2020
ANNUAL REVIEW OF PROGRAM DATA

Student Life
1. **Program or Unit Description**

Program or Unit Mission or Purpose Statement

Student Life provides leadership and co-curricular learning opportunities that build community within the college. Some of these include shared governance positions, intramural sports, student employment, student organizations and a variety of enriching events.

What is the target student or service population?
All students

2. **Analysis of the Program/Unit**

Discuss the Program’s or Unit’s strengths and areas to improve in terms of Demand, Efficiency, and Effectiveness based on an analysis of the program’s Quantitative Indicators or comparable unit-developed measures or program-developed metrics. Include a discussion of relevant historical-trend data on key measures (i.e., last three years).

The Student Life Coordinator returned from an extended leave until January 2020, so there is minimal to zero data from 2018-2019. Data will be based on the previous years before my leave.

**Quantitative Indicators**

<table>
<thead>
<tr>
<th>Indicators</th>
<th>2015-2016</th>
<th>2016-2017</th>
<th>2017-2018</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DEMAND</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td># of students involved in IM LeeSports</td>
<td>209</td>
<td>225</td>
<td>230</td>
</tr>
<tr>
<td># of students involved in Student Life Office through the various leadership programs</td>
<td>74</td>
<td>80</td>
<td>79</td>
</tr>
<tr>
<td><strong>EFFICIENCY</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>College Bash Survey: I feel more involved when I attend events like this?</td>
<td>98%</td>
<td>98.7%</td>
<td>98.4%</td>
</tr>
<tr>
<td>College Bash Survey: Events like this keep school interesting</td>
<td>72%</td>
<td>72.4%</td>
<td>73.4%</td>
</tr>
</tbody>
</table>
EFFECTIVENESS

% of SAB members retention 80% 100% 90%
% of SG members retention 70% 100% 100%
% of NSO Leaders retention 100% 100% 100%
% of IM LeeSports staff retention 100% 100% 100%
% of Love Pono staff N/A 50% 100%

Analysis

Demand:
Bialek and Lloyd (1998) provided evidence that the college experience was enhanced when students were involved in out-of-class experiences. Within Student Life there are a multitude of ways for students to be involved and engaged in their college community. The focus for this ARDP demand portion is the IM LeeSports program. The number of students involved in the program since its inception already indicates the demand. The increase of student participation indicates the success of the program and the need for this program to continue. According to Soderberg (1997), extracurricular activities are integral in promoting school spirit, loyalty and leadership among the student body. The extracurricular activities encourage constructive and healthy means of alleviating stress, meeting other students, and taking an active role in campus life.

Since 2014 the addition of Love Pono, Hānai iā Leeward, and IM LeeSports Assistant Officials, there are more opportunities for students to stay engaged on campus. Bialek and Lloyd’s (1998) study emphasizes the increase in self-confidence because the participants indicated that current skills in leadership, teamwork, and interpersonal communication were enhanced by their student experiences. The increase of student participation in the leadership programs indicates the need that students want to be involved and they understand the importance of out of classroom experiences. This is shown also through our IM LeeSports participation surveys indicating that we have more students participating and indicate that they will return.

Efficiency:
The effectiveness numbers of student retention indicate the efficiency of the programs because the students do not turnover. The students in the programs listed above clearly show that generally the programs have 100% retention. This means that the student leaders returned to their roles the following year if they did not graduate. The efficiency indicator of our events is listed as to whether or not events on campus make their experience at Leeward better is shown because we are being effective with our events/activities. Students want these activities and find them to be a positive part of their college experience.

Effectiveness:
The retention numbers indicate the number of students who return to those leadership programs. (listed below in part 3).

3. Program Student Learning Outcomes or Unit/Service Outcomes

a) List of the Program Student Learning Outcomes or Unit/Service Outcomes

   a. The Student Life Office provides leadership training and opportunities for students’ development on a consistent basis.
   b. The Student Life Office provides educational and social events for active student engagement frequently throughout the semester.

b) Program or Unit/Service Outcomes that have been assessed in the year of this Annual Review.

   a. At the end of each year the students complete a posttest where they self-evaluate how they have grown in certain leadership areas. I ask different questions from those who are new and were only in their positions for one year from the students who have been in their positions for more than one year. Their post-test indicates that they felt they grew in several areas such as understanding their ethics, understanding multicultural awareness, the ability to meet deadlines, and the ability to work in a team. The question below summarizes the success the student leaders felt in their positions and how it affected them as new leaders.

![Bar Chart](chart.png)

The same question is asked of the student leaders who have been in their positions for more than one year that aligns with the same sentiment as the new leaders.
b. The second student learning outcome showcases the need for student life and engagement at Leeward CC. According to the IM LeeSports surveys the student body continuously desires to have more campus activities, and they indicate that campus activities enriches their college experience.

Below are snapshots that indicate the need for student engagement through events and activities.

**2018-2019 IM LeeSports League Evaluation:**
c) Changes that have been made as a result of the assessment results.

Based on the assessment results we have increased our online presence to involve a broader community and to connect with Wai’anae Moku more consistently.

4. Action Plan

Based on findings in Parts 1-3, develop an action plan for your program or unit from now until your next Comprehensive Review date. Be sure to focus on areas to improve identified in ARPD data, student learning or unit/service outcomes, results of survey data, and other data used to assess your program or unit. This plan should guide your program/unit through to the next program/unit review cycle and must detail measurable outcomes, benchmarks and timelines. Include an analysis of progress in achieving planned improvements.
Specify how the action plan aligns with the College’s Mission and Strategic Plan.

**Action Plan:**

- Develop partnerships with the community for the Hānai ʻiā Leeward food pantry program: **Mission Statement: Nurture and inspire all students.** By providing our students with a free food pantry we are nurturing our students by providing them with access to basic needs so that they may focus on their academics.

- Create deeper relationships among Love Pono staff and deeper relationships with Love Pono and the community organization, One Love: **Mission Statement: Nurture and inspire all students.** Love Pono seeks to be a program that takes care of our students’ mental and emotional needs, specifically in building healthy relationships with themselves and with others.

- IM LeeSports will continue to re-invent ourselves through virtual programming even after COVID: **Mission Statement: Nurture and inspire all students.** The Leeward CC IM LeeSports mission is to provide students opportunities by engaging in organized sports to grow, learn, and develop respect for others through a positive experience. The activity itself is friendly competitive sports; however, our underlying goal is to foster an inclusive community of students who find commonality through their love for sports.

Discuss how these recommendations for improvement or actions will guide your program or unit until the next Comprehensive Review. Be sure to list resources that will be required, if any, in section 5 below.

- These action items will keep me accountable as they are already coming into fruition.

### 5. Resource Implications

Detail any resource requests, including reallocation of existing resources (physical, human, financial)

**OVERALL DIVISION/UNIT/AREA PRIORITIES FOR OPERATING BUDGETS (This category includes Supplies, Student Help, Technology, Equipment/Furniture, and Travel/Professional Development)**

<table>
<thead>
<tr>
<th>Item or Action and improvement sought</th>
<th>College, Program, or Unit Goal</th>
<th>Data supporting request from ARPD</th>
<th>New Funding Cost Estimate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intramural Student</td>
<td>A survey was sent to all IM LeeSports participants and it confirmed that sports are a</td>
<td>Even with our minimal budget and</td>
<td>Three student help: $11.60 x</td>
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<tr>
<td>Help</td>
<td>resource to student success. According to Soderberg (1997), extracurricular activities are integral in promoting school spirit, loyalty and leadership among the student body. The extracurricular activities encourage constructive and healthy means of alleviating stress, meeting other students, and taking an active role in campus life. As the Student Life Office we also promote leadership building opportunities in other areas besides Student Government and Student Activities Board. Leadership is built through participation in extracurricular activities. Kuh (1995) observed that participation in extracurricular activities was positively related to persistence and satisfaction and gains in such areas such as social competence, autonomy, confidence, self-awareness, and appreciation for human diversity. With the new movement in leading the coordination for all community college intramural sports via the IM LeeSports League with HCC, KCC, Windward, and UHWO student help is essential to the success of this program. The Leeward CC IM LeeSports mission is to provide students opportunities by engaging in organized sports to grow, learn, and develop respect for others through a positive experience. The activity itself is friendly competitive sports; however our underlying goal is to foster an inclusive community of students who find commonality through their love for sports.</td>
<td>student help the IM LeeSports program won the Honorable Mention for the WO Community Building Award in Spring 2016. Now with the addition of IM LeeSports League the student participation across all campuses is over 250 students.</td>
<td>15 hours x 3 x 32 weeks students: $16,704 This is also a request due to the increase in student hire pay.</td>
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<tr>
<td>Food Pantry Program student help</td>
<td>Student Life is taking on the initiative for a campus food pantry program. To efficiently manage a food pantry program we are requesting one student help dedicated to reaching out for donations, organizing the product, holding food drives on campus, and create internal structures for facilitating this</td>
<td>The UH System brought all the campuses together to encourage each campus to start a program; however did not provide us</td>
<td>$10.60 an hour x 15 hours a week x 32 weeks = $5,088</td>
</tr>
<tr>
<td>program.</td>
<td>with any financial support.</td>
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## PERSONNEL (Positions and Release time)

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| Student Publications Advisor          | In previous Program Reviews, this position has been requested as a full time position. This program review request is for a half time position to maintain the responsibility of the following duties:  
  - Advise all campus publications such as Ka Mana‘o and former Pupu a o ‘Ewa  
  - Centralized communications that may include weekly newsletters/emails for faculty, staff and students to communicate deadlines, events, construction updates, etc  
  - Management of digital signage  
  - Coordinate advertisement for all forms of publications  
  BOSC decided to hire a temporary hire due to large student fee budget since the money was not being used for several semesters to re-vamp the student publications. Since 2009 the BOSC account now is existing on a $30,000 account. This position is $34,000 + benefits, although reduced to half time now, and cannot be subsidized fully by the student fees any longer, in its current job description.  
  This position also facilitates the playlists for the Leeward Digital Signage.  
  Previously the IT Specialist and the Marketing Director coordinated the content for the signage, but since the hiring of this position the duties have transferred over. The Student Publications advisor produces content and manages the contents for all 5 digital screens. |

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| Since the Temporary Advisor started Ka Mana‘o has: Produced a magazine twice a semester (fall, winter, spring, summer)  
  Circulation of 2,000 copies per issue  
  Average $700 in advertising revenue per issue  
  Built a team of approximately 20 students per issue who attend journalism workshops and conferences. The Advisor coordinates retreats with the staff, bi monthly meetings, weekly meetings, and training sessions for the students.  
  About 50% of Ka Mana‘o staff members are from the Digital Media program. The remainder are in Liberal Arts, AA Teaching, Theatre.  
  About 75% joined Ka Mana‘o after reading about open positions in the weekly Student Life e-mails. The remainder joined after the advisor made classroom visits explaining what Ka Mana‘o was, referred from a professor, learned about it from a friend who was currently on staff, referred by counselors or Job Prep Services. Professors include Meredith Lee, Ann Berner, | $17,424 + benefits |
With the addition of the advisor Student Life has been able to produce quality student work in the print form of a 50 page magazine as well as a strong online presence. It is feared that if the Advisor cannot be funded then the quality of student publications will deteriorate and possibly even be nonexistent. The Student Life Coordinator cannot delegate any of her primary responsibilities to advise Ka Mana’o and the supervision of a publication that involves media law would be too difficult of a workload. (The Student Life Coordinator is not knowledgeable in media law and journalism).  

Due to COVID the position was not renewed.

Jeremiah Boydstun (English), Christian Ganne (Digital Media) and Dwayne Muromoto (Art/photography).

The website averages 2,500 hits per issue

Oversees/updates Ka Mana'o's online site and Facebook and Twitter sites. Social media has been very helpful in notifying students of stories done between issues and also networking with students and public.

The Advisor has to keep abreast of issues in student media and student media law.

Student comments included: “Ka Mana’o has helped me begin my career in photography. The magazine is a great way to keep students socially connected with numerous on campus events and news around the nation.” Another student said “Ka Mana’o has given me a chance to improve my writing and interviewing skills. Seeing my writing in print pushes me to be a better writer and a better student.”

| Student Life Clerk SR10 request | With the constant turnover for SR10 clerical positions, the Student Life Office clerk (SR8) is offered the positions. The Student Life Coordinator submitted a memo to Administration and it is currently under review. The Student Life clerk is no longer a SR8 position with the addition of learning SARS grid, | Data submitted to the Chancellor via the position upgrade Memo in October 2012 and again in 2018. | Position is currently a SR8 Step G: $34,260 Reclassif |
MyLeeward, utilizing websites for NSO, Commencement, and other programs. The Student Life Office needs the clerk and cannot risk losing the clerk without backfilling or temporary filling the position. The clerk is essential to the day to day functions of the Student Life Office.

### IT Specialist

| Student Life utilizes IT for various projects such as the Student Government Elections, Commencement RSVP site, website projects, and NSO Online. If support was not provided by a single individual, Therese Nakadomari (previously) and Jennifer DiGiacinto (currently), then these projects may not have been completed. The request is for another IT specialist who’s responsibility is to program. |

<table>
<thead>
<tr>
<th>Student Life alone utilizes IT for the following campus programs:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Commencement Ceremony RSVP site</td>
</tr>
<tr>
<td>• Student Government elections site</td>
</tr>
<tr>
<td>• New Student Orientation Online</td>
</tr>
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<td>Student Lounge Furniture</td>
<td>The Student Lounge is utilized heavily by students and for large scale campus events. Life after COVID will not go back to the same and we need to replace all the cloth furniture to plastic for sanitation.</td>
<td>The lounge usage averages about 40 students a day.</td>
<td>$25,000</td>
</tr>
<tr>
<td>Outdoor electrical outlets for the areas surrounding the Library concourse, Eucaplytus courtyard (near mauka wall) and down by the Tuthill courtyard adjacent the Learning Commons building and the</td>
<td>Add Outdoor Electrical Outlets for 1st and 2nd floor Campus Center building and 1st flr Learning Commons and 2nd flr Learning Commons Concourse pillars. Additional electrical outlets needed to over 20+ annual campus, community and student events such as</td>
<td>The additional outdoor electrical outlets are needed even more with the push to increase WIFI coverage and the trend towards mobile devices. Students will have the ability to be more productive outdoors having the ability to power and charge their mobile devices. Outside classroom learning won't be</td>
<td>$20,000</td>
</tr>
</tbody>
</table>
### Campus Center building.
Graduation ceremonies, Discovery Fair, and L’ulu. There are not enough existing circuits to support professional sound equipment and vendor commercial food equipment.

Students frequently need to use outlets to power their mobile devices.

### Bulletin Boards
The bulletin boards on campus are managed by Student Life. In 2010, Student Life standardized all the boards to create a consistent look on campus through BOSC fees. The boards have not been replaced in decades and are decaying. The bulletin boards are an effective way to communicate to students and they need to be updated with new boards. The boards are also in areas that are affected by asbestos and need safe removal.

- **$5,000**
- $150 x 22 boards + shipping/tax.
- Does not include installation if it does not get installed internally

### Campus Center Multimedia System (electric screen, 5,000+ lumen projector, speaker system, acoustical treatment) to support events.

- **$30k**

### Campus Center Multimedia System (electric screen, 5,000+ lumen projector, speaker system, acoustical treatment) to support events.

*SP Goal E.1.*