UNIT PLAN “PART A”

Program/Pathway Update

Program/Pathway: Student Activities Date: December 30, 2013

Our Mission: Los Angeles Harbor College fosters learning through comprehensive programs that meet the educational needs of the community as measured by student success, personal and institutional accountability, and integrity.

1. Assessment of Program Review:
   We have achieved the following during the past year:
   - increasing number of clubs
   - increasing number of club members
   - increasing number of club activities
   - increasing number of ASO senators
   - increasing number of ASO activities
   - increasing attendance of shared governance meetings
   - increasing participation/knowledge/understanding of the LACH decision making process
   - increasing of combined ASO/club activities
   - Activities are for students, faculty, staff and community

2. Activities to address program needs:
   The following activities have helped promote the Student Activities Office and ASO’s role in the campus:

   Fall and Spring Club Rush Days
   ASO retreats-educational, leadership, teambuilding, planning
   ASO meetings- weekly
   ICC meetings
   Club advisor’s meetings
   EFC meetings
   Create and advertise a monthly calendar – post on campus
   Collaborate, support and network with all students, faculty, staff and administration
3. **How are your program improvements associated with our SLOs?**
   If these program improvements are implemented and successful, based on the ongoing assessment, existing SLO will be accomplished and reached. Feedback from faculty, staff and students has been positive and participatory.

4. **Staffing requirements:**
   We are appropriately staffed with the following:
   - ASO Advisor (Full Time)
   - Student Services Assistant (Full Time)
   - Student workers (currently funded by Cal Works/Financial Aid work-study, varies)

   Due to an increase in student club activities, a .5 Student Services position would be welcomed support and encourage further growth of department

5. **Technological Requirements:**
   Our Photo ID equipment, (camera, Computer, Printer, supplies) needs to be upgraded

   We could use an additional Copier/printer/scanner

   We need an additional computer installed in the second office.

6. **Facilities requirements:**
   We will not be moving to the new building for five years. In an effort to make our old building a comfortable and inviting space we submitted a wish-list to the campus (See attached copy). We are working to make the SHC a sanctuary on campus for students. We believe that this will strengthen the college’s student retention efforts.

7. **Implementation plan:**
   We will continue to encourage student participation and involvement in ASO functions and student activities in general. We will need the college help in providing additional staffing and equipment to maintain and increase our growth in student participation.
UNIT PLAN “PART B”

Core Personnel/List of Permanent Staff

Unit: Student Activities

Date: December 30, 2013

<table>
<thead>
<tr>
<th>Assigned Time</th>
<th>Responsibility</th>
<th>Estimated Cost</th>
<th>Funding Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>ASO Advisor</td>
<td>120,000</td>
<td>District</td>
</tr>
<tr>
<td>1.0</td>
<td>Student Activities</td>
<td>42,625.44</td>
<td>District</td>
</tr>
<tr>
<td></td>
<td>Assistant</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. Total FTEP:

2. total Hours taught:

3. total Hours of release time:

4. Total Cost for Instructors:

5. Total Cost for Administrators:

6. Total Cost of Classified Staff:

7. Total cost FTEP = Full Time Equivalent Personnel:

Please attach copy of your current Op Plan.
UNIT PLAN "PART C"

Core Personnel/List of Permanent Staff

Unit: **Student Activities**

1. All legally required responsibilities: Required for health and Safety
2. Required by board/ State/ Federal /Accreditation standards (list the minimum requirements here)
3. Required by licensing agreement.

<table>
<thead>
<tr>
<th>Description of Activity</th>
<th>Estimated Cost</th>
<th>Justification</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description of Activity</th>
<th>Estimated Cost</th>
<th>Justification</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Narrative Justification: List statutes which require this expenditure.