Student Affairs Program Prioritization Rubric

This tool is designed to provide information about the work of each department in the Student Affairs division. This data will be used to inform the two-year long Program Prioritization process the entire college is engaged in as we seek to “right size” our district and “right serve” the needs of our students. While the content generated through the completion of this tool will be a heavy factor towards decision making, this will not be the only factor used to determine our path forward.

At the conclusion of this work each department will have recommendations related to

Maintain

Phase Out

Modify

Grow

Thank you for doing the hard work of thinking about your work and how it fits into a comprehensive community college in southern Oregon.

Introductory statement:

1. What is the purpose of your department? Describe the services and frequency of services that your department provides and to which customers (students, faculty, staff, donors, community, others)?
2. What data do you use to ensure your awareness and effectiveness of the impact of your work?
3. Describe the student population /demographics served by this department
4. Number of students served, by major
5. Number of staff (classified and/or faculty) providing services
6. Staff: Student
7. Benchmarking; Compare your department with similar departments at other institutions or with national norms- using a-e here.

Comment:

What barriers exist to greater use of or access to services?

What are important developments or changes needed in order to continue meeting “customer” needs (students, staff/faculty)?

For the following 6 questions, please use this 1-5 rating scale for each line:

1. Very low to no degree (This is generally the work of another department)
2. Low to Very Low degree (Occasionally we get involved with this work)
3. Average (Sometimes we do this)
4. Repeatedly to consistently (We frequently are involved in this work)
5. Constantly to repeatedly (This is our core work!)

*Please provide notes and supporting data for any rating of 4 or 5*

* + - 1. Cultural or Campus Impact on staff and students:

To what degree does the work of the department provide services to promote:

The acceptance of all students on campus

The removal of enrollment barriers

The removal of retention barriers

The closure of equity gaps

Advocating for students in college systems or routines

Promoting student persistence

*Please provide notes and supporting data for any rating of 4 or 5*

Comment: What resources do you need to improve your services to a superior level and what data do you have to support this?

* + - 1. Connection to College efforts:

To what degree is the work of the department currently involved in related to:

College Mission

Strategic planning or WIGS

Achieving the Dream outcomes or best practices

ACES/Trauma Informed practices

Accreditation requirements

Guided Pathways initiatives

State or Federal law, local or Oregon policy or requirements

*Please provide notes and supporting data for any rating of 4 or 5*

Comment: Describe any duplication of your services on campus and if there are equivalent services equitably available in the community.

* + - 1. Connection to the Internal functions:

To what degree is this department utilized by or does it work with or for, other areas in order to support students or to meet program or process needs:

Student Affairs departments

Academic Affairs departments

Operations and Finance departments

People Safety and Culture departments

Governance departments

*Please provide notes and supporting data for any rating of 4 or 5*

Comment: Describe opportunities that may exist for greater collaboration and team approaches in the delivery of your services. What work do you do that supports the work of others and what work is done to support you?

* + - 1. Connection to Partners:

To what degree does the program serve as a value-added support to community agencies and partners such as:

Universities

K-12

Federal Systems

WorkSource Oregon

Vocational Rehabilitation

Foodbanks

Housing Authority

Transportation Departments

Businesses

Health providers

Service Clubs

Local or State Government

Other (list)

*Please provide notes and supporting data for any rating of 4 or 5*

Comment: What do these communities and partners expect us to provide to the people they serve?

* + - 1. Essential Connection:

To what degree is the department work *essentially related* to the following factors:

New student enrollment

Current student retention

Upholding legal requirements

Providing ethical services to students

Supporting campus safety

Providing an equitable, accessible environment and experience for students.

Student engagement

Student development

Avoiding liability or fees/fines by providing services

*Please provide notes and supporting data for any rating of 4 or 5*

Comment: What technologies are available to you to provide your services better? What resources do you need to be more effective users of the technology?

* + - 1. Alternative Funding:

To what degree does the department have the ability do the following:

Generate Revenue for department services

Win grants to support work

Do Fundraising activities

Sell Goods

Generate revenue if something holding you back now, changed

Find an alternative funding source

*Please provide notes and supporting data for any rating of 4 or 5*

Comment: How could the college help your department do its job better or be more efficient? If the college invested in new resources then would the program be of better quality or have a broader reach?

Personnel:

How many department members are intentionally cross trained and in what areas?

Have we “worked around” or “structured around” deadwood (as the book mentions) and other personnel issues -and is this the time to stop indulging and start confronting them?

Is the workload/demand consistent throughout each term?

Can cyclic work be done by staff from other departments/divisions?

Budget Reduction Discussion

1. Explain how your department could function with
2. 5% percent reduction in staff
3. 10% percent reduction in staff

Explain how your department could function with

1. 5% percent reduction in non-personnel resources
2. 10% percent reduction in non-personnel resources

Comment: Using department data, what would be the consequences or other effects on service delivery in each case:

Could a reduction in staff or capacity of the department to do its work expose the college to legal liability, how?

Would retention rates be impacted negatively, why?

Would student engagement suffer, why?