1. **Program-Department Name** – International Student Program

2. **Program-Department Mission Statement**: The International student mission is to be dedicated to a meaningful educational and cultural experience for international students enrolled at SCC. In partnership with staff, faculty administration, we will strive to ensure that our students are enriched academically, socially and culturally and that in the process, we will make a significant contribution to cross-cultural understanding and exchange.

3. **Student Learning Outcome(s)**: After learning about the F-1 immigration rules and regulations during the New International Student Orientation, international students will demonstrate knowledge of Department of Homeland Security Rules and Regulations related to F-1 Visa students.

4. **Methods**: Prior to the International Students' Fall Orientation, a 13 question survey was given to new students to determine if they had any knowledge of F-1 students' Rules and regulations. The same survey was given to the students after the Immigration Workshop.

**With criteria for each outcome**: The criterion is to determine whether International students had any knowledge of the Rules and Regulations that they have to follow to maintain their F-1 status before they arrived in the U.S. The criteria post the survey, was that all the students know the F-1 Rules and Regulations as mandated by the U.S. Department of Homeland Security (USDHS) in order to maintain their F-1 status.


- **Identify who is responsible for doing each step in the evaluation process (list all of the assessment process)**: The survey was implemented during the International Student Orientation held in August 2016, January 2017 and was put together by the International Student Program Coordinator and was approved by the Dean of Enrollment and Student Support Services.

- **Outline the timeline for implementation**: The survey was implemented during fall of 2016 (August), spring 2017 (January) and was distributed and implemented by the International Student Coordinator.

- **Identify who will be evaluated; the intended target population to be evaluated was the new International Students that attended the new student orientation. A total of 61 new students were surveyed.**

- **Identify who is the intended user of the data that will be collected**: The data collected will be used by the International Student Program to measure the effectiveness and content of the Immigration workshop during the new student orientation.
6. **Results**

Summarize the results for the outcome: Pre and Post survey: Before and after the workshop, students were asked to answer the following 13 survey questions:

1. Do you know how many units International students are required to take in the spring and fall semester?
2. Can international students drop classes below the required units?
3. Do you know the minimum grade point average (GPA) International students are required to maintain in every course work?
4. Can International students work on Campus?
5. Can International students work off campus?
6. Do you know what Optional Practical Training (OPT) is?
7. Do you know how many semesters’ International students are allowed to complete their program?
8. Do you know when to turn in a doctor’s confirmation of medical leave?
9. Do you know if medical Health Insurance is required for International student?
10. Do you know what to do before you travel outside the U.S.A?
11. Do you know what to do if you change your address and phone #?
12. Do you know how to make an appointment to see a counselor?
13. Do you have to meet with an academic counselor before you enroll for classes?

Out of the 61 students evaluated, the results were as follows:

Pre- Survey: 10% of the students surveyed had some knowledge of the F-1 Rules and Regulations and 90% did not.

Post- Survey: 80% of the students surveyed had acquired the knowledge of the F-1 Rules and Regulations. They expressed confidence that they did attain the knowledge necessary to maintain their status.

**Summarize the process to verify/validate the results:** Before the Immigration workshop, majority of the students did not have knowledge of the F-1 Rules and Regulations. After the Immigration workshop all students had knowledge of the rules and regulations that govern the International Student F-1 status.

7. **Decisions and Recommendations**

Summarize the decisions/recommendations made for each outcome: The result of the survey indicate that the Immigration workshop was effective in conveying the knowledge to students regarding the rules and regulations that are necessary to maintain the student F-1 status.

The recommendations made for the outcome is, to continue conducting Immigration workshops during the New International Student Orientation, and to give a copy of immigration PowerPoint presentation, the International Student Handbook and a copy of the International Program Student Policy and Procedures to students. Students can use the PowerPoint and the handbook as a tool to refer to when they are not sure of the F-1 rules and regulations that pertain to F-1 students.
It is important for students to have a document at hand to refer to as needed throughout the time they are enrolled at SCC. Having this reference guide will help in reducing the number of students dropping below 12 units and, or, falling below the required GPA of 2.0.

Identify the groups who participated in the discussion of the evidence that led to the recommendations and decisions: The International Student Coordinator and the Dean of Enrollment and Student Support Services participated in the discussions that led to the recommendations and decisions.

Summarize the suggestions for improving the assessment process (including improvement of outcome, evaluation methods, criteria, etc.): It is recommended that the immigration workshop continue to be given at every new international student orientation. As currently, only those who make it to orientation are benefiting from this information we will also send reminder emails to all students once a semester. We recognized that we will always have late incoming freshman who need to be made aware of this information therefor, to make sure all students have access to immigration updates, we will require late incoming students to attend this workshop the following term orientation. We would like to achieve 90% to 95% or higher of students who have better knowledge of regulations to maintain their status in compliance of rules and regulations that can only be accomplished if we have more than one staff member. It is also recognized, as the program size is growing we are getting busier and busier it will be hard to educate all the students with the rules and regulations. This self-funded program is experiencing tremendous growth (in 4 years we’ve gone from 9 international students to approximately 100) and staffing thresholds are necessary as the program expands. This year alone the program is expected to generate between $650-700K with a program budget of $215,000. This program is providing additional revenue to the College’s general fund and can sustain the funding for this new full-time position. We cannot compromise the quality of the program with continued student growth and inadequate staff support.

Identify when each outcome will be evaluated again (if the outcome is to be retained): The outcome will be ongoing.

Identify those responsible for implementing recommended changes: With the final approval of the Dean of Enrollment and Student Support Services and the International Student Coordinator will be responsible for the implementation of the recommended changes.