

Student Affairs Division Updates – October 2008

Assessment/Testing:

- ✓ Administered 5907 tests so far this academic year (through Sep 30): 5008 placement tests, 684 instructor tests, 215 other
- ✓ Two staff members attended Access 2007 training, one attended Mosaic, one attended Perception training (computer based testing for instruction), one attended COMPASS training (computer based testing for placement)
- ✓ Added two new Distance Learning instructors to computer based testing

Children's Center:

- ✓ First Things First North Regional Partnership Council held their monthly public meeting at PVCC on October 14th in KSC 208 (this group will decide on programs and services that will receive tobacco tax Early Childhood funds). PVCC ECE students and staff also attended as members of the public.
- ✓ First Things First North Regional Council Toured the Children's Center with R. Hooper to discuss indicators of quality in accredited programs.
- ✓ The Children's Center staff were recognized and congratulated by over 50 members of the early childhood learning community including PVCC students, faculty and staff as well as community members at a Celebration of Accreditation on October 14. Rick Sheets, Dean of Students welcomed the attendees on behalf of the college administration.
- ✓ MCCCDC Directors Council is moving ahead with the submittal of new job descriptions for Director, Teacher and Assistant Teacher in our college child Development Centers. These job descriptions reflect changes in our field and are designed to meet the higher state and national standards in Early Childhood. The job descriptions are being finalized and will be presented to the appropriate VP's on each campus prior to submittal to MCCCDC HR in early 2009.

Counseling:

- ✓ Conducted two days of Depression Screening for students. Many students took the screening, made follow up appointments or were referred to outside agencies.
- ✓ Began a second, free, counselor-facilitated "Grief Recovery" group
- ✓ Collaborated with Student Life and Service Learning to facilitate Emerging Leaders retreat with 40 students
- ✓ Facilitated Strengths Quest, Myers-Briggs, Finding a Career and Note Taking seminars in classes and with groups
- ✓ Facilitated career workshops for Career Week

Career Services:

- ✓ The job fair was held in October, as well as three career development workshops which were a success.
- ✓ 45 committee members, 30 employers, and 250 students attended the job fair and workshops
- ✓ The public was invited as well

Student Life and Leadership:

- ✓ Rock the Vote – 10/1 – 10/22
 The PVCC Rock the Vote Campaign was kicked off on October 1 with KTAR radio station, bands, food, fun, freebies and more. During the event, voter registration was facilitated by Student Life Staff, the Black Student Union, Young Democrats and Project Vote (a student group from a Communications class). Following the Presidential and Vice Presidential Debates, Student Life showed the debates in the Student Union and voter registration and information was available. By the October 6 deadline, PVCC had registered 70 new voters and 78 individuals applied to vote by early ballot. On October 15, SLC, Partners in Art and Student Life sponsored a “Wear Your Choice” pizza and t-shirt making event. Students, faculty, and staff, with the assistance of Partners in Art, decorated 100 t-shirts demonstrating political awareness and activism. Voter information was available and 20 pizzas were eaten! On October 22, Alberto Olivas from the Maricopa Center for Civic Participation will provide students, faculty and staff with information about Arizona’s 2008 Ballot Initiatives.

- ✓ Low Ropes/Teambuilding Facilitation – 9/17– 10/21
 As part of the Experiential Leadership Initiative and the Emerging Leaders program, the Office of Student Life and Leadership conducts low ropes trainings periodically throughout the year. Low Ropes Experiences enrich students’ learning, provide opportunities for students to practice learned leadership skills and foster collaboration between faculty and staff. Helice Agria and Ryan Martin have facilitated Low Ropes Training for three Communications classes this month. Modifications were required given the ongoing construction on campus and negotiations were made with Facilities to ensure these sessions could be successfully implemented.

- ✓ SLC Ice Cream Social with the Dream Team Administration – 10/14
 The Office of Student Life and Leadership hosted this event for SLC and Administrators. The purpose of the event was to provide students the opportunity to interact with key PVCC administrators and to learn from them. Additionally, Administrators were able to meet and greet the PVCC student leaders. 14 students participated representing the SLC executive members and student club representatives. Paul Dale, Shirley Green, Rick Sheets, Julia Devous, Laurie Pemberton and Paul Golisch were able to attend as well. SLC members were asked to submit questions for administrators to respond to and an informal question and answer session was held. Questions were raised regarding future class offerings, policies for undocumented students, enrollment, parking, alumni opportunities, fees for printing, recycling on campus, and many more. Additionally, suggestions for being more student-friendly and approachable were made to administrators. Finally, an invitation was made to all administrators to share their “leadership journey” and was a fitting way to end the event.

- ✓ Staffing Issues -
 This month’s events, programs and services were managed by two full-time Program Specialists, one temporary Office Coordinator, one 20-hour work study student, and one interim part-time Director. Creative staff patterns and a lot of hard work enabled these (and many others) to be successful.

Student Development:

Advising –

- ✓ September Advising Stats:
 9/1/2007 - 9/30/2007: 441 advising sessions

9/1/2008 - 9/30/2008: 875 advising sessions

- ✓ Up 434 advising sessions
- ✓ In September, Academic Advising began to develop a Facebook site for PVCC Advising. This creates another avenue to reach students. The site went live in October.
- ✓ In September, Academic Advising launched a Blackboard site for Advising Staff. This allows for advising to become more environmentally sound as we will be using less paper for manuals and paperwork staff can now read online! It also opens up another line of communication with our staff.

Recruitment -

- ✓ Helped host annual Counselors Workshop at South Mountain Community College. Updated counselors on new initiatives and programs. Provided them with information to take back to their students and staff.
- ✓ Attended two District College Fairs and eleven individual High School fairs collecting approximately 600+ prospective student contact cards.
- ✓ Provided first half of Ambassador/Orientation Leader training.

New Student Orientation -

- ✓ The iStartSmart Operational Team submitted a proposal to the iStartSmart Steering Committee to consider modifications to the overall format for Spring 2009. The proposal was accepted with slight modifications and will be implemented with Spring registration beginning October 29.
- ✓ Requests have been received from SMCC, GCC, EMCC, and PC concerning collaboration related to district-wide student success initiatives. Information and training related to PVCC's iStartSmart program has been shared with these colleges.
- ✓ Recruitment for Spring 2009 Orientation Leaders was completed Sept/Oct: 10 Orientation Leaders/Ambassadors have been accepted.
- ✓ Ambassador training took place Saturday, October 4th. Orientation Leader Training is scheduled for Saturday, November 8th.

High School Bridge Programs -

- ✓ Recruitment and interviews for PVCC's Hoop of Learning Coordinator were completed. Nizhoni Marks was the selected candidate. A tentative start date has been set for Nov. 4th.
- ✓ Parent session for PVUSD Native American parents was held at PVUSD on Sept. 24th to recruit for Hoop of Learning and ACE.
- ✓ Coordinated high school visits at North Canyon, Pinnacle, Horizon, Shadow Mountain, Paradise Valley, and Boulder Creek to share information and recruit for ACE/Hoop of Learning throughout October.

Admissions / Records:

- ✓ Completed report for WICHE reporting (WUE enrollment)
- ✓ Developed new business practices due to the changes in the Cashier's Office
- ✓ Assisted DO in enhancing Boxie report used for Prop. 300
- ✓ Mailed reminder letters to VA students that deferments were due
- ✓ Sent out notices to instructors requesting enrollment verification for VA students

Student Financial Assistance:

- ✓ The office contributed to the development of new business practices related to the Enrollment Cancellation process.
- ✓ The office has caught up with processing for the fall term.
- ✓ The office began to review business process related to the spring term.

- ✓ Disbursement of Federal Loans: are moving along and we still have a hand full of issues regarding loan disbursement.
- ✓ We are no longer receiving phone calls from irate students.
- ✓ We submitted the posting for the open Financial Aid Tech. 7 position

Technical Services:

- ✓ RAVE Wireless - All Fall 2008 registered students who have an email address have been uploaded to RAVE. RAVE will be used to provide notification, via email or text, to students about campus emergencies only. Approximately 6,900 students have received an email notice to sign up and provide text messaging capability if they so choose. Employee email information will be uploaded soon.
- ✓ VoIP Telephony - Work with District Telecommunications is underway to begin a formal transition to Voice Over Internet Protocol at PVCC. All telephones will be connected to the data network rather than having a separate cabling configuration. The phones have a large, color display and many application features. Campus should be fully converted by December 2010.
- ✓ Staffing - Desktop/Media Services and the Help Desk are sharing temporary staff in order to try and provide full Help Desk coverage until 8:30pm at night and 8-Noon on Saturdays for classes and instructors. The hours of operation will be 7:00am - 8:30pm Monday through Thursday, 7:00a - 5:00pm Friday and 8:00am to Noon on Saturday.
- ✓ New ID Card System - A new ID card system is being implemented that will include a new employee and student card design as well as allow students to be able to swipe their ID cards to release print jobs on the pay for print system. Eventually employees will only need one card for ID, printing, and building security via card key swipe once the new door readers are in place. Look for the marketing campaign soon to get a free re-print.
- ✓ Office Migration Update - Most all staff and classrooms on campus have been upgraded from MS Office 2003/2004 to the new MS Office 2007/2008 version. Anyone who has not been upgraded should call the Help Desk at x77780 to alert us of the oversight. Once alerted, we should be able to update the customer's system within the next few business days.

Athletics:

- ✓ PV's Men's Cross Country team won the ACCAC Championship.
- ✓ 10 Men and Cross Country runners earned All-Conference status.
- ✓ PV's Women's Soccer team set a record for most wins in a season with 15
- ✓ 3 of 4 PV Fall teams ranked in the top 10 in national polls: Men's XC #5, Women's XC #7, Women's Soccer #10

Service Learning:

- ✓ I have closed out the Project Ayuda 05-08 grant with a total amount awarded **\$170,894** and expenses totaling **\$169,164.98** therefore leaving an unused amount of **\$1,729.02**. The \$1729 will be returned to the Federal Government.
- ✓ I am in the process of writing my continuation grant for Project Ayuda for funding of the 09-10 grant year. I am currently scheduled to receive \$96,000 but I am asking for more slots, hopefully with funding of \$120,000.

- ✓ I am working on my final performance report for the Project Ayuda grant for the 0508 grant cycle. This must be completed before we submit remaining funding to feds.
- ✓ 10 AmeriCorps members were selected to present about SLICE (alternative spring break) in San Diego at the end of October. They were selected from over 200 applicants.
- ✓ I'm in the process of collecting all the service-learning placements sites being used this semester by students. We will be sending thank you letters and follow-up satisfaction surveys to our community partners.