Student Development Annual Report FY2008

Advising & Career Services

Career & Employment Services

Student Life

Testing & Assessment

Transfer Center

OKLAHOMA CITY COMMUNITY COLLEGE

DEPARTMENT: ADVISING & CAREER SERVICES
UNIT: STUDENT DEVELOPMENT

Mission:

To assist students in the development of meaningful educational plans and enhance their overall educational experiences through individualized academic advising, while preparing the student to make well-suited academic, career, and life goals, plans and choices.

Organization and Management:

Full Time: 9 Exempt
1 Non-Exempt
Part-Time: 5 Non-Exempt
3 Temporary

Staff Development:

E.J. Warren, Director of Academic Advising

07/02/2007	Advisor's 411 article for the Pioneer
09/03/2007	Advisor's 411 article for the Pioneer
09/11/2007	WOW Session "What You Don't Know Can Hurt You (HR Policies)
09/12/2007	NACADA Webinar Academic Advising Integral Role
09/13/2007	SAS Business Intelligence and Data Integration Applications- OCCC
09/14/2007	SAS Business Intelligence and Data Integration Applications- OCCC
09/18/2007	WOW Session "What You Don't Know Can Hurt You (HR Policies)
09/19/2007	New Student Audio Conference
09/20/2007	Assessing Supervision-What it is, What is should be
09/20/2007	WOW Session Attitude Makes a Difference-Especially to You
09/21/2007	OACADA Fall Conference-Tulsa Community College
09/25/2007	SAS/ASR Scoping Workshop-OCCC
09/26/2007	SAS/ASR Scoping Workshop-OCCC
10/04/2007	WOW The Who, What, When, Where and Why of Documentation
10/10/2007	WOW Critical Thinking
10/10/2007	Achieving the Dream Presentation-Advising
10/17/2007-10/21/2007	NACADA Conference-Baltimore, MD
10/23/2007	WOW ZAPP-Empowering Employees
10/24/2007	Advising Presentation for SCL 1001
10/31/2007	WOW Advising First Year Students: Trick or Treat?
10/31/2007	WOW Criticism-Give It and Get It Successfully
11/09/2007	OK Women in Higher Education Conference-UCO
11/12/2007	AdvisorTrac Training
12/07/2007	The Unspoken Rules of Economic Class Workshop-OCCC
12/12/2007	Webinar "On the Horizon: The Future of Academic Advising and Technology"
12/19/2007	WOW Scheduling Events in Datatel

	01/07/2008	Faculty Advisor Workshop-OCCC-Part I
	01/31/2008	NACADA CD Series-CD 3 Understanding Cultural Identity and Worldview Development
	02/04/2008	Advisor's 411 article for the Pioneer
	02/04/2008-02/08/2008	Hershey Training & Certification, Santa Fe Springs, CA
	02/12/2008	UT Arlington 11th Annual Advising Conference
	02/13/2008	SAS Training-OCCC
	02/20/2008-02/22/2008	Educause Conference, Houston, TX
	02/27/2008	Faculty Advisor Workshop-OCCC-Part 2
	03/03/2008	Academic Advising Handbook Presentation-4 Sessions
	03/04/2008	Academic Advising Handbook Presentation-2 Sessions
	03/07/2008	Advisor's 411 article for the Pioneer
	03/09/2008-03/12/2008	Datatel Users Group Conference, Washington, DC
	03/26/2008	Faculty Advisor Workshop-Appreciative Advising-Part 3
	03/28/2008	Faculty Advisor Workshop-Appreciative Advising-Part 3
	04/08/2008	Audio Conference: Facebook, MySpace, & On-Line Communities: What your College Must Know
	04/17/2008	NACADA Audio Conference: The Role of Silence in Academic Advising
	05/08/2008	Outlook 2007 Training
	06/11/2008	Hershey-HR Scoping Workshop, JMC
	06/15/2008-06/17/2008	The DUG Datatel Conference, Brownsville, TX
Melissa Aguigui, Academic Advisor		
	07/01/2007	OACADA Steering Committee Member 07-08
	09/12/2007	NACADA Webinar Academic Advising Integral Role
	09/14/2007	OUHSC Counselors Workshop
	09/19/2007	New Student Audio Conference
	09/21/2007	OACADA Fall Conference, Tulsa, OK
	10/31/2007	WOW Advising First Year Students: Trick or Treat?
	12/07/2007	The Unspoken Rules of Economic Class Workshop-OCCC
	01/31/2008	NACADA CD Series-CD 3 Understanding Cultural Identity and Worldview Development
	02/12/2008	UT Arlington 11th Annual Advising Conference
	02/22/2008	OACADA's Spring 2008 Conference-OSU/OKC
	03/03/2008-03/06/2008	NACADA Region 7 Conference, Branson, MO
	04/17/2008	NACADA Audio Conference: The Role of Silence in Academic Advising
	05/08/2008	Outlook 2007 Training
	06/19/2008	ATD Presentation
Mary Ann Bodine, Academic Advisor		
	06/02/2008	NACADA CD Series-CD 1 What is Academic Advising
	06/02/2008	NACADA Webinar-Ensuring Advisor Success: Mastering the Art of Advising through the First Year of Advising and Beyond

	06/03/2008	NACADA Audio Conference: The Role of Silence in Academic Advising
	06/05/2008	NACADA CD Series-CD 2 Academic Advising Delivery Models
	06/05/2008	NACADA Audio Conference: The New Advisor Guidebook
	06/10/2008	NACADA Audio Conference: Content Components of Advisor Training: Revisited
	06/11/2008	NACADA CD Series-CD 3 Understanding Cultural Identity and Worldview Development
	06/11/2008	NACADA Webinar-Expanding Your Comfort Zone: Strategies for Developing and Demonstrating Cultural Competence in Academic Advising
	06/12/2008	NACADA Audio Conference: A New Trend in Advising: ESL Advising
	06/12/2008	NACADA Audio Conference: Adapting Academic Advising Strategies to Meet the Needs of a Diversified Student Body
	06/12/2008	NACADA Audio Conference: Sexual Minority Students: An Academic Advisor's Thoughts
	06/12/2008	NACADA Audio Conference: Multicultural Issues for Academic Advisor's
	06/13/2008	NACADA Audio Conference: The Student You've Met But May Not Know
	06/13/2008	NACADA Audio Conference: Mental Health Issues and the College Student: What Advisors can do
	06/19/2008	ATD Presentation
Brenda Clink, Personal & Academic Advisor	09/12/2007	NACADA Webinar Academic Advising Integral Role"
	12/07/2007	The Unspoken Rules of Economic Class Workshop-OCCC
	01/31/2008	NACADA CD Series-CD 3 Understanding Cultural Identity and Worldview Development
	04/17/2008	NACADA Audio Conference: The Role of Silence in Academic Advising
	05/08/2008	Outlook 2007 Training
	06/19/2008	ATD Presentation
Claire Echols, Academic Advising Coordinator for Health Professions	09/14/2007	OUHSC Counselors Workshop
	11/09/2007	OK Women in Higher Education Conference-UCO
	12/07/2007	The Unspoken Rules of Economic Class Workshop-OCCC
	01/31/2008	NACADA CD Series-CD 3 Understanding Cultural Identity and Worldview Development
	02/22/2008	OACADA's Spring 2008 Conference-OSU/OKC
	05/08/2008	Outlook 2007 Training
	06/19/2008	ATD Presentation
Tennent Emmons, Academic Advisor	06/02/2008	NACADA CD Series-CD 1 What is Academic Advising
	06/02/2008	NACADA Webinar-Ensuring Advisor Success: Mastering the Art of Advising through the First Year of Advising and Beyond
	06/03/2008	NACADA Audio Conference: The Role of Silence in Academic Advising

	06/05/2008	NACADA CD Series-CD 2 Academic Advising Delivery Models
	06/05/2008	NACADA Audio Conference: The New Advisor Guidebook
	06/10/2008	NACADA Audio Conference: Content Components of Advisor Training: Revisited
	06/11/2008	NACADA CD Series-CD 3 Understanding Cultural Identity and Worldview Development
	06/11/2008	NACADA Webinar-Expanding Your Comfort Zone: Strategies for Developing and Demonstrating Cultural Competence in Academic Advising
	06/12/2008	NACADA Audio Conference: A New Trend in Advising: ESL Advising
	06/12/2008	NACADA Audio Conference: Adapting Academic Advising Strategies to Meet the Needs of a Diversified Student Body
	06/12/2008	NACADA Audio Conference: Sexual Minority Students: An Academic Advisor's Thoughts
	06/12/2008	NACADA Audio Conference: Multicultural Issues for Academic Advisor's
	06/13/2008	NACADA Audio Conference: The Student You've Met But May Not Know
	06/13/2008	NACADA Audio Conference: Mental Health Issues and the College Student: What Advisors can do
Lois Ganick, Personal & Academic Advisor	12/07/2007	The Unspoken Rules of Economic Class Workshop-OCCC
	01/31/2008	NACADA CD Series-CD 3 Understanding Cultural Identity and Worldview Development
	04/08/2008	Audio Conference: Facebook, MySpace, & On-Line Communities: What your College Must Know
	04/17/2008	NACADA Audio Conference: The Role of Silence in Academic Advising
	05/08/2008	Outlook 2007 Training
	06/19/2008	ATD Presentation
Johanna Greggs, Peer Advisor	12/19/2007	One page summary on Ch 1-2 of NACADA's Monograph Series Number 11 "Giving Advise to Students: A Road Map for College Professionals"
	04/21/2008	WOW Session: PowerPoint Intermediate
	04/28/2008	WOW Session: PowerPoint Advanced
	04/28/2008	Outlook 2007 Training
	06/19/2008	ATD Presentation
Elsa Gonzalez, Advisement Support Assistant	09/07/2007	The Administrative Assistant Conference
	09/12/2007	NACADA Webinar Academic Advising Integral Role
	10/04/2007	WOW The Who, What, When, Where and Why of Documentation
	10/10/2007	WOW Critical Thinking
	10/12/2007	Support Staff Conference
	10/23/2007	WOW ZAPP-Empowering Employees

	10/31/2007	WOW Criticism-Give It and Get It Successfully
	12/05/2007	WOW Performance Appraisal Prep for Supervisors
	12/07/2007	The Unspoken Rules of Economic Class Workshop-OCCC
	12/19/2007	WOW Scheduling Events in Datatel
	01/30/2008	WOW Microsoft Excel: The Basics and Beyond
	01/31/2008	NACADA CD Series-CD 3 Understanding Cultural Identity and Worldview Development
	05/08/2008	Outlook 2007 Training
Kristen Hoaglin, Peer Advisor	04/21/2008	WOW Session: PowerPoint Intermediate
	04/28/2008	WOW Session: PowerPoint Advanced
	05/08/2008	Outlook 2007 Training
	06/19/2008	ATD Presentation
Melanie Lawrence, Academic Advisor	09/14/2007	OUHSC Counselor's Workshop
	09/19/2007	New Student Audio Conference
	09/21/2007	OACADA Workshop at Tulsa Community College
	10/08/2007	Advisor's 411 article for the Pioneer
	10/24/2007	Advising Presentation
	10/31/2007	WOW Advising First Year Students: Trick or Treat?
	11/14/2007	BADNAP Informational Session
	12/07/2007	The Unspoken Rules of Economic Class Workshop-OCCC
	04/29/2008	NACADA Audio Conference: The Role of Silence in Academic Advising
	05/08/2008	Outlook 2007 Training
	06/19/2008	ATD Presentation
George Maxwell, Personal & Academic Advisor	09/06/2007	WOW Session Students in Crisis
	09/21/2007	OACADA Workshop at Tulsa Community College
		NACADA Monograph: Community Colleges
	12/07/2007	The Unspoken Rules of Economic Class Workshop-OCCC
	01/31/2008	NACADA CD Series-CD 3 Understanding Cultural Identity and Worldview Development
	02/12/2008	UT Arlington 11th Annual Advising Conference
	02/22/2008	OACADA's Spring 2008 Conference-OSU/OKC
	03/12/2008	Webinar on Early Warning
	04/08/2008	Audio Conference: Facebook, MySpace, & On-Line Communities: What your College Must Know
	04/17/2008	NACADA Audio Conference: The Role of Silence in Academic Advising
	05/08/2008	Outlook 2007 Training
	06/19/2008	ATD Presentation

Janice O'Dell, Personal & Academic Advisor	12/07/2007	The Unspoken Rules of Economic Class Workshop-OCCC
	01/31/2008	NACADA CD Series-CD 3 Understanding Cultural Identity and Worldview Development
	05/08/2008	Outlook 2007 Training
Debbie Pierce, Academic Advisor	06/02/2008	NACADA CD Series-CD 1 What is Academic Advising
	06/02/2008	NACADA Webinar-Ensuring Advisor Success: Mastering the Art of Advising through the First Year of Advising and Beyond
	06/03/2008	NACADA Audio Conference: The Role of Silence in Academic Advising
	06/05/2008	NACADA CD Series-CD 2 Academic Advising Delivery Models
	06/05/2008	NACADA Audio Conference: The New Advisor Guidebook
	06/10/2008	NACADA Audio Conference: Content Components of Advisor Training: Revisited
	06/11/2008	NACADA CD Series-CD 3 Understanding Cultural Identity and Worldview Development
	06/11/2008	NACADA Webinar-Expanding Your Comfort Zone: Strategies for Developing and Demonstrating Cultural Competence in Academic Advising
	06/12/2008	NACADA Audio Conference: A New Trend in Advising: ESL Advising
	06/12/2008	NACADA Audio Conference: Adapting Academic Advising Strategies to Meet the Needs of a Diversified Student Body
	06/12/2008	NACADA Audio Conference: Sexual Minority Students: An Academic Advisor's Thoughts
	06/12/2008	NACADA Audio Conference: Multicultural Issues for Academic Advisor's
	06/13/2008	NACADA Audio Conference: The Student You've Met But May Not Know
	06/13/2008	NACADA Audio Conference: Mental Health Issues and the College Student: What Advisors can do
	06/19/2008	ATD Presentation
Marcelene Rogers, Personal & Academic Advisor	09/14/2007	OUHSC Counselor's Workshop
	12/07/2007	The Unspoken Rules of Economic Class Workshop-OCCC
	01/31/2008	NACADA CD Series-CD 3 Understanding Cultural Identity and Worldview Development
	02/22/2008	OACADA's Spring 2008 Conference-OSU/OKC
	04/17/2008	NACADA Audio Conference: The Role of Silence in Academic Advising
	05/08/2008	Outlook 2007 Training
	06/19/2008	ATD Presentation
Ed Williams, Personal & Academic Advisor	09/12/2007	NACADA Webinar: "Academic Advising Integral Role"
	12/07/2007	The Unspoken Rules of Economic Class Workshop-OCCC

	01/31/2008	NACADA CD Series-CD 3 Understanding Cultural Identity and Worldview Development
	02/22/2008	OACADA's Spring 2008 Conference-OSU/OKC
	04/17/2008	NACADA Audio Conference: The Role of Silence in Academic Advising
	05/08/2008	Outlook 2007 Training
	06/19/2008	ATD Presentation
Angela Wilson, Peer Advisor	12/07/2007	The Unspoken Rules of Economic Class Workshop-OCCC
	12/19/2007	One page summary on Ch 1-2 of NACADA's Monograph Series Number 13 "Peer Advising: Intentional Connections to Support Student Learning"
	01/30/2008	WOW Microsoft Excel: The Basics and Beyond
	03/10/2008	WOW Session Microsoft Word: Page and Paragraph Formatting
	04/21/2008	WOW Session: PowerPoint Intermediate
Crystal Woodard, Evening Intake Assistant	01/30/2008	WOW Microsoft Excel: The Basics and Beyond
	05/08/2008	Outlook 2007 Training
	06/19/2008	ATD Presentation

Financial Resources:

Account # 11-13110 (E&G)
Used to support all advisement functions, including: outreach programs, materials and supplies, equipment purchases and maintenance and some professional development.

FT Professional	PT Professional	FT Classified	PT Classified	PT Classified-Temp
$500,210	$56,948	$70,851	$10,506	$35,584

Additional Funding:

Additional funding was requested by Dean Largent through Dr. Marion Paden to allow for purchase of furniture and equipment for the Peer Advisors and the student outreach program in the Office of Academic Advising. One time money was available through contingency funds and approximately $7,500 was provided to the Office of Academic Advising to purchase these items.

FUNCTION: ACADEMIC ADVISING

Program Highlights & Information:

Advisement Month

During the spring of 2008, specifically during March and April, Academic Advising hosted Advisement Month. The purpose of the month of activities was to promote early enrollment for the summer and fall semesters and to promote other areas and activities within OCCC. Below is a list of activities hosted during the month:

WIIFM Campaign (What's In It For Me?)

- EJ Warren, Director, initiated the campaign, and WIIFM posters were created by the support staff and Peer Advisors. The WIIFM posters covered: Advising, Assessment, Career, Early Enrollment, MineOnline, NSO, Online Enrollment, Transfer, and Student Life. The campaign was created to peak student's interest in the student services that OCCC offers.

AdvisorTrac

The AdvisorTrac software was implemented mid-December 2007 and it replaced the Student Development Student Tracking system.

The new software allows:

1) Advisors to thoroughly notate their advising sessions with students
2) Provides access to previous visit notes
3) Scheduling of student appointments
4) Scheduling of advisor's triage schedule
5) Scheduling of advisor's work schedule
6) Reporting

Distance Advisement

The link is located on the Advising and Career Services web site (http://www.occc.edu/ACS/Distance2.html) for students to ask questions and receive general advising via email. Many students indicated a need for this service and emails have been received not only with their questions, but also with additional thanks for the provided service. Leslie Jones, Coordinator of Transfer and Distance Advising, and Elsa Gonzalez, Advisement Support Assistant, received these emails. The majority of the questions were requesting general information about OCCC, transferring to and from OCCC, classes offered at OCCC, career choices, and probation and academic forgiveness.

All of the distance advising email requests received a response within 24 hours. The general questions received a response from Leslie Jones, Coordinator of Transfer and Distance Advising, or Elsa Gonzalez, Advisement Support Assistant. The more specific questions were forwarded to an Academic Advisor, who then responded to the student.

Hershey Singularity & Catapult

The training for the upgrade to the newest version of Hershey Singularity & Catapult was conducted the week of April 28th by EJ Warren. Catapult was installed on each advisor's computer, which allows a direct launch of the Hershey system from within the Datatel software program.

Master Advisor Workshop

One Master Advisor Workshop was held in January 2008. This year's workshop was revised and divided into three parts to better accommodate the amount of information taught in the workshop.

Part 1) Foundations of Academic Advising

Part 2) Datatel MineOnline Training
Part 3) Student Panel

All new faculty and a few returning full-time faculty members were in attendance at each workshop. Approximately 10 faculty members attended each workshop. EJ Warren, Director of Academic Advising, presented the workshops and prepared the handout materials.

Monitor

One of the student outreach projects for this year was to install a large computer/tv monitor in the Academic Advising waiting area. This monitor is used to display messages, reminders, and upcoming events to the students while they are waiting to meet with an Advisor. The presentations that were shown included information from: Academic Advising, Career Services, and Student Life.

Peer Advising

During the spring of 2007, a Peer Advising pilot program was established with one Peer Advisor hired and paid from the supplemental instructor budget line. Initially, the program started with one Peer Advisor and by July 2008, two new Peer Advisor positions were established and filled by Johanna Greggs and Kristen Hoaglin. The Peer Advisor assists students with reading the course catalog and class schedules, as well as mentoring them from the perspective of a fellow OCCC student. They also teach the students how to navigate *Mine Online,* as well as the OCCC web site. One of their main duties is to help students create a class schedule that fits their availability. There has been a very positive response from the students and Academic Advisors in providing this service.

In June 2008, it was determined that the Peer Advisors would begin assisting students with their registration into their classes by processing their enrollment in the Datatel system at the same time they met with the students to review their schedule and MineOnline. The Peer Advisors trained with the Registration Staff during the weeks of June 9 and June 23 to learn the Datatel system for the RGN screens. In addition to the Peer Advisors having this access and being trained, the following administrative staff also trained to assist with this service: Elsa Gonzalez, Crystal Woodard, Kim Lusk. This service is a pilot program and will be reviewed after the first heavy enrollment period is over (September 2008) to determine its success and impact to the students and the departments of Academic Advising and Registration.

Personnel Changes

Three Academic Advisor positions were vacant during portions of this year. One position was vacant from December 1st to June 1st and two position from mid-Jan 08 to June 1st. The part-time Academic Advisors provided coverage of these vacant positions. These three vacant positions were filled June 1st by Mary Ann Bodine, Tennent Emmons, and Debbie Pierce. Also, a Professional A, part-time, non-exempt Academic Advisor position was developed and filled by Melanie Lawrence, former full-time Academic Advisor, on April 1st. Crystal Woodard replaced a vacant position, the Evening Intake Assistant, in December 2007.

Prior Learning Assessment

E.J. Warren, Director of Academic Advising, is the contact person for the Prior Learning Assessment. The Prior Learning Assessment Program (PLA) was implemented fall 2007. The PLA program allows adults to demonstrate their competence in certain areas and translate that competence into college credit. Experience can be obtained from Departmental Testing, Certification, Licensure, Course Evaluation, or Portfolio Evaluation. Adults may develop, and submit for review, a professional portfolio for assessment of academic credit. Faculty members will evaluate the portfolio using the principles of experiential learning, as defined by The Council

for Adult & Experiential Learning (CAEL), to determine college-level learning gained from experience. Adults will pay a nominal fee per credit hour to have the academic credit recorded and posted to their transcripts. No students applied for the PLA program during this year.

Professional Development

There were several professional development opportunities for the Academic Advising staff this year. Some were group events and others were individual assignments. Each Academic Advisor was responsible for completing at least one professional development activity each quarter during the year. There were several professional development activities led by the Director of Academic Advising including: NACADA Audio Conferences; NACADA CD Series; and NACADA Webinars. One off-site professional development activity was held at the Oklahoma History Museum. The focus of this professional development day was Cultural Diversity and was centered on the NACADA CD: Understanding Cultural Identity and Worldview Development. This day's activities also included a tour of the history museum to review the different cultures within Oklahoma's history. There were also professional development opportunities available to the staff through OCCC, OACADA, OUHSC, and UTA.

The Academic Advising staff met with several of the OCCC divisions during the year. We invited guests to our weekly staff meetings to provide updates, presentations, and any other information they felt would be useful to our Advisors when meeting with students.

Invited guests included:
Alexa Marshland, OCCC Cooperative Alliances – July 26, 2007
Richard Steere, OCCC Automotive – July 26, 2007
Carolyn Rouillard, OCCC Human Resources – August 30, 2007
Tamara Carter, OCCC Math – September 27, 2007
Vicki Gibson, OCCC Information Technology – October 4, 2007
Darin Behara, OCCC Student Life – October 4, 2007
Jim Ellis, OCCC Testing & Assessment – October 11, 2007
Wiley Harwell, CABA – Change Presentation – November 8, 2007
Kelly Collyar, OU CLS – November 15, 2007
Kari Workman, OCCC Student Support Services – December 6, 2007
Steve Kamm, OCCC Allied Health – December 13, 2007
Barbara Gowdy, OCCC Graduation Services – February 7, 2008
Paul Roudebush, OCCC Testing & Assessment – February 7, 2008
Rhonda Simpson, OCCC Human Resources – February 28, 2008
Jon Horinek, OCCC Student Life – March 6, 2008
Susan VanSchyver, OCCC SCL & Learning Communities – March 13, 2008
Barbara Gowdy & Katie Kennedy, OCCC Graduation Services – March 27, 2008
Liz Largent, OCCC Dean of Student Development – April 3, 2008
Jenna Howard, OCCC Student Support Services – April 10, 2008

In addition to the weekly staff meetings and guests, the Office of Academic Advising participated in joint staff meetings with the Office of Admissions and Recruitment before or after each enrollment period. These joint meetings allowed for review of processes, clarification of issues, celebration of successes, discussions of lessons learned, and general brainstorming for best practices for future enrollment periods.

Publications

1) Academic Advising Handbook for Students

The Academic Advising Handbook for Students was coordinated by Melissa Aguigui, Academic Advisor, and the cover design was created by Michael Cline. The Handbook has been presented to several Success and College and Life course as of March 2008. The purpose of the handbook is to provide students a resource guide that offers as much academic advising information as possible in one tool. The information was gathered from OCCC websites, policies, procedures, and the student handbook.

2) Academic Advising Guidebook for Advisors

The Academic Advising Guidebook for Advisors was coordinated by Brenda Clink, Personal & Academic Advisor. The purpose is to provide the advisors a resource guide that offers quick reference and lookup for most of the information they need on a daily basis. The information was gathered from various websites, policies and procedures.

3) Transfer Center Guide for Students

The Transfer Center Guide for Students was coordinated by Leslie Jones, Coordinator of Transfer and Distance Advising, and the cover was created by Michael Cline. The Transfer Center Guide has been presented to several Success and College and Life course. The purpose is to provide students a resource guide that offers information on transferring to or from other institutions and OCCC. The information was gathered from various websites, policies, procedures and the student handbook.

Website

The Office of Academic Advising maintains a website located at: http://www.occc.edu/ACS/. The website provides links for the students for distance advising, degree program inventories, student academic plans, personal learning styles, and academic advising articles.

In addition to providing Academic Advising information, this website includes links to: Employment Services; Testing & Assessment; Transfer Center and The Oklahoma State Regents for Higher Education.

Qualitative and Quantitative Assessment and Usage Data:

Usage Totals

Date	Total Students Visited Advising	Triage	Seen by F/T	Seen by P/T	Seen by C. Echols in Health Prof.	Seen by Peer Advisor	# of Working days	Avg. # of Students seen per day
Jul-07	2913	835	1240	609	60	169	21	138.7
			67%	33%				
Aug-07	4330	1626	1679	819	68	138	23	188.3
			67%	33%				
Sep-07	1030	379	435	112	102	2	19	54.2
			80%	20%				
Oct-07	2071	721	1044	94	172	40	23	90.0
			92%	8%				
Nov-07	2117	719	950	245	126	77	19	111.4
			80%	20%				
Dec-07	1941	746	747	270	49	129	13.5	143.8
			73%	27%				
Jan-08	3893	1231	1109	927	241	385	20	194.7
			54%	46%				
Feb-08	1054	416	339	168	130	1	20	52.7
			67%	33%				
Mar-08	1434	541	500	257	119	17	17	84.4
			66%	34%				
Apr-08	2546	915	672	639	175	145	21	121.2
			51%	49%				
May-08	2663	952	616	723	127	245	21	126.8
			46%	54%				
Jun-08	2550	782	729	550	133	356	21	121.4
			57%	43%				
TOTALS	**28,542**	**9,863**	**10,060**	**5,413**	**1,502**	**1,704**	**19.9**	**119.0**

FY 2007 Comparative Data*

Total Students Visited Advising	Triage	Seen by F/T	Seen by P/T	Left	# of Working days	Avg. # of Students seen per day
45,588	**27,429**	**65.4%**	**34.6%**	**920**	**241.5**	**185.4**

***NOTE:** The Triage numbers for the 2007-08 year cannot be validated due to the "tally system" that was used at that time to track incoming students at the Triage desk. As a result, the Triage numbers from July 07 to December 07 may also contain the number of students seen by F/T and P/T Advisors and are possibly skewed resulting in a higher number than actually served.

Visit Reason Report*

Students by Visit	
Reason	**Total**
Application Approval	105
Appointment	58
Bridge	6
Concurrent	23
Course Changes	52
Declare Major	496
Degree Check	236
Diversified Studies Contract	40
Evaluation	323
General Adv-Admitted	192
General Adv-NonAdmt	42
Health Professions	407
New Student	169
New Student w/ Scores	220
Other	1033
Overload	126
Probation	31
Programs	72
Returning Student	261
Suspension	102
Test Scores	478
Transfer Student	249
Total	**4721**

MineOnline	71
Schedules	1037
Total	**1108**

*Note: Numbers extracted from Advisor Trac, which was in place from mid-December 2007-June 2008.

Change of Major Report

Students may request a change of major at the triage desk or while meeting one-on-one with an Academic Advisor. A total of 3132 change of major and faculty advisor requests were processed in the Advising Center this fiscal year. When a student changes their major, the advisor changes the information in Datatel and completes a form which is processed by Crystal Woodard, Evening Intake Assistant, to request a new faculty advisor from the respective division. Approximately ten business days following the first request to the division, Crystal checks each individual student in Datatel to see if they have been assigned a faculty advisor. If they have not, then a second request for a faculty advisor is sent to the division. Below is a summary of the total first and second faculty advisor requests sent to the divisions and a record of those students still waiting for a faculty advisor following the second request. Generally, each division immediately assigns a faculty advisor and issues a letter to the student. The exception is the division of Business, in which a large number of students continue to wait for a faculty advisor assignment due to that division's criteria for faculty advisor assignment. Also note faculty also send change of major requests to the advising office, which are processed in the same fashion by the support staff and are summarized below.

# of student requests for a faculty advisor, per division (waiting and assigned)	**AH**	**BUS**	**IT**	**SM**	**SS**	**SS**	**HP**
	710	896	272	707	543	543	4

Total requests	**3132**

# of 2nd requests	**790 or 5%**

# Assigned after 1st request	# Assigned after 2nd request
2185 or 70%	**400**

# Total Waiting	**AH**	**BUS**	**IT**	**SM**	**SS**
157 or 25%	28	47	16	38	28

# Faculty initiated change of major	**2**

***Note:** In May of 2008, Lea Ann Hall of the Business Division requested that Academic Advising no longer send second requests for faculty advisor assignment. She asked that she still receive the first request, but stated it was no longer necessary to send out second requests. The Business Division must first send a letter to the student instructing them to first come into to the division after changing their major, also there is a minimum number of credit hours the student must meet before officially being assigned as a faculty advisor. Due to these procedures, the Business Division office does not automatically assign facility advisors in all cases.

FY 2007 Comparative Data

# of student requests for a faculty advisor, per division (waiting and assigned)	AH	BUS	IT	SM	SS
	697	847	233	520	429

Total requests	**2726**

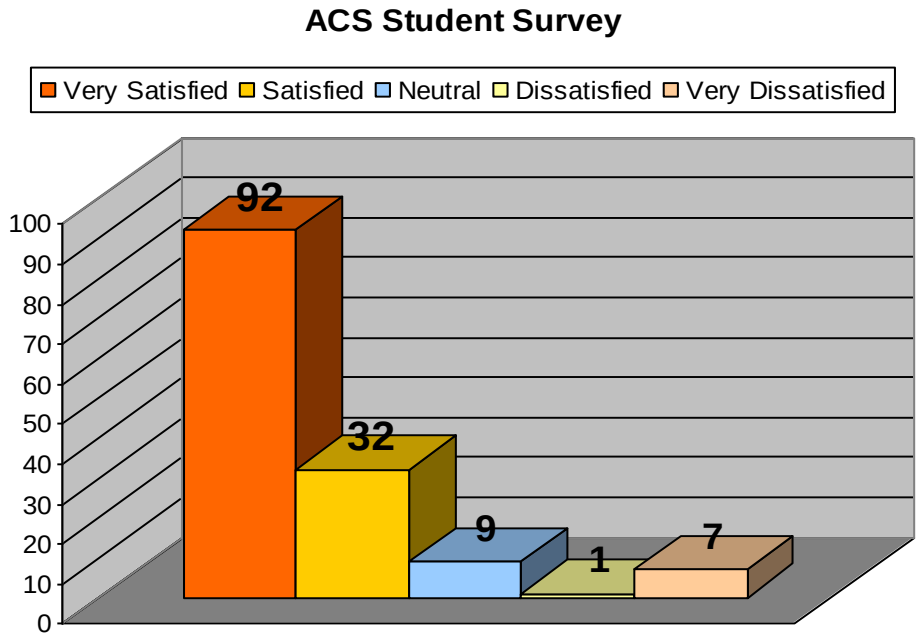
# of 2nd requests	**276**

# Assigned after 1st request	# Assigned after 2nd request
2020 or 74%	**109 or 39%**

# Still Waiting	AH	BUS	IT	SM	SS
Total waiting 597 or 22%	38	469	22	36	32

# Faculty initiated change of major	**147**

On-Going Satisfaction Survey Data



Distance Advising Totals

# Distance Advising Emails Received FY 2008		# Distance Advising Emails Received FY 2007
July 38		July 11
August 47		August 37
September 36		September 29
October 71		October 52
November 39		November 36
December 44		December 25
January 87		January 51
February 48		February 30
March 42		March 29
April 67		April 54
May 67		May 47
June 30		June 18
TOTAL 616		**TOTAL 419**

Future Plans:

Goal, Task or Initiative Name	Description	New, Continuing, or Enhancement	Individual(s) Responsible
Advisement Month	Coordinate an advisement month at the beginning of each big enrollment period (October & March)	Continuing	Director & Coordinator of Transfer & Advisement
Advisor Resources On-Line	Develop and implement an on-line resource site for faculty and staff advisors.	New	Director & Coordinator of Transfer & Advisement
Assessment	Explore and implement ways in which to get good data from students and faculty regarding general and specific services and activities.	Continuing	Director
Master Advisor Workshop	Meet with appropriate persons, update materials and present the Master Advisor Workshop in January to new faculty.	Continuing	Director
Peer Advisors	Continue to monitor services provided by peer advisors and make adjustments as appropriate.	Continuing	Director
Procedure Manuals	Research office needs in terms of procedural manuals related to advisement and create as appropriate.	New	Director
Professional Development Plan	Develop a comprehensive plan for new and continuing education of advising staff; including conferences and webinars, meetings with internal constituencies, meetings with off campus resources and special guests at staff meetings. (annual office retreat, meetings with admissions after heavy enrollment, read a common book, internal and external meeting speakers, webinars, OCADA)	Continuing	Director
Publications	Review all office publications to students. Enhance, update and create as appropriate. (How to use MineOnline, follow a degree sheet, advising workbook, etc.)	Continuing	Director
Speed Advising	Consider a program to provide current OCCC students a convenient “one-stop” advisement session regarding their academics. Students would have the opportunity to get an array of academic advisement in a centralized location on campus during peak enrollment times. (consult with Melissa Aguigui)	New	Director & Melissa Aguigui
Transfer & Advisement Coordinator	Continue to enhance and expand transfer services and define coordinator position to include additional academic advisement managerial functions.	New/Continuing	Liz/Director
Update/Enhance Website	Expand and enhance current resources and services available through the advising website.	Enhancement	Liz/Director
WOW Sessions	Consider producing on-going WOW sessions to aid in training faculty advisors.	New	Director
Early Alert	Assess the effectiveness of the current early alert system and expand, clarify and broaden the use of early alert as appropriate.	ATD	ATD
Probation Outreach	Expand outreach to students currently enrolled on probation to increase their opportunities for success in subsequent semesters.		
Progress Reports	Implement a reporting process and subsequent student follow-up program for students not achieving success (earning a C or better) at the 6-week point in the semester.	ATD	ATD
Withdraw Alerts	Explore a system to receive alerts on students who withdraw from courses throughout the semester and initiate a system by which to follow-up with such students. In addition, consider implementing an exit interview automated process for students who drop all courses on-line.	ATD	ATD

MineOnline	Assess, expand and enhance usability of MineOnline. Specific attention ought to be given to: language used on the system that is user friendly for students, ability of students to update their personal information on-line, alerts when students enroll in courses for which they may not qualify or withdraw from courses that could affect financial aid.	ATD	ATD
Distance Advisement	Implement an appropriate distance advisement system, including: enhanced technology, FERPA considerations and staffing.	ATD	ATD
Online Academic Plan	Review and identify management software which would make student's personal academic plans available on-line for their use and the institution's use in monitoring progress.	ATD	ATD
Advisement Model	Move from a dual advisement model of advisement to a self-contained or split model to improve efficiency, access and quality of academic advisement for students. Consideration will be given to assigning faculty members in the new model as professional mentors to students, rather than formal academic advisors.	ATD	ATD
Clarify/Simplify Workflow	Write advisement policies and procedures that define the advisement process, provide for clear communication procedures, and define workflow for paperwork (diversified studies, overrides, declaration of major, updating of student contact information, faculty approved electives, registration forms).	ATD	ATD
New Student Seamless Process	Explore ways to more seamlessly move new students through the service process with more consistent information, less frustration and more opportunities for success. Processes to be included are: admissions, testing, advisement, new student orientation, financial aid and registration.	ATD	ATD

DEPARTMENT: CAREER & EMPLOYMENT SERVICES
UNIT: STUDENT DEVELOPMENT

Mission:
To provide career and employment service opportunities to OCCC students and alumni.

Organization and Management:
Full Time: 2-Exempt Part-Time: 2-Non-Exempt

Staff Development:
Debra Vaughn; Judi McGee; Nicholas Webb (transferred to the OCCC Communications Lab); Catherine Hutchens (Resigned-Military Family Reassignment); Porsha Webb
Oklahoma Association of Career & Employment Professionals (OACEP)
- Debra Vaughn, Two meetings
- Judi McGee, Three meetings and Spring Presenter in Enid, OK
- Quarterly Meeting Attendance

Oklahoma City Metro Employers Council, monthly meetings
- Debra Vaughn-4 meetings
- Judi McGee-8 meetings

Oklahoma Academic Advising Association (OACADA)
- Debra Vaughn, Fall Conference

Career Guidance Network of Oklahoma
- Debra Vaughn, Fall Conference
- Judi McGee, Spring Conference

WOW Sessions
- Debra Vaughn, 10
- Judi McGee, 2
- Porsha Webb, 3

Financial Resources:

E&G-13350: Operation of Career & Employment Services Office

Equipment	$550.00
Supplies & Resource Materials	$3,290.00
Services	$1,400.00
Professional Memberships	$500.00
Total Budget	$6,100.00

Job Fair-18809: Presentation of two Job Fair per academic year

Materials & Supplies (504)	$322.00
Services (505)	$5,768.60
Total Budget	$10,454.82

Job Locations & Development Program (JLD)-18038

Salary/wages (501)	$5,908.50
Benefits (502)	2,000.00
Materials & Supplies (504)	1,293.30
Services (505)	6,494.20
Travel (506)	1,000.00
Registration & Fees (508)	258.00
Total Budget	$16,954.00

FUNCTION: CAREER SERVICES

Program Highlights & Information:
Career & Employment Services has produced significant increases for student and employer contacts during the 2007-2008 academic year. The following efforts and their purpose are described:
"OCCC Career Days With…":
These events are designed to bring a variety of employers and organizations to campus in order for students to visit "first-hand" with their respective representatives and to learn about career opportunities they each represent. Career Day events may focus on pre-graduation or post-graduation employment options and/or internships that result in career/employment entry.
"Career Power in 25 Minutes Workshops!":
These workshops are held during the noon lunch hour and feature career and job search/entry skills/training. Workshop topics are listed below and vary from fall to spring semesters to provide a broad range of training opportunities.
"DISCOVER":
DISCOVER is a premier online career exploration tool from ACT that provides inventory (survey) questions on Interests, Abilities and Values related to current career fields in the American workplace. Students completing the inventories will receive results based on twenty-six occupational areas that match and designate "World-of-Work" fields the student should investigate to make college major declaration.

Qualitative & Quantitative Assessment & Usage Data:

Student & Employer Contacts
(Includes in-office appointments and walk-ins; phone calls; emails; mailings; events, classroom and workshop presentations)

Debra Vaughn	2,839
Judi McGee	22,568
Nicholas Webb	306
Cathy Hutchens	4,984
Porsha Webb	3,255
Total Student & Employer Contacts:	33,952

Career Days	**Date**	**Attendance**
United State Military Career Fair	10/15/07	400
Greater Grads Internship Program	11/07/07	44
Tinker AFB Internship Program	01/30/08	53
Total		497

OCCC PIONEER Newspaper Articles
("Career Power" articles; Employment articles; Public Service Announcements; Quotes; Job Fair, Career Day and Workshop Advertisements) = 98
Note: June 26, 2008-I requested through the PIONEER Editor a change of title from "Career Power" to "JOBS & CAREER POWER". I believe this will new will complement the 08-09 initiative to secure employment for additional students.

Career Power in 25 Minutes! (Fall 2007)	**Date**	**Attendance**
Career Choices through DISCOVER	09/19/07	4
Effective Job Searches	09/26/07	4
Job Resume Development	10/10/07	2
Job Cover Letter Development	10/17/07	2
Interviewing Skills	10/24/07	4
Post-Interview Thank You Letter	10/31/07	1
Lunch Etiquette for Job Interviews	11/14/07	2
How to Dress for Job Interviews	11/21/07	3
Things that Drive Your Boss Crazy	11/28/07	2
		23
Career Power in 25 Minutes! (Spring 2008)		
Career Exploration through DISCOVER	01/22/08	3
Job Search through OCCC Job Board	01/29/08	4
Optimal Resume Creation	02/12/08	2
Optimal Cover Letter Creation	02/19/08	3
Optimal Interviewing	03/11/08	4
How to Dress for Job Interviews	04/01/08	4
Hot Occupations-Top Salaries	04/22/08	5
Internships-Greater Grads, Tinker & Disney	04/29/08	2
		27

DISCOVER (ACT) Career Guidance Program Usage:	(06-07)	(07-08)	% Increase
Number of unique (individual) users	265	1,122	323%
Number of (DISCOVER) uses	965	3,186	230%
Number who used DISCOVER more than once	123	250	103%

The DISCOVER student usage figures dramatically increased during the past year due to the opportunities to share this career exploration tool with students through the "College Success in College & Life" classes. Debra Vaughn made 67 DISCOVER classroom presentations during 07-08.

Group Meetings & Classroom Presentations: Debra Vaughn

UPS Education Fair	2
Western Heights Parent's Night	1
N.W. Classen High School-Career Class	1
Central OK Assoc. Insurance Advisors	1
Greater Grads Career Fair	1
OCCC Campus:	
Career Exploration Class, fall & spring	
OCCC Opening Day, fall & spring	2
OCCC Transfer Day	1
Job Fair Cox Channel 18 "Around Campus"	1
STEP (Student Temporary Employment Program)	3
Career Transitions Classes	3
Success in College & Life class presentations	67
OCCC HR-Karen Schmidt, "Jobs on-campus event"	1

FUNCTION: EMPLOYMENT SERVICES

Program Highlights & Information:

During the 07-08 academic year Employment Services initiatives have increased the total student economic impact figures and student/employer contacts. The following efforts and their purpose are described:

College Central Network OCCC Job Board:

The CCN Job Board is online and available 24/7 for students interested in searching for job opportunities both on-campus and off-campus in the Oklahoma City area. Students register with their 7-digit student ID number and may view, on-average, over 250 jobs daily. Students also have the option to post their resumes to the job board for employer contact. CCN also features over 100,000 entry-level national job listings.

Optimal Resume, Cover Letter & Interview Program:

This online program is available to students 24/7 and offers templates for resume and cover letter creation. Through the Skills Center students may also learn job interviewing skills through online interviewers and the option to record their interview answers for playback and refinement of response. A variety of interview types are offered including: behavioral, initial, business, medical, law and final candidate screening.

Student Temporary Employment Program (STEP):

OCCC STEP complements the educational process and provides students with work experiences to enhance knowledge, assist in meeting student employment needs, utilize student knowledge and skills, and achieve college goals.

Qualitative & Quantitative Assessment & Usage Data:

Employment survey results from employer email through the College Central Network (CCN) Job Board; phone calls; student graduation postcard survey; and survey results from employers utilizing the on-campus recruitment table option.

Total students employed	**726**
Total reporting employers	**60**
Average student salary	**$16,634.56**
Total student economic impact	**$7,286,890.76**

Top 10 OCCC Student Employers (total students hired)

1.	CVC Contemporary Services Corp. (PT: Events, Concerts, Sports)	300
2.	Oklahoma City Community College	128
3.	HCA Healthcare (OU Medical Center)	55
4.	United Parcel Service (UPS)	39
5.	Client Logic	18
6.	Great Plains Coca Cola Bottling Plant	16
7.	Hobby Lobby	15
8.	City of Oklahoma City	15
9.	CVS Pharmacy	15
10.	Lowes	14

Top 10 OCCC Student Employers (salary) impact/contribution)

1.	HCA Healthcare (OU Medical Center)	$1,317.513.60
2.	Oklahoma City Community College	911,840.00
3.	United Parcel Service	471,532.42
4.	Client Logic	289,700.00
5.	Great Plains Coca Cola Bottling Plant	262,787.54
6.	Lowe's	197,045.77
7.	Fowler Auto Group	150.000.00
8.	CVS Pharmacy	140,140.00
9.	Harry Bear's Restaurant	138,149.00
10.	CVC	135,000.00

OCCC College Central Network-Job Board (July 1, 2007-June 30, 2008)

New Jobs Posted	1,240
New Employer registrations	305
New Student registrations	342

Note: In March of 2008, the CCN Job Board added the option for our OCCC students to access 119,426 entry-level national jobs through our local webpage.

Note: Addition of the "Job Link" to our Employment Services webpage for the "Oklahoma Employment Security Commission Job Board" which lists over 4,000 Oklahoma-based jobs per day.

OCCC Job Flier Postings on campus-wide Bulletin Boards 2,175

Job Fairs (General & Health Employers):

Fall 2008 General Employers-October 3, 07-10 am – 2 pm
Employers: 81
Fall 2008 Health Employers-October 3, 07-Noon – 6:00 pm
Employers 35
Total Employers: 116

Spring 2008 General Employers-March 5, 08-10 am – 2 pm
Employers: 78
Spring 2008 Health Employers-March 5, 08-Noon – 6 pm
Employers 35
Total Employers: 113

Total Employers Fall/Spring Job Fair Events: 229

Job Fair Employer Evaluations:
Fall 07: 100% of responding employers indicated they will attend future job fairs. Overall opinion of this event, Excellent 37, Good 8
Spring 08: 100% of responding employers indicated they will attend future job fairs. Overall opinion of this event, Excellent 24, Good 11

Employer campus recruitment (recruitment tables) in conjunction with Student Life and Marcy Roll:

	(06-07)	(07-08)	% Increase
Total number of employment recruitment table visits:	99	175	76%

Optimal Resume; Cover/Application Letter; Interview Program (online):
Students registered: 318

Student Temporary Employment Program (S.T.E.P.):

Trainings for 07-08:		Student Attendance
12/05/2007	Job Search & Job Board Registration	56
02/20/2008	Internships: Greater Grads, Tinker AFB	48
04/30/2008	Optimal Resume; Cover/Application Letter; Interview	47
Total		151

Meetings & Class Presentations: Porsha Webb

Career Exploration Class	4
Success in College & Life Classes	1
Student Temporary Employment Program	3
Career Transitions Presentations	1
Black Student Association	1

Meetings & Class Presentations: Judi McGee

STEP (Student Temporary Employment Program) Trainings	3
College Success and general classroom presentations	38
Greater Grad Career Fair	1
Oklahoma Employment Security Commission Job Fair	1
Job Fair (fall and spring) Channel 9 and 4 TV	4
Job Fair radio interviews	2
Job Fair Cox Channel 18 “Around Campus”	1
OACEP spring 2008 quarterly meeting presenter	1
Career Transitions-Job Board; Resumes; Applications	9
TLC-Job Fair Info; Internships; Resumes; Employment Srvcs	4
OCCC HR-Karen Schmidt, Jobs on-campus event	1

Future Plans for Career & Employment Services:

- Each of our “Career Day With…” employment and internships groups has requested return visits during the 08-09 school year. These groups include: The Tinker AFB Internship Program; Greater Grads Internship Program; and the United States Military (Includes Military Health Career Recruiters).
- Continuation of “Career & Employment Power in 25 Minutes!” workshops, complemented with light refreshments
- Updated marketing brochure and business card size piece (with new “Optimal Resume” suite of services listed) Resume; Cover/Application Letter; Interviewing Skills (website addresses and registration details)
- Greater Grads (Greater Oklahoma City Chamber of Commerce-Education Division) Summer 2008 Intern Program-Five student interns
- Continued recruitment table efforts to maintain our student Job Board registration at a level that meets the hiring needs of registered Job Board employers
- We are also looking forward to our re-location between Student Life and Student Support Services and believe this new location will increase our program visibility and General Student “Walk-By” Traffic, etc., as well as student/employer contacts.
- New re-location/space opportunities: Job Interview Space
  Example: Mock-Interview practice for the “Automotive Division” students and the general student population-Summer 2008

Example: Employers utilizing the on-campus recruitment table option may also schedule interviews in the Career & Employment Services interview room, based on student registration at the recruitment tables.
Example: Job Fair employers could register future interviews for participants.

DEAPRTMENT: STUDENT LIFE
UNIT: STUDENT DEVELOPMENT

Mission:
The Office of Student Life empowers students to become community assets.

Purpose:
Student Life operates within the fundamental principles of student development theory in order to provide a variety of programs and services that support students in their pursuit of a successful higher education experience. Programs and services offered include New Student Orientation, Service Learning, and Co-Curricular Leadership Activities and Events.

The content of the Student Life Annual Report is compiled as a collaborative effort of Student Life Staff, students, and organization sponsors.

Organization and Management:
Full Time: 3 Exempt *
2 Non-Exempt
1 Non-Exempt (open)
Part-Time: 4 Non-Exempt
6 Non-Exempt (open)
1 Graduate Student Intern Fall 2007
* 1 Exempt position vacant most of 07-08 due to maternity leave and resignation. Filled beginning June 23, 2008.

Staff Development:
Darin Behara
NASPA-Student Affairs Administrators in Higher Education, National Conference, March 2008
Campus Compact, State Regents for Higher Education, February 2008
Achieving the Dream presentation May 2008
Phi Theta Kappa Leadership Certification Training, June 2008

Jon Horinek
NASPA Conference on College Student Mental Health, Jan. 2008
Oklahoma College Student Personnel Association Conference, May 2008
Phi Theta Kappa Leadership Certification Training, June 2008

Marcy Roll
Students in Distress, WOW September 6 2007
What You Don't Know CAN Hurt You (HR Policies) Part I.
WOW September 11, 2007
What You Don't Know CAN Hurt You (HR Policies) Part II,
WOW September 18, 2007
The Administrative Assistants Conference, September 7, 2007
Inside Higher Ed's Audio Conference,
"Orientation For New Students Isn't Over". September 19, 2007
Dr. Terry Cline's presentation, September 24, 2007
OACC Profession & Support Staff Conference, October 2007

Oklahoma Women in Higher Education conference November 9, 2007
Student Services Program, Understanding Poverty, December 7, 2007
Outlook Training, May 6, 2008
National Association of Professional Women, June 2008
Conference for Women, June 12, 2008

Karlen Grayson

M.A. Management (Community College Management Emphasis)
Graduation June 2008
Antioch University McGregor, Yellow Springs, OH. Completion of 2nd year of graduate program.

- MGT631-RSH610 Stats and Research SU2007
- RSH635 Institutional Research SU2007
- MGT632 Individual and Group Behavior in Orgs FA07
- MGT637 Labor Relations & Collective Bargaining FA07
- MGT646 Legal Issues in CC Management FA07
- MGT676 Globalization and the CC FA07
- MGT666 Ethical Issues in CC Mgmt WI08
- MGT686 Leadership in the CC WI08
- MGT690 Capstone WI08
- MGT695 Team Development II 2007-08

Oklahoma Women in Higher Education Conference – University of Central Oklahoma November 9, 2007
Student Service In-Service, **"**Poverty**"**, Maurisa Mahan, November 2007
Center for International Business Workshop "Investing in Africa", Dr. Germaine Pichop, December 2007
Presented on Student Clubs & Organizations to:

- Doug Gregory's New Student Orientation Class, July 2007
- Dr. Vaughans' OCCC Career Development Class, September 2007

Provided a volunteer site for accounting honors students in Fall 07 and Spring 08 to assist students in completing requirements for the honors program. This collaborative effort was accomplished by allowing the students to balance the student club & organization club accounts.

Financial Resources:

91370	Auxiliary	Student Life	$411,437
	Professional Full-time		*84,142*
	Classified Full-Time		*78,406*
	Classified Part-Time		*1,560*
	Operations		166,200
15-51160	E&G	New Student Orientation	$109,281
	Professional Full-time		*34,431*
	Classified Temporary		*33,584*
	Operations		20,000

FUNCTION: SERVICE-LEARNING

Program Highlights & Information:

Academic Service-Learning

The Office of Student Life's Service-Learning Center entered its third full year of operation with modest increases in faculty participation, student interest and community partnerships. Most notably programmatic changes were made to address student satisfaction and learning concerns raised by the research conducted during the first year of operation.

Specifically, the following program changes were made:

- Improved agency communication and training
- Improved in-class reflection
- Improved student training and preparation

Co-Curricular Service-Learning

The Office of Student Life continues to support the objectives of Service-Learning, and the Student Life staff continues to support efforts by student clubs and organizations to be involved in community service by assisting in the planning and organization of club service projects.

Additionally, the Service Day program enables students to participate in structured learning activities at community sites around Oklahoma City. The following agencies participated in the Service Saturday program during the 2007-2008 academic year:

- Central Oklahoma Habitat for Humanity
- Regional Food Bank of Oklahoma
- The Salvation Army
- City of Oklahoma City Adopt-A-Street

The office also hosted two Volunteer Service Fairs on campus during the year to highlight agencies that encourage students to get involved in service.

The Civic Honors program entered its second full year of implementation during 2007-2008 with better than anticipated participation from students as compared to the previous year. 13 students are currently enrolled in the program while three students completed the program and graduated with Civic Honors in May of 2008. Additionally, one student completed the requirements for the Presidential Award for Service.

Assessment and Usage Data:

Service Saturday Participation – 105 Students

66 Participating Community Agencies

Academic Service-Learning Participation and Evaluations
- 11 Faculty members in 12 courses
- Total year based on class capacity – 465
- Total year based on survey returns – N/A

Evaluation Means

The service increased my awareness of the larger community	4.06	
The service helped me better understand the course material	4.1	
The service helped me reflect on my life and goals	3.79	
The service helped my decide on career and life goals		3.03
The service has increased my interest in doing further service	3.78	
I would recommend this activity to my friends		3.87
My experience with the community agency was positive	4.31	
My experience with the Service-Learning Program has been positive	4.17	

Qualitative summary

The qualitative results from the Academic Service-Learning were similar to previous semesters will the majority of students who completed the survey stating that they enjoyed they service and successfully completed the related learning objectives. Again, some students in nursing courses expressed frustration with both the academic requirement and the perceived lack of connection to course material. Once again, it appears that Students in other courses were able to make these connections. This suggests that reinforcement of learning objectives in addition to more faculty and agency training may be needed.

Future Plans:

During the 2008-2009 academic year staff will work to increase the number of participating faculty members by hosting at least two WOW sessions and redesigning and redistributing brochures and faculty guides. Continue training for agencies on how OCCC provides services and access to student body. Staff will also explore ways to improve training for students, agencies and faculty. With the hire of a new professional in this position beginning June 23, 2008, plans are to present to Dean's and to faculty orientation.

FUNCTION: NEW STUDENT ORIENTATION

Program Highlights & Information:

New Student Orientation was implemented on June 9, 2006. The program is offered to students as a one-time 2 ½ hour session, and it was designed to assist them in their academic, personal and financial transition to Oklahoma City Community College. The sessions were offered in the months of July and August to prepare new students for the fall 2007. An average of 17 students attended at each session. Students participated in the session by enrolling in the non-credit course, NSO 0500, during the registration process, and there was no cost to the student. Twenty-six NSO sessions were held in the Summer and Fall of 2007, and eight sessions were held in the Spring of 2008. While we are still awaiting persistence rates and comparison rates between participants and non-participants, we plan to look at retention rates from the first cohort in 2006. Provided are survey results comparing previous year surveys.

Staffing

Although numerous staff from the Office of Student Life, as well as other functional areas, assisted with New Student Orientation, the program was staffed primarily by one full-time master's level professional coordinator and two part-time student staff members. Below are the brief descriptions of both the professional and student positions:

- The *First Year and Student Life Programs Coordinator* develops, plans, implements, and assesses New Student Orientation sessions, welcome events, social programs, family activities, student academic success seminars, and other relevant services to enhance the success of a diverse student population.
- *Student Programs Leader* provides student leadership and support for the New Student Orientation program, Service-Learning initiatives as well as other related Student Life programs. These programs provide students with information that foster academic success, campus and community involvement, and degree completion.

Online Orientation

Information contained in "The Book" was also made available to students online at http://www.occc.edu/orientation.

Assessment and Usage Data:

Summer and Fall 2007	
Total # of Sections Offered	26
Total # of Students Attending	451
Average Section Size	17.35

Spring 2008	
Total # of Sections Offered	8
Total # of Students Attending	93
Average Section Size	11.63

Self Report Knowledge
The following data are based on a self-report inventory participants completed following each session.

Summer and Fall 2006 & 2007

Knowledge Area	Prior to Attending		After Attendance		Mean Increase	
	SF06	SF07	SF06	SF07	SF06	SF07
Financial Aid	3.3259	3.48	4.2306	4.37	+.9047	+.89
Payments/Bursar	3.1184	3.28	4.2457	4.38	+1.1273	+1.1
Syllabus	3.5514	3.81	4.5653	4.51	+1.0139	+.7
Study Skills	3.6378	3.88	4.4819	4.51	+.8441	+.63
Time Management	3.61	3.84	4.4879	4.55	+.8779	+.71
Note-Taking	3.689	3.97	4.4794	4.52	+.7904	+.55
Campus Labs	2.7138	2.74	4.437	4.32	+1.7232	+1.58
Academic Advisement	2.8591	3.06	4.3368	4.29	+1.4777	+1.23
Mine Online	2.7638	2.74	4.3488	4.42	+1.585	+1.68

Spring 2007 & 2008

Knowledge Area	Prior to Attending		After Attendance		Mean Increase	
	S07	S08	S07	S08	S07	S08
Financial Aid	3.4737	3.13	4.1327	4.37	+.659	+1.24
Payments/Bursar	3.3246	3.01	4.3097	4.32	+.9851	+1.31
Syllabus	3.5044	3.68	4.5221	4.63	+1.0177	+.95
Study Skills	3.6754	3.79	4.3540	4.59	+.6786	+.8
Time Management	3.7193	3.73	4.3451	4.49	+.6258	+.76
Note-Taking	3.8230	3.8	4.3363	4.57	+.5133	+.77
Campus Labs	2.6754	2.61	4.2920	4.47	+1.6166	+1.86
Academic Advisement	2.9561	2.85	4.2655	4.33	+1.3094	+1.48
Mine Online	2.9123	2.6	4.3540	4.36	+1.4417	+1.76

Summer and Fall 2006 & 2007

Question	Mean	
	SF06	SF07
Attending new student orientation eased some of my concerns about college.	4.1372	4.01
Attending new student orientation will help me be more successful.	4.0687	3.97
I would recommend attending new student orientation to my friends.	4.3892	4.21
Overall my experience with new student orientation was positive.	4.5913	4.42

Spring 2007 & 2008

Question	Mean	
	S07	S08
Attending new student orientation eased some of my concerns about college.	4.1364	4.39
Attending new student orientation will help me be more successful.	4.0636	4.36
I would recommend attending new student orientation to my friends.	4.3727	4.54
Overall my experience with new student orientation was positive.	4.6000	4.74

*All data was collected on a 5 point Likert scale with 5 indicating a high or strongly agree response and 1 indicating a low or strongly disagree response.

New Student Orientation Survey

Following the New Student Orientation, students were given a survey concerning their experience. The following information was extracted from two open-ended questions within that survey. Data from the questions was coded and most salient topics are listed.

What did you find most useful about NSO?	
Summer and Fall 2006	**Summer and Fall 2007**
1. Tour	1. Tour
2. Information on Labs	2. Everything
3. Knowing where to find help/resources	3. Financial Aid
4. They answered all of my questions	4.Note taking, study skills
5. Everything	5. They answered all of my questions
6. Online information	6. Eased some stress
7. The BOOK	7. Time management
8. Understanding what college is about, what to expect	8. Information on Labs
9. Eased some stress	9. The BOOK
10. Being able to ask questions	10. Online Information (MineOnline)
11. Note taking, study skills	11. Information about professors
12. Financial Aid	12. Friendly Staff

What could have been done to improve your NSO experience?	
Summer and Fall 2006	**Summer and Fall 2007**
1. More detailed tour	1. Nothing
2. More activities	2. More detailed tour
3. More information on online courses	3. More food
4. More information on financial aid	4. Shorter session
5. More information on classes/classrooms	5. More information on financial aid

What did you find most useful about NSO?	
Spring 2007	**Spring 2008**
1. Tour	1. Tour
2. General information	2. General Information
3. Everything	3. Everything
4. Information on Labs	4. Financial Aid
5. Time management	5. Information on Labs
6. Friendly atmosphere	6. Time management
7. Financial Aid	7. Staff
8. Staff	8. Study Skills
	9. Eased concerns

What could have been done to improve your NSO experience?	
Spring 2007	**Spring 2008**
1. Nothing	1. Nothing
2. More detailed tour	2. Have food
3. Have food	3. Session was too long
4. Session was too long	

Future Plans:
Continue program as implemented in FY ’08 with updates to publications, website, and other media used in delivering NSO. Make relevant changes / updates gleaned from FY 2008 evaluations. Continue the commitment to the growth and evolution of the orientation program so that a significant impact can be made in the overall success of new students to Oklahoma City Community College.

FUNCTION: CAMPUS ACTIVITIES

Program Highlights and Information:

Fall 2007

August	
Leadership Retreat	8/10-12/07
Opening Day	8/18/07
Welcome Week	8/20-24/07
Wax Hands	8/20/07
Deal or no Deal	8/21/07
Bead Art	8/22/07
Music by "Lanky"	8/23/07
Student Life Open House	8/28/07
Brown Bag Study Skills	8/28/07
Airbrush Tattoos	8/29/07
Student Org Fair	8/29-30/07
September	
BB Term Papers	9/6/07
Follow-Up retreat	9/11-12/07
Hispanic Heritage Celebration	9/12/07
BB Term Papers	9/13/07
Regional Food Bank Service Day	9/15/07
BB Mine Online	9/18/07
BB Volunteer 101	9/20/07
TLC Meeting	9/20/07
OCCC Anniversary Party	9/25/07
BB Enrollment	9/27/07
Blood Drive	9/27-28/07
October	
Fall Job Fair	10/03/07
Health Fair	10/03/07
Lecture: Arctic Wilderness	10/04/07
BB Budgeting	10/09/07
Adopt-A-Street Service Day	10/12/07
BB Transferring	10/23/07
Ability Awareness Day	10/25/07
Halloween Carnival	10/26/07
November	
Habitat for Humanity	11/03/07
Sponsor Recognition Week	11/4-9/07
BB Domestic Violence	11/06/07
LeaderQuick	11/06/07
Children's Concert	11/08/07
Celebrate Oklahoma Week	11/12-16/07
Oklahoma Heroes Celebration	11/12/07
LeaderQuick	11/13/07
Oklahoma Centennial Party	11/15/07

Centennial Day	11/16/07
BB finals prep	11/27/07
Blood Drive	11/28-29/07

December

Salvation Army Kettle Day	12/01/07
Sexual health week	12/3-7/07
BB Stress Management	12/04/07
Pancake Breakfast	12/10/07

Spring 2008

January

Opening Day	01/12/08
Name on Rice	01/14/08
Bead Art	01/15/08
Dog Tags	01/16/08
Musician Joe Rowan	01/17/08
BB Study Skills	01/22/08
BB Study Skills	01/23/08
Student Org. Fair	01/23-24/08
Deal or No Deal	01/24/08
BB Term Paper	01/30/08
BB Term Paper	01/31/08

February

BB Test Taking	02/05/08
BB Test Taking	02/06/08
LeaderQuick	02/06/08
Deal or No Deal	02/07/08
Mid-Day Music	02/12/08
Volunteer Fair	02/12/08
LeaderQuick	02/13/08
BB Relationships	02/14/08
Habitat for Humanity Service Day	02/16/08
BB Mine Online	02/19/08
LeaderQuick	02/20/08
Deal or No Deal	02/21/08
BB Enrollment	02/27/08
LeaderQuick	02/27/08
BB Enrollment	02/28/08

March

LeaderQuick	03/05/07
BB Transferring	03/06/08
BB Budget Basics	03/11/08
LeaderQuick	03/12/08
LeaderQuick	03/26/08
BB Wellness	03/27/08

April

Laser Crystals	04/03/08

BB Sleep	04/10/08
Adopt A Street	04/11/08
Blood Drive	04/16-17/08
Awards Ceremony	04/18/08
BB Finals Prep	04/23/08
BB Finals Prep	04/24/08
Stress Busters	04/29/08

May	
Student Org. Jubilee	05/02/08
Pancake Breakfast	05/05/08
Graduate Reception / Pinning	05/05/08

Brown Bag Lecture Series

The Brown Bag Lecture Series has become one of the most successful co-curricular programs presented by the Office of Student Life. During the 2007-2008 academic year, Student Life sponsored, marketed, and presented 28 Brown Bag Lunch Lectures to more than 200 students. We expanded the offering to include multiple presentations of the same topic to increase student opportunities to attend.
Complete list of lecture topics:

- Study Skills
- Test Taking
- Term Papers
- Mine Online
- Enrollment Essential
- Budgeting
- Transferring
- Finals Prep
- Stress Management
- Relationships
- Wellness

Themed Educational Programming

Themed Educational Programming presented by The Office of Student Life addressed cultural/awareness, health, and enrichment needs of students through both passive and active co-curricular programming. Student Life partners with student clubs and organizations to present programming on campus.

Often themes with educational topics are too broad to compress into a one week format, and in most cases, especially related to cultural topics, events are planned for an one-month period with one week of intense programming called a “Focus Week.”

Hispanic Heritage Month/Focus Week:
Co-Sponsor – HOPE
Major Events included:
Cultural booth, and Student Life Display
Constitution Week:
Event included a display and interactive quiz
Ability Awareness Week:

Co-Sponsor – Empowered Students and Individuals
Major events included:
Ability Obstacle Course and Learning Disability Display

International Education Week:
Event postponed due to Oklahoma Centennial Celebration

Celebrate Oklahoma Week
Major events included lectures, displays, performers and a birthday party

Sexual Health Awareness Week:
Event included Free HIV testing, information booths and displays

Black History Month:
Event included displays

Educational Lecture Series
The Office of Student Life reformatted the Educational Lecture Series in 2007-2008 and renamed the program Campus Voices. While there were four planned lectures, Lt. Gov. Jari Askins had to reschedule from Fall 2007 to Spring 2008. The office also worked with other campus constituencies and groups to accommodate special programs as needed.
Campus Voices Schedule:
"Civil Liberties and Surveillance": Roger K. Newman
"Politics and People": Oklahoma Lt. Gov. Jari Askins
"Climate Change and the Arctic Wilderness": Jonathan Waterman

Online Book Board
The online service for students to buy, sell, trade textbooks and supplies was made implemented in January 2006. It continues to be a self sustaining service with as many as 300 postings active depending on the time of the academic year.

Graduate Pinning Ceremony
Graduating students were invited to attend a pinning ceremony to receive a Oklahoma City Community College lapel pin as a gift from the college and an invitation to join the alumni association. 175 students received a lapel pin, one year free membership in the alumni association, and an alumni association t-shirt. Following the ceremony, students were invited to the library lawn for the traditional class photo.

Assessment and Usage Data:
Educational Activity Assessment
Throughout the academic year, students who attended educational events were asked to complete a survey regarding their satisfaction with the event and how they believed attending such events contributed to the academic success and sense of connectedness. 254 total surveys were collected.

Students were asked to rate their responses on a 1 to 5 scale, with 1=Strongly Disagree and 5=Strongly Agree.

Statement	1	2	3	4	5
This was a quality event.	3%	1.6%	3.6%	21%	71%
Attending events such as this helps me feel more connected to OCCC.	3.5%	5.1%	10.3%	23.7%	57.3%
Attending events such as this contributes to my success in college.	2.4%	4.3 %	7.5%	22.4%	63.3%

Faculty or Staff announcement	45%
Banners in Main Building	21.4%
Flyers	17.2%
Banners in College Union	7%
Friend	4.6%
Pioneer	1.8%
Website	1.8%
Other	1.4%

FUTURE PLANS:
Maintain and enhance ongoing lecture series, brown bag, and social activities. Post video of Brown Bags with assessment tool to verify student use of video on website. Begin two new celebration weeks, OCCC Anniversary Week and Student Appreciation Week.

FUNCTION: LEADERSHIP PROGRAMS

Program Highlights and Information:

By year end, 35 clubs and organizations had aspired to come together and be “change agents” on the OCCC campus. Several clubs made outstanding contributions to the community and Oklahoma City Community College. **Computer Arts & Technology Society (CATS)** sponsored their first Game Expo at OCCC. **College Democrats** raised money through bake sales for Body Armor to help equip our U.S. troops. This event attracted media attention and was telecast by various channels which broadcasted the event. **Business Professionals of America (BPA)** again placed in state competitions for the second time in 2 years, which made them eligible to participate at the National Conference held this year in Reno, Nevada. **Psychology/Sociology** presented a week long workshop called “Until the Violence Stop” which dealt with the subject matter of domestic violence. Program ended with a one man play presented by Ben Atherton-Zeman. **The Leadership Council (TLC**) Chairman was also one of the speakers at “Oklahoma Heroes Day”, celebrating our veterans held at Oklahoma City Community College. Overall the Clubs & Organizations had a very successful year.

Several clubs underwent a name change this year. CADS changed their name to Computer Arts & Technology Society (CATS), the Writing Club became College Poet’s & Writers, Abilities Galore to Empowered Students & Individuals (ESI) and GALA changed to Gay Straight Alliance (GSA). Two new clubs, Future Alumni Association (FAN) and Transitions, were formed this past year. Thus far 103 club officers, representing 25 clubs, have submitted their officers list for the 2008-2009 academic year. Totals are again expected to rise with Fall recruiting at the Student Clubs & Organization Fair.

Honor Societies

- *Phi Theta Kappa* is an international honor society for community and junior college students. Students who have completed 12 credit hours, have applied to a degree program at Oklahoma City Community College, and ~~who~~ have maintained a grade point average of at least 3.75 are eligible and will be invited to join Phi Theta Kappa. Eligible students are notified by mail and induction ceremonies are held in the Fall and Spring.
- *Psi Beta* is the national honor society in psychology for community and junior colleges, and recognizes students with outstanding scholarship and an interest in psychology. The students who qualify to be members of Psi Beta will be notified by the chapter, via mail. Students must attain a cumulative GPA of 3.0 after at least 12 credit hours, maintain a "B" average in psychology courses and demonstrate a genuine interest in psychology.

Departmental Clubs

- *The Biology & Ecology Club* promotes interest and awareness in the natural sciences and conservation, provides access to current topics and a forum for exchange, and promotes communication to persons interested in diverse areas of the natural sciences
- *Business Professionals of America* is designed for students interested in business careers ~~in~~ and recognizes them for the development of career-related skills.
- *The Child Development Club* promotes awareness and professional development within child development/early childhood education.
- *College Poets and Writers* bring student poets & writers of various genres together and work collectively and individually on different projects. Enabling them to share, critique and learn from each others works and inspirations.

- *Computer Arts & Technology (CATS)* is an organization of students and professionals whose purpose is to advance the science of computer-aided design; membership is open to anyone with an interest in CAD or computer graphics.
- The *Engineering Club* is designed to promote interest in engineering education and professions. The club provides opportunities for students to learn the most recent developments in engineering through forums, small projects, guest speakers and field trips.
- *The Health Professions Club* provides an opportunity for students, who are interested in a wide variety of health-related fields, to meet for the purposes of professional growth and social interaction, field trips and educational experiences. The group's website is www.occc.edu/healthpr/
- *Biotech Club* encourages interest in Biotechnology to provide students access to current topics and to promote the biotechnology program on campus and in the community.
- *NSA*'s activities are designed to contribute to the student's development as a member of the discipline of nursing through contact with others within the program, as well as other programs throughout the state and nation. Membership is open to nursing students.
- *The Photography Clu*b brings photography lovers together to share tips, techniques and to critique each others work. Their goal is to teach and learn about photography.
- *The Psychology Sociology Club* provides students interested in understanding human behavior in any setting the opportunity to meet with individuals who have similar interests. Meetings are traditionally highlighted by guest speakers. In addition, interested members may have the opportunity to participate in the Oklahoma Psychology Association's Fall conference and the Oklahoma Psychological Society's Spring conference.
- *SEMTA* is designed to promote interest in the Emergency Medical Services professions and to provide access to current topics through providing guest speakers and a forum for exchange of ideas.
- *SPA* promotes the College's theater arts program and provides an environment for sharing ideas and common interests relating to theater and the performing arts. This group also assists with the theater productions that are presented twice each semester.
- *SOTA's* purpose is to increase social and educational opportunities for students enrolled in the Occupational Therapy Assistant program. SOTA also provides the opportunity for community service activities and projects that support persons with physical or mental limitations.
- *SPTAO's* purpose is to increase educational, social and professional opportunities for students enrolled in the Physical Therapist Assistant program. This organization enables the student to network with fellow students and professional colleagues within the state and nation.
- *SAG* is composed of students, professionals and anyone with a love for art. The group participates in field trips to museums, demonstrations and lectures.
- *SOEA* provides an opportunity for students to investigate teaching as a career, to learn more about the art of teaching and to keep abreast of various curriculum requirements for education majors. This organization also provides a venue in which students may interact with guest speakers, College faculty and fellow students who have a common interest in education.

Special Interest Organizations

- *Advocates of Peace* educates the College community on issues of peace and justice.
- The *Black Student Association's purpose* is to serve as a focal point for African-American students at the College by enhancing educational goal completion, making a zealous effort to increase the retention of all students and by promoting awareness of the African-American culture.

- The *College Democrats* fosters and promotes a wide range of political viewpoints. Students are encouraged to participate in campaign issues, as well as current legislation, that are before the Oklahoma House and Senate. This organization welcomes all students who have an interest in these issues and who have a desire to become involved through political action.
- The *College Republicans* serve as a training ground for future Republican leaders. College Republicans are not simply oriented toward political campaigns and candidates~~,~~ but also focus attention on particular issues. College Republicans provide young people with opportunities to demonstrate their leadership potential through political activism.
- *ESI* provides mutual support for academic and career goals of students with and without disabilities. The group also coordinates activities to increase public awareness and understanding of people with disabilities.
- *FAN* builds OCCC future alumni leadership by providing current students networking opportunities as well as leadership skills.
- *GSA* promotes the health, rights and well-being of sexually diverse students, their families~~,~~ and friends. The group offers support to cope with an adverse society, supplies accurate information on the issues surrounding sexual orientation, and provides educational speakers with the goal of creating a society that is respectful of human diversity.
- *HOPE* is a social organization for Hispanics and/or people interested in the Hispanic/Latino culture. This group plans activities on campus and offers service to the Hispanic community.
- *ISA* promotes educational opportunities among the international student community, encourages socialization with other students and shares cultures with the college.
- *NASA* is dedicated to the promotion and education of the ideologies of the ethnic spirit typifying the various representatives of indigenous tribes who attend Oklahoma City Community College. The organization supports cultural awareness by promoting and participating in social and educational events on and off campus. Membership is open to those interested in the cultures of Native Americans.
- *TLC* is made up of a representative from each of the clubs on campus, plus at-large members through application. TLC provides a forum for exchange of information between the student body and college administrators. TLC members have direct input into many of the decisions on campus that affect students. Members of the group are also invited to serve on various administrative committees on campus. This organization serves as a resource for the Vice President for Enrollment & Student Services and the rest of the President's Cabinet, providing open, honest feedback about all aspects of the campus environment.
- *Transitions*, Provides Support for adult learners who are transitioning into new careers with educational challenges and family responsibilities.

Religious Organizations

- *Baptist Collegiate Ministries* provides Christian fellowship and encouragement for the campus community. Weekly meetings are held to help guide members in Christian growth and discipleship and involve them in responsible church membership.
- *Chi Alpha Christian Fellowship* has weekly meetings, which are open to students interested in fellowship with other Christians, as well as growing spiritually through Bible study, worship and prayer.

Student Awards Ceremony

The annual Student Awards Ceremony was held on April 20, 2007 with approximately 375 faculty, staff, students, and community members in attendance. 93 students were recognized during the ceremony for their achievements inside and outside of the classroom.

Awards given included:

- Pioneer Award,
- Student Organization Award
- President's Award for Excellence
- English Student Essay Award
- Scholarship recognition
- Certificate of Achievement
- Recognition of honors graduates
- Civic Honors Medallion

In addition to the ceremony, a luncheon was held in honor of recipients of the President's Award for Excellence. Students receiving this award and the College's President's Cabinet members were in attendance at the luncheon.

Student Organization Jubilee & Crazy Olympics

The Student Organization Jubilee was held on May 2, 2008 at Earlywine Park in south Oklahoma City. The purpose of the Jubilee was to celebrate and recognize the accomplishments of the student organizations over the past year. The Crazy Olympics were held prior to the Jubilee, with four student organizations participating in the three different competitions; approximately 38 students and sponsors were in attendance.
Awards were given out as follows:

- Most Improved Club – Engineering Club
- Club of the Year – Nursing Student Association
- Educational Event of the Year – ESI, Ability Awareness Day
- Social Event of the Year – Black Student Association, Winter Ball
- Community Service Event of the Year – HOPE, Next Right Thing
- Fundraiser of the Year – College Democrats, Bake Sale for Body Armor
- Best New Member of the Year – Tino Ceballos, BPA
- Club Officer of the Year – Brett Cunningham, ESI
- Sponsor of the Year – Jennifer Ball, SPATO

Student Activities & Recognition Transcript

The Student Activities & Recognition Transcript (START) is a self-report college document that verifies a student's activities and awards, similar to an academic transcript, which verifies a student's academic performance. The START can be used to maintain an accurate record of on and off campus activities and awards, which were earned during a student's college experience. The START may serve as a supplement to a student's resume, scholarship applications or other job and college related applications. Categories in START include Leadership Involvement, Professional Development, Honors & Awards, and Community Service. After extensive research and collaboration with various departments at the College, the transcript became a service available to students in July 2003.

Student Leadership Programs

Four student leadership events were held in 2006-2007. The purpose of such leadership events is to assist in educating and motivating club sponsors and student organization leaders in order that they may achieve success within their individual groups. Leadership events included the Student Leadership Retreat in August, two follow-up Leadership Retreats in September and the

annual Student Leadership Workshop in January. At the Leadership Workshop an *Officer Transition Checklist* was presented as a tool to aid in club continuity.

LeaderQUICK

The Office of Student Life created a new initiative designed to provide an access point for student interested in developing leadership skills. LeaderQUICK is a 7 to 8 week co-curricular program designed to introduce basic leadership concepts and help foster integration of those concepts into everyday life. 14 students participated in the program in the Fall and Spring. Topics Included: Self Discovery, What is a Leader?. Goals and Vision, Ethics and Values, Trust and Integrity, Service, Organization, Leadership in Action

Sponsor Recognition

A number of activities and events were held throughout the year to recognize, thank and motivate our club sponsors who volunteer so much of their time and energy to assist our student organizations. Activities throughout the year included:

Sponsors' Open House – In August of 2006 an Open House was held in the Office of Student Life in honor of all club sponsors to thank them for their past efforts as well as for their service in the upcoming year. This event replaced the Sponsor's Luncheon.

Sponsors' Appreciation Week – In November of 2006 a week was set aside to recognize and give appreciation to the club sponsors. The Office of Student Life sent out cards and small gifts to each sponsor. Student organizations were encouraged to think of creative and individualized ways to thank their sponsors.

End Of The Year Recognition – In May 2007, each club sponsor was recognized with a gift along with a certificate of appreciation to thank them for their year of service.

Breakfast Club – Monthly meetings for the club sponsors to provide updates and improve communication with the office of Student Life. Meetings started at 7:30 a.m. and sponsors were able to come and go based on their work/teaching schedule. Buffet breakfast was provided in September, October, November, December, February, March, and April. Average attendance was 9.

Assessment and Usage Data:

Student organizations held 823 events throughout the year. Below is a summary of types of events, number of events held in each category and total number of participants who attended or assisted with events in each category. Information about club activities is based on event summary forms submitted by student leaders.

Event Type	FY2006		FY2007		FY2008	
	# of Events	# of Participants	# of Events	# of Participants	# of Events	# of Participants
Social	23	537	44	2,722	56	3,866
Educational	67	1,884	75	5,142	94	3,560
Community Service	16	629	28	3,282	56	3,549
Fund Raisers	77	NA	70	NA	73	NA
Club Meetings	537	NA	576	NA	544	NA
TOTAL	720	3,050	793	11,146	823	10,975

purpose of the organization fairs is to solicit membership in the various student organizations and to promote the formation of new clubs.

Term	# Clubs Represented	Day One	Day Two	Total
Fall	26	750	376	1,126
Spring	25	235	148	383

A four year history of growth in the number of students who utilized START.

FY 05 195 students
FY 06 459 students
FY 07 673 students
FY 08 809 students

Future Plans:

Latitude – Give second attempt at the implementation international student peer mentor program. Program will consist of monthly meetings and a variety of programs and events designed to engage our international student with a resident or second year international student. Only one student signed up to serve as a mentor during 07-08 academic year.

OKC-Go - Develop program to actively engage students to support the requirements needed to stay in the program. Train students to utilize START in order to track community service hours required by the program.

LeaderQuick – Expand program to include service hours and an off campus trip to enhance leadership experience.

Social Network Sites – Investigate the potential future and use of social network sites to improve communication and promote Student Life events. No guarantee of implementation.

Sophomore Experience – Plan and prepare a pilot program directed at students with more than 20 hours completed at OCCC to impact positive increases in persistence and retention rates.

DEPARTMENT: TESTING & ASSESSMENT
UNIT: STUDENT DEVELOPMENT

Mission:

The Test Center provides high quality service and positive personal interaction to deliver placement and classroom exams to students.

Organization and Management:

		(hours)
Director: Jim Ellis		40
Coordinator: Brian Nguyen		40
Student Development Assistant:	Paul Roudebush	40
Testing and Assessment Specialist:	vacant	40
Testing and Assessment Clerk:	Jackie Cowan	30

Test Center Staff:

Ron Brooks	40
Morgan Felty (effective July 1, 2008)	30
Linzy Hill	40
Diana Hulseberg	30
Linda Aguigui	25
Vacant	25
Tola Suleiman	25

Full Time:	6
Part Time:	6
Permanent:	6
Temporary:	6
Professional:	2
Classified:	10
Student:	0
FTE:	10

Staff Development:

1. GED Examiners Conference
2. Accuplacer National Conference
3. OCCC WoW Sessions
4. Outlook training sessions

Financial Resources:

Testing and Assessment houses nine financial accounts:

Number	type	use	personnel	non-personnel
10-11-13220	E&G	office operation	282,000	47,650
10-11-13230	E&G	test center operation	zero	10,650
23-11-18801	(Aux)	pay temporary staff	~40,000	zero
23-15-18815	(Aux)	pool for ACT incomes	dependent on registrations	
23-15-18816	(Aux)	pool for TOEFL fees	"	"
23-15-18817	(Aux)	pool for GED fees	"	"
23-15-18818	(Aux)	pool for retest fees	"	"
23-15-18821	(Aux)	pool for NET fees	"	"
23-15-18833	(Aux)	pool for CLEP fees	"	"

FUNCTION: SPECIALTY AND PROCTORED TESTING

Program Highlights & Information:

TOEFL, NET and Residual ACT exams were administered during the FY. Proctored exams (148) from other colleges, universities and institutes were arranged and given. Each of these exams is directly necessary to the admission of a student to the College or one of its programs.

Year long study of the A+dvancer showed that self-led tutorial projects produced unspecific and uncorrelated results. Adjustments were made in the use of the A+dvancer program. Results are pending.

Qualitative and Quantitative Assessment and Usage Data:

TOEFL		NET		ACT	
Taken	Passed	Taken	Passed	Taken	Passed^
45	13	21	17	57	22
24	6	80	46	65	30
0	0	77	39	5	2
23	13	18	11	6	6
52	15	6	4	63	12
0	0	16	10	23	8
27	10	35	23	5	3
21	5	43	22	48	25
17	6	105	46	52	21
37	9	46	30	53	19
35	11	20	12	46	17
62	9	30	14	26	11
281	88	467	260	449	176
	28%		55%		39%

Future Plans:

Continue offering the specialty program without change.

FUNCTION: ENTRY ASSESSMENT

Program Highlights & Information:

During the FY, evaluations of College Board's Accuplacer program were made. Faculties in the math, reading and writing areas studied the appropriate question sets provided by College Board to set cutoff scores more closely in keeping with the OCCC programs. Scores were adjusted according to the Faculty decisions.
Those who participate in the placement delivery also assembled at a breakfast to evaluate the entire delivery process.

Qualitative and Quantitative Assessment and Usage Data:

The chart below reflects the usage and success of Accuplacer/CPT

CPT-R		CPT-W		CPT-M**	
Total	**Min**	**Total**	**Min**	**Total**	**Min**
516	214	567	238	6675	84
583	212	651	264	770	123
108	56	111	63	103	14
181	103	186	92	226	25
189	112	170	88	218	41
260	105	145	77	189	42
204	134	235	110	265	47
145	89	157	86	151	36
265	193	245	142	233	48
348	198	333	174	411	68
38	18	43	26	43	8
27	15	23	11	23	6
2866	1449	2866	1371	3307	542
	51%		48%		16%

****Math figures based on placement into Math 1513.**

FY2008	A&P		Bio-D(Riverside)*	
	Taken	Passed	Taken	Passed
Jul	44	21	15	2
Aug	41	17	9	2
Sep	7	0	0	0
Oct	18	8	3	0
Nov	22	8	2	0
Dec	10	5	1	0
Jan	12	8	6	1
Feb	2	1	0	0
Mar	6	3	3	0
Apr	22	14	6	1
May	24	13	3	1
Jun	15	6	8	0
TOT	223	104	56	7
		18%		15%

Chem-D deficiency resolution:	Taken	Passed
	4	0

Future Plans:

The Division of Information and Instructional Technology added the Accuplacer data to TAS custom applications. Data can be gathered electronically. This data application was used to prepare the figures above, requested from Math/Science.

FUNCTION: ACADEMIC EXAMS

The Test Center offers Faculty members the opportunity to allow their exams to be administered outside the classroom setting. Three hundred twenty-two(64%) of the Faculty utilized this function during the Fiscal Year.

Program Information:

Exclusive of June figures, 67,500 exams were distributed.

Qualitative and Quantitative Assessment and Usage Data:

Monthly Test Center figures: FY2008

month	assessment	academic	total	days open
Jul. 2007	2397	5059	7456	21
Aug. 2007	3015	323	3338	25
Sep.2007	559	5542	6101	23
Oct.2007	720	7269	7989	27
Nov.2007	845	5796	6641	22
Dec.2007	898	6305	7203	17
Jan.2008	1663	566	2229	24
Feb.2008	540	6319	6859	25
Mar.2008	894	5264	6158	20
Apr.2008	1379	6963	8342	26
May.2008	1336	3862	5198	23
Jun.2008	1640	2479	4119	21
Totals	15886	55747	71633	274

Future Plans:

See under “General Functions” below.

FUCTION: GED PROGRAM

Oklahoma City Community College houses both the instruction and testing segments of the General Education Development program.

One thousand students registered for GED classes during the Fiscal year.

As of June 20, 2008, one thousand twelve had taken the exam with 597 passing (59%). The program held two graduation ceremonies. Dr. Felix Aquino, Vice-President for Academic Affairs of Oklahoma City Community College, delivered the May address. The GED program launches an estimated 15% of the GED graduates into college study.

Qualitative and Quantitative Assessment and Usage Data:

GED	
Taken	**Passed**
95	45
77	48
87	53
86	44
83	49
45	26
90	62
131	78
85	66
133	86
100	40
107	61
1119	658
	59%

FUNCTION: GENERAL

The Office of Testing and Assessment administered 70,000 (rounded) exams during the Fiscal Year 2008, excluding June.

Issues: Cybersecurity and academic dishonesty have been the major issues faced in the Test Center operation. The two shared links. All issues of Academic Dishonesty were delivered to the pertinent Faculty members, and subsequently, to the Office of Academic Affairs where final appeal rests. Steps have been outlined to address the issues.

Activity and Resultant Plans:

1. Arranging computerized delivery of academic exams continued. The full scale plan remains under consideration.
2. Phase two of the computerization has been set to begin during the Fall 2008 term. The tracking system has been customized. Additional customizations have been requested of Addtronics.
3. A scanning procedure to provide actual computer file and hardcopy documents delivery by email to Faculty has been identified.
4. Additional lockers for any student's personal possessions have been installed. The increase in number of available storage units reduced the wait time to take an exam.
5. Securing additional audio monitoring devices for the Test Center activity has begun.
6. Interfacing the Accuplacer and Datatel to a real-time upload has been unsuccessful to this point. Neither company has been able to deliver a program which will accomplish their claims. The Testing and Assessment Staff will continue to work to bring this near-real-time upload to fruition.
7. Naming a committee of Language Skills and English Composition faculty to determine appropriate cutoff scores for placement of international students was delayed.
8. Students from work study were hired to conduct exit interviews. The number of students will be increased and trained more directly for FY09.
9. Other responsibilities for test delivery will continue as currently done with an effort to modify procedures as the need arises.

DEPARTMENT: TRANSFER CENTER
UNIT: STUDENT DEVELOPMENT

Mission:
The Transfer Center strives to assist students in navigating the transfer process and getting them connected to their chosen four-year university.

Organization and Management:
Full Time: 1 Exempt

Staff Development:
Leslie Jones

Oklahoma College Personnel Association, May 2008
WOW Session, Student Success Initiatives, April 2008
Understanding Poverty Workshop, December 2007
National Association of Academic Advising, October 2007
WOW Session, OCCC Honors Program, October 2007
Achieving the Dream, September 2007

Financial Support:
All funds and staffing are included in the Advising & Career Services budget.

Special Note:
The transfer center was formally funded and established in FY2008. Previously limited transfer services were managed within the area of academic advising. The impetuous to initiate a formal transfer center grew out of student need for expanded services to aid in their successful transition to a four-year institution, as well as the administration's desire to place a more prominent emphasis on the College's transfer mission. One full-time non-exempt staff member was hired to coordinate the area.

FUNCTION: TRANSFER CENTER

Program Highlights & Information:

School Visits

Many universities continue to schedule visits to the OCCC campus to recruit and provide information to students. Many of these universities scheduled weekly or monthly visits to the Transfer Center so they could be available to speak to the students about the university they represent and the programs and scholarships that were offered.

Transfer Fairs

The bi-annual Transfer Fair was held in October 2007 and March 2008. Universities from Oklahoma and out of state attended to assist students and provide information concerning admissions policies, scholarships, and transferring. Career and Employment Services and Graduation Services also had tables at the fair to answer questions students may have concerning their departments. Both dates were successful and many students were in attendance.

A postcard with information concerning the Transfer Fair was mailed on in September 2007 to 402 current students who had completed 55 to 64 credit hours. The information was then emailed to 2220 students.

Transfer Guide

A transfer guide was created as a resource for students to aid in the transfer process. The information contained within provides contact information to various four-year universities, tips, checklist, listing of transfer scholarships, and other pieces of resourceful material.

In December 2007, a copy of the Transfer Guide was mailed to 22 college recruiters along with a letter to inform them of the availability of the guide as well as request for any suggestions.

Transfer Center Website

A link for the Transfer Center website was created to provide information to students via online. Much of the information within the Transfer Center website can be found within the Transfer Guide. A link was also created which contains the transfer equivalency guides for the universities with which we have this agreement.

Recruiter Training Program

A training program was created to better inform visiting university recruiters concerning the environment and culture of the students on the OCCC campus. The Recruiter Training Program provided the university recruiters information concerning the Transfer Coordinator's role, gave recommendations to maximize their time while on the OCCC campus, and increase their opportunities to speak to students. A panel of students was also arranged to give the university recruiters the opportunity to ask students directly and let the students' voices and opinions be heard. Recruiters were encouraged to have consistent visits and informed of the need to have evening visits to contact the OCCC students who attend evening classes.

Transfer Tours

The Transfer Center began offering campus tours in October 2007 to better assist students in the transfer process, get connected, obtain information, and make an educated decision on the four-university to attend. The university chosen were based on the universities students transfer to most; UCO, OU, USAO, OCU, OSU, SNU.

FUNCTION: STUDENT OUTREACH

Probation Student Outreach

An Academic, Career, & Educational Success (ACES) Workbook was created to aid students listed on Academic Probation. Surveys and research were conducted to determine the material to be contained within the ACES Workbook. An ACES Workshop was then created to present this material to the students and provide them a copy of the workbook. In September 2007, a postcard inviting students to the OCCC ACES Workshop was mailed to the 1100 students listed on Academic Probation.

Probation Student Surveys

In September 2007, a **Probation Student Survey** was sent out consisting of ten questions regarding the individual's academic probation status at Oklahoma City Community College and included an offering of resources to aid them.
Purpose: The survey was intended to get the experiences and suggestions of students listed on academic probation to better assist them with their academic career as well as offer resources to prepare, guide, and aid in being successful OCCC graduates.
Target Student Population: The survey was sent to current OCCC listed on academic probation.
Number of Surveys Sent: 1101
Number of Surveys Received: 20
Key Findings:

- Why, do you believe, you are on academic probation? Theme: The majority of students stated problems at home, not being prepared for college, immaturity, and personal illness.
- What factors led to you being placed on academic probation?Theme: Lack of academic preparedness and selection of inappropriate major
- Which of these caused you to have difficulties in your classes? Theme: Study habits and time management.
- Check the ones you need to most help in. Theme: study skills, time management, test-taking.

In January 2008, a **Probation Student Survey** was sent out consisting of ten questions regarding the individual's academic probation status at Oklahoma City Community College and included an offering of resources to aid them.
Purpose: The survey was intended to get the experiences and suggestions of students listed on academic probation to better assist them with their academic career as well as offer resources to prepare, guide, and aid in being successful OCCC graduates.
Target Student Population: The survey was sent to current OCCC listed on academic probation.
Number of Surveys Sent: 2019 (918 received the survey erroneously)
Number of Surveys Received: 53
Outcome: The answers to the survey questions were informative and helpful in developing strategies to better prepare our students for college and provide them materials and resources that will aid in their academic career.
Key Findings:

- Why, do you believe, you are on academic probation? Theme: The majority of students stated problems at home, not being prepared for college, immaturity, and conflicts with work, school, and family obligations as the reasons their grades suffered which led to them being placed on academic probation.

- Select the following factors that contributed to you being placed on academic probation. Theme: 45% selected lack of academic preparedness, 33% selected lack of family support, 41% selected lack of planning, 18% selected selection of inappropriate major, 51% selected poor study habits, and 39% selected test anxiety.
- What services do you think OCCC needs to offer students who have been placed on academic probation? Theme: The majority of students stated they would like more tutoring services offered, connect students for group study sessions, and possibly individual counseling sessions with students as services OCCC could offer to students on academic probation.

FUNCTION: ADVISEMENT

Distance Advising

A link was maintained on the Advising and Career Services web site (http://www.occc.edu/ACS/Distance2.html) for students to ask questions and receive general advising via email. Leslie Jones, Coordinator of Transfer and Distance Advising, and Elsa Gonzalez, Advisement Support Assistant, received these emails. The majority of the questions were requesting general information about OCCC, transferring to and from OCCC, classes offered at OCCC, career choices, and probation and academic forgiveness.
All of the distance advising email requests received a response within 24 hours. The increase in emails received from FY 2007 to FY 2008 reveal a need for this service and a continuation and development of a system to allow direct academic advising.

Diversified Studies

247 Diversified Studies Contracts were processed during FY2008. This is a reduction of 35 contracts compared to FY2007. The procedure for processing Diversified Studies Contracts is as follows:

1. Contracts are completed by the student and an academic advisor.
2. Contracts are sent to the Coordinator of Transfer and Distance Advising for review and logged into the tracking system.
3. Contracts are then sent to the Coordinator of Multi-Divisional programs in the division of Arts & Humanities.
4. Once approved, the contracts are sent back to the Coordinator of Transfer and Distance Advising, logged in, major changed in Datatel, request for an advisor sent to Arts & Humanities.
5. The contract is then sent to Graduation Services to be entered into the system as the student's degree plan.

Qualitative and Quantitative Assessment and Usage Data:

Comparison of Visits By College

University	Total Visits FY 2008	Total Visits FY 2007
BYU Indep. Study		1
Cameron	7	2
DeVry		13
ECU	6	6
Kaplan		1
Langston	11	31
MACU	30	19
Newman	14	13
OBU	3	3
OKCU	5	11
Oklahoma Christian. Univ.	4	
Oral Roberts Univ.	1	
OSU	2	6
OSU-Tulsa	3	
OU	25	25
OU-CCE	12	13
OU-CLS	30	5
OU-College of Journalism	4	
OUHSC	1	
Regis		2
Rogers State	1	1
SNU		3
SOSU		14
St. Gregory's	7	7
SWCU	33	5
UCO	30	15
Univ. of Phoenix		1
USAO		4

Summary of Visits By Month

Month	Total College Visits FY 2008	Total College Visits FY 2007
July	8	22
August	12	24
September	22	20
October	23	19
November	20	23
December	19	15
January	29	9
February	34	20
March	18	18
April	30	13
May	7	15
June	7	7
TOTAL	**229**	**205**

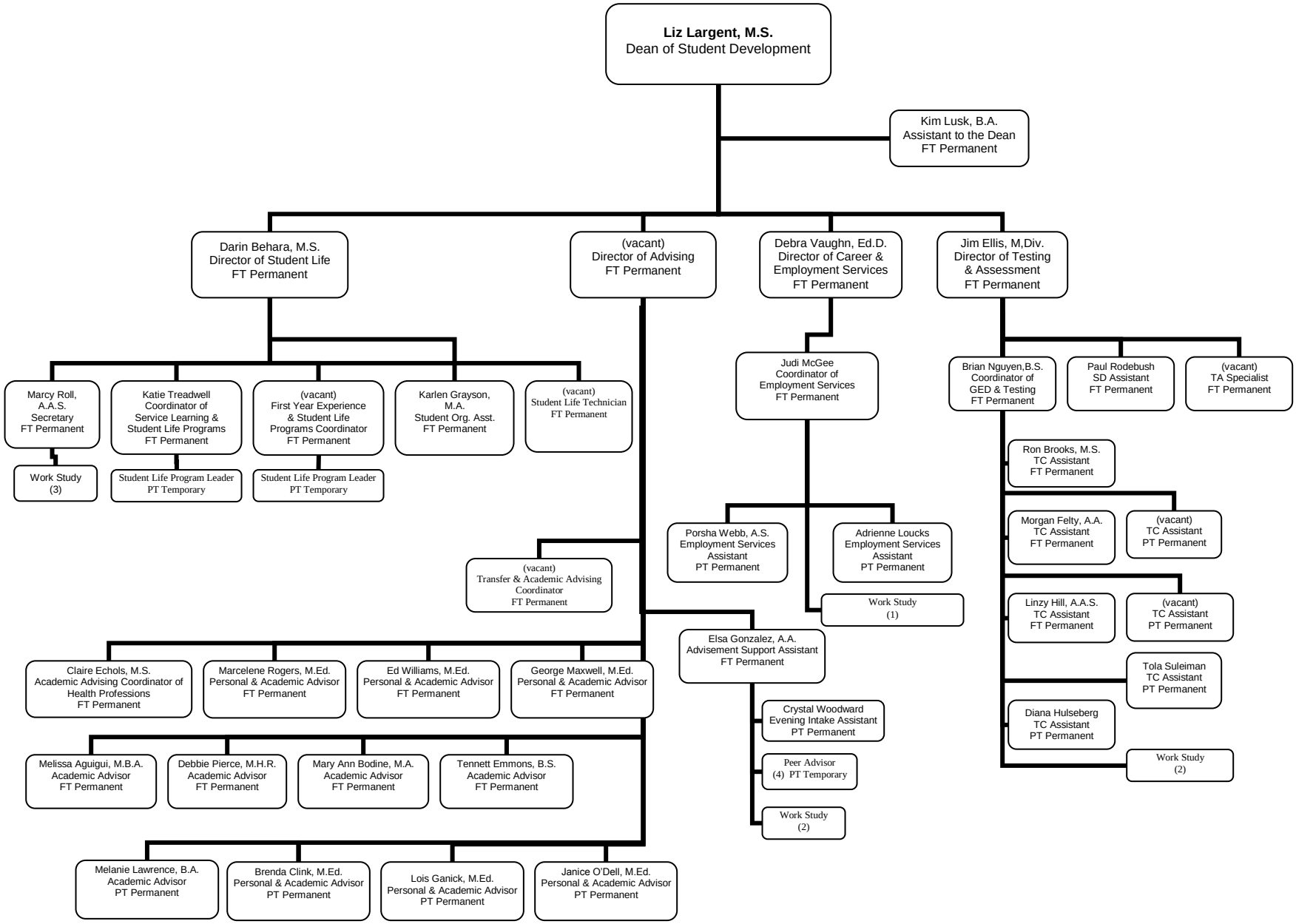
Summary of Transfer Tours

University Offered	Total Visits Scheduled	Total Students Signed Up	Total Students Attended	Month	Total Visits	Total Students Attended
UCO	5	62	30	October	2	12
OU	6	65	36	November	3	21
OSU	1	4	2	February	4	15
SNU	1	0	0	March	4	27
OKCU	1	5	3	April	1	2
USAO	2	8	6	May	0	0
OU-College of Journalism	1	2	0	June	3	3
TOTALS	**17**	**146**	**77**		**17**	**80**

Distance Advising Totals

# Distance Advising Emails Received FY 2008		# Distance Advising Emails Received FY 2007
July 38		July 11
August 47		August 37
September 36		September 29
October 71		October 52
November 39		November 36
December 44		December 25
January 87		January 51
February 48		February 30
March 42		March 29
April 67		April 54
May 67		May 47
June 30 as of 6.23		June 18
TOTAL 616		**TOTAL 419**

Future Plans:

Expansion of Transfer Center and Services Offered	♦ Increase number of universities represented. Call and confirm the day before the Fair that the rep. plans to attend. Increase advertisement of the Fair to students; i.e. mailers, emails, booths, flyers, surveys, inform faculty. ♦ Continue to take groups of students to UCO, OU, USAO, OKCU, & OSU. Survey students to determine other university to include. Advertise more, send mailers inviting students to sign up. ♦ Maintain calendar of visits. Increase frequency of university visits to OCCC and encourage consistency. Have a university rep. present a transfer recruitment program or transition seminar. ♦ Continue to offer the Transfer Guide to students via mail, in person, or on the Transfer table. Enhance, update, and increase the information within the guide. ♦ Offer the Recruitment Training Program once or twice a year and increase the number of students on the panel; alumni, current, and new students. ♦ Offer a Transfer Workshop to students every semester to inform and prepare students for the transfer process. ♦ Strive to provide more Transfer Center Services to evening students.

Student Development
July 1, 2008