### EL CAMINO COLLEGE

**Service Area Outcomes (SAO) Assessment Plan**

**Mission:** The Student Development Office (Student Life Office) is organized to function within the framework of the Center’s overall mission by “providing students with educational opportunities and support mechanisms necessary for developing the skills and attitudes required to function successfully in academic, occupational, social and personal like situations”

<table>
<thead>
<tr>
<th>Unit</th>
<th>Student Development Department</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAO</td>
<td></td>
<td>2/11/2013</td>
</tr>
</tbody>
</table>

#### Participants

Robert H. Butler and Yolanda L. Zuniga

#### Assessment Plan

(include metrics to be collected)

- Student will be able to effectively conduct meetings using parliamentary procedure.
- Students will demonstrate personal responsibility by effective participation on campus governance committees.

<table>
<thead>
<tr>
<th>Results/Actions Taken</th>
<th>May 31, 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Results:</strong></td>
<td></td>
</tr>
<tr>
<td>ASB members scored good-excellent on nine (9) of ten (10) measures of the Effective Group Functioning Check List. The Student Development Office will continue to conduct workshops on Parliamentary Procedure at its summer ASB Council orientation retreat and provide supplemental training on Parliamentary Procedures at its weekly training planning workshops for ASB council members. (See attached Effective Group Functioning Checklist Results)</td>
<td></td>
</tr>
</tbody>
</table>
do not attack individuals.

The assessment process is performed at year end, usually the third week of May.

SAO-2

- This outcome will be assessed through the use of a director development check list completed and submitted by campus governance committee chairs which provides feedback on the level and quality of participation of student representatives assigned to campus governance committees. The said instrument examines: (1) does the committee meet regularly throughout the semester, (2) that the student rep is provided adequate advance meeting notice, (3) the student rep attends meetings on a consistent basis, (4) the student rep is punctual for meetings on a consistent basis, (5) the student rep asks questions at meetings on a consistent basis, (6) the student rep participates in discussion on a consistent basis, (7) the student rep offers their own proposals or ideas occasionally, (8) the student rep shows evidence of having reviewed written materials forwarded in advance, (9) the student rep appears to take written notes at meetings, (10) the student rep is consistently an advocate.

(May 31, 2013)

Results/Action Taken

Of the nine (9) campus governance committees where students were assigned, four (4) committee chairs rated student participation for 2012-2013 as good-excellent when measured against the 10 item Committee Student Rep Feedback Survey (44%).

Two (2) of nine campus governance committee chairs reported student participation as good-fair as assigned student reps where replaced during the year with a significant time lapse in between student rep appointments. (22%)

Three (3) of nine campus governance committee chairs reported that student participation was poor-nonexistent as the student rep initially assigned failed to attend subsequent meetings of the committee during the academic year. (33%)

Action Plan

(1) The ASB will continue its fall semester recruitment campaign & committee student rep orientation workshop to apprise student representatives of their responsibility and the steps for effective student advocacy.

(2) Campus committee chairs will be asked to utilize the Committee Student Rep Feedback Survey Form on a more consistent basis so that significant time lapses do not occur in the event an assigned rep fails to participate and a replacement can be appointed in a timely manner.

(3) Student Development will initiate requests to increase staff support, guidance, oversight, and coordination of efforts to increase the quality and level of student participation in campus governance through the standing committee structure.

(See attached Committee Student Rep Feedback Survey Form)
for student interest on issues.

The above Committee Student Rep Feedback Survey is collected from the chair persons of all campus governance standing committees at year end, usually the third week of May.

Note: the names of the nine (9) campus governance standing committees and the identity of the chairs have intentionally been omitted.