STUDENT SERVICES PROGRAM REVIEW WORKSHEET

Student Services Area: Student Employment Services

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Academic Year: 2016-2017

I. Student Services Area Overview

1. Mission Statement
Student Employment Services provides Norco College students access to on

students hired on campus.	program will be employed on-campus.	certificates and degrees.		Student Employment hiring roster during the 2015-16 academic year.	increase, which would have been 24 students hired.	CalWORKs students to at least 24 in 2015-16.	for our CalWORKs'2 Tc -0. 24 s nus-

	meeting deadlines related to timesheets. We feel this will better serve campus employees, as well as the students they employ.

II.2.A. 2016-2017 Assessment Plan for Student Services Area: Student Employment Services

Objectives:

   x

II.2.B. 2016-2017 Assessment Plan Findings/Data Analysis

x   SLO #1: Student Employee GPA will be higher than the general population. (Direct)

Findings/Data Analysis:
- x Waiting to get the final data on GPA's for the 2016-17 academic year. Our overall sense is that ASNC leaders were equal to or greater than the overall GPA of the general population.

Improvement Recommendations:
- x Continue to make this a top priority among the student employees by stressing that academics need to be the top priority for all student. Potential hold workshop once per semester on topics such as work-life balance, time management, and academic success tips to aid in the assistance of student employees developing an academically minded focus.

x   SLO #2: Student job applicants will be informed about the process   of obtaining an on- campus job.   (Direct)

Findings/Data Analysis:
- x Goal was to have 80% of applicants will show improvement in their knowledge of obtaining an on-campus job.
- x Pre-test revealed that a mere 33% of students understood the process of obtaining an on-campus job. However, in the post-test 87% of applicants showed improvement in their knowledge of obtaining an on-campus job.

Improvement Recommendations:

x It is our recommendation that we continue to conduct pre- and post-test of potential student employees. Students seemed to feel more comfortable upon entering their job as a result of having a mini training on obtaining an on-campus job. They learn the requirements, such as maintaining a 2.0 GPA and being enrolled in the correct number of units per semester to maintain their employment.

x SLO #3: Student job applicants will be educated about the process of completing timesheets accurately and submit them by their deadline . (Direct)

Findings/Data Analysis:
x The g

III. Needs Assessment

1. Staffing Level:

2. Staffing Profile:

Position	Staffing Levels for Each of the Previous Five Years				Anticipated total staff needed
	2012-2013	2013-2014	2014-2015	2015-2016	

3. Improvement Areas

Goal achieved: 87% showed improvement in this area. Identify specific issues that are affecting the efficiency or effectiveness of your area due to lack of staffing, equipment, or other resources.

Unit Name: _____Student Employment Services_____

4. Staff Needs

NEW OR REPLACEMENT STAFF (Administrative, Faculty, or Classified)

List Staff Positions Needed for Academic Year 2017-2018 Please be as specific and as brief as possible when offering a reason. Place titles on list in order (rank) or importance.	Indicate N = New R=Replacement I = Increase time	Annual TCP* TCP for employee
1. None at this time. Reason:		
2. Reason:		
3. Reason:		
4. Reason:		

 * TCP = "Total Cost of Position" for one year is the cost of an average salary plus benefits for an individual. New positions (not replacement positions) also require space and equipment. Please speak with area manager to obtain accurate cost estimates. Please be sure to add related office space, equipment and other needs for new positions to the appropriate form and mention the link to the position.

Unit Name: _____ <u>Student Employment Services</u>_____

5. Equipment (Not including technology) Needs <u>Not</u> Covered by Current Budget

List Equipment or Equipment Repair Needed for Academic Year 2016-2017
Please list/summarize the needs of your unit below.
Please be as specific and as brief as possible.
Place items on list in order (rank) or importance.

Annual TCO*

* TCO = "Total Cost of Ownership" for one year is the cost of an average cost for one year. Please speak with your area to obtain accurate cost estimates.
If equipment needs are linked to a position please be sure to mention that linkage.
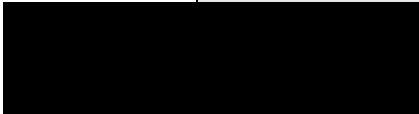
Unit Name: _____ Student Employment Services _____

6. Technology++ Needs Not Covered by Current Budget

Priority	EQUIPMENT REQUESTED	New(N) or Replacement(R)?	Program: New(N)or Continuing (C) ?	Location (i.e Office, Classroom, etc.)	Is there existing Infrastructure?	How many users served?	Has it been repaired frequently?	Annual TCO*		
								Cost per item	Number Requested	Total Cost of Request
1. Usage / Justification	Electronic Time Sheets Justification Handling nearly 300 students time sheets on a monthly basis is extremely time consuming and archaic. Both RCC and MVC have also lobbied to get electronic time sheets. The roadblock is at the district level with Information Technology. However, we need to find a way to get them on board so we can move save time, human resources, and be more accurate in the way we operate Student Employment Services.	N	N	Sta9956 396.96 Tm.[-met	Yes, at the District Office and Onl6.4se	330	N/		1	

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Unit Name: _____ Student Employment Services_____

7. Facilities Needs Not Covered by Current Building or Remodeling Projects*

List Facility Needs for Academic Year 2016-2017 (Remodels, Renovations or added new facilities) Place items on list in order (rank) or importance.	Total Cost of Request
1. None at this time.	██████████████████████
Reason: 4   3   f   5   6   a ██████████████████████ :

Unit Name: _____ Student Employment Services _____

8. Professional or Organizational Development Needs **Not** Covered by Current Budget*

List Professional Development Needs for Academic Year 2016-2017 Reasons might include in response to assessment findings or the need to update skills. Please be as specific and as brief as possible. Some items may not have cost per se, but reflect the need to spend current staff time differently. Place on list in order (rank) or importance.	Cost per item	Number Requested	Total Cost of Request
1. None at this time. Reason:			
2. Reason:			4388 442.08 56.4 0.48 r

Unit Name: _____Student Employment Services_____

9. OTHER NEEDS <u>not</u>covered by current budget

List Other Needs for Academic Year 2016 2017
Please list Needs for ABDC /TT3 /TT3 -2 (/MCID (f)-z5 (feed)-8-4 (r h)17d)-8needBDC ofMCID 72>>B(e)>>B(ou/MCI

Appendix

(The follow ing is for use for your assessment plans in sections II.1.A. and II.2.A.)

Norco College Mission Statement

Norco