PART I: MISSION

1. Describe the department/program function and purpose.

The Associated Student Organization (A.S.O.) represents all students and sponsors activities including athletics, publications, assemblies, awards, student services, and club and social activities. Membership in the ASO is not mandatory. The $10.00 membership fee is paid by the student on a completely voluntary basis. Additionally, there is a $1.00 mandatory representation fee collected for student advocacy. The department is responsible for the student government including student senate, elections, constitutions and bylaws, and training.

2. Previous goals and objectives.

2.1 List the department goals, objectives and services for the last academic year.

<table>
<thead>
<tr>
<th>Goal:</th>
<th>To increase the number of students paying A.S.O. voluntary fee.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Objective:</td>
<td>To achieve greater student life on campus activities</td>
</tr>
<tr>
<td></td>
<td>To create stronger marketing program</td>
</tr>
<tr>
<td>Person Responsible:</td>
<td>Nina Malone</td>
</tr>
<tr>
<td>Timeline:</td>
<td>□ Complete  □ Incomplete  ❌ On-going</td>
</tr>
</tbody>
</table>

Activities for Attainment of Objective:

1) Student Senate passing student activities centered legislation.
2) Student Executive officers preplanning calendars of events.
3) Classroom presentations.
4) Increase publicity of activities.

Student Learning Outcomes or Service Area Learning Outcomes:

Students will have the following learning outcomes as a result of participating in activities linked to this objective:

Students that participate in planning and implementing student activities will increase their ability to successfully formulate and execute a plan of action.

Goal: To increase the number of student participation at events.
**Objective:**
To create a student friendly Seahawk Lounge and Seahawk Quad area.

**Person Responsible:**
Nina Malone

**Timeline:**
- Complete
- Incomplete
- On-going

**Activities for Attainment of Objective:**
1) Sponsor Social Activities in lounge.
2) Sponsor educational activities.
3) Sponsor tournaments.
*disclaimer: due to massive construction of science complex and library on both sides of Seahawk Center and loud noise levels, activities are currently curtailed.

**Student Learning Outcomes or Service Area Learning Outcomes:**
Students will have the following learning outcomes as a result of participating in activities linked to this objective:

Students will learn to present creative and stimulating activities for all students. These activities are measured by the number of participants and feedback of students at events.

**Goal:**

**Objective:**
To successfully fund raise additional operating capital for student activities.

**Person Responsible:**
Nina Malone

**Timeline:**
- Complete
- Incomplete
- On-going

**Activities for Attainment of Objective:**
1) Increase community vendor program.
2) Better invest student reserve funds to increase earned interest.
3) Survey students on ideas for events.

**Student Learning Outcomes or Service Area Learning Outcomes:**
Students will have the following learning outcomes as a result of participating in activities linked to this objective:

Students will learn marketing techniques.

**Goal:**
To have students participate in student leadership

**Objective:**
To teach students civic and personal responsibility by actively participating in student senate.

**Person Responsible:**
Nina Malone

**Timeline:**
- Complete
- Incomplete
- On-going

**Activities for Attainment of Objective:**
1) Students will participate on college shared governance committees.
2) Students will learn parliamentary procedures to conduct business.
3) Students present legislation on behalf of all students.

**Student Learning Outcomes:**
1) 80% of students will attend assigned shared governance meetings.
2) 100% of students will be able to understand and participate in a meeting run with parliamentary procedures
3) 50% of students will write, present and implement legislation.

---

**Goal:** To increase students’ awareness regarding societal philanthropy.

**Objective:**
To sponsor college community driven charity drives.

**Person Responsible:**
Nina Malone

**Timeline:**

<table>
<thead>
<tr>
<th>Complete</th>
<th>Incomplete</th>
<th>On-going</th>
</tr>
</thead>
</table>

**Activities for Attainment of Objective:**
1) Sponsor Red Cross and Little Company Of Mary on Blood Drives.
2) Sponsor Memorial Day Ceremony.
3) Sponsor Asian Pacific Awareness Day.
4) Day of the Dead graveyard.

---

2.2 Discuss in detail the barriers to completing the above goals.

No enough money to plan more activities.
Faculty complaining of loud noise during events.
No designated college hour.
Not enough faculty willing to act as a club advisor.
Additional .5 staff position to assist in campus activities is needed.

---

3. Recent college and state developments.

3.1 List recent college and state developments which significantly impact the unit’s ability to provide services to students.

Not sufficient college budget to support .5 assistant position.

3.2 Describe the positive and negative impacts of these developments on the unit.

Unable to plan and implement more student activities.

---

4. Describe the unit’s active participation in the college’s mission.

ASO and student Activities contribute by helping to create a comprehensive environment by enriching the students with political, social and educational experiences.
PART II: NEED

1. Describe Current and Needed Staffing

1.1 List the number of full-time (filled & unfilled positions) and part-time faculty, full-time (filled and unfilled positions) and part-time classified staff, unclassified (student workers) and managers in the program/department.

Dean, full time, Student Services Assistant, Full time, 6 student workers (part time).

1.2 Identify the ratio of students to faculty/staff.

2 staff to 10,000 students.

1.3 Faculty, staff and student survey results and their significance to the program.

Not known at the present time addendum to follow.

1.4 Do you have any additional staffing needs? Please explain.

Yes, one additional support staff position.

2. Describe the impact of the program’s service offerings on other departments.

Student Activities is centrally located on the campus it. The Seahawk Center acts as a hub for students, faculty, staff events and community sponsored activities. Student government interacts with the college community by initiating student legislation that impacts all segments of the college; student government effectively communicates with college leaders on policy and college wide initiatives by participating in shared governance. Student Activities demonstrates their commitment to diversity by sponsoring cultural events. Student government proactively works on improving educational experiences of all community college students by lobbying legislators in Sacramento.

3. Course Outline and Syllabi (where applicable)

Review all course outlines and syllabi to ensure currency (no more than 1 year old) and relevance. Updated outlines must be approved by the campus Curriculum Committee.

4. Is the program information for the department consistent, current, and accurate and accessible?

<table>
<thead>
<tr>
<th></th>
<th>Consistent</th>
<th>Current</th>
<th>Accurate</th>
<th>Accessible</th>
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</thead>
<tbody>
<tr>
<td>DEC MIS</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Schedule of Classes</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Catalog</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Brochures</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Website</td>
<td>X</td>
<td>X</td>
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</table>

* Brochures are currently being updated
** Website construction is an unmet need.
PART III: QUALITY

1. Improvement of Student Learning Outcomes and Delivery of Student Services (address all applicable topics):

1.1 Departmental and individual activities toward improving services and contributing to professional community. (List participation in staff development, conference attendance/participation, and academic preparation/training during the past 5 years).

**Dean:**
1. Prepared operational budget $40,000 per year
2. Provided leadership training for student officers
3. Provided leadership as an A.S.O Advisor
4. Provided leadership as student events on campus
5. Solved student, faculty and staff problems as related to student ombudsman responsibilities
6. Handled student grievances
7. Provided leadership for the district lobbying effort to Sacramento
8. Actively participated in LACCD Advisor group
9. Actively participated in LA Harbor College Planning Council
10. Actively participated in LA Harbor facilities committee
11. Faculty member for Political Science 41

**Office Supervisor:**
1. Responsible of assisting the Dean of Student Life
2. Supervise office personnel to perform duties
3. Monitor Associated Student Organization (ASO) Clubs fundraising and prepare status report
4. Booking LAHC Seahawk Center reservations and campus vendors
5. Vendors income management
6. Develop and maintain data bases, process information and prepare reports, letters, memorandums, flyers, and schedules
7. Process purchase orders and contracts
8. Inputting of 250 student athletes eligibility records
9. Prove bookkeeping for 15 student clubs and ASO

1.1.1. Describe how these activities have enriched and been implemented into the department’s services and have resulted in campus, district or state enrichment.

1.2. Students typically served by the department/program.

All LAHC Students are invited to become a member of the Associated Student Organization. Those students who pay the $10.00 fee receive discounts and some free services. All other students may participate in the campus activities.

1.2.1. Describe how the unit addresses the multicultural/diverse student body and disabled populations in the curriculum and/or services.

The Associated Student Organization promotes multiculturalism by sponsoring campus wide activities sensitive to diversity. In addition, campus clubs such as Creando Un Nuevo Futuro, Black Student Union, EOPS, Latina Leadership Network and International Club are active clubs.

1.3. Describe active participation of flexible and alternative delivery systems (i.e., online applications/regulation, distance learning, web-based counseling):

N/A

1.4. Describe any outside classroom learning experiences for students (field trips, field work, community service, etc.):
Student Activities is an extracurricular organization that specializes in outside the classroom learning experiences.

1.5. List the results of the most current student satisfaction survey on your program:
Results of student services satisfaction survey conducted in Spring 2011 on file in research office.

2. Supportive Working Environment

2.1. Describe the involvement/inclusion of part-time faculty in departmental and college activities:
Student events are generally more successful because there is a consorted effort to invite faculty and their classes to participate with the student government. Faculty are required to act in the advisory roll for students to initiate a campus club.

2.2. Describe the involvement/inclusion of departmental classified staff (if any) in departmental and college activities.
Student events are generally more successful because there is a consorted effort to invite classified staff to attend campus events.

2.3. Describe intra- and inter-departmental activities and collaborations between faculty and staff:
N/A

2.4. Describe the methods used to promote respect for diversity and tolerance of differences among faculty, staff and students.
The Associated Student Organization promotes multiculturalism by sponsoring campus wide activities sensitive to diversity. In addition, campus clubs such as Creando Un Nuevo Futuro, Black Student Union, EOPS, Latina Leadership Network and International Club are active clubs.

2.5. Describe the department’s efforts to increase communication and collaboration between student services and instruction.
The A.S.O. is constantly striving to student sponsor special events that are faculty initiated for example, creating new clubs with faculty interests in mind.

2.6. List the results of the current student survey regarding the department staff’s availability and helpfulness.
Results of student services satisfaction survey conducted in Spring 2011 on file in research office.

3. Facilities Renewal

3.1. Adequacy and accessibility of departmental facilities with respect to size, layout and location.
The Seahawk Center is located in the middle of the campus which provides students with centrally located accessibility. However, the center is located upstairs and without first floor access it is difficult to generate a large number of students without a lot of publicity. Additionally, faculty complains that the center creates a noise label unacceptable for them to teach the classes. Plans for a new student union are underway to be completed in 2014.

3.2. Current condition of departmental facilities.
Building is fine; it needs remodeling.

3.3. Identify any safety or hazardous conditions in your departmental facilities.
The outside railing surrounding the building does not need current safety standards.

3.4. Describe recent significant facility changes and their effect on departmental operations, if applicable.
N/A
3.5. Identify proposed modifications to facilities (within the next 5 years) and rationale for those changes.

Plans for a new student union are underway to be completed in 2014.

3.6. List the results of the student survey on the condition of the facilities.

N/A

4. Technology

4.1. Departmental utilization of technology (i.e., computers, equipment, etc.) in the delivery of instruction, in or outside of the classroom, and/or services in the department.

| 4.1.1. Types of technology used and where (i.e., labs, classroom, and offices). |
| Computers, printers, faxes, and scanners. |

| 4.1.2. Numbers of faculty, staff, and student users. |
| 1 Administrator/faculty, 1 classified and 6 unclassified (student workers). |

| 4.1.3. Provision of staff training in technology applications. |
| LAHC IT Department trainings, LACCD staff training of technology applications (SAP e-RPA) trainings). |

| 4.1.4. Appropriateness of technology to departmental mission/function. |
| Only appropriate technology is purchased by A.S.O. to meet department needs. |

| 4.1.5. Accessibility of computer workstations, hardware and software for individuals with disabilities. |
| Counter/Computer/ Workstation is accessible for person with disability. |

4.2. Describe proposed technology-based instructional and services delivery in your department/program, both hardware and software.

N/A

| 4.2.1. Identify required employee training to meet these plans. |
| Training in new technology is available by employees through participation in any of the following: LAHC IT Department trainings, LACC technology trainings, and LAHC staff development trainings. |

| 4.2.2. Describe the campus upgrades required to achieve these plans. |
| 1. Enough number of support staff in the IT area to respond to new technology needs |
| 2. Servers to support new technology |
| 3. Site licenses for campus use of priority adaptive software |
| 4. Accessible labs throughout |

| 4.3. List the results of the student survey on the quality and condition of department technology (if students use department technology). |
| N/A |

5. Equipment & Supplies

5.1. Current condition of the department’s major equipment inventory.

Fair/Good

| 5.2. Need and rationale for any major new equipment (a cost must be included): |
| N/A |

| 5.3. Need and rationale for any new supplies (a cost must be included): |
| N/A |
5.4. List the results of the student survey on the department equipment (if students use department equipment):

To follow

5.5. Describe any equipment/supply deficits (financial, A & I, etc.) hindering the functioning of the department.

None at this time.

6. External Funding Sources

6.1. List and describe any state/federal grants received (i.e., TRIO, VTEA, Block Grant, PFE):

N/A

6.1.1. Describe the amount awarded and items purchased.

N/A

6.2. List and describe any private-sector grants and donations received (i.e., Advisory Board members):

N/A

6.2.1. Describe the amount awarded and items purchased.

N/A

7. Community Interaction

7.1. List any current or proposed community outreach programs.

N/A

7.1.1. Describe these programs.

N/A

7.2. List any current or proposed industry and school partnerships.

N/A

7.2.1. Describe these partnerships.

N/A

PART IV: FEASIBILITY

1. Current Department Budget

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>1000</td>
<td>$137,000.00</td>
</tr>
<tr>
<td>2000</td>
<td>$48,000.00</td>
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<tr>
<td>6000</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$185,000.00</td>
</tr>
</tbody>
</table>

2. Proposed Department Budget for the next fiscal Year **UNKNOWN**

<p>| | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
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<td>5000</td>
<td></td>
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<tr>
<td>6000</td>
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</tr>
</tbody>
</table>
PLEASE SEE BELOW.

ASSOCIATED STUDENTS ORGANIZATION
PROPOSED BUDGET
2011-2012

<table>
<thead>
<tr>
<th>Account #</th>
<th>Account Name</th>
<th>Account Description</th>
<th>Proposed Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>5002</td>
<td>Equipment</td>
<td>To purchase printer, scanner and other new equipment as needed.</td>
<td>$500.00</td>
</tr>
<tr>
<td>5004</td>
<td>Office Supplies</td>
<td>To purchase general office supplies to run ASO and Student Activities</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>5013</td>
<td>Student Worker</td>
<td>To pay ASO secretary</td>
<td>$3,500.00</td>
</tr>
<tr>
<td>5021</td>
<td>Executive Officers Account</td>
<td>Use as needed for executive officers expenses</td>
<td>$250.00</td>
</tr>
<tr>
<td>5029</td>
<td>Attorney</td>
<td>Attorney meets with Harbor College students regarding their personal/legal issues</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>5034</td>
<td>Ceremonies &amp; Receptions</td>
<td>For Honors, Scholarship and Graduation Ceremonies</td>
<td>$6,000.00</td>
</tr>
<tr>
<td>5036</td>
<td>Athletic Support Measures</td>
<td>Athletic support through Measure “S” (out of $10 ASO membership, $3 goes to supporting athletics)</td>
<td>$10,000</td>
</tr>
<tr>
<td>5040</td>
<td>Helium &amp; Balloons</td>
<td>Supplies to operate balloon sales</td>
<td>$500.00</td>
</tr>
<tr>
<td>5042</td>
<td>Pool Table</td>
<td>For pool maintenance/supplies</td>
<td>$500.00</td>
</tr>
<tr>
<td>5044</td>
<td>Senate Legislative Appropriations</td>
<td>For allocations of funds for senate bills for ASO and some college events</td>
<td>$5750.00</td>
</tr>
<tr>
<td>5048</td>
<td>Direct TV Subscription</td>
<td>To pay for cable channels on tv used by LAHC students in student lounge</td>
<td>$700.00</td>
</tr>
<tr>
<td>5240</td>
<td>Scholarships</td>
<td>Awarded to students who meet all eligibility requirements</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>5305</td>
<td>President’s Community Relations</td>
<td>To assist the College President in enhancing/supporting community relations</td>
<td>$300.00</td>
</tr>
<tr>
<td>New Line Item</td>
<td>ICC/Club Allocation</td>
<td>To support club activities with “seed money”</td>
<td>$2,000.00</td>
</tr>
</tbody>
</table>
3. Rationale and justification for any augmentations, including staffing increases.

An additional .5 staff assistant position is necessary to perform an adequate amount of student events and to serve both the day and evening students.

PART V: COMPLIANCE

1. List any current program-specific compliance requirements (if any), with state and/or national agencies, and any other outside agencies.

   N/A

2. Describe the unit’s method or plans of complying with state and federal mandates and Title V regulations.

   Program follows Title V district, college and A.S.O. mandates.

PART VI: FIVE-YEAR PLAN

List measurable departmental goals and objectives for the next 5 years (based on the College’s mission statement and strategic plan), and the unit’s plan for completing these goals and objectives. Include proposed timelines, budget, if needed, and persons responsible.

<table>
<thead>
<tr>
<th>Goal: To provide a positive and respectful environment that fosters educational and personal achievement.</th>
<th>Budget: A.S.O Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Objective: To provide events, activities and curriculum within the student government program that teaches respect encourages educational and personal achievement.</td>
<td>Person Responsible: Dean</td>
</tr>
<tr>
<td></td>
<td>Timeline: On going</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Goal: To maintain environment for students and out all college personnel have a voice and an opportunity to effectively participate in governance.</th>
<th>Budget: A.S.O.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Objective: To develop on going relationships with community college associated student organizations in the LACCD and state wide in an effort to promote personal leadership skills.</td>
<td>Person Responsible: Dean</td>
</tr>
<tr>
<td></td>
<td>Timeline: On going</td>
</tr>
</tbody>
</table>
# PROGRAM REVIEW SIGNATURES

<table>
<thead>
<tr>
<th>DEPARTMENT NAME: (choose one)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attach additional signature sheets, if necessary</td>
</tr>
<tr>
<td>Faculty Signature: ___________________________ Date: ____________</td>
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<td>Faculty Signature: ___________________________ Date: ____________</td>
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<tr>
<td>Faculty Signature: ___________________________ Date: ____________</td>
</tr>
<tr>
<td>Department Head Signature: ______________________ Date: ____________</td>
</tr>
<tr>
<td>Supervising Administrator: ______________________ Date: ____________</td>
</tr>
<tr>
<td>Academic Senate President Signature: ___________________________ Date: ____________</td>
</tr>
</tbody>
</table>

Submit this form to the Program Review Committee for review.

The Program Review Committee accepts this report:

- As Submitted

- With Recommendations: ____________________________
  ____________________________
  ____________________________
  ____________________________
  ____________________________
  ____________________________

Program Review Committee
Chair Signature: ___________________________ Date: ____________
VP Student Services Signature: ___________________________ Date: ____________
CPC co-Chair Signature: ___________________________ Date: ____________
CPC co-Chair Signature: ___________________________ Date: ____________
President’s Signature: ___________________________ Date: ____________