

ANNUAL REPORT 2003-2004

Office of Student Life: Summary

GOALS FOR 2003-2004:

1. Provide accurate, expedient and personalized educational process and services.
2. Practice systems thinking through collaboration and cooperation, utilizing interdivisional and interdepartmental work teams, which include students.
3. Demonstrate and encourage leadership that identifies priorities and promotes models of student-oriented practices.
4. Model College-wide student retention efforts through student-centered initiatives.
5. Embrace continuous change in the use of technologies to enable students and staff to access information and services.
6. Provide for effective departmental staffing and professional development.
7. Provide services that will support students in preparing for a global society.
8. Advance the economic development initiatives of the College.

OBJECTIVES TO MEET THE GOALS:

1. Establish on-going assessment of Student Life activities and procedures.
2. Maintain a comprehensive club sponsor recognition and communication program.
3. Involve students in Student Life planning.
4. Implement a comprehensive community service program.
5. Implement a comprehensive leadership program.
6. Use technology to promote and inform students about campus activities.
7. Provide on-going training, professional development and planning for Student Life staff.
8. Ensure that Student Life is appropriately staffed.
9. Implement a comprehensive global education program.
10. Establish a student activities and recognition transcript

STATUS OF GOAL ATTAINMENT:

The Office of Student Life planned, promoted and implemented a variety of educational, social and community service programs throughout the academic year in the areas of co-curricular activities, leadership programs, student clubs and organizations and employment services. The use of technology to achieve all objectives was critical. The primary initiatives during FY04 included: full implementation of an activities transcript service for students, implementation of a formal lecture series to enhance student learning, assessments of various components of the Student Life department, full implementation of a user-friendly online service to connect students to employers, and full implementation of an online software program, which helps student explore career options.

STAFF OVERVIEW & ACCOMPLISHMENTS:

Liz Largent, Director of Student Life

M.S. Student Personnel Administration

Experiential Learning for Trainers, July 2004

Phi Theta Kappa Leadership Course Instructors Training, August 2004

Academic Impressions Conference, October 2004

American College Personnel Association Conference, April 2005

Oklahoma College Personnel Association Conference, May 2005

Johnson County Community College Site Visit, June 2005

Marcy Wiggins, Student Life Assistant

A.A.S. Office Administration

Karlen Grayson, Student Organizations' Assistant

A.A. Diversified Studies

B.S. Liberal Studies

Linda Fay, Employment Services Advisor

M.Ed. Counseling

Jessica Jones, Employment Services Assistant

A.S. Diversified Studies

Sheila Aldridge, Employment Services Assistant

B.S. Behavioral Science (80 hours completed)

DEPARTMENT INITIATIVES:

Student Activities And Recognition Transcript: Full implementation of an activities transcript service for students.

Educational Lecture Series: Implementation of a formal lecture series to enhance student learning by connecting in and out of classroom experiences.

Assessment Reporting: Conducted assessments of various components of the Student Life department.

College Central online job network: Fully implemented and completed training on a user-friendly online service helping connect students to employers.

Oklahoma Career Information System: Full implementation of an online software program, which helps student explore career options, research four-year institutions and conduct self-assessment.

Office of Student Life: Co-Curricular Programs

SUMMARY OF ACTIVITIES TO SUPPORT AND ACCOMPLISH GOALS:

1. General Co-Curricular Program Summary

The Office of Student Life offered a variety of educational, social and community service related co-curricular programming throughout the academic year, with exceptional participation from students. The chart below indicates the type of

events, number of events in each category and total number of participants in each category as compared to FY 03.

Event Type	FY03		FY04	
	# of Events	# of Participants	# of Events	# of Participants
Social	27	8,547	26	4,655
Educational	13	871	33	5,007
Community Service	6	330	16	2,844
TOTAL	46	9,748	75	12,506

Fall 2003 Calendar:

- Leadership Retreat: August 8-10
- Scholarship Reception: August 19
- Sponsors' Luncheon: August 20
- New Student Orientation: August 23
- Welcome Back Sundaes: August 25
- Study Skills Workshop: August 26
- WILD 97.9 Broadcast: August 26
- Alcohol 101 Challenge: August 26
- Student Organizations' Fair: August 27-28
- Career Exploration Workshop: August 27
- Salsa Lessons: August 27
- Free Massages: August 28
- Blood Drive: September 3-4
- National Day of Remembrance: September 11
- Follow-Up Leadership Retreat: September 16 & 17
- International Chocolate day: September 18
- Campus Adopt-A-Space Project Begins: September 22
- Free Massages: October 6
- Holocaust Survivor Lecturer Nesse Godin: October 23
- Habitat for Humanity Work Day: October 25
- Family Halloween Carnival: October 31
- Journalism Ethics Lecturer Jeff Dvorkin: November 6
- Veteran's Day: November 11
- The Real Deal Crazy Game Show: November 13
- Canned Food Drive: November 17-21
- Story Teller: November 18
- Blood Drive: November 19
- World AIDS Day: December 1
- Art Display and Competition: December 2-3
- National Holiday Card Day: December 9
- M-4 Motion Simulator: December 17
- Play Station Tournament: December 17
- Speilburg Movie Night: December 18

Spring 2004 Calendar:

Free Hot Cocoa: January 20
Tye Dye T-Shirts: January 21
Leadership Workshop: January 24
Star Flicks: January 26
Play Station Tournament: January 27
Student Organizations' Fair: January 28-29
Mentalist Banachek: January 28
Singer TJ McCloud: January 29
Laser Tag: February 2
VITA Begins: February 2
Storyteller: February 4
Play Station Tournament: February 10
Blood Drive: February 18-19
Student Politics Teleconference: February 19
Lecturer Al Bostick: February 24
Blizzard of Bucks Game Show: February 25
Job Fair: March 3
Civic Engagement Booth: March 4
Higher Education Day: March 9
Lecturer David Magnus: March 9
Alcohol Awareness Booth: March 10
Gear Up Mentorship Day: March 12
Lecturer Mary Lightfine: March 29
Play Station Tournament: March 31
Movie Night: April 2
Play Station Tournament: April 8
Spring Carnival: April 10
Student Awards Ceremony: April 16
Blood Drive: April 21-22
Habitat for Humanity Work Day: April 24 (canceled)
Organizations' Jubilee: April 30
Commencement: May 14
Blood Drive: June 30

2. Welcome Week

During both the fall 2003 and the spring 2004 semesters, a series of events were planned to welcome new and returning students to campus. Welcome Week events were expanded in FY04, as compared to FY03, to include events each day during the first two weeks of classes and were both social and educational in nature. Events included:

Fall 2003 – free ice cream, study skills workshop, WILD 97.9 broadcast, Alcohol Awareness information, student organizations' fair, career planning workshop, free massages and a blood drive.

Spring 2004 – free hot chocolate, tie-dye t-shirts, play station games, star flicks, student organizations' fair, singer TJ McCloud, mentalist Banachek, laser tag and a story teller.

3. Volunteer Income Tax Assistance (VITA) Program

Student Life, in conjunction with the federal Volunteer Income Tax Assistance program, coordinated efforts to provide free tax preparation assistance to students, faculty, staff and the Oklahoma City area community. Approximately 859 individuals were assisted and all forms were submitted electronically. The VITA site was offered from February 2 through April 15, 2004 on Monday through Thursdays from 9 a.m. – 3 p.m.

4. Voter Registration Campaign

In collaboration with The Leadership Council and the Campus Activities Board, three formal voter registration campaigns were held on campus in September 2003, November 2003 and in March 2004. Approximately 225 students were registered to vote during the formal campaigns. In addition, voter registration materials are available through the Office of Student Life on an on-going basis. Approximately 690 students were registered through the informal process.

5. Educational Lecture Series

Five lecturers were invited to campus throughout the year to speak to a variety of issues. Lecturers included:

Surviving The Holocaust

Lecturer Nesse Godin, Thursday, October 23, College Union 1, 2 and 3 at 3 p.m.
Nesse Godin was born in Shauliai, Lithuania, where she lived with her family until the Nazi invasion. Nesse is a survivor of the Shauliai, Lithuania Ghetto, the Stutthof Concentration Camp, four labor camps and a death march. After the war, in 1950, she and her husband, Jack, also a survivor, came to the United States and settled in the Washington, DC area. Nesse has now dedicated her adult life to teaching and sharing memories of the Holocaust.

The Obligations of Journalists

Lecturer Jeffery Dvorkin, Thursday, November 6, College Union 2 and 3 at 3 p.m.
Jeffery Dvorkin is the Ombudsman at National Public Radio. He acts as the listeners' agent inside NPR and gives feedback and criticism to NPR journalists and programs on behalf of the audience. Mr. Dvorkin has been a journalist and broadcaster for more than 20 years. He has reported from London, Amsterdam, Prague, Budapest and Eastern Europe during the fall of communism. Mr. Dvorkin lectures on issues of accountability and responsibility in journalism and draws from his wealth of experience as a reporter.

African Rhythms & The African-American Connection

Lecturer Al Bostick, Tuesday, February 24, College Union 2 and 3 at 12:30 p.m.
Al Bostick will bring to life the rich culture of African rhythms and the connections to the current African American heritage.

Bioterrorism and Bioethics

Lecturer Dr. David Magnus, Tuesday, March 9, College Union 1, 2 & 3 at 3 p.m.

David Magnus, PhD is currently the Graduate Studies Director and professor of bioethics at the Center for Bioethics at the University of Pennsylvania. A leading scholar in his field, Dr. Magnus has appeared on Good Morning America, CBS This Morning and FOX news Sunday. His lecture addresses the threat of bioterrorism and the ethical challenges for the health care system and for the way science is regulated. Should we limit the research that may lead to easy access to deadly pathogens? Or should we increase spending on research in the hopes that the technology that creates these problems is our best defense?

Nurses Without Borders

Lecturer Mary Lightfine, Monday, March 29, College Union 1, 2 and 3 at 3 p.m.
After working as a nurse in emergency rooms throughout the United States, Mary Lightfine, a self-professed adrenaline junkie, joined an organization called Doctors Without Borders. Since this life changing decision, she has lived in more than a dozen countries, including some of the most horrific places on earth, from the anarchy of Mogodishu to the refugee camps in Kosovo. Her lecture will give you the human story behind the news articles.

6. Community Service Projects

Sixteen community service related projects and activities were held throughout the year, with 2,844 participants, which was a 260% increase in the number of activities and a 860% increase in the number of participants compared to FY03. Highlighted service projects included:

Blood Drives – In collaboration with the Oklahoma Blood Institute, there were 5 two-day blood drives held on campus. Average participation per drive was 65 donations.

Campus Adopt-A-Space – Student organizations were solicited to adopt one of twenty seven lounge areas across campus, which they would maintain throughout the academic year. Twelve student clubs participated. Signs marked each space with the club's name and College logo.

Habitat for Humanity Work Day – Two habitat for humanity work days were scheduled, one was cancelled due to inclement weather. 15 students participated in the October 2003 work day.

Family Halloween Carnival – Student organizations worked in collaboration with the Office of Student Life and the Campus Activities Board to set up games and activities for children in the community.

Canned Food Drive – A canned food and clothing drive was held in November 2003 as part of National Family Week. Donations collected from students, faculty and staff were donated to the Loving Hands, Inc.

Gear Up Mentorship – In collaboration with The Leadership Council, the Office of Student Life and Enrollment Management students were paired with area at-risk high school students. The goal of the one-day event was to introduce area high school students to the college environment and provide role models for success.

Spring Family Carnival - Student organizations worked in collaboration with the Office of Student Life and the Campus Activities Board to set up games and activities for children in the community during the Easter weekend.

7. Educational Programs

In addition to the educational lecture series, twenty-nine educational events were hosted throughout the academic year, with a total attendance of 5,007 students, a 425% increase in activities and a 575% increase in attendance compared to FY03. Highlighted programs included:

Study Skills Workshop – A workshop on effective study skills was facilitated by Mary Turner, a counselor in the Center for Student Development in August 2003.

Career Exploration Workshop – A workshop concerning selecting a major field of study was facilitated by Mary Turner, a counselor in the Center for Student Development, in August 2003.

National Day of Remembrance – Students involved in the Campus Activities Board provided voter registration information and provided an opportunity for students, faculty and staff to write their thoughts about “what it means to be an American” on a large poster displayed in the College Union.

Veteran’s Day – Student involved in the Campus Activities Board sponsored a voter registration drive and provided political information bookmarks in recognition of Veteran’s Day.

Story Teller – Two storytellers were hosted on campus to provide educational entertainment in the College Union in November 2003 as part of National Family Week and in February 2004 as part of Oklahoma City’s Wintertales celebration.

World AIDS Day – Students involved in the Campus Activities Board sponsored an information booth in December 2003 to raise awareness about AIDS related issues.

Art Display & Competition – All students were solicited to enter their artwork (poetry, graphic design, paintings, drawings and photography) into a competition. Angel Cruz was awarded first place with his sketch entitled “Change.”

Alcohol Awareness Booth – Students were afforded an opportunity to experience the Alcohol 101 CD produced by The Century Council to educate students on the responsible use of alcohol.

New Student Politics Teleconference – Oklahoma City Community College served as a host site for a national teleconference sponsored by Campus Compact as part of the state regent’s civic engagement campaign. The goal of the teleconference was to define political involvement and discuss how to get more college students involved in their local, state and national government.

8. Social Events

A number of social events were held throughout the academic year. All events that were social in nature were selected by a committee of student to ensure the most appropriate expenditure for such events. Social events included:

Fall 2003	The Real Deal Crazy Game Show
WILD 97.9 Broadcast	Free Ice Cream
Salsa Lessons	National Holiday Card Day
Free Massages	M-4 Motion Simulator
International Chocolate Day	Play Station II Game Tournaments
Celbration	Speilburg Movie Night

Spring 2004

- Free Hot Cocoa
- Tye-Dye T-Shirts
- Star Flicks
- Play Station II Game Tournaments

- Mentalist Banachek
- Singer TJ McLoud
- Laser Tag
- Blizzard of Bucks Game Show
- Movie Night

9. Council for the Advancement of Standards in Higher Education Self Assessment

In February 2004 the Office of Student Life conducted an internal assessment using the Council for the Advancement of Standards (CAS) in Higher Education instrument. The CAS instrument was designed by hundreds of professionals in higher education and is designed to set a standard of best educational practice. Two primary areas were targeted for assessment: Campus Activities and Student Leadership Programs. The instrument evaluates each aspect of an area on a scale between exemplary and not met. After completing the instrument, areas that may be considered exemplary and those where needed improvement was necessary were determined. Goals, objectives and activities for FY05 were partially based on the results. Findings are as follows:

Campus Activities		Leadership Programs	
Exemplary	Needed Improvement	Exemplary	Needed Improvement
<ul style="list-style-type: none"> · Clear mission & goals. · Regular assessment of activities. · Adapts to changing student needs. · Suitable programming facilities. · Student input is regularly solicited. 	<ul style="list-style-type: none"> · Additional cultural programming. 	<ul style="list-style-type: none"> · Programs are inclusive. · Recognition for student leaders. · Students gain a variety of skills. · Policies and procedures are regularly assessed. · Program hours meet the needs of students. · System for communication 	<ul style="list-style-type: none"> · Introduce students to additional theories of leadership.

Office of Student Life: Leadership Programs

SUMMARY OF ACTIVITIES TO SUPPORT AND ACCOMPLISH GOALS:

1. Sponsors' Recognition Projects

A number of activities and events were held throughout the year to recognize, thank and motivate our club sponsors who volunteer so much of their time and

energy to assist our student organizations. Activities throughout the year included:

Sponsors' Newsletter – A total of seven editions of the sponsor's newsletter was published between August 2003 and May 2004. The newsletter is titled "The Extra Mile" and serves as a method of communication, a resource guide and a source of motivation for club sponsors.

Sponsors' Luncheon – In August of 2003 a luncheon was held in honor of all club sponsors to thank them for their past efforts and to become motivated in preparation for the upcoming year.

Sponsors' Appreciation Week – In November of 2003 a week was set aside to recognize and give appreciation to the club sponsors. The Office of Student Life sent out cards and small gifts to each sponsor. Student organizations were given a card for members to sign and give to their sponsors, as well as encouraged to think of creative and individualized ways to thank their sponsors.

Souper Sponsors – In February 2004 the Office of Student Life sent each club sponsor an individual can of soup with an attached note of appreciation.

Student Organization Jubilee – At the annual Student Organizations' Jubilee, held in April of 2004, each club sponsor was recognized with a certificate and a key chain, which read "commitment to excellence," for their dedication and volunteer work throughout the year.

2. Student Leadership Activities

Four student leadership events were held in 2003-2004. The purpose of such leadership events is to assist in educating and motivating club sponsors and student organization leaders in order that they may achieve success within their individual groups. Leadership events included the Student Leadership Retreat in August 2003, two follow-up Leadership Retreats in September 2003 and the annual Student Leadership Workshop in January 2004. A total of 161 sponsors and student leaders were in attendance at the four events. Each event featured leadership development topics and specific College information regarding the management of a student organization. Two surveys were conducted, one in August of 2003 and the other in January 2004 at the conclusion of the student leadership events. Respondents were asked to rate their answers on a 1 to 5 scale. 1=Strongly Disagree, 2=Disagree, 3=Neutral, 4=Agree, 5=Strongly Agree. In August 2003 75 students and sponsors were in attendance, 56 responded to the survey. 100% indicated they agreed or strongly agreed that "attending the retreat will help me and my club be more successful." In January 2004 51 students and sponsors attended the leadership workshop, 42 responded. 100% indicated they agreed or strongly agreed that "attending the workshop will help their club be more successful."

3. Student Organization Fairs

Two Organization Fairs were held this year, one in August and another in January. The purpose of the organization fairs is to solicit membership in the various student organizations and to promote the formation of new clubs. During the August 2003 Organization Fair, a total of 684 students signed up for club

membership and an additional 451 signed up at the January 2004 Organization Fair.

4. Student Awards Ceremony

The annual Student Awards Ceremony was held on April 16, 2004 in the general dining area of the College Union. Approximately 325 faculty, staff, students and community members were in attendance. One hundred and twenty students were recognized during the ceremony for the achievements inside and outside of the classroom. Awards given included the Pioneer Award, the Student Organization Award, the President's Award for Excellence, the English Student Essay Award, scholarship recognition, a Certificate of Achievement and recognition of honors graduates. In addition to the ceremony, a luncheon was held in honor of recipients of the President's Award for Excellence. Students receiving this award and the College's President's Cabinet members were in attendance at the luncheon. President's Award for Excellence recipients, who were participating in the commencement ceremony, were also honored during a reception at the Renaissance Hotel prior to the ceremony. Members of the Board of Regents, special guests and President's Cabinet members were in attendance at the reception.

5. Student Organization Jubilee

The Student Organization Jubilee was held on April 30, 2004 in the College's Library. The purpose of the Jubilee is to celebrate and recognize the accomplishments of the student organizations over the past year. The Oklahoma City Community College jazz ensemble provided the entertainment for this year's event. Approximately 40 students and sponsors were in attendance. Awards were given out as follows:

Sponsor of the Year	Dana Glencross, Phi Theta Kappa
Club of the Year	Hispanic Organization to Promote Education
Club Officer of the Year	Natalie Machalinski, Phi Theta Kappa
Most Improved Club	Student Art Guild
Best Scrapbook	Phi Theta Kappa
Best New Student Leader	Candelaria Nunez, Future Teachers Organization
Best Honors Club	Phi Theta Kappa
Best Religious Club	Baptist Collegiate Ministries
Community Service	Engineering Club, Adopt A School
Educational	SOTA, Oklahoma Foundation for the Disabled Camp
Fundraiser	Student Art Guild, Silent Auction & Candle Sale
Directors' Trophy	Sara Saenz, H.O.P.E.
Student Leader	Susan Mills, The Leadership Council

6. Student Activities & Recognition Transcript

The Student Activities and Recognition Transcript or S.T.A.R.T. is a tool for students to use to supplement employment and college applications, which assists in demonstrating that the student has the necessary skills and experiences to achieve success. After extensive research and collaboration with various departments at the College, the transcript became a service available to

students in July 2004. The service was marketed to student leaders, at new student orientation sessions and throughout campus via an information brochure. Currently there are 110 students utilizing the service. Current users were surveyed in April 2004. Of those surveyed via a mail in form, 21 responded. Respondents were asked to rate their answers on a 1 to 5 scale. 1=Strongly Disagree, 2=Disagree, 3=Neutral, 4=Agree, 5=Strongly Agree. Of the 21 who responded 74% indicated that they agreed or strongly agreed "the transcript is a useful tool in helping obtain jobs and transfer to other institutions." The remaining 26% indicated a neutral response to this question.

7. Online Student Organization Forms

For the second year, the Activity Request Form was available to student organizations via the Student Life web page. All activity requests were made using the updated on-line forms in FY04, as paper forms are no longer available. In addition to the Activity Request Form being available to students online, an up-to-the-minute accurate calendar system is available via the Student Life web page, which contains information about all the student organizations' meetings and events. The calendar system also has a unique search feature, which makes it user friendly. During the summer of 2003, all online forms were updated. The goal of the new system is to increase ease of use for students, require more detailed information and improve accuracy in the event planning process. Full implementation of the new request system began in August 2003.

8. Student Focus Group

A student focus group was formed in March 2004 to review the student organizations' activity request system and manual. Ten students served on the focus group. Eight students were officers of student clubs and member of The Leadership Council and two students were new members of a student club. The focus group met three times to review materials and provide feedback to Student Life staff. The primary recommendations made by the focus group included:

1. More explanation throughout the activity request system.
2. More examples of how to complete the forms. (ie. July 1, 2004 or 7/1/2004)
3. Detailed information included in the manual regarding completion of an online activity request.

At the conclusion of the focus group meetings, staff in the Office of Student Life met to discuss the recommendation and initiate a plan to update the activity request system and student organizations' manual. A revised online system and manual will be available to students beginning August 2004.

Office of Student Life: Student Clubs & Organizations

SUMMARY OF ACTIVITIES TO SUPPORT AND ACCOMPLISH GOALS:

1. General Overview

Throughout the year, a total of 31 student organizations were recognized as active, an increase of four student clubs over the course of the academic year.

New student organizations or organizations that were re-organized in FY04 include the Native American Student Association, the Black Student Association, the Biology/Ecology Club, Cinematheque and Alpha Omega. In addition, the Chess Club was removed from the active list.

2. Activity Overview

Student organizations held over 165 events throughout the year, with almost triple the attendance compared to FY03. Below is a summary of types of events, number of events held in each category and total number of participants who attended or assisted with events in each category. Information about club activities is based on event summary forms submitted by student leaders.

Event Type	FY03		FY04	
	# of Events	# of Participants	# of Events	# of Participants
Social	25	645	40	1,778
Educational	47	1,217	59	2,831
Community Service	8	95	23	375
Fundraisers	32	381	43	1,554
TOTAL	112	2,338	165	6,538

In addition to club events, over 450 club meetings were held throughout the year.

3. Student Organizations Overview

- ★ **Abilities Galore** met regularly to share information regarding disability related issues and forward them to appropriate areas. Their highlighted activity this year was holding an auction to generate funds for a student scholarship.
- ★ **Alpha Omega** was a new organization this year. The group met weekly to share in Christian fellowship.
- ★ The **Baptist Collegiate Ministries (BCM)** met each Monday and Thursday for Bible study, to hear special speakers and to worship in song. The group also formed an intramural softball team and planned outreach efforts with the international student population.
- ★ The **Biology and Ecology Club** was a new addition to the club listing this year, replacing the club formally known as the Environmental Science Club. The group formed in Spring 2004 and participated in a number of educational and social field trips.
- ★ The **Black Student Association (BSA)** met regularly throughout the year. The group assisted the Office of Student Life by hosting a reception for African-American heritage lecturer Al Bostic.
- ★ The **Campus Activities Board (CAB)** met bi-monthly to discuss and plan activities for the student body. This year's CAB activities included 12 social events, 4 educational events and 3 community service projects on campus.

- ★ **Chi Alpha** met weekly for Bible study, outreach and Christian music. This active group also did outreach by staffing an information table on multiple dates in the College Union foyer.
- ★ The **Child Development Club** is in the process of reorganization, but held 4 club meetings and coordinated a reading awareness program in March 2004.
- ★ **Christians on Campus** met bi-monthly for in depth Bible study and discussion. Information tables were set up throughout September 2003 to display information, answer questions and to invite new students to join the organization.
- ★ The **Cinematheque Society** was re-organized this year. The group met monthly and planned a number of educational speakers on campus. The highlighted event for the year was a speaker who had worked with graphic design and animation on the movie "The Matrix."
- ★ **College Republicans** met monthly to discuss and plan activities to promote the Republican political party.
- ★ The **Computer-Aided Design Society (CADS)** met regularly throughout the year. This organization planned 15 game days, for students to come together and discuss their coursework while also socializing and playing computer games.
- ★ The **Drama Club** was inactive throughout the year and are currently in the process of rebuilding their group.
- ★ **Engineering Club (E-Club)** met regularly to listen to speakers and discuss trends in the field of engineering. This year the group's annual book sale fundraiser brought in proceeds totaling over \$1,500. These funds were raised for the Jack Cain Memorial Scholarship fund, which benefited a number of Oklahoma City Community College students. In addition, the group participated in many community service projects, including working with a mentorship program through the Oklahoma City public school system.
- ★ The **Gay And Lesbian Alliance (GALA)** was an active group throughout the year, as they met regularly and planned a number of educational events including HIV testing, National Condom Week and an AIDS walk.
- ★ The **Health Professions Club** hosted several guest speakers, including a speaker from the Allied School of Health (OUHSC). This group went on many field trips relating to a variety of health careers and also participated in 2 community service projects.
- ★ The **Hispanic Organization to Promote Education (HOPE)** met regularly and was extremely active. The highlighted event for the year was their monthly outreach and mentorship efforts with Rockwood Elementary School. In addition, the students attended NCLR during June of 2004.
- ★ **International Association of Administrative Professionals (IAAP)** is a professional organization for students involved in the office administration academic department.
- ★ The **International Student Association** met regularly throughout the year, to plan social and educational events. The group's activities included an Asian food sale and a volleyball tournament.

- ★ **Literary Excursions** is a group that meets regularly to socialize and discuss all forms of literature. The group held a total of 8 discussions throughout the year.
- ★ The **Native American Student Association** was re-organized and added to the list of organizations in the Spring of 2004. The group met regularly and has begun plans for the upcoming year.
- ★ **Oklahoma Biotechnology Association** met regularly to listen to guest speakers who were invited to share and educate on the field of biotechnology. A number of field trips were also taken to actively engage students in current trends and research related to biotechnology.
- ★ The **Oklahoma Nursing Students' Association (OSNA)** met monthly and attended the Oklahoma Nursing Students Association Fall Convention. The year was wrapped up with the annual Nurses' Pinning Ceremony. The group also held a very successful silent auction to raise money for club activities and scholarships.
- ★ **PASS with CLASS** was inactive throughout the year, but the club sponsors are currently working with the Office of Student Life to solicit leadership for the group during FY2005.
- ★ **Phi Theta Kappa's (PTK)-Alpha Theta Alpha** participated in 12 community service projects and 6 educational events during the year. In addition, this highly motivated group also participated in regional and national conferences to assist students in gaining necessary leadership skills.
- ★ The **Photography Club** met regularly and participated in field trips and community service projects related to the field of photography.
- ★ **Psi Beta** and the **Psychology/Sociology Club** had a great year. The group met regularly and planned a number of educational events for students.
- ★ **Scholar's League** met monthly to plan social activities, which bring Scholar's League students together.
- ★ The **Student Art Guild (SAG)** met regularly, and co-sponsored the Student Art Show in April 2004. The group also participated in a number of social activities and educational field trips.
- ★ The **Student Occupational Therapy Association (SOTA)** had an outstanding year as they participated in a number of educational workshops and community service activities, which promoted awareness about the field of occupational therapy.
- ★ The **Student Oklahoma Education Association (SOEA)** was energetic and active throughout the year, participating in the local and state SOEA meetings, hosting a number of fundraisers and learning more about the field of education.
- ★ The **Student Physical Therapist Assistant Organization (SPTAO)** met regularly to promote the field of physical therapy assistants. They also raised funds throughout the year to fund their annual Pinning Ceremony and Banquet, held in May 2004.
- ★ **The Leadership Council (TLC)** continued to provide a forum for exchange of information between the student body and College administrators. This year TLC provided student leaders with multiple opportunities for interaction with

the College's executive council. TLC members gave reports concerning the bi-monthly TLC meetings at their respective club meetings to keep club members updated of concerns, solutions or changes that were addressed. A resolution was passed this year, concerning an increase in tuition. In addition to their work during meetings, TLC also sponsored 2 educational events, 3 voter registration drives and a community service project to promote civic engagement.

- ★ The **Writing Club** had a difficult year and experienced a lack of student interest and leadership. The club sponsor is currently working with the Office of Student Life to rebuild the club for FY2005.
- ★ The **Young Democrats** had a difficult year and experienced a lack of student interest and leadership. The club sponsor is currently working with the Office of Student Life to rebuild the club for FY2005.

Office of Student Life: Employment Services

SUMMARY OF ACTIVITIES TO SUPPORT AND ACCOMPLISH GOALS:

1. General Overview

Components of employment services for students was transitioned to the Office of Student Life in July 2003. During the first three months following the transition, time was primarily spent planning and organizing the services that were to be

available to students. In October 2003, full services were again available to students. Numerical data and activity summaries listed in this report are from October 2003 – June 2004, unless otherwise specified.

2. Student Contacts

Services to students are available on-line and in-person, the following is a summary of student use of resources since October 2003.

- Through office - 452 students and alumni
- Employment Services college website – 6255
- Oklahoma Career Information System website – 714
- College Central Network website – 222 students & 40 alumni (since 3/22/04)

3. Students Employed

There was a total of 283 (16 with no salary listed) students from Oklahoma City Community College hired, generating an estimated aggregate yearly income of \$3,343,020.

4. College Group Meetings & Seminars

- Faculty Meetings & Contacts – Arts & Humanities 10/7; Science & Math 10/7; Business 11/4; Information Technology 11/4; Social Sciences 1/14; Health Division 1/14. E-mails sent throughout the year to faculty interested in job opportunities and internships for their students.
- Student Development Counselors – 10/23
- Sponsor for Baptist Collegiate Ministry – attended weekly meetings & Student Life club activities for sponsors as time allowed.
- 10/27 & 10/28- Business classes speaker on Employment Services
- 12/9 – Study Skills class speaker on E.S. services & OKCIS website
- 1/27 – Business class speaker on resumes & interview skills with Jessica
- 2/5 – Career Transitions class speaker on E.S. services & OKCIS website
- 2/5 – Study Skills class speaker on E.S. & OKCIS website with Sheila
- 2/12 – Student Leadership Council short presentation on E.S. services
- 3/3 – Spring Job Fair – 43 employers attended, 1000 students & community (estimated). Of the 36 employers who responded to the fair evaluation form, 57% were first-time attendees.
- 4/15; 4/29; Graphic Arts class brochure contest
- 4/27- Noontime Seminar- “Why Should I Hire You?” guest speaker with 48 students attending
- 5/3 – Career Education class speaker on employment services, future job trends
- 5/13 – Career Transitions class on CCN website by Sheila & Jessica
- 5/13 – Graphic Arts class judge for completed brochures with Jessica
- 6/3 – Summer New Student Orientation speaker on E.S. services.

5. Community Activities

- 11/11 – P.A.R.K. (Employer) evening open house attended by Jessica & Sheila
- 1/12 – Early College Awareness classes for seniors at Capitol Hill High School taught OKCIS site, linking interests to jobs, trends, etc.
- 4/9 - Advisory committee member for Grant High School Vocational classes

6. On-Campus Recruitment

- Effective Transitions, Inc. 4/13, 4/19
- Lennox 4/20
- US Cellular 4/21
- UPS 8/26, 2/2, 2/5, 2/16, 2/19, 3/1, 3/4, 3/15, 3/18, 3/29, 4/1, 4/12, 4/15, 4/26, 4/29, 5/10, 5/13, 5/24, 5/27, 6/7, 6/10, 6/21, 6/24
- Pre-Paid Legal 9/23, 9/29
- SBC Global 10/22, 10/23
- Vector 10/6, 10/13, 10/20, 10/27, 11/17, 12/3, 12/9, 12/15, 2/2, 2/10, 2/18, 2/23, 3/2, 3/10, 3/24
- Hooters 10/22
- Frontier City 3/2004
- Disney 10/27/03, 3/1/04

7. Promotion and Publicity

- Tables in student traffic areas to promote office and websites set up 10/8, 10/9, 2/23, 2/24, 4/6, 4/7.
- Mailings to registered employers in October, Feb. & March; mailing to South OKC Chamber of Commerce prospective employers in May.
- Mailing to students with 45+ college hours inviting to job fair in Feb.
- Mailing to all 2003 OKCCC grads to advertise alumni services in April.
- Job Fair ads in *Strictly Jobs*, *Daily Oklahoman*, *Pioneer*, and OKC Chamber e-mails. Also banners, posters, faculty e-mails, etc.
- *Pioneer* promotions for events in Highlights as well as the following articles:
Oct. 27 - "Job Seekers Get Helping Hand from OKCCC"
Feb. 16 - "Websites List Job Opportunities"
Mar. 8 - "Spring Job Fair Draws Workers"
Apr. 5 - "Employment Services Helping Students Find Jobs with Website"
June 7 - "Students Design College Brochures"
- Bookmarks for Oklahoma Career Information System and College Central Network distributed around campus.
- Promotional brochures – one for students and one for employers.

8. Internet Resources & Websites

- OKCCC Employment Services – This is updated regularly to include general information as well as pages of upcoming events, majors to jobs, and links to occupational websites.
- Oklahoma Career Information System – is a very comprehensive career information website which was purchased for campus-wide usage. It includes detailed information on 500+ occupations (some with streaming video), several interest and work values inventories, job search skills, nationwide

colleges/universities, and every program of post-secondary study offered in Oklahoma. Also included are extensive lists of public and private financial aid sources as well as Oklahoma wages and projections. Students may create their own portfolios to save information and make notes. It is updated annually.

- College Central Network – was contracted and opened to register local employers with job opportunities for students and alumni. Jobs are listed as full-time, part-time, degree required, and internships. Since March, 257 employers have registered listing a total of 463 jobs with 137 currently open. Employers are approved through the E.S. office and have the option of listing their own jobs and searching student resumes or having the office list for them. Students may register and search jobs from any location and have the option of uploading resumes which are also approved by the E.S. office.

9. Video Resources

There are 19 videos available in the office categorized by subject for students to view using earphones with the television provided.

Goal Setting & Career Exploration

Goal Away

50 Best Jobs for 21st Century

Promising Careers without College Degrees

Promising Careers with College Degrees

Job Search Process

Common Mistakes People Make in Interviews

Quick Interview Video

Different Ways To Get That Job

Employment Applications and Tests

The Interview II

Job Retention

Top 9 ½ Ways To Resolve Conflicts

Job Survival Skills

10 Ways to Lose Your Job

Miscellaneous

10 Basics of Business Etiquette

Build a Network for Work and Life

A Career in Ophthalmic Medical Assisting

10. Printed Resources

A number of printed resources are available for student use regarding employment services. The books available are categorized as follows: Career Information, 27; Job Search Skills, 15; Resumes and Cover Letters; 15; Specialty/Minority, 6; Directories, 4.

11. Handouts

- Diskettes containing an extensive list of links to Career Internet Sites by category as well as directions for writing resumes, application letters, and thank-you notes with examples.
- Employment Services tri-fold brochures
- *2004 Job Choices* magazines (300 free with NACE membership)
- NACE Job Outlooks for college graduates
- Oklahoma Job Market
- Where the Oklahoma Jobs Are...Now and in the Future
- *Put Your Degree to Work: The Job Market for Two-Year School Graduates* published by NACE
- *The Road to Employment for People with Disabilities* booklet published by the Office of Handicapped Concerns
- Pocket resume trifold card
- Bookmarks for OKCIS and Career Central Network
- Job Interview Do's and Don'ts
- Awesome Applications article published by NACE
- Helpful Hints for Job Fairs
- Considering Your Own Business?
- Ten Ways to Get More Out of Your References minichart from *Career Opportunities News*
- Salary Negotiation
- Employment Services Websites
- Informational Interviewing