



Channel Islands
CALIFORNIA STATE UNIVERSITY

Division of Student Affairs
ANNUAL REPORT
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MESSAGE FROM THE VICE PRESIDENT



On behalf of the Division of Student Affairs (DSA), I am pleased to share the 2014-2015 DSA Annual Report. During the Student Affairs State of the Division Address, I challenged members of the DSA to begin rethinking the purpose of their departments and areas, to continue to reinvest in our Division's core values, to realign their professional commitment to our students, Division, and University, to enthusiastically rediscover their motivation for making a difference in the lives of others, and finally, to thoughtfully redefine and recalibrate their metrics of quality and service excellence.

Based on our construct of "RE," Student Affairs began the 2014-2015 Academic Year by reviewing CI Student Affairs guiding principles. I asked the DSA to carefully dissect our basic principles and determine whether they were still relevant to the campus. In addition, I asked the Student Affairs Executive Council to critically analyze the Division's vision, mission (purpose), and core values. While these collective principles have served the students and Division well for over a decade, a comprehensive review was necessary to ensure their relevance for our current programs and services. I am pleased to report that the evaluation of our existing principles has been affirmed with only slight modifications in wording.

The resounding sentiment in Student Affairs is that our core values of collaboration, commitment, diversity, excellence, and integrity continue to resonate among our staff! I could not be more proud of our critical reflection and subsequent re-defining of self that has taken place in Student Affairs over the past year. Ultimately these changes will assist us as we move forward, operating with an intentional and aligned purpose. During the past year the Center for Higher Education Enterprise (i.e. The Ohio State University) contacted my office to notify us that the Division of Student Affairs at CSU Channel Islands has been selected as one of the fifteen (15) Most Promising Places to work in Student Affairs. I am so proud of our Division and everything we have accomplished.

Our goals and objectives for the 2014-2015 Academic Year were met with much anticipation and measurable outcomes. This report outlines the Division's purpose statement (i.e. area standards), highlights, awards/presentations, programs, services, and acknowledgements of distinction. Simply stated, these accomplishments of the Division of Student Affairs would not have been possible without the intentional efforts, dedication, and committed staff who consistently hold true to our mantra of "placing the students at the center of their educational experience" in everything we do! "We are CI!"

Sincerely,

A handwritten signature in blue ink, appearing to read "Wm. Gregory Sawyer". The signature is fluid and cursive.

Wm. Gregory Sawyer, Ph.D.

Vice President

Division of Student Affairs

DIVISION OF STUDENT AFFAIRS AT A GLANCE



COLLABORATION



COMMITMENT



DIVERSITY

CI Mission Statement

Placing students at the center of the educational experience, California State University Channel Islands provides undergraduate and graduate education that facilitates learning within and across disciplines through integrative approaches, emphasizes experiential and service learning, and graduates students with multicultural and international perspectives.

Division of Student Affairs Mission Statement

Placing students at the center of *their* educational experience, the Division of Student Affairs supports and enhances learning and the University community through quality co-curricular programs, activities, facilities, and services.



DIVERSITY



EXCELLENCE



INTEGRITY

Division of Student Affairs Vision Statement

To be known nationally as university leaders in co-curricular education by providing needs-based programs and services that promote diversity, leadership, personal and civic responsibility and an appreciation of lifelong learning.

Celebrating the Class of 3 Million

The California State University (CSU) reached a significant milestone of 3 million alumni during commencement in spring 2015 and has launched the world's largest yearbook. The Class of 3 Million online yearbook is an interactive platform where alumni can create a profile and connect with the millions of other alumni from the 23 CSU campuses across the state. Alumni who sign up for the yearbook will also be entered into a special contest to win one of three \$10,000 scholarships for a current or future student, sponsored by Herff Jones. For more information about the yearbook and the Class of 3 Million, visit classof3million.calstate.edu.

ASSESSMENT & STRATEGIC OPERATIONS

Purpose

The purpose of Assessment & Strategic Operations (ASO) is to provide centralized programs, support and resources to further the Division of Student Affairs vision and mission.



In collaboration with and on behalf of the Vice President for Student Affairs, ASO:

- provides support and resources for strategic planning, research, grant writing and associated initiatives;
- coordinates program assessment and evaluation for all units within the Division;
- tracks and reports budgets and expenditures;
- implements, coordinates and/or manages special projects;
- produces and distributes internal and external communication materials;
- hires, trains and provides staff development; and
- develops co-curricular education initiatives.

Highlights

- Collaborated with Academic Affairs, Business & Financial Affairs and the President's Office to provide oversight and guidance for the student fees and processes, Student Fee Advisory Committees as well as the Student Fee Oversight Committees
- Completed an assessment of the Student Leadership Development Program for the Student Fee Committees
- Ensured online and electronic materials/communication met all state and federal accessibility requirements
- Collaborated with Institutional Effectiveness and Research (IER) to develop a CI survey calendar and to request specific data points to support DSA programs and initiatives
- Revamped the DSA newsletter and published three editions
- Collaborated with the School of Education and members of the various areas in the DSA to develop the DSA Graduate Student Assistant Program
- Collaborated with representatives of each campus division to implement the revised Policy on Student Communication which decentralized and streamlined the Dolphin email process

"ASO COLLABORATED WITH RESEARCH AND SPONSORED PROGRAMS TO DEVELOP A PROCEDURE AND PROCESS TO SUPPORT GRANTS FOR WHICH THE DSA IS PARTICIPATING IN AS A LEADER AND/OR COLLABORATIVE PARTNER"

- Developed an emergency preparedness plan for the area of ASO in coordination with the Emergency Management office
- Collaborated with all the areas within the Division to develop the Student Affairs Working Procedure on the Annual Budget Process and the Student Affairs Working Procedure on Staff Morale Allocations Funded by State or Foundation Funds
- Created an onboarding program for the Division for all new employees
- Collaborated with various faculty members and administrators to plan and implement the CSU STEM Collaboratives grant RISE program and to co-develop the SURFers research-based Living-Learning Community
- Amy Roemelen served as an advisor for *The Nautical* yearbook, assisting student staff with layout and design.
- Two ASO staff members served as co-writers for the CI WASC Report “Student Success” and “Meaning of the Degree” sections.
- Raquel De Los Santos was selected to sing the Alma Mater at CI’s 2015 Commencement Ceremony.

THE DSA TRAINING PROGRAM WAS RECOGNIZED BY THE NATIONAL ASSOCIATION OF STUDENT PERSONNEL ADMINISTRATORS (NASPA) AS A BEST PRACTICE FOR THE UTILIZATION OF THE NASPA PROFESSIONAL COMPETENCY AREAS FOR THE ASSESSMENT, PLANNING AND EVALUATION OF THE PROGRAM.

- Dr. Jennifer Miller served as the Chair of the 2015 NASPA Undergraduate Conference, Assessment Chair for the NASPA Undergraduate Fellows Program (NUFP) Board, Faculty Member for the NUFP Dugy Leadership Institute, and NASPA Region VI Assessment Knowledge Community Chair.

Awards

- Amy Roemelen was a finalist for the 2015 Maximus Staff Award.
- Dr. Jennifer Miller received the 2015 NASPA Region VI Outstanding Service to the Profession Award.
- The Division of Student Affairs Training Program received recognition as a NASPA Professional Competency Areas Usage Best Practice and is featured on the NASPA website.

Presentations

- Dr. Jennifer Miller: “Collaborations to Support Institutional Effectiveness,” NASPA Region VI Conference, Anaheim, CA
- Dr. Jennifer Miller: “Assessment, Evaluation and Research in Higher Education,” NASPA National, New Orleans, LA
- Dr. Jennifer Miller: “An Exploration of the Impact of Multiple Identities on Help-Seeking Behaviors,” World Education Research Association (WERA), Edinburgh, UK and American Education Research Association (AERA), Chicago, IL



ASSOCIATED STUDENTS INCORPORATED

Associated Students Incorporated Purpose

Associated Students Incorporated (ASI) is a non-profit auxiliary which exists to support the educational mission of CSU Channel Islands. ASI facilitates learning and development through integrative and co-curricular approaches and identifies and responds to major student issues and initiatives. In addition, ASI implements sound business practices which uphold the fiduciary responsibility associated with the management of student fees, and funds the operation and facility of the CI Student Union.

Student Union Purpose

The Student Union serves to foster community and enhance student learning and development on the CI campus by providing exceptional services, supporting holistic programming, creating regular opportunities for staff development, and maintaining an environmentally responsible facility.



Highlights

DURING ITS 5TH BIRTHDAY, THE STUDENT UNION CELEBRATED A 28% INCREASE IN ROOM RESERVATIONS AND A 10% INCREASE IN PATRON USAGE COMPARED TO 2013-2014.

- The Legacy Awards is a student-initiated collaboration between the Maximus Awards and the Student Leadership Awards and is CI's premiere recognition event for students, student organizations, faculty, staff and administrators who live the University mission through a commitment to student-centeredness, service, community, and individual development. This year, the Legacy Awards presented both the Maximus Awards and the Student Leadership Awards in one ceremony

and one nomination form was used for all awards. As both sets of awards celebrate leadership and contributions to CI through different lenses, it is a natural collaboration that aims to keep each award distinct yet highlight how complementary and indispensable they are to each other.

ASI'S FIRST FULL-TIME PROFESSIONAL STAFF GRAPHIC DESIGNER JOINED THE TEAM IN OCTOBER 2014. AS A RESULT, ASI HAS PROCESSED OVER 60 DESIGN REQUESTS FOR ASI, THE ENTITIES AND THE STUDENT UNION.



ASI PARTICIPATED IN THE ANNUAL RELAY FOR LIFE EVENT. ASI HAD OVERSIGHT IN THE SELLING AND DESIGN OF OVER 560 BAGS FOR THE LUMINARIA CEREMONY.

- In conjunction with CI faculty, staff and students, ASI spearheaded the 2015 CI Commencement Vocalist Committee. Auditions occurred and selections were made for the national anthem and the CI Alma Mater.



HOUSING & RESIDENTIAL EDUCATION

Purpose

In the Division of Student Affairs, Housing & Residential Education (HRE) supports the mission of our University by providing facilities, services and programs to ensure students live and learn in a secure, comfortable and accessible environment. Our student-centered approach is designed to promote academic success, personal growth, responsible citizenship, and service to the community.



Highlights

- At the annual 'Central RAP' conference for student leaders in residential education, CI resident assistants garnered many honors, including:
 - James Forrester and Marina Herrera gave the student keynote address. This is the third time in CI's short history that our staff were selected to give the keynote.
 - 17 of the 32 sessions were presented by CI resident assistants, with 6 of them earning "Top 10" recognition.
 - CI won the best Billboard/Banner and the Overall Spirit of the Day award which included regaining the Central RAP Spirit Stick (we last earned it in 2011).
- Tanya Yancheson served as chair of the campus Block Party Committee, leading the collaboration for these events with Student Life and the ASI entities.
- James Forrester, resident assistant, was accepted to the ACUHO-I Stars College which only accepts between 30-50 applicants internationally per year.

78 STUDENTS APPLIED FOR 29 RESIDENT ASSISTANT POSITIONS FOR 2015-16. ALSO, A RECORD-BREAKING NUMBER (19) RESIDENT ASSISTANTS APPLIED AS RETURNERS FOR 2015-16.

- A user-friendly self-service room selection process for residents wanting to reside on-campus for the following year was rolled out.
- A new off-campus residential area was opened to accommodate 50 students through a master-lease for 16 residential units at Pickwick Park Apartments in Camarillo. Twelve additional apartments have been leased to accommodate increased demand in 2015-16.
- An online room inventory and inspection service for students to verify room condition was opened. This effort used to take over 2,500 pieces of paper and about 1,250 staff resource hours.
- Student satisfaction was improved by increasing the duration of the occupancy period by four weeks; students may now stay for Spring Break and three weeks during Winter Break.
- Residential Education completed a Comprehensive Program Review self-study this year. The Site Review will be conducted next year together with housing services.
- Over 60 staff members from the divisions of Student Affairs and Business & Financial Affairs (BFA) attended the Radiant Organizing session hosted by HRE and presented by productivity coach Sara Caputo. Individual sessions were facilitated for more than 50 DSA staff.

WORKING WITH BUSINESS & FINANCIAL AFFAIRS, A PROJECT PROPOSAL FOR SANTA ROSA VILLAGE WAS CREATED AND SUBMITTED TO THE CHANCELLOR'S OFFICE FOR REVIEW AND APPROVAL BY THE BOARD OF TRUSTEES DURING THEIR NOVEMBER 2014 MEETING. HRE HOSTED THE GROUNDBREAKING CEREMONY FOR THIS PROJECT ON NOVEMBER 24, 2014, WITH OVER 150 PEOPLE IN ATTENDANCE. SANTA ROSA VILLAGE IS EXPECTED TO OPEN IN FALL 2016 AND WILL ACCOMMODATE 600 FRESHMAN STUDENTS.

- HRE contributed to the DSA Strategic Plan through inclusion of area-specific aims.
- The housing virtual tour was updated to include our facilities with the Town Center and Pickwick Park Apartments.
- New security cameras were installed.
- During summer 2014, we served 33 summer residents and 21 different summer conference groups occupying 13,245 bed nights and generating \$753,562 in campus revenue.
- Since the transition to the centralized Conference and Events office, HRE continues to serve summer conferences through the provision of housing and associated services.
- Twenty-three summer student staff were hired from a pool of sixty applicants.
- Eight days of summer conference training were developed, coordinated, and facilitated.
- A secure surfboard storage room was opened.
- A community garden for student use was opened.
- Canine bed bug inspections were conducted to locate and terminate pests, preventing problems after occupancy.



Student Development Initiatives

- Through a continued collaboration with the Learning Resource Center, Wisdom Wednesdays, a weekly study hall and tutoring night, has allowed nearly 200 students to receive tutoring after hours in a community space within HRE.
- In November 2014 the third annual two-day Tunnel of Oppression event was held in collaboration with Student Life and the Vice President for Student Affairs office and served to enlighten over 600 students, staff, administrators, and faculty.
- Through continued collaboration with Academic Affairs, 13 faculty participated in co-facilitating resident assistant events in 2014-2015.
- In collaboration with Study Abroad and supporting the International Perspectives pillar, we provided two study abroad information nights where information, student panels, and cultural food were provided.
- The Residence Hall Association executive board and advisor attended PACURH and Central RAP. A photo of our delegation made the Association's website main page!
- An event sponsored by HRE for faculty, "Parti Pour Les Professeurs," had 62 participants who signed in: 12 faculty, 13 staff, and 33 students. Faculty were given tours of housing and connections were made with faculty to encourage involvement in co-curricular programs, igniting several potential future collaborative efforts.
- HRE launched its first ever Living-Learning Community, First Year Experience (FYE), which had 42 freshman participants.
- Three new Living-Learning Communities were created in collaboration with faculty, Campus Recreation, and CAPS. All three will be launched in fall 2015.
- Developed documents such as "How to Assign Yourself a Roommate?" and "FAQ Release from License Agreement" in order to provide accurate information to students and parents.
- Created and uploaded 13 YouTube videos to assist both prospective and current residents with adjusting to student housing.
- The FYE program conducted a service learning trip and picked over 2,000 pounds of food for Food Share.



Awards/Special Recognition

- Britney Summerville was presented with the WACUHO 2015 Volunteer of the Year award on March 30, 2015.
- Cindy Derrico was elected by WACUHO to serve as President-Elect, a two-year position of the Executive Committee of WACUHO, on March 31, 2015.

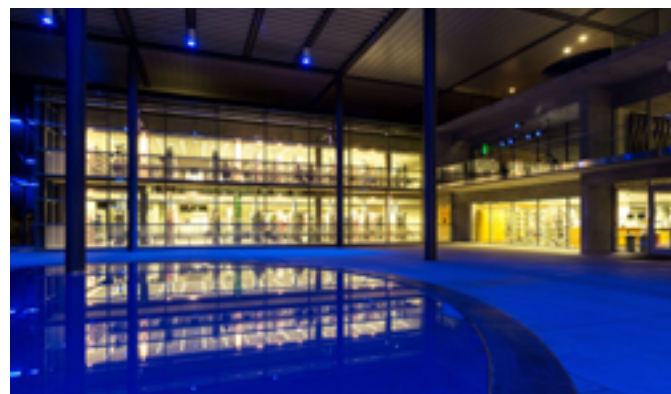
Presentations

- Cindy Derrico: "Called to Make a Difference: The Experiences of Students Who Thrive on Faith-Based Campuses," Association for the Study of Higher Education, Washington D. C.
- Cindy Derrico: "Being Mindful of Your Future: A CHO Roundtable for Mid-Level Managers," Western Association of College and University Housing Officers (WACUHO) Conference and Exposition, Monterey, CA
- Britney Summerville and Tanya Yancheson: "I am Not a Liberal, I am a Student Affairs Professional," WACUHO Conference and Exposition, Monterey, CA

Publications

- Venessa Griffith had an article titled "Creative and Considerate Collaboration with Campus Partners," which was about our student, staff and faculty mixers, included in the March 2015 edition of the WACUHO Monthly WAVES newsletter as the Academic Relations Committee spotlight.





Purpose

Student Life (SL) serves as a first point of contact for students seeking involvement opportunities on campus and provides proactive learning experiences aimed at preparing students to serve as effective leaders and members of diverse cultures and communities.

Highlights

- During 2014-2015, Student Life programs, events and centers saw a significant increase in student participation.
- Career Development Services (CDS) hosted the 13th Annual Career & Internship Fair, which was the largest fair in California State University Channel Islands (CI) history, with 87 employers represented and over 500 CI student and alumni participants seeking part-time, full-time, and/or internship opportunities.
- The Educational Opportunity Program (EOP) hosted the annual End of the Year Banquet with over 250 guests including alums of EOP. This was the largest number of attendees in CI history.
- Student Leadership Programs (SLP) had a total of 64 student organizations register for the academic year, and 11 were new to the campus. This represents a 12% increase from the previous academic year.
- SLP collaborated with Associated Students Incorporated (ASI) to combine the existing Student Leadership Awards and Maximus Awards into one recognition ceremony, the Legacy Awards. A total of 157 nominations were submitted, recognizing 124 individuals on the CI campus. The Outstanding Student Leader award category (First Year, Sophomore, Junior, Senior, and Student Group awards) saw a 50% increase in the number of nominations submitted.



- Disability Resource Programs (DRP) continued unprecedented program growth assisting 320 students registered in 1,235 academic classes and providing 1,290 note taking requests, 735 alternative media requests, and over 1,219 alternative testing requests. Sixty-four DRP students applied to graduate in spring 2015.
- University Outreach hosted a total of 6,800 K-8th grade students and their families.
- The Leaders in Education Awareness Program (LEAP) student volunteers received 40 hours of training each, totaling 960 hours of training as a team, during which they were educated about social justice in education, focusing on issues relevant to Ventura County, as well as how to effectively communicate the public and private benefits of higher education to K-8th grade students.
- The Student Support Services (SSS) Center had 4,043 visits during the 2014-2015 academic year. 128 SSS students attended 423 various workshops hosted by SSS or another campus resource this academic year which covered topics such as Getting to Know Your Faculty, Social Media and My Career, Developing Your Academic Plan, Sophomore Year Success, Leadership, Goal Setting, Balancing Your Wellness Wheel, Life After College, Finding Your Life Balance, Creating Your Brand, Study Skills, and Public Speaking.

IN FALL 2014, THE PROMOTING
ACHIEVEMENT THROUGH HOPE (PATH)
CENTER (FOR FOSTER YOUTH)
OFFICIALLY OPENED ITS DOORS.

- Student Conduct and Community Responsibility (SCCR) received 48 reports of academic dishonesty violations and 177 reports of nonacademic violations totaling 225 received reports. SCCR held eight University hearings to address Student Conduct Code Violations. SCCR received 861 disciplinary records request checks from offices across the University, employment agencies, and background investigators. In addition, the Campus Assessment Response and Evaluation (CARE) Team received and addressed 64 reports involving students of concern.
- In collaboration with Student Government, the CI Police Department, and Brittany Grice, CI's Title IX Inclusion Officer, Intercultural Services hosted Sexual Assault Awareness Week from April 20 – April 24, 2015. A different educational program was scheduled for each day, and a highlight of the week was the screening of *Brave Miss World* on April 23. Over 90 guests attended the film screening and at least two classes were present.

Student Development Initiatives

The area of Student Life contributes to student learning and development so that:

- Upon completion of the Hank Lacayo Institute (HLI) Internship, an intern will be able to integrate theory into practice in a real-world occupational setting based on the project or program to which the student is assigned.
 - Accommodations are provided that assist students with overcoming barriers and reducing the impact of disability on their college experiences.
 - CI students are taught how to effectively communicate the public and private benefits of higher education to K-8th grade students.
 - Awareness of the needs and capabilities of students with disabilities is promoted among students, faculty, staff, administrators, and the surrounding community.
 - Learning and personal accountability opportunities are provided for students who participate in the student conduct process.
 - Through the EOP and SSS programs, how human groups are culturally defined and redefined begins to be understood.
- professionals, and conscientious community leaders. It is also designed to improve access, retention and graduation rates of former foster youth.
 - Campus constituents are informed of the importance and availability of leadership, involvement and experiential and service-learning opportunities.
 - CI students are educated about social justice in education, focusing on issues relevant to Ventura County.
 - Prospective and enrolled student veterans and dependents are assisted in transitioning to and engaging with the campus community to ensure successful progress towards degree completion and their career goals.
 - Students are educated on issues of diversity and equality in order to advocate for under-represented groups on campus, to affirm and celebrate the unique heritage of our students, to promote awareness, understanding and appreciation for all peoples and cultures, to be a uniting force on campus, and to foster an environment that is emotionally, mentally, physically, and spiritually safe and beneficial to all areas of student life and development.



Presentations

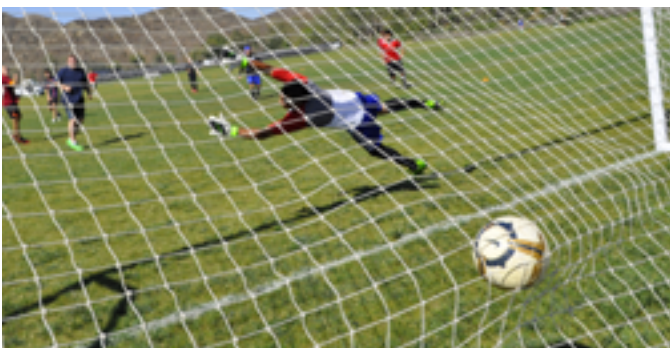
- Chelsee Benté: “Cultural Considerations: Understanding the Role of Cultural Norms in Academic Integrity,” Association for Student Conduct Administration Annual Conference, St. Pete’s Beach, FL
- Chelsee Benté: “Responding to Transcript Fraud Involving International Students,” Association for Student Conduct Administration Annual Conference, St. Pete’s Beach, FL
- Chelsee Benté: “Re-Shaping Sexual Assault Adjudication on Campus: Sharing Best Practices,” Association for Student Conduct Administration Annual Conference, St. Pete’s Beach, FL
- Leticia Cazares: “Guardian Scholars Collaborative of Ventura County,” 2015 Foster Youth Education Summit, Pasadena, CA
- Dr. Damien Peña: “Inspiring and Transforming Colleges Toward Inclusion of Students with Autism,” National Association of Student Affairs Professionals (NASPA) Region VI Conference, Anaheim, CA
- Venus Tamayo and Adilene Murillo: “Peer-2-Peer Mentoring: Connecting Students to their Institution,” Western Association of Educational Opportunity Personnel (WESTOP) Annual Conference, Santa Clara, CA



WELLNESS & ATHLETICS

Purpose

Wellness & Athletics (WA) provides educational programs which promote healthy lifestyle choices and physical, psychological, emotional and social well-being.



Highlights

- Counseling & Psychological Services (CAPS) successfully completed the self-study and outside professional reviewer phases of the Comprehensive Program Review (CPR).
- Campus Recreation expanded programming at the Channel Islands Boating Center (CIBC), the number of intramural sports offered, and the number of official sports clubs including newcomers cheerleading and ice hockey.
- A new department, Wellness Promotion & Education, was created, which hosted Safe Spring Break, published Student Health 101 (our online health and wellness publication), and assisted with ATOD (alcohol, tobacco and other drugs) and sexual assault awareness education.



- CAPS successfully hired the inaugural Director of Counseling and Health Services, provided services for an 11% increase in new clients, and provided 20% more counseling appointments than in 2013-14 while having one counselor position vacant.
- Campus Recreation received \$41,000 in grant funding from the Department of Boating and Waterways (DBW). This is the ninth consecutive year CI has received the maximum DBW award amount.

Student Learning and/or Development

- Members of the sport clubs council learned proper financial planning and management.
- Participants in intramural sports learned teamwork, sportsmanship, and collaboration.
- Students are able to identify what is and what is not consensual sex through Wellness Promotion & Education programming.
- Students learned how to create an action plan and be proactive regarding their safety during Spring Break.
- Students learned and are now able to identify “Myths and Facts” about rape.

Awards

JOSH WADE WAS PRESENTED THE EOP STAFF MENTOR AWARD, WHICH GOES TO AN INDIVIDUAL OR GROUP OF INDIVIDUALS WHO HAVE GONE ABOVE AND BEYOND TO HELP EOP STUDENTS.



DIVISION OF STUDENT AFFAIRS STRUCTURE

VICE PRESIDENT FOR STUDENT AFFAIRS

ASO

ASSESSMENT & STRATEGIC OPERATIONS

- Associate Vice President's office
- Assessment, Research, Training & Grants
- Budget & Staff Resources
- Student Affairs Communication & Marketing

ASI

ASSOCIATED STUDENTS INCORPORATED

- Associated Students Incorporated
- Student Union

HRE

HOUSING & RESIDENTIAL EDUCATION

- Housing Administration
- Housing Services & Operations
- Residential Education

SL

STUDENT LIFE

- Dean of Students office
- Multi-Access Programs
- Student Engagement
- Student Success Programs

WA

WELLNESS & ATHLETICS

- Associate Vice President's office
- Campus Recreation
- Counseling & Psychological Services
- Student Health Services
- Wellness Promotion & Education





California State
University

Division Of
**STUDENT
AFFAIRS**

C H A N N E L
I S L A N D S