



## Fall 2024 Program Review Report | Non-Instructional Areas

<b>Department /Area Name: Associated Student Organization/ Inter-Club Council</b>	<b>For Planning Years: 2025-2026</b>
<b>Name of person leading this review: Ramón Castillejo</b>	
<b>Names of all participants in this review: Walter Fuentes</b>	
<b>Part 1. Program Overview: <i>Briefly describe how the program contributes to the district mission</i></b>	
<p>The Associated Student Organization (ASO) and Inter-Club Council (ICC) align well with the mission of Antelope Valley College in several ways.</p> <p>1. Commitment to Student Success: ASO and ICC play an active role in supporting student success by promoting a collaborative and inclusive environment where students are encouraged to participate in campus governance and extracurricular activities. This enhances their college experience and can positively impact their academic and personal development.</p> <p>2. Diverse Population of Learners: ASO and ICC are a collaboration of diverse students, reflecting the commitment to serving a broad range of student populations. This diversity in leadership ensures that ASO represents a wide spectrum of student voices, which is in line with the college's mission to provide education to a diverse community.</p> <p>3. Value and Opportunity: Through student advocacy, programming, and leadership development, ASO and ICC provide valuable opportunities for students to become more engaged in campus life and in the governance process. These opportunities are critical for fostering a sense of belonging and investment in their educational journey, enhancing the value of the AVC experience.</p> <p>4. Service to the Community: The ASO and ICC contribute to the college's community by fostering a socially and culturally rich environment through various programs and initiatives. Additionally, by promoting student clubs and activities, ASO and ICC create opportunities for students to connect with peers, build leadership skills, and contribute to the college's culture, which aligns with the college's goal of providing service to its broader community.</p> <p>5. Supporting the Curriculum Experience: The involvement of student clubs and ASO activities directly supports the academic and co-curricular experiences of students. By facilitating social, cultural, and educational programming, ASO enhances the educational environment, contributing to holistic student development beyond the classroom.</p>	

In conclusion, the ASO and ICC are a valuable part of Antelope Valley College's mission. Not only do they contribute to student success but also promote an inclusive, engaging, and supportive community for a diverse student body. Through their advocacy, leadership opportunities, and campus activities, ASO and ICC strengthen the overall educational experience at AVC, aligning with the college's commitment to student success, diversity, and community service.

**Part 2A. Analyze the program review data for your area including equity data and any internal/external environmental scan information (e.g., surveys, interviews, focus groups, advisory groups, etc.)**

**Use the following questions to guide your analysis:**

- Who do you primarily serve and what services do you provide for each of the groups?
- How is the work of your area measured or quantified? What is your measure of success?
- How do the demographics served by your area's work compare to AVC's service area demographics?
- Which race/ethnicity groups experience the largest equity gaps?
- What are the success and retention rates (S&R) for your area (if applicable)? Did they decrease or increase in the last year?

The Associated Student Organization (ASO) continues to be dedicated to advocating for students, providing essential leadership and governance to ensure the voices and interests of the student body are represented. Throughout the year, ASO maintains active participation, and saw an increase in student engagement this year with all 21 positions currently filled, and many others continue to submit applications for ASO roles. Regular ASO meetings are held every other week to facilitate ongoing discussion and planning.

ASO coordinates and partners with over 10 events annually, aimed at benefiting and engaging students. These include the distribution of school supplies throughout each semester, a Spring Leadership Recognition event, and initiatives promoting civic engagement such as voter registration drives. ASO also manages the election process for student leadership positions in March. In addition to these efforts, ASO allocates funding to student clubs through a grant program, provides emergency relief grants of up to \$500 to students in need and is on pace to award \$20,000 in emergency grants. ASO representatives also attend State General Assembly and Washington D.C. conferences, where they vote on resolutions that affect the student body. Social activities like the Halloween event, Dia de los Muertos are part of ASO's and ICC efforts to foster community on campus.

In addition to these activities, ASO has consistently ensured that students are represented on various participatory governance committees, offering input on key decisions that affect the college. Key objectives for ASO include increasing student involvement, encouraging the use of campus services, and raising awareness of the opportunities available to students.

Together with the Inter-Club Council (ICC), ASO has supported a variety of student-led clubs, which serve a wide range of academic, career, and social interests. Currently in Fall' 24 20 clubs are active, with a few new clubs joining the roster soon. Club Rush events, held each semester, continue to be a key strategy for encouraging student participation in these organizations.

**Part 2B. Based on Part 2A and the reflection questions below, identify the program/area Strengths, Opportunities, Aspirations & Risks:**

**Use the following questions to guide your analysis:**

- Who do you primarily serve and what services do you provide for each of the groups?
- Describe how your program/area incorporates constituent feedback.
- How does your program address equity gaps within the scope of work?

**Strengths and Accomplishments:** *(Include your data analysis of relevant metrics in your response.)*

With this year being a national election year ASO and ICC made it priority to promote and help increase civic and voter engagement across campus. This year the Civic and Voter Engagement Committee which is lead by ASO hosted several political candidates including Mike Garcia, George Whitesides and Kipp Muller.

The Civic and Voter Engagement Committee submitted its **Civic and Voter Empowerment Action Plan** to the California State Secretary which is required every even year. The report is a requirement as part of the Student Vote Project and mandated the state legislation. The action plan received 209 points out of 234 and was placed in the Exceptional category according to the states CVEAP rubric.

Additionally, the ASO awarded the 1<sup>st</sup> tuition grant to AVC students that do not qualify for any federal or state financial aid. This grant will continue to be awarded directly by the ASO offices to help students with the cost of studying at AVC when they have no other aid. Furthermore, ASO will award seven \$500 scholarships through the Antelope Valley Foundation.

**Opportunities and Challenges:** *(Include your data analysis of relevant metrics in your response.)*

The ASO/ICC office has made progress with the recent addition of a Director of Student Development and an Accounting Assistant, both of whom bring valuable expertise to the office. However, there remains a critical need for further staffing to fully support the office’s operations and ensure the continued success of student development and leadership programs. Specifically, the absence of a full-time Clerical Assistant III position continues to be a challenge. This role is essential for the smooth day-to-day functioning of the office, as it would provide administrative support and help streamline the management of student clubs, activities, and ASO initiatives.

While the addition of new staff is a positive step forward, the ongoing challenge remains the need for more comprehensive support. This presents an opportunity to expand and improve the office’s capacity, ultimately fostering a stronger student leadership and activities program at AVC.

- Identify 2-3 challenges within your department and explain why these challenges pose a risk to the institution. These challenges can be systems, functions or programs involving financial/business processes, information technology, policies, program administration, compliance issues, etc. What is the likelihood they will pose a disruption to your program/processes with 1 being unlikely and 5 being highly likely?

Challenge	Likelihood (1 being unlikely and 5 being highly likely)
Low ASO sticker sales, result in less revenue for projects, events and grants awarded.	3
Low student engagement with ASO and ASO events, justifies low sticker sales because students don’t understand the value.	2
36.08% of Survey respondents do not know what ASO is or does, 39.18% somewhat know.	2

**Summary of Aspirations for ASO This Year:**

**Increase Visibility:** Focus on improving awareness of ASO's role through diverse communication methods and physical presence on campus.

**Enhance Engagement:** Organize more interactive and engaging events that meet student needs, while also creating more avenues for student feedback.

**Focus on Student Priorities:** Prioritize mental health, academic support, diversity and inclusion, and leadership opportunities, in response to the areas students want to see more of.

**Improve Satisfaction:** Address student concerns by improving communication and engagement with the student body, while also addressing logistical issues like campus amenities.

**Be Accessible:** Ensure ASO is seen as approachable, with clear channels for student interaction and participation in events and governance.

**Part 2C. Review and comment on progress toward past Outcomes Improvement Plans**

List your past **Outcomes Improvement Plans** and progress toward meeting those plans. *If you have not completed your Outcomes Improvement Plans, please review [Operational Outcomes](#) and [Outcomes Improvement Plans](#) training in Canvas and contact the Outcomes Committee directly.*

<p>OO# 1 Encourage students to gain knowledge and confidence to strategically access and utilize resources and services that enhance overall success and completion of academic and career goals.</p>	<p>ASO and Student Clubs supports students through the emergency grant program. In addition, they support advocating for the Volunteer Core Program so that more students will be able to document their community service hours for scholarships, employment, and transfer applications.</p>
<p>OO# 2 Students will gain support, knowledge, and confidence to move successfully through and beyond the community college experience. The number of students who have been connected to other community agencies will continue with them once they complete AVC.</p>	<p>ASO, Student Clubs and Student Activities members learned leadership skills that they can use throughout their lifetime. By connecting to community resources and campus departments, students are learning how the greater campus and community intertwine and provide enhanced skills for their future.</p>

**Part 2D. Review and comment on progress towards past program review goals:**

List your past program review goals and progress towards those goals.

Past Goal	Progress Made
<p>#1 Provide more professional support for increased student engagement on campus</p>	<p>The reorganization of 2024 added a Director of Student Development to oversee ASO and ICC. Additionally, a full-time Accounting Assistant was also hired to provide direct support to ASO and ICC.</p>

#2 Create a more robust leadership program	Created the 1 <sup>st</sup> Future Leaders Institute for students from all Student Services areas with the support of the VP of Student Services.
#3 Increase the involvement of ASO in advocacy and civic and voter engagement on campus.	ASO made every event a

**Part 3. Based on Part 2 above, please list program/area goals:**

Program /Area Goal #	Goal Supports which:				ESP Goal Primarily Supported:	Goal (Student-focused)	Steps to be taken to achieve the goal?	Measure of Success (How would you know you've achieved your goal?)
	ILO	PLO**	SLO**	OO (Service area Outcomes)				
#1	ILO 3. Community /Global Consciousness			2	Goal #6 Success: Boost success rates by prioritizing the student experience.	Increase Palmdale Center ASO and ICC involvement	Meet with Palmdale Dean and discuss hosting events and meetings at center	Successfully host 2 ASO meetings in Palmdale Center in Spring
#2	ILO 3. Community /Global Consciousness			2	Goal #6 Success: Boost success rates by prioritizing the student experience.	Provide more clerical support to ASO and ICC for increased efficiency with processes	Hire a full-time clerical III	Once hired more efficient clerical and increased support for ASO and ICC will be visible.
#3	Choose ILO				Choose an item.			
#4	Choose ILO				Choose an item.			

\*\*If applicable for instructional areas

**Part 4: Resource Requests that Support Program Goals (Based on the above analysis, please use the following space to document resource requests)**

Type of Resource Request	Summary of Request	Which of your Program/area goals (Part 3) does this request support?	New or Repeat Request	Amount of Request, (\$)	One-Time or Recurring Cost, (\$)	Contact's Name
Classified Staff	Hire Clerical III	Goal 2	Repeat	\$83,000	Recurring	Ramon Castillejo
Technology	Computers at Reception	Goal 1 and 2	New	\$2500	One-time	Ramon Castillejo
Choose an item.			Choose an item.		Choose an item.	
Choose an item.			Choose an item.		Choose an item.	

**Part 5: Insert your Program Review Data here and any other supporting data. (See Part 2A above).**

Required:

- Supporting data/information



**Civic and Voter Empowerment Action Plan Rubric Score**

Your campus's CVEAP was reviewed by two California Secretary of State team members. The final CVEAP score is an average of each reviewer's total score. The total your campus receives will be used to compete in the 2024 California University and College Ballot Bowl competition.

**Date Scored: 10-16-2024**  
**Antelope Valley College**

Section	Reviewer #1 Score	Reviewer #2 Score
<b>Executive Summary</b>	26	26
<b>Leadership</b>	26	16
<b>Landscape</b>	26	26
<b>Reflection</b>	26	26
<b>Goals</b>	26	26
<b>Event Requirements</b>	16	16
<b>Does the Action Plan meet all six sections in the CVEAP template?</b>	26	26
<b>Is the CVEAP for the next two academic years?</b>	16	16
<b>Did the campus turn in the action plan by October 1<sup>st</sup>?</b>	26	26
<b>Total Score:</b>	214	204
<b>Final Score (Average of Total Scores):</b>	209 out of 234	

**CVEAP Placement:** Exceptional

**Overall Suggestions**

This CVEAP effectively covers the necessary information outlined in the template, demonstrating a solid commitment to civic engagement. However, to achieve maximum points, additional details in certain sections are needed. The leadership section should include information about how often coalitions meet and strategies for keeping members engaged. Additionally, while the event requirements list numerous events, they are currently focused only on 2024; extending the planning to encompass specific events for both Spring 2025 and the 2025-2026 academic years is essential for full compliance.

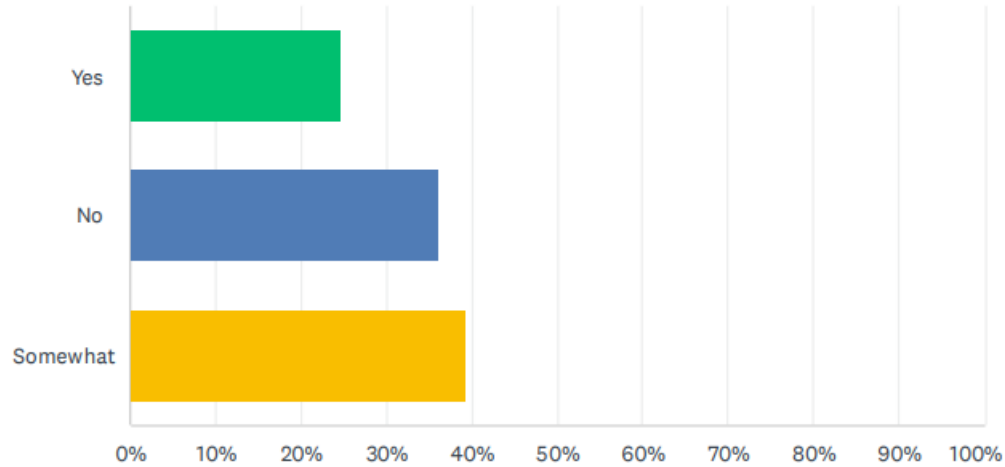
**For more information on Civic and Voter Empowerment Action Plans, visit:**  
<https://elections.cdn.sos.ca.gov/svp/cveap-toolkit-2023.pdf>

**To view the rubric, visit the 2024 California University and College Ballot Bowl Outreach Toolkit:** <http://elections.cdn.sos.ca.gov/svp/svp-ballot-bowl-toolkit-2024.pdf>

Associated Student Organization (ASO) Survey

# Q1 Do you know what the Associated Student Organization (ASO) at AVC is and what they do?

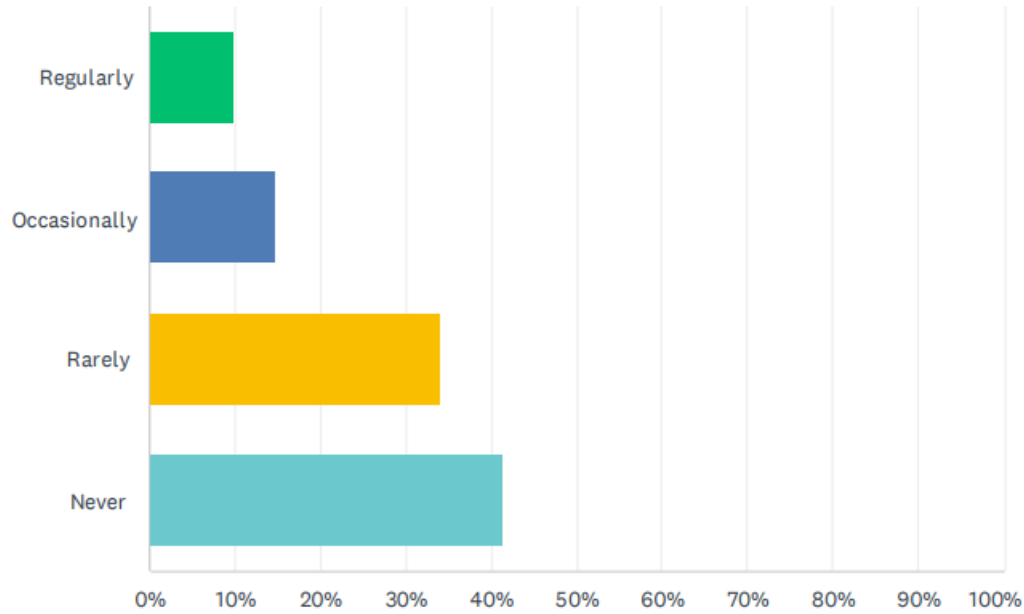
Answered: 97 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	24.74%	24
No	36.08%	35
Somewhat	39.18%	38
TOTAL		97

## Q2 How often do you engage with ASO events, meetings, or initiatives?

Answered: 41 Skipped: 56

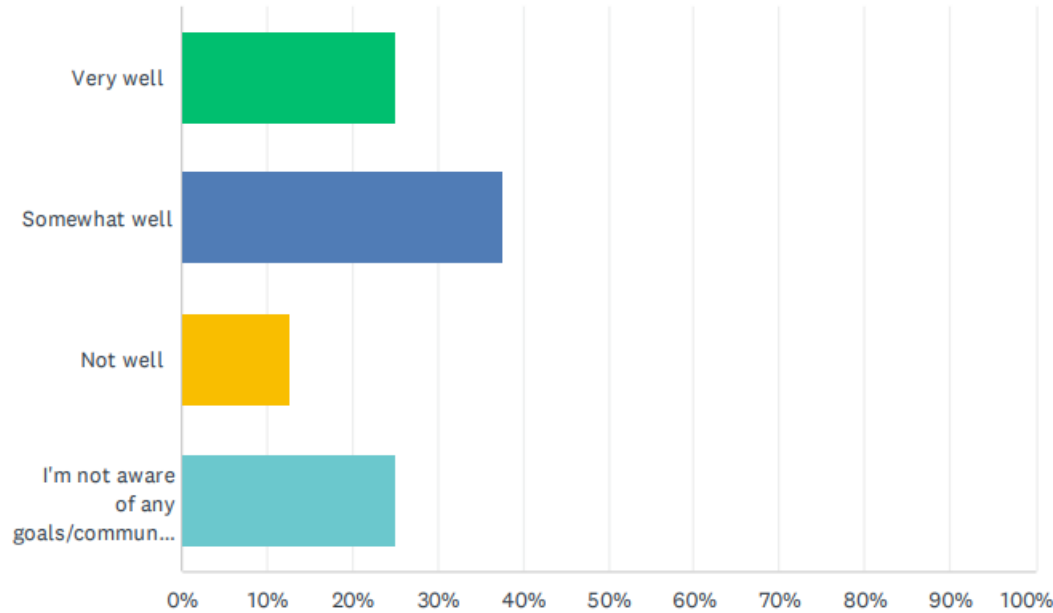


ANSWER CHOICES	RESPONSES	
Regularly	9.76%	4
Occasionally	14.63%	6
Rarely	34.15%	14
Never	41.46%	17
<b>TOTAL</b>		<b>41</b>



### Q3 How well do you think ASO communicates its goals and activities to the student body?

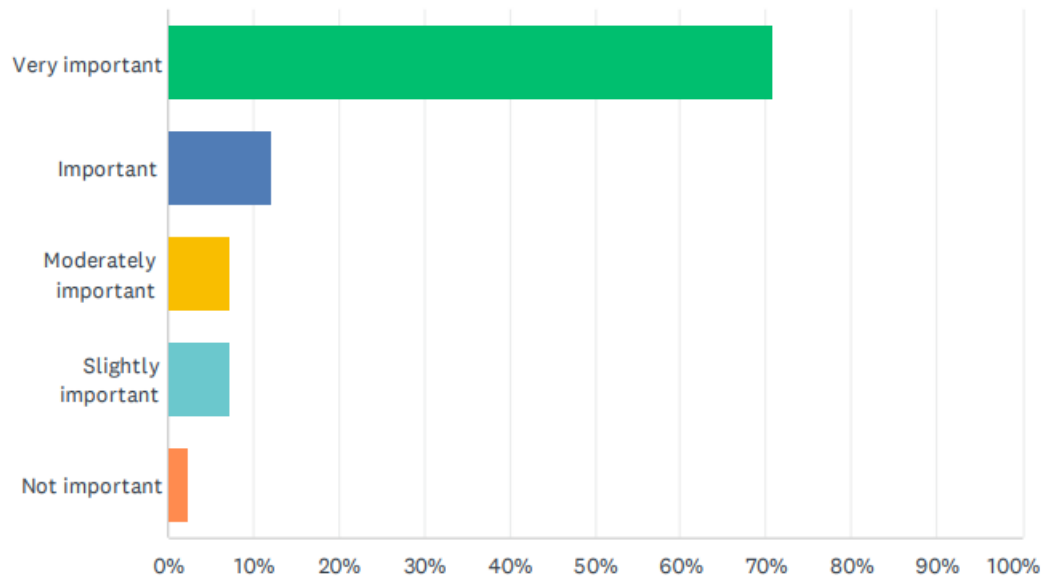
Answered: 40 Skipped: 57



ANSWER CHOICES	RESPONSES	
Very well	25.00%	10
Somewhat well	37.50%	15
Not well	12.50%	5
I'm not aware of any goals/communication	25.00%	10
<b>TOTAL</b>		<b>40</b>

### Q8 How important do you think it is for ASO to ask students for their opinions and feedback during the school year?

Answered: 41 Skipped: 56



ANSWER CHOICES	RESPONSES	
Very important	70.73%	29
Important	12.20%	5
Moderately important	7.32%	3
Slightly important	7.32%	3
Not important	2.44%	1
<b>TOTAL</b>		<b>41</b>

