



2014-15 Service Area Program Review

DEPARTMENT/PROGRAM	District Counseling
DESCRIPTION/PURPOSE	<p>Provide academic and vocational counseling to students that do not participate in categorical programs (i.e. EOPS, Student Support Services [SSS], Transfer Center [TC], etc.). Counselors are committed to aiding each student in establishing, clarifying and pursuing personal, educational and career goals. The primary responsibility of the counseling staffs to provide counseling support for students, faculty and the campus community.</p> <p>Counselors can assist students with a variety of issues such as Comprehensive Student Education Plan (CSEP) development via Degree Works program on and off campus resources.</p>
SUBMITTED BY:	Trinidad J. Argüelles, Counseling Chair
AREA DEAN/DIRECTOR	Ted Ceasar, Dean of Counseling

AREA VICE PRESIDENT

I. INSTITUTIONAL GOALS

INSTITUTIONAL GOAL 1	INSTITUTIONAL GOAL 2	INSTITUTIONAL GOAL 3	INSTITUTIONAL GOAL 4
<p>INSTITUTIONAL MISSION AND EFFECTIVENESS The College will maintain programs and services that focus on the mission of the College supported by data driven assessments to measure student learning and student success.</p> <p><u>1.1</u> Develop system and procedure that establish the mission of the college as the central mechanism for planning and decision making.</p> <p><u>1.2</u> Develop an institutional score card to assess student learning that drives integrated planning and resource allocation.</p> <p><u>1.3</u> Develop system and procedure to ensure that the college maintains a collegial and self reflective dialogue that improves effectiveness.</p> <p><u>1.4</u> Develop systems that are inclusive cyclical and understood by all stakeholders.</p>	<p>STUDENT LEARNING PROGRAMS AND SERVICES The College will maintain instructional programs and services which support student success and the attainment of student educational goals.</p> <p><u>2.1</u> Ensure that all instructional programs, regardless of location or means of delivery, address and meet the current and future needs of students.</p> <p><u>2.2</u> Review program learning outcomes</p>		

II. PROGRAM GOALS

A. PAST EVALUATION OF PREVIOUS CYCLE OBJECTIVES/PROGRAM GOALS (SET IN PREVIOUS YEAR)

List your previous objectives/goals and associated institutional goals. All program goals must address at least one of the institutional goals.

1	PAST PROGRAM GOAL #1	INSTITUTIONAL GOAL(S) <small>(Select one primary goal.)</small>
	Identify Program Goal and Budget request, if any, from the Program Review completed in 2013-2014 (Section II C): Offer daily drop-in appointment availability.	<input type="checkbox"/> 1 Mission & Effectiveness <input type="checkbox"/> 1.1 <input type="checkbox"/> 1.3 <input type="checkbox"/> 1.2 <input type="checkbox"/> 1.4 <input checked="" type="checkbox"/> 2 Student Learning Outcomes
<input checked="" type="checkbox"/> Met	<input type="checkbox"/> Partially Met	<input type="checkbox"/> Not Met

Describe how this program goal increased student achievement and/or program effectiveness in 2014 or 2015:

A daily rotation of district-funded counselors that will take a drop-in appointment was created in an attempt to reduce the amount of students making appointments to obtain answers to quick and simple questions and/or services. Moreover, prospective students that visit the campus will have a counselor ready to provide an Abbreviated Student Education Plan (ASEP) and/or specific information regarding courses.

Historically, 30-minute drop-in appointments were available to prospective, new, and returning students during a period of two weeks a semester at registration. The registration.

2

PASTPROGRAMGOAL#2

INSTITUTIONAL
GOAL(S)
(Selectneprimarygoal.)

3

PAST PROGRAM GOAL #3

INSTITUTIONAL GOAL(S)

(Select one primary goal.)

Identify Program Goal and Budget request, if any, from the Program Review completed in 2013-2014 (Section II C):
Starfish Implementation

1 Mission & Effectiveness

1.1 1.3
 1.2 1.4

2 Student Learning Outcomes

2.1 2.4
 2.2 2.5
 2.3 2.6

B. PRESENT DATA ANALYSIS AND PROGRAM HEALTH ACCREDITATION

1. Use data pertinent to your program/department. Include qualitative and quantitative data. Use survey evaluation results and other relevant data to assess program/department effectiveness. Evaluate the



c. Opportunities

Discuss opportunities for program improvement.

Create a weekly meetings with reception staff to improve

The hiring of an additional District Counselor will increase the number

C. FUTURE LIST OF “SMART (SPECIFIC, MEASURABLE, ATTAINABLE, RELEVANT, TIME LIMITED) PROGRAM OBJECTIVES FOR NEXT ACADEMIC YEAR TO ADDRESS PROGRAM IMPROVEMENT, GROWTH OR UNMET NEEDS/GOALS. ALL PROGRAM GOALS MUST ADDRESS AT LEAST ONE OF THE INSTITUTIONAL GOALS.

FUTURE PROGRAM GOALS (Describe future program goals List in order of budget priority.) You are not required to list 3 goals Only list/identify goal that are viable in one year time or can be carried over a number of program cycles. Objectives should either: 1. Increase or efficiency 2. Reduce costs or 3. Contribute to student enrollment and/or success.		INSTITUTIONAL GOAL(S) (Select one primary institutional goal)
1	2015-2016 PROGRAM GOAL #1 Budget Priority #1	INSTITUTIONAL GOAL(S)
	Identify Future Global Goal: The full implementation of Starfish Retention Solutions by January 2015 Objective: The objective of the implementation of the Starfish software is to improve retention rates of students that are at risk of failing by using its features as a tool that would expedite communication between the success network members of each student which	<input checked="" type="checkbox"/> 1 Mission & Effectiveness <input checked="" type="checkbox"/> 1.1 <input type="checkbox"/> 1.3 <input type="checkbox"/> 1.2 <input type="checkbox"/> 1.4 <input checked="" type="checkbox"/> 2 Student Learning Outcomes <input type="checkbox"/> 2.1 <input type="checkbox"/> 2.4 <input type="checkbox"/> 2.2 <input type="checkbox"/> 2.5 <input checked="" type="checkbox"/> 2.3 <input type="checkbox"/> 2.6 <input checked="" type="checkbox"/> 3 Resources <input type="checkbox"/> 3.1 <input checked="" type="checkbox"/> 3.4 <input checked="" type="checkbox"/> 3.2 <input type="checkbox"/> 3.5 <input type="checkbox"/> 3.3 <input type="checkbox"/> 4 Leadership & Governance <input type="checkbox"/> 4.1 <input type="checkbox"/> 4.4 <input type="checkbox"/> 4.2 <input type="checkbox"/> 4.5 <input type="checkbox"/> 4.3

<input type="checkbox"/> OneTime <input type="checkbox"/> Recurring	<input type="checkbox"/> GeneralDistrict <input type="checkbox"/> Categorical(Specify)	\$ _____
B. Describe task and select the resource committee that will review your enhanced budget request (if applicable)		
<input type="checkbox"/> Facilities <input type="checkbox"/> Marketing <input type="checkbox"/> Technology <input type="checkbox"/> Professional Development <input type="checkbox"/> Staffing		
Timeline:		
ExpenseType <input type="checkbox"/> OneTime <input type="checkbox"/> Recurring	FundingType <input type="checkbox"/> GeneralDistrict <input type="checkbox"/> Categorical(Specify)	BudgetRequest \$ _____
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Timeline:		
ExpenseType <input type="checkbox"/> OneTime <input type="checkbox"/> Recurring	FundingType <input type="checkbox"/> GeneralDistrict <input type="checkbox"/> Categorical(Specify)	BudgetRequest <u>\$ _____</u>

OneTime
 Recurring

GeneraDistrict

FUTURE PROGRAM GOALS

(Describe future program goals List in [mm4419298105075872002](#) Tj /DTZ 70002267601TDF (p.34719098005B7.58f72642 198.09)

