

Division of Student Affairs
Office of the Vice President

Strategic Planning 2002 - 2007

Goal

1. **To recruit, enroll, retain and graduate a diverse student body at both the undergraduate and graduate levels.**

Objective

- 1.1 To provide programs and services designed to ease the transition to CSUCI for both freshman and transfer students.

Strategy

- 1.1.1 The Office of the Vice President will publish and distribute the student guidebook each year as a campus resource for entering and continuing students.
- 1.1.2 The Office of the Vice President will assist DSA departments in developing and providing informational, social and support programs to meet the needs of incoming students.

Objective

- 1.2 To provide programs and services designed to support and retain under-represented and first-generation students.

Strategy

- 1.2.1 The Office of the Vice President will assist DSA departments by coordinating the University Open House designed to provide information to students preparing and enrolling at CSUCI.
- 1.2.2 The Office of the Vice President will assist DSA departments by providing enrollment information to local civic and professional organizations that serve under-represented and first generation students.

Objective

- 1.3 To provide for development and enforcement of student community standards, values and ethics in order to promote trust, fairness, mutual respect, and a harassment-free learning environment.

Strategy

- 1.3.1 The Office of the Vice President will assist the Office of Student Development (OSD) in interpreting and developing policies and procedures for campus

organizations and campus activities to promote fairness, responsibility, ethics, and mutual respect.

- 1.3.2 The Office of the Vice President will provide mentoring opportunities between DSA staff members and students in order to promote fairness, responsibility, ethics, and mutual respect.

Objective

- 1.4 Promote staff development, leadership, teaching, and training opportunities within the Division of Student Affairs.

Strategy

- 1.4.1 The Office of the Vice President for Student Affairs will implement various employee incentive programs. A task group will research other universities for possible programs and agreed upon programs will be implemented.
- 1.4.2 The Office of the Vice President will conduct an annual staff development day along with bi-monthly training workshops and monthly divisional staff meetings.
- 1.4.3 DSA Staff will be encouraged to attend professional workshops

Objective

- 1.5 Develop a work environment based on competitive hiring pay scales, employee development, and retention of a workforce of excellence.

Strategy

- 1.5.1 Gather relevant comparative pay level information and related professional associations' benchmark information.
- 1.5.2 Develop a comprehensive pay plan recommendation by area

Objective

- 1.6 The Office of the Vice President for Student Affairs provides an orientation program for new employees of the division.

Strategy

- 1.6.1 Program development by December 2002
- 1.6.2 All new division employees will participate in the orientation program within first month of employment

Goal

2. **To encourage a learning community in and beyond the classroom that promotes academic success as well as the personal and career development of students. Leadership participation and community involvement will be emphasized. Understanding and appreciating diversity will be embraced in order to prepare students for life after the university experience.**

Objective

- 2.1 To increase students' awareness, understanding, and appreciation of their own culture, perspectives and orientations and those which differ from their own.

Strategy

- 2.1.1 The Office of the Vice President will assist the OSD in developing various cultural events and celebrations that help educate students on different cultures, perspectives and orientations from their own.
- 2.1.2 The Office of the Vice President will help facilitate opportunities for community-based cultural organizations to involve students in their programs and activities.

Objective

- 2.2 To address student concerns through advocacy, mediation, education and provision of information.

Strategy

- 2.2.1 The Office of the Vice President will ensure that DSA departments resolve issues brought forward by students in a timely and effective manner.
- 2.2.2 The Office of the Vice President will process student appeals brought forth by the outcome of decisions made by the DSA departments.

Objective

- 2.3 To assist students in making career choices, securing professional employment and undertaking advanced study by supporting exploration of values and interests, development of skills and personal and academic decision-making related to their long-term goals.

Strategy

- 2.3.1 The Office of the Vice President will assist the C.H.A.P.s department by introducing local business contacts with staff and students for furthering internship, mentoring and employment opportunities.

Objective

- 2.4 To provide opportunities for students to engage in community service.

Strategy

- 2.4.1 The Office of the Vice President will foster and coordinate with local service clubs and organizations opportunities for students to participate in their events and activities.

Objective

- 2.5 Enhance staff and student use of technology for activities, programs, and services within the Division of Student Affairs.

Strategy

- 2.5.1 Provide current software and hardware to all staff
- 2.5.2 Provide training for applicable software to all staff.
- 2.5.3 Encourage the use of web pages to promote activities and programs.
- 2.5.4 Provide training in most operating systems and common software (MacOS, Windows (9x, NT), Linux), Adobe Photoshop, PowerPoint, Excel, Word, Outlook and Outlook Express

Objective

- 2.6 Student Affairs in collaboration with Information Technology will provide access to e-mail accounts, assistance with software questions and on-line service requests for students.

Strategy

- 2.6.1 Support the implementation of Dolphin email accounts for all California State University Channel Islands students during the 2002-2003 year.
- 2.6.2 Provide reliable and prompt service for personal computer equipment of all residents living in residence halls.
- 2.6.3 Establish a Help Desk available to all students.

2.6.4 Provide training in most operating systems and common software (MacOS, Windows (9x, NT), Linux), Adobe Photoshop, PowerPoint, Excel, Word, Outlook and Outlook Express.

2.6.5 Promote a competent netiquette for all residence hall users.

Objective

2.7 The Office of the Vice President with assistance from DSA departments, provides a uniform design for all online communication sources as well as printed materials.

Strategy

2.7.1 Standardize all on-line information to the look and feel of the corresponding print material to ensure a continuity of format and presentation.

2.7.2 Develop marketing literature in both print and on-line formats to educate students and divisional employees on all services available through Information Technology Services

Goal

3. **To offer programs and services for students that enhance their quality of life at CSUCI. In addition, the Division of Student Affairs will offer programs and services that foster positive relationships between members of the campus and surrounding communities.**

Objective

3.1 To provide community service and professional expertise in Ventura County and surrounding communities.

Strategy

3.1.1 The Office of the Vice President will coordinate meetings within the community for CSUCI students, staff/faculty, with local government representatives, civic organizations, and other concerned citizens to address issues on personal and public safety, housing, and the physical environment of Ventura County and to plan and implement community education programs to enhance the quality of life.

Objective

3.2 To offer a variety of culturally and academically oriented programs and activities that are accessible to students, staff, faculty, and community members on campus, in Camarillo, and surrounding communities.

Strategy

- 3.2.1 The Office of the Vice President will enhance the community's perception of the university by actively encouraging Ventura County residents to attend and participate in a variety of cultural programs offered at CSUCI.

Objective

- 3.4 To provide civil, business, public agencies and non-profit organizations an opportunity to benefit CSUCI student volunteers.

Strategy

- 3.4.1 The Office of the Vice President will encourage participation of students and organizations to work in the local communities, as well as disseminate community requests for internships to students and appropriate campus agencies.