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**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: 11 Exempt
 1 Non-Exempt
Part-Time: 2 Exempt
 9 Temporary

Professional Development:

Melissa Aguigui, Academic Advisor	9/11/09 9/30-10/3/09 9/09 11/20/09 2/19/10 3/9/10-3/13/10 4/16/10 4/10	Counselors' Workshop at OUHSC NACADA Annual Conference Generational Communications OKWHE Conference OACADA Conference at OCU NACADA Annual Conference-Region 7 OU Advisors Conference Advising Undecided Students for Success
Mary Ann Bodine, Assistant Director of Academic Advising	9/09 10/8/09 11/20/09 4/10 4/10	Generational Communications Veterans Conference OKWHE Conference Advising Undecided Students for Success ACPA National Conference
Brenda Clink, Personal & Academic Advisor	9/09 4/10	Generational Communication Advising Undecided Students for Success
Claire Echols, Academic Advising Coordinator for Health Professions	9/09 2/19/10 4/10	Generational Communication OACADA Conference at OCU Advising Undecided Students for Success
Tennent Emmons, Academic Advisor	9/11/09	Counselors' Workshop at OUHSC

	9/09	Generational Communication
	2/9/10	UTAAA Conference in Arlington, TX
	2/19/10	OACADA Conference at OCU
	3/11-13/10	NACADA Annual Conference-Region 7
	4/16/10	OU Advisors Conference
	4/10	Advising Undecided Students for Success
Lois Ganick, Personal & Academic Advisor	9/09	Generational Communications
	4/10	Advising Undecided Students for Success
Marcelene James, Personal & Academic Advisor	9/11/09	Counselors' Workshop at OUHSC
	9/09	Generational Communication
	2/5/10	OU College of Engineering
	2/19/10	OACADA Conference at OCU
	4/16/10	OU Advisors Conference
	4/10	Advising Undecided Students for Success
Liz Largent, Dean of Student Development	9/09	Generational Communication
	11/20/09	OKWHE Conference
	1/27/10	Conf of Nat'l Institute for Transfer Students
	3/8/10	Grant Writing Conference
	4/28/10	OCSPA Conference
	4/10	Advising Undecided Students for Success
Kim Lusk, Assistant to the Dean of Student Development	9/09	Generational Communication
	10/9/09	OACC Conference
	11/20/09	OKWHE Conference
	4/10	Advising Undecided Students for Success
George Maxwell, Personal & Academic Advisor	9/11/09	Counselors' Workshop at OUHSC
	9/30-10/3/09	NACADA Annual Conference
	9/09	Generational Communication
	9/09	Helping Veteran Students
	2/5/10	OU College of Engineering
	2/9/10	UTAAA Conference in Arlington, TX
	4/16/10	OU Advisors Conference
	4/10	Advising Undecided Students for Success
Sara McElroy, Transfer & Academic Advising	9/09	Generational Communication

Coordinator

9/28/09 NRC Conference for Students in Transition
 11/20/09 OKWHE Conference
 1/27/10 Conf of Natl Institute for Transfer Students
 2/5/10 OU College of Engineering
 4/10 Advising Undecided Students for Success

Debbie Pierce,
 Academic Advisor

9/11/09 Counselors' Workshop at OUHSC
 9/09 Generational Communication
 11/19/09 Career Aspirations Workshop at UCO
 11/20/09 OKWHE Conference
 2/5/10 OU College of Engineering
 2/19/10 OACADA Conference at OCU

Ed Williams,
 Personal &
 Academic Advisor

9/30-10/3/09 NACADA Annual Conference
 9/09 Generational Communication
 2/5/10 OU College of Engineering
 4/10 Advising Undecided Students for Success

Financial Resources:

Account # 11-13110 (E&G)

Used to support all advisement administrative functions.

FT Prof.	PT Prof.	PT Prof. Temp	FT Classified	PT Classified	PT Classified Temp	Non Staff
\$477,622	\$76,361	\$56,948	\$48,463	\$10,702	\$37,660	\$41,975

Account # 11-01-93182 (Student Development)

Used to support advisement outreach programs.

FT Prof.	PT Prof.	PT Prof. Temp	FT Classified	PT Classified	PT Classified Temp	Non Staff
\$0	\$0	\$0	\$0	\$0	\$0	\$9,800

Function: Academic Advising

Program Highlights & Information:

Advisement Month

During fall 2009 (October) and spring 2010 (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:

- Flyers distributed throughout campus to remind students to enroll early.
- E-mail sent to all students encouraging them to meet with an advisor to plan their coursework and register for classes.
- Peer Advisors staff advising tables in College Union 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 and Mary Ann Bodine, Assistant Director of Academic Advising. Topics included: academic planning, course load, academic policies, selection of major, etc.

Distance Advisement

This year two e-mails were created (healthproadvisor@occc.edu and academicadvisor@occc.edu) for students to ask questions and receive general advising via email. Sara McElroy, Transfer and Academic Advising Coordinator and Tennent Emmons, Academic Advisor were the primary individuals 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. Efforts are made to respond to the distance advising email requests within 24 hours.

In the upcoming year distance advisement services will be expanded, as part of the Achieving the Dream initiative, and a real-time, instant messaging advisement software program called SightMax will be implemented.

E-Advising Module

E-Advising was implemented in fall of 2009 and training materials were distributed to academic advisors and faculty advisors. 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.

After having had an opportunity for limited use of the product, additional consulting dollars have been budgeted for FY11 for consulting and support to aid in making the product function in a more user friendly fashion.

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 during the 8-week summer session in an effort to provide additional advisement services to students in a convenient manner. Faculty advisors were compensated on a special contract for 2 credit hour adjunct equivalent pay.

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.

Over the summer, 266 students took advantage of faculty advising services, 12% for IT, 11% for Science & Math, 31% Arts & Humanities, 29% for Business and 18% for Social Sciences. 93% of the students who visited with a faculty advisor in the summer of 2009 were still enrolled in courses 6 weeks into the fall 2009 semester. Below is a summary of the reasons students gave for visiting a faculty advisor:

Reason	# and %
Academic Plan	20 – 12%
Appointment	30 – 19%
Career Exploration	10 – 6%
Course Planning	48 – 30%
Course Sub/Elective Approval	24 – 15%
New Student w/ Scores	9 – 6%
New Transfer	8 – 5%
Other	12 - 7%

The pilot was determined successful and fully implemented for summer 2010. Ten faculty advisors participated and the usage and success of the students served will be assessed following the completion of the summer 2010 semester.

Master Advisor Workshop

One Master Advisor Workshop was held in January 2010. Evaluations collected following the event were extremely positive. 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. | MineOnline & MultiDivisional Programs | Bertha Wise |
| 10:30 a.m. | FERPA | Gloria Barton |

11 a.m.	Policies & Procedures Jeopardy	L. Largent & Mary Ann Bodine
Noon	Lunch	Carson's Catering
1 p.m.	Case Scenarios	M. A. Bodine & M. Franco
2 p.m.	Q & A	Mary Ann Bodine

Peer Advising

The Peer Advisors teach the students how to navigate *Mine Online*, create a class schedule 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. Throughout FY2010, the Office of Academic Advising employed approximately 9 peer advisors at any given time.

Pre-Assessment Success Seminar

The Office of Academic Advising, the Office of Recruitment & Admissions, the Division of Mathematics and the Communications Lab collaborated to pilot a preparation workshop for new students prior to taking the assessment tests. The goal of the workshop is to introduce students to the overall structure of each assessment (reading, writing and math) and ease their fears so that the students may perform their best on the instruments. Three staff from both the math lab and the communications lab will present the 10 minute workshop every half hour beginning at 9 a.m. running from July 6 – August 20, 2010.

Following completion of the pilot program, an assessment will be conducted to determine whether or not the program was successful. If the program is found to be successful, the program will be fully implemented in the summer of 2011 with appropriate adjustments made as necessary.

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 2 inquired about this program. In FY2011 print and electronic PLA materials will be updated for clarity and usability.

Probation Outreach

In an effort to impact persistence and retention among at-risk students, the academic advisors outreached to students, currently enrolled, taking one or more developmental reading or writing classes in fall 2009 and spring 2010. Incentives to

draw students to participate included: Office of Advising T-Shirts; 19” Flat Screen TV. Assessment of the outreach effort revealed that students who participated in the program were much more likely to successfully complete their courses than those who did not participate. Full information regarding the data is listed in the quantitative data section of this report.

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
- Tamara Carter, Director of Mathematics
- Molly Henderson, Director of Cooperative Alliance Programs
- Alexa Mashlan, Coordinator of Cooperative Alliance Programs
- Janis Armstrong, Coordinator of Veterans Services
- Alicia Harris, Assistant Director of Student Aid Programs and Services
- Cecilia Pittman, Child Development Faculty
- Ray McCullar, History Faculty (collaborative learning)
- Tom Ashby, Acting Dean of Information Technology
- Penny Hampton, Director of Professional Development
- Mary Turner, Learning Support Specialist
- Jon Horinek, Director of Recruitment and Admissions
- Richard Steere, Automotive Technology Program Chair
- Johnny Allen, Coordinator of Technology Training
- Ted Lemser, Database Administrator
- Stephanie Baird, Coordinator of New Student Orientation and Student Life Programs
- Francine Gissy, Corporate Learning Consultant
- Tammy Burnett, Engineering Program
- Dr. Charles Marshall, SEOSU Aviation Program
- Melissa Watson, SEOSU Aviation Program
- Dr. Debra Vaughn, Director of Student Employment & Career Services
- Dr. Toure, Superintendent in OKCPS

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.

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 guidebook was distributed to all faculty advisors who requested a copy.

Accuplacer Preparation Guide

The guide is distributed to new students through the office of recruitment and 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.

MineOnline Handout

This handout is used primarily by the peer advisors as a reference for students who wish to utilize MineOnline for course selection and registration.

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 Kim Lusk and the content is managed on a big picture level by Mary Ann Bodine.

Assessment and Usage Data:

Academic Advising Usage Totals

Month	Total Student Visits	Triage	Mtg. w/ Advisor in Central Office	Health Pro.	Peer Advisor	# of Working Days	Avg. Seen Per Day
Jul-09	4,405	1,191	2,088	85	1,041	22	200
Aug-09	8,504	749	4,686	154	1,454	21	405
Sep-09	1,733	319	1,126	76	26	20	87
Oct-09	3,794	378	1,948	139	547	22	172
Nov-09	4,307	470	1,902	128	694	19	227
Dec-09	4,549	588	1,773	74	810	17	268
Jan-10	4,972	479	3,159	181	1,211	18	276
Feb-10	1,299	218	1,002	72	37	19	68
Mar-10	1,992	269	1,453	145	120	18	111
Apr-10	3,850	517	2,465	129	718	22	175
May-10	3,205	515	1,931	79	700	19	169
Jun-10	3,609	553	2,065	101	975	22	164
Total	46,216*	6,246	25,598	1,363	8,333	239	194

*26% increase in student visits over FY2009

FY09 Comparative Data

Total Student Visits	Triage	Mtg. w/ Advisor in Central Office	Health Pro.	Peer Advisor	# of Working Days	Avg. Seen Per Day
36,398	10,758	18,326	1,447	5,391	225	151

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	AH	BUS	IT	SM	SS	HP
	850	756	253	727	628	68
Total requests	3,282					

Distance Advisement

	Traditional	Health Professions
July	45	7
August	29	0
September	5	15
October	10	2
November	15	4
December	9	9
January	21	7
February	13	2
March	10	4
April	37	9
May	35	9
June	37	12
Total	266	80

Probation Outreach Overview

	Fall 2009	Spring 2010
Total Number of Students identified for Outreach	288	233 (111 identified as OKC-GO students)
Total Number of Students Contacted by email.	288	233
Total Number of Students who were contacted by phone (This includes those where a message was left and those who answered)	231	214
Total Number of students that responded to email.	35	7
Total Number of students advised by email.	26	7
Total number of office visits through appointments due to Outreach. (This includes those students who made multiple visits.)	64	9
Total number of no-shows for office visits (This includes those students who made multiple appointments.)		10
Total number of students who were serviced in the Office of Academic Advising either by appointment or who walked in after receiving an email without an appointment. (This includes those students who made multiple visits.)	Stack from Lea	56
Total Number of students that were miss-identified for outreach purposes.	57	0

Fall 2009 Probation Outreach GPA Overview

Students who DID NOT receive services through the Office of Academic Advising:

No Services Spring 09	Students (#)	Mean	Median	Mode	Range
Sp 09 Sem. GPA	179	.6875	0	0	0 – 4.0
Sp 09 Cum. GPA	179	.85	1	0	0 – 1.957
Fall 09 Sem GPA	179	1.0377	0	0.333	0 – 4.0
Fall 09 Cum GPA	179	1.0223	1	0	0 – 3.077

Of the 179 above reported on students that attended in the spring of 2009 only 33.5 % returned for classes in the fall of 2009 and persisted without services from the Office of Academic Advising.

Students who DID receive services through the Office of Academic Advising:

With Services Spring 09	Students (#)	Mean	Median	Mode	Range
Sp 09 Sem. GPA	49	.5118	0	0	0 – 3.000
Sp 09 Cum. GPA	49	.7644	.714	0	0 - 1.889
Fall 09 Sem. GPA	49	1.807	1.5	0	0 – 4.000
Fall 09 Cum GPA	49	1.2657	1.1	0	0 – 3.25

Of the 49 above reported students that attended in the spring of 2009, 53% returned for classes in the fall of 2009 and persisted with services from the Office of Academic Advising.

Spring 2010 Probation Outreach GPA Overview

Students who DID NOT receive services through the Office of Academic Advising

No Services Spring 09	Student #	Mean	Median	Mode	Range
Fall 09 Sem. GPA	191	.48	.36	0	0.0 – 4.0
Fall 09 Cum. GPA	191	.56	.57	0	0.0 – 4.0
Sp 2010 Sem. GPA	123	.70	0	0	0.0 – 4.0
Sp 2010 Cum GPA	123	.97	.36	0	0.0 – 4.0

Of the 191 students listed above, only 123 completed courses at the end of sp 2010. Some dropped before the deadline. Of the 123 that came back to attend and completed courses in Sp 2010 only 14% returned for classes in the spring of 2010 and persisted (were **not** eligible for suspension at the end of sp 2010) without services from the Office of Academic Advising.

Students who DID receive services through the Office of Academic Advising

With Services Spring 09	Student #	Mean	Median	Mode	Range
Fall 09 Sem. GPA	42	0.70	0.41	0	0.0– 3.0
Fall 09 Cum. GPA	42	0.71	0.46	0	0.0 – 3.0
Sp 2010 Sem. GPA	42	1.04	0.33	0	0.0 – 4.0
Sp 2010 Cum GPA	42	1.11	0.90	0	0.0 – 4.0

Of the 42 above reported students that attended in the fall of 2009, 62% returned for classes in the spring of 2010 and persisted (were **not** eligible for suspension at the end of sp 2010) with services from the Office of Academic Advising.

Function: Transfer Center

Program Highlights & Information:

School Visits

20 institutions scheduled visits to the OCCC campus to recruit and provide information to students. Many of these universities have standing weekly or monthly visits to the Transfer Center so they are 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 Fairs were held in September 2009 and February 2010. Universities attended to assist students and provide information concerning admissions policies, scholarships, and transferring. Student Employment & Career Services and Graduation Services also attended the fair to answer questions. Both dates were successful and many students were in attendance. The February fair was the largest one to date, with over 30 different institutions 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 was reviewed and updated in August 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.

Campus Tours

The Transfer Center offered campus tours to better assist students in the transfer process. The universities chosen were based on the universities students transfer to most often and by inquiries and interest shown by students.

Assessment and Usage Data:

Summary of Transfer Tours to 4-Year Institutions

University Offered	Total Visits Scheduled	Total Students Signed Up	Total Students Attended
UCO	4	35	17
OU	4	40	24
OCU	1	4	3
OSU	2	9	7
TOTALS	11	88	51

Summary of Transfer Tours to 4-Year Institutions By Month

Month	Total Visits	Total Students Attended
September	2	12
October	3	20
November	1	4
February	3	9
April	2	6
	11	51

Summary of Visits By 4-Year Institutions By Month

Month	Total Visits
July	9
August	5
September	13
October	12
November	11
December	8
January	7
February	13
March	13
April	16
May	9
June	5
TOTAL	121

Comparison of Visits to OCCC By 4-Year Institution

University	Total Visits FY 2010	Total Visits FY 2009
Cameron	1	6
DeVry	8	0
ECU	0	1
Grand Canyon University	0	1
Langston	0	4
Langston – OKC	1	0
MACU	0	10
Newman	1	10
OBU	4	4
OCU	5	4
OK Wesleyan	1	1
OSU	7	13
OU	15	19
OU-CCE	3	3
OU-CLS	18	34
St. Gregory's	2	0
SNU	6	0
SWCU	0	5
UCO	29	21
UCO – ROTC	2	0
USAO	0	24
UT Arlington	8	6
UMUC	8	0
University of Tulsa	0	1

Transfer Fair Survey

The 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: 16

How satisfied were you with the fall 2009 Transfer Fair at OCCC?

68.8% - very satisfied; 25% - satisfied; 6.3% - dissatisfied

What suggestions do you have for future Transfer Fairs?

1. No suggestions – happy with the event – 10
2. More advertising – 1
3. More comfortable chairs – 1
4. Hold the Fair in a place where only students near degree completion will come so the schools do not waste their time – 1

Would you be willing to participate in an evening Transfer Fair?

62% - yes & 38% - no

What information about our students would aide you in your recruitment efforts?

1. Nothing more that is currently being done. – 3
2. List of students and their contact information. – 2 (This list is provided upon registration for the Transfer Fair.)
3. Enrollment numbers by program. – 1

Transfer Student Survey

In October 2009, a survey was sent out to students who had earned 30 or more credit hours regarding the individual's future plans upon graduating from Oklahoma City Community College. 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: Approximately 1700

Number of Surveys Received: 41

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

82.9% - yes & 17.1% - no

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

97.6% - yes & 2.4% - no

What is your intended transfer major? Top 5:

1. Business, 2. Nursing, 3. Psych./Soc., 4. Child Development, 5. Education

If you are planning to transfer, what factors are you considering in choosing a 4 year university?

1. Location,
2. Cost/scholarships,
3. Programs offered/reputation of programs,
4. Variety of class times/Scheduling (online, nights, weekends),
5. Transferability of credits from OCCC to senior institution

Have you met with a representative from your chosen 4 year institution?

28.2% - yes & 71.8% - no

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. Nothing,
4. Less personal attention (especially from professors),
5. Higher tuition

The Transfer Fair, which is held every semester, was just held on September 30, 2009. Have you ever attended a Transfer Fair?

33.3% - yes & 66.7% - no

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

70% - yes & 30% - no

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

25.6% - yes & 74.4% - no

If you would like additional information about transferring, please provide your name and address. Nineteen students provided their names and addresses and were contacted by the Transfer Center.

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

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

FY 2011 Plan: Office of Academic Advising

Goal or Initiative Name	Description of Goal or Initiative
Student Outreach	<ul style="list-style-type: none"> • Continue OKC-Go and probation outreach projects, as well as, expand outreach efforts to include students who withdraw from developmental reading or writing courses.
Faculty Advisor Summer Program	<ul style="list-style-type: none"> • Continue faculty advisor summer program, enhance training and marketing.
Distance Advisement	<ul style="list-style-type: none"> • Implement, promote and assess a real-time, instant messaging, distance advisement program.
New Student Advisement Workshop	<ul style="list-style-type: none"> • Explore options for offering new students group advisement sessions.
Training Scenarios	<ul style="list-style-type: none"> • Begin discussing advising scenarios as a means of professional development at staff meetings when time allows.
Expand Written and On-line Resources	<ul style="list-style-type: none"> • Explore the creation of an informational wall to include: MOL, testing, ANGEL, FAQ for degree sheets, etc.
Peer Advisors	<ul style="list-style-type: none"> • Expand use of peer advisors to “work the line” during peak periods to answer students’ simple questions or provide information to prevent students from waiting unnecessarily.
Transfer Center Target Population	<ul style="list-style-type: none"> • Clearly define and track the population to be served by the Transfer Center.
Transfer Week	<ul style="list-style-type: none"> • Expand current transfer fair each fall and spring to include events throughout the week to promote students’ successful transfer to four year universities.
Update Transfer Center Website	<ul style="list-style-type: none"> • Work with peer advisors to review and enhance the Transfer Center website.
University Recruiter Outreach	<ul style="list-style-type: none"> • Enhance recruiter training and on-going communication.
Academic Planning On-line Tool	<ul style="list-style-type: none"> • Adjust the current on-line academic plan to be easier for students to utilize.
Electronic Processes	<ul style="list-style-type: none"> • Explore through the implementation of on-line paperwork process, such as diversified studies contracts, degree advisement forms, approval of electives, course substitutions and overrides.

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 (30 hours per week)

FWS: 1-Federal Work Study

Professional Development:

Oklahoma Association & Career Employment Professionals (OACEP)

Debra Vaughn 1 meeting

Judi McGee 1 meeting

Oklahoma City Metro Employers Council-Monthly meetings

Debra Vaughn 1 meeting

Judi McGee 3 meetings

Career Guidance Network of Oklahoma

Debra Vaughn 1 meeting

Judi McGee 1 meeting

OUHSC Academic Advisor Workshop

Debra Vaughn 1 meeting

WOW Sessions:

Durell Carter 05; Nicholas Lyon 02; Judi McGee 05; Debra Vaughn 06; Christopher White 05

Financial Resources:

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

Total Budget \$6,065.00

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

Total Budget \$12,987.00

Job Locations & Development Program (JLD) - 18052:

Total Budget \$18,500.00

Function: Student Employment Services

Program Highlights & Information:

Students Employed

Each year the Office of Student Employment & Career Services surveys employers who participate in job fairs and online job postings to determine how many students were employed and what the average salary and economic impact is on these services. Below is a summary of that data.

Total Students Employed

06-07	07-08	08-09	09-10
412	726	793	963

Total Reporting Employers

	06-07	07-08	08-09	09-10
General/Health	42	60	57	73
Career Transitions Emphasis			96	157

Average Student Salary

06-07	07-08	08-09	09-10
\$15,630.34	\$16,634.56	\$17,475.43	\$17,986.56

Total Student Economic Impact

06-07	07-08	08-09	09-10
\$6,439,700.20	\$7,386,890.76	\$7,948,257.05	\$8,628,239.43

Top Employers and Salaries/Economic Impact

Below are the data regarding the top 10 employers of OCCC students and the top 10 employers by salary of those that hired OCCC students.

<u>Top 10 OCCC Student Employers</u>	<u>Students Hired</u>
1. Oklahoma City Community College	225
2. HCA Healthcare (OU Medical Center)	64
3. Wellness and Fitness Center	64
4. United Parcel Service	37
5. Fedex/ATT	34
6. Sitel/CSC	27
7. Parks & Recreation	22
8. Hobby Lobby/CVS Pharmacy/Walgreen	17
9. Lowes/Home Depot	15
10. Tinker Credit Union/Banc 1 st	14

<u>Top 10 OCCC Student Employers</u>	<u>Salary Impact/Contribution</u>
1. Oklahoma City Community College	\$1,528,664.22
2. HCA Healthcare (OU Medical Center)	1,400,697.37
3. United Parcel Service	496,489.41
4. OK Parks & Recreation	480,480.00
5. ATT/FEDex	440,236.26 (Same \$ for both)
6. Home Depot/Lowes	324,880.00
7. Total Medical Personal Services	314,034.00 (Same \$ for both)
8. Accel Financial Staffing	270,140.36
9. CIT Group/Farmers Inc.	268,540.22 (Same \$ for both)
10. OK DPS	236,450.21

Note: U.S. Census 2010 Campaign, OCCC SE&CS recognition for donation of space; distribution of marketing materials; testing site and OCCC Job Fair importance to the success of the decennial census. Ray Janik, AMR ELCO

Student Temporary Employment Program

OCCC is committed to providing employment opportunities for its students. The Office of Student Employment & Career Services works to help connect students to these jobs by aiding in completing the online application process and hosting student employment events. Below are the data regarding the number of students who were employed at OCCC through these efforts.

	FY08	FY09	FY10
Federal Work Study	30	53	225*
Student Workers Non Work Study	41	124	*Student employees are now grouped together as a part of the 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. FY10 saw the addition of a STEP Training session for a new total of six annually. SE&CS staff averaged distributing 230 student invitations (RSVP's) to campus departments for each STEP training.

Date	Topic	Attendance
9/16/10	Internship Search/Application	37
10/21/09	Resume & Cover Letter Development	42
11/18/09	Job Interview Appropriate Dress for Success	33
2/17/10	Tinker Jobs/Internships	27
3/31/10	Optimal Resume Interview Skills	32
4/21/10	How to Tie a Necktie (Job Interview/Workplace)	34
	Total	205

Student end-of-program STEP Training evaluations were 100% positive. Job/Work topics for FY11 were submitted by students for consideration.

In order to promote student employment at OCCC, Student Employment & Career Services partners with Karen Schmidt, an HR representative, to present “How to Work on Campus” to interested students. The fall and spring sessions and attendance is depicted in the table below.

	08-09	09-10
Fall	38	24
Spring	31	32

In order to make the process of applying for on campus jobs easier for students, students may submit their work study authorization forms to the Student Employment & Career Services Office to be forwarded to Karen Schmidt in HR. In FY2010 243 work study authorizations were submitted to SE&CS, compared to 240 in FY2009. This service allows students with transportation challenges (cannot visit the John Massey Center, etc.) to continue their job application process for Work-Study positions.

College Central Network (CCN) OCCC Student/Alumni Job Board

The online job board is available 24/7 for on-campus & off-campus jobs & internships. Approximately 200-225 daily job listings & students may post their resumes. CCN also provides 71,000 nationwide job and internship listings.

Total number of students registered on the Job Board: 1,814
 Total number of employers registered on the Job Board: 1,808

	06-07	07-08	08-09	09-10	% of Increase or Decrease
New Student Registrations	159	342	891	689	22% Decrease
New Jobs Posted	914	1,240	1,109	662	40% Decrease
New Employer Registrations	353	305	227	142	37% Decrease

Full Time 304 Part Time 322 Co-op 02
 Internship 87 Seasonal 34 Work Study 27

Current Job Board local and national internship listings: 134

Optimal Resume, Cover Letter & Interview Program

Optimal Resume is a program available 24/7 for creation of job search documents. The skills center portion of the program provides practice interviewing. Interview Types include: behavioral, initial, business, medical, law, final candidate and build your own Interview

Total Number Students Registered

07-08	08-09	09-10	% Increase/Decrease
318	1,449	3,253	124%

The average amount of time devoted to each student or alumni seeking assistance with resume, cover letter and job search guidance is approximately 1.5 hours. The

addition of 1,804 resumes to the Optimal Resume database represents at least 2,706 staff hours of direct one-on-one assistance to this amount of students. (This initial time allocation does not include students that visit our office multiple times to apply for multiple job opportunities).

Optimal Resume reports that of their 150, West/Mid-West Regional Clients we are ranked #6 in program student usage.

Job Flier Postings Bulletin Boards/Job Tables

To promote on and off campus employment, flyers and tables are set up through the Student Employment and Career Services Office. 27,494 flyers and/or job tables were posted or facilitated.

Employer Campus Recruitment Visits

06-07	07-08	08-09	09-10	% Increase/Decrease
99	175	100	14	Decrease of 86%

Job Fairs (General & Health Employers) Fall 2009 & Spring 2010

Fall Job Fair: Wednesday, October 7, 2009

General Employers 10-2:00 pm 60
 Health Employers Noon-6:00 pm 25
 Total Employers 85

Spring Job Fair: Wednesday, March 3, 2010

General Employers 10-2:00 pm 60
 Health Employers Noon-6:00 pm 26
 Total Employers 86

Academic Year Employer Total Attendance at Job Fairs: 171

Job Fair & Health Job Fair estimated attendance by those seeking employment for fall 2009 was 3,000 and attendance for Spring 2010 was 2,500 for a total of 5,500.

99% of employers attending the Fall 09 & Spring 10 job fairs indicated that they plan to participate in the future.

Meetings & Class Presentations

To promote and provide services to a broad array of students, each staff member within Student Employment & Career Services presents to various student groups throughout the year. During FY2010 a total of 144 presentations were made.

Durell Carter, Federal Student Worker

STEP Training Luncheons	06	Opening Day	01
Engineering Classroom	03	Recruitment Table	53
		Total:	<u>63</u>

Nicholas Lyon, Employment Assistant

STEP Training Luncheons	03	Engineering	02
General Classroom Presentations	02	Total:	<u>07</u>
Judi McGee, Employment Coordinator			
STEP Training Luncheons	06	TLC	02
General Classroom Presentations	06	Opening Day	02
Business Classroom Presentations	12	Greater Grads	
Career Transitions Workshops	25	Meetings	03
Latino Community Development	02	Total:	<u>56</u>
Christopher White, Employment Clerk			
STEP Training Luncheons	06	Engineering	05
PSY-1001, Career Transitions Class	04	Greater Grads	03
		Total:	<u>18</u>

Function: Career Services

Program Highlights & Information:

Career Days Events

A number of career day events are hosted to introduce students to various job and internship opportunities locally and nationally.

	08-09 Attendance	09-10 Attendance
FAA Jobs Workshop	0	76
Tinker AFB Intern Program Business Majors	28	21
Tinker AFB Jobs/Internships	0	75
Disney Internship Program	23	31
Greater Grads Workshop	19	20
Greater Grads Career Fair/Cox Center	8	0
US Military Career Fair	500	500
	578	723

DISCOVER (ACT) Career Guidance Program Usage

The DISCOVER program is used to aid students in selecting a career field based on their personality and preferences.

	06-07	07-08	08-09	09-10	% Increase
# of unique/individual users	265	1,122	1,366	1,623	18%
# of DISCOVER uses	965	3,186	4,130	4,650	12%

Employment & Career Power Workshops

	07-08 # of Workshops	07-08 Attend	08-09 3 of Workshops	08-09 Attend	09-10 # of Workshops	09-10 Attend
Fall	9	23	10	51		63
Spring	8	27	10	63		58
Summer				19		16
Total						

Greater Oklahoma City Chamber of Commerce Greater Grads Summer Internship Program

This program is designed to introduce Oklahoma college and university students to the benefits of living and working in the state of Oklahoma. Through the efforts of the Student Employment and Career Services Office, OCCC sponsors students to participate in the program each year.

07-08	08-09	09-10
8	15	23

Group Meetings & Classroom Presentations: Debra Vaughn

PSY 1001-Career Exploration Classes: 2-Eight Week Sessions, F/Sp 64

Success in College & Life	91	Greater Grads Meetings	03	Engineering	02
INFO Fest	02	STEP Trainings	06	Career Fest	01
OCCC Opening Day	02	Transfer Day	01	Fin Aid	01
OKC Downtown College	01	Counselor Breakfast	01	Student Life	01
					Total: <u>175</u>

The 91 classroom presentations for the “Success in College & Life” classes has provided the opportunity to share SE&CS services information to approximately 2,275 students.

PIONEER Newspaper Articles, Advertisements, PSA’s

A total of 101 articles, advertisements and/or public service announcements were featured in the student newspaper regarding services offered through the Student Employment & Career Services Office.

Student & Employer Contacts

In-office; appointments and walk-ins; phone calls; emails; mailings; events; classroom and workshop presentations increased by 14% over the previous fiscal year.

	08-09	09-10
Debra Vaughn	6,373	7,010
Judi McGee (#’s include job board e-mails to students, alumni and employers)	36,548	40,202
Nicholas Lyon	103	1,350
Christopher White	3,225	3,548
Durell Carter	360	2,115
Total Contacts	47,528	54,285

Student Employment & Career Services Guide Book

Approximately 5,000 guidebooks have been utilized and distributed. It is an extremely valuable educational (Job Search, Career Guidance and Professional Development) tool. The Guidebook has been revised for FY-2011 with new-resumes, cover letters, additional sample job duties, addition of “How to tie a Necktie” illustration.

FY2011 Plan: Student Employment & Career Services

Goal, Task or Initiative Name	Description
Increase usage of Optimal Resume online Interviewing	Student utilization of online interviewing within our office area
Telephone Installation in Interview Room	To assist/accommodate students communicating with employers to arrange job interviews or to conduct phone interviews. Will also enhance job search processes by students.
Career Exploration Class Promotional Fliers	Fliers were developed and displayed to encourage student enrollment and participation.
Local employer registration on Job Board	New hire will contact local employers to share Job Board registration options.
Guidebook Updates 5,000 Distributed	Based on student usage and staff evaluations per needed service requests

**Department: Student Life
Unit: Student Development**

Mission

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

Purpose

The Office of 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
Part-Time: 6 Non-Exempt (Student Workers)
3 Graduate Student Interns (open)*

* 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, NSO, and Leadership Development.

Professional Development:

Darin Behara – Director of Student Life

Professional Development

“Web Time Entry for Supervisors”, August 19, 2009
Enrollment & Student Services Division Meeting, “Survive and Thrive in a Multigenerational World,” Dr. Rita M. McMurray, September 17, 2009
NASPA National Annual Conference, March 2010
OCSPA Conference, May 2010

Presentations

Student Life Presentation to SCL1001, Aug.-Sept. 2009
MBTI Sessions for SCL1001, Fall 2009 and Spring 2010
“Civic Engagement for At-Risk Students,” NASPA, March 9, 2010

Adjunct

Success in College and Life, August-October 2009

Committees

President’s Advisory Committee, 3 year term (Fall 2009 – Spring 2012)
United Way of Central Oklahoma, Community Investment Volunteer Benefits Committee Chair, October 2008- Present
Wellness Task Force, August 2008- Present

Katie Treadwell – Service Learning and Student Life Programs Coordinator

Professional Development

OCCC Web Time Entry Training, August 12, 2009
Enrollment & Student Services Division Meeting, “Survive and Thrive in a Multigenerational World,” Dr. Rita M. McMurray, September 17, 2009
Linking OKC’s Young Adult Leaders (LOYAL), Leadership OKC, 2009 - 2010
NASPA Region IV-West Annual Conference, November 3-6, 2009
OKWHE Annual Conference, November 20, 2009
“Effective Forms of Teaching and Learning,” Dr. Palmer, February 10, 2010
OCCC Digital Signage Training, February 23, 2010
NASPA Annual Conference, March 6-10, 2010
OCCC Events Training – Customer Contacts, May 22, 2010
OCSPA Annual Conference, May 24, 2010

Presentations

New Faculty Service-Learning Orientation and Implementation, August 2009
Service-Learning, Faculty Planning and Prep Week, Aug. 2009
Service-Learning Course Orientations, Fall 2009 (16 sessions)
MBTI for Success in College and Life, September 2009 (14 sessions)
“Civic Engagement for At-Risk Students,” NASPA, November 4, 2009
Service-Learning Course Orientations, Spring 2009 (14 sessions)
Student Life Presentation to SCL1001, February-April 2010 (3 sessions)
MBTI for Success in College and Life, February 2010 (5 sessions)
“Civic Engagement for At-Risk Students,” NASPA, March 9, 2010
Brown Bag Presentation – “Going Green,” April 21, 2010

Adjunct

Success in College and Life, Fall 2009, Spring 2010

Committees

Enrollment and Student Services Advisory Board, May 2009-June 2010
United Way Employee Giving Campaign, Chair, September-November 2009
Timely Emergency Communications Task Force, March-May 2010
Student Employment Assistant Search Committee, June 2010

Stephanie Baird – First Year & Student Life Programs Coordinator

Professional Development

New Employee Orientation, July 10, 2009
OCCC Web Time Entry Training, August 12, 2009
Enrollment & Student Services Division Meeting, “Survive and Thrive in a Multigenerational World,” Dr. Rita M. McMurray, September 17, 2009
OKWHE Annual Conference, November 20, 2009
“Effective Forms of Teaching and Learning,” Dr. Palmer, February 10, 2010
29th Annual Conference on the First Year Experience, February 11-16, 2010
OCCC Digital Signage Training, February 23, 2010
OCCC Events Training – Customer Contacts, May 22, 2010
OCSPA Annual Conference, May 24, 2010

Presentations

Brown Bag – “Student Involvement & Success,” September 1, 2009

Brown Bag Presentation – “Time Management,” September 15, 2009
Student Life Presentation to SCL1001, September 2009 (3 sessions)
Student Life Presentation to SCL1001, February-March 2010 (3 sessions)
Brown Bag Presentation – “Going Green,” April 21, 2010
New Student Orientation, May-June 2010 (5 sessions)

Adjunct

Success in College and Life, August-October 2009
Success in College and Life, January-March 2010 (2 sections)

Publications

“Money Matters Makes Cents,” Enrollment & Student Services Newsletter
Oct. 2009
“New Student Orientation Continues to Grow,” Enrollment & Student Services
Newsletter (June 2010)

Committees

TRIO Student Support Services Advisor, Search Committee, December 2009

Marcy Roll - Student Life Assistant

Professional Development

Leadership Oklahoma City Community College Class of 2010
Web Time Entry for Supervisors, August 2009
“*Survive and Thrive in a Multi-Generational World*” presented by Rita Murray
September 17, 2009
PBP Executive Reports entitled “*8 Do’s and Don’ts of Motivating Employees:
What Managers Need to Know.*” November 2009
Online management/supervision training product offered by
American Society for Training & Development (ASTD) has declared
December 7-11, 2009, as “Employee Learning Week (ELW).”
OUCH! That Stereotype Hurts, December 9, 2009
OCCC Association of Alumni and Friends, January, 2010
Supervisor Academy: *Training Supervisors to Supervise, January-May, 2010*

Karlen Grayson – Student Organizations Assistant

Professional Development

Enrollment & Student Service Division Meeting, “Survive and Thrive in a
Multi-Generational World”, presented by Rita Murray, September 17, 2009
Enrollment & Student Services Division Meeting, Dr. Paden, March 25, 2010
OCCC Administrative Professionals Networking Reception, April 22, 2010
New Events Management Training System, April 7, 2010

Presentations

Student Life Presentation to SCL1001, Fall 2009 and Spring 2010 (13)
Student Life Presentation to Career Development Classes, Fall 2009 (2)

Financial Resources:

91370	Auxiliary	Student Life	\$422,182
		<i>Professional Full-time</i>	86,232
		<i>Classified Full-Time</i>	82,453
		<i>Benefits</i>	90,487
		<i>Operations</i>	162,920
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>	22,700
		<i>Operations</i>	20,000

Several changes to the budget were made during fiscal year 2010. All student employment budget lines were transferred to human resources STEP accounts in April 2010. Professional full-time wage and benefits were transferred from E&G New Student Orientation to Auxiliary Student Life mid-year. One part-time temporary classified position was transferred from Student Life to be utilized by The Division of Enrollment and Student Services.

Function: Service-Learning

Program Highlights and Information:

Academic Service-Learning

The Office of Student Life's Service-Learning Center entered its fifth 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
- Increased number of student service days

The following courses participated in service-learning during the 2009-2010 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
- Physical Therapy Assistant Systems, 1 section
- Occupational Therapy Group Dynamics, 1 section
- Developmental Psychology, 3 sections
- Advocates of Peace, 2 sections
- Introduction to Public Speaking, 3 sections
- Success in College and Life, 2 sections

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 to five Service Days each semester that were open to all OCCC students. In addition, Student Life also sponsored four Service Days each semester specifically for OKC-Go students. The following agencies participated in the Service Days program during the 2009-2010 academic year:

- Adopt-A-Street: four service days (two open to all students, two open to OKC-Go)

- Habitat for Humanity: five service days (three open to all students, two open to OKC-Go, one cancelled)
- Regional Food Bank: six service days (two open to all students, four open to OKC-Go, one cancelled)
- Salvation Army: one service day (open to all students)
- Special Care: 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 third full year of implementation during the 2009-2010 academic year with better than anticipated participation from students as compared to previous years. Twenty-eight students are currently enrolled in the program. OCCC student Aaron Victor completed the program and graduated with Civic Honors in May 2010. In addition, previous Civic Honors recipient Faustino Ceballos, Jr. earned the President's Volunteer Service Award from United States President Barak Obama.

Assessment and Usage Data:**Service Days**

Students Participating in Service Days: 168
OKC-Go Students Participating in Service Days: 104
Service Day Total Hours Served: 877
Financial Value of Hours Served: \$18,285.45*

Volunteer Fairs

Agencies Attending Volunteer Fairs: 43 (26 in Fall, 17 in Spring)
Students Attending Volunteer Fairs: 1000 (500 in Fall, 500 in Spring)

Civic Honors Service Award Program

Students Participating in Civic Honors: 28
Students Completing Civic Honors: 1
Civic Honors Total Hours Served (completed students only): 108
Financial Value of Hours Served: \$2,251.80*

President's Volunteer Service Award Program

Students Participating in President's Volunteer Service Award: 7
Students Completing President's Volunteer Service Award: 1
Service Award Total Hours Served (completed students only): 139
Financial Value of Hours Served: \$2,898.15*
Total Students Completing Service Award in Program History: 2

Participating Community Agencies

Total Community Partner Agencies: 101
Agencies Served in 2009-2010: 97 (58 partner, 39 non-partner agencies)
New Agencies in 2009-2010: 11
Agencies Attending Volunteer Fairs: 43 (26 in Fall, 17 in Spring)

Academic Service-Learning Participation and Evaluations

Faculty Members Participating in Service Learning: 15
Courses Including Service-Learning: 30 sections in 13 different courses
Students Participating in Service-Learning (based on course capacity): 1,370
(717 in Fall, 653 in Spring)
Service-Learning Evaluations Returned: 655 (47.81%)
Hours Served (based on course capacity and assignments): 10,582
Financial Value of Hours Served: \$220,634.70*

**Calculations based on Independent Sector value of volunteer hour: \$20.85 in 2009.*

	2008	2009	2010
The service increased my awareness of the larger community.	4.06	4.11	4.19
The service helped me better understand community needs.		4.12	4.17
The service helped me better understand course material.	4.10	2.93	3.13
The service made me more interested in attending class.		2.67	2.95
The service helped me reflect on my life and goals.	3.79	3.72	3.78
The service helped me reflect on my career goals.	3.03	3.11	3.12
The service has increased my interest in future service.	3.78	3.86	3.91
I would recommend this activity to my friends.	3.87	3.86	3.97
My experience with the community agency was positive.	4.31	4.41	4.50
My experience with the service-learning program was positive	4.17	4.13	4.26

	Overall	Other	Nurse
The service increased my awareness of the larger community.	4.19	4.29	4.15
The service helped me better understand community needs.	4.17	4.29	4.12
The service helped me better understand the course material.	3.13	3.79	2.95
The service made me more interested in attending class.	2.95	3.62	2.76
The service helped me reflect on my life and goals.	3.78	4.15	3.64
The service helped me reflect on my career and life goals	3.12	3.40	3.01
The service has increased my interest in doing further service.	3.91	4.21	3.79
I would recommend this activity to my friends.	3.97	4.30	3.84
My experience with the community agency was positive.	4.50	4.63	4.45
My experience with the service-learning program was positive.	4.26	4.57	4.14

Additional Student Survey Results

Defining Service

Prior to participation in a service-learning course, students ranked the following statements based on four choices: 1 (strongly disagree) to 4 (strongly agree).

I have a responsibility to serve my community.	3.33
I have a good understanding of the needs and problems facing the community in which I live.	2.94
I have a good understanding of my roles as a responsible citizen.	3.27
I regularly participate in community service or volunteer work.	2.26
I am interested in participating in community service or volunteer work.	3.09

Civic Attitudes and Skills

Following participation in a service-learning course, students ranked the following statements on a scale of 1 (strongly disagree) to 5 (strongly agree).

1. I plan to do some volunteer work.	3.72
2. I plan to become involved in my community.	3.72
3. I plan to participate in a community action program.	3.24
4. I plan to become an active member of my community.	3.65
5. In the future, I plan to participate in a community service organization.	3.64
6. I plan to help others who are in difficulty.	4.28
7. I am committed to making a positive difference.	4.36

8. I plan to become involved in programs to help clean up the environment.	3.45
9. I can listen to other people's opinions.	4.40
10. I can work cooperatively with a group of people.	4.39
11. I can think logically in solving problems.	4.39
12. I can communicate well with others.	4.36
13. I can successfully resolve conflicts with others.	4.18
14. I can easily get along with people.	4.40
15. I try to find effective ways of solving problems.	4.44
16. When trying to understand the position of others, I try to place myself in their position.	4.36
17. I can think analytically in solving problems.	4.26
18. I try to place myself in the place of others in trying to assess the situation.	4.32
19. I tend to solve problems by talking them out.	4.10
20. I am aware of current events.	3.79
21. I understand the issues facing this nation.	3.76
22. I am knowledgeable of the issues facing the world.	3.67
23. I am aware of the events happening in my local community.	3.65
24. I plan to be involved in the political process.	2.88
25. I understand the issues facing my community.	3.47
26. I am a better follower than a leader.	2.89
27. I am a good leader.	3.83
28. I have the ability to lead a group of people.	3.98
29. I would rather have somebody else take the lead to find a solution.	2.97
30. I feel that I can make a difference in the world.	4.04
31. I don't understand why some people are poor when there are boundless opportunities available to them.	2.65
32. People are poor because they choose to be poor.	2.17
33. Individuals are responsible for their own misfortunes.	2.66
34. We need to look no further than the individual in assessing their problems.	2.37
35. In order for problems to be solved, we need to change public policy.	3.09
36. We need to institute reforms within the current system to change our communities.	3.31
37. We need to change people's attitudes in order to solve social problems.	3.68
38. It is important that equal opportunity be available to all people.	4.28
39. It is hard for a group to function effectively when the people involved come from very diverse backgrounds.	2.42
40. I prefer the company of people who are very similar to me in background and expressions.	2.77
41. I find it difficult to relate to people from a different race or culture.	2.06
42. I enjoy meeting people who come from backgrounds very different from my own.	4.14
43. Cultural diversity within a group makes the group more interesting and effective.	4.13

44. It is important for me to learn what is being taught in this course.	4.46
45. I dislike most of the work in this course.	2.29
46. I like what I am learning in this course.	4.18
47. I think that I will be able to use what I am learning in this class in other classes.	4.25
48. I think that what we are learning in this course is valuable.	4.34
49. I think that what I am learning in this course is useful for me to know.	4.37
50. It is important for me to really understand the materials covered in this course.	4.44
51. Through this course I am taking this semester: I gained a deeper understanding of things I learned about in this course.	4.27
52. I learned to apply concepts from my course to real situations.	4.32
53. I became more interested in the field represented by this course.	4.27
54. I better understand the role of a professional in this field.	4.50
55. I became more interested in a career in community work.	3.50
56. I learned about the community.	3.64
57. I learned how to work with others effectively.	3.98
58. I learned to appreciate different cultures.	3.92
59. I learned to see social problems in a new way.	3.66
60. I became more aware of the community of which I am a part.	3.60
61. In my service-learning experience, I was appreciated when I did a good job.	4.03
62. I feel that I made a real contribution through my service-learning activity.	3.71
63. In service-learning, I was free to develop and use my ideas.	3.29
64. My service-learning activity met needs of the community.	4.01

Qualitative Summary

The majority of students stated that they enjoyed their service-learning experience and completed the learning objectives. Some students in the nursing program expressed frustration with the academic requirement and the perceived lack of connection to course material. This suggests that reinforced learning objectives, reflection, faculty training and agency training may be necessary.

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 also be done online or with the assistance of the Office of Student Life at no cost to the student. In the Summer and Fall of 2009, 32 NSO sessions were held. A total of 885 students attended, averaging 27.6 students per session. Likewise, 10 NSO sessions were offered in the Spring of 2010. A total of 248 students attended, averaging 24.8 students per 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 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 is primarily staffed by one full-time master's level professional coordinator and three part-time student staff members. Below are the brief descriptions of the professional and student positions:

- The *First Year and Student Life Programs Coordinator* develops, plans, implements, and evaluates NSO sessions, welcome events, student academic success seminars, social programs, family events, and other relevant services to enhance the success of a diverse student population.
- 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" (The New Student Guide) is available to students online at <http://www.occc.edu/orientation>. Efforts were made to offer NSO as an online course in Spring 2010; however, the goal for the completion of this project is now Summer/Fall 2010.

Assessment & Usage Data:

Summer & Fall 2006-2009

Assessment Area	Usage Data				Change		
	SF06	SF07	SF08	SF09	SF06-07	SF07-08	SF08-09
Total # of Sessions Offered	26	26	30	32	0	+4	+2
Total # of Students Attending	640	451	703	885	-189	+252	+182
Average Session Size	24.6 1	17.3 4	23.4 3	27.6 5	-7.27	+6.09	+4.22

Spring 2007-2009

Assessment Area	Usage Data			Increase	
	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	11.62	13.3	+22	+1.68

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 2007-2009

Knowledge Area	Prior to Attending			After Attendance			Increase (Prior to After)		
	SF07	SF08	SF09	SF07	SF08	SF09	SF07	SF08	SF09
Financial Aid	3.48	3.14	3.07	4.37	4.15	4.25	+0.89	+1.01	+1.18
Payment/Bursar	3.28	2.74	2.65	4.38	4.21	4.29	+1.10	+1.47	+1.64
Syllabus	3.81	3.32	2.99	4.51	4.50	4.40	+0.70	+1.18	+1.41
Study Skills	3.88	3.45	3.34	4.51	4.34	4.41	+0.63	+0.89	+1.07
Time Management	3.84	3.37	3.38	4.55	4.35	4.41	+0.71	+0.98	+1.03
Note Taking	3.97	3.53	3.45	4.52	4.40	4.41	+0.55	+0.87	+0.96
Campus Labs	2.74	2.37	2.34	4.32	4.39	4.39	+1.58	+2.02	+2.05
Academic Advisement	3.06	2.64	2.89	4.29	4.30	4.38	+1.23	+1.66	+1.49
MineOnline	2.74	2.28	2.41	4.42	4.32	4.31	+1.68	+2.04	+1.9

Summer & Fall 2006-2009

Statement	Mean			
	SF06	SF07	SF08	SF09
Attending NSO eased my concerns about college.	4.13	4.01	3.83	4.24
Attending NSO will help me be more successful.	4.06	3.97	3.76	4.24
I would recommend attending NSO to my friends.	4.38	4.21	4.02	4.49
Overall, my experience with NSO was positive.	4.59	4.42	4.17	4.63

Spring 2008-2010

Knowledge Area	Prior to Attending			After Attendance			Increase (Prior to After)		
	SP08	SP09	SP10	SP08	SP09	SP10	SP08	SP09	SP10
Financial Aid	3.13	3.19	3.10	4.37	4.31	4.42	+1.2	+1.1	+1.3
Payment/Bursar	3.01	2.83	2.75	4.32	4.21	4.46	+1.3	+1.3	+1.7
Syllabus	3.68	3.29	3.00	4.63	4.37	4.46	+0.95	+1.0	+1.4
Study Skills	3.79	3.44	3.22	4.59	4.33	4.43	+0.80	+0.89	+1.2
Time Management	3.73	3.60	3.41	4.49	4.40	4.46	+0.76	+0.80	+1.0
Note Taking	3.80	3.60	3.43	4.57	4.31	4.48	+0.77	+0.71	+1.0
Campus Labs	2.61	2.45	2.48	4.47	4.31	4.45	+1.8	+1.8	+1.9
Academic Advisement	2.85	2.88	2.91	4.33	4.19	4.47	+1.4	+1.3	+1.5
MineOnline	2.60	2.71	2.69	4.36	4.35	4.48	+1.7	+1.6	+1.7

Spring 2007-2010

Statement	Mean			
	SP07	SP08	SP09	SP10
Attending NSO eased some of my concerns about college.	4.13	4.39	4.38	4.31
Attending NSO will help me be more successful.	4.06	4.36	4.33	4.24
I would recommend attending NSO to my friends.	4.37	4.54	4.55	4.53
Overall, my experience with NSO was positive.	4.60	4.74	4.68	4.62

*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	SF09
1. The tour	1. The tour	1. The tour	1. The tour
2. Lab information	2. Everything	2. Everything	2. General Info
3. Resource Info	3. Financial aid	3. Eased Stress	3. Financial aid

What could have been done to improve your NSO experience?			
SF06	SF07	SF08	SF09
1. Detailed tour	1. Nothing	1. Nothing	1. Nothing
2. More activities	2. Detailed tour	2. More food	2. Detailed tour
3. More online info	3. More food	3. Detailed tour	3. More food

What did you find most useful about NSO?			
S07	S08	S09	S10
1. The tour	1. The tour	1. The tour	1. The tour
2. General info	2. General info	2. Everything	2. General info
3. Everything	3. Everything	3. Resource Info	3. Financial aid

What could have been done to improve your NSO experience?			
S07	S08	S09	S10
1. Nothing	1. Nothing	1. Nothing	1. Nothing
2. Detailed tour	2. More food	2. Help find classes	2. More food
3. More food	3. Shorter time	3. Detailed tour	3. Detailed tour

New Student Needs Survey

The New Student Needs Survey, which originally assessed new student needs in Fall 2005, was re-administered at the Office of Recruitment & Admissions in Fall 2009. A total of 120 full-time and part-time students completed the survey, representing 75 local and national high schools. The high schools most commonly represented were Ardmore, Moore, Norman North, Northwest Classen, Southeast, Westmoore, and Yukon. About half of these students graduated from high school within the last five years. When asked to share their intended major (or plan of study), one-third of the students said Business, General Education, or that they were still undecided. Other common major choices included Computer Science, Engineering, and Nursing. Overall, 48 of the students planned to earn a degree from OCCC. Thirty-two said that they did not plan to earn a degree, while 40 were unsure.

Self-Assessment of Needs

The following data are based on the results of the New Student Needs Survey, in which the participants self-assessed the information they would need at different points throughout the academic year. The most salient topics are as follows:

What information do you need now or at least 6 weeks prior to the beginning of fall classes?	
Campus Parking Permit and Information	40
Information About Your Chosen Major	29
Financial Aid Information	29
Find Your Classes	28

Now imagine that it is the day before classes start. What information do you believe that you would need then?	
Find Your Classes	33
Campus Parking Permit and Information	30
Library Services	21
Information About Your Chosen Major	18

Now imagine that you are enrolled in the first year course, Success in College and Life, which is designed to help further orient students to the college environment by providing academic success strategies. What topics would be important then?	
Information About Your Chosen Major	18
Study Skills Information	14
Find Your Classes	13
General Campus Tour	12

Function: Campus Activities

Program Highlights & Information:

The Office of Student Life planned and implemented a total of 155 events open to all members of Oklahoma City Community College, an increase of 22 events from 133 events in the previous academic year. With 154* planned events over a 32 week two-semester time period, Student Life has averaged hosting 4.8 events per week. This event listing does not include events open only to a specific group of students. An estimated total of 21,304 students (12,364 in the fall, 8,940 in the spring) participated in these events.

*The Leadership Retreat is not held during the 32 week fall and spring combined semesters.

Fall 2009

Leadership Retreat	August 7-9, 2009
Opening Day	August 22, 2009
Welcome Week (WW)	August 24-28, 2009
Welcome Breakfast (WW)	August 24, 2009
Make Your Own Chapstick (WW)	August 25, 2009
Free Popcorn (WW)	August 26, 2009
Math Lab Open House & Free Pizza (WW)	August 26, 2009
Deal or No Deal (WW)	August 27, 2009
Free SnoCones (WW)	August 28, 2009
Brown Bag – Student Involvement & Success	September 1, 2009
Student Organizations Fair	September 2-3, 2009
OCCC Night at the OKC Redhawks	September 2, 2009
Brown Bag – Study Skills	September 8, 2009
Brown Bag – Study Skills	September 9, 2009
LeaderQUICK	September 9, 2009
Hispanic Heritage Day – Mariachi Lopez	September 15, 2009
Brown Bag – Time Management	September 15, 2009
LeaderQUICK	September 16, 2009
Constitution Day	September 17, 2009
OKC-Go Service Day: Adopt-A-Street	September 18, 2009
Anniversary Week (AW)	September 21-25, 2009
Blood Drive	September 21-22, 2009
Free Popcorn (AW)	September 21, 2009
Volunteer Fair (AW)	September 22, 2009
Brown Bag – E-Learning	September 22, 2009
Photo Booth (AW)	September 23, 2009
Musician Sherree Chamberlain (AW)	September 23, 2009
Free SnoCones (AW)	September 23, 2009
LeaderQUICK	September 23, 2009
Campus Voices – “Dream No Little Dream” (AW)	September 24, 2009
OCCC 37 th Birthday Party (AW)	September 25, 2009
Service Day: Adopt-A-Street (AW)	September 25, 2009
LeaderQUICK	September 30, 2009
Service Day: Regional Food Bank	October 3, 2009
Brown Bag – Test Taking	October 6, 2009
Campus Voices – “Counterterrorism”	October 6, 2009
LeaderQUICK	October 7, 2009

OKC-Go Service Day: Habitat for Humanity	October 9, 2009
Alcohol Awareness Week (AAW)	October 12-14, 2009
Mocktails & Music (AAW)	October 12, 2009
Airbrush Tattoos (AAW)	October 13, 2009
Brown Bag – Substance Abuse/Domestic Violence (AAW)	October 13, 2009
Free Popcorn (AAW)	October 14, 2009
Beer Goggles Obstacle Course (AAW)	October 14, 2009
LeaderQUICK	October 14, 2009
Deal or No Deal	October 20, 2009
Brown Bag – Enrollment Basics	October 20, 2009
Brown Bag – Enrollment Basics	October 21, 2009
LeaderQUICK	October 21, 2009
Money Matters – Banking & Budgeting	October 27, 2009
LeaderQUICK	October 28, 2009
Money Matters – Funding College	October 29, 2009
Halloween Carnival	October 30, 2009
Money Matters – Smart Credit	November 3, 2009
Brown Bag – Term Papers	November 3, 2009
Brown Bag – Term Papers	November 4, 2009
Money Matters – Identity Theft	November 5, 2009
Brown Bag – Transfer Basics	November 10, 2009
Money Matters – Loan Repayment	November 10, 2009
Veteran's Day Reception	November 11, 2009
Money Matters – Financial Future	November 12, 2009
OKC-Go Service Day: Regional Food Bank	November 13, 2009
International Education Week (IEW)	November 16-20, 2009
Language Fest/Open House (IEW)	November 16, 2009
Name on Rice (IEW)	November 17, 2009
Campus Voices: "Around the World in 90 Minutes" (IEW)	November 17, 2009
Blood Drive	November 18-19, 2009
Music Showcase (IEW)	November 18, 2009
Brown Bag – Stereotypes & Diversity (IEW)	November 18, 2009
OCCC Night at the OKC Thunder	November 20, 2009
Service Day: Habitat for Humanity	November 21, 2009
World AIDS Day – HIV Testing	December 1, 2009
World AIDS Day – "Rent" Movie Showing	December 1, 2009
Brown Bag – Surviving Holiday Stress	December 1, 2009
OKC-Go Service Day: Regional Food Bank	December 4, 2009
Service Day: Salvation Army	December 5, 2009
Brown Bag – Finals Prep	December 8, 2009
Brown Bag – Finals Prep	December 9, 2009
Candle Creations	December 9, 2009
Finals Breakfast	December 14, 2009

Spring 2010

Opening Day	January 16, 2010
Welcome Week (WW)	January 19-22, 2010
Welcome Breakfast (WW)	January 19, 2010
Campus Tour (WW)	January 19, 2010
Wax Hands (WW)	January 20, 2010
Campus Tours (WW)	January 20, 2010
Campus Tour (WW)	January 21, 2010
Deal or No Deal (WW)	January 21, 2010

Campus Tour (WW)	January 22, 2010
Free Popcorn (WW)	January 22, 2010
Leadership Workshop	January 23, 2010
Brown Bag – Note-Taking	January 26, 2010
Student Organizations Fair	January 27, 2010
OCCC Night at the OKC Thunder	January 27, 2010
Haiti Earthquake Relief Drive	February 1, 2010
Volunteer Fair	February 2, 2010
LeaderQUICK	February 2, 2010
Candle Creations	February 9, 2010
LeaderQUICK	February 9, 2010
Blood Drive	February 10-11, 2010
Brown Bag – Healthy Relationships	February 10, 2010
OKC-Go Service Day: Regional Food Bank	February 12, 2010
Service Day: Regional Food Bank	February 13, 2010
Relationship U	February 15, 2010
Brown Bag – Study Skills	February 16, 2010
LeaderQUICK	February 16, 2010
Relationship U	February 17, 2010
Relationship U	February 22, 2010
Brown Bag – Test Taking	February 23, 2010
LeaderQUICK	February 23, 2010
Relationship U	February 24, 2010
“50 Years of Photojournalism at the Daily Oklahoman”	March 1-12, 2010
Relationship U	March 1, 2010
Brown Bag – Term Papers	March 2, 2010
LeaderQUICK	March 2, 2010
Relationship U	March 3, 2010
Celebrate Students Week (CSW)	March 8-12, 2010
Beer Goggles Obstacle Course & Alcohol Screening (CSW)	March 8, 2010
Deal or No Deal (CSW)	March 9, 2010
LeaderQUICK	March 9, 2010
Photo Booth (CSW)	March 10, 2010
Brown Bag – Substance Abuse (CSW)	March 10, 2010
Campus Voices – “The Dating Doctor” (CSW)	March 11, 2010
Free SnoCones (CSW)	March 12, 2010
Brown Bag – Transfer Basics	March 23, 2010
LeaderQUICK	March 23, 2010
Service Day: Habitat for Humanity	March 27, 2010
LeaderQUICK	March 30, 2010
Brown Bag – Enrollment Basics	March 31, 2010
OKC-Go Service Day: Adopt-A-Street	April 2, 2010
Dream Week (DW)	April 5-9, 2010
Brown Bag – Succeeding in Online Classes	April 6, 2010
Campus Voices – “Oklahomans Who Followed Their Dreams” (DW)	April 6, 2010
Lecture w/ Makenna Smith, Miss Oklahoma 2007 (DW)	April 7, 2010
OKC Thunder Photo Shoot w/ Rumble (DW)	April 8, 2010
Service Day: Special Care (DW)	April 9, 2010
President’s Award of Excellence Luncheon	April 13, 2010
Brown Bag – Stress Management	April 15, 2010
Student Awards Ceremony	April 16, 2010
Green Week (GW)	April 19-23, 2010

Christmas Connection Clothing Drive (GW)	April 19-23, 2010
OKC Memorial Remembrance Ceremony	April 19, 2010
Blood Drive	April 21-22, 2010
Make Your Own Chapstick (GW)	April 21, 2010
Brown Bag – Going Green (GW)	April 21, 2010
Bicycling Safety Demonstration (GW)	April 22, 2010
Service Day: OKC Beautiful LitterBlitz (GW)	April 23, 2010
Brown Bag – Finals Prep	April 27, 2010
Student Organizations Jubilee	April 29, 2010
OKC-Go Service Day: Habitat for Humanity	April 30, 2010
Graduate Pinning Ceremony	May 3, 2010
Brown Bag – Summer Employment	May 4, 2010
Finals Breakfast	May 10, 2010
2010 FIFA World Cup Watch Parties	June 11-29, 2010

Opening Day

In Fall 2009, Opening Day took place on Saturday, August 22, 2009. Over 200 faculty, staff, student, and family volunteers assisted in implementing the additional events of Opening Day, which included staffing departmental and information booths, handing out free balloons, cotton candy, popcorn, and SnoCones, and giving personalized campus tours for individual students' class schedules. About 310 students signed up to receive these tours; approximately 285 tours were given. Overall, an estimated 450-500 students participated in Opening Day with friends and family members.

In Spring 2010, Opening Day took place on Saturday, January 16, 2010, thanks to the help of over 50 faculty, staff, student, and family volunteers. Approximately 198 students signed up to receive personalized tours; about 171 tours were given. A scavenger hunt was also held to help students become familiar with campus resources like the library, Communication Lab, and the Office of Safety and Security. The 143 students who completed the scavenger hunt received a long-sleeve OCCC tee-shirt. Likewise, 154 students entered a drawing to win an HDTV or Wii. Overall, an estimated 350 students participated in Opening Day.

Themed Educational Programming

Student Life planned and implemented a variety of themed educational activities to address cultural, awareness, health, and enrichment needs of OCCC students. Such events included both passive and active programming efforts, as follows:

- Welcome Week (Fall 2009)
- Hispanic Heritage Day
- Constitution Day
- Anniversary Week
- Alcohol Awareness Week
- Veteran's Day
- International Education Week
- World AIDS Day
- Welcome Week (Spring 2010)
- Celebrate Students Week
- Dream Week
- Green Week
- Oklahoma City Memorial Remembrance

Brown Bag Lecture Series

The Brown Bag series continued to be one of Student Life's most successful co-curricular programs. During the 2009-2010 academic year, Student Life sponsored, marketed, and presented 29 Brown Bag lunch lectures to 479 students (256 in the Fall, 223 in the Spring). Student Life expanded the topics offered to appeal to a wide variety of student interests and needs. Topics included:

- Student Involvement & Success
- Study Skills
- Time Management
- E-Learning
- Test Taking
- Substance Abuse & Domestic Violence
- Enrollment Basics
- Term Papers
- Transfer Basics
- Stereotypes & Diversity
- Surviving Holiday Stress
- Finals Prep
- Note-Taking
- Healthy Relationships
- Succeeding in Online Classes
- Stress Management
- Going Green
- Summer Employment

Campus Voices Lecture Series

The Office of Student Life planned six educational lectures during the 2009-2010 academic year (an increase from five the previous 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 465 total students attended the lectures, which included:

- "Dream No Little Dream," Legacy of Robert S. Kerr Film & Discussion Panel (partnership with Arts and Humanities)
- "Counterterrorism" with David Cid, Acting Director for the Memorial Institute for the Prevention of Terrorism
- "Around the World in 90 Minutes" with Marty Essen, Award-Winning Author & Traveler
- "The Maltese Falcon," Big Read Film & Discussion with Reel Classics Founder Elizabeth Anthony (partnership with OCCC Library)
- "The Dating Doctor" with David Coleman, Speaker and Author
- "Oklahomans Who Followed Their Dreams" with Dr. Bob Blackburn, Executive Director of the Oklahoma Historical Society

Money Matters

In October and November of 2009, the Office of Student Life teamed up with TRiO Student Support Services to implement a three week, six-session financial management series. This program featured both on- and off-campus speakers, including OCCC ING representatives and coordinators from Oklahoma Money Matters (an Oklahoma Guaranteed Student Loan Program), who focused on different aspects of financial literacy and money management. Students who participated in five of the six sessions earned a certificate of achievement. Of the 37

students who attended Money Matters, seven students received a certificate of achievement. The topics were as follows:

- Banking & Budgeting
- Funding College
- Smart Credit
- Identity Theft
- Loan Repayment
- Financial Future

Relationship U

In February and March of 2010, the Office of Student Life brought Relationship U to campus. This healthy relationship series is implemented by the Oklahoma Marriage Initiative, who assisted in sponsoring, marketing, and presenting six sessions to approximately 43 students. Topics included essential success skills as follows:

- Seven Principles of Smart Love
- Expectations in Relationships
- Colors Personality Profile
- Sliding vs. Deciding
- Four Danger Signs in Communication
- Time Out/Speaker-Listener Techniques

Online Book Board

The online service allowing students to buy, sell and trade textbooks and school 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 9, 2010, there were 159 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 3, 2010. They also received an invitation to join the alumni association. Two hundred and thirty-eight students received a lapel pin, free one-year membership to the alumni association, and an alumni association water bottle. Following the ceremony, graduates were invited to take a class photo outside the Library. Approximately 400 people, including families and faculty members, attended the event.

OC3

Throughout the summer and fall of 2009, the Office of Student Life partnered with Instructional Video Services to film a webisode series titled OC3. This series followed the experiences of three fictional OCCC students named Dion, Nina, Pete, and Tre, and highlighted the college's history, mission, and academic programs, as well as important Student Life programs like New Student Orientation. The series was made up of ten episodes, which are titled as follows:

- Episode 1: Orientation
- Episode 2: Just Checking In
- Episode 3: The In Between
- Episode 4: Hiding in Plain Sight
- Episode 5: The Letter
- Episode 6: Who Is Dion Nix?
- Episode 7: The Mission
- Episode 8: Finish
- Episode 9: Did You Think It Would Be So Easy? Part I
- Episode 10: Did You Think It Would Be So Easy? Part II

The series premiered in the fall of 2009 and aired on TV monitors throughout campus, as well as on the Student Life website at <http://www.occc.edu/studentlife/oc3.html>. Each episode lasted approximately four minutes and the project received a total of 1958 page views on the Student Life website.

Haiti Relief Fund

In response to the earthquake disaster in Haiti, Student Life placed donation containers at Carson's registers, the Bookstore Registers, and in Student Life in an effort to raise funds for the American Red Cross. The American Red Cross requested only financial contributions due to the overwhelming response by the American public. OCCC donated a total of \$433.22 within a 5 day fundraising period.

Assessment & Usage Data:

Brown Bags

Throughout the academic year, students who attended Brown Bags were asked to complete surveys regarding their satisfaction with the event and how they believed attending such events contributed to their academic success and sense of connectedness. Students were asked to rate their responses on a 1 to 5 scale, with “1” equaling “Strongly Disagree” and “5” equaling “Strongly Agree.”

Fall 2009

Mean	Statement			Total Averages
	This was a quality event.	Attending events such as this helps me feel more “connected” to OCCC.	Attending events such as this contributes to my success in college.	
Student Involvement & Success	4.73	4.73	4.86	4.77
Study Skills	4.44	4.25	4.58	4.42
Time Management	4.68	4.38	4.59	4.55
E-Learning	4.76	4.72	4.76	4.74
Test Taking	4.54	4.26	4.54	4.45
Substance Abuse & Domestic Violence	4.24	3.68	3.80	3.90
Enrollment Basics	4.31	4.31	4.31	4.31
Term Papers	4.22	4.22	4.34	4.26
Transfer Basics	4.15	4.00	4.35	4.16
Stereotypes & Diversity	4.78	4.65	4.52	4.65
Surviving Holiday Stress	4.31	4.00	4.11	4.14
Finals Prep	4.38	4.34	4.50	4.40

Spring 2010

Mean	Statement			Total Averages
	This was a quality event.	Attending events such as this helps me feel more "connected" to OCCC.	Attending events such as this contributes to my success in college.	
Note-Taking	4.46	4.40	4.52	4.46
Healthy Relationships	4.22	4.11	4.15	4.16
Study Skills	4.28	4.10	4.20	4.19
Test Taking	4.63	4.48	4.56	4.55
Term Papers	4.55	4.22	4.47	4.41
Substance Abuse 411	4.33	3.95	4.05	4.11
Transfer Basics	4.32	4.00	4.23	4.18
Enrollment Basics	4.55	4.45	4.55	4.51
Succeeding in Online Classes	4.76	4.64	4.68	4.69
Stress Management	4.30	4.19	4.11	4.20
Going Green	4.33	3.93	4.00	4.08
Finals Prep	4.10	4.19	4.24	4.17
Summer Employment	4.53	4.33	4.33	4.39

Money Matters

Throughout the academic year, students who attended Money Matters were asked to complete surveys regarding their satisfaction with the event and how they believed attending such events contributed to their academic success and sense of connectedness. Students were asked to rate their responses on a 1 to 5 scale, with “1” equaling “Strongly Disagree” and “5” equaling “Strongly Agree.”

Mean	Statement			Total Averages
	This was a quality event.	Attending events such as this helps me feel more “connected” to OCCC.	Attending events such as this contributes to my success in college.	
Banking & Budgeting	4.63	4.56	4.63	4.60
Funding College	4.46	4.38	4.31	4.38
Smart Credit	4.45	4.18	4.27	4.30
Identity Theft	4.50	4.00	4.30	4.26
Loan Repayment	4.67	4.53	4.60	4.60
Financial Future	4.27	4.18	4.45	4.30

Graduate Pinning Ceremony

Graduating student attendance comparison.

2008	175
2009	211
2010	238

Marketing

Students also reported the most common ways in which they heard about Student Life events. The results are as follows:

Faculty/Staff Encouragement	38%
Flyers and Posters	16%
Banner in the Main Building	12%
Friend	8%
Other	7%
Banner in the College Union	7%
College Website	4%
The Pioneer	2%
EdUpdate	2%
Facebook	2%
Twitter	2%

Function: Leadership Programs

Program Highlights and Information:

Participation in a student club at Oklahoma City Community College should provide a positive experience that supports the continued development and success of the individual through the construct of group activities. The Office of Student Life strives with intention to support student success, and we therefore resolve our continued commitment to the students and club sponsors of Oklahoma City Community College. Additionally, Student Life supports leadership development through offering the annual Leadership Retreat in the fall and the Leadership Workshop in the spring semester. LeaderQUICK is a short eight week program designed to offer a certification to those students that participate in 7 sessions.

Student Organizations

39 Student clubs & organizations remain consistent with enrollment and 600 student club activities, meetings and events happened this academic year. New heights were reached in the contributions to the community and Oklahoma City Community College. **Nursing Student Association** sponsored the 5K Lifesaver Run and raised \$4,350 for scholarships and ranked the best fundraiser of the year. **Health Professions** received the Best Community Service award for logging in 40 man hours at the J.D. McCarty Center. The Best Educational Program went to **Advocates of Peace** for their documentary night on “Invisible Children”. The documentary night presented details of the current affairs of the children in Africa. Advocates of Peace was able to raise money and awareness for the Invisible Children cause by signing a petition asking Tom Coburn, an Oklahoma Senator, to help pass a bill that would allow the U.S. to get involved in this area. The bill successfully passed through Congress. **Psychology/Sociology** club featured Don Hockenbury as a guest speaker author of their psychology textbook. He spoke on “Parasomnias”. Psychology/Sociology also had the best social activity Wii Night which provided students campus wide the opportunity to relax and have fun playing Wii and board games after mid-terms. **Engineering** took the title of “Club of the Year” and “Sponsor of the Year”.

Several new clubs came on this year Kappa Beta Delta (KBD), Latter Day Saints Student Association (LDSSA) and Political Science Association (PSA). In order to serve the students best interest a couple of clubs became agents of change by giving themselves new names Business Professionals of America (BPA) became Students in Free Enterprise (SIFE) and Biology Ecology became the Environmental club.

Honor Societies

- *Kappa Beta Delta*, a national honor society to encourage and recognize scholarship and accomplishment among students of business, management, and administration; and to encourage and promote aspiration toward personal and professional development and a life distinguished by honorable service to humankind. Students must attain a cumulative GPA of 3.0 after at least 15 credit hours for membership.

- *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 3.50 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 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

- *College Poets & Writers* bring student poets & writers of various genres together and work collectively and individually on different projects. Enabling them to share, critique and learn from each 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 in the program, as well as other programs throughout the state and nation. Membership is open to nursing students.
- *Oklahoma Biotech Club* encourages interest in Biotechnology to provide students access to content 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* 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.
- *Student Emergency Technician Association (SEMTA)* is designed to promote interest in the Emergency Medical Services professions and to provide access to

current topics through providing guest speakers and a forum for exchange of ideas.

- *Students in Free Enterprise (SIFE)* provide students the best opportunity to make a difference and develop leadership, teamwork and communication skills through learning, practicing and teaching the principles of free enterprise.
- *Society of Performing Artists (SPA)* promotes the College's theater arts program and provides an environment for sharing ideas and common interest relating to theater and the performing arts. This group also assists with the theater productions that are presented twice each semester.
- *Student Occupational Therapist 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 Physical Therapy Assistant's Organization (SPTAO)* purpose is to increase 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.
- *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.

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* 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.
- *Environmental Club* promotes a greener college and more environmentally-friendly habits among students.
- *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 (MSA)* 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.
- *Political Science Association (PSA)* brings together many different people from different backgrounds with different political beliefs. This will enable a wide variety of ideas to be proposed for debate and discussion.
- *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 are 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. (*TLC is not recognized as a club, but an advisory board to the Vice President for Enrollment and Student Services*)
- *Transitions*, provides support for adult learners who are transitioning into new careers with educational challenges and family responsibilities.

Religious Organizations

- *Baptist Collegiate Ministries* provides Christian fellowship and encouragement for the campus community. Weekly meetings are held to help guide members in Christian growth and discipleship and involve them in responsible church membership.

- *Chi Alpha Christian Fellowship* has weekly meetings, which are open to students interested in fellowship with other Christians as well as growing spiritually through Bible study, worship and prayer.
- *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.
- *Latter Day Saints Student Association (LDSSA)* encourages and support members of LDSSA in achieving their academic goals and maintaining a balanced life while on campus. LDSSA currently needs an on campus sponsor.

Promotion of the various student clubs & organizations is done through a variety of avenues. Presentations are done in the Success in College and Life classes, New Student Orientation sessions and the Career Exploration course. *CampusGroups* and the Student Club & Organization Fair are the two means in which a student can actively join a club through their direct personal action and decision. Utilizing *CampusGroups* 2,974 students joined a club or organization.

Student Awards Ceremony

The annual Student Awards Ceremony was held on April 16, 2010, with approximately 400 faculty, staff, students, and community members in attendance. 92 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 Club Award & Funding Levels Criteria

A new program designed to improve club programming and student development. This program was launched on a test cycle during the spring 2010 semester. Outlined below are the objectives and criteria.

Objectives

- Provide clubs with a systematic approach to planning each semester
- Establish a framework for clubs to set and achieve goals
- Encourage club leaders to challenge themselves and their members
- Maintain club accountability and integrity
- Support clubs with a framework to access financial resources
- Support clubs with opportunities to increase their financial resources

Award Level Criteria

1. Clubs determine their award level.

2. The spring 2010 semester is the implementation of the system.
3. Each level builds upon the previous level of production.
4. All criteria must be met in order to move the next funding level.
5. Levels are fluid; therefore, clubs can move up or down during a current semester.
6. Club Goal Sheets are a tool designed to aid in the achievement of a desired funding level.
7. The Student Clubs and Organizations Assistant will track clubs' status using excel and *campusgroups* reports.
8. One probation category freezes club funds temporarily.
9. Club funds can be reactivated by fulfilling the requirement or meeting with SL staff.
10. Student Life will listen to constructive feedback regarding the process.

Club Award & Funding Levels

Dean's Award Level: \$100 Level Academic Year (\$50/semester)

- Current Constitution
- Current Officer List
- Officer Contact Information
- TLC Rep Information
- Sponsor Contracts
- Maintain *campusgroups* Information
- TLC Meetings (max 2 absences)
- Fall Leadership Retreat or Follow-Up Workshop
- Spring Leadership Workshop or Follow-Up Workshop
- Regular Club Meetings (2/semester)
- Community Service Project (1/academic year)
- Educational / Awareness Program (1/academic year)
- Submit All Event Summaries

Vice Presidential Award Level: \$250 Level Academic Year (\$125/semester)

- All \$100 Level completed
- TLC Meetings (max 1 absence)
- Regular Club Meeting (1/month)
- Officer Meeting (1/month)
- Halloween Carnival
- Social Event (1/academic year)
- Fundraising Event (1/academic year)
- Apply for Annual Club Awards
- Fall Community Service Project
- Fall Educational / Awareness Program
- Spring Community Service Project
- Spring Educational / Awareness Program

Presidential Award Level: \$500 Level Academic Year (\$250 per semester)

- Complete \$100 and \$250 Levels
- Perfect TLC Attendance
- Regular Club Meetings (2/month)
- Officer Meetings (2/month)
- Fall Student Organization Fair
- Fall Fundraising Event
- Fall Educational Program #2
- Spring Student Organization Fair
- Spring Fundraising Event
- Spring Educational Program #2

Probation = No Funding

- No Current Constitution
- No Current Officer List
- No Officer Contact Information
- No TLC Rep Information
- No Sponsor Contract
- Missing Event Summary
- More Than Two Missed TLC Meetings
- Missed Fall Leadership Retreat and Follow-up Workshop
- Missed Spring Leadership Workshop and Follow-up Workshop
- Failure to Comply with Student Organization Manual Standards

Student Organization Jubilee

The Student Organization Jubilee was held on April 30, 2009, with approximately 100 students, sponsors and family members in attendance at the OCCC Courtyard. The number in attendance more than doubled from last year's event. The purpose of the Jubilee is to celebrate and recognize the accomplishments of the student organizations over the past academic year. In an effort to improve student organization participation in the jubilee and awards process, as well as, attach club funding to performance, Student Life launched a new system for allocating student club funds by levels of performance in January 2010. The award system reflected a club's level of performance by category.

Awards were given out as follows:

- Most Improved Club
 - *Dean Award Level* – Psychology/Sociology Club
 - *Vice Presidential Award Level* – Health Professions Club
 - *Presidential Award Level* – Student Physical Therapy Assistant Organization
- Outstanding Club of the Year
 - *Vice Presidential Award Level* – Black Student Association
 - *Presidential Award Level* – Engineering Club
- Best New Club – Kappa Beta Delta
- Educational Event – Advocates for Peace, Documentary Invisible Children
- Website– Psychology / Sociology Club
- Community Service Event– Health Professions Club
- Fundraiser – Nursing Student Association, 5K Run
- Best New Member – Hossain Heidari – Health Professions
- Club Officer of the Year – Faustino “Tino” Ceballos Jr. – Kappa Beta Delta
- Volunteer of the Year – Sarah Belleau, Health Professions
- Sponsor of the Year – Tammy Burnett, Engineering Club

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 Leadership events were held in 2009-2010. The purpose of such leadership events is to assist in educating and motivating club sponsors and student organization leaders in order that they may achieve success within their individual groups. Leadership events included the Student Leadership Retreat in August which was held at Southwestern Oklahoma State University (SWOSU) in Weatherford, Oklahoma, two Follow-up Leadership Retreats in September and the annual Student Leadership Workshop in January. The Leadership Workshop was held at the Oklahoma City National Memorial & Museum in Oklahoma City, Oklahoma.

LeaderQUICK

LeaderQUICK is designed to provide an access point for students who are interested in developing leadership skills. The program strives to help students discover how they are already leaders in their own lives and how these skills can be enhanced and utilized during their college experience and beyond. Students who participate in seven or eight sessions in one semester earn a certificate of completion, which may be documented on their Student Activity and Recognition Transcript (START) and resume. A total of 33 students participated in the program during the Fall and Spring semesters. The Fall semester had 13 students participate and the Spring had 20 different students participate. Fall and Spring outlines are listed below.

- Wednesday, September 9: *Self Discovery @ 12 p.m.* (Oklahoma Room)
- Wednesday, September 16: *What is a Leader? @ 12 p.m.* (CU5)
- Wednesday, September 23: *Goals & Vision @ 12 p.m.* (Oklahoma Room)
- Wednesday, September 30: *Ethics & Values @ 12 p.m.* (Oklahoma Room)
- Wednesday, October 7: *Trust & Integrity @ 12 p.m.* (CU5)
- Wednesday, October 14: *Service Leadership @ 12 p.m.* (Oklahoma Room)
- Wednesday, October 21: *Organization @ 12 p.m.* (CU5)
- Wednesday, October 28: *Leadership in Action @ 12 p.m.* (Oklahoma Room)
- Tuesday, February 2: *Consciousness of Self @ 12:30 p.m.* (Oklahoma Room)
- Tuesday, February 9: *Congruence @ 12:30 p.m.* (Oklahoma Room)
- Tuesday, February 16: *Commitment @ 12:30 p.m.* (Oklahoma Room)

- Tuesday, February 23: *Collaboration @* 12:30 p.m. (Oklahoma Room)
- Tuesday, March 2: *Common Purpose @* 12:30 p.m. (Oklahoma Room)
- Tuesday, March 9: *Controversy with Civility @* 12:30 p.m. (Oklahoma Room)
- Tuesday, March 23: *Citizenship @* 12:30 p.m. (Oklahoma Room)
- Tuesday, March 30: *Change @* 12:30 p.m. (Oklahoma Room)

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 8 hours per semester community service through the START program at each event. In support of pursuing and completing the 8 required hours Student Life Service Learning Center planned 9 service day opportunities for OKC-Go Students.

Sponsor Programs

A number of activities and events were held throughout the year to train, 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:

- *Sponsor Session @ Retreat* – During the 2009 Student Leadership Retreat at SWOSU, a special session was offered to the sponsor’s in attendance on Friday evening. A schedule of future lunch meetings was presented, and a discussion on the focus of those meeting topics ensued.
- *Sponsors’ Appreciation Week* – In November of 2009 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 2010, each club sponsor was recognized with a gift to thank them for their year of service.
- *Coffee Crew 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 11:30 a.m. and ran on two cycles through to 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 600 events throughout the year compared to 528 in FY 2009. 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. FY 2010 numbers show an increase in the number of social, educational, and service events, but a continued decline in the number of students participating. With the addition of three new clubs we unfortunately had three clubs go silent for the year with zero student participation.

3 Year Student Club Event and Attendance

Event Type	FY2008		FY2009		FY2010	
	# of Events	# of Participants	# of Events	# of Participants	# of Events	# of Participants
Social	56	3866	27	1912	63	770
Educational	94	3560	35	1419	89	2168
Community Service	56	3549	12	880	16	209
Fund Raisers	73	NA	56	NA	55	NA
Club Meetings	544	NA	324	NA	377	NA
TOTAL	823	10,975	528	4211	600	3147

OKC-Go

		FY 2009	FY 2010
September	Kickoff Event	25	44
December	Celebration	8	24
February	Kickoff Event	31	38
May	Celebration	25	52
September	Adopt-A-Street		14
October	Habitat for Humanity		8
November	Regional Food Bank		18
December	Regional Food Bank		18
February	Regional Food Bank	4	4
April	Adopt-A-Street	10	14
April	Habitat for Humanity		18
May	Adopt-A-Street	7	

	<u>FY 2009</u>	<u>FY2010</u>
Total number of OKC-Go students in the Excel spreadsheet	415	497
Total number of hours required per student per fiscal year	20	8
Total number of community service hours	1106.5hrs	656.9hrs
Total number of students documenting hours	52	114
Average number of hours per student completing any hours	21.3hrs	5.76hrs
Average number of hours completed by all OKC-Go	2.7hrs	1.32hrs
Total number of students documenting hours through START	49	114
Total number of students with START profile with zero hours	2	53

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
FY 2010	1080 students

Leadership Retreat Event Feedback Information

The following data are based on an inventory that participants completed at the end of the Leadership Retreat. These numbers were collected on a 5-point Likert scale with “5” being a “Strongly Agree” response and “1” being a “Strongly Disagree” response.

Attending the retreat will help me and my club be more successful.	4.83
The retreat helped me get to know many of the other leaders on campus.	4.71
Being involved in student clubs and attending these types of events contributes to my success as a student.	4.86
The overview of the club policies and skits was a clear and effective method to learn about club policy.	4.50
The event planning presentations were beneficial.	4.72
Tracy Knofla’s presentations were useful.	4.68
The SWOSU campus was a good location.	4.40
The hotel rooms were of good quality.	4.56
The food for meals was good.	3.36
I had fun!	4.79
Overall Average	4.54

Leadership Workshop Event Feedback Information

The following data are based on an inventory that participants completed at the end of the Leadership Workshop. These numbers were collected on a 5-point Likert scale with “5” being a “Strongly Agree” response and “1” being a “Strongly Disagree” response.

The icebreaker was a good way to get the workshop started.	4.40
The information about the club funding and awards programs made sense to me.	4.51
The information about the club funding and awards programs will motivate and encourage my club to perform at a higher level.	4.30
I was satisfied with the quality and quantity of my lunch.	4.75
The information about campus groups will contribute to my club’s success.	4.47
I appreciated the tour of the Oklahoma City National Memorial and Museum.	4.67
The dates and times of the workshop were reasonably convenient.	4.23
The Oklahoma City National Memorial and Museum was a good location for the workshop.	4.50
Overall Average	4.47

LeaderQUICK

	<u>Students Participated</u>	<u>Earned Certification</u>
Fall 2008	19	6
Spring 2009	9	4
Fall 2009	13	8
Spring 2010	20	6
FY09	28	10
FY10	33	14

FY2011 Plan: Student Life

- Service Learning: During the 2010-2011 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. Launch a new interactive website that will support student, faculty, and agency needs. Student Life staff will continue to develop relationships with key community partner agencies and expand opportunities for student service. Service-Learning Center staff plans to develop additional publications (both print and electronic) for students, faculty and community partner agencies.
- New Student Orientation: The Office of Student Life will continue this program as implemented in FY2010 with updates to publications, websites, and other media that are instrumental in delivering NSO. Based on the information received in FY2010 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 have been completed to offer an ANGEL section for an online delivery for NSO 0500 in August 2010. Expand the number sessions offered to include an additional Saturday session in July.
- Student Organizations: Update Sponsor manuals, and improve communication with monthly email correspondence and reminders. Launch real time club status on award funding levels through *CampusGroups*.
- LeaderQUICK: Evaluate and implement a field trip or service project to the program.
- Campus Activities: The Office of Student Life plans to enhance all programming efforts to engage an even wider student population. Unless student surveys request programming at new or different times, Student Life has maximized the programming calendar based on the desire of student responses for when and where they want events. Future priorities include expanding assessment of participants, and begin to develop methods to track persistence and retention of students that actively participate in Student Life sponsored programs. Student Life also plans to continue expansion of online services, including the use of networking sites, improved Student Life website, and online access for programs such as the Brown Bag and Campus Voices lecture series. The Fall 2009 Brown Bag series is currently being captioned in order to place online for students and staff to access beginning in the Fall 2010. We will offer Money Matters in both fall and spring semesters. Improve the awareness of Themed Weeks for better support and participation from faculty, students, and staff.

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	40
Jackie Mayo	40
vacant	40
Diana Hulseberg	30
Kari Glidewell	25
Kristina Taylor	25
Samantha Olson	25

GED Examiners:

Jessica Russell	20
Aspen Svec	20
Mary Lee Swanson	20
Melissa White	20

Full Time:	7
Part Time:	8
Permanent:	11
Temporary:	4
Professional:	2
Classified:	13
Student:	0
FTE:	12.5

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, later TEAS, and Residual ACT exams were administered during the fiscal year. Each of these exams is directly necessary to the admission of a student to the College or one of its programs.

Proctored exams (194) from other colleges, universities and institutes were arranged and given.

Through the ACT Center 402 certification exams were proctored.

A total of 191 CLEP exams were administered with 141 (74%) receiving credit.

Qualitative and Quantitative Assessment and Usage Data:

PROCTORED EXAMS

	TOEFL		NET		ACT	
	Taken	Passed	Taken	Passed	Taken	Passed [^]
July	27	10	27	16	21	12
August	68	29	64	39	70	38
September	0	0	91	40	3	3
October	29	11			11	3
November	80	31			70	12
December	37	12			24	14
January	34	9			26	10
February	31	11			30	10
March	40	5			9	2
April	39	14			7	3
May	33	9			37	21
June	74	29	241	148	28	12
Total	492	170	423	243	336	140
% Passed		35%		57%		42%

Function: Entry Level Assessment

Program Highlights & Information:

Continuing evaluation of the placement process and delivery has continued through the year. The Math Faculty has instituted MAP placement in math courses. TAS staff participated in revising the process of launching placement in MAP.

Qualitative and Quantitative Assessment and Usage Data:

The chart below reflects the usage of Accuplacer

	CPT R		CPT W		CPT M**	
	Total	Min	Total	Min	Total	Min
July	790	451	856	378	998	127
August	1073	610	1146	477	1395	189
September	214	149	211	114	194	43
October	286	170	293	142	339	37
November	315	209	324	166	384	67
December	598	292	391	194	447	97
January	621	353	656	295	767	131
February	190	117	184	97	161	27
March	365	260	355	220	166	41
April	529	287	493	233		
May	534	270	493	213		
June	615	335	658	261	2141	50
Total	6130	3503	6060	2790	6992	809
% Met Minimum College Level		57%		46%		12%

**The MyMathTest placement was instituted on March 23, 2010 to follow the revised developmental math sequence of the Math Department. The figures in June, 2010, for math reflect the results of the MAP testing.

Chem-D deficiency:	
Taken	Passed
6	0
% Passed	0%

	A&P		Bio- D(Riverside)*	
	Taken	Passed	Taken	Passed
July	68	25	29	2
August	54	29	45	4
September	3	1	8	0
October	33	15	16	0
November	60	28	24	1
December	45	17	27	1
January	46	22	45	3
February	3	1	10	0
March	10	2	18	0
April	29	15	16	2
May	13	6	20	0
June	22	10	31	2
Total	386	171	289	15
% Passed		44%		5%

Function: Academic Exams

Program Highlights & Information:

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.

80,000 exams were administered in the Test Center. This is a 10,000 exam increase over the previous fiscal year.

Qualitative and Quantitative Assessment and Usage Data:

Monthly Test Center figures: FY2010					
Month	Assessment	Academic	Total	Days Open	Tests Per Day
July	2799	3822	6621	22	301
August	3908	324	4232	23	184
September	727	5631	6358	24	265
October	1007	6684	7691	27	285
November	1097	6067	7164	22	326
December	1665	6656	8321	20	416
January	2146	494	2640	19	139
February	662	6549	7211	24	300
March	1085	5824	6909	21	329
April	1604	7527	9131	26	351
May	1662	6991	8653	24	361
June	2210	2564	4774	22	217
Total	20572	59133	79705	274	291

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 four hundred seventy-three for the exam with 879 passing (60%), a 4 per cent increase. A cooperative effort with the Adult Learning Center allowed a 20% discount for students who had achieved 60 hours of class time with the ALC.

Qualitative and Quantitative Assessment and Usage Data (begin July, 2009):

GED		
	Taken	Passed
July	125	78
August	132	68
September	86	38
October	143	87
November	93	60
December	97	54
January	116	75
February	111	65
March	118	80
April	189	116
May	138	83
June	125	75
Total	1473	879
% Passed		60%

FY2011 Plan: Testing and Assessment

General: Computerized delivery of academic exams continued. The full scale plan was addressed as computers were purchased and power access installed.

General: Data connections' installation was completed during the Fall 2010 term. The next area to address will be the Group Testing Room (1F6).

General: A computer security program was purchased and will be installed after pilot testing is completed.

General: Security hardware was modified slightly to enhance surveillance.

General: The College Board's i3 platform added diagnostic capability in January. Uses of the diagnostics are in planning stages.

General: ESL Accuplacer cutoff scores were set and are currently in use for college credit courses.

General: 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.

General: The search to fill the last vacant staff positions began in June.

General: Providing service with adjusted and expanded hours of operation became necessary in response to situations beyond anyone's control.

Specialty and Proctored Testing: ATI's TEAS test became the administered preference point exam for nurses' applications in October, 2009. Since then, the TEAS (Test of Essential Academic Skills)-V has been introduced and utilized by OCCC.

Entry Level Assessment: TAS is preparing possible responses to changes in placement instruments which may be adopted by ELAC.

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

GED: OCCC will participate in the electronic registration and scoring of exams during FY2011. Hardware is in place. Training is being done. The target date for implementation is August 2, 2010.