

Office of Student Leadership and Development

Council for the Advancement of Standards in Higher Education

Executive Summary

January 30, 2018

Scope of Review

The scope of this review was to assess Student Leadership & Development, a department within the division of Student Affairs.

Mission

Student Leadership & Development (SLD) is committed to enhancing the learning environment at Stanislaus State. To facilitate this mission, we provide students with co-curricular learning and leadership development opportunities.

Assessment Summary

I. Brief description of the assessment process

Student Leadership & Development was evaluated by using the twelve criteria categories established by the Council for the Advancement of Standards (CAS) in Higher Education. In order to complete the assessment, SLD met as a team to identify the various types of documentary evidence needed to conduct and complete the assessment process. Each individual staff member was asked to conduct his/her own self-assessment and rate each criterion individually. The SLD staff then met as a collective whole to review ratings, discuss evidence and identify rating discrepancies, strengths and areas for improvement. The review provided the framework used to assess the performance of the department as a whole specific to twelve CAS areas. Ratings were shared individually followed by discussion of rationale and reasoning. Following the detailed discussion, the team engaged in examining further evidence, details and rationale to reach consensus and determine rating discrepancies. To complete the assessment process, a final summary document was created to review the outcome of the assessment and recommend specific plans for action. All support documentary evidence was appended and referred to in the final self-assessment report.

II. Identified Strengths and Weaknesses

Strengths

Student Leadership & Development embraced its mission and met its goals by continuously providing students with co-curricular learning and leadership opportunities. The SLD mission statement embraces student learning and development by providing students with various opportunities to participate in programs, events and activities on campus. By participating in New Student Orientation, the Faculty Mentor Program, the Warrior Leadership Series, the Summer Leadership Retreat and in any of the clubs and organizations offered at Stanislaus State,

students are provided with opportunities to build collaborative relationship with peers, faculty members, staff and external constituents, learn and acquire new skills. SLD's mission complements the mission statements of both the division of Student Affairs and the institution by providing students with opportunities to expand their intellectual, creative, educational and social horizons. We challenge one another professionally with avid support and collaboration to foster teamwork and excellence and contribute to the enrichment of the diverse community at Stanislaus State.

SLD has successfully hired two full-time staff members in August 2016, to fill a year-long vacancy, that provided effective coordination of programs and advisement for all student clubs and organizations with an enhanced focus on greater responsibility and judgement supporting the SSP III classification level. In addition to the SLD Advisors, every club and organization has a university faculty or staff advisor. Faculty and staff advisors are trained on their roles and responsibilities every year by the SLD advisors.

The department management has advanced the organization through advocacy for student organizations and programs, securing various types of funding development of partnerships with university departments and representation on various committees and university planning. They have also served as advocates for various programs including clubs and organizations, New Student Orientation, Greek Life and the Summer Leadership Program.

SLD staff are provided clear and precise job descriptions, program development and improvement is discussed and planned with their supervisor on a weekly basis. The director and advisors have advanced level degrees; the advisors are continuously looking for ways to keep up with national student affairs trends and are interested in obtaining doctoral degrees to further their education. Student employees are hired with the intent to bring students from a variety of different backgrounds to work collectively as a team and to connect current and incoming Stanislaus State students with the numerous resources offered throughout the university.

Statements of ethical standards reflect the responsibility of SLD staff members to be fair, objective and impartial in their interactions with others, reference appropriate behavior regarding research and assessment with participants, confidentiality of research and assessment data, and student's rights and responsibilities, and maintains that all staff members must perform their duties within the limits of their position, training, expertise and competence.

SLD staff are highly encouraged to engage in professional training regarding legal, policy and governance. Additionally, resources are provided through online and in-person, to respond to questions and provide advising/recommendations. Staff stay informed about internal and external governance about policies and procedures with various departments, organizations and associations, such as: Associated Students Inc., Greek-lettered national offices and staff, alumni volunteers/officers and organizations, President's Cabinet, University Student Union, Student Fee Advisory Committee, professional associations and volunteer structures and best practices, Chancellor's Offices and CSU Board of Trustees, WASC, and Unions.

SLD advocates for greater sensitivity to multicultural and social justice concerns by designing and implementing strategies to involve and engage diverse student populations through

educational and leadership programs that emphasize self-assessment and personal responsibility for creating and improving relationships across diverse groups and populations. Program and specific examples include: SAFE training, new procedures proposed with events and activities pertaining to freedom of expression, Student Leadership Awards, addition of more diverse student clubs and organization including Greek-lettered organizations and the Faculty Mentor Program. Additionally, all chartered student clubs and organizations are required to abide by the Open Membership Policy created by the CSU Chancellors' Office in order to be recognized on campus and each club and organization includes language that speaks to the Open Membership Policy within their constitution and bylaws.

The office is a highly visible operation both on and off campus. The SLD staff volunteers for campus-wide or community-based committees, initiatives and programs beyond the traditional student affairs and university areas. Additionally, SLD actively encourages faculty and staff members throughout the campus community to be involved in campus activities. Campus community faculty and staff members are highly encouraged to serve as student organization community advisors and are supported and trained by the SLD advisors. Effective relationships are a high priority in the department and successful partnerships have been developed and sustained with the following constituents: University Police Department, Business and Finance, Facilities Services, Cashiers, Risk Management, Student Financial Resources, Academic Advising, Housing and Residential Life, University Advancement, Associated Students Incorporated/University Student Union, Advising Resource Center, Student Support Services, Veterans Services, Tutoring Center, Testing Services, College Major Department, Academic Affairs, Student Recreation Complex, Enrollment Services, Student Records, Admission and Outreach Services, Student Financial Aid, Office of Judicial Affairs, Office of the Dean of Students, all academic departments, the Student Health Center, and Human Resources with Campus Compliance and Title IX officers and coordinators. SLD also maintains effective relationships external agencies that include professional organizations, Greek national/international headquarters and other professional associations.

SLD staff administers funds in accordance with university policies and procedures including Concur for Travel, University pro-card, Common Financial System and Data Warehouse programs, direct pay and requisitions.

STANSync has been integrated and implemented in the daily operations of the office. In addition to STANSync, students and SLD staff use 25Live. Both STANSync and 25Live systems are setup through an authentication process which requires each student, faculty and staff to login using their unique credentials.

Weaknesses

While all of the department's marketing is accurate and free of deception or misrepresentation, SLD does not have the means to market the department in a comprehensive capacity.

At this time, SLD does not have adequate funding to accomplish and further the mission and goals of the department. The department is significantly under-funded and currently does not have funding to run all programs, activities or related items based upon staff job descriptions.

Also, SLD does not have adequate facilities and equipment to support the mission and goals; specific to events, activities and meetings. The facility use, access and design of facilities on campus are severely constrained and do not support student organizations activities, meetings and events on campus, particularly during the week days. In addition, the availability and type of facility constraint is further amplified by the University Student Union Building closing.

As of November 2017, the department moved into two apartments in the on campus housing complex for the period of time while the University Student Union is under construction for renovations; estimated completion of the renovations is 2020.

Priorities for the Program

1. Mission statement review

SLD team will review and discuss unit mission statement.

2. Improvements to: Assessment of learning and development, training, education and development of student organizations and faculty/staff advisors. Programs will be enhanced and developmentally focused: Staff advisors in SLD will research best program best practices (for programs of responsibility) and funding and report to Director by August 10, 2018.

Improvements and new additions will be made to New Student Orientation and Parent/Guest Orientation Programs and the co-curricular transcript initiatives.

3. Review personnel responsibilities and expectations with each staff member.

Each staff member will develop program goals, outcomes and then meet with Director for feedback and to finalize. Program goals and outcomes will be in alignment with program improvements and priorities set in university strategic plan and Student Affairs Divisional priorities.

4. Unit does not have adequate staffing, Adequate unit staffing level review will be conducted in consultation with the Associated Vice President for Student Affairs/Dean of Students. Director will submit a request for restoring the recruitment of one of the two new staff positions that were approved in April of 2017.

Director recommending unit Advisors be allowed to travel for professional development for meetings and conferences; allocation of funding from division is needed.

The unit will explore opportunities of having interns to assist with carrying out the mission of the department.

5. Review competencies for Student Affairs profession from NASPA.

6. Staff will review an ethical and legal case study pertaining to their areas of responsibilities for professional development

7. Director will engage team to inquire about ideas where unit can strengthen diversity, equity and access. Each staff member will select a professional development activity/training about issues, programs, or other topics pertaining to diversity, equity and access. Staff will collaborate ideas for practice and integration and submit a summary of discussion and ideas.

8. Determine unit marketing including social media strengths, weaknesses and opportunities. *Unit staff will collectively author a proposal to the Director addressing unit's marketing and social media strengths, weaknesses, opportunities, threats. Identify areas and aspects for improvement and assignment of responsibility.*

9. Director continue conversation with supervisor as to funding restoration for the new position approved in April 2017.

10. Submit a funding proposal for the Advantage software program to enhance and support New Student Orientation and Parent/Family Orientation program improvements and required implementation when funds are secured.

11. Issues and problems associated with the design of facility, work space and equipment/facility use are heavily dependent on University Student Union Board decisions and aim to be met with the renovation of the building. Unit staff will work with the campus Event Services Office and the University Student Union staff to identify recommendations for alternative use with program and student use.

12. Director will work with staff to enhance program and activity evaluation and assessment.