

Office of Student Development
(Residential Living, New Student Services, Academic Services, Family Programs)

2006-07 Planning Goals and Initiatives

GUIDING QUESTIONS

- 1) *How is OSD both shaped and constrained by the relational framework of our environment? (UCOP, UCB, SA, RSSP, UE, L&S, etc.)*
- 2) *How do OSD/RSSP policies/procedures grant or deny material benefits to some and deny others? How do they define values and/or confirm status?*

A. Create an environment where both student and professional staff thrive within a [dynamic and engaging work environment](#).

Sponsor: Troy Gilbert

Co-Chairs: John Paul & Troy Gilbert

Project Intern: Michael Taylor

Planning Team: Stacy Holguin, Yoomi Choi, James Carroll, Diana Tran, Cora Gordes, Dan Ocampo, Anjna Champaneri

- Re-evaluate RL professional staff model in light on additional infill students (Plan A revisited)
- Develop a more sustained Employee Recognition (like OSD year-end luncheon) throughout the year
- Increase opportunities for all staff to work with students on structural issues related to RSSP
- Ensure professional career development plans exist for all staff – continue training opportunities throughout the year

B. Promote access and inclusive opportunities for diverse populations of students and staff by honoring diversity, educating and collaborating with different communities (students, families, staff, faculty, other departments, parents, alumni, etc.) and fostering a culture of respect, civility, tolerance and belonging.

Sponsor: Cora Gordes

Co Chairs: Jessica Snider & Bradley Kane

Project Intern: Nora Sandoval

Planning Team: Shannell Thomas, Monica Cortes, Roseanne Fong, Nicol Lowy, Tera Nekata, Norton Mitchell, Anjna Champaneri

- Training of professional staff and students to:
 - establish common language in OSD regarding what is diversity, inclusion, etc.)
 - on social, justice topics
- Promote open, honest dialogue among all units within RSSP appreciating differences, trust and respect
- Measure/evaluate our progress at regular intervals – get consistent agreement on exactly what this means (definite progress so it can be measured)
- Understand what other departments do and look for opportunities to collaborate or share information (Best Practices)

C. Design programs that are aligned with university's missions and values by [using comprehensive assessment tools](#) and [incorporating ongoing evaluations](#) of programs at regular intervals.

Sponsor: Je Nell Padilla

Co- Chairs: Je Nell Padilla

Project Intern: Erik Drobey

Planning Team: Tavie Tipton, Diana Tran, Jenne Mowry, Kathy Kwong, Bradley Kane

- Systematize assessment and evaluation throughout all areas in department, including:
 - evaluate Residential Living/Academic Support Programs at regular intervals (Health Worker, Transfer/Upper Division and Substance Free)
 - Develop process to feed evaluative information back to staff and have accountability to assure data is used
 - Educate staff on how to do assessment
- Assess how dynamic (nimble) our programs are in addressing changing needs/interests of students

D. Streamline various OSD administrative functions through the creative use of training, technology and financial re-allocation.

Sponsors: Anne Taylor and Erin Wixson

Co-Chairs: Jackie Blossom-Garcia & Erin Wixson

Project Intern: Nora Sandoval

Planning Team: Devin Kinyon, Kathy Kwong, Shalina Akins

- Develop administrative support model that best serves OSD (with clear expectations) by:
 - Creating departmental training to address specific technology training for staff to be able to work smarter and more efficiently
 - Create Administrative Manual
 - Evaluating current systems and resource distribution looking for overlap, gaps, excess, etc.
 - Creating a shared database of student hires
 - Providing centralized purchasing for APC's/RD's
 - Evaluating the feasibility of assigning personnel/recruitment/hiring functions to another position
 - Define levels of decision-making authority to enhance efficiencies
- Provide clear and consistent structures for information sharing among all constituents – manuals, regular meetings

E. Execute the University's academic mission through meaningful and dynamic partnerships with local cities, municipalities, school districts, academic support units.

Sponsors: Dan Ocampo and Roseanne Fong

Co Chairs: Dana Bache, Lester Deanes

Project Intern: Erik Drobey

Committee Members: Tera Nakata, Dana Bache, Dara Birnbaum, Shalina Akins, Devin Kinyon

- Evaluate theme program structure, Health Worker Program, Faculty, and Transfer Programs.
- Create seamless transition from orientation to residential living (deliberate programming within OSD, campus partners)
- Review/change purpose of Welcome Week
- Expand Residential Faculty Program
- Create forums for continued collaborative discussions to occur - Develop strategy to promote/educate what services are provided by OSD and by whom

- Incorporate and make known academic services learning outcomes
- Provide training on partnership development (to better equip us in cross-departmental collaborations).
- Expand Overnight Host Program (OHP)

F. Provide dynamic living and learning environments that foster leadership, personal growth, and future success for students and their families.

Sponsors: Dan Ocampo & James Carroll

Co Chairs: James Carroll

Project Intern: Nora Sandoval

Planning Team: Lester Deans, Shannell Thomas, Leslie Meyer

- Consider “living/learning” concept in regard to hall staff experience throughout the year making it their “capstone experience”
- Create a 2nd year program with goals and outcomes consistent with the academy, including Student Affairs and Undergraduate Education goals.
- Create first year program for female residence →(Bowles Females) “Stern Program”
- Develop student leadership program:
 - Incorporate RHA into hall staff training (inclusion, mediation)
 - Expand peer review board as a leadership opportunity, as well as, support for RL team and community

G. Evaluate, create, improve and ensure that security, health and safety processes and procedures are addressed for all staff, residents and their families.

Sponsors: Stacy Holguin, Pepper Black & Jillian Love

Co Chairs: Wade Crawford & Stacy Holguin

Project Intern: Michael Taylor

Planning Team: Nicole Lowy, Margie Williams, Eric Tejada, Monica Cortes, Leslie Mayer

- a) Development comprehensive training program for staff that deals with emergency preparedness (earthquake, natural and man made disasters) complete with individual kits and improve on-going communication.
- b) Collaborate with campus to develop medical mandatory withdrawal program for students with severe mental health issues
- c) Establish protocol for acts of intolerance in residence halls
- d) Ensure procedures, policies, programs, training that ensure the personal security, safety and health for all staff including proper ergonomic workstations
- e) Develop transition plan for students moving out of university-run housing related to safety, health (alcohol, assault).
- f) Develop orientation, training and on-line communication on the impact of on-line social networking communities (pros: how to best tap into this resource from the administrative standpoint; cons: exploring adverse effects of addiction to protect students; continued dialogue with campus administrative and SAO community).
- g) Revitalize residential judicial process to better serve increased population/change in needs.