



Welcome to Program Review

Merritt College - 2019

Student Activities - Service Area or Special Program

Annual Program Update

Program Overview

Please verify the mission statement for your program. If your program has not created a mission statement, provide details on how your program supports and contributes to the College mission.

The Office of Student Activities & Campus Life at Merritt College fosters an environment of high impact through an asset-based model of intentional programming that validates students' identity to increase equity, inclusion and student success. This mission is achieved through a sound infrastructure of policies and procedures that supports multicultural co-curricular programming, robust team building, professional development, and relationship building through Participatory Governance committees on and off campus. In addition, the Office of Student Activities & Campus Life meets the College Core Values; Student Success, Caring Spirit, Teamwork & Inclusion, Campus Climate, and Diversity. These values are demonstrated through multiple events held year round to increase student interactions with staff, faculty, administrators and their peers.

Program Total Faculty and/or Staff

Full Time

Staff Assistant

Part Time

The Program Goals below are from your most recent Program Review or APU. If none are listed, please add your most recent program goals. Then, indicate the status of this goal, and which College and District goal your program goal aligns to. If your goal has been completed, please answer the follow up question regarding how you measured the achievement of this goal.

Provide opportunities of student access, equity and success through intentional, life relevant and culturally sensitive programming promoting student leadership and the discovery of self-voice, awareness and advocacy for social justice.

Status

In-Progress

If Completed, What evidence supports completion of this goal? How did you measure the achievement of this goal?

College Goal

Equity: Reduce the achievement gaps for African-American, multiethnic and male students.

District Goal

Advance Student Access, Equity, and Success

Create, implement and support programming that engages and promotes the development of students.

Status

In-Progress

If Completed, What evidence supports completion of this goal? How did you measure the achievement of this goal?

College Goal

Equity: Reduce the achievement gaps for African-American, multiethnic and male students.

District Goal

Advance Student Access, Equity, and Success

Implement a Unit Service Area assessment to measure professional development and services rendered to students, campus, and community to collect data, analyze results, and make needed modifications.

Status

In-Progress

If Completed, What evidence supports completion of this goal? How did you measure the achievement of this goal?

College Goal

Select College Goal....

District Goal

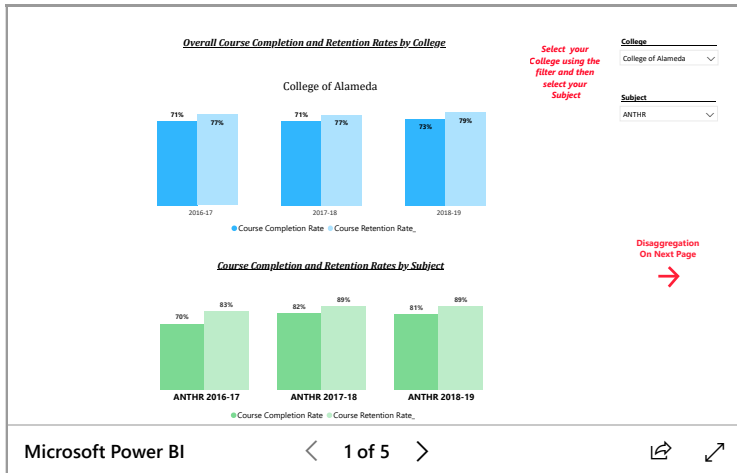
Develop and Manage Resources to Advance Our Mission

Describe your current utilization of facilities, including labs and other space

Program Update

Semester End Enrollment/Usage Pattern

Review your Semester End Enrollment by setting the filter to your college and subject



Select your College using the filter and then select your Subject

Disaggregation On Next Page →

Using the dashboard, review and reflect upon the data for your program. Describe any significant changes and discuss what the changes mean to your program. Consider whether performance gaps exist for disproportionality impacted students. Focus upon the most recent year and/or the years since your last comprehensive program review. Cite data points from the dashboard to support your answer.

Describe the department's progress on Student Learning Outcomes (SLOs) and/or Administrative Unit Outcomes (AUOs) since the last Program Review/APU. If your discipline offers a degree or certificate, please describe the department progress on Program Learning Outcomes (PLOs).

Describe the outcomes and accomplishments from previous year's funded resource allocation request.

Brief description of funded request	Source (any additional award outside your base allocation)	Total Award Amount	Outcome/Accomplishment
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In the boxes below, please add improvement actions and resource requests that are directly related to the questions answered in this section. If there are no improvement actions or resource requested in this area, leave blank.

Improvement Actions

Improvement Action

Improvement Action

Action Item	Description	To be completed By	Responsible Person
Full Time Clerical Assistant	Acts as a receptionist, answering the telephone and assisting students, faculty, or the general public, providing information or assistance as required. Assists with issuing Student IDs. Performs a wide variety of clerical work including typing, proofreading, filing, and posting information on records. Operates a variety of office equipment. Sorts and files documents and records. Receives, sorts, and distributes incoming and outgoing mail. Reviews forms for completeness. Performs other related duties as assigned. Track and monitor needs of students.	8/5/2019	Director

Resource Request

Personnel	Classified Staff		
% Time	Description/Justification	Estimated Annual Salary Costs	Estimated Annual Benefits Costs
100	We currently do not have support staff to assist in the front counter.	40000	20000
Total Costs			
60000			

Improvement Action

Action Item	Description	To be completed By	Responsible Person
Equipment	New Computer Systems. New ID Card Machine and Printer. Backdrop Screen. Computer Software. Color Copier. Commercial Signage Display Screen. Pamphlet Display Rack. PA System. Pipe and Drape Kit. Stage Kit. iPADS. Label Maker. External Hard Drives.	8/5/2019	Director

Resource Request

Technology and Equipment	New
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Description/Justification
Our equipment is outdated, and new equipment is needed to better serve our students.

Estimated Cost
300000

Improvement Action

Action Item	Description	To be completed By	Responsible Person
Office Supplies	Daily office supplies: Pens and pencils Erasers Highlighters Permanent markers Scissors Paper clip Binder clips Stapler, plus staples Tape dispenser, plus extra rolls of tape Glue sticks Rubberbands Pencil sharpener 3 hole punch Calculator In/Out box for paperwork Desk drawer organizer Envelopes Return address labels Stationery Stamps Sticky notes Notepads Printer paper File box Manila file folders Hanging file folders, plus tabs Pocket or accordion file folders File labels 3 ring binders Index dividers Student Planners Calendar & Planning Supplies White board or bulletin board Dry erase markers. Thumbtacks	8/5/2019	Staff Assistant

Resource Request

Supplies Noninstructional Supplies and Materials

Description/Justification	Estimated Cost
Daily office supplies for day to day operations, And Student Planners.	20000

Resource Request Summary

Total Cost: \$380000
 Total Resource Request: 3

Program Update

Personnel

Type	% Time	Description/Justification	Estimated Annual Salary Costs	Estimated Annual Benefits Costs	Total Costs
Classified Staff	100	We currently do not have support staff to assist in the front counter.	40000	20000	60000
Sub-Total: \$60000					

Professional Development

No Resources found for this category

Technology and Equipment

Type	Description/Justification	Estimated Cost
New	Our equipment is outdated, and new equipment is needed to better serve our students.	300000
Sub-Total: \$300000		

Supplies

Type	Description/Justification	Estimated Cost
Noninstructional Supplies and Materials	Daily office supplies for day to day operations, And Student Planners.	20000
Sub-Total: \$20000		

Facilities

No Resources found for this category

Library

No Resources found for this category

Other

No Resources found for this category

Sign and Submit

Please provide the list of members who participated in completing this program review.

Alejandra Cerda

Please enter the name of the person submitting this program review.

Alejandra Cerda