Validation Review Recommendations & Responses

Commendations

<table>
<thead>
<tr>
<th>Academic Year</th>
<th>Commandation</th>
</tr>
</thead>
<tbody>
<tr>
<td>2007-2008</td>
<td>A good start to a Program Review document, with good insight into the operations of ASO at LAMC. A couple of areas (listed in Recommendations) could use additional information already available, along with expanded and newly developed information, particularly in the SLO section of the document.</td>
</tr>
<tr>
<td>2007-2008</td>
<td>Good presentation of the variety of programs and activities that ASO involves itself, the campus and the community with throughout the year.</td>
</tr>
</tbody>
</table>

Recommendations

<table>
<thead>
<tr>
<th>Year</th>
<th>Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>2007-2008</td>
<td>Professional Development / Professional Development</td>
</tr>
<tr>
<td></td>
<td>Professional Development activities of ASO professional staff should be included, as this helps explain the type of ongoing training and work that is required to keep ASO functioning and progressing towards their goals. Robert responded that he does not belong to any specific national, regional or state organizations specifically aimed at ASO advisors, but indicated there are sessions tailored for advisors at many ASO-oriented events held throughout the year.</td>
</tr>
<tr>
<td></td>
<td>- Kelly Enos, Mark Pursley, Dennis Schroeder, Rossalie Torres, Ludi Villegas</td>
</tr>
</tbody>
</table>

Objectives

<table>
<thead>
<tr>
<th>Year</th>
<th>Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>2007-2008</td>
<td>Program Effectiveness – Surveys / Student Satisfaction Survey</td>
</tr>
<tr>
<td></td>
<td>Spring 2009 survey results, if now available, should be included in future Program Review submissions or revisions. Robert indicated the results are available and that he would need to summarize and submit this information in the near future.</td>
</tr>
<tr>
<td></td>
<td>- Kelly Enos, Mark Pursley, Dennis Schroeder, Rossalie Torres, Ludi Villegas</td>
</tr>
</tbody>
</table>

Objectives

<table>
<thead>
<tr>
<th>Year</th>
<th>Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>2007-2008</td>
<td>SLOs – Program SLOs / Program SLOs</td>
</tr>
<tr>
<td></td>
<td>Additional SLOs and information should be added in the next Program Review submission. Suggested areas that SLOs could be modeled on include: effectively running meetings, demonstrating fiscal responsibility in the use of ASO funds, ASO project management</td>
</tr>
<tr>
<td></td>
<td>A rubric should be developed to assess the currently listed and future SLOs regarding ASO activities and operations. Robert indicated the suggestions above (to add more detailed SLOs for the next program review and/or SLO cycle) were good and would be considered.</td>
</tr>
<tr>
<td></td>
<td>- Kelly Enos, Mark Pursley, Dennis Schroeder, Rossalie Torres, Ludi Villegas</td>
</tr>
</tbody>
</table>

Objectives

<table>
<thead>
<tr>
<th>Year</th>
<th>Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>2007-2008</td>
<td>Program Overview – Overview / Student Achievements</td>
</tr>
<tr>
<td></td>
<td>Additional information (including anecdotal) detailing the success of ASO participants and officers would help demonstrate the effectiveness of ASO.</td>
</tr>
<tr>
<td></td>
<td>- Kelly Enos, Mark Pursley, Dennis Schroeder, Rossalie Torres, Ludi Villegas</td>
</tr>
</tbody>
</table>
**Response**
- Student achievements can be documented by successful graduation and transfer rate.

**Response Update**
- In Progress

**Objectives**
- 0 Objectives

**Recommendation**
- Additional detail, including listings of meetings and events (and the number served at these meetings and events), would help quantify the effectiveness of ASO. If this information exists in a separate document (spreadsheet, website, etc.), it can be attached to future Program Review submissions. Robert indicated that he maintains a spreadsheet that contains most of this information (meetings, attendance, etc.) and will submit this supplemental information.
- Kelly Ensor, Mark Pursley, Dennis Schroeder, Rosalee Terre, Ludi Villagras

**Response**
- In Progress

**Objectives**
- 0 Objectives

**Unit Review - Mission Statement**

**Program Mission**

Describe the purpose of the program:

The Associated Student Organization is a student organization whose purpose is to provide students the opportunity of participation and development of student leadership skills by assisting in the promotion and development of individual student organizations and by providing student representation in all areas, including but not limited to issues affecting students and the community, including student senate elections, advocacy, constitutions and bylaws. The Associated Student Organization is open to all current students of Los Angeles Mission College, and all students are welcomed and encouraged to participate.

The purpose and intent of the ASO is to involve students directly in formulating and actualizing student activities on campus and in the community, such actualization is also expressed through student clubs on campus. There are twelve active clubs at LAMC, with each club having more than ten members who respectively have paid their student government fee of $7. Each club represents the LAMC student population in a unique way often giving students an opportunity to express themselves thru creativity and community service.

Respondent: Robert Cressley

**Unit Review - Services & Hours of Operation**

**Program Services & Hours of Operation**

**Location, days/hours:**
- ASO meets every Monday at 1:30pm in the former math lab, located in the lower level of the Campus Center.

Respondent: Robert Cressley

**Services offered during last cycle:**

<table>
<thead>
<tr>
<th>Service</th>
<th>Date Added</th>
<th>Date Deleted</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASO offers various outreach/lobbying opportunities</td>
<td>On-going</td>
<td></td>
<td>Remove</td>
</tr>
<tr>
<td>1. Alpha Gamma Sigma Honor Society</td>
<td>On-going</td>
<td></td>
<td>Remove</td>
</tr>
<tr>
<td>2. Medica</td>
<td>On-going</td>
<td></td>
<td>Remove</td>
</tr>
<tr>
<td>3. Robetegas</td>
<td>On-going</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Population Served

Describe the population served and the trends in student characteristics and/or outcomes that may impact our unit.

The Associated Student Organization promotes multiculturalism by sponsoring campus wide activities celebrating different cultures and sensitivity to diversity. In addition, each club participates in or plans ethnic activities to celebrate diversity. Such events that have taken place include: Mexican Independence Day, Dia De Los Muertos, Armenian Remembrance Day, Black History Month, International Independence Day, Cesar Chavez Parade, Dream Day/Clothesline project, Welcome Week, Breast Cancer Awareness.

Unit Review - Staffing

Certificated Administrator, Faculty

<table>
<thead>
<tr>
<th>Name</th>
<th>Job Title</th>
<th>FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joe S. Ramirez</td>
<td>Vice President of Student Services</td>
<td></td>
</tr>
</tbody>
</table>

Classified Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Job Title</th>
<th>FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Robert Crossley</td>
<td>ASO Advisor</td>
<td></td>
</tr>
</tbody>
</table>

Student Workers

No Student Workers Added.

Projections

Projected Retirements:

No projected retirement.

Are available faculty and classified staff adequate to support the program?

Yes

Respondent: Robert Crossley
Unit Review - Program Outreach

Program Outreach

What standing committees does your program maintain? What are these charges and membership?

The ASO's central function is to serve as the student advocacy, for all students on campus (this includes but is not limited to serving on several shared governance committees such as, Budget & Planning, College Council, Facilities & Planning Committee, Education Planning Committee, Professional Staff Development, Student Support Services, Technology & LANC Foundation).

What intra-college collaboration has your program been involved in during the past six years?

The Associated Student Organization participates in several campus activities which include: Transfer Fair, Veterans Day, Red Cross Blood Drive, Cammed Food Drive, Toy Drive for YESS of Pacoima, Children United Nations and LANC Foster Kinship Program, Assembly Bill 540 Scholarship, Voter Registration, Breast Cancer Awareness, Diabetes & AIDS walkathons, Day of the Child, Denim Day, Town Hall meetings with political guest speakers, educational workshops pertaining to leadership, High School Senior Day, Springfest, Commencement, Honors Reception, Scholarship Reception student lobbying which includes meeting with legislators in either Sacramento, CA and/or Washington, DC.

What has your program done since the last review to establish connections with schools, institutions, organizations, businesses, and corporations in the community?

ASO is in constant communication with the schools, organizations, businesses and the community by way of ASO's weekly meetings which are open to the public, LANC alumni contact ASO for support which helps ASO establish communications with former students as well four year institutions. In addition, ASO attends the Sylmar Neighborhood Council which establishes ties with local businesses.

Respondent: Robert Crossley

Unit Effectiveness - Quality & Accessibility of Services

To access Fall 2013 Student and Faculty/Staff survey data, click here.

Student Satisfaction Survey

No Survey(s) Added.

Discuss and analyze Student Satisfaction Survey results and what program changes will be implemented in response to the survey data.

ASO will conduct student surveys Spring 2014 semester.

ASO Student Survey

This survey will help ASO (Associated Student Organization) know how you as a student feel about how well you are getting the proper education. We, the ASO, are the voices of your opinions. We want to help you in every way possible to receive the best education you deserve and to help you succeed in the future.

What is your Major? 
Full/Part-time: 
Day/Even: 

1. Instructors give me honest feedback about my abilities and skills:
   - Strongly Agree
   - Agree
   - Disagree
   - Strongly Disagree

2. Course outlines are provided and followed:
   - Strongly Agree
   - Agree
   - Disagree
   - Strongly Disagree

3. Tests are relevant to the course material being covered:
   - Strongly Agree
   - Agree
   - Disagree
   - Strongly Disagree

4. Choose the following reasons below that describe why you are attending this college?
   - To transfer to four year college
   - To obtain an associate degree
   - To help me choose a career
   - To train for my first job or career
   - To train for a different job
   - To upgrade job skills
   - To improve my math and/or English skills
   - To complete high school or GED requirements
   - To pursue personal interests
   - Other:

5. My professor offers students a perspective of the overall subject of the course:
   - Strongly Agree
   - Agree
   - Disagree
   - Strongly Disagree

6. My professor demonstrates simplified approaches to complex problems:
   - Strongly Agree
   - Agree
   - Disagree
   - Strongly Disagree

7. My professor creates a relaxing or comfortable environment during lectures:
   - Strongly Agree
   - Agree
   - Disagree
   - Strongly Disagree
8. My instructor is objective:
- Strongly Disagree
- Strongly Agree
- Agree
- Disagree
- Strongly Disagree

9. My instructor inspires confidence during lectures:
- Strongly Agree
- Agree
- Disagree
- Strongly Disagree

10. My professor helps students to develop their own teaching skills:
- Strongly Agree
- Agree
- Disagree
- Strongly Disagree

11. Do you think the Mission College Website is easy to use?
- Strongly Agree
- Agree
- Disagree
- Strongly Disagree
- Other:

Respondent: Robert Creedy

---

Faculty/Staff Program Assessment Survey

No Survey(s) Added.

Discuss and analyze Faculty/Staff Program Assessment Survey results and what program changes will be implemented in response to the survey data.

No survey

---

Unit Effectiveness - SLOs

Student Service Area Outcomes

<table>
<thead>
<tr>
<th>Year</th>
<th>Outcome</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>Define Outcome #1</td>
<td>Students will be able to know what services ASO provides and why paying the ASO fee would be beneficial to them.</td>
</tr>
<tr>
<td>1.2</td>
<td>Define Outcome #2</td>
<td>ASO services will be provided through an on-line and off-campus for all students that pay the ASO fee.</td>
</tr>
</tbody>
</table>

2.2 Information Competency

- Related ILO

3.1 [How did you assess Outcome#1?] Survey students who have attended a college orientation at beginning of each semester to see if students know what services are offered through ASO. 3.2 [How did you assess Outcome#2?] See 3.1.3.3 Student Government sponsored workshops, retreats and conferences will utilize evaluations to are held each semester which measures whether the student has been given adequate information regarding the ability to plan events. 3.4 Successful completion of civic community projects will be assessed through surveys that measure the success of the event.

4.1 [Measurement result from 3.1] Review survey results to assess if students learned the benefits of the ASO fee and learned how access the ASO services. |

4.2 [Measurement result from 3.2] 4.3 [Measure result from 3.3] 4.4 [Measure result from 3.4]

5.1 [Implementation plan for 4.1] After survey results are analyzed, ASO will look at recruitment strategies to improve ASO fee. |

5.2 After survey an orientation will be conducted. 5.3 Improvements in on-line workshops, weekly meetings, attendance in district, state and federal conferences that reinforce the student government experience will be analyzed. 5.4 After survey results are analyzed, ASO will look at strategies to improve the student participation in civic community service projects.

<table>
<thead>
<tr>
<th>Year</th>
<th>Outcome</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Students are able to successfully lobby &amp; advocate on a local, state &amp; federal levels.</td>
<td></td>
</tr>
</tbody>
</table>

The Associated Student Organization is a student organization whose purpose is to provide students the opportunity of participation and development of leadership skills. The ASO emphasizes student participation and personal growth. Students are given the opportunity to direct themselves via the ASO Senate and Inter-Club Council. Students learn democratic procedures, the political process, and build leadership skills. The ASO Senate seeks to enhance student life and build a strong campus community through the development of campus programs and activities. ASO Officers serve as the voice of LA Mission College students through efforts in advocacy both locally and statewide. The goal of ASO is...
### Year: 2007

**1) Outcome:**
- More funding for current and future student clubs and activities. No designated College hour. Not enough encouragement from faculty willing to act as a club advisor. Additional 1 staff person and student worker to assist ASO Advisor. ASO needs more space to accommodate all of our club members. Currently ASO has one office space which cannot accommodate all of the needs for ASO as well as the clubs.

**2) Related ILO:**
- No Related ILO

**3) Contribution of SAO to Student Learning:**

**4) Assessment Method:**

**5) Results:**

**6) Implementation Plan:**

**7) Re-Evaluation:**

**Assessment Date:** NA

**Next Assessment Date:** NA

**Edit / Re-evaluate**

---

**Year: 2007**

**1) Outcome:**
- Students will be able to provide a positive and respectful environment that fosters educational and personal achievements. Students are able to successfully plan events, activities and curriculum within the student government program that teaches respect and encourages educational and personal achievement.

**2) Related ILO:**
- No Related ILO

**3) Contribution of SAO to Student Learning:**

**4) Assessment Method:**

**5) Results:**

**6) Implementation Plan:**

**7) Re-Evaluation:**

**Assessment Date:** NA

**Next Assessment Date:** NA

**Edit / Re-evaluate**

---

**Year: 2007**

**1) Outcome:**
- The purpose and intent of the ASO is to involve students directly in formulating and actualizing student activities on campus and in the community. Such actualization is also expressed through student clubs on campus. At present, LMIC has ten active clubs on campus. ASO also provides the means for student-faculty interaction and as such, provides a vehicle for having the student’s needs expressed at the administrative level, through shared governance.

**2) Related ILO:**
- No Related ILO

**3) Contribution of SAO to Student Learning:**

**4) Assessment Method:**

**5) Results:**

**6) Implementation Plan:**

**7) Re-Evaluation:**

**Assessment Date:** NA

**Next Assessment Date:** NA

**Edit / Re-evaluate**
Unit Effectiveness - Human Resources

Professional Development

No Professional Dev. Added

Professional Development Needs

Are there areas of unmet professional development needs among faculty in this program? Please explain a proposed plan of action for addressing this need and any resources needed to achieve this development.

The Associated Student Organization participates in several leadership, lobbying conferences and workshops throughout the academic year; these conferences include: Los Angeles Community College District Leadership Institute, National Conference on Student Leadership, American Student Association of Community Colleges, Community College Leaguer of California & Student Senate for California Community Colleges. Selected students who attend these conferences attend workshops, gather information, engage in discussion and then present material and information to the rest of the student government as well as putting what they learned to practice. While students are engaged in workshops, the advisors often attend workshops which include dialag, activities and peer mentorship.

Respondent: Robert Cressey

Unit Effectiveness - Facilities & Equipment

Facilities & Equipment

Is space and equipment currently assigned to your unit adequate to support the needs of the service area? Please explain.

ASO is located in the lower level of the campus center, currently our office has outgrown its space, as the campus expands and enrollment increases student activities will increase as well, so providing a much larger space for ASO as well as clubs is vital. ASO is in desperate need of more office space, currently ASO has over twelve chartered clubs and growing, ASO encourages school activism however; LAMC do not have the space to accommodate all the clubs needs. This can be a real problem for as the school grows, ASO anticipates a significant increase in club participation.

Does the program regularly utilize general campus facilities? Are they available and adequate?

When ASO and clubs want to host an event on campus an ASO Event Application must be completed and signed by the ASO Advisor, Club Advisor and VP of Student Services afterwhich; the event is entered onto the LAMC Event Management System for room/location availability. The LAMC Event Management System is quite adequate and effective.

Respondent: Robert Cressey

External Accountability - Advisory/Oversight Committee

Advisory / College Oversight Committee

<table>
<thead>
<tr>
<th>Member</th>
<th>Affiliation</th>
<th>Title</th>
<th>Meeting Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASO Advisors</td>
<td>Los Angeles Community College District</td>
<td>Month</td>
<td></td>
</tr>
</tbody>
</table>

Respondent: Robert Cressey
List the Date and Membership of your Advisory Board:

<table>
<thead>
<tr>
<th>Date</th>
<th># Members</th>
<th>Members Attending</th>
</tr>
</thead>
<tbody>
<tr>
<td>once month</td>
<td>10</td>
<td>ASO Advisors from LACCD Associate Vice Chancellor</td>
</tr>
</tbody>
</table>

Reminder: Keep copies of your Minutes for audit purposes.

**Recommendations**

What have been the major recommendations resulting from your advisory board meetings? Of those recommendations, which have been acted upon, and what is your plan of action with regard to other recommendations discussed?

Upcoming Student Senate conferences, Student Advocacy conferences on local, state and federal level. Revision of LACCD Administrative regulations.

**External Accountability - Compliance Status**

**Accreditation or Compliance Status**

- Is this program subject to approval/accreditation by specialized state, regional, or national accrediting agencies?
  - [ ] Yes
  - [ ] No

What is the program's accreditation status?


Respondent: Robert Crossley

**Recommendations**

Indicate recommendation of the most recent accreditation evaluation of the program and corrective actions taken or planned. Most recent accreditation report and all additional pertinent documentation and explanations should be available on site for consultant review.

No recommendations made.

**Planning Assumptions & Assessment**

**Service Area Planning Assumptions**

In the space below, please list the planning assumptions that will guide your unit during the next 3 year period. Include assumptions for at least the following areas:

- Expected demand
- Anticipated funding trends
- Anticipated pedagogical trends
- Anticipated technological trends
- Anticipated trends in student needs and/or demographics
- Relevant Advisory Group recommendations

As LAMC grows and programs get larger so will the student population. The Associated Student Organization will need a much larger offices/meeting facility as well as office computers, copiers, and additional equipment to house all new and existing clubs on campus as well as more funding to clubs so that planning of events is done so more effectively. In addition, a full-time Administrative Assistant is needed to accommodate the rigorous needs of ASO. More faculty advisors for clubs will be needed as well as an incentive to faculty to be part of ASO. ASO will need a designated college hour in order to showcase student activities.

Respondent: Robert Crossley

**Self-Assessment: Challenges, Opportunities & Strategies**

A. Please present the unit's analysis of the challenges it will face over the next 3 years in light of the measures of program effectiveness, progress toward past goals, and new planning assumptions.

ASO will need more funding for clubs to have activities as well as a larger conference room to conduct meetings. More LAMC faculty getting involved and supporting student activities.

B. Identify unit strengths and recommendations to strengthen existing unit programs.

N/A

**Annual Planning Evaluation**
1. Provide a summary statement concerning the success of the unit in meeting the objectives identified in the previous year’s program review. If budgetary recommendations were made by the Budget & Planning Committee, please include in your summary whether those recommendations have been implemented.

N/A

2. Summarize significant results/outcomes or improvements that have been implemented or any projects or improvement plans identified in the previous year’s program review, and discuss if you are going to continue these improvements or change them based on the results/outcomes. You may also discuss projects/plans/accomplishments from your unit over the past year, even if they were not mentioned in your previous program review.

N/A

Respondent: N/A

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Supplemental Material

Supplemental Files

Supplemental Materials: No Supplemental File(s).

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Feedback

For continuous improvement, Program Review Oversight Committee takes your suggestions seriously. Please tell us which area(s) you would like to improve or change and how to make those changes or improvements.

N/A

Respondent: N/A

---

Objectives & Resources

Objective

<table>
<thead>
<tr>
<th>Objective 1</th>
<th>ASO coordinator will ensure executive board is informed on ASO (2014-2015) (Priority: High)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Previous Set Goal</td>
<td></td>
</tr>
<tr>
<td>New Related Goal Areas:</td>
<td>1. Expand Access and Prepare Students for Success</td>
</tr>
<tr>
<td>Individual(s) Responsible</td>
<td>Robert Crosby</td>
</tr>
<tr>
<td>Period</td>
<td>7/1/2014 - 6/1/2015</td>
</tr>
<tr>
<td>Activity</td>
<td>The ASO coordinator will ensure the executive board is well informed of the function of the shared governance committees. ASO coordinator will conduct workshops focused on the function of shared governance.</td>
</tr>
<tr>
<td>Expected Outcome and Measure</td>
<td>ASO coordinator will keep sign in sheets and minutes of the workshops. Will also keep a log of amount of workshops or meeting he has when discussing this topic.</td>
</tr>
<tr>
<td>Priority</td>
<td>High</td>
</tr>
<tr>
<td>Assessment</td>
<td>In Progress</td>
</tr>
</tbody>
</table>

Objective

<table>
<thead>
<tr>
<th>Objective 2</th>
<th>ASO will offer a welcome packet to give a head start. (2014-2015) (Priority: Critical)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Previous Set Goal</td>
<td></td>
</tr>
<tr>
<td>New Related Goal Areas:</td>
<td>1. Expand Access and Prepare Students for Success</td>
</tr>
<tr>
<td>Individual(s) Responsible</td>
<td></td>
</tr>
<tr>
<td>Period</td>
<td>7/1/2014 - 6/1/2015</td>
</tr>
<tr>
<td>Activity</td>
<td>ASO will provide a welcome membership packet to ASO paying members that they can use for classes. The packet includes: t-shirt, scantron, pencil, ASO brochures and other brochures for resources in and off campus.</td>
</tr>
<tr>
<td>Expected Outcome and Measure</td>
<td>Student will understand the ASO benefits. A survey will be given post enrollment in ASO.</td>
</tr>
<tr>
<td>Priority</td>
<td>Critical</td>
</tr>
<tr>
<td>Assessment</td>
<td>In Progress</td>
</tr>
</tbody>
</table>

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Resource

<table>
<thead>
<tr>
<th>Resource Requested</th>
<th>Supplies/Printing (2014-2015) (Quantity: 0 Units)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anticipated Total Cost</td>
<td>$2,000</td>
</tr>
<tr>
<td>Controlling Area</td>
<td>Robert Crosby</td>
</tr>
<tr>
<td>Description of Item</td>
<td>Welcome packets for the enrollment in ASO. The packet includes: t-shirt, scantron, pencil, ASO brochures and other brochures for resources in and off campus.</td>
</tr>
<tr>
<td>Type</td>
<td>One-Time</td>
</tr>
<tr>
<td>Resource Priority</td>
<td>Critical</td>
</tr>
<tr>
<td>Status</td>
<td>Pending Funding</td>
</tr>
</tbody>
</table>
Objective

<table>
<thead>
<tr>
<th>Objective</th>
<th>To make ASO services readily available to students. (2014-2015) (Priority: Critical)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Previous Goal</td>
<td></td>
</tr>
<tr>
<td>New Related Goal Areas</td>
<td>1. Expand Access and Prepare Students for Success</td>
</tr>
<tr>
<td>Individual(s) Responsible</td>
<td></td>
</tr>
<tr>
<td>Period</td>
<td>7/1/2014 - 6/1/2015</td>
</tr>
<tr>
<td>Activity</td>
<td>ASO coordinator will ensure all ASO services are available to students.</td>
</tr>
<tr>
<td>Expected Outcome and Measure</td>
<td>ASO coordinator will maintain a log of all students use the services while he is there and will compare it to a sign in sheet that will be maintained while he is out of the office.</td>
</tr>
<tr>
<td>Priority</td>
<td>Critical ( )</td>
</tr>
<tr>
<td>Assessment</td>
<td></td>
</tr>
<tr>
<td>Status</td>
<td>InProgress</td>
</tr>
</tbody>
</table>

Resource

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Anticipated Total Cost</td>
<td>$3,095</td>
</tr>
<tr>
<td>Contact Person</td>
<td>Robert Croskey</td>
</tr>
<tr>
<td>Description of Item</td>
<td>In order to ensure students have all pertinent information regarding ASO, it is imperative that an Senior Office Assistant is hired. The ASO coordinator is the only person in the department at the moment and when he is not there services stop.</td>
</tr>
<tr>
<td>Type</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Resource Priority</td>
<td>Critical</td>
</tr>
<tr>
<td>Status</td>
<td>Pending/Funding</td>
</tr>
</tbody>
</table>

2013-2014 ASO Funding Resources

<table>
<thead>
<tr>
<th>Category</th>
<th>FTE</th>
<th>Total Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel (Adjunct)</td>
<td>0</td>
<td>$0</td>
</tr>
<tr>
<td>Personnel (Misc E-E Shifts:Classified/Unclassified)</td>
<td>0</td>
<td>$0</td>
</tr>
<tr>
<td>Personnel (Certified)</td>
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</tr>
<tr>
<td>Supplies/Printing/Postage</td>
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<td>$0</td>
</tr>
<tr>
<td>Equipment</td>
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<td>$0</td>
</tr>
<tr>
<td>Other</td>
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</tr>
<tr>
<td>Totals</td>
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<td>$0</td>
</tr>
</tbody>
</table>

2014-2015 Active Resource Summary

<table>
<thead>
<tr>
<th>Category</th>
<th>FTE</th>
<th>On-Going Requests</th>
<th>One-Time Requests</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel (Adjunct)</td>
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<td>Supplies/Printing</td>
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<td>$0</td>
</tr>
<tr>
<td>Equipment</td>
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<tr>
<td>Other</td>
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</tr>
<tr>
<td>Totals</td>
<td>1.5</td>
<td>1</td>
<td>1</td>
<td>$53,096</td>
</tr>
</tbody>
</table>

Final Summary

Summary

Based on your program review, summarize:

Program Strengths - What is your program doing well?

ASO is a diverse student organization that enhances the collegiate experience by encouraging student participation in campus events and in the community. Strength lies in the area that students want to better themselves and therefore want to better others. Communication, time management and effective planning are key success factors. ASO fosters meaningful peer relationships between students and faculty and administrators.

Program Weaknesses - What areas can your program improve?

LAMC’s growth makes it difficult to services all clubs on campus therefore; office work space as well as storage space is recommended for ASO and clubs. Many of LAMC students are non-traditional students who either work full-time and are providers for their families therefore the attendance at campus events is low. ASO has excellent communication within the student organization however, when it comes to information being disseminated outside to the public information does not always get communicated well. ASO has recently explored the use of social media outlets as a way to communicate more effectively.

Discuss anything else you would like to share about your program that has not been addressed.

Respondent: Robert Croskey
Submit Program Review

Thank you for your participation in the Unit Assessment process.

Unit Assessment Completed by: Robert Crossley 11/19/2013 1:50:00 PM

[Buttons: Save & Continue Later, Save & Submit Assessment]