Santa Barbara City College

Goals and Objectives

for

Student Services

1977-1978

- Administrative Dean
- Admissions and Records
- Campus Bookstore
- Counseling and Guidance
- EOPS
- Financial Aid and Placement
- Health Services
- Student Activities
In 1969-70 a procedure was inaugurated whereby Items for Institutional Study and Action were presented by each department of the college to the president. Based upon review and subsequent prioritization, appropriate action (implementation of policy, funding of projects, etc.) was taken.

With the advent of a planning, programming, budgeting system in 1972-73, a nearly year-long study of the college's goals and objectives ensued. As part of that study, one committee was assigned the responsibility of reviewing existing programs as well as trends and issues related to student support services. The committee was also charged with the responsibility to make recommendations and reference to the future in the light of the items from the college's goals study and certain other goals statements, such as those issued from time to time by the Chancellor of California Community Colleges.

Each year thereafter supervisors of the various cost centers in Student Services have met with the Administrative Dean, Student Services, to review, evaluate, and update the statement of goals and objectives. Part of the updating procedure includes an indication of those items within the cost center's objectives which may be considered important for special study and action during that academic year. Evaluations of programs and program supervisors, at least in part, can thus be made.

The following report represents the outcome of the activity just described as it is presented for 1977-78. After a brief presentation of trends and issues and a projection of needs in programs, personnel, and facilities, goals and objectives for 1977-78 are set forth.

Included in the goals statements is a system for determining how each goal tends to serve the nine major stated goals of the college. (See the key which identifies these goals just preceding the goals and objectives statements.) Also included by means of check marks (✓) are objectives which may be considered "items for institutional study and action." Any evaluation of the departments or supervisors on the basis of providing for such items may likewise reflect upon the ability or inability of the entire institution to assist in their provision.
Goals and Objectives

Trends and Issues

California Community Colleges have been committed historically to providing student support services, because of the wide range of interests and abilities of their students. During the last ten years, the expansion of supportive services has been an attempt to be responsive to the needs of students in the form of financial aids, programs for the educationally disadvantaged, racial minority recruitment and assistance, child care services, special programs for women, career development programs, and veterans services.

The Board of Governors of the California Community Colleges in 1972 adopted a policy statement related to Student Services "with high priority for additional financial support, establishment of criteria for evaluating effectiveness, inclusion of standards of accreditation, and a provision for in-service training for Student Services staff members." Though little has been done at the State level to achieve the intent of the policy statement, this document continues to represent the efforts of Santa Barbara City College in this regard.

Trends which have significantly affected this college included the 18 year age majority, changes in residence requirements, changes in student life style, veteran enrollment (first an increase; then a decrease) with accompanying regulations mandated by the Veterans Administration, increased enrollment of economically and educationally disadvantaged students, and changes in State mental health programs. Greater provision is now being made for the physically limited to attend college. Recent trends also include a declining enrollment (statewide for the first time in 15 years), a return to college of numerous "mature" women, and budgetary limitations caused by several factors, including declining A.D.A., inflation, and changes in local, state, and federal funding procedures.

The press for student involvement in the affairs of higher education is another phenomenon of recent years. Equal rights, due process, privacy of records, nonpunitive grading, credit for experience, and a more flexible curriculum illustrate the results of the students' challenging the system. Students have, in fact, influenced teaching methods, budget requirements, allocation of resources, social programs, and most of the activities of the institution.

Another significant influence on student services is the growing emphasis upon management efficiency, accountability and results. The credibility of higher education is being questioned generally. Adequate financial support is more difficult to achieve. More information and data are being demanded by the public, the legislature and governmental agencies, as well as our own college's system of management.
Examples of Needs

The most significant need for the future of Student Services continues to be that of providing for a "clinical" approach to serving individual students. That is to say, the services of the various programs should be utilized in such a fashion as to meet the specific needs and interests of students—from the time the individual is identified and an assessment of needs and interests is made to the time appropriate services have been rendered. A "clinical" approach when functioning optimally would be reflected in the utilization of personnel, services and facilities. It would also have an effect upon the organization and interrelationships of the various services.

The 1972 report on Directions for Change stated, "While some decentralization may be seen as beneficial, as the Master Plan for facilities for the college is completed, thought should be given to expanded facilities for expanded services. . ." Interaction and articulation between service departments and programs could be served best by a centralized facility for "professional" student services (i.e., admissions and records, counseling, financial aid, placement, career education, EOPs, and health services).

Included in the 1976 accreditation report under "Areas Needing Attention" was item seven which cited the need for "Improved facilities for the student personnel program. . ." It further stated accurately that "staff feel a strong need to extend services to evening and continuing education students as financing becomes available."

Another need is for policy and procedures which enable an organizational flexibility to permit the most effective and efficient use of permanent and existing staff. This need, however, appears to be, in the minds of some, college-wide in its implications and has only coincidental effect upon Student Services programming and staffing.

College Statement of Goals

Because the goals and objectives of Student Services should reflect an effort and a response to meet the stated goals of the college district, the general goals of the college are listed here. *

1. Occupational Education: To provide training for specific careers—to provide retraining for people whose job skills are out of date.

2. Transfer Education: To provide education which will help each student who intends to transfer to a four-year college attain his or her goals.
3. **General Education:** To develop student ability to combine and use knowledge from a variety of sources.

4. **Continuing Education:** To provide continuing education for local adults on a part-time basis—to provide classes for adults appropriate to the needs and desires of the community, including general, vocational and avocational education.

5. **Developmental Education:** To plan remedial and developmental courses which will help students to pursue goals related to specific talents.

6. **A Climate of Learning:** To maintain a climate of mutual trust and respect among students, faculty and administration, as well as create a climate wherein students and faculty easily and informally discuss ideas and interests.

7. **A Climate of Personal Decision-Making:** To provide experiences that will help students make occupational choices and prepare for successful employment; to help students set their own personal goals and develop plans for achieving them; to provide students with counseling services related to choices and in personal matters related to progress toward goals; and to provide services in financial aid, employment and campus activities.

8. **Personal Goals:** To help students develop a sense of self-worth and self-confidence; to increase the desire and ability of students to study in a self-directed way; and to install in students a sense of commitment to life-long learning.

9. **Social Goals:** To encourage concern for the welfare of mankind; to help students learn to participate in public decisions which influence their own lives; and to help students to be open, honest and trusting in their relationships with others.

*(Numbers in parenthesis following each student service goal statement indicate which general college goals are being met).*

ALS/mjm
A. Administrative Dean, Student Services

The goals and objectives of a particular office, as well as the day to day operations of that office, may very well reflect more than what is suggested by a statement of duties. A review of the statement of duties however, seems appropriate. The Administrative Dean, Student Services, is responsible to the Superintendent-President of the College:

1. To provide for representation of students to the college administration and of the college administration to the students.

2. To develop and direct a counseling program which meets academic standards and changing needs of students, including academic, vocational, social and personal counseling.

3. To provide for the development, coordination, evaluation, and revision of policies and procedures related to guidance and counseling.

4. To develop and implement a program which meets the special needs of students related to admissions and academic achievement.

5. To provide for the establishment and maintenance of relations with secondary schools, colleges, and universities on matters of admissions, articulation and course approval.

6. To provide general supervision for job placement and financial aids programs.

7. To provide general supervision of student activities, including financial matters.

8. To provide general supervision of the campus bookstore.

9. To provide general supervision of the college health services.

10. To provide for the development and administration of the budget for the area of Student Services and Activities.

11. To work with the Administrative Dean, Instruction, in curriculum development.

12. To assist in providing orientation programs for new students.

13. To provide coordination for the college commencement activities.

14. To perform other duties as assigned.
From this statement of duties, goals and objectives may be developed to fulfill both the explicit and implicit requirements of the job. Since the Administrative Dean supervises the preparation of the goals and objectives of the several cost centers under his jurisdiction, a review of those goals and objectives are also necessary to determine if responsibilities have been met effectively and satisfactorily.
1. Provide general supervision for all Student Support Services at SBCC: Office of the Dean, Admissions and Records, Campus Bookstore, Counseling and Guidance, Career Education Center, Veterans Affairs, Extended Opportunity Programs and Services, Financial Aids and Placement, Health Services, Student Activities, and Women's Center. (6,7,8,9)

Objectives

1.a To meet twice each month with the entire staff of supervisors of the several cost centers to enable a process of interaction and problem-solving.

1.b To meet at least one hour per week at a regularly scheduled time with individual cost center supervisors to review, plan, and evaluate the activities and programs of the individual cost center.

1.c To provide for and to supervise the development and presentation of the annual budget of student support services within required time.

1.d To administer the expenditures of the annual budget for student support services.

1.e To review the policies and procedures related to student services and to recommend revision when appropriate.

1.f To attend the regular and special meetings of the Board of Trustees and to maintain currency in the knowledge of the general and specific programs, policies and procedures of the college district.

1.g To attend and participate in the annual conference of Student Services Deans and other meetings as may be called.

1.h To review monthly general and specific literature on student support services and on matters related to higher education.

1.i To study at least every two months the review of legislative action and to report relevant legislation to the cost center supervisors.
### Goals

1. (continued)

2. Provide for representation of students to the college administration and of the college administration to the students. (6)

### Objectives

1.j To supervise the purposing, planning, executing, and evaluating of the annual student support services goals and objectives.

2.a To attend, as required, and participate in the regular and special meetings of:

- Student Services Advisory Committee
- Scholastic Standards Committee
- Curriculum Committee
- EOPS Advisory Committee
- Career Education Advisory Committee
- Facilities Planning Committee

2.b To review weekly the minutes of the Student Senate meetings to determine current needs and interest of that body.

2.c To meet with individual students requiring the services of the Dean on such matters as admission, attendance, grades, references, scholarships, interests, needs or problems.

2.d To attend and participate in the regularly scheduled President's Staff meetings, the bi-monthly College Council meetings, and the weekly meetings of the Deans with the President.

3.a To study and resolve with staff and with the Director of Facilities Planning during 1977-78 the facilities requirements of student support services during the period 1978-1983.

3.b To continue in 1977-78 the compilation of data and information necessary for sound judgment in planning and developing permanent, centralized facilities for student services.
Goals

4. Provide for additional staffing and/or possible reassignment of existing staff to accommodate the current needs of student services.

5. Provide for the establishment and maintenance of relations with secondary schools, colleges, and universities on matters of admissions, articulation and course approval. (2)

Objectives

4.a To review staffing of the Veterans Office with an eye toward reassignment of certain personnel by September 1, 1978.

4.b To review with the Dean of Admissions and Records the functions of the office's staff to determine whether staff can be used more efficiently and effectively.

4.c To prepare staff of Admissions and Records Office for development and operation of "on-line" registration process and for computerized record keeping.

4.d To obtain full-time staffing for the Women's Center.

4.e To seek the services each year of psychiatric residents to augment the counseling staff and to have the cost borne by the State and the County Mental Health Department.

5.a To support and coordinate the efforts of the counseling staff to maintain close contact with the several high schools and to provide for visits to each school at least once each semester.

5.b To bring to the college campus each year representatives of local high schools for a day of interaction and articulation.

5.c To participate in the two-evening program of SBCC Preview presented each fall.

5.d To develop and submit no later than July 15 of each year the Baccalaureate Level Course List for the California State University and College System.
<table>
<thead>
<tr>
<th>Goals</th>
<th>Objectives</th>
</tr>
</thead>
<tbody>
<tr>
<td>5. (continued)</td>
<td>5.e To foster and support the annual College Information Day and to bring representatives from at least 40 four-year institutions of higher learning to the campus on that day.</td>
</tr>
<tr>
<td>5.</td>
<td>5.f To provide for an agreement with the University of California of courses considered to be transferable to all branches of the University no later than December 1, of each year.</td>
</tr>
<tr>
<td></td>
<td>5.g To represent the concerns of individual students or faculty in matters of articulation as the need occurs.</td>
</tr>
<tr>
<td>6. Provide coordination for the college commencement activities. (8)</td>
<td>6.a To determine each semester the students who meet all requirements for graduation.</td>
</tr>
<tr>
<td></td>
<td>6.b To mail notices of eligibility to participate in commencement and other pertinent information regarding commencement to all potential participants no later than April 20.</td>
</tr>
<tr>
<td></td>
<td>6.c To develop a list of graduates for Board approval prior to the date of commencement.</td>
</tr>
<tr>
<td></td>
<td>6.d To complete arrangements for the commencement ceremony no later than May 15 each year.</td>
</tr>
<tr>
<td></td>
<td>6.e To order the printing and delivery of the commencement program in time for commencement.</td>
</tr>
<tr>
<td></td>
<td>6.f To arrange for a reception to follow the commencement ceremony each year.</td>
</tr>
<tr>
<td></td>
<td>6.g To review and evaluate the commencement ceremony within two days of the event with the possibility of recommending modifications in succeeding programs.</td>
</tr>
</tbody>
</table>
Goals

7. Perform other duties as assigned. (6,7,8,9)

Objectives

7.a To process the requests for verification of student status for 1,000 students during 1977-78.

7.b To screen (according to the Education Code provisions) and to serve where possible requests for information of current and former students.

7.c To write letters of reference or recommendation for 250 students during 1977-78.

7.d To meet with faculty, staff, and students on matters related to individual students as the need may arise.
B. Admissions and Records

Goals

1. To provide for the admission, readmission, and assistance to students of the College.

Objectives

1.a To register in Spring, 1978, 9,000 students in conformance with the admission standards of Santa Barbara City College.

1.b To process 1,000 admission applications for the Spring semester, 1978.

1.c To keep admission records for each student until he/she registers; the records then are filed into the active and inactive sections.

1.d To readmit students who have been formerly disqualified and/or have been out of college at least one semester.

✓ 1.e To seek funding for basic improvements for securing the records of the Admissions Office.

✓ 1.f To provide for the installation of adequate telephones and an information center exclusively for the Admissions and Counseling Complex, especially during the peak periods.

✓ 1.g To assist students by developing a schedule with present personnel to have the Admissions Office open from 8:00 a.m. to 9:00 p.m. (Monday through Thursday) and 8:00 a.m. to 4:30 p.m. (Friday).

1.h To develop a College Calendar for presentation and acceptance by the Board of Trustees, no later than February 15, 1978.

1.i To provide information so that important calendar events may be publicized by signs, announcements, radio, and television media.
Goals

1. (continued)

Objectives

1.j To perform research on student characteristics and publish results annually to the Administration and the Board of Trustees.

1.k To revise the Admissions application and directions in order that students will be able to complete it easily and efficiently.

2. To develop and maintain adequate student records.

2.a To microfilm past instructors' records (1971-1977) and to develop a method by which microfilmed records may be cataloged and retrieved.

2.b To seek funding for 2,000 hours of student help to assist this office, especially during peak periods.

2.c To request funding for revolving files for the storage and retrieval of active and inactive student files and permanent record cards.

2.d To develop an efficient system for handling the repetition of courses and academic renewal.

2.e To have budgeted funds for the installation of added facilities (shelving) for the storage of forms and equipment.

2.f To work with the Scholastic Standards Committee to review existing policies and to recommend modifications as necessary.

2.g To acquire adequate student information regarding student characteristics, class programs, academic records of high school and previous college work, student grades and test scores and residence information.
Goals

2. (continued)

Objectives

2.h To retain information in the form of student programs, permanent records of student grades, optical scan admission/registration forms and student cumulative files.

2.i To seek funding for the needed exchange of the present A. B. Dick wet copier for a modern up-to-date dry copier.

2.j To assess all positions and functions in the Office of Admissions and Records in order to determine what can be done to better utilize existing facilities and personnel and determine what services may be eliminated without serious difficulties, and to make appropriate recommendations no later than April 15, 1978.

2.k To have accepted as Board Policy a new Priority System for registration.

3. To provide registration services.

3.a To register all qualified students in as rapid and efficient manner as possible.

3.b To develop a card which the computer can determine registration priority order of continuing day students and the computer will print the registration appointment cards.

3.c To register efficiently the projected 8,900 day and evening students for the Spring, 1978, semester.

3.d To publish in the News Press, the Evening Class Schedule and Day Class Schedule each semester.
Goals

3. (continued)

Objectives

3.e To provide students with essential registration materials, schedule of classes and open class lists each semester.

3.f To reduce the Spring registration period and continually register from 1:30 p.m. to 8:30 p.m.

3.g To meet with the Counseling Staff after each registration period to discuss the coordination of effort and to improve counseling and registration processes during peak periods.

3.h To do research on registration to determine the number of students registering hourly; the results then used to plan for subsequent semesters.

3.i In cooperation with the Office of Instruction, to encourage conformance to class schedule deadlines, to check the weekly student contact hours for accuracy and make changes in the schedule as directed.

3.j To hire qualified and trained part-time personnel to adequately register all day and evening students, and to meet with them prior to registration and to see that they are informed about the registration process.

3.k To assist the Office of Instruction with in-class registration for the "Twilight College."

4. To generate State and Federal Reports.

4.a To produce, from available student data, an accurate report of attendance to the State (CCAF 320).

4.b To generate the CCAF 104, Nonresident Enrollment, CCAF 120, In-Service Training Classes, CCAF 324, Coordinated Instructional Systems Reports.
Goals

4. (continued)

5. To facilitate student program changes (adds and drops).

6. To receive instructor grade information and mail out grade reports to students.

7. To provide effective administration.

Objectives

4.c To generate a State Report on the ethnic makeup of the Student Body and the distribution of the various ethnic groups among vocational majors.

5.a To have allotted funds for the hiring of adequate hourly personnel in order that student program changes may be facilitated.

5.b To seek funding for the installation of a computer terminal in the Office of Admissions and Records so that student computer file changes may be effected.

6.a To notify instructors of grade reporting deadlines.

6.b To receive grade and attendance rosters from all instructors.

6.c To send to Data Processing Office all grades as they come in from instructors so that processing may be completed and reported within two weeks of the deadline for filing final grades.

7.a To provide for staff development through meetings to acquaint them with new procedures, new personnel, and possible problems.

7.b To be knowledgeable of each staff member's responsibilities.

7.c To evaluate procedures in order to create a more effective operation.
Goals

7. (continued)

Objectives

7.d To clean and organize the office thoroughly in order to create space for working and to assist in locating needed materials.

7.e To assist faculty with the understanding of procedures and legal codes.

7.f To attend at least one conference each year to become better acquainted with new services, processing and laws.
C. Campus Bookstore

Goals

1. To serve the mercantile needs of the College Community.

Objectives

1.a To provide for ordering and sale of required texts and supplies for curriculum offered during college fiscal year, 1977-78.

1.b To merchandise other items of interest and needs to students commonly found in two-year college stores.

1.c To provide shipment and receiving of all merchandise with a retail value of approximately $700,000.00 during 1977-78.

1.d To incorporate and maintain an efficient inventory system with analysis for more accurate ordering procedures.

1.e To provide for security of merchandise, property, and staff during each semester's rush period.

1.f To provide current information to faculty regarding instructional materials by arranging for publisher representatives to visit the campus annually.

2. Renovation and maintenance of Bookstore Facility.

2.a To take field trips to other two-year college stores in Southern California of comparable size no later than March 15, 1978, to investigate current trends in building and display design.

2.b To request and receive quotes and bids on flooring, shelving, fixtures, and painting no later than April 1, 1978.
Goals

2. (continued)

Objectives

2.c To order appropriate material for renovation by April 15, 1977.

2.d To initiate plans for auxiliary store to serve the campus during the period that renovation is in progress (1978).

✓ 2.e Total renovation to be completed by September, 1978.
D. Counseling and Guidance

Goals

1. To provide a service of orientation for new and returning students. (3,7,8,9)

Objectives

1.a Seven hundred high school seniors and their parents shall attend one of two evenings of SBCC Preview scheduled for November, 1977, for orientation to Santa Barbara City College.

1.b High school seniors and counselors from each of the six high schools in the college district shall meet with SBCC counselors at their high school at least once each semester for assistance with application to the college.

1.c Provide information regarding application filing periods for special programs (i.e., Health Occupations, Nursery School, Landscape Horticulture, etc.) to counselors at local high schools by November 1, 1977.

1.d As a result of the high school visitations, 50% of new students entering SBCC directly from local high schools will submit completed applications for the fall semester, 1978, by March 31, 1977.

1.e Each semester, 50% of first-time college students will attend a preregistration group counseling session for assistance with developing a course of study for the semester. In order to maximize the effectiveness of the groups, students will be assigned based upon their major area of study.

1.f Fifty per cent of mature women (25 years of age and older) who are general studies and social science majors and enrolling in college for the first time will attend a group counseling session prior to registration as a means of working to meet their special needs.

1.g Each new, continuing, returning, and transfer student will have an opportunity for an individual counseling appointment prior to registration in classes.
Goals

1. (continued)

Objectives

1.h Information and literature will be provided to all interested individuals about Student Services at SBCC to include Admissions, Career Development, Counseling and Guidance, EOPS, Financial Aids, Foreign Students, Handicapped Students, Health Services, Placement, Student Activities, Tutoring Veterans, and the Women's Center.

1.i Provide the SBCC Information Office with orientation information for community distribution.

1.j Each semester, counselors will be assigned strategically about campus to provide immediate and easily available assistance to new students during the first week of classes (WELCOME WEEK).

2. To provide a service of appraisal for review and planning of educational progress. (1,2,3,5,7,8,9,)

2.a During 1977-78, the counselors will have at least 13,000 office contacts with individual students to assist them with evaluation and assessment of progress toward satisfaction of their individual goals and objectives.

2.b Seventy-five per cent of SBCC students who complete 56 or more transferable units and are admitted to four-year institutions will complete general education requirements for the school of transfer while enrolled at SBCC.

2.c Provide information for students and community residents on academic and career developments through the use of individual counseling, Personal Development classes and the Career Development facility. (See Goals 5 and 7 for expanded statements.)
2. (continued)

Objectives

2.d The Counseling Department shall arrange for Representatives from the California State Colleges and Universities system and the University of California system to be on campus on Oct. 31 and Nov. 1, 1977, to assist students with application to institutions in each of the two systems.

2.e The Counseling Department shall arrange for representatives from approximately fifty private and public colleges and universities to be available on the SBCC campus once each academic year to provide students with information about their respective institutions.

2.f Individuals and groups with identifiable special needs (i.e., veterans, mature women, foreign students, those with academic deficiencies and vocational reorientation needs) shall have a specific counselor available to assist in satisfying their special needs. (See Goal 7 for expanded statement.)

✓ 2.g Exploration of the assignment of professional counselors on a part-time basis to areas on campus frequented by students (i.e., Campus Center.)

✓ 2.h Explore developing a systematic approach to identify under-achieving students and delivery of concentrated counseling services to them (i.e., students on withdrawal probation or academic probation).

2.i Counselors will provide personal-emotional counseling, or make appropriate referrals, to students seeking such services.

2.j The Counseling Department will continue to arrange for the provision of a psychiatrist on a regular part-time basis for students seeking psychiatric services.
<table>
<thead>
<tr>
<th>Goals</th>
<th>Objectives</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. (Continued)</td>
<td>2.k Explore the desirability of developing a &quot;drop-in-center&quot; to provide students with psychological counseling.</td>
</tr>
</tbody>
</table>

| 3. To provide a service of up-to-date articulation. (1,2,3) | 3.a Participate in the articulation process so that students will have a smooth transition from high school to SBCC and from SBCC to four-year institutions. |
| | 3.b Provide students with changes in major and general education requirements at SBCC and transfer institutions. |
| | 3.c Update printed materials regarding vocational and transfer programs by October 1, 1977, for distribution to students. |
| | 3.d Update four-semester programs in all majors by the deadline established for inclusion in the 1978-79 college catalog. |
| | 3.e Provision of one-page handout depicting general education requirements for at least two University of California campuses in addition to the University of California, Santa Barbara. |
| | 3.f Representatives from the Counseling Department shall attend workshops sponsored by the University of California and the California State Colleges and Universities so that students will be provided the latest changes in information about admissions, majors, and general education requirements. |
| | 3.g The Head Counselor shall obtain a listing from each area high school of courses applicable to the University of California's A-F subject requirements. This information is to be shared with the counselors to provide for effective evaluations. |
Goals

3. (continued)

4. To provide for research and evaluation related to student services generally and counseling in particular.

Objectives

3.h One counselor shall be responsible to meet with a reporter from The Channels each week as a means of publicizing and communicating relevant information to students.

4.a Participate in an on-going data-gathering process to enable research.

4.b Develop an evaluation instrument to be administered to former SBCC students enrolled at four-year institutions as a means of assessing their preparational experiences at SBCC.

4.c Visit UCSB and two other four-year institutions during 1977-78 to interview former SBCC students as a means of evaluating the effectiveness of SBCC counseling services and the preparation of former students for upper division college work.

4.d Conduct research to determine the number of contacts counselors have with students in the following areas: (a) individual appointments, (b) unscheduled student walk-in contacts, (c) veterans contacts, (d) contacts in group programming sessions in August, 1977, and January, 1978, (e) contacts with students on academic and withdrawal probation, contacts in the Career Development facility, and (g) contacts in the Women's Center.

4.e Participate in research projects on policies, procedures, and programs of student services so that students will be provided with efficient and meaningful assistance.

4.f Develop and distribute composite information describing performance of current SBCC students
<table>
<thead>
<tr>
<th>Goals</th>
<th>Objectives</th>
</tr>
</thead>
<tbody>
<tr>
<td>4. (continued)</td>
<td>4.f relative to past students on a standardized test (SCAT) of English and mathematics skills.</td>
</tr>
<tr>
<td>5. To provide a program of career development for all students. (1,2,3,7,8,9)</td>
<td>5.a Develop and implement a system to encourage students who are general studies majors to make use of the Career Development Facility.</td>
</tr>
<tr>
<td></td>
<td>5.b Provide an up-to-date library of books, pamphlets, film strips, cassette recordings, video tapes, and similar materials containing information of various career categories.</td>
</tr>
<tr>
<td></td>
<td>5.c Provide for the administration and interpretation of inventories and tests to serve the function of assessment and appraisal of individual needs, interests, aptitudes, and abilities.</td>
</tr>
<tr>
<td></td>
<td>5.d Increase student use of the testing service by 25 per cent.</td>
</tr>
<tr>
<td></td>
<td>5.e Participate in an annual Career Information Day for college and high school students.</td>
</tr>
<tr>
<td></td>
<td>5.f Provide a liaison between the Career Development Facility and EOP students by the assignment of EOPS personnel to the CDF on a regular basis.</td>
</tr>
<tr>
<td></td>
<td>5.g To attain 1700 student contacts in the Career Development Facility during 1977-78.</td>
</tr>
<tr>
<td></td>
<td>5.h Continue to provide a weekly Career Seminar program to include participation by a practitioner of the selected career, appropriate faculty, and interested students, and the counselor assigned to the major.</td>
</tr>
<tr>
<td></td>
<td>5.i Increase student attendance at career seminars by 25 per cent.</td>
</tr>
</tbody>
</table>
Goals

5. (continued)

Objectives

5.j Faculty and counselors will receive notification of new materials in the Career Development Facility.

5.k Serve as a recipient of referrals from community agencies regarding specific career possibilities in the community's businesses and industries.

5.l Continue to offer information about opportunities for volunteer assignments in community agencies as a means to provide students with direct career experiences.

5.m Perform annual research to determine the needs and interests of students, business and industry.

5.n Explore the desirability of developing a career job placement service in the Career Development Facility and assuming responsibility for the existing placement service that is a component of the Financial Aids program.

5. To provide an in-service program of professional growth and development for the counseling staff.

6.a A minimum of three in-service workshops will be presented by and for the counseling staff during each contract year.

1) All of the counseling staff will attend an organizational workshop in August dealing with activities, responsibilities, goals and objectives—past and future.

2) Seventy-five per cent of the counselors will attend in-service workshops presented during the fall and spring semesters on various aspects of counseling (i.e., testing and test interpretations, personal counseling techniques, decision-making techniques and/or materials, new course offerings in Personal Development, the counselor in relation to
**Goals**

6. (continued)

**Objectives**

6.a (continued)

2) personal prejudices, discrimination in education, etc.)

6.b Each month counselors will attend regularly scheduled in-service workshops presented by a local psychiatrist.

6.c Representatives of the counseling staff will attend UC and CSUC workshops and conferences dealing with activities to improve counselors' effectiveness and inform the other counselors of information received.

6.d Representatives of the counselors will attend CPGA and other professional conferences and workshops and inform the counseling staff of information received.

6.e Representatives of the counselors will attend monthly mental health in-service meetings.

---

7. To provide services specific to the needs (1,2,4,5,6,7,8,9) of foreign students, returning women, veterans, and those with inadequately developed decision-making skills.

7.a A specific counselor shall continue to be assigned to foreign students to accomplish the following tasks:

1) Annual review and periodic revision, in consultation with Dean of Students of admission policy for foreign students.

2) Evaluation of foreign student applications and admission based on criteria set forth in foreign student admission policy.

3) Orientation program for new foreign students conducted during the second week of class in the Fall and Spring semesters.
Goals

7. (continued)

Objectives

7.a (continued)

4) Initial programming and a minimum of one annual one-half hour counseling session with each foreign student.

5) Sponsorship of an International Students Association involving a minimum of two official meetings each semester, and an annual International Night.

6) Professional growth and maintenance of familiarity with current revisions in the Immigration and Naturalization laws affecting non-immigrant visa students through regular attendance at foreign student adviser meetings.

7.b Specific counselors shall be assigned to the Santa Barbara City College Women's Center program on a part-time basis to assist with meeting the special counseling needs of mature women.

1) Serve as resource people representing the Counseling Department at Women's Center workshops presented at various locations in the community.

2) Each semester, classes in "Value Clarification and Decision Making" and "New Directions in Self Understanding" will be offered specifically for women to assist in their adjustment to the college, explore their development of self, improve self-confidence and enhance decision-making skills.

3) Provide an informal atmosphere in the Women's Center which will enable women to express feelings of anxiety, discuss personal problems and needs related to school re-entry.
Goals

7. (continued)

Objectives

4) Provide for 12 self-help groups each consisting of up to 25 people. The groups shall include re-entry, assertiveness training, depression and loneliness, divorced, widows, welfare mothers, minorities, single parents, handy person's class, job finding as a skill, and "dreams not fulfilled" and shall meet once a week for a minimum of six weeks.

5) Provide public events designed for specific needs as follows:

1. At least ten films on rape and other topics.

2. At least ten lectures provided by the Women's Studies faculty.

3. At least ten workshops on issues pertinent to women and possibly men.

6) Develop a women's resource library comprised of material accumulated by the Women's Center Director and material contributed by faculty, students, and friends.

7) Display job and career employment, housing, child care, vocational and academic information and programs in the community.

8) Recruitment of students from the community through well publicized adult education re-entry program for women from the community.

9) Sensitize the college community to the needs of women.

7.c A specific counselor will continue to coordinate the veterans programs on campus as follows:
7. (continued)

Objectives

7.c (continued)

1) Maintains a comprehensive records/information system so that the academic progress of the veteran may be closely followed.

2) Provides counseling in the registration area to veterans with 60 or more units completed to assist them in selecting courses that comply with V.A. policies.

3) Makes referrals for counseling, tutoring and job placement.

4) Assigns and supervises veteran work-study students to the Counseling Center, Veterans Office, National Alliance of Businessmen, and the V.A. Social Service Agency.

5) Publishes a veterans newsletter four times a year to provide information with regard to changes in V.A. policies, and procedures to follow for continued educational benefits.

6) Serves as liaison with the Veterans Administration, the college admissions office, academic departments, counseling and tutorial services, and administration in matters affecting the veteran.
E. Extended Opportunity Programs and Services

Goals

1. To increase the number and percent of low income and educationally disadvantaged ethnic minority students recruited to EOPS. (9)

Objectives

1.a To increase this enrollment in EOPS by 32% over 1976-77 for academic year 1977-78 or as resources allow.

1.b To study the need of serving part-time EOPS students in the future.

1.c To study the need of serving additional reentry women in accordance with EOPS guidelines.

2. To participate in orienting the college faculty, administration and staff toward meeting the needs of EOPS students. (6)

Objectives

2.a To provide for distribution of communiques and literature, at least monthly.

2.b To cooperate with the Assistant Dean of Educational Planning and Development to provide in-service training related to EOPS issues.

2.c To provide for participation of faculty and administration in the development and evaluation of the EOPS program through the EOPS Advisory Committee which will meet monthly during 1977-78.

3. To provide a process of assessment of all EOPS students, on an individual basis, for the 1977-78 academic year, prior to registration each semester. (6,7,8)

Objectives

3.a To assess the financial needs of all EOPS students.

3.b To assess the academic needs of new EOPS students through the use of diagnostic instruments and available information from the high schools and SBCC.

3.c To assess those personal and social needs that might interfere with the student's academic progress.
<table>
<thead>
<tr>
<th>Goals</th>
<th>Objectives</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. (continued)</td>
<td>3.d To participate in a priority registration process for all new EOPS students.</td>
</tr>
<tr>
<td>4. To increase the rate of persistence of EOPS students (5,6)</td>
<td>4.a To provide financial aid for all full-time EOPS students with family income of $7,500 or less.</td>
</tr>
<tr>
<td></td>
<td>4.b To achieve an 80% persistence of EOPS students completing one or more units per semester.</td>
</tr>
<tr>
<td></td>
<td>4.c To achieve a 65% persistence of EOPS students completing 12 or more units.</td>
</tr>
<tr>
<td></td>
<td>4.d To provide professional and/or peer counseling for all EOPS students.</td>
</tr>
<tr>
<td>5. To improve the academic performance of EOPS students.</td>
<td>5.a Through cooperation and interaction with the LRC, Tutorial Center, and Essential Skills program:</td>
</tr>
<tr>
<td></td>
<td><strong>To provide bilingual tutors in direct proportion to need, and to offer tutorial services for both remedial and regular curricula.</strong></td>
</tr>
<tr>
<td></td>
<td>5.b To expand the Summer Readiness Program by concentrating especially on new EOPS freshmen.</td>
</tr>
<tr>
<td></td>
<td>5.c To provide a peer counseling program and to add new peer counselors as the program expands so case loads do not exceed 12 students per peer counselor.</td>
</tr>
<tr>
<td></td>
<td>5.d To provide a peer counseling training program that allows three academic units per semester.</td>
</tr>
<tr>
<td>Goals</td>
<td>Objectives</td>
</tr>
<tr>
<td>--------------------------------------------</td>
<td>------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>5.e To provide a one-unit course in learning</td>
</tr>
<tr>
<td>5. (continued)</td>
<td>techniques especially conducted to reach high</td>
</tr>
<tr>
<td></td>
<td>risk EOPS students.</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>6. To develop programs and materials to</td>
<td>6.a To provide cooperation and interaction of a</td>
</tr>
<tr>
<td>improve minority EOPS students'</td>
<td>minimum of four existing professional counselors</td>
</tr>
<tr>
<td>attitudes toward themselves and toward</td>
<td>who share a similar cultural heritage with EOPS</td>
</tr>
<tr>
<td>their cultural heritage. (9)</td>
<td>type students.</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>6.b To provide a minimum of 24 peer counselors who</td>
</tr>
<tr>
<td></td>
<td>share a similar cultural heritage with EOPS type</td>
</tr>
<tr>
<td></td>
<td>students.</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>6.c To cooperate in the process of determining</td>
</tr>
<tr>
<td></td>
<td>appropriate curriculum to be offered through the</td>
</tr>
<tr>
<td></td>
<td>American Ethnic Studies Division and bilingual</td>
</tr>
<tr>
<td></td>
<td>curriculum in other divisions.</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>6.d To purchase equipment and materials related to</td>
</tr>
<tr>
<td></td>
<td>instruction, motivation, and behavior modification.</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>6.e To provide a motivational exploration course</td>
</tr>
<tr>
<td></td>
<td>for one unit at two hours per week for high</td>
</tr>
<tr>
<td></td>
<td>risk EOPS students.</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>7. To increase the number and percent of</td>
<td>7.a To articulate and cooperate with four-year</td>
</tr>
<tr>
<td>EOPS students successfully transferring to</td>
<td>college and university counselors and EOP officers.</td>
</tr>
<tr>
<td>four-year colleges.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>7.b To provide on-campus visits of at least six</td>
</tr>
<tr>
<td></td>
<td>college and university counselors and EOP officers.</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>7.c To achieve at least a 25% transfer rate among</td>
</tr>
<tr>
<td></td>
<td>EOPS students in 1977-78.</td>
</tr>
</tbody>
</table>
Goals

8. To increase the number and percent of EOPS students successfully served by occupational programs. (1)

Objectives

8.a To develop policies and procedures to include EOPS students in vocational programs.

8.b To provide a minimum of 400 hours of referral to the Career Development program for EOPS students.

8.c To provide career education materials in Spanish during 1977-78.

8.d To provide a bilingual Special Program Assistant to work with the Career Development Facility during 1977-78.

9. To increase the degree of EOPS students' participation in developing and guiding EOPS programs.

9.a To provide a committee structure which includes EOPS students.

9.b To use mature and successful EOPS students as peer counselors and/or tutors.

10. To increase the community's awareness of services and programs offered by the college. (9)

10.a To provide for a continuing Human Relations program and staffing.

10.b To provide a minimum of two special orientation programs for EOPS type students, parents, and community, especially during Cinco de Mayo and Black Culture Week.

10.c To provide brochures and publications and to update the material biannually.

10.d To provide for the improvement and printing of ten issues of the EOPS student newspaper during 1977-78.
### F. Financial Aid and Placement

<table>
<thead>
<tr>
<th>Goals</th>
<th>Objectives</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. To develop and maintain funds to aid economically needy students. (3,7)</td>
<td>1.a To assist in research and data gathering related to financial aids program each semester.</td>
</tr>
<tr>
<td></td>
<td>1.b To prepare or assist in grant applications and/or proposals for Federal (SEOG, NDSL, CWS, NSP, NLF, etc.) and State (State Scholarship and Loan, EOPS, COG, etc.) on an annual basis.</td>
</tr>
<tr>
<td></td>
<td>1.c To seek new sources for grants and scholarships annually.</td>
</tr>
<tr>
<td>2. To serve students (prospectives and current) with information regarding financial assistance. (7)</td>
<td>2.a To provide information to high school staffs and students by personal visitation at least once a semester.</td>
</tr>
<tr>
<td></td>
<td>2.b To provide application information each new fiscal year.</td>
</tr>
<tr>
<td></td>
<td>2.c To participate in orientation and counseling programs for freshmen, Vets, re-entry women students, EOPS students, etc., both on and off campus at least four times annually.</td>
</tr>
<tr>
<td></td>
<td>2.d To update brochures and statements of procedures regarding financial aid annually.</td>
</tr>
<tr>
<td></td>
<td>2.e To provide information on financial aid at four-year institutions of higher education for transferring students on an annual basis.</td>
</tr>
<tr>
<td>Goals</td>
<td>Objectives</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------</td>
</tr>
<tr>
<td>3. To perform assessment services. (7)</td>
<td>3.a To develop and maintain procedures and forms for need analysis to meet all program requirements annually.</td>
</tr>
<tr>
<td></td>
<td>3.b To assess the individual need of each applicant within ten days of file completion.</td>
</tr>
<tr>
<td></td>
<td>3.c To assess the methods of computing needs annually.</td>
</tr>
<tr>
<td></td>
<td>4.a To provide equitable grants of financial and work assistance in accordance with individual need and program guidelines for all financial aid recipients.</td>
</tr>
<tr>
<td>4. To award financial assistance to students in economic need. (7)</td>
<td>4.b To notify applicants of award decision by July 15th provided that the file has been completed by May 31st.</td>
</tr>
<tr>
<td></td>
<td>4.c To notify all applicants not included in 4.b within ten working days of completed file.</td>
</tr>
<tr>
<td></td>
<td>4.d To disburse funds which are appropriate to awards on a four payment per year basis or a two payment per semester basis.</td>
</tr>
<tr>
<td></td>
<td>5.a To provide budgetary counseling for all recipients.</td>
</tr>
<tr>
<td>5. To provide personal, social and economic counseling to students. (3,7,9)</td>
<td>5.b To provide personal and social counseling for at least 70% of all students interviewed.</td>
</tr>
<tr>
<td><strong>Goals</strong></td>
<td><strong>Objectives</strong></td>
</tr>
<tr>
<td>-----------------------------------------------</td>
<td>----------------------------------------------------------</td>
</tr>
<tr>
<td>6. To provide a system of record keeping. (6)</td>
<td>6.a To maintain documents required by state and federal guidelines for at least five years from date of award.</td>
</tr>
<tr>
<td></td>
<td>6.b To provide records which enable data retrieval for reports, applications and audits by program and recipient.</td>
</tr>
<tr>
<td></td>
<td>6.c To maintain current records to enable adequate service to recipients for all applicants.</td>
</tr>
<tr>
<td>7. To provide for evaluation of financial aid programs and services. (6)</td>
<td>7.a To survey clients for review of services each semester.</td>
</tr>
<tr>
<td></td>
<td>7.b To provide for Financial Aid Committee review and analysis on an annual basis.</td>
</tr>
<tr>
<td></td>
<td>7.c To provide for self-study of office activities on a quarterly basis.</td>
</tr>
</tbody>
</table>
Placement

Goals

1. To provide employment opportunities for college students and graduates. (7)

Objectives

1.a To obtain information on existing employment trends by side visitations, mail-out, etc., on a weekly basis.

1.b To develop and maintain contact with industry and business personnel managers by attending association meetings monthly.

1.c To canvass prospective employers for employment possibilities of at least four hours weekly.

1.d To develop and maintain a file of applicants for employment based on interest for all registered students.

1.e To provide for listing and announcements of employment on the job bulletin board and update jobs at least every five days.

2. To provide for employment counseling. (7)

2.a To provide pre-employment information to at least 20% of students that register with the office annually.

2.b To provide for applicant appraisal for each applicant after every three referrals.

2.c To provide for counseling toward job readiness for 10% of those students that register with the Placement Office.

2.d To provide for employer-employee relationships counseling by having on-campus personnel available to employers-employees on a regular basis.

2.e To provide for employer counseling as requested by employer.
Goals

3. To provide adequate records. (6)

Objectives

3.a To obtain data on trends, practices and employment opportunities by maintaining contact with community agencies monthly.

3.b To record results of student-worker achievement in employment on each student referral.

3.c To record results of graduates' achievement in employment on each graduate referral.

3.d To provide for follow-up studies of students and graduates to determine effectiveness of services at the end of each fiscal year.

4. To participate in Career Education projects. (7)

4.a To cooperate in providing Career Education information and programs with bimonthly meetings with career counselors.

4.b To provide for special occasions on campus and off campus when Career Education can be emphasized in conjunction with the Career Development Center as requested.

4.c To encourage business and industry leaders to be available as resource personnel to students and graduates on a scheduled basis.

5. To participate in all career related activities. (6,7)

5.a To provide for cooperative endeavors with work-experience programs as students require job sites, etc.

5.b To participate in career days at least once a year.

5.c To provide for at least one tour per month of industrial and business facilities.
G. Health Services

Objectives

1. To provide, in 1977-78, for the necessary medical doctor as consultant for standing orders and specific health problems, and to set consulting appointments as needed during this year.

1.b To provide, as required, first aid and emergency care for students and staff.

1.c To provide, during 1977-78, health counseling and referrals for at least 2,000 students and 300 staff.

1.d To screen and refer all students needing further assistance on future follow up to the proper individual or community agency.

1.e To follow up with the reported campus health problems in 1977-78 and find practical solutions for concerned students and staff.

1.f To make available free TB testing to all SECC employees.

1.g To fill all campus first aid kits with the needed supplies as requested during 1977-78.

1.h To send out TB notices in fall and spring of the 1977-78 year to staff members who have "come due" under the educational requirements for regular four-year checks. Send out follow up notices to those requiring additional prompting.

1.i To maintain current TB records on all staff members.

1.j To review and revise as necessary all pertinent college health forms during 1977-78.

Goals

1. To determine and provide health services appropriate to the needs of the college staff and student body. (7,8,9)
Goals

1. (continued)

2. To locate community and professional health information and make all such pertinent materials, services, and resources available to the campus population.

(6,7,8,9)

Objectives

1.k To keep written record sheet during 1977-78 on each patient utilizing the health service office.

1.l To maintain records regarding all student handicaps or disabilities during 1977-78.

1.m To review and screen the required physicals for foreign students during 1977-78. Evaluation and recommendations on each student will be written to the counseling department.

1.n To maintain a daily log of patient visits during 1977-78.

1.o To maintain records for the annual report and submit such to the Dean of Student Services by the end of the 1977-78 college year.

1.p To prepare the annual budget for the health service program and submit it to the Dean of Student Services in preparation for the 1977-78 college year.

1.q To prepare new and updated departmental goals and objectives by October 15, 1977. Present such a document to the Dean of Student Services for his recommendations and approval before submitting it to the college president.

2.a To investigate and make available to the students during 1977-78, the existing financial health aid programs. (e.g., glasses, hearing aids, food stamps, medical).

2.b To provide current health literature by maintaining pamphlet display, and keeping in touch with publishers during 1977-78.
Goals
2. (continued)

Objectives
2.d To organize and conduct "Health Education Days" or "mini-fairs." Eight such campus events providing free health screening services will be planned and sponsored during 1977-78.
2.d To find out what services are provided by each community agency and to maintain a current file index of such services during 1977-78.
2.e To attend at least six seminars, conventions; or workshops in 1977-78 for the purpose of professional growth.
2.f To maintain liaison with at least 50 community health resources or agencies serving a general or specific purpose, by visiting and communicating annually with said agencies.
2.g To pass a refresher course for emergency CPR sponsored by the Heart Association once every three months during 1977-78.
2.h To teach at least one basic CPR class on campus during 1977-78 for staff and students. The instruction course for such emergency measures will be as recommended by the American Heart Association.

3. To establish and maintain communication and rapport with the student body and staff.
   (6,7,8,9)
3.a To assist the college information office in 1977-78 in publicizing health services and health education days to local community.
3.b To provide publicity during 1977-78 for Health Services through:
Objectives

CAMPUS:
  a. Articles in the "Channels."
  b. Speaking before the Student Senate.
  c. Posters and displays on campus.

COMMUNITY:
  a. Advertising various campus Health Educa-
     tion Days on television, radio, and in
     newspaper coverage.
  b. Inviting the public to participate in the
     campus health events.
  c. By involving various local health agencies
     and organizations in health days.

3.c To provide the faculty with the current college
    health service data by a bulletin circulated
    in the fall of 1977-78.

3.d To assist classified and certificated personnel
    offices by reviewing and revising, as necessary,
    all new employee health forms.

3.e To obtain from each new employee during 1977-78
    the required physical, laboratory report, and
    TB clearance. Follow up each employee until his
    health records are complete.

3.f To conduct an annual survey to ascertain the
    priority of health interests among the college
    staff members. These tallied statistics will
    be evaluated and used as guidelines in planning
    future health education days.

3.g To assist with health information handouts for
    the 1977-78 parent-child workshops sponsored
    by SBCC Continuing Education Division.
Goals

3. (continued)

Objectives

3.h To coordinate student and staff blood bank accounts for 1977-78 and serve as chairwoman for the blood bank committee. To organize and sponsor blood donation day for both student and staff reserve fund.

3.i To conduct a survey of student health interest as to forums, seminars, health days, etc., and to tabulate results at the beginning of each semester of the 1977-78 year. These statistics will be evaluated and tallied each semester and used as guidelines in future planning.

3.j To provide supervision and be responsible for activities of clerk-typist during 1977-78.

3.k To serve campus during 1977-78 as a member of the Health and Safety Standards Committee.

3.l To serve on the student and staff services advisory committee during 1977-78.

3.m To attend Student Senate meetings each semester of 1977-78 to receive student support and ideas relating to the Health Services.

3.n To provide supervision of students who wish to obtain credit by working in a college health office during 1977-78.

3.o To serve on the Handicapped Advisory Committee during 1977-78.
H. Student Activities

Goals

1. To supervise the Student Activities Office and its related concerns.

Objectives

1.a To supervise the development and maintenance of the annual budget for co-curricular activities.

1.b To provide for an intercollegiate athletic program with 14 different sports, including women's athletics.

1.c To represent the college administration each year at the three regular Western State Conference meetings and at special meetings.

1.d To accept the listings of 500 housing notices and assist the like number of students in obtaining housing.

1.e To serve for a lost and found unit.

1.f To serve as the disciplinary agent for the college when needed.

1.g To coordinate the use of the Free Speech Area.

1.h To provide for parking for 100 physically handicapped students.

1.i To provide for a Senior Citizen's Pass making its availability known to 50% more senior citizens this year than the previous year.

1.j To provide a service of animal control on campus.

2. To create and maintain a climate of mutual trust and respect among students, faculty and administrators, as well as create a climate wherein students and faculty easily and informally discuss ideas and interests. (6)

2.a To provide for student participation in college-wide committees so that student positions on committees will be filled 75% of the time.
Goals

2. (continued)
   To provide services which enable a positive climate for learning and for personal growth of students. (8)

3. To provide educational activities. (4,6)

Objectives

2.b To provide committee structure for Student Activities projects to include student, faculty, and administration participation.

2.c To provide opportunities for students, administrators and faculty to exchange ideas.

3.a To provide personal counseling and advising as such activity may relate to the contracts of the Student Activities Office

3.b To develop an inter-club council to foster club promotion and mutual support.

4.a To coordinate programs and special events with the assistance of instructional departments and student groups.

4.b To provide for a student-oriented Wednesday noon forum, which occurs at least once a month.

4.c To provide coordination for special programs.

4.d To provide funds for the development of the 1977-78 "Concept" magazine.

4.e To provide funds of $1,500 for a Model United Nations Program.

4.f To assist in providing a Recycling Center on campus.

4.g To assist the Women's Center in the coordination of programs.
**Goals**

5. To provide for honors for scholastic achievement. (8)

6. To provide for the development of social, cultural and athletic activities. (9)

**Objectives**

5.a To arrange for an Awards Banquet during the spring semester to honor outstanding students, leaders, faculty, and staff.

5.b To provide for honoring outstanding scholars at the commencement ceremonies each year.

6.a To provide for or cooperate with the production of four drama programs, and 14 musical productions during 1977-78.

6.b To work with the Associated Student Senate to provide a film series featuring prominent movies.

6.c To assist campus clubs in providing social, cultural, or other special activities, i.e., Geology Club with "Mucker's Ball" and International Students Association with "International Night."

6.d To assist the Associated Student Senate in providing 30 noontime entertainment events on Fridays during the fall and spring semesters.

6.e To provide for several major evening productions each semester.

6.f To coordinate a "Vaquero Roundup" before the first home football game with a 20% increase in the attendance over the previous year.

6.g To serve as a resource unit to students and to student groups.

6.h To provide supervision for the selection and coordination of the cheerleaders.

6.i To assist in coordination of "Homecoming."
6. (continued)

7. To serve as a model for disciplined organization and procedure in conducting activities and to encourage respect for procedure, policy, and organization in various aspects of the college community. (8,9)

7.a To assist in a periodic review, and the possible revision of the Associated Student Constitution and By-Laws.

7.b To provide for structure and regulatory systems for all student clubs.

7.c To provide a course in leadership each semester to include information on parliamentary procedure and management techniques.

7.d To provide annually the officers and Student Senate members with a revised, updated manual with pertinent policies, procedures, etc., relevant to students of SBCC and student government.

7.e To provide for student elections twice a year. The spring election goal is 10% more voters than the previous spring election.

7.f To provide for a Student Finance Office which manages the finances of the Financial Aids Office student government, trust accounts, clubs; which controls and maintains the student body vehicles; and which coordinates ticket sales of over 50 events yearly.

7.g To assist the Student Senate in learning the means of working through committees to accomplish changes and to develop new programs.

8. To coordinate campus student communication. (3,6)

8.a To provide the club advisers with a revised manual each fall which includes college
Goals

8. (continued)

Objectives

policies, procedures and required forms for various activities.

8.b To publicize each Associated Student Senate and Student Activities Office event with the minimum number of allowable posters and banners.

8.c To post, by 10 a.m. each Monday, a Weekly Calendar on each student bulletin board.

8.d To maintain a yearly calendar of events.

8.e To supervise the annual revision and publication of a Student Handbook which shall be available before fall registration.