The following questions serve as the basis for the self-study narrative. All questions may not be relevant to your program.

I. Background Information
   A. Describe:
      1. the unit
      2. its history
      3. purposes
      4. current components

   The Student Activities Unit is an integral component of the Student Services Function and has been a part of the Student Services as long as there has been a Student Services Unit. The primary purpose of the Merritt College Student Activities Unit is to organize student activities and events. In addition, the Student Activities Unit acts as the organizational hub for the Associated Students of Merritt College, the student government. In this capacity, the Student Activities Unit coordinates the finances of the Associated Students of Merritt College and all Chartered College Clubs. The Accountant assigned to track ASMC expenditures is currently housed in the Student Activities Office.

   The Student Activities Office maintains office space for the Student Activities Advisor, Student Government, and the Inter-Club Council. The Student Council Meeting Chambers is located in the Student Activities Complex along with the Student Recreation Area and the office of the Merritt Reporter, the student newspaper.

   B. Describe unique aspects of the program:

   The Student Activities Unit provides the Merritt College Students with additional services that include issuing ID Cards, Alameda County Transit Bus Pass sales, Bay Area Rapid Transit ticket sales. In addition the Student Activities Office provides a for pay fax and copy service, at minimal cost to the students, along with the sale of U. S. Postage Stamps and other fund raising ventures organized by the Associated Students of Merritt College.

   The student activities unit is also an integral part of student life, the unit provides funding for club activities as well as faculty and student generated activities.

   For the last 3 years the unit has received student life funding from the Peralta Board, this funding has supported study abroad to such places as Cuba,
Jamaica, Ghana and other places of interest for our students. The ASMC has sponsored events such as the Latino Student Conference, Black History Activities, Chinese New Year Celebration and the Campus Family Day.

In 2009 Student Activities Office in Collaboration with the Dean of Students and the ASMC started the College Farmers Market in order to provide farm fresh produce to the local and campus community, educational and business opportunities for our students as well as to bring much needed funds back to our campus.

C. Describe your current resources.

The Student Activities Unit is presently undergoing major change and is under the direct supervision of the Dean of Student Services.

II. Program Effectiveness- (How do you know that your program/service/ department is effective?)

A. Assessment of student needs
   1. What needs does the program address?
   2. Explain the process used by your program/dept/service to assess for student needs.
   3. Explain the process used by your program/dept/service to meet those needs.
   4. Please indicate how staffing hours are planned to meet student needs?

The Student Activities Unit attempts to address all student extracurricular activities and needs with the exception of athletic contests. The Student Activities Unit determines student needs and those services that are in demand through outreach and via the resolutions of the Student Government Officers and Senators. The Student Activities Unit is always seeking suggestions and ideas from the College Community as to how to better serve the students. Unfortunately, often the lack of funds and the short staffing situation impedes the initiation of many innovative ideas and programs.

Presently the program is lacking a full-time Student Activities Coordinator; the present fiscal challenges have forced a hold on filling the position until further notice.

B. Quality of program/dept/service (goals)
   1. What are your program goals?
   2. How do you know that the program goals are aligned with student needs?
   3. How do you know that the program is meeting its goals? (If you are utilizing a survey that speaks to the impact of the program, please provide it as an attachment.)

The Student Activities Unit’s goals are reflective of the student’s interests and needs. Those goals and interests are determined by the Student Council. The Student Activities Unit works to satisfy those goals and needs on a daily basis. Because we have a very limited staff the Student Activities Advisor must rely on the Student Government Officers and reports and suggestions from the Campus Community for suggested changes and additional goals.
C. Assessment of student satisfaction

1. Do you provide an opportunity for student feedback? Yes, the unit will implement the new Student Satisfaction Survey in fall of 2010.

2. How do you know that students are satisfied with your program/dept/service?

   Gathered and reviewed survey data taken from the following document:

   **STUDENT SATISFACTION SURVEY OF THE STUDENT ACTIVITY PROGRAM**

   Your input will help us to continually improve the quality of the support we provide you and other students.

   1. Please indicate your level of agreement with the following statements about Student Activities:

      4. Strongly Agree
      3. Agree
      2. Disagree
      1. Strongly Disagree
      0. Not Applicable

      _____ The program is helpful with my concerns.
      _____ The staff are prompt in responding to my needs.
      _____ The number of staff is adequate to meet my needs.
      _____ The staff promote student independence and responsibility.
      _____ Appointments are available when I need them.
      _____ Services that I need are provided in a timely fashion.
      _____ Telephone calls are returned promptly.

   2. How satisfied are you with the services Student Activities Provides?

      4. Very Satisfied
      3. Satisfied
      2. Dissatisfied
      1. Very Dissatisfied
      0. Not Applicable

      _____ Campus Activities
      _____ Leadership Training
      _____ Scholarships
      _____ Clubs
      _____ ID Cards
      _____ Campus leadership
      _____ Referral to other campus services
      _____ Referral to community agencies
      _____ Other: ____________________

   3. Please rate the effectiveness of the following Student Activities staff:

      4. Excellent
      3. Good
      2. Fair
      1. Poor
      0. Not Observed

      _____ Coordinators
      _____ Front Office Student Services Assistants
      _____ Front Office Staff

   4. Please indicate your level of agreement with the following statements about your Student Activities experience –

      4. Strongly Agree
      3. Agree
      2. Disagree
      1. Strongly Disagree
      0. Not Applicable

      _____ Student Activities Coordinator
      _____...understood my student needs.
      _____...listened well and summarized my issues accurately.
      _____...gave accurate student services information.
5. How much do you agree with the following statements?

The Student Activities Office staff...

- ______...are friendly and polite.
- ______...are respectful.
- ______...promptly addressed my need.
- ______...responded to my need.
- ______...communicated clearly.
- ______...provided accurate information.

COMMENTS – Please be specific in your comments or suggestions. (Use additional paper, if required.)
Your responses and any information you provide will be kept confidential and used only for the improvement of the Student Activities program and the benefit of you and your fellow students.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

May we contact you if we have questions about your responses or need more details? If so, print your name/student ID here: __

D. Interdepartmental/ Program/Campus Collaboration

1. Please list all the activities in which faculty members participate regularly, including governance groups.

   Faculty members and the Student Activities Unit collaborate when students and faculty members are asked to serve on joint committees and standing college committees. This same collaboration is found during the operation of clubs and club faculty advisors.

2. How does the unit (and committees in which unit participates) support other administrative, student services and academic units in the college?

   SEE #1 ABOVE!

3. What impact (define “impact”) does the program have on other program/dept/service (and/or the college/district), at the college? If your program does have an impact on other
programs/dept/service, please describe the nature of the relationship with the program/dept/service and the effectiveness of the relationship.

THE STUDENT ACTIVITIES UNIT HAS A DEFINITE IMPACT ON STUDENT MORAL AND OVER-ALL CAMPUS CLIMATE. THE UNIT HAS A DIRECT IMPACT ON CAPUS AREAS NEEDING STUDENT IDENTIFICATION SUCH AS THE LIBRARY (ALL STUDENT ID’S ARE ISSUES BY THE STUDENT ACTIVITIES OFFICE). THE STUDENT LIFE FUNDING ALLOCATED THROUGH THE STUDENT ACTIVITIES OFFICE AND THE OFFICE OF THE DEAN OF STUDENT SERVICES IMPACTS FACULTY AND STAFF WHO WISH TO RECEIVE FUNDING FOR CAMPUS EVENTS AND ACTIVITIES.

4. How do other programs impact your program?

EVENTS AND ACTIVITIES HELD BY THE STUDENT ACTIVITIES OFFICE ARE IMPACTED BY FACULTY SUPPORT. MERRITT COLLEGE DOES NOT HAVE A CLEARLY DEFINED CAMPUS HOUR SO FACULTY IN MANY CASES HAVE TO TAKE TIME OUT OF THEIR OWN CLASS TO BRING STUDENTS TO EVENTS. FACULTY PARTICIPATION AS CLUB ADVISORS ALSO IMPACTS THE EFFECTIVENESS OF CAMPUS LIFE AD CLUB ACTIVITY.

5. Does your program/dept/service collaborate, communicate or exchange information on best practices with other campuses?

ACTIVITY COORDINATORS DISTRICT WIDE COMMUNICATE BEST PRACTICES WITH ONE ANOTHER.

E. Quantity of program/dept/service delivered (student utilization of services and student engagement)

1. How many students do you serve (unduplicated)?
2. How many appointments do you have on any given day?
3. How many contacts do you make with students?

THE STUDENT ACTIVITY OFFICE SERVES APPROXIMATELY 40-50 STUDENTS A DAY FOR VARIOUS REASONS RANGING FROM GENERATION OF STUDENT IDENTIFICATION, TO GENERAL INFORMATION, TO CLUB AND STUDENT GOVERNMENT ACTIVITY.

III. Student Learning Outcomes

A. List the student learning outcomes that are presently being assessed. Describe the activities that will be implemented to achieve the SLOs.

a. **SLO # 1** All members of the Associated Students of Merritt College, Student Council and Merritt College Club Officers will become familiar with Roberts Rules of order, Parliamentary Procedure, specifically making a main motion and following that motion through to passage.

b. **SLO # 2** All Merritt Students will know what documents to bring when applying for a student ID card.

c. **SLO # 3** Student Club Officers will become proficient in completing requisitions for check and fund expenditures.

**Activities that will be implemented to achieve SLO’s**

The Student Activities unit will do a complete review of their SLO’s changes in unit coordination have set back the data gathering and the assessment planned for late 2007-2008. A review of SLO’s will take place by fall of 2010.
IV. Student Demographics (What do you know about the students we serve?) (Demographic analysis):
- Gender
- Race
- Ethnicity
- Age
- Disability
- Nationality
- Enrollment status
- Financial Aid Status (Do they receive the Bogg or grants?)

PRESENTLY THE STUDENT ACTIVITIES OFFICE SERVES ALL STUDENTS THROUGH THE DISSENIATION OF STUDENT ID CARDS, ACTIVITIES AND EVENTS. THE DEMOGRAPHIC DATA IS REPRESENTATIVE OF THE WHOLE CAMPUS COMMUNITY.

V. Student Performance

NO STUDENT ACTIVITIES SPECIFIC DATA IS AVAILABLE ON PERFORMANCE AT THIS TIME, REVIEW GENERAL CAMPUS DATA.

VI. Program Performance Indicators and External comparisons (benchmarking)

A. What are the indicators of improved performance that measure your present goals of your program or unit?
B. What is the result of the assessment of these indicators?
C. Have you used national assessment instruments to assess your program?

PRESENTLY THE INDICATOR OF IMPROVED PERFORMANCE FOR THE STUDENT ACTIVITY OFFICE ARE LINKED TO THE FOLLOWING:
- A CONSISTANT AND VIBRANT PROMOTION OF STUDENT LIFE AND CAMPUS ACTIVITY.
- AN ENGAGED STUDENT GOVERNMENT, INVOLVED IN SHARED GOVERNANCE, CAMPUS AND LOCAL COMMUNITY.
- A VISIBLE STUDENT ACTIVITIES PRESENCE.
- A RESPONSIBLE AND CREATIVE USE OF STUDENT LIFE FUNDING.

VIII. ACTION PLAN: Using the results of the data collected and discussed in the self-study, identify:
A. The future needs of the program
B. The future goals and methods of assessment of the program, including student learning outcomes.
C. The strategies and actions to be taken by the unit over the next six years to strengthen the program and meet the strategic goals of the program and the college.
D. The support needed by the unit in order to address issues resulting from the self-study.

THE STUDENT ACTIVITIES PROGRAM AT MERRITT COLLEGE CONTINUES TO SEEK TO INCORPORATE A LEADERSHIP TRAINING COMPONENT, THE GOAL WOULD BE TO HIRE A PART-TIME COUNSELOR WHO WOULD TEACH A LEADERSHIP CLASS FOR THE STUDENT GOVERNMENT AND OTHER STUDENTS WHO ASPIRE TO BE LEADERS ON CAMPUS AND IN THE COMMUNITY.

THE STUDENT ACTIVITIES OFFICE OVER THE NEXT SIX YEARS MUST ENHANCE ITS INVOLVEMENT IN THE LOCAL COMMUNITY AS WELL AS ON CAMPUS, SEEKING OUT ALTERNATIVE FUNDING SOURCES.

IN ORDER TO REACH THESE GOALS THE STUDENT ACTIVITIES OFFICE WOULD REQUIRE FUNDING FOR A 17.5 HOUR A WEEK COUNSELOR DEDICATED TO STUDENT ACTIVITIES AS
VALIDATION TEAM REPORT

UNIT REVIEWED: STUDENT ACTIVITIES

DATE: 03/02/2010

SELF-STUDY TEAM: ANTHONY POWELL, GRACE MARLIN

VALIDATION TEAM: CHARLES CANNADY, CIE JAE ALLEN, MERRY LABAT

SUMMARY OF FINDINGS

PART A. Accuracy and Thoroughness of Self-Study/Action Plan (program strengths, areas for improvement, data collection, projection of future trends/support).

The student activities office is presently being restructured after the resignation of the last Student Activities Coordinator in early 2009. The study is accurate in that many of the hallmarks set in 2007 are still in progress.

PART B. Validation Team Recommendations

The team felt that the Student Activities Unit needs to develop an in-house system to gather demographic data; this was also a recommendation in 2007. The main focus at this time is to restructure the unit under the direction of the Dean of Students, hire a new Coordinator, strengthen club participation and student government.