   1. Student Life creates learning opportunities by providing co – curricular programs to foster student education and enhance the overall educational experience of students. It is learning that happens outside of the classroom. Involvement in programs and activities from Student Life develops student’s leadership skills, team – work abilities, and time management skills.
   2. The vision of Student Life is to create opportunities on campus through our programming, boards, events, and partnerships that will develop student’s leadership, personal, and professional abilities.
2. **Functional Statement(s)**
   1. The Student Affairs programs are committed to providing full student support services that embrace the spirit of Aloha, Collaboration, and Respect.
   2. Student Life will provide a forum for learning outside of the classroom.
   3. Student life will provide opportunities for students to develop their leadership skills.
   4. Student Life will be a student centered department that provides support to students.
   5. Student Life supports students in their self – directed educational path.
   6. Student Life will continue to be recognized as a center for co – curricular development on campus.
   7. Student Life will work collaboratively with members of the campus community and continue to be recognized as an important and equal partner in achieving the college’s mission.
3. **Specific Functions**
4. Develops, plans, implements, evaluates comprehensive co-curricular student life program including educational, social, cultural & recreational components and student government, activities, organizations, publications, and other special interest groups,
5. Provide high quality services, including promoting student involvement on campus and assisting students with the proper resources,
6. Over see the Student2Student Program
7. Coordinate New Student Orientation,
8. Coordinate Frosh Camp,
9. Coordinate General Student Orientation,
10. Advise Student Government,
11. Advise Board of Student Publications – process all stipend awards, casual/overload forms, requisitions, super quotes, etc.,
12. Advise Campus Clubs,
13. Coordinate, manage, implement new ideas, and budget for the Wellness Center,
14. Coordinate Commencement Ceremony,
15. Coordinate Ask Me Tables,
16. Coordinate Campus Tours,
17. Create, order, distribute student planners to all enrolled students,
18. Distribute support services and program information to all students in an equitable manner that compliments institutional priorities,
19. Provide stewardship over Federal, State, institutional and external funds in compliance with regulations.
20. Maintain accurate records necessary to meet federal, state, and institutional reporting requirements.
21. Develop and implement policies and procedures for student assistants, student ambassadors, and peer mentors.
22. Oversee Perkins funded staff, student assistants, student ambassadors, and peer mentors, including maintaining accurate records for the Federal, State, and institutional programs and /or grants,
23. Pursue continued professional development opportunities to ensure staff knowledge of current student leadership initiatives,
24. Utilize technological initiatives to simplify and streamline the delivery of information to students,
25. Serves on campus-wide task forces, committees, and groups to represent the interests of Student Life,
26. Prepare requisitions to business office to process payment of all student activity sponsored events,
27. Informs the campus community of all student activity, events and functions,
28. Provide advice and assistance to any student/staff in planning a campus activity,
29. Recruit students to participate in co-curricular activities to complement their education,
30. Collaborate with other student life professionals, as well as faculty/staff of UHMC to strengthen the Student Life Department,

SUMMATIVE DATA – Table (the activities are organized by the following categories:

* **Student Government**
* **Clubs & Organizations**
* **Board of Student Publications**
* **Wellness Center**
* **Campus Tours**
* **Other Student Life Activities**

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| **Institutional Goals** | **OBJECTIVES** | **FY12** | **SP13** |
| ***Student Government*** |  |  |  |
| ***Retention*** | WHOA (Wellness & Health Opportunities Fair) | August 11, 2012 | N/A |
| ***Retention*** | Welcome Back Week | August 20-22, 2012 | N/A |
| ***Retention*** | Welcome Back Block Party | September 21, 2012 | N/A |
| ***Retention*** | Student Leader Service | November 2, 2012 | N/A |
| ***Retention*** | UHMC Canoe Regatta | November 3, 2012 | N/A |
| ***Retention*** | Student Leaders BOR Meetings | November 14, 2012 | N/A |
| ***Retention*** | Thanksgiving Luncheon | November 15, 2012 | N/A |
| ***Retention*** | Holiday Event | December 6, 2012 | N/A |
| ***Retention*** | Grand WaileaTeam Member/Benefits Fair | Ended December 31,2012 | N/A |
| ***Retention*** | Welcome Back Ice Cream Event | N/A | January 7, 2013 |
| ***Retention*** | Miss Maui Scholarship Pagent | N/A | February 22-23, 2013 |
| ***Retention*** | All Clubs Day | N/A | February 28, 2013 |
| ***Retention*** | Student Employee Appreciation Month | N/A | April 2013 |
| ***Retention*** | Talent Show | N/A | April 25, 2013 |
| ***Retention*** | Auto Fest | N/A | March 23, 2013 |
| ***Retention*** | Commencement | N/A | May 12, 2013 |
| **Clubs & Organizations** |  |  |  |
| ***Retention*** | Campus Clubs | 16 | 13 |
| **Wellness Center** |  |  |  |
| ***Retention*** | Membership: Students | 79 | 64 |
| ***Retention*** | Membership: Facutly/staff | 23 | 15 |
| ***Retention*** | Membership: Senior Citizens | 39 | 53 |
| ***Retention*** | Membership: Public | 108 | 84 |
| ***Retention*** | # of timesheets submitted | 242 | 242 |
| ***Retention*** | # of different classes offered per semester | 22 | 20 |
| ***Retention*** | # of classes offered per week | 42 | 38 |
| ***Retention*** | # of classes offered per day |  |  |
| ***Retention*** | # of student assistants needed per shift |  |  |
| ***Board of Student Publications*** |  |  |  |
| ***Retention*** | Hooulu Student Newspaper  (# of articles written) | 32 | 17 |
| ***Retention*** | Na Leo Journal | 0 | 500 |
| ***Retention*** | Student Planner | 2500 | 2500 |
| ***Campus Tours*** |  |  |  |
| ***Retention*** | Individual Tours | 12 | 13 |
| ***Retention*** | Group Tours | 1 | 5 |
| ***Other Student Life Activities*** |  |  |  |
| ***Retention*** |  |  |  |
| ***Retention*** |  |  |  |
| ***Retention*** |  |  |  |
| ***Retention*** |  |  |  |
| ***Retention*** |  |  |  |

**Program Evaluations:**

1. **1. Evaluation of your overall program operations for FY 2012- 2013, including successful performance outcomes and benchmarks as well as areas that are in need of further attention. Relate outcomes and benchmarks to UH systemwide Strategic Goals and other relevant external regulations or requirements.**

* The Student Life Staff has been a team for approximately 3 years with the Student Life Coordinator in a G Funded Position, 1 – Perkins funded APT Band A position (temporary hire) and 12 student ambassadors/student assistants. The staff is dedicated to providing excellent customer service and to be an office that is student friendly. Campus departments refer students to the Student Life Office for many different reasons and the student staff needs to be trained to answer the questions or refer them to the appropriate office.
* The Student Life Coordinator manages an office staff that includes: 1 Perkins funded APT Band A position, (temporary hire position), 8 student ambassadors/student assistants, and 11 Wellness Center Instructors.

**Do well:**

* Recruiting student leaders and training them to be efficient, understanding, and transformational student leaders.
* Coordinating well attended events and partnering with campus divisions and student organizations.
* The Student Life Office engages students on campus and provides students with an opportunity to be involved and to build their own community on campus.
* Utilize students and their strengths to maximize efficiency and engagement on campus
* Communicating with the campus via email blasts and personal communication

**Strengths from others:**

* Budget
* Trained student leaders
* Event planning skills and workshop presentations
* Eagerness to assist with campus events
* Team oriented staff that is always open to assisting with events
* General campus information
* Weekly email updates to students about campus announcements

1. **A self – assessment outlining your strengths and areas that may need improvement as well as your plans to address the challenges.**

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| **Weaknesses**  **Improve**:   * One of our staff members is currently in a temporary position and offers little or no benefits. It is difficult to keep this position filled as they are not secure and are low paying. * Student Government and other student leaders are constantly asked to staff events, participate in committees, and volunteer for various activities: often times they do get stretched thin. Student Life is looking into engaging more volunteers on campus to alleviate that concern. * Improvements to the Student Lounge to create a safer space for students and to move towards the Student Lounge being a full event facility (specific hours, sign in/out of equipment, students managing the facility, rules to enforce). In the past year the furniture has broken down and not being viewed as a welcoming place for students. Adequate upkeep is necessary especially with furniture as this poses a huge liability issue. There is a very strong odor (similar to bad foot odor) that needs to be addressed. * The membership is continuing to grow in the Wellness Center and there is no adequate staffing for this program. It takes hours to manage from schedule planning, to facility upkeep (cleanliness, equipment, and safety), updating certificate records of all instructors, updating the website and face book page, creating timesheets for all instructors every 2 – weeks, and dealing with complaints from members. * New Student Orientation is a program that we have had for 5 years and the Administration includes as an activity each year. Since fall 2010 this position was filled 4 times. The Student Life Coordinator needs to fill the position while continue with the necessary duties of the vacant position. This programs needsto become institutionalized and budgets allocated to support it. * The Student Life Office would improve its efficiency in overall purchasing and customer service if we had a full time (40 hour/week) Student Life Clerk. This position would help in the overall management for all 9 programs that fall under Student Life.   **Lack of resources**:   * Programs such as New Student Orientation are funded by Federal funded grants. These grants are funded year to year and are not a guarantee each year. It is difficult to plan, hire, and carry out these programs of funding is not secured however they are all crucial to a student’s First Year Experience. * Funding for the Student Lounge: The Lounge is used by students as a safe space to hang out and stay engaged on campus. The campus utilizes the Lounge for large events such as NSO, support services and program events, community events, and more. The furniture needs to be portable, health and safety regulated, and visually appealing to standardize with the new campus look. Research with vendors has indicated that the Lounge furniture will range from $50,000 - $90,000.   **Losing money**:   * Purchasing cheaper items to resolve an issue temporarily is a waste of money because they need to be constantly replaced. * Continuing to train staff for temporary positions takes away from daily office work and the focus on our existing programs. * Without adequate staffing we are not able to monitor each class and check membership payments.   **Vulnerable:**   * Student Life is stretched thin occasionally because we are asked to volunteer for many campus events (Student Government and Student Life staff). * Lack of people in positions affects the programs that fall under those positions, which could result in the lack of Federal Grants to support those programs in the future. * Student Life Coordinator is stretched thin by the 9 programs and 6 budgets that need to be managed. |

**Program Needs:**

**SR10 Office Assistant III**

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| Table 2 – FORMATIVE DATA  (*Student Life*) STUDENT LEARNING OUTCOMES | | | | | |
| Student Learning Outcomes (SLO)  And/Or  Program Goals | Examples of Achievement Indicators within each SLO | Mapping SLO to Activity or Course | Assessment Tool(s) & Methods of Utilization | Analyzing Results As Relates to Objectives | Plan & Implementation |
|  |  |  |  |  |  |
| Improve Health and Wellness opportunities for students | Students will have a better sense of feeling connected and engaged on campus. | By signing up for a membership and attended Wellness Center classes. | The data gathered from the Kuali System indicates the amount of students, faculty, staff, senior citizens, and the public who are utilizing the Wellness Center as a way to be engaged with the campus and our community.  Using the Kuali system to track the amount of membership for each semester. Other data collected included the number of classes offered per semester and per week.  Data for Fall 2012:  Students: 79  Faculty/staff: 23  Senior Citizens: 39  Public: 108  # of different classes offered 22  # of classes offered per week 42  Data for spring 2013:  Student: 64  Faculty/staff:15  Senior Citizens: 53  Public: 84  # of different classes offered 20  # of classes offered per week: 38 | Based on the data collected from the Kuali System the number of students enrolled are much lower than the faculty, staff, senior citizens, and the public. | Will continue to offer a wide variety of fitness classes and better promote the Wellness Center to students at all orientations and other campus events. |
| Fall to Fall Persistence for NSO Participants | Mandatory NSO for all Maui County high school graduates. NSO will allow the students to meet with a counselor and registering for classes, expose the students to the campus by providing information about both student support programs, and academic programs. Orientation will encompass other components such as meeting faculty and staff, getting familiar with the campus, and how to get more involved. These resources will provide the necessary tools and support for students to succeed in their academic journey. | Students will participate in both components of Academic Advising and Orientation.  Strategies such as Academic Advising, Resource fair, and campus tours will assist with meeting the objectives. | Using the data collected from the electronic surveys will assist in the planning for the next NSO’s.  Fall 2012 Data:  # of surveys sent: 345  # of surveys returned: 73 | The data gathered from the UH Banner System indicates the retention and persistence for each student. | The New Student Orientation (NSO) will continue to be mandatory for all Maui County high school graduates and highly recommended for all new and transfer students. NSO will be held at the beginning of every semester. We will continue to provide surveys to all students and use a more active approach to ensure that they are all completed. |
| Improve Student Leadership | Students will be more educated about their leadership roles and how to carry out the responsibilities within these roles. | By participating in Student Government, the students will be able to apply the skills that they learn which will positively impact the student body. | Leadership conferences such as the Ho‘opili Hou Leadership Conference held by the Hawaii Association of Student Life Advisers. | The data gathered from the conference evaluations indicates that the students are learning valuable information and skills. The students then report and self reflect on their conference experiences. The over data gathered is then evaluated by the Student Government Advisers and used to plan future leadership conferences. | Attending Student Leadership Conferences will continue to be one of the priorities when planning for the fall and spring semesters. |

1. Budgetary Consideration & Impact
2. Considerations for Program Review
   1. Engaged Community
      * Discuss community engagement
      * Provide evidence of program outcomes and SLO outcomes have been discussed with appropriate community representatives & their feedback.
   2. Recognize & Incorporate Best Practices
      * Show how program researches, reviews and incorporates best practices in service and SLO delivery.
      * List any awards or recognition for quality or achievements.
   3. Planning & Policy Considerations
      * Indicate how program modifications align with student and community needs as well as college strategic plans and goals.
   4. Budgetary Consideration and Impact
      * Demonstrate that operational, supply, and capital budget needs are grounded in evidence of assessment and analysis.