



**COMMUNITY COLLEGE OF
ALLEGHENY COUNTY**

ALL IN Challenge

Democratic Engagement Action Plan

**Community College of Allegheny County
808 Ridge Avenue**

Pittsburgh, Pennsylvania 15212



EXECUTIVE SUMMARY

Since joining *The Democracy Commitment* in 2011, the Community College of Allegheny County (CCAC) has become actively involved with working to reduce apathy, increase engagement and graduate civic-minded students prepared to solve the community's, the nation's and the world's most pressing challenges related to enhancing democracy and social justice. CCAC has four campuses with each having an associated center. All students regardless of whether they are enrolled at one of the campuses/centers or on-line are encouraged to participate in community and civic engagement activities. At CCAC, civic engagement is not just about politics. The College has a general definition of civic engagement: Any activity that encourages students to become active citizens involved on their campus/centers, in their communities or in the wider world is considered civic engagement. The College also has a civic purpose. CCAC's civic purpose is to cultivate a sense of community by:

- Promoting intentional service activities for students, staff and community.
- Bringing awareness of the issues associated with social justice and their impact on democracy.
- Helping students develop civic literacy as well as self-awareness as global citizen.

The All IN Democracy Challenge plan, which is designed to include the time period of September 1, 2017 through December 31, 2018, is guided by the College's Community and Civic Engagement Team. The Plan consists of four goals and seventeen objectives/actions related to voter registration, voter education, voting, and community and civic engagement activities. This Plan is an eighteen month plan to provide the students, faculty and staff sufficient time to implement the goals as the nation participates in the mid-term election.

LEADERSHIP

The All In Democracy Challenge Plan was drafted by the members of the College's Community and Civic Engagement Team that is composed of students, faculty and administrative staff from all four of the College's Campuses. This Team works to increase civic learning and democratic engagement by identifying programs and services that will increase student involvement with legislative processes; working to increase efforts to improve the social, economic, political and educational opportunities for students experiencing materials needs; and/or providing services to improve the lives of citizens in the communities served by the College.

The Community and Civic Engagement Team members who developed the Plan are:

Rick Adams, Assistant Vice-President for the Frieda Shapiro Center for Learning Through Service
Mary Frances Archey, Executive Director for Strategic College Initiatives
Janet Colville, Professor of Nursing, Allegheny Campus
John Dziak, Assistant Professor of Biology, Allegheny Campus and President of AFT (faculty union)
Ebony English, Professor of Social Work, Allegheny Campus
Barbara Evans, Associate Dean of Academic Affairs, South Campus
Julia Fennell, Professor of English, South Campus and College Honors Director
Angela Gaito-Lagnese, Associate Professor of English and Allegheny Campus Diversity Officer
Irene Grimm, Librarian, South Campus
Aaron Hoffman, Professor of History, Boyce Campus and The Democracy Commitment College Coordinator
Srujana Kanjula, Professor of Sociology and North Campus Honors Coordinator
Christine McQuaide, Student Development Specialist, Allegheny Campus
David Misra, Adjunct Professor of Political Science
Sahara Muhina, Student, Allegheny Campus
Shailja Patel, Student, Allegheny Campus

Surbhi Sharma, Student, Allegheny Campus
Ginger Underwood, Student Success Coach, Specialized Programs, ACT 10, Allegheny Campus
Tomi Waters, Associate Dean of Academic Affairs, Boyce Campus

The institution's work to coordinate and oversee increasing civic learning and democratic engagement is overseen by three individuals with the support of Dr. Quintin Bullock, President of CCAC. They are:

Rick Adams, Assistant Vice President for the Center for Learning through Service
Mary Frances Archey, Ed.d./NCC, Executive Director for Strategic College Initiatives
Aaron Hoffman, Ph.D, Professor of History and The Democracy Commitment College Coordinator

The Community and Civic Engagement Team is responsible for identifying a variety of programs and services that are implemented throughout the College by a number of College-wide and Campus-specific Offices/Organizations including but not limited to:

Campus Student Life Offices
Campus Diversity and Inclusion Sub-Committees
Center for Learning through Service
Education Training Advisory Board (part of the Allegheny County Human Services Department)
Honors Program
Men of Merit
Military and Veterans Services
Office of Diversity and Inclusion
Office of Government Relations
Office of Strategic College Initiatives
Phi Theta Kappa
Pittsburgh Community Services, Inc.
Student clubs and organizations (Approximately 86 active groups each semester)

Members of the Team are identified by position and/or advanced by the Campus Presidents. The Team members may also recommend members for the Team while others can volunteer to serve on the Team. Since the Team meetings are generally held via Teleconferencing to include members from all locations without requiring anyone to leave their Campuses/Centers, the membership is generally kept to between 35 and 40 members.

In addition to the College's students, faculty and staff, Community and Civic Engagement is enhanced through the College's participation with a number of outside partners including:

AmeriCorps, VISTA
Campus Compact
Education and Training Advisory Board (Allegheny County Department of Human Services)
Goodwill of Southwestern Pennsylvania
Greater Pittsburgh Community Food Bank
Pittsburgh Community Services Inc.
Pittsburgh Justice Collaborative (Drug Policy/Criminal Justice Reform)
The Democracy Commitment
TurboVote
Urban League (community based organization that advocates for voter registration and social justice)

COMMITMENT

The Community College of Allegheny County is committed to Civic Engagement as the College has a general education goal to increase civic learning and democratic engagement. It states:

Culture, Society and Citizenship

Describe and explain behaviors and beliefs of various populations throughout the United States of America and the world.

1. Discuss the role of diversity and equity in the context of the United States of America and the world.

...

5. Explain the nature of a democratic society.

6. Articulate the values of civic engagement, community involvement and the role of service.

This goal is included in the College's catalog, on the website, and in the process for conducting academic Program Reviews. The faculty and administrators working with each academic program must address how the goal of Culture, Society and Citizenship is implemented in the program.

The efforts related to civic engagement especially as it relates to voter registration and education continues each year as Pennsylvania has elections each November with state and local officials running and various referendum items placed on the ballot. The actions around voter engagement during the “off year elections” are generally conducted through the Honor’s Program, which has coordinators on each of the Campuses.

To communicate the activities of the institution and to recognize some of the Campus/Center community and civic engagement activities, the College has a Community and Civic Engagement Newsletter that is distributed electronically to all of the faculty, staff and student members of the Community and Civic Engagement team.

LANDSCAPE

The College currently participates in a number of activities and events related to civic learning and democratic engagement throughout the College including, but not limited to, activities that can be loosely grouped in three categories: institutional, academic and co-curricular.

Institutional

- Participation in a Day of Service and Remembrance on September 11th
- Celebration of the U.S. Constitution on September 17th
- Honoring through service Martin Luther King, Jr. Day each January
- Since 2011, CCAC has been a member of The Democracy Commitment (TDC) and had faculty, students and staff attend a number of national conferences and recognition ceremonies; the Community and Civic Engagement Team was established to support TDC and other civic activities along with selecting a theme for the College’s focus each year
- Voter registration campaigns have been held at the College for years with community based organizations conducting the registrations before TurboVote and the Honors students assuming this activity
- A book related to social justice is identified each year as part of the One College, One Community Reads initiative that was initially funded through a Big Read Grant from the National Endowment for the Arts and is now supported by the institution

- The College has opened two Food Pantries and is in the process of planning for two additional Food Pantries
- The College has a faculty Coordinator for The Democracy Commitment who:
 - Advances questions for and monitors the Democracy Boards
 - Promotes civic engagement activities with the faculty
 - Presents programs on the importance of civic and community engagement at programs such as the Student Leadership Day
- A VISTA (Volunteers in Service to America) staff member has been employed for two years to work with the America Reads Program. An application submitted to retain this position for a third year. In addition, an application has been submitted to hire a second VISTA staff member to work with the College's Food Pantries
- For the last two years the College has administered as a member of The Democracy Commitment the Higher Education Civic Outcomes Survey under the direction of Dr. Mallory Newell from DeAnza College
- The College participates in the Community College Survey of Student Engagement by administering the Survey every two years
- The College conducted as a pilot study in 2015 and then participated fully in the National Study of Learning, Voting, and Engagement Survey (NSLVE)
- Information on DACA (Deferred Action of Childhood Arrivals) has been shared with students, faculty and staff through writing to legislators and showing of the video: *Beyond the Dream* prepared by Roadtrip Nation
- The Labor & Management Initiative at the College conducts semi-annual lectures open to the students, faculty, staff and general public that often focus on topics related to civic engagement such as the one held on October 27, 2017 on the State of the State that featured four State legislators
- During the 2016-2017 academic year the College adopted a CCAC Chosen First Name Policy and is conducting workshops related to this new Policy and the issues facing LGBTQIA students
- The College supports The Democracy Commitment by having Dr. Aaron Hoffman serve on the Council for Campus Coordinators and Dr. Mary Frances Archey serve initially on the Steering Committee and now on the National Advisory Board

Academic

- The students in the Honors Program conducted voter registration
- Each academic department must report on activities to implement the College's general education goal of Culture and Society when completing its Program Review
- Many faculty incorporate service-learning requirements into their courses

- The John Dziak Faculty Development & Engagement Fund was established during the 2012-2013 academic year to provide four faculty members with up-to \$500 to promote faculty innovation with the goal of increasing student engagement in community and/or civic activities
- A \$40,000 fund (\$10,000 for each Campus) was established as part of the 2017 AFT Contract Negotiations to support faculty who want to implement student engagement activities as part of their classes

Co-curricular

- Student clubs and organizations are required to incorporate a service project into their list of activities in order to obtain funding from the College's Student Development fund that is managed by Student Government
- The College is completing its second year of a potential three year grant to fund a staff member through AmeriCorps/VISTA who has identified students funded through the federal work study program to serve as tutors through the America Reads program with Martin Luther King, Jr. Elementary School
- The Military and Veterans Office through student clubs on each Campus implement various programs to help veterans and often other members of the community in need to obtain food, clothing, hot showers, housing, etc.
- Students in Phi Theta Kappa are required to perform at least one service project each semester
- The College has a Student Engagement Transcript for students to record their involvement with community and civic engagement activities
- Beginning with the Fall, 2017 semester, the College adopted an annual Unity Day where there are walks, reviews of student poems and art work/photography, awareness campaigns of current and pertinent social issues and socializing

The National Study of Learning, Voting and Engagement (NSLVE) data is used to assess civic engagement. The data related to voting showed in part:

From the 2014 NSLVE Voting Summary the average voting rate for CCAC was 19.2 % compared with the average for all institutions of 19.1 %.

The 2016 voting rate for CCAC was 58.4 % compared with a 50.4 % for all institutions. The rate in 2012 for CCAC was 52.7 %.

The responses to questions on the NSLVE Survey from the March, 2017 administration of the Survey will be compared to those from March, 2018, to determine if there have been changes in student engagement. The specific items to be reviewed are:

- Participation in a group of organizations
- Make a speech or presentation
- Volunteering in their community
- Participation in a local, state or national campaign
- Registered to vote
- Participation in a racial/ethnic organization
- Voting in a college or community election

Information from the *Community College Survey of Student Engagement (CCSSE)* will also be used to assess civic engagement. The CCSSE is administered every three years with the last administration being in 2016. The responses from the 2018 Survey on the questions, such as those below, will be compared to those from 2016 to see if the students are more engaged.

4. In your experiences at this college during the current school year, about how often have you done each of the following? Very often, Often, Sometimes or Never
 - ...
 - i. Participated in a community-based project as a part of a regular course
 - ...
 - s. Had serious conversations with students of a different race or ethnicity other than your own
 - t. Had serious conversations with students who differ from you in terms of their religious beliefs, political opinions, or personal values

GOALS and STRATEGIES

The short-term goals for the ALL IN Democracy Plan are:

1. Voter Registration: Register 80 CCAC students who are not registered to vote.
2. Voter Education: Create opportunities for 200 CCAC students to become better informed about voting.
3. Voting Goal: For the 2018 election, have 60 per cent of the registered students vote.
4. Civic and Community Engagement: Identify and strengthen CCAC's community and civic engagement on-going activities.

These are all incorporated on the template that has been designed by the Community and Civic Engagement Team of the College to identify each goal, outline the strategies/activities to achieve the goal, identify a person/office responsible for implementing the activity, and providing space to report progress. This information is provided in Appendix A.

Based upon the results of the progress on reaching the goals in this Plan, the long term goals for over the next 10 years that the College hopes to achieve include:

1. Develop a systematic method for engaging students with voter registration, voter education and voting
2. Create a college-wide calendar of service projects
3. Establish a Center for Community and Civic Engagement (CCCE)
4. Create a Community and Civic Alumni Service Corps (CCASC)
5. Host a Pennsylvania Community and Civic Engagement Conference

Through the implementation of the short-term and long-term goals, the College intends that the knowledge, skills and capacities outlined in the General Education Goal of **Culture, Society and Citizenship** are met so that all students and graduates will be active and informed citizens taking part in their community, the region, state, nation, and/or internationally. Over the next ten years the College anticipates that the majority of the students will be actively engaged in community and civic activities and document this involvement through the use of the Student Engagement Transcript. This document, which can accompany the academic transcript, chronicles the out-of-class activities of students that are recorded by members of the College's staff.

STRATEGY

The College's template for the goals and activities to implement them identifies a person, office or program that will be responsible for implementing the activity, and provides a space for reporting the progress on the actions to implement the activity. This information is provided in Appendix A.

REPORTING

In keeping with the College's Strategic Planning Process, the strategies outlined in the ALL IN Democracy Challenge Plan will be reviewed quarterly by the individuals/offices/programs designated as responsible for the activities and results submitted to the Chair of the Community and Civic Engagement Team. The results of this review will be reported to the College President, Dean of Student Development who coordinates Student Life for the College, and all members of the Community and Civic Engagement Team. If any activities are behind in implementation, an action plan will be developed to be implemented during the next quarter to attempt to have the activity remain on schedule. Based upon the progress reports advanced during the third quarter, work will begin on identifying the goals and activities for the next plan.

The Plan and Quarterly Up-Dates will be posted to the Community and Civic Engagement website, which is part of the College's public website. In addition, any formal reports used to implement the Plan will be made public such as the NSLVE Report.

EVALUATION

The progress report for the 4th quarter of the 2017-2018 academic year will serve as the evaluation for the over-all Plan. This information will be assessed by the full membership (approximately 35 students, faculty and staff) of the College's Community and Civic Engagement Team. By the 4th quarter of the academic year all activities should be fully implemented including the development of an assessment system to implement the activity under goal 4 which reads to: "Determine how to assess the impact of a community or civic engagement activity." The process developed for assessing the impact of community or civic engagement activities, if possible, will be used to also evaluate the overall Plan.

By evaluating this eighteen month Plan, the strengths and challenges faced by the College in increasing overall community and civic engagement should be identified so that necessary adjustments in the allocation of resources, program priorities, etc. can be made to enhance student involvement in these vital areas.

Questions related to this Plan should be addressed to:

Mary Frances Archey, Ed.D./NCC
Executive Director for Strategic College Initiatives
marchey@ccac.edu
412.237.4559
808 Ridge Avenue
Pittsburgh, Pennsylvania 15212

APPENDIX A

ALL IN Democracy Challenge Civic and Community Engagement Plan—2017-2018

GOALS AND ACTIVITIES

The CCAC Plan focuses on goals and activities related to four areas: 1) Voter Registration, 2) Voter Education, 3) Voting, and 4) Civic and Community Engagement Initiatives. The specific goals and activities are outlined below. Each activity is to be implemented on each Campus with Campus staff being responsible for involving the students from its related Center.

Voter Registration Goal: Register 80 CCAC students who are not registered to vote.

Activities	Measurement	Responsible Office/Person	Progress
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<p>Conduct Voter Registration on National Voter Registration Day, September 26th.</p>	<p>Number registered: South: Turbo Vote: 3/Paper registration: 6 (9) North: Turbo Vote: 2/Paper registration: 10 (12) Boyce: Turbo Vote: 0/Paper registration: 11 (11) Allegheny: Turbo Vote: 4 registrations, 1 notification (5)</p> <p>Total registrants: 36 Total notification sign up: 1</p> <p>Total interactions: 37</p> <p>Registrations conducted by 20 Honor students and the Honors Director</p>	<p>CCAC Honors Program</p>	<p>Action completed for September, 2017</p>
<p>Hold a Spring Voter Registration Drive in conjunction with President's Day</p>	<p>Number registered</p>	<p>Directors of Student Life</p>	
<p>Invite a group such as the Fair District Representation, PA to the College to show how voting impacts students in relation to items such as student loan debt.</p>	<p>Group invited and programs held on all 4 Campuses</p>	<p>David Misra</p>	

Set-up a voter registration table at all government/civic engagement events and provide information for new voters	List of government/civic engagement events held and reports maintained if a voter registration table was set-up	Directors of Student Life	
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Voter Education Goal: Create opportunities for 200 CCAC students to become better informed about voting.

Activities	Measurement	Responsible Office/Person	Progress
Use TurboVote to register new voters and to provide voting related information to those already registered to vote	Number of students who used TurboVote between Aug, 15, 2017 and May 15, 2018	Mary Frances Archey	
Invite a theatrical group (or other creative approach) to teach about voting and its importance	Theatrical group (or other creative approach) holding presentations on each of the Campuses	Rick Adams	

Hold a panel presentation on being politically involved that could include: information on party platforms for Democrats, Republicans, Libertarians, Independents, Socialists, etc.; inviting party chairs to discuss party platforms; changes in party platforms over the years (if any); volunteering to work for a candidate and/or to attend local political meetings such as County Council	Panel presentations being held on each of the Campuses	Rick Adams	
Students conduct debates on political issues that are open to members of the community	Debates held on each of the Campuses	Rick Adams	
Explore adding information on electoral engagement in the syllabus of the First Year College Class, i.e., College 101	Staff preparing the College 101 syllabus approached about adding electoral engagement to the First Year College Class syllabus	Tomi Waters	
Conduct a program to explain how the Electoral College works	Program on how the Electoral College works being held on each Campus	Ginger Underwood—Allegheny Aaron Hoffman—Boyce David Misra—North and South	

Voting Goal: For the 2018 election, have 60 per cent of the registered students vote.

Activities	Measurement	Responsible Office/Person	Progress
Create a Pledge card by working with the Art/Graphics Department for students to sign as their commitment to vote	Pledge created.	Aaron Hoffman	
Provide an incentive such as free coffee for students who submit their voting stub	Incentive program developed	Aaron Hoffman	
Monitor the NSLVE Report	Data from the NSLVE Report analyzed	Mary Frances Archey	

Civic and Community Engagement Initiatives Goal: Identify and strengthen CCAC's community and civic engagement on-going activities.

Activities	Measurement	Responsible Office/ Person	Progress
Catalog community and civic engagement activities held in common across the college	Catalog developed	Mary Frances Archey	
Determine how to assess the impact of a community or civic engagement activity	Assessment system developed	Ebony English	

<p>Identify for each Campus and Center two of the most impactful community and civic engagement events/activities that are undertaken annually.</p>	<p>List of the most impactful community and civic engagement events/activities developed</p>	<p>Tomi Waters and Barbara Evans</p>	
<p>Enhance the College's Community and Civic Engagement Tool Kit including such items as using TurboVote and the Student Engagement Transcript</p>	<p>Tool Kit up-graded</p>	<p>Aaron Hoffman</p>	