

**Department: Office of Academic Advising
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: 10 Exempt
 2 Non-Exempt
Part-Time: 3 Exempt
 1 Non-Exempt
 5 Temporary

Staff Development:

**Melissa Aguigui,
Academic
Advisor**

7/1/2008	FY 2008-2009 OACADA Steering Committee Member
9/5/2008	HSC Counselor's Workshop
9/19/008	OACADA Fall Conference
11/13/2008	Counselor Connection Session at OCU
11/20/2008	Appreciative Advising Discussion with Dr. Jennifer Bloom at UCO
11/21/2008	2008 Women in Higher Education Conference at UCO
2/6/2009	OU Engineering Conference
2/17/2009	UTA-Arlington 12th Annual Advising Conference
2/27/2009	OACADA Spring Conference at OCCC
6/14-16/2009	Council of North Central Two-Year Colleges-Summer Leadership Academy at the Courtyard Marriott Downtown in OKC, OK
6/30/2009	Get Motivated Seminar at Cox Convention Center

**Mary Ann Bodine,
Assistant Director
of Academic
Advising**

11/20/2008	Appreciative Advising Discussion with Dr. Jennifer Bloom at UCO
11/21/2008	2008 Women in Higher Education Conference at UCO
2/6/2009	OU Engineering Conference

2/27/2009	OACADA Spring Conference at OCCC
5/18-19/2009	OCSPA Conference at Northeastern State University in Tahlequah, OK
6/14-16/2009	Council of North Central Two-Year Colleges-Summer Leadership Academy at the Courtyard Marriott Downtown in OKC, OK

**Brenda Clink,
Personal &
Academic
Advisor**

2/27/2009	OACADA Spring Conference at OCCC
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**Claire Echols,
Academic
Advising
Coordinator for
Health
Professions**

9/5/2008	HSC Counselor's Workshop Appreciative Advising Discussion with Dr. Jennifer Bloom at UCO
11/20/2008	
2/27/2009	OACADA Spring Conference at OCCC

**Tennent Emmons,
Academic
Advisor**

9/5/2008	HSC Counselor's Workshop
9/19/008	OACADA Fall Conference
12/22/2008	NACADA "Proactively Planning for a Career in Academic Advising" CD
2/6/2009	OU Engineering Conference UTA-Arlington 12th Annual Advising Conference
2/17/2009	
2/27/2009	OACADA Spring Conference at OCCC

**Lois Ganick,
Personal &
Academic
Advisor**

11/20/2008	Appreciative Advising Discussion with Dr. Jennifer Bloom at UCO
1/2/2009	Master Advisor Workshop case studies presentation at OCCC
2/27/2009	OACADA Spring Conference at OCCC
4/9/2009	Advising Focus Group

**Elsa Gonzalez,
Advisement
Support Assistant**

11/11/2008	WOW Session - "STEP" Supervisor's Guide to the Student Temporary Employment Program
11/20/2008	Appreciative Advising Discussion with Dr. Jennifer Bloom at UCO
11/21/2008	2008 Women in Higher Education Conference at UCO
3/3/2009	WOW Session - Access 2007: Working with Forms
3/3/2009	WOW Session - Coaching Skills for Managers
6/30/2009	Get Motivated Seminar at Cox Convention Center

**Liz Largent,
Dean of Student
Development**

10/2008	Presentation to Leadership OCCC – Leadership Styles
11/20/2008	Appreciative Advising Discussion with Dr. Jennifer Bloom at UCO
1/2/2009	Master Advisor Workshop case studies presentation at OCCC
2/27/2009	OACADA Spring Conference at OCCC
6/19/2009	Survive & Thrive in a MultiGenerational World, The Oklahoma Institute for Mental Health & Substance Abuse

**Melanie
Lawrence,
Academic
Advisor**

11/20/2008	Appreciative Advising Discussion with Dr. Jennifer Bloom at UCO
2/27/2009	OACADA Spring Conference at OCCC

**Kim Lusk,
Assistant to the
Dean of Student
Development**

9/8/2009	Administrative Assistant Conference
10/10/2009	Oklahoma Association of Community Colleges
3/12/2009	WOW: Working with data ranges
3/25/2009	WOW: Working with outlines
4/8/2009	WOW: Collaborating with other programs
4/15/2009	WOW: Working with templates
4/22/2009	WOW: Working with forms
4/23/3009	WOW: Working with web and external data
6/30/2009	Get Motivated Seminar at Cox Convention Center

**George Maxwell,
Personal &
Academic
Advisor**

9/5/2008	HSC Counselor's Workshop
9/19/008	OACADA Fall Conference
11/13/2008	Counselor Connection Session at OCU Appreciative Advising Discussion with Dr.
11/20/2008	Jennifer Bloom at UCO
2/6/2009	OU Engineering Conference UTA-Arlington 12th Annual Advising
2/17/2009	Conference
2/27/2009	OACADA Spring Conference at OCCC

**Sara McElroy,
Transfer and
Academic
Advising
Coordinator**

9/5/2008	HSC Counselor's Workshop
10/1-4/2009	NACADA Conference-Chicago, IL Appreciative Advising Discussion with Dr.
11/20/2008	Jennifer Bloom at UCO 2008 Women in Higher Education Conference
11/21/2008	at UCO
2/27/2009	OACADA Spring Conference at OCCC
4/27/2009	Cultural Competency Training at OCCC
5/18- 19/2009	OCSPA Conference at Northeastern State University in Tahlequah, OK

**Debbie Pierce,
Academic
Advisor**

9/5/2008	HSC Counselor's Workshop
9/19/008	OACADA Fall Conference
11/13/2008	Counselor Connection Session at OCU Appreciative Advising Discussion with Dr.
11/20/2008	Jennifer Bloom at UCO 2008 Women in Higher Education Conference
11/21/2008	at UCO UTA-Arlington 12th Annual Advising
2/17/2009	Conference
2/27/2009	OACADA Spring Conference at OCCC Oklahoma Women in Higher Education - Networking Conference at Rose State
3/3/2009	Community College

3/10/2009 WOW Session - Change Management
 WOW Session - Appreciative Inquiry - An
 3/10/2009 Approach for Faster and Deeper Change
 Council of North Central Two-Year Colleges-
 6/14- Summer Leadership Academy at the
 16/2009 Courtyard Marriott Downtown in OKC, OK

**Marcelene James,
 Personal &
 Academic
 Advisor**

9/5/2008 HSC Counselor's Workshop
 11/13/2008 Counselor Connection Session at OCU
 Appreciative Advising Discussion with Dr.
 11/20/2008 Jennifer Bloom at UCO
 2/27/2009 OACADA Spring Conference at OCCC
 Get Motivated Seminar at Cox Convention
 6/30/2009 Center

**Ed Williams,
 Personal &
 Academic
 Advisor**

10/1-4/2008 NACADA Conference-Chicago, IL
 Appreciative Advising Discussion with Dr.
 11/20/2008 Jennifer Bloom at UCO
 2/6/2009 OU Engineering Conference
 2/27/2009 OACADA Spring Conference at OCCC

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 Prof.	PT Prof.	PT Prof. Temp	FT Classified	PT Classified	PT Classified Temp	Non Staff
\$511,566	\$71,406	\$56,948	\$73,057	\$10,701	\$37,660	\$42,275

Account # 11-01-93182 (Student Development)

Used to support advisement outreach programs, including: probation students, transfer center, advisement month, etc.

FT Prof.	PT Prof.	PT Prof. Temp	FT Classified	PT Classified	PT Classified Temp	Non Staff
\$0	\$0	\$0	\$0	\$0	\$0	\$10,000

Function: Academic Advising

Program Highlights & Information:

Advisement Month

During fall 2008 (October-November) and spring 2009 (March-April) various activities and events were planned to promote the student visits to the office of academic advising to enroll early for the upcoming semester. The following is a summary list of those activities:

- 2 drawings/week for \$10 gift card to Carson's
- 1 drawing/week for \$50 Wal-Mart gift card
- In the Spring we tried Advising On the Go, and will revisit this in the Fall.
- Peer Advisors man Advising tables in CU promoting Advisement Month, making appointments and answering questions.
- Promoted in all SCL1001 Advising Sessions.

Advisement Sessions

All sections of the SCL1001 course, designed for new students, were required to attend a 50 minute presentation on academic advising in the fall and spring. Approximately 3,000 students attended the sessions, which were lead by Sara McElroy, Transfer and Academic Advising Coordinator. Topics included: academic planning, course load, academic policies, selection of major, etc.

Distance Advisement

The link is located on the Academic Advising web site (<http://www.occ.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. Melanie Lawrence, part-time Academic Advisor, was the primary staff responsible for receiving and responding to distance advisement requests and Kim Lusk, Assistant to the Dean of Student Development, was responsible for the tracking of the distance advisement correspondence. 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.

In the upcoming year, Sara McElroy will assume responsibility for the distance advisement e-mails, an additional e-mail (healthproadvisor@occ.edu) will also be added to expand distance advisement services and as part of the Achieving the Dream initiative, a real-time, instant messaging advisement software program is expected to be implemented.

The top 10 issues/questions addressed through distance advisement includes:

- Changing major
- Getting a transcript

- Finish up associates degree
- Diversified studies contracts
- Enrolling for fall, summer, spring
- Faculty advisor
- Finish degree
- Graduation completion
- Math placement score
- Nursing program

E-Advising Module

E-Advising was identified as a product to enhance academic advisement through the Achieving the Dream initiative. This product takes advantage of current installed Datatel features such as Degree Audit, Educational Plan, and WebAdvisor Registration along with new web-based software to create an on-line advising solution that supplements formal advisor/advisee relationships, supports walk-in advising centers, and enables a self-serve advising model. The following features are provided with the e-Advising product:

Students

- Create and modify a plan of courses for an academic program using course planning worksheets
- Select course sections for registration using a program evaluation as a search filter
- Add courses to their course planning worksheet, using their program evaluation as a search filter
- Indicate the planned term for taking courses and plan the number of credits for variable credit courses
- Email their advisors without leaving the program
- Run a program evaluation to check their progress in a current program, or run a “what-if” evaluation for another program the student is considering, to see what requirements of that program are met
- Enter Public Worksheet Notes that are seen by their advisors, as well as enter Private Worksheet Notes that cannot be seen by advisors
- See which courses and /or the Student Educational Plans that have been approved by their advisor

Advisors

- Search for courses to add to the student’s educational plan, using the student’s program evaluation (course planning wizard) and/or specified criteria as a search filter
- Notify students by email that a Student Educational Plan has been updated
- See the suggested plan of courses for a program that a student has entered on the course planning worksheet and approve the courses, making them part of the student’s educational plan
- See the student’s public comments about the plan

Consulting Visit Activities

During the two days that Rose & Tuck consultants were on-campus at the end of May the consultants went through the following activities:

- A review of current installation was performed within the Test Environment of Datatel
- Discovery session to outline current advising process while discussing available options that might be implemented with the e-Advising product
- Detailed review of product features and functionality
- Detailed review of setup procedures
- Discussion to identify potential system/work-flow adjustments required to provide an e-Advising product that is most beneficial to both students and advisors (i.e. the addition of semester terms that span two years into the future)
- Reviewed the steps that both a student and an advisor would have to take in completing all e-Advising tasks. Suggestions were made by both consultants and participants as to changes necessary to make the e-Advising product more user-friendly for both advisors and students (limited customization was needed) All adjustments will be made by the consultants with documentation provided.
- Few participants participated in activities that allowed them to use the e-Advising software both from an advisor and student's perspective.
- Detailed conversation throughout the consulting visit focusing on best-practices for rolling out the software (i.e. discussion focusing on how much pre-populating of the course catalog would be beneficial for our student population.
- Discussion concerning the review of our current Degree Audit setup and the need to ensure that program changes are consistently updated to match current programs offered.
- Consultants began putting together documentation outlining setup procedures and customizations.

Next Steps in FY2010

- Consultants will begin making desired customizations in the Live system
- Consultants will develop documentation in support of any customizations suggested along with the development of materials that will be used during our on-campus training sessions
- OCCC staff will add future terms within RYAT to provide educational planning for up to two years in the future
- OCCC staff will review setup within the LIVE Datatel account
- OCCC staff will begin reviewing course curriculum patterns within Datatel to ensure all curriculum programs have been updated
- OCCC staff will begin reviewing upcoming calendar to identify best time and method for e-Advising training
- OCCC staff will identify a "Go Live" date after documentation is received and a training plan is developed. Most likely some training will occur in the Fall with the academic advisors and will continue in the spring with faculty and students.

Faculty Advisor Pilot

During the summer of 2009, 13 faculty signed up to be a part of a pilot program in which they worked 5 hours a week in the Office of Academic Advising in an effort to provide additional advisement services to students in a convenient manner. The impetus for this program arose from the data and process of the Achieving the Dream initiative.

Although specific student's need may vary based on their major, the general target population of this project is a student with 30+ successful hours of college-level coursework completed and in need of guidance regarding the selection of courses to complete an associate's degree, the selection and approval of electives, approval for a deviation from pre and co-requisites listed on the degree sheet and other common issues students face that are best responded to by a faculty member who is an expert in the area of study.

Faculty advisor contracts ran from June 1 - July 31, 5 office hours per week, special contract for 2 credit hour adjunct equivalent and August Intersession, 7 office hours per week, special contract for 1 credit hour adjunct equivalent

Training was provided to each faculty advisor within the hours designated by the special contract. Highlighted areas of training included:

- Review Packet of Information
- Faculty Advisor Request Process
- Diversified Studies Contract Procedure
- Office Resources Tour (copier, extra handouts, office supplies)
- Review Test Score Interpretation
- Using Datatel
- Using Advisor Trac
- Role of Peer Advisors

Each division could have up to 4 faculty advisors working on special contract under this pilot program.

This pilot program will be assessed in FY10 at its conclusion and adjusted as appropriate.

Master Advisor Workshop

One Master Advisor Workshop was held in January 2009. This year's workshop was revised to better accommodate the needs of the faculty advisors. Evaluations collected following the event were extremely positive, with the exception of the nursing faculty who felt they should not be required to attend. The topics and schedule are listed below:

8:45 a.m.	Advising Theory	Liz Largent
9:15 a.m.	Transfer Center Resources	Sara McElroy
9:30 a.m.	Academic Advising Professional Resources	Melissa Aguigui
10 a.m.	Academic Advising @ OCCC	Mary Ann Bodine

10:30 a.m.	FERPA	Gloria Barton
11 a.m.	MineOnline & MultiDivisional Program	Bertha Wise
Noon	Lunch	Carson's Catering
1 p.m.	Policies & Procedures Jeopardy	Liz Largent & Mary Ann Bodine
2 p.m.	Case Scenarios	George Maxwell & Lois Ganick
3 p.m.	Q & A	George Maxwell & Lois Ganick

Oklahoma Academic Advising Association Annual Conference

Lead by Academic Advisor Melissa Aguigui, the academic advising office staff had the privilege of hosting the spring OACADA conference at Oklahoma City Community College on February 27, 2009. In addition to coordinating the logistics for the conference, the advising staff team also prepared and presented a session during the conference regarding best practices in academic advising. The conference was a great success and a wonderful opportunity to showcase the services of our college.

Peer Advising

The Peer Advisors teach the students how to navigate *Mine Online*, help students create a class schedule that fits their availability and register new students for classes through Datatel's RGN screen. There has been a very positive response from the students and Academic Advisors in providing this service since the program originally began in the spring of 2007.

Prior Learning Assessment

Liz Largent, Dean of Student Development, is the contact person for the Prior Learning Assessment. 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 and 5 inquired about this program.

Probation Outreach

In an effort to impact persistence and retention among at-risk students, the advisors assumed responsibility for outreach to students, currently enrolled, taking one or more developmental classes in Spring of 2009, but on probation as a result of their fall 2008 coursework. Incentives to draw students to participate included: Office of Advising T-Shirts; 19" Flat Screen TV. Of the 693 students identified that matched the criteria, 82 students met with an advisor to discuss their academic challenges,

goals and plans. Research on success of students who chose to participate versus those that did not participate indicates those that participated were more successful in their coursework during spring 2009. Full information regarding the data is listed in the quantitative data section of this report.

The criterion that was set in order to select students for the outreach produced a list with 20% misidentified students. In order to prevent this in the future, it will be important to run GPA's and academic status for each identified student prior to outreach effort.

There seemed to be conflicting information in the Datatel system across screens. A student may show that they are on academic probation on the SACS screen, while their cumulative GPA shows that they have a 4.0 on the STAT screen, but on the STAC screen it shows that they have only complete one class with a C (ex. Student 140189). Similar discrepancies were present for other students. For this reason, the percentage of students that moved from academic probation to good standing or suspension was not reported.

Professional Development

There were several professional development opportunities for the Academic Advising staff this year. Some were group events and others were individual assignments. The Academic Advising staff met with several of the OCCC departments/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:

- Jim Ellis, Director of Testing and Assessment Services, 07/03/2008
- Tamara Carter, Director of Mathematics, 10/16/2008
- Darby Johnson, Coordinator of Student Learning, 10/30/ 2008
- Kim Kyker, Clinical Research Academic Program Coordinator, 11/06/2008
- Frank Rexach, Clinical Community and K-12 Outreach Coordinator, 11/06/2008
- Molly Henderson, Director of Cooperative Alliance Programs, 12/04/2008
- Alexa Mashlan, Coordinator of Cooperative Alliance Programs, 12/04/2008
- Melissa Dyer, Coordinator of Cooperative Alliance Programs, 12/04/2008
- Tammy Steward, Coordinator of Interpreting Services, 02/05/2009
- Jennifer Ball, Physical Therapy Assistant Program Director, 02/05/2009
- Sunny Garner, Coordinator of International Student Services, 03/12/2009
- Michelle Crom, Office Manager- Aviation Science Institute-OCCC, 04/02/2009
- Misty Underwood, Academic Advising at UT-Arlington, 04/16/2009
- Janis Armstrong, Coordinator of Veterans Services, 06/18/2009
- Alicia Harris, Assistant Director of Student Aid Programs and Services, 06/18/2009

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.

Progress Reports

During spring 2009 a pilot project was initiated, lead by Susan Vanschuyver, Dean of Arts and Humanities, Sonya Williams, Department Chair of Science and Liz Largent, Dean of Student Development. The pilot project solicited the assistance of 13 faculty in various academic areas, teaching 43 sections. These faculty utilized the Angel gradebook function for their on-line and face-to-face courses to aid students in tracking their on-going success in each class. Initial student and faculty surveys indicated an overwhelmingly positive response, suggesting that use of the Angel grade book feature contributed to student success. Additional data will be collected regarding student success in those sections and Sonya Williams will assume responsibility for training faculty in use of the Angel grade book in FY2010 and additional data will continue to be collected. This project was initiated through activities associated with the Achieving the Dream project.

Publications

Academic Advising Handbook for Students

The Academic Advising Handbook is used in individual advisor/student meetings and also used in presentations to all Success and College and Life course sections, which are lead by Sara McElroy. 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.

Academic Advising Guidebook for Advisors

The purpose of the Academic Advising Guidebook for Advisors 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, thanks in large part to Personal and Academic Advisor Brenda Clink. The guidebook was distributed to all faculty advisors who requested a copy, as well as to academic advisors within the office.

Academic Advising Business Card

This year a general, full-color business card was created to promote the option of appointments and distance advisement services to students. The cards will be printed and used beginning in FY10.

Accuplacer Preparation Guide

This year advising staff worked with admissions staff to create a guide for new and returning students to aid them in taking the college placement test, Accuplacer. The efforts to create the publication were lead by Personal and Academic Advisor Lois Ganick. The guide is distributed to new students through the office of admissions and to students as needed through the advising office and the test center. The

guide offers resources to prepare for the test, test taking tips and sample questions for students to review in an effort to ensure they do the best they can on the exam.

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. The website content is maintained on a day-to-day basis by Elsa Gonzalez and is in the process of being redesigned under the leadership of Mary Ann Bodine.

Function: Transfer Center

Program Highlights & Information:

School Visits

Nearly 20 institutions scheduled visits to the OCCC campus to recruit and provide information to students since August 2008. Many of these universities have standing 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 are offered.

Transfer Fairs

The bi-annual Transfer Fair was held in October 2008 and March 2009. 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 attended the fair to answer questions students may have concerning their departments. Both dates were successful and many students were in attendance. An invitation was emailed to approximately 2000 students each semester.

Transfer Guide

The Transfer Guide continued to be 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. It is currently under review and will be updated by Fall 2009.

Transfer Center Website

The Transfer Center website is www.occc.edu/transfercenter and can be accessed from the OCCC home page, or through the Office of Academic Advising website. Much of the information within the Transfer Center website can be found within the Transfer Guide. There is also a link to the university visit calendar and upcoming campus tour dates. The transfer equivalency guide link continues to be popular with students and staff alike.

Recruiter Training Program

The Recruiter Training Workshop was held on February 5, 2009. It continues to inform visiting university recruiters about the environment and culture of the students on the OCCC campus. The Recruiter Training Program provides 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.

Campus Tours

The Transfer Center continued to offer campus tours during 2008-2009 to better assist students in the transfer process, get connected, obtain information, and make an educated decision on the four-university to attend. The universities chosen were based on the universities students transfer to most and by inquiries and interest shown by students.

Qualitative and Quantitative Assessment and Usage Data:

Academic Advising 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 Liz	Seen by Sara	Seen by Peer Advisor	# of Working days	Avg. # seen per day
Jul-08	4138	963	1541 71%	644 29%	111	13		866	22	188
Aug-08	4908	1213	1916 70%	829 30%	166	48		736	22	223
Sep-08	1318	503	574 82%	123 18%	115	0	2	1	21	63
Oct-08	2869	718	1260 77%	373 23%	159	5	1	353	23	125
Nov-08	2490	704	989 75%	323 25%	83	4	0	387	18	138
Dec-08	2837	879	1111 83%	222 17%	63	8	54	500	18	158
Jan-09	4327	1248	1249 65%	673 35%	142	86	64	865	17	255
Feb-09	1385	614	475 75%	155 25%	119	0	10	12	20	69
Mar-09	1747	651	722 80%	186 20%	115	0	15	58	17	103
Apr-09	3642	1199	1302 72%	502 28%	132	5	41	461	22	166
May-09	3323	1153	1110 72%	424 28%	115	2	64	455	20	166
Jun-09	3414	913	1253 77%	370 23%	127	1	53	697	22	155
TOTAL	36,398	10,758	13,502	4,824	1,447	172	304	5,391	20	151

FY 2008 Comparative Data

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
28,542	9,863	10,060	5,413	1,502	1,704	19.9	119

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 3407 change of major and faculty advisor requests were processed in the Advising Office this fiscal year. 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.

# of student requests for a faculty advisor, per division (waiting, assigned, and unassigned)	AH	BUS	IT	SM	SS	HP
	814	902	291	729	625	46
Total requests	3407					

Total # of 2nd requests	243 or 7%
# Unassigned after 2 nd request	# Assigned after 2nd request
30	213

# Assigned after 1st request						
2997 or 88%						
# Total Waiting	AH	BUS	IT	SM	SS	HP
167 or 5%	49	41	14	32	28	3

# Faculty initiated change of major	13
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FY 2008 Comparative Data

# 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
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Distance Advisement #'s

July	57
August	43
September	25
October	33
November	42
December	47
January	52
February	33
March	41
April	68
May	61
June	46
Total	548

Probation Outreach Overview

Total Number of Students identified for Outreach	693
Total Number of Students Contacted by email.	693
Total Number of students that responded to email.	37 email responses (33 made appt.)
Total Number of Students sent letter.	661
Total Number of students that responded to letter.	54
Total number of appointments made due to receiving an email or letter (This includes those students who made multiple visits.)	81
Total number of office visits through appointments due to Outreach. (This includes those students who made multiple visits.)	60
Total number of no-shows for office visits (This includes those students who made multiple appointments.)	21
Total number of students who were serviced in the Office of Academic Advising either by appointment or who walked in after receiving an email or letter without an appointment.	82
Total Number of students that were miss-identified for outreach purposes.	141
Total returned letters – wrong address	45

GPA information for students who did not receive probation outreach services through the Office of Academic Advising:

No Services Spring 09	Students (#)	Mean	Median	Mode	Range
Fall 08 Sem. GPA	488	.47	0.0	0.0	0.0 -3.0
Fall 08 Cum. GPA	488	.49	0.0	0.0	0.0 -1.93
Sp 09 Sem. GPA	239	.97	.20	0.0	0.0 – 4.0
Sp 09 Cum GPA	239	.92	.83	0.0	0.0 – 2.70

Of the 488 above reported on students that attended in the fall of 2008 only 49% returned for classes in the spring of 2009 and received no services from the Office of Academic Advising.

GPA information for students who did receive probation outreach services through the Office of Academic Advising:

With Services Spring 09	Students (#)	Mean	Median	Mode	Range
Fall 08 Sem. GPA	64	.97	1.0	1.0	0.0 – 4.0
Fall 08 Cum. GPA	64	1.0	1.0	1.0	0.0 – 1.90
Sp 09 Sem. GPA	60	1.52	1.5	0.0	0.0 – 4.0
Sp 09 Cum GPA	60	1.39	1.5	1.0	0.0 – 2.73

Of the 64 above reported students that attended in the fall of 2008, 94% returned for classes in the spring of 2009 and received services from the Office of Academic Advising.

Probation Outreach Survey

Survey conducted in spring 2009 of the needs of students on probation currently enrolled in one or more developmental courses. Below is a summary of the results of that survey:

Why did you choose Oklahoma City Community College?

- It was close to home, it has the courses I want and the time frames I need.
- Because is near home.
- I choose OCCC, because it's a good school. It is close to home, and I have easy access to the school. I have always heard great things about this school. It has the major I want to be in.
- Seemed like the right thing to do after high school, and it was closer for me to drive to as well as being cheaper.
- It was affordable. I didn't want to go straight to a big 4 year university right out of high school.
- Cheap

- Cost, my best friend also attended.
- It is a good school & I have friends that go there.
- Mostly because of money.
- The closest to home.

What is your plan after you graduate?

- To go to work and help my husband pay bills and buy a second car.
- Transfer to the University of Oklahoma.
- My plan is to go into the work field after I get my AOT degree.
- To get a good steady job as a nurse.
- Get my bachelor's degree.
- Go to the army.
- Be successful.
- From OCCC, I plan on transferring to Rose State and get into the program to become a Dental Hygienist.
- Be dependent.
- Get the career that I like to do.

Which of the following factors contributed to you being placed on academic probation? (Check all that apply) (9)

1. lack of academic preparedness – 25% (2)
2. lack of family support – 25% (2)
3. lack of planning – 50% (4)
4. selection of inappropriate major – 12.5% (1)
5. poor study habits – 75% (6)
6. test anxiety – 62.5% (5)
7. Other (please specify):
I was never supposed to be placed on Academic Probation.
No sitter.

How were you contacted to meet with the Office of Academic Advising: (Check all that apply)

1. by email – 77.8% (6)
2. by letter – 75% (6)
3. I came as a walk-in student after I realized I was on Academic Probation – 11.1% (1)
4. Other:
I had made an appointment to talk about my probation.

How many times did you meet with an Academic Advisor?

1. None
2. 1 time – 25% (2)
3. 2 times – 62.5% (5)
4. 3 or more times – 22.2% (2)

Explain how meeting with an Academic Advisor did/did not benefit you during this past semester.

- It benefited me because it helped me to realize that I need to do better.
- It benefited me because I knew I needed advice and help.
- The advisor gave me motivation and told that she will help me if I would like to succeed in college.
- I was able to come out of this spring Semester with better grades than I did in the fall. It helped me to talk to someone and was able to figure somewhat of a schedule out for myself.
- It helped me make sure that my classes were right on track and helped me realize that I am able to do things with or without my family support, my adviser was very helpful for me this past year that I met with him.
- I met with an Academic Advisor who looked over my paper work and said that I shouldn't have been placed on probation because I was in my first semester, therefore I didn't meet the requirements of being put on probation.
- It did benefit what my plans are.
- The meeting was productive. It allowed me to gain more understanding about how to come off of academic probation.
- Helped me to better understand about the college, and how to be better prepared.
- Some of the advisors were very helpful, others could care less about what I had to say.

What other services, if any, did you use on campus to help improve your academic standing?

1. Tutoring – 12.5% (1)
2. Labs – 90% (9)
3. Office of Student Support Services
4. Office of Career and Employment Services – 12.5% (1)
5. I didn't do anything different – 12.5% (1)

Do you have any suggestions or recommendations for how the Office of Academic Advising could better serve students who have been placed on Academic Probation?

- I wish I did.
- NO, they get down to business and let someone know how things are straight up about the grades and standings and I like that about the advising, I don't like to be lied to.
- I would recommend that someone double check the information of the students who are going to be put on probation. I was not supposed to be put on probation which could have gone on my academic record. This could have kept me from getting into a program for my major at a different college.

Summary of Transfer Tours to 4-Year Institutions

University Offered	Total Visits Scheduled	Total Students Signed Up	Total Students Attended
UCO	4	42	28
OU	5	52	35
Cameron	1	2	2
OCU	1	3	1
USAO	1	1	0
TOTALS	12	100	66

Summary of Transfer Tours to 4-Year Institutions By Month

Month	Total Visits	Total Students Attended
October	2	20
November	2	16
February	2	6
March	1	0
April	4	17
June	1	7
	12	66

Summary of Visits By 4-Year Institutions By Month

Month	Total Visits FY 2009	Total Visits FY 2008
August	6	12
September	16	22
October	25	23
November	13	20
December	7	19
January	9	29
February	23	34
March	18	18
April	28	30
May	6	7
June	16	7
TOTAL	167	229

Comparison of Visits to OCCC By 4-Year Institution

University	Total Visits FY 2009	Total Visits FY 2008
Cameron	6	7
ECU	1	6
Grand Canyon University	1	0
Langston	4	11
MACU	10	30
Newman	10	14
OBU	4	3
OCU	4	5
Oklahoma Christian. Univ.	0	4
OK Wesleyan	1	0
Oral Roberts University	0	1
OSU	13	2
OSU-Tulsa	0	3
OU	19	25
OU-CCE	3	12
OU-CLS	34	30
OU-College of Journalism	0	4
OUHSC	0	1
Rogers State	0	1
St. Gregory's	0	7
SWCU	5	33
UCO	21	30
USAO	24	0
UT Arlington	6	0
University of Tulsa	1	0

Transfer Center Surveys

The Fall Transfer Fair Survey was sent out consisting of five questions to the university recruiters that attended the Transfer Fairs at Oklahoma City Community College. The survey was intended to obtain suggestions from the university recruiters in an effort to improve the Transfer Fair.

Number of Surveys Sent: 39

Number of Surveys Received: 17

Do you think that 10 a.m. – 2 p.m. is an appropriate time for the Transfer Fair to be held?

82.4% - yes & 17.6% - no

Those who answered **no** thought that it was too long and should be from 11-1.

Do you think this Transfer Fair was beneficial to your institution?

82.4% - yes & 17.6% - no

Those who answered **no** said that they spoke with few students or did not have the degree programs that most students were looking for.

What changes would you like to see at the next OCCC Transfer Fair?

1. Reserved parking for the representatives.
2. More visible advertising to bring in more students.
3. Offer an evening Transfer Fair option.

What can OCCC do to ensure that the next Transfer Fair is successful for your institution?

1. Provide a list of students to transfer representatives.
2. Offer an evening Transfer Fair option.
3. Nothing.

Would you be willing to participate in an evening Transfer Fair? If yes, what times would you be available?

70.6% - yes & 29.4% - no

A range of times were given from 4 p.m. to 9 p.m.

The Spring Transfer Fair Survey was sent out consisting of five questions to the university recruiters that attended the Transfer Fairs at Oklahoma City Community College. The survey was intended to obtain suggestions from the university recruiters in an effort to improve the Transfer Fair.

Number of Surveys Sent: 45

Number of Surveys Received: 20

Do you think that 10 a.m. – 2 p.m. is an appropriate time for the Transfer Fair to be held?

90% - yes & 10% - no

Those who answered **no** suggested 12 p.m. – 2 p.m. or 12 p.m. – 4 p.m.

Do you think this Transfer Fair was beneficial to your institution?

90% - yes & 10% - no

Those who answered **no** simply stated that not enough students showed up.

What changes would you like to see at the next OCCC Transfer Fair?

1. Move location so students will have to walk through booths.
2. More promotion to bring in more students.
3. Change the time frame.

What can OCCC do to ensure that the next Transfer Fair is successful for your institution?

1. Provide list of students with 45+ credit hours in advance.
2. Inform students of the universities that are going to be in attendance.
3. Nothing

Would you be willing to participate in an evening Transfer Fair? If yes, what times would you be available?

80% - yes & 20% - no

A range of times between 4 p.m. and 9 p.m. was suggested.

Transfer Student Survey

In January 2008, a **Transfer Student Survey** was sent out consisting of ten questions regarding the individual's future plans upon graduating from Oklahoma City Community College and included an offering of resources to aid them. The survey was intended to get the experiences and opinions of upcoming graduates to better assist them in transferring to a four-year university as well as offer resources to guide, aid, and prepare them.

Target Student Population: The survey was sent to current OCCC with 30 credit hours or more.

Number of Surveys Sent: 1644

Number of Surveys Received: 95

Are you planning to transfer to a 4 year institution to complete a Bachelor's degree?

61.1% - yes & 17.9% - no & 21.1% - haven't decided yet

Are you planning to earn your Associate's Degree from OCCC?

94.7% - yes & 5.3% - no

What is your intended transfer major? Top 5:

1. Nursing
2. Business
3. Psychology
4. Engineering
5. Education

If you are planning to transfer, how did you choose which 4 year institution to attend?

1. Location
2. Programs offered
3. Cost
4. Perception/Quality of Education
5. Variety of class times/Scheduling

Have you met a representative from your chosen 4-year university?

26.3% - yes & 73.8% - no

If no, and you would you like assistance in getting connected with 4-year institution, please provide the name of the institution and your name and address.

31 students left their information and were sent a Transfer Guide and offered help getting connected to their chosen 4-year university.

What differences, if any, are you expecting when you transfer to a 4 year institution?

Top 5:

1. Larger classes/Campus
2. Harder classes/Increased work load
3. Increased cost
4. Less personal attention (especially from professors)
5. Nothing

The Transfer Fair, which is held every semester, is scheduled for March 5, 2009 and will host many 4 year institutions. Have you attended a Transfer Fair in the past?

20.7% - yes & 79.3% - no

If you would like more information on the Transfer Fair, please provide your email address.

21 students provided their email address and were sent information concerning the Spring Transfer Fair and encouraged to attend.

Are you aware of the Campus Tours that the Transfer Center offers?

65.6% - yes & 34.4% - no

If you would like more information on the Campus Tours, please provide your name and address or email address.

15 students provided their information and emails are sent to them regarding campus tours.

Do you have a copy of the OCCC Transfer Guide which contains a variety of information to help students in their transfer process?

18.9% - yes & 81.1% - no

If no, and you would like to receive a copy of the Transfer Guide, please provide your name and address. 30 students provided their information and were mailed a Transfer Guide.

What services do you think that OCCC should offer students who are planning to transfer to a 4 year institution? Top 5:

1. Help knowing what courses will transfer.
2. Degree planning.
3. Continue offering current services.
4. Assistance for a smooth transition.
5. Scholarship information.

Statistics show that students who are involved in campus activities are more likely to be successful and have higher GPAs. Are you currently involved in campus activities or a member of a student club or organization?

29% - yes & 71% - no

If no, and you would like information on student clubs and organizations at OCCC, please provide your name and address.

The names of 12 students who answered **yes** to the second question were given to Darin Behara, Director of Student Life.

The results of the OCCC Transfer Student Survey will aid in better assisting future OCCC students transfer more successfully to their chosen four-year university by helping them get connected to their new institution and continuing to develop materials that will better prepare them to transfer and continue to be successful outside of the walls of OCCC.

This data has helped to:

- continue updating the Transfer Guide to insure it meets student needs.
- reveal students need continued assistance in transferring to their chosen university
- reveal more advertising of the Transfer Fair needs to occur for the upcoming fall fair
- understand how to best assist and prepare our students in their transfer process
- reveal the Transfer Guide is a much appreciated and desired resource for our students
- reveal that campus tours sponsored by the OCCC Transfer Center meet student needs.
- provide students opportunities to get involved in OCCC student clubs and organizations.

**FY 2010 Planning Document
ACADEMIC ADVISEMENT**

Goal, Task or Initiative Name	Description	New, Continuing, or Enhancement
On-Line Forms	Create, implement and train staff for use of on-line forms (diversified studies, overrides, declaration of major, course substitutions, registration forms).	New
Withdraw Alerts	Explore use of the new Early Alert/Retention module to establish 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.	Continuing
Distance Advisement	Select and implement an appropriate distance advisement system, including: enhanced technology, FERPA considerations and staffing.	New
Online Academic Plan	Complete the implementation and train staff, students and faculty on the use of the e-Advising module used to create student academic plans on-line.	Continuing
Advisement Model/Faculty Advisor Pilot	Assess the current pilot program with faculty advisors and adjust as appropriate.	Continuing
Expansion of Transfer Center and Services Offered	<ul style="list-style-type: none"> • Increase visibility of Transfer Center to students by utilizing table space in the College Union, more posters, flyers, mailers, etc. • Increase number of universities represented. • 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, OCU, & OSU. Survey students to determine other universities to include. • Maintain calendar of visits. Increase frequency of university visits to OCCC and encourage consistency. • Have a university representative present a transfer recruitment program or transition seminar. • Continue to offer the Transfer Guide to 	Continuing

	<p>students via mail, in person, or on the Transfer table. Enhance, update, and increase the information within the guide.</p> <ul style="list-style-type: none">• 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.	
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Department: Student Employment & Career Services
Unit: Student Development

Mission:

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

Organization and Management:

Full-time: 2-Exempt

Part-time: 2-Non-Exempt (25 & 30 hours per week)

FWS: 1-Federal Work Study

Staff Development:

Debra Vaughn; Judi McGee; Adrienne Loucks (Resigned 10/09/08); Robert Brennecke (Resigned 01/23/09); Christopher White; Nicholas Lyon (New Hire-5/26/09)

Oklahoma Association & Career Employment Professionals (OACEP)

Debra Vaughn 2 meetings

Judi McGee 3 meetings

Oklahoma City Metro Employers Council-Monthly meetings

Debra Vaughn 1 meetings

Judi McGee 5 meetings

Oklahoma Academic Advising Association (OACADA)

Debra Vaughn 1 meeting (Committee/Presenter)

Career Guidance Network of Oklahoma-Spring Conference

Debra Vaughn 1 meeting

Judi McGee 1 meeting

OCCC Health Career Programs Outreach

Debra Vaughn 3 meetings

WOW Sessions

Debra Vaughn 04; Adrienne Loucks 01; Christopher White 04; Durell Carter 01;

Judi McGee 03; Robert Brennecke 01; Nicholas Lyon 02

Financial Resources:

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

Fixed Assets (503)

Equipment 550.00

Materials & Supplies (504)

Supplies & Resource Materials 3,500.00

Services (505)

Postage 990.00

Long Distance 375.00

Other (508)

Professional Memberships 650.00

Total Budget \$ 6,065.00

Job Fair-18809: Presentation of two Job Fairs 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	\$20,000.00

Function: Student Employment Services

Program Highlights & Information:

	<u>07/08</u>		<u>08/09</u>
Total Students Employed	726		793
Total Reporting Employers	60	General & Health	57
		Career Transitions Employers	<u>96</u>
		TOTAL:	153
 Average Student Salary	 \$16,634.56		 \$17,475.43
 Total Student Economic Impact	 \$7,386,890.76		 \$7,948,257.05

Top 10 OCCC Student Employers (Students Hired)

01. Oklahoma City Community College	177
02. HCA Healthcare (OU Medical Center)	56
03. Wellness and Fitness Center	52
04. United Parcel Service	32
05. Fedex/Warren Theatre	24
06. Sitel/AT&T	18
07. Parks & Recreation	17
08. Hobby Lobby/CVS Pharmacy	15
09. Lowes/Home Depot	14
10. Banc1st/Scholastic Books	12

Top 10 OCCC Student Employers (Salary Impact/Contribution)

01. Oklahoma City Community College	\$1,509,456.12
02. HCA Healthcare (OU Medical Center)	1,380,697.90
03. United Parcel Service	429,396.25
04. Total Medical Personnel Services	312,000.00
05. Fedex	342,287.47
06. Home Depot	324,880.00
07. a) Total Medical Personal Services	312,000.00
07. b) Lowes	312,000.00
08. Accel Financial Staffing	272,600.00
09. a) CIT Group	260,000.00
09. b) Hobby Lobby	260,000.00
10. OK DPS	208,000.00

FY08 FY09

Federal Student Workers: May 08 = 30....May 09 = 53: 76% Increase
Student Workers: May 08 = 41....May 09 =124: 202% Increase
 (Per OCCC HR, Karen Schmidt, June 1, 2009)

College Central Network (CCN) OCCC Job Board:

Online and available 24/7 for On-campus & Off-campus jobs & internships

Students register with their 7-digit student ID number
 Approximately 200-270 daily job listings & students may post their resumes
 CCN also provides nationwide job listings: 70,159

Total number of students registered on the Job Board: 1,339
 Total number of employers registered on the Job Board: 1,572
 Total number of employer reviews of student resumes 853

	<u>06-07</u>	<u>07-08</u>	<u>08-09</u>	
New Student Registrations	159	342	891	160% Increase
New Jobs Posted	914	1,240	1,109	11% Decrease
Full Time	638	Part Time	479	
Internship	132	Seasonal	38	
Volunteer	03	Work Study	25	

New Employer Job Board Registrations:

<u>06-07</u>	<u>07-08</u>	<u>08-09</u>	
353	305	227	25% Decrease

NOTES:

1. The OCCC Nursing Division has granted permission to the SE&CS office to add a new webpage link to their OCCC Nursing Job Board. This additional job resource provides a variety of health related job opportunities for students.
2. During the Spring 09 semester CCN added 128 Career/Employment Videos to their website. The videos are a complement to our program services.
3. During the 08-09 academic year, permission was granted from the Greater Oklahoma City Chamber of Commerce Education Department (Greater Grads, etc.) to list their 40-45 internships on our Job Board; providing valuable student internship opportunities on a daily "online" basis.
4. During the spring 09 semester, permission was granted from CCN to add the national internship listings to our Job Board site.
5. Current Job Board local and national internship listings: 64

Optimal Resume, Cover Letter & Interview Program:

Online and available 24/7 for student's creation of job search documents
 Skills Center provides Practice Interviewing: (Interview Types): Behavioral, Initial, Business, Medical, Law, Final Candidate and Build Your Own Interview

Optimal Resume:	<u>07-08</u>	<u>08-09</u>	
Total Number of Students Registered	318	1,449	355% Increase

Student Temporary Employment Program (STEP):

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

Training luncheons		Student Worker Attendance
11/06/08	Internship Search/Application	37
11/10/08	Job Board Registration	40
12/04/08	Job Interview Appropriate Dress	33
03/26/09	Job Interview Dining Etiquette	33
04/22/09	Interview Skills	<u>31</u>
		Total Attendance 174

OCCC Job Flier Postings Bulletin Boards/Job Tables: 1,912

OCCC Job Fairs (General & Health Employers) Fall 2008 & Spring 2009:

Wednesday, October 1, 2008

General Employers 10-2:00 pm	83
Health Employers Noon-6:00 pm	<u>36</u>
Total Employers	119

Wednesday, March 4, 2009

General Employers 10-2:00 pm	70
Health Employers Noon-6:00 pm	<u>30</u>
Total Employers	100

Academic Year Employer Total 219

Job Fair & Health Job Fair Estimated Attendance:

Fall 2008/2,000 + Spring 2009/3,000 = Total 5,000

Job Fair Employers Evaluations:

Fall 08 & Spring 09: 99% Plan to participate in the future

Employer Campus Recruitment Visits: 06-07 07-08 08-09

(In conjunction with Student Life/Marcy Roll) 99 175 100 42% Decrease

OCCC Student Jobs Orientation - "How to Work on Campus" with

OCCC HR, Karen Schmidt:

Student Attendance	
October 08, 08	38
February 11, 09	31

"New" Service:

FAFSA, Federal Work-Study Authorization Letters submitted to the SE&CS office & forwarded to HR/Karen Schmidt: Total: 240

Meetings & Class Presentations: Judi McGee, Employment Coordinator

STEP Training Luncheons	05	Transfer Day	02
General Classroom Presentations	04	TLC	02
Business Classroom Presentations	12	Career Class	04
Career Transitions Workshops	25	Opening Day	02
OK Employment Security Commission	03	UPS Ed. Day	01
Greater Grads Meetings/Career Fair	03	Student Clubs	06
HR-Karen Schmidt, Jobs on-campus	02	YMCA	01
OSU-OKC How to apply Federal Jobs	01	FAA Meetings	<u>02</u>
South OKC Chamber	04	Total:	<u>47</u>

Meetings & Class Presentations: Christopher White, Employment Clerk

STEP Training Luncheons	05
PSY-1001, Career Transitions Class	04
Greater Grads Career Fair	<u>01</u>
Total:	<u>10</u>

Function: Career Services

Program Highlights & Information:

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

Debra Vaughn	6,373
Judi McGee	36,548 (Job Board Emails Students/Employers)
Robert Brennecke	567
Adrienne Loucks	352
Nicholas Lyon	103
Christopher White	3,225
Durell Carter	<u>360</u>
Total Contacts:	47,528

Career Days Events:

	<u>07-08</u>	<u>08-09</u>
Tinker AFB Internship Program	10/23/08	28
DISNEY Internship Program	12/03/08	23
Greater Grads Workshop	02/05/09	19
Greater Grads Career Fair/Cox Center	02/24/09	08
United States Military Career Fair	02/24/09	<u>500</u>
Total:	497	578

Greater Oklahoma City Chamber of Commerce

Greater Grads Summer Internship Program:

	Student Interns	
	<u>07-08</u>	<u>08-09</u>
Student Employment & Career Services	05	15
Student Life	<u>03</u>	—
Total:	08	15

WOW Sessions with HR-Karen Schmidt & Debra Vaughn, Presenters:

Faculty/Staff Attendance

11/11/08	12
11/19/08	32
02/11/09	canceled, no registrations

OCCC PIONEER Newspaper Articles, Advertisements, PSA's: 99

Employment & Career Power Workshops:

<u>07-08</u> Attendance		<u>08-09</u> Attendance		
F 07 = 09	23	F 08 = 10	51	
S 08 = <u>08</u>	<u>27</u>	S 09 = <u>10</u>	<u>63</u>	
Total: 17	50	Total 20	165	Increase 230%

DISCOVER (ACT) Career Guidance Program Usage:

	<u>06-07</u>	<u>07-08</u>	<u>08-09</u>	
Number of unique/individual users	265	1,122	1,366	11% Increase
Number of DISCOVER uses	965	3,186	4,130	29% Increase

Group Meetings & Classroom Presentations: Debra Vaughn

PSY 1001-Career Exploration Classes: 2-Eight Week Sessions, F/Sp

UPS Education Fair	01	Success in College & Life	79
INFO Fest	02	Greater Grads Meetings	02
OCCC Opening Day	02	BPA	01
Transfer Day	02	TLC	01
STEP Trainings	05	HR-K Schmidt/Campus Jobs	<u>02</u>
Career Transitions	02		Total: 99

Note: The presentations to 79, SCL classes provided excellent opportunities to connect with students and make them aware of our services.

"New" Student Employment & Career Services Guide Book: Contents

Welcome Letter

Job Resume Development

Job Resume Examples (Chronological, Functional, Combination)

Job Cover Letter (Cover Letter Example)

Job Post-Interview Thank You Letter (Letter Example)

Improve Your Skills

Common Interview Questions

Professional Etiquette

Internships

Job Interview Appropriate Dress

Professional Interview Makeover (Female & Male)

Job Interview Lunch/Dinner Dining Etiquette (Place Setting Example)

Social Networking Websites (Positive/Negative: Facebook, MySpace, Twitter, LinkedIn)

Future Plans for Student Employment & Career Services:

Goal, Task or Initiative Name	Description	New, Continuing, or Enhancement
Additional Workshops	Addition of summer 09 "Employment & Career Power Workshops" Total 10	New
Students Hired	Distribution of "Graduation Sweepstakes" postcards, Spring 2010 Pinning Ceremony	New
Adult Career Fair	Partnering with Admissions to present DISCOVER career program to prospective adult students	New
S.T.E.P. Trainings	Additional S.T.E.P. Trainings. From 5 to 6 trainings for 2009-2010	Enhancement
Greater Grads Interns Military Career Fair Sophomore Experience Career Days	Interns 2008=10; 2009=15 Financial Aid to present military career and educational funding options Student Life and Sophomore Experience Tinker AFB; FAA; DISNEY; Military	Continuing

Department: Student Life
Unit: Student Development
FY 2009

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 Service Learning, New Student Orientation, campus activities, 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 Spring 2009 (paid)
 3 Graduate Student Interns (open)**

* One exempt position was vacant most of 2008-09 due to a poor applicant pool in Fall 2008. The decision was made to reopen the position in the spring of 2009. The vacant position for First Year and Student Life Programs Coordinator was filled June 1, 2009.

** Three positions are open based on placement from the University of Oklahoma higher education graduate internship program. Applications were submitted to offer unpaid, course graded internships for Service Learning, New Student Orientation, and Leadership Development.

Staff Development:

Darin Behara – Director of Student Life

Professional Development

NASPA Region IV-West Annual Conference, November 2008
Myers-Briggs Type Indicator Certification Training, December 2008
Student Service Meeting, “Climate Survey,” Dr. Paden, March 5, 2009
OCSPA Conference, May 2009
Surviving and Thriving in a Multigenerational World, June 2009

Presentations

Student Life Presentation to Success in College and Life, August-September 2008 (2 sessions)

Myers-Briggs Type Indicator Sessions for Success in College and Life, February 2009 (3 sessions)

Adjunct

Success in College and Life, August-October 2008
Leadership, HUM 2163, Fall 2008

Committees

Benefits Committee Chair, October 2008- Present
Wellness Task Force, August 2008- Present
Scheduling Software, RFP Committee, Spring 2009
TRiO Grant Programs Coordinator, Search Committee, Fall 08

Katie Treadwell – Service Learning & Student Life Program Coordinator

Professional Development

Campus Compact Professional Development Institute for Service-Learning, July 2008
NASPA Region IV-West Annual Conference, November 2008
Oklahoma Women In Higher Education Annual Conference, November 2008
Myers-Briggs Type Indicator Certification Training, December 2008
Student Service Meeting, “Climate Survey,” Dr. Paden, March 5, 2009
WOW Teaching In ANGEL Workshop, April 2009
Surviving and Thriving in a Multigenerational World, June 2009
OCCC Web Time Entry Training, June 19, 2009

Presentations

Program Planning for Student Organizations, Student Leadership Retreat, August 2008
New Faculty Orientation to Service-Learning, Faculty Training Week, August 2008
Faculty Training Week Service-Learning Introduction, August 2008
Service-Learning Orientation to Individual Courses, August-September 2008 (12 sessions)
Student Life Presentation to Success in College and Life, August-September 2008 (3 sessions)
WOW Introduction to Service-Learning, October 2008
Student Life Presentation to Success in College and Life, January 2009 (1 session)
Service-Learning Orientation to Individual Courses, January-February 2009 (12 sessions)
Myers-Briggs Type Indicator Sessions for Success in College and Life, February 2009 (5 sessions)

Adjunct

Success in College and Life, August-October 2008

Success in College and Life, June-July 2009

Committees

United Way Campaign Committee, September-October 2008

Personal Assessment of Campus Environment, May-June 2009*

(*committee name changed to Enrollment and Student Services Advisory Board)

Stephanie Baird – First Year & Student Life Programs Coordinator

Professional Development

Surviving and Thriving in a Multigenerational World, June 2009

OCCC Web Time Entry Training, June 19, 2009

WOW Teaching Angel, Basics, June 2, 2009

WOW Teaching Angel, Advanced, June 25, 2009

Jon Horinek

Promoted to Director of Admissions, August 1, 2008.

Marcy Roll - Student Life Assistant

Professional Development

The Administrative Assistants Conference, September 8, 2008

OACC Professional & Support Staff Conference, October 2008

Student Service Meeting, “Climate Survey,” Dr. Paden, March 5, 2009

OCCC Web Time Entry Training, June 19, 2009

Get Motivated! Business Seminar, June 30, 2009

Karlen Grayson – Student Organizations Assistant

Professional Development

Master’s Degree Recognition, February 16, 2009

Student Service Meeting, “Climate Survey”, Dr. Paden, March 5, 2009

Leadership OCCC Inaugural Class, September 11, 2008 – April 10, 2009

OACC Support Staff Conference, “Speaking with One Voice,” October 10, 2008

OCCC Web Time Entry Training, June 19, 2009

Presentations

Student Life Presentation to Success in College and Life, Fall 2008 and Spring 2009 (35)

Student Life Presentation to Career Development Classes, Spring 2009 (2)

Presentation of New Academic Degree Program to Dean’s Council, April 29, 2009

Committees

PACE Meeting, Dr. Paden, April 30, 2009, (Substitute for Katie Treadwell)

Financial Resources:

91370	Auxiliary	Student Life	\$414,299
		<i>Professional Full-time</i>	85,432
		<i>Classified Full-Time</i>	80,455
		<i>Classified Part-Time</i>	1,560
		<i>Benefits</i>	87,252
		<i>Operations</i>	159,600
15-51160	E&G	New Student Orientation	\$114,992
		<i>Professional Full-time</i>	37,333
		<i>Classified Temporary</i>	35,543
		<i>Benefits</i>	22,116
		<i>Operations</i>	20,000

FUNCTION: SERVICE-LEARNING

Program Highlights and Information:

Academic Service-Learning

The Office of Student Life's Service-Learning Center entered its fourth full year of operation with noteworthy increases in faculty participation, student interest, and community partnerships. Most notably, programmatic changes were made to address faculty involvement and increased opportunities for student service based on various academic disciplines.

Specifically, the following program changes were made:

- Increased number of community agency partnerships
- Improved agency communication and training
- Improved in-class reflection
- Improved student training and preparation

The following courses participated in service-learning during the 2008-2009 academic year:

- Nursing Process I, 2 sections
- Nursing Process II, 2 sections
- Nursing Process III, 2 sections
- Nursing Process IV, 2 sections
- Nursing BADNAP, 4 sections
- Nursing CLP, 4 sections
- Paramedic Care I, 2 sections
- Occupational Therapy Group Dynamics, 1 section
- Introduction to Psychology, 1 section
- Developmental Psychology, 5 sections
- Psychology of Women, 1 section
- Advocates of Peace, 2 sections
- Introduction to Public Speaking, 3 sections
- Leadership Development, 1 section
- Success in College and Life, 1 section

Co-Curricular Service-Learning

The Office of Student Life staff continues to support the objectives of service-learning, and 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. Student Life sponsored four Service Days each semester that were open to all OCCC students. In addition, Student Life also added four Service Days specifically for OKC-Go students in the spring. The following agencies

participated in the Service Days program during the 2008-2009 academic year:

- Adopt-A-Street: Three service days (2 open to all students, 1 open to OKC-Go)
- City Rescue Mission: One service day (open to all students)
- Habitat for Humanity: Three service days (2 open to all students, 1 open to OKC-Go)
- OKC Memorial Marathon: One service day (open to all students)
- Regional Food Bank: Three service days (1 open to all students, 2 open to OKC-Go)
- Salvation Army: One service day (open to all students)

Student Life also hosted two Volunteer Fairs on campus during the year to highlight community partner agencies and to encourage students to get involved in service. Approximately 500 students participated in each Volunteer Fair, resulting in 1,000 total students participating.

The Civic Honors program entered its second full year of implementation during the 2008-2009 academic year with better than anticipated participation from students as compared to previous years. Twenty-three students are currently enrolled in the program. The following students completed the program and graduated with Civic Honors in May 2009:

- Tino Ceballos, December 2009 OCCC graduate
- An Dang, May 2009 OCCC graduate
- Dustin Dewett, May 2009 OCCC graduate
- Craig Nichols, May 2009 OCCC graduate
- Bao Pham, May 2009 OCCC graduate

Assessment and Usage Data:

Service Days

Students Participating in Service Days: 155

OKC-Go Students Participating in Service Days: 64

Service Day Total Hours Served: 930

Financial Value of Hours Served: \$18,823.50*

Volunteer Fairs

Agencies Attending Volunteer Fairs: 41 (26 in Fall, 15 in Spring)

Students Attending Volunteer Fairs: 1000 (500 in Fall, 500 in Spring)

Civic Honors Service Award Program

Students Participating in Civic Honors: 23

Students Completing Civic Honors: 5

Civic Honors Total Hours Served (completed students only): 276

Financial Value of Hours Served: \$5,589.00*

Participating Community Agencies

Total Community Partner Agencies: 82

Agencies Served in 2008-2009: 76 (25 non-partner agencies)

New Agencies in 2008-2009: 16

Agencies Attending Volunteer Fairs: 41 (26 in Fall, 15 in Spring)

Academic Service-Learning Participation and Evaluations

Faculty Members Participating in Service Learning: 15

Courses Including Service-Learning: 34 sections in 15 different courses

Students Participating in Service-Learning (based on course capacity): 1,241
(638 in Fall, 603 in Spring)

Service-Learning Evaluations Returned: 512 (41.25%)

Hours Served (based on course capacity and assignments): 6,889

Financial Value of Hours Served: \$139,502.25*

Overall OCCC Service-Learning Evaluation Means

	<u>2007</u>	<u>2008</u>
<u>2009</u>		
The service increased my awareness of the larger community. 4.11	4.04	4.06
The service helped me better understand community needs. 4.12		
The service helped me better understand the course material. 2.93	4.09	4.1
The service made me more interested in attending class. 2.67		
The service helped me reflect on my life and goals. 3.12	3.78	3.79
The service helped me reflect on my career and life goals 3.12	3.02	3.03

The service has increased my interest in doing further service. 3.86	3.78	3.78
I would recommend this activity to my friends. 3.86	3.85	3.87
My experience with the community agency was positive. 4.41	4.27	4.31
My experience with the service-learning program was positive. 4.13	4.13	4.17

<u>Responses from All students</u>	<u>Non-Nursing</u>	<u>Nursing</u>	<u>All</u>	<u>Non</u>
The service increased my awareness of the larger community. 4.33 4.08			4.11	
The service helped me better understand community needs. 4.39 4.09			4.12	
The service helped me better understand the course material. 3.73 2.74			2.93	
The service made me more interested in attending class. 3.59 2.46			2.67	
The service helped me reflect on my life and goals. 4.12 3.65			3.72	
The service helped me reflect on my career and life goals 3.29 3.09			3.12	
The service has increased my interest in doing further service. 4.39 3.77			3.86	
I would recommend this activity to my friends. 4.54 3.75			3.86	
My experience with the community agency was positive. 4.61 4.37			4.41	
My experience with the service-learning program was positive. 4.52 4.07			4.13	

Qualitative Summary

The qualitative results from the academic service-learning evaluations were similar to previous semesters. The majority of students completing the survey stated that they enjoyed their service-learning experience and successfully completed the learning objectives. Again, some students in the nursing program 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 connections with their course material and did not express the same concerns. This suggests that reinforced learning objectives, reflection, faculty training and agency training may be necessary.

**Calculations based on Independent Sector value of volunteer hour: \$20.25 in 2008.*

Future Plans

During the 2009-2010 academic year, staff will work to increase the number of participating faculty members by expanding the faculty service-learning guide and hosting additional training sessions on incorporating service-learning into OCCC courses. The Student Life Service-Learning Center was accepted as a host site for the AmeriCorps VISTA program, allowing for a full-time volunteer staff member to assist in the expansion of service-learning opportunities in the community. In partnership with this person, Student Life staff will continue to develop relationships with key community partner agencies and expand opportunities for student service. Student Life staff will also become more involved with the Oklahoma Campus Compact organization through participation in this program. Service-Learning Center staff plans to develop additional publications (both print and electronic) for students, faculty and community partner agencies.

FUNCTION: NEW STUDENT ORIENTATION

Program Highlights & Information:

New Student Orientation (NSO) was implemented on June 9, 2006. The program is offered to students as a one-time 2 ½ hour session, which was designed to assist them in their academic, financial, and personal transitions to Oklahoma City Community College. Students participated in the sessions by enrolling in the non-credit course, NSO 0500, during the registration process. This enrollment could be done online or through the assistance of the Office of Student Life at no cost to the student. In the Summer and Fall of 2008, thirty NSO sessions were held. An average of 23 students attended each session. Likewise, ten NSO sessions were offered in the Spring of 2009. An average of 13 students attended each session. While we are still awaiting persistence and comparison rates between participants and non-participants, we plan to follow retention rates in the first cohort in 2006 and plan to duplicate this data beginning with Fall 2009 students.

Staffing

While numerous staff from the Office of Student Life and other functional areas assisted with NSO, the program was primarily staffed by one full-time master's level professional coordinator, one graduate student intern, and three part-time student staff members. Below are the brief descriptions of the professional, intern, and student positions:

- The *Service Learning and Student Life Programs Coordinator* and *Graduate Student Intern* developed, planned, implemented, and assessed NSO sessions, welcome events, social programs, family activities, student academic success seminars, and other relevant services to enhance the success of a diverse student population. These responsibilities would usually be shared with a second full-time master's level professional coordinator, the *First Year and Student Life Programs Coordinator*. However, this position remained vacant until the end of the fiscal year.
- The *Student Program Leaders* provide student leadership and support for NSO programs and Service Learning initiatives, as well as other related Student Life programs. These programs provide students with information that fosters academic success, campus and community involvement, and degree completion.

Online Orientation

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

Assessment & Usage Data:**Summer & Fall 2006-2008**

Assessment Area	Usage Data			Change	
	SF06	SF07	SF08	SF06-07	SF07-08
Total # of Sessions Offered	26	26	30	0	+4
Total # of Students Attending	640	451	703	-189	+252
Average Session Size	24.61	17.35	23.43	-7.26	+6.08

Spring 2007-2009

Assessment Area	Usage Data			Change	
	S07	S08	S09	S07-08	S08-09
Total # of Sessions Offered	10	8	10	-2	+2
Total # of Students Attending	114	93	133	-21	+19
Average Session Size	11.40	11.63	13.30	+23	+1.67

Self Report Knowledge

The following data are based on a self-report inventory that participants completed at the end of each NSO session.

Summer & Fall 2006-2008

Knowledge Area	Prior to Attending			After Attendance			Mean Increase		
	SF06	SF07	SF08	SF06	SF07	SF08	SF06	SF07	SF08
Financial Aid	3.32	3.48	3.14	4.23	4.37	4.15	+0.90	+0.89	+1.01
Payments/Bursar	3.11	3.28	2.74	4.24	4.38	4.21	+1.12	+1.10	+1.47
Syllabus	3.55	3.81	3.32	4.56	4.51	4.50	+1.01	+0.70	+1.18
Study Skills	3.63	3.88	3.45	4.48	4.51	4.34	+0.84	+0.63	+0.89
Time Management	3.61	3.84	3.37	4.48	4.55	4.35	+0.87	+0.71	+0.98
Note Taking	3.68	3.97	3.53	4.47	4.52	4.40	+0.79	+0.55	+0.87
Campus Labs	2.71	2.74	2.37	4.43	4.32	4.39	+1.72	+1.58	+2.02
Academic Advisement	2.85	3.06	2.64	4.33	4.29	4.30	+1.47	+1.23	+1.66
MineOnline	2.76	2.74	2.28	4.34	4.42	4.32	+1.58	+1.68	+2.04

Spring 2007-2009

Knowledge Area	Prior to Attending			After Attendance			Mean Increase		
	S07	S08	S09	S07	S08	S09	S07	S08	S09
Financial Aid	3.47	3.13	3.19	4.13	4.37	4.31	+0.65	+1.24	+1.12
Payments/Bursar	3.32	3.01	2.83	4.30	4.32	4.21	+0.98	+1.31	+1.38
Syllabus	3.50	3.68	3.29	4.52	4.63	4.37	+1.01	+0.95	+1.08
Study Skills	3.67	3.79	3.44	4.35	4.59	4.33	+0.67	+0.80	+0.89
Time Management	3.71	3.73	3.60	4.34	4.49	4.40	+0.62	+0.76	+0.80
Note Taking	3.82	3.80	3.60	4.33	4.57	4.31	+0.51	+0.77	+0.71
Campus Labs	2.67	2.61	2.45	4.29	4.47	4.31	+1.61	+1.86	+1.86
Academic Advisement	2.95	2.85	2.88	4.26	4.33	4.19	+1.30	+1.48	+1.31
MineOnline	2.91	2.60	2.71	4.35	4.36	4.35	+1.44	+1.76	+1.64

Summer & Fall 2006-2008

Question	Mean		
	SF06	SF07	SF08
Attending NSO eased some of my concerns about college.	4.13	4.01	3.83
Attending NSO will help me be more successful.	4.06	3.97	3.76
I would recommend attending NSO to my friends.	4.38	4.21	4.02
Overall, my experience with NSO was positive.	4.59	4.42	4.17

Spring 2007-2009

Question	Mean		
	S06	S07	S08
Attending NSO eased some of my concerns about college.	4.13	4.39	4.38
Attending NSO will help me be more successful.	4.06	4.36	4.33
I would recommend attending NSO to my friends.	4.37	4.54	4.55
Overall, my experience with NSO was positive.	4.60	4.74	4.68

*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

At the end of each NSO session, students were asked to complete a survey concerning their experience. Data from two open-ended questions within that survey were coded and the most salient topics are as follows:

What did you find most useful about NSO?		
SF06	SF07	SF08
1. The tour	1. The tour	1. The tour
2. Lab information	2. Everything	2. Everything
3. Where to find resources	3. Financial aid	3. Eased some stress
4. All questions were answered	4. Note taking and study skills	4. Where classes are located
5. Everything	5. All questions were answered	5. Friendly staff
6. Online information	6. Eased some stress	6. Online information
7. "The Book"	7. Time management	7. Note taking and study skills
8. What to expect in college	8. Lab information	8. All questions were answered
9. Eased some stress	9. "The Book"	9. Lab information
10. Note taking and study skills	10. Online information	10. Financial aid

What could have been done to improve your NSO experience?		
SF06	SF07	SF08
1. More detailed tour	1. Nothing	1. Nothing
2. More activities	2. More detailed tour	2. More food at NSO
3. More online class information	3. More food at NSO	3. More detailed tour
4. More financial aid information	4. Shorter NSO sessions	4. More information on classes
5. More information on classes	5. More financial aid information	5. More financial aid information

What did you find most useful about NSO?		
S07	S08	S09
1. The tour	1. The tour	1. The tour
2. General information	2. General information	2. Everything
3. Everything	3. Everything	3. Where to find resources
4. Lab information	4. Financial aid	4. Online information
5. Time management	5. Lab information	5. Eased some stress
6. Friendly staff	6. Time management	6. What to expect in college
7. Financial aid	7. Friendly staff	7. Note taking and study skills
8. All questions were answered	8. Note taking and study skills	8. Friendly staff

What could have been done to improve your NSO experience?		
S07	S08	S09
1. Nothing	1. Nothing	1. Nothing
2. More detailed tour	2. More food at NSO	2. Help finding classes
3. More food at NSO	3. Shorter NSO sessions	3. More detailed tour

Future Plans

The Office of Student Life will continue this program as implemented in FY 2009 with updates to publications, websites, and other media that are instrumental in delivering NSO. Based on the information received in FY 2009 evaluations, relevant changes will be made. Furthermore, the Office of Student Life will continue its commitment to the growth and evolution of the program so that a significant impact can be made in the overall success of new students at Oklahoma City Community College. Efforts are currently working toward an ANGEL section for an online delivery for NSO 0500.

FUNCTION: CAMPUS ACTIVITIES

Student Life Program Highlights and Information:

The Office of Student Life planned and implemented a total of 133 events open to all members of the Oklahoma City Community College population, an increase of 54 events from 79 events in the previous academic year. This event listing does not include events open only to a specific group of students. A total of 21,113 students (11,633 in the fall, 9480 in the spring) participated in these events. In May 18, 2009 Student Life launched Facebook and Twitter sites in order to be prepared to utilize these formats for the promotion of programs and events.

Fall 2008

Leadership Retreat	August 8, 2008
Opening Day	August 16, 2008
Welcome Week (WW)	August 18, 2008
Tae Kwon Do Show (WW)	August 18, 2008
Welcome Back Breakfast (WW)	August 18, 2008
Sand Art (WW)	August 19, 2008
Name on Rice (WW)	August 20, 2008
Deal or No Deal (WW)	August 21, 2008
Brown Bag - Study Skills	August 26, 2008
Brown Bag - Study Skills	August 27, 2008
Musician Jessica Sonner	August 28, 2008
Voter Registration Drive	September 1, 2008
Brown Bag - Test Taking	September 3, 2008
Brown Bag - Test Taking	September 4, 2008
LeaderQUICK	September 9, 2008
Hispanic Heritage Day - Mariachi Orgullo	September 15, 2008
LeaderQUICK	September 16, 2008
Brown Bag - MineOnline	September 16, 2008
Constitution Day	September 17, 2008
Free Snow Cones (AW)	September 22, 2008
Anniversary Week (AW)	September 22, 2008
LeaderQUICK	September 23, 2008
Volunteer Fair (AW)	September 23, 2008
Blood Drive	September 24, 2008
Brown Bag - Term Papers	September 24, 2008
Wax Hands (AW)	September 24, 2008
Blood Drive	September 25, 2008
OCCC Birthday Party (AW)	September 25, 2008
Adopt-a-Street Service Day (AW)	September 26, 2008

LeaderQUICK	September 30, 2008
Booze Bash	October 2, 2008
Rock the Vote Week (RTVW)	October 6, 2008
Brown Bag - Budgeting	October 7, 2008
Speaker Jennifer Pozner (RTVW)	October 10, 2008
Habitat for Humanity Service Day	October 11, 2008
The Big Read Lecture	October 14, 2008
LeaderQUICK	October 14, 2008
Ability Awareness Fair	October 15, 2008
Deal or No Deal	October 16, 2008
Brown Bag - Enrollment Basics	October 21, 2008
LeaderQUICK	October 21, 2008
Mosaic Fair	October 23, 2008
Brown Bag - Transfer Basics	October 28, 2008
LeaderQUICK	October 28, 2008
Halloween Carnival	October 31, 2008
Election Day Voter Education	November 4, 2008
Brown Bag - Wellness	November 4, 2008
Airbrush Tattoos	November 6, 2008
Veterans Day Celebration	November 11, 2008
Deal or No Deal	November 13, 2008
Brown Bag - Stress Management	November 13, 2008
Regional Food Bank Service Day	November 15, 2008
OCCC Night at the OKC Thunder	November 17, 2008
International Education Week (IEW)	November 17, 2008
Blood Drive	November 18, 2008
Blood Drive	November 19, 2008
World Languages Day (IEW)	November 19, 2008
Speaker Dr. Rick Roberts CU 2 & 3 (IEW)	November 20, 2008
Sexual Health Week (SHW)	December 1, 2008
World Aids Day - HIV testing (SHW)	December 1, 2008
Success Passports Due	December 1, 2008
Brown Bag - Finals Prep	December 2, 2008
Salvation Army Service Day	December 6, 2008
Pancake Breakfast - College Union	December 8, 2008

Spring 2009

Opening Day	January 18, 2009
Welcome Week	January 20, 2009
Presidential Inauguration Viewing	January 20, 2009
Welcome Breakfast	January 20, 2009
Wax Hands	January 21, 2009
Karate Demonstration	January 21, 2009
Deal or No Deal	January 22, 2009
Student Leadership Workshop	January 24, 2009
Brown Bag - Study Skills (weather cancel)	January 27, 2009
Brown Bag-Study Skills (weather cancel)	January 28, 2009
OCCC NBA Night	January 28, 2009
Black History Month	February 1, 2009
Volunteer Fair	February 3, 2009
LeaderQUICK	February 3, 2009
Opening Casting Call	February 3, 2009
Brown Bag - Test Taking	February 4, 2009
Brown Bag - Test Taking	February 5, 2009
LeaderQUICK	February 10, 2009
Civil Rights Activist Lecture with Alvin Sykes	February 10, 2009
Brown Bag - E Learning	February 11, 2009
Candle Creations	February 11, 2009
OKC-Go Regional Food Bank Service Day	February 13, 2009
LeaderQUICK	February 17, 2009
Blood Drive	February 18, 2009
Brown Bag - Nutrition	February 19, 2009
Blood Drive	February 19, 2009
LeaderQUICK	February 24, 2009
Brown Bag - Term Papers	February 25, 2009
OKC-GO Regional Food Bank Service Day	February 27, 2009
City Rescue Mission Service Day	February 28, 2009
Womens History Month	March 1, 2009
Brown Bag - Enrollment	March 3, 2009
LeaderQUICK	March 3, 2009
Celebrate Students Week (CSW)	March 9, 2009

Deal or No Deal (CSW)	March 9, 2009
Airbrush Tattoos (CSW)	March 10, 2009
Brown Bag - Substance Abuse (CSW)	March 10, 2009
LeaderQUICK	March 10, 2009
Booze Bash (CSW)	March 11, 2009
Wellness Fair (CSW)	March 11, 2009
Lecture hosts Mick Cornett (CSW)	March 12, 2009
LeaderQUICK	March 24, 2009
Brown Bag - Budgeting	March 25, 2009
Habitat for Humanity Service Day (cancel)	March 28, 2009
LeaderQUICK	March 31, 2009
Spring Carnival	April 4, 2009
OCCC Night - OKC THUNDER game	April 7, 2009
Brown Bag - Wellness	April 7, 2009
OKC-Go Service Day: Adopt-A-Street	April 10, 2009
Brown Bag - Stress Relief	April 14, 2009
President's Award Luncheon	April 15, 2009
Student Life Awards Ceremony	April 17, 2009
Green Week (GW)	April 20, 2009
Red Cross Drive for Fire Victims	April 20, 2009
Brown Bag - Going Green (GW)	April 21, 2009
Blood Drive (GW)	April 22, 2009
Blood Drive (GW)	April 23, 2009
Adopt-A-Street Service Day (GW)	April 24, 2009
OKC Memorial Marathon Service Day (GW)	April 25, 2009
Deal or No Deal	April 28, 2009
Student Org Jubilee & Club Awards	April 30, 2009
Success Passports Due	May 1, 2009
OKC-GO Habitat for Humanity Service Day	May 1, 2009
Student Life Pinning Ceremony	May 4, 2009
Name on Rice	May 5, 2009
Brown Bag - Finals Prep	May 6, 2009

Student Life Finals Breakfast	May 11, 2009
Blood Drive	June 23, 2009
Blood Drive	June 24, 2009

Brown Bag Lecture Series

The Brown Bag Lecture Series continued to be one of Student Life's most successful co-curricular programs. During the 2008-09 academic year, Student Life sponsored, marketed and presented 27 Brown Bag Lunch Lectures to 370 students (224 in Fall, 146 in Spring). Student Life expanded the topics offered to appeal to a wide variety of student interests and needs.

Topics included:

- Study Skills
- Test Taking
- Term Papers
- MineOnline/Online Learning
- Enrollment Basics
- Transfer Basics
- Budgeting
- Stress Management
- Wellness
- Finals Prep
- Substance Abuse
- Nutrition and Eating Disorders
- Domestic Violence
- Going Green

Themed Educational Programming

Student Life planned and implemented a variety of themed educational programs to address cultural, awareness, health and enrichment needs of OCCC students. These programs included both passive and active events. Student Life partners with student clubs and organizations to present a variety of events 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 a one-month period with one week of intense programming called a "Focus Week."

- Hispanic Heritage Day
- Welcome Week
- Constitution Day
- Anniversary Week
- Booze Bash (Alcohol Awareness Events)
- Rock the Vote Week
- Ability Awareness Day
- Election Day
- International Education Week

- Sexual Health Week
- Welcome Week
- Black History Month
- Women's History Month
- Celebrate Students Week

Campus Voices Lecture Series

The Office of Student Life planned five educational lectures during the 2008-2009 academic year. These lectures addressed major cultural and educational issues for OCCC students. Speakers included national experts and local leaders involved in key current events. Student Life partnered with academic divisions to engage a wider variety of students and faculty in the lecture topics. Approximately 625 total students attended the lectures.

Lectures included:

- "Race, Gender and Media in the 2008 Elections" with Jennifer Pozner, Journalist and Media Critic
- "The Big Read: Media Ethics and Censorship" with Joey Senate, Oklahoma State University Associate Professor of Journalism (co-sponsored with the OCCC library)
- "International Education and Foreign Service" with Dr. Rick Roberts, Diplomat-in-Residence
- "Self-Made Civil Rights Activist" with Alvin Sykes, Civil Rights Activist
- "Leadership and Community Development " with Mick Cornett, Oklahoma City Mayor

Online Book Board

The online service allowing students to buy, sell and trade textbooks and supplies was implemented in January 2006. The Online Book Board continues to be a self-sustaining service with as many as 300 active postings depending on the specific time of academic year. As of June 24, 2009, there were 119 current active posts.

Graduate Pinning Ceremony

Graduating students were invited to attend a pinning ceremony to receive an Oklahoma City Community College lapel pin as a gift from the college. The event was held May 4, 2009. They also received an invitation to join the alumni association. Two hundred-eleven students received a lapel pin (compared to 175 in 2008), free one-year membership to the alumni association, and an alumni association t-shirt. Following the ceremony, graduates were invited to take a class photo in the College Union. Five hundred-fifty total people, including families and faculty members, attended the event.

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. A total of 470 surveys were collected. Students were asked to rate their responses on a 1 to 5 scale, with “1” equaling “Strongly Disagree” and “5” equaling “Strongly Agree.”

Statement	1	2	3	4	5
This was a quality event.	5. 0 4 %	5. 0 4 %	8.4 0 %	18. 49 %	63. 03 %
Instructor was engaging and presented a clear understanding of the topic.	6. 6 1 %	1. 6 5 %	9.0 9 %	16. 53 %	66. 12 %
Attending events such as this helps me feel more "connected" to OCCC.	4. 8 8 %	5. 6 9 %	17. 07 %	28. 46 %	43. 90 %
Attending events such as this contributes to my success in college.	4. 9 2 %	4. 0 7 %	13. 11 %	22. 13 %	55. 74 %

Students also reported most common ways for finding out about events.

Faculty or Staff Encouragement	51.37%
Flyers and Posters	20.55%
Main Building Banners	10.27%
Other (EdUpdate, PowerPoint, etc.)	6.85%
College Website	4.11%
College Union Banners	3.42%
Friend	2.05%
The Pioneer	1.37%

Future Plans

Student Life plans to enhance all programming efforts to engage an even wider student population. Future programming priorities include educational initiatives, cultural awareness programs, student success initiatives, lecture series, and social activities. Student Life also plans to continue expansion of online services, including use of networking sites, improved Student Life website, and online access for programs such as the Brown Bag and Lecture Series. In an effort to improve assessment data, Student Life is investigating the use of student ID scanners in an effort to produce persistence and retention data of the students that attend the Brown Bag and Lecture Series programs.

Function: Leadership Programs

Program Highlights and Information:

CampusGroups, our new online request system, was implemented and went live January 15, 2009. Student clubs have a new interface by which to make online requests and reservations for programs and events, and communicate with their fellow club members. *CampusGroups* will allow for future tracking of student attendance that has not been made available in previous years. Due to the execution of the new online system, *CampusGroups*, a few of the clubs who were currently inactive became active, such as Christians on Campus and College Republicans. Several new special interest clubs have come onboard this semester: the Asian Student Association, Military Student Association, and Salam. By the end of May, 40 clubs were listed with recognition through Student Life, although a handful of clubs are virtually inactive and some traditionally strong groups had struggles with membership and leadership. A few clubs made outstanding contributions to the community and Oklahoma City Community College. **Advocates of Peace** again sponsored the Day of Peace and Justice with an interactive discussion on peace. **College Democrats** sponsored the Great Debate a forum where two of our political science professors Dana Glencross and Markus Smith debated the validity of the death penalty. **Computer Arts & Technology Society (CATS)** sponsored their second Oklahoma Electronic Gaming Exposition. Exhibitors participated in the event, which showcased the latest in computer technology and attracted over 1,000 people in attendance. **Nursing Student Association (NSA)** attended the National Student Association Conference in Nashville, Tennessee in April where they received a National Award for their Mentoring Program. **Student Occupational Technology Association (SOTA)** sponsored a camp for the Oklahoma Foundation for the Disabled, October 3-4, 2008.

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 3.5 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 chapters, 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 and early childhood education.
- *College Poets and Writers* bring student poets and writers of various genres together and work collectively and individually on different projects. Enabling them to share, critique and learn from each other's 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.
- *Nursing Student Association (NSA)* activities are designed to contribute to the student's development as a member of the discipline of nursing through contact with others with the program, as well as other programs throughout the state and nation. Membership is open to nursing students.
- *Oklahoma Biotechnology Club* encourages interest in biotechnology to provide students access to current topics and to promote the biotechnology programs on campus and in the community.
- The *Photography Club* brings photography lovers together to share tips, techniques and to critique each other's work. Their goal is to teach and learn about photography.
- The *Psychology Sociology Club (Psych Soc)* 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.
- *Society of Performing Artists (SPA)* promotes the College's theater arts program and provides an environment for sharing ideas and common interest relating to the theater and the performing arts. This group also

assists with the theater productions that are presented twice each semester.

- *Student Art Guild (SAG)* is composed of students, professionals and anyone with a love for art. The group participates in field trips to museums, demonstrations and lectures.
- *Student Emergency Medical Technology Association (SEMTA)* is designed to promote interest in the Emergency Medical Services professions and to provide access to currently topics through providing guest speakers and a forum for exchange of ideas.
- *Student Occupational Therapy Association (SOTA)* 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.
- *Student Oklahoma Education Association (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.
- *Student Physical Therapy Assistant Organization (SPTAO)* purpose is to increases educational, social and professional opportunities for students enrolled in the Physical Therapy Assistant program. This organization enables the student to network with fellow students and professional colleagues within the state and nation.

Special Interest Organizations

- *Advocates of Peace* educates the College community on issues of peace and justice.
- *Asian Student Association* purpose is to encourage understanding and friendship among Asian students and between Asian students and others.
- *The Black Student Association's (BSA)* 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.

- *Empowering Students and Individuals (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.
- *Future Alumni Network (FAN)* builds OCCC future alumni leadership by providing current students networking opportunities as well as leadership skills.
- *Gay Straight Alliance (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.
- *Hispanic Organization for the Promotion of Education (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.
- *International Student Association (ISA)* promotes educational opportunities among the international student community, encourages socialization with other students and shares cultures with the college.
- *Military Student Association* purpose is to make known the academic services available; to provide a networking system within; to assist in providing a more favorable experience; and, aid in the transition from military to civilian life. These services will be made available to OCCC students, and specifically, all OCCC veterans of the United States Armed Forces.
- *Native American Student Association (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.
- *Salam's* purpose is to promote peace and global awareness with an emphasis on intercultural relations.
- *The Leadership Council (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 and also invited to serve on various administrative committees on campus. This organization serves as a resource for the Vice President's Cabinets, 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 (BCM)* 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.
- *Christians on Campus* is sponsored by the Church in Oklahoma City. This group provides a Bible study available to all students at the College. The goal of this organization is to promote spiritual enjoyment and growth.

OKC-Go

Student Life hosted four events designed as outreach to OKC-Go students, and maintained communication through email and phone calls to offer reminders about upcoming events. Student Life engaged the students at each event, providing two laptop computers for the students to document their 10 hours per semester community service through the START program at each event. In Spring 2009, in an effort to support students achieving their goal of 10 service hours per semester, Student Life offered four additional service days targeted specifically at OKC-Go students.

Passport – Sophomore Experience

In an effort to reach out with direct programming at developing success skills for second year students, while offering the Passport to any student wishing to participate, Student Life prepared a passport in which students would receive stamps from various departments for participation in programs designed to develop student success. The program was incentive based and operational for both the fall and spring semesters. Each semester 250 passports were printed and distributed by the participating departments. The following areas participated: Academic Advising, Student Employment and Career Services, Student Life, Test Center, and Transfer Services. Students that returned a completed Passport by collecting at least four validation stamps out of a possible twenty opportunities would be entered into a drawing for \$250 bookstore bucks. Four students completed the passport in the Fall and seven in the spring semester.

Student Awards Ceremony

The annual Student Awards Ceremony was held on April 17, 2009, with approximately 350 faculty, staff, students, and community members in attendance. 94 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 April 30, 2009, with 48 students, sponsors and family members in attendance 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. An inflatable obstacle course was used to run a tournament between the students wishing to compete. Josh Perkins was the overall winner, out of a total of 14 students competing. Awards were given out as follows:

- Most Improved Club – SPATO
- Club of the Year – HOPE
- Educational Event of the Year – College Democrats, Death Penalty Debate
- Website of the Year - BPA
- Community Service Event of the Year – BSA, YWCA clothing drive
- Fundraiser of the Year – Computer Arts and Technology, Ok Gaming Expo
- Club Officer of the Year – Frank Balch, SPATO
- Volunteer of the Year – Josh Perkins, SPATO
- Sponsor of the Year – Mike Barnett, BCM

Student Activities & Recognition Transcript

The Student Activities and 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. START can be used to maintain an accurate record of on and off campus activities and awards, that were earned during a student's college experience. 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 and 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 2008-09. The purpose of such leadership events is to assist in educating and motivating club sponsors and student organization leaders to 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 this year a representative from *Ecampusgroups (CampusGroups)* joined us for training.

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 an 8 week co-curricular program designed to introduce basic leadership concepts and help foster integration of those concepts into everyday life. A total of 28 students participated in the program during the Fall and Spring semesters. For the students who attended and participated in 7 of 8 sessions, a Certificate of Completion was received for their efforts. The Fall semester had 19 students participate and the Spring had 9 different students participate. Fall and Spring outlines are listed below. The Spring followed the Social Change Model developed at UCLA, incorporating the 7 C's of Change. Topics Included:

Fall 2008	Spring 2009
1. Self Discovery Introductions	1. Overview and
2. What is a Leader?	2. Consciousness of Self
3. Goals and Vision	3. Congruence
4. Ethics and Values	4. Commitment
5. Trust and Integrity	5. Collaboration
6. Service	6. Common Purpose
7. Organization	7. Controversy with Civility
8. Leadership in Action	8. Citizenship

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' Appreciation Week – In November of 2008 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 2009, each club sponsor was recognized with a gift along with a certificate of appreciation to thank them for their year of service.

Breakfast Club to Lunch Meetings - Monthly meetings were held for the club sponsors to provide updates and improve communication with the Office of

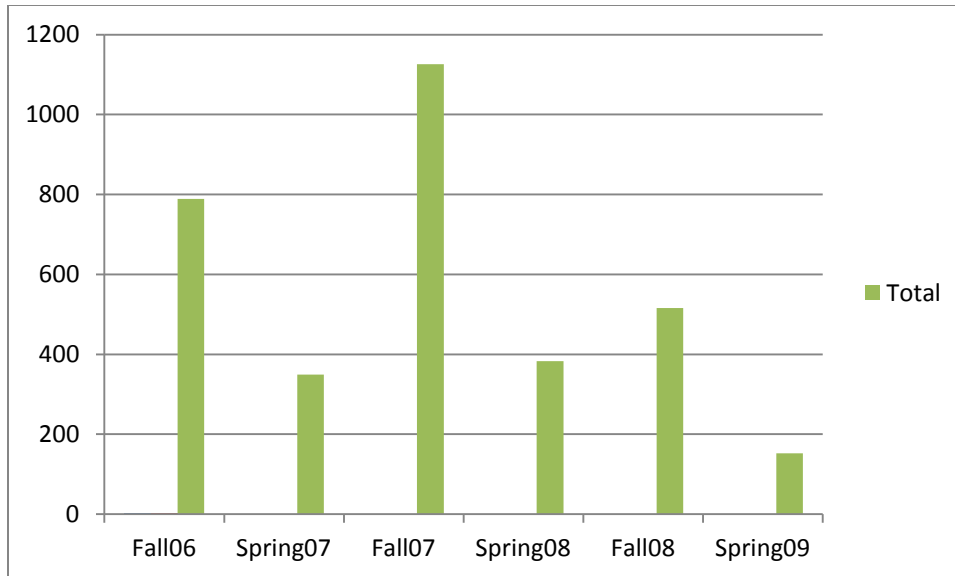
Student Life. Meetings started at 7:30 a.m. and sponsors were able to come and go based on their work/teaching schedule. Buffet breakfast was provided in September and October. For the months of November, December, February, March, and April, the meetings shifted to lunch beginning at 11:30 a.m. and staying available through 1:00 p.m. so the sponsors could come and go as their schedules allowed. The last meeting of the year in April we invited the sponsors to bring incoming and outgoing officers to participate in a “transitions meeting” officers and sponsors from HOPE, HPC, BCM, and SOTA participated.

Assessment and Usage Data:

Student organizations held 528 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 or their sponsors. This large decline in the number of events could be attributed to a few clubs not adjusting to the new *CampusGroups* event management system. Other issues facing clubs this year included challenges within clubs, weaker student leaders, and a heavy transition from previous year's leadership team for many clubs. As result, the following clubs had a significant decline in reported events and activities: Business Professionals of America, Engineering Club, The Gay Straight Alliance, and the College Democrats compared to the previous two years.

3 Year Student Club Event and Attendance

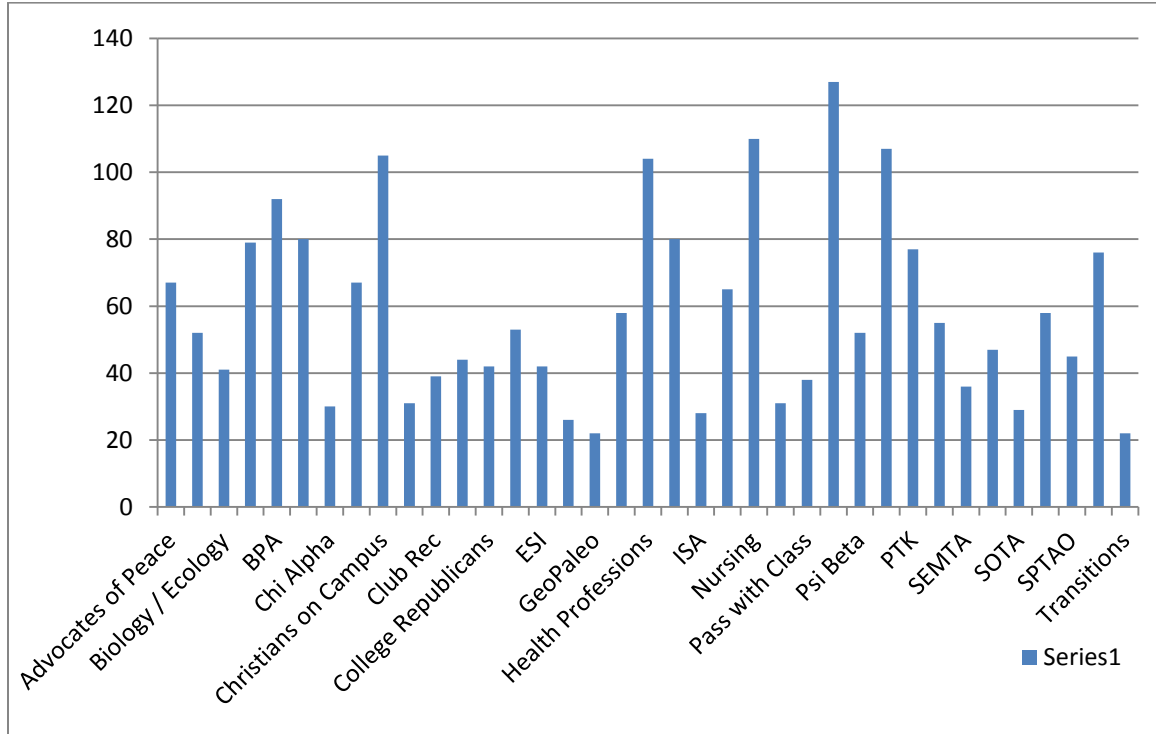
Event Type	FY2007		FY2008		FY2009	
	# of Events	# of Participants	# of Events	# of Participants	# of Events	# of Participants
Social	44	2,722	56	3,866	27	1,912
Educational	75	5,142	94	3,560	35	1,419
Community Service	28	3,282	56	3,549	12	880
Fund Raisers	70	NA	73	NA	56	NA
Club Meetings	576	NA	544	NA	324	NA
TOTAL	793	11,146	823	10,975	528	4,211



Above is a three year trend for the Student Clubs and Organizations Fair showing a slight increase the first two years with a Fall 2006 total of 789 students and Fall 2007 total of 1,126 students participating. Fall 2008 is down to 516 students. The Spring attendance to the Student Clubs & Organizations Fair is usually lower due to most students have already joined a club in the Fall. The addition of the Student Interest cards as a service from the Office of Student Life may have had an impact in the decline of student participation of the club fair. Below is FY 2009 Student Organization Fair's club participation and student attendance chart.

Term	# Clubs Represented	Day One	Day Two	Total
Fall	25	396	120	516
Spring	11	Ice Storm	152	152

Student Involvement Info Card



Students completed a Student Involvement Information cards during the Summer 2008 NSO's in order to express an interest in joining a club. Students could also check the box if they had an interest in the following events in Student Life Programs Brown Bag Luncheons, Volunteering & Service, Service Days, Civic Honors, Student Activities Recognition Transcript (START), Campus Voices Lectures, LeaderQUICK and Social Programs. The cards were also distributed during Student Life presentations to success and college and life courses.

OKC-Go

		Attendance
September 9, 2008	Kickoff Event	25
December 3, 2008	Celebration	8
February 17, 2009	Kickoff Event	31
May 6, 2009	Celebration	25

<u>Service Days</u>		Attendance
February 13, 2009	Regional Food Bank	4
February 27, 2009	Regional Food Bank	8
April 10, 2009	Adopt-A-Street	10
May 1, 2009	Adopt-A-Street	7

Total number of OKC-Go students in the Excel spreadsheet	415
Total number of community service hours	1106.5hrs

Total number of students documenting hours	52
Average number of hours per student completing any hours	21.3hrs
Average number of hours completed by all OKC-Go	2.7hrs
Total number of students documenting hours through START	49
Total number of students with START profile with zero hours	2

(Three students provided timesheets but did not submit to START, their hours are included in the totals)

START

Below is a four year history of growth in the number of students who utilized START.

FY 2005	195 students
FY 2006	459 students
FY 2007	673 students
FY 2008	809 students
FY 2009	922 students

LeaderQUICK

Fall 2008	19 Students Participated	6 Earned Certification
Spring 2009	9 Students Participated	4 Earned Certification

Future Plans:

Clubs and Organizations – Update manuals and forms, and improve communication with monthly email correspondence and reminders. Provide sponsors with a semester report of their clubs progress. Develop and implement minimum standards for evaluation of club activity and determine awards at the end of the academic year based on standards and practice.

Relationships 101 – A new program similar to Leader*QUICK* offering four workshops over a two week period to help students in their personal relationships.

Money Matters – A program in collaboration with TRiO to offer students strategies and fundamentals of managing their daily expenses.

Department: Testing and 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)

<u>Director:</u> Jim Ellis	40
<u>Coordinator:</u> Brian Nguyen	40
<u>Student Development Assistant:</u> Paul Roudebush	40
<u>Testing and Assessment Specialist:</u> Vaneza Ceballos	40

Test Center Staff:

[Ron Brooks, temporarily reassigned]	40
vacant	40
Linzy Hill	40
Diana Hulseberg	30
Linda Aguigui	25
Vacant	25
Tola Suleiman	25

Full Time:	7
Part Time:	4
Permanent:	11
Temporary:	3
Professional:	2
Classified:	9
Student:	0
FTE:	10.5

Staff Development:

1. GED Examiners Conference
2. Accuplacer National Conference
3. OCCC WoW Sessions
4. Health and Safety Training
5. ACT Southwest Regional Conference

Financial Resources:

Testing and Assessment houses nine financial accounts:

Number	type	use	personnel	non-personnel
10-11-13220	E&G	office operation	225,000	42,000
10-11-13230	E&G	test center operation	zero	10,000
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. Each of these exams is directly necessary to the admission of a student to the College or one of its programs.

Proctored exams (308) from other colleges, universities and institutes were arranged and given.

Through the ACT Center 389 certification exams were proctored. A total of 176 CLEP exams were administered with 127 (72%) receiving credit.

Qualitative and Quantitative Assessment and Usage Data:

TOEFL		NET		ACT	
Taken	Passed	Taken	Passed	Taken	Passed^
42	9	23	4	22	10
25	2	53	18	41	17
34	8	110	42	3	2
20	5	7	2	30	13
37	18	4	2	13	6
31	10	13	6	34	17
29	9	20	5	61	22
20	7	26	13	37	16
27	13	124	59	14	6
33	10	38	22	68	17
40	13	19	9	58	18
42	19			62	24
359	17	418	173	381	144
32%		42%		38%	

Future Plans: Educational Resources, Inc., producer of the NET exam was purchased by American Technologies Institute, LLC. The NET screening will cease production in 2010. ATI's TEAS test will become the preference point exam for nurses' applications.

Function: Entry Assessment

Program Highlights & Information:

Continuing evaluation of the placement process and delivery has continued through the year. The Math Faculty has determined a plan for more precise placement in math courses. ELAC will consider the proposal at its early Fall meeting.

Qualitative and Quantitative Assessment and Usage Data: The chart below reflects the usage and success of Accuplacer.

CPT R		CPT W		CPT M**	
Total	Min	Total	Min	Total	Min
694	358	771	342	856	101
692	375	802	358	917	143
214	142	192	113	159	21
228	127	235	107	272	26
187	111	185	101	211	35
407	184	283	124	388	78
447	269	483	238	574	108
166	105	163	96	151	26
266	186	261	168	225	52
167	105	415	198	456	65
267	187	369	178	490	71
304	160	337	139	405	56
3735	2149	4159	2023	4699	726
	57%		48%		15%

A&P		Bio-D(Riverside)*	
Taken	Passed	Taken	Passed
36	15	30	3
25	8	10	0
4	2	7	1
30	6	11	0
20	16	4	0
24	11	14	0
21	11	17	1
6	1	4	0
12	7	1	0
42	21	18	1
40	20	10	0
40	18	8	3
300	136	134	9
45%		7%	

*Chem-D deficiency resolution:

0	0
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Future Plans: TAS is preparing possible responses to changes in placement instruments which may be adopted by ELAC.

College Board introduced its i3 platform for Accuplacer. The transition has been completed at OCCC by Paul Roudebush and the TAS staff.

Function: Academic Exams

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

Program Information: 70,000 exams were administered in the Test Center. As the Math Lab was more fully utilized for the new instructional programs, fewer math exams were given in the Test Center.

Qualitative and Quantitative Assessment and Usage Data:

Monthly Test Center figures: FY2009

month	assessment	class	total	open
Jul.	2641	3709	6350	22
Aug.	2800	287	3087	23
Sep	708	5759	6467	25
Oct.	900	7118	8018	27
Nov	825	4348	5539	21
Dec	1191	5595	6734	20
Jan.	1910	157	2067	20
Feb.	646	6061	6707	24
Mar.	853	5250	6103	19
Apr.	1657	6848	8505	26
May	1680	5531	7211	23
Jun.	1746	2836	4582	22
Totals	17557	52806	70363	272

Future Plans:

- Continue to add computer stations so that academic exams may be administered electronically.
- Survey faculty who utilize academic testing services and develop an agenda for faculty meetings once each semester designed to enhance services.

Function: 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. The Oklahoma City Community College Adult Learning Center assumed the responsibility for the instruction program, not only on campus, but for the Oklahoma County area—less the OKC Public School District—as well.

One thousand two hundred for the exam with 675 passing (56%). One graduation ceremony was held. Dr. Jerry Steward delivered the commencement 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
137	87
103	55
78	55
129	65
96	43
0	0
126	75
103	62
100	54
147	77
108	54
115	51
1019	573

55%

Function: General

The Office of Testing and Assessment administered 73,000 (rounded) exams during the Fiscal Year 2009.

Activity and Resultant Plans:

- Computerized delivery of academic exams continued. The full scale plan is in progress as computers were purchased and power access installed.
- Data connections' installation will begin during the Fall 2010 term.
- Security hardware was upgraded again with the addition of more cameras and repair of the audio portion of the surveillance.
- The transition to College Board's i3 platform occurred without interruption of placement testing.
- A procedure for setting ESL Accuplacer cutoff scores into College credit courses was discussed with College Board staff. A committee of Language Skills and English Composition faculty was recruited to select the questions which led to an appropriate cutoff score for placement of international students.
- The need for exit interview evaluations by students became needful. A workstudy staffed program of guiding students who have just completed testing will be inaugurated. Questions focusing on the students' experiences during testing and with the Test Center will be asked as well as leading the student to the next step in their enrollment process at the Advising Office.
- Other responsibilities for test delivery will continue as done with an effort to modify procedures as the need arises. The current procedure manuals will be updated during the Fall Semester.
- The vacant staff positions will be filled.