

**Lake Tahoe Community College  
Comprehensive Program Review**

**ACTIVITIES AND  
ORGANIZATIONS**

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**Submitted by:**

**Sue Gochis, Executive Dean of Student Success**

## **Activities and Organizations**

### **PROGRAM REVIEW EXECUTIVE SUMMARY**

Lake Tahoe Community College has a vision of being “California’s Premier Destination Community College.” Imbedded within this vision is the desire to provide students with vibrant student life experience opportunities to supplement a quality instructional program. The college is committed to providing its students with experiences and opportunities which reach beyond the classroom walls. All LTCC student activities and organizations operate within the Student Success division and the direct supervision of the Student Life Coordinator. The Office of Student Life was created in 2016 and one of the primary responsibilities is to provide direction and coordination of all extra-curricular activities and organizations sponsored by the college. Three goals for the Office of Student Life in the area of activities and organizations are:

- #1. To effectively manage all clubs and organizations for the college
- #2. To ensure the delivery of a student centered and coordinated extracurricular programming consistent with the mission of the college.
- #3. To develop systems and processes which engage the student population to participate in extra-curricular events.

There are a variety of ways in which LTCC students can participate in campus engagement activities. LTCC currently offers several student organizations and clubs spanning a variety of interests, both educational and social. In addition to the clubs and organizations, the college hosts student-centered events on and off campus each quarter which are open to all students. Activities and organizations provide opportunities for students’ personal and professional development and include such events as guest speakers, competitions, fund raising, and social engagements. The college also offers men’s and women’s intercollegiate soccer programs. The soccer program completes a separate Comprehensive Program Review due to league and state requirements, so the program is not reviewed within this document. However, the program is still considered an extracurricular offering of the college. All extracurricular activities are conducted with sound educational policy and standards of integrity and the institution retains control over these programs, including their finances. The Activity and Organizations area of the college continues to grow and evolve as it meets the needs of a constantly changing student population.

In the recent Student Engagement Survey, the students’ indicated an 88% satisfaction rate of the clubs and activities on campus. This is evidence that the program is functioning well and meeting the needs to the students. Adequate funding is a continual challenge for the program as well as attracting more diverse student participation. Those are the primary target areas for improvement moving into the future.

# Program Overview

## Program Purpose and Support of College Mission:

College Mission: *Lake Tahoe Community College serves our local, regional and global communities by promoting comprehensive learning, success, and life-changing opportunities. Through quality instruction and student support, our personalized approach to teaching and learning empowers students to achieve their educational and personal goals.*

The Student Life Department aligns with the college mission by providing “life changing opportunities...and empowers students to achieve their educational and personal goals.” The college provides a wide range of involvement opportunities designed to meet the unique and varied interests of the student body. The guiding principal of student extracurricular activities is based on student success research which indicates that students who have a connection to their campus community which reaches beyond the general classroom, have higher success and retention rates academically. It is within this principal and purpose that activities and organizations operate.

## Program Summary

### A. Organizational Structure

Student Activities and Organizations are under the global direction of the Executive Dean of Student Success and have been organized into three divisions at the college based on their requirements for membership and supervisor responsibilities. These three areas are:

#1. Clubs and Organizations: This includes 15 different social and academic clubs and organizations, the LTCC Student Ambassadors, and the LTCC Student Senate. the Inter-Club Board, The 15 clubs and organizations include the Ally Club: Friends of Ally LGBTQ support, Alpha Gamma Sigma Academic Honor Society, Art Club, Badminton Club, Circle K: Kiwanis Service Organization, Filipino Club, Future Business Leaders of Tahoe, Geology Club, HOPE: Hispanos Orgullosos Preperándose Para La Excelencia, International Club, Math Club, Science Club, Soccer Club, Table Tennis Club, and Volleyball Club. All of these organizations are under the direct supervision of a staff or faculty member who serves as the club advisor. The Student Life Coordinator provides oversight to all clubs through the training, coordination and communication all clubs through the club advisors. Three other student organizations which have a more distinct leadership role at the college are the Student Ambassadors, the Student Senate, and the Inter-Club Board. Student Ambassadors are part of an elite team of student workers selected to represent the college in the Student Life and Enrollment Services areas. They assist with New Student Orientation and several other duties related to serving students and creating a welcoming and inclusive campus environment. The Student Senate is an elected group of students who serve in a college governance role. The Inter-Club Board was established in 2015 and consists of one club and organization representative from each of the groups. This team is responsible for the planning and coordination of club activities and has a major role in the budget decisions for the student activity fund. These three teams are supervised by the Coordinator of Student Life. There is an additional co-advisor for the Student Senate organization. The Coordinator ensures compliance and ethics in operations and planning for all of these groups as well as the coordination with facilities and the educational calendar, and is responsible for guiding the programs in alignment with the college mission and values.

#2. Intercollegiate Athletics: This includes the men's and women's intercollegiate soccer programs. The Athletic Director, in conjunction with the Executive Dean of Student Success, has oversight of these programs. The soccer teams belong to the Golden Valley Conference and are governed by the California Community College Athletic Association.

#3. Student Activities and Events: This area includes a variety of college hosted special events and is coordinated by the Office of Student Life. The Student Life Coordinator is responsible for planning, scheduling, implementing, evaluating, and marketing these special events. These events are co-planned with the Inter-Club Board. Diagram 1A illustrates the reporting structures of the clubs and organizations as they relate to the Student Success Division.

**DIAGRAM 1A.**  
**Organizational Structure of Student Success Division (as it relates to activities/organizations).**

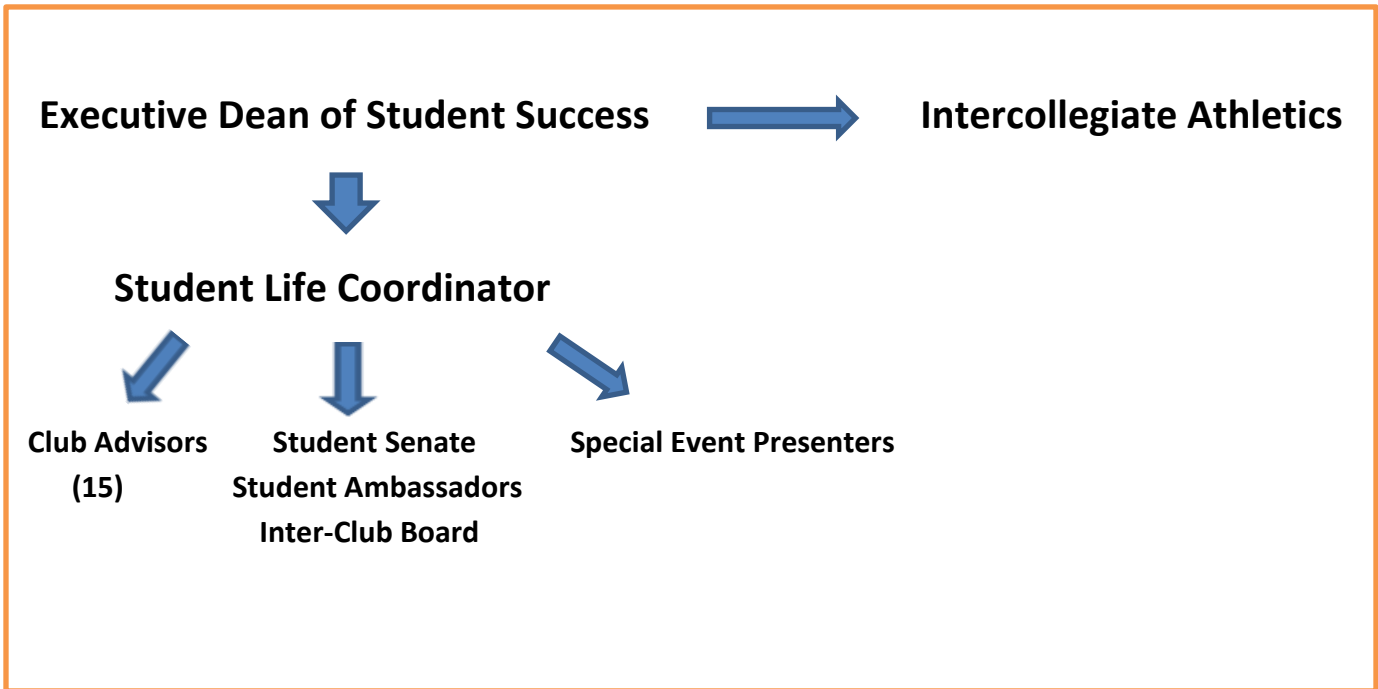
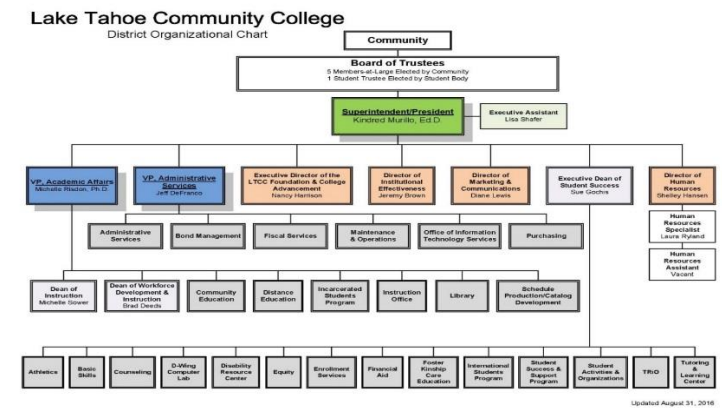


Diagram 1B Represents the Activities and Organizational reporting structure as it relates to the entire college.

**DIAGRAM 1B. DISTRICT ORGANIZATIONAL CHART**



## B. Personnel

As indicated in Diagram 1A, the personnel involved in LTCC Activities and Organizations include the Executive Dean of Student Success, the Coordinator of Student Life, the Athletic Director, the Student Ambassadors, and faculty/staff club advisors. Table 1 represents the headcount and FTE related to this area.

**TABLE 1. FTE changes from 2013 to 2016 for the Counseling and Advising Program**

Position	Headcount 2016	Headcount Change from 2013 (+ / -)	FTE 2016	FTE Change From 2013 (+ / -)
Administrator	1	+1	.05	+.05
Student Life Coordinator	1	+1	.40	+.40
Athletic Director	1	+1	.25	+.25
Student Ambassadors	12	+10	.10	+.10
Faculty/Staff Club Advisors	16	No change	1.04	No change
<b>Totals</b>	<b>31</b>	<b>+13</b>	<b>1.84</b>	<b>+.80</b>

## C. Key Functions

The Activities and Organizations department provides extracurricular opportunities for students. Extracurricular activities are volunteer activities that students participate in that do not fall into the realm of normal curriculum of the school. They provide experiences that are not included in formal courses of study. Some of the primary functions of these events include:

Fostering positive social interaction

Promoting cultural competency and global learning

Providing skills and information relevant to career exploration and workplace skill development

Promoting student confidence and resiliency

Exploration of social justice issues and world current events

Provide opportunities for physical activity

Promoting teamwork and communication skills

Providing Service learning opportunities

Promoting leadership skills

## D. Facilities, Equipment and Technology

Student clubs and organizations and all sponsored student events have access to all college facilities. The following areas are commonly used for student activities: student center, commons, library, classrooms, gym, the board room, and the soccer field. Some events are hosted off campus at various venues depending upon the purpose of the event. Occasionally, student

activities are held in the Duke Theatre. Facilities have been readily available for student activity use; with the exception of the Duke Theatre due to performance schedules. Equipment needs are varied depending on the event; however, the Student Life area provides access to multiple marketing supplies including the use of advertisement boards, event flags, tables, tablecloths, poster paper, and paint. The PE department has been helpful in providing equipment for events requiring sports equipment as well. Technology has not typically played a large role in student activities and events however, in the past year, much progress has been made to incorporate technology into marketing events. A new student mobile app, Oohlalaha, will allow the Coordinator of Student Life to push notifications out about events and announcements to students who sign up for the service. This will be a great addition to the marketing plan for events. Student groups have access to website pages designated for their organizations as well as promoting their events and meetings on the continual powerpoint loop in the One Stop Enrollment Services waiting room. Through the Measure F Bond projects, additional monitors will be available throughout campus and this will allow more visibility to promote events.

**E. Budget**

The budget allocated for student activities has been slowly increasing each year. Prior to 2015, the majority of funds to cover activities were generated through club fundraisers. Student Senate had access to a small budget for travel to state meetings; however, any additional costs had to be covered through vigorous fundraising events. In 2014, Student Senate proposed a \$5.00 activity fee initiative which could help generate funds for events which would be charged to each students. In lieu of approving the proposal, which could have imposed additional financial hardship to students, the college administration made a commitment to allocate \$2500 per quarter which would be dedicated to student event offerings. This led to the creation of the Inter-Club board (ICB) which was charged with the duty of identifying and guiding student events utilizing these funds. The ICB consists of one voting member from each club and organization on campus. Clubs and organizations can petition to the ICB for funds to support a club event on campus. The ICB model has been evolving over the past two years, and several new activities have been funded in this process. The ICB makes an endorsed recommendation to the Student Senate for budget items and the Senate has voting authority on budget matters. Table 2 illustrates the student activities general fund budget for the past five years. Fund 72 refers to funding obtained from the student representation fees which is used for state advocacy.

**Table 2. Annual Budgets for Student Activities**

	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>	<b>2016-17</b>
Annual General Fund Budget	\$32,079	\$54,274	\$72,392	\$85,180	\$92,996
Fund 72	\$7,035	\$10,082	\$7,429	\$10,600	\$11,000

Over the course of the forty-two year history of the college, 33 clubs and organizations were established; however, in recent years, there have only been a little over half of those which have

been active and thriving. In 2015, the Student Senate voted to re-allocate Club funds which had been inactive for five years or more to active club funds. The amount was divided equally among active clubs and the majority of individual club funds are utilized annually for distribution as student scholarships. Table 3 shows the current balances for each club in their individual accounts due to fundraising efforts.

**Table 3. Club account balances as of 1-1-17**

<b>Club/Organization</b>	<b>Account Balance</b>
<b>Alpha Gamma Sigma Honor Society</b>	<b>\$1,665</b>
<b>Ally Club</b>	<b>\$191</b>
<b>Art Club</b>	<b>\$1,289</b>
<b>Associated Student Senate</b>	<b>\$34</b>
<b>Badminton Club</b>	<b>\$257</b>
<b>*Ecology Action Club</b>	<b>\$231</b>
<b>Filipino Club</b>	<b>\$136</b>
<b>Future Business Leaders of Tahoe</b>	<b>\$565</b>
<b>Geology Club</b>	<b>\$78</b>
<b>*Green Sustainable Club</b>	<b>\$33</b>
<b>HOPE Club</b>	<b>\$547</b>
<b>International Student Club</b>	<b>\$373</b>
<b>Math Club</b>	<b>\$511</b>
<b>Performing Arts League</b>	<b>\$2,140</b>
<b>Science Club</b>	<b>\$860</b>
<b>Soccer Club</b>	<b>\$77</b>
<b>Table Tennis Club</b>	<b>\$257</b>
<b>Volleyball Club</b>	<b>\$56</b>

*\*Not an active club as of 2016-2017*

## Program Analysis:

A SWOT analysis was performed by the Coordinator of Student Life, the Executive Dean of Student Success, and the various club advisors for the Activities and Organizations at LTCC. The results of the SWOT are listed in TABLE 4.

**Table 4. SWOT Analysis for Activities and Organizations at LTCC**

<b>STRENGTHS</b>	<b>WEAKNESSES</b>
<p><i>*Provides a connection point for students with common interests to engage with one another.</i></p> <p><i>*Provides a way for business students to come together and put into practice the concepts learned in their coursework.</i></p> <p><i>*Provides an opportunity for students to get involved in community outreach and service projects.</i></p> <p><i>*Support student scholarships.</i></p> <p><i>*Promotes Equity and Diversity among students</i></p> <p><i>*It is a great way to make and hang out with friends, blow off steam, and have fun in an environment that caters to the students' preferred level of competitiveness. The motor and hand eye skill development is probably good for their brains.</i></p>	<p><i>*Adequate funding.</i></p> <p><i>*Not all clubs participate in campus events</i></p> <p><i>*Club community is very small</i></p> <p><i>*Some advisors aren't as involved as they could be"</i></p> <p><i>*Process for funding reimbursements</i></p> <p><i>*Mission and purpose of Clubs and Activities related to college mission.</i></p>
<b>OPPORTUNITIES</b>	<b>THREATS</b>
<p><i>*Improvement in the number of clubs represented at the Inter-Club Board meetings.</i></p> <p><i>*Club hour is critical for clubs to be able to meet at a specific time when there are no classes. This is one of the main hurdles we have is to schedule meetings that all students can attend.</i></p> <p><i>*More collaboration between advisors for events and fundraisers.</i></p> <p><i>*Enforce college hour.</i></p> <p><i>*Revamp Club Days to new events.</i></p> <p><i>*Increase marketing efforts with Coyote Corner app</i></p>	<p><i>*Declining enrollment may affect vibrancy and participation.</i></p> <p><i>*Student apathy.</i></p> <p><i>*Declining enrollment HAS affected our ability to make as many balanced offerings as we have in the past.</i></p>



Another instrument used for program analysis was the LTCC Student Engagement Survey. In the spring of 2016, the college implemented this customized survey which captures student feedback in all service areas. The results from the sections of the survey related to activities and organizations are listed in Table 5. The first part involves a summation of skill areas of personal and professional growth. These areas may be developed through involvement in student activities as well as instruction; therefore, these results will be included in several program reviews. The second portion evaluates awareness, usage, and satisfaction levels of Clubs and Activities specifically. Athletics has also been included in the table although athletics has its own program review.

**TABLE 5. Students Engagement Survey 2016**

*\*Percentages have been rounded to the nearest whole percent so a slight variation from 100% total is possible.*

<b>Q9 - Please identify how much you believe you have grown as a result of your time at LTCC in the following areas.</b>	<b>“A Great Deal or a Lot”</b>	<b>“Little or Moderate”</b>	<b>“Not at All”</b>
Communication	54%	43%	4%
Critical Thinking and Information Competency	57%	42%	1%
Global Awareness	50%	43%	7%
Personal Responsibility and Professional Development	67%	31%	1%

<b>Area</b>	<b>Awareness</b>	<b>Usage</b>	<b>Satisfaction Level</b>		
			<b>Satisfied</b>	<b>Neutral</b>	<b>Dissatisfied</b>
<i>Athletics</i>	71%	20%	68%	32%	0%
<i>Student Activities and Organizations</i>	78%	25%	88%	6%	6%

A third measure of program effectiveness is the Student Learning Outcomes (SLO's) data for the Activities and Organizations area. There are two identified Student Learning Outcomes for the program and they were assessed in 2016. Results of the SLO's are summarized in TABLE 6. For the purposes of consistency among non-instructional program outcomes, SLO's have been retitled as Service Area Outcomes (SAO's. )

**Table 6. Student Activities and Organizations: Service Area Outcomes**

<b>Service Area Outcome</b>	<b>Measurement</b>	<b>Goal</b>	<b>Outcome</b>
Students will demonstrate that their personal and/or professional development has been enhanced through due to their participation in extracurricular activities	Student Engagement Survey	80% of the students will report a positive impact	Overall average of 97% of the students reported growth in the four areas identified.
Students will demonstrate a knowledge of the activities and organizations available to them on campus and/or the knowledge of where to get information about them.	Student Engagement Survey	80% of the students will indicate knowledge of Activities and Organizations on campus	78% of the students reported an awareness of Activities and Organizations on campus

The data collected in the three measures of program effectiveness demonstrates that the Activities and Organizations area of the college continues to remain strong while facing some common challenges. Declining enrollment poses an overall threat to the vibrancy of all groups as well as general student apathy. In the past three years, the college implemented several initiatives to combat enrollment declines, but also some designed to enhance student engagement. Increased communications to students each quarter, the Coyote Chronicle student bulletin, Howl Out and Quarterly Honor Roll ceremonies, website improvements,

increased mascot appearances, and the creation of the Student Life division have all been focused initiatives designed to improve student engagement and connection to the college as a whole. The college will continue these activities as well as explore additional projects to improve in this area.

## Goals and Recommendations

Because the development of an identified “program” for Activities and Organizations is new to the college, there were no “previous goals” upon which to measure achievements; therefore, the goals and recommendations were established in 2016 and will be reported on in the next Comprehensive Program Review cycle. Table 8 contains the three goals for the Activities and Organizations area for the next five years.

**TABLE 8. Goals for Activities and Organizations.**

Goal	Measurement
To improve and establish effective communication methods regarding student life, clubs, organizations, activities and student engagement processes on and off campus.	Measured success will be seen through student surveys following all campus life or club hosted events through Coyote Corner app and any future student engagement surveys. Attendance, satisfaction and means of improvement will be collected and evaluated.
To provide effective meetings for all clubs/organizations in an effort to increase student participation and enhance the student experience.	<p>Measured success will be seen through student surveys following all campus life or club hosted events through Coyote Corner app and any future student engagement surveys. Attendance, satisfaction and means of improvement will be collected and evaluated.</p> <p>Attendance at ICB (Inner Club Board) meetings will be collected. Currently, attendance has a baseline of 80% club participation for the 2016 Fall quarter.</p>
To encourage and effectively train advisors and student leaders to delegate responsibility for specific club actions or activities while remaining accountable and in compliance with district policies and procedures. (At the start of the academic year, all returning and new club advisors are trained on district policies for club advisors and student leaders. The club handbook (updated annually) is distributed both online and in person and reviewed. These meetings include a fiscal services representative, the Executive Dean of Student Success, all campus advisors, and the Student Life Coordinator.)	Measured success will be seen through a survey following the annual club meeting through Coyote Corner app and any future student engagement surveys. Attendance, satisfaction and means of improvement will be collected and evaluated.