

Task Details Report

Planning Unit: Counseling
Unit Manager: Lead Faculty, Counseling

Objective: 169 - Equipment, technology and facilities requests for Counseling

Objective Description:

Use this objective to request supplies, equipment, technology or facilities improvements. To request equipment, Edit the "Purchase equipment" Action Plan and click the "Request Resources" button to enter the details of your equipment request. Be sure to indicate whether additional space will be needed to accommodate the requested equipment, or whether it will require maintenance agreements and or support personnel. Facilities requests may be for changes to custodial services, maintenance, remodeling, or new construction. Create a new Action Plan for each facilities request. In the description/justification be sure to indicate whether the request is for ADA or safety-related concerns.

Start Date: 3/31/2015	Task Type: Departmental Action Plan	Priority Level: High	Task Order: 1
Due Date:	Completion Date:	Task Status: New	Budget: \$2,616

Purchase instructional equipment and/or technology to enhance student learning and success.

The Counseling Department is requesting to purchase two additional laptops, bringing the total laptops of the Department to five. This will enable Counselors to utilize laptops for instruction in the teaching of CRER courses, and to utilize laptops at various events, both on and off campus.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
ITech	Counseling	Laptop	\$2616.00	\$2598.00

Assignment Details:

Name:	Email:
Bricker, Lizette	brickerl@smccd.edu

Task Details Report

Planning Unit: Counseling
Unit Manager: Lead Faculty, Counseling

Objective: 234 - Personnel requests for Counseling

Objective Description:

Use this objective to propose new positions. Create a new "action plan" below. Describe the position you are requesting and provide a justification for this request.

Start Date: 8/22/2016	Task Type: Resource Request	Priority Level: High	Task Order: 1
Due Date:	Completion Date:	Task Status: New	Budget: \$0

Our goal is to increase staffing stability in the Counseling Department by converting two of our full-time grant/categorical funded Counselor positions to full-time tenure-track faculty positions. These two positions are the College for Working Adults (CWA) Counselor and the Basic Skills Counselor. Both positions have experienced high turnover since their inception, often losing staff to tenure-track positions at other colleges. For example, the CWA program began in 2011 and has had 5 different counselors in as many years. Over the same period, CWA grew from 22 to 192 students. Our CWA students have a unique set of counseling needs because students tend to be older, employed full-time, with a mix of previous coursework and institutions.

Likewise, we have had excessive turnover in our Basic Skills Counselor position - four different counselors in the past 5 years. Counselor turnover disrupts services to a high-need student population: ESL students, Basic Skills students, students on probation and dismissal and many of our CTE students. This Counselor utilizes an assertive role with students - visiting classrooms, interacting with faculty, conducting student outreach and proactive registration. Consistency in counseling services is critically to increasing retention and goal completion of this population.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
NIPers	Counseling	FT Tenure-track CWA and Basic Skills Counselors	\$0.00	\$0.00

Assignment Details:

Name:	Email:
Carranza, James	carranza@smccd.edu
Bricker, Lizette	brickerl@smccd.edu
King, Phillip	kingp@smccd.edu
Rana, Anniqua	rana@smccd.edu

Task Details Report

Planning Unit: Counseling

Unit Manager: Lead Faculty, Counseling

Objective: 299 - Strategic action plans for Counseling

Objective Description:

Use this objective to describe the action plans that your program intends to implement. Scroll to the "Action Plan and Required Resources" section and click the Add button. Describe your plan. Be sure to describe any research or training you will need to accomplish these plans. Then select PRIE and/or Professional Development in the "Units Impacted" section.

Task Details Report

Start Date: 8/18/2015	Task Type: Departmental Action Plan	Priority Level: High	Task Order: 1
Due Date: 2/28/2017	Completion Date: 2/28/2017	Task Status: In Progress	Budget: \$0

We plan to keep the same SAO's and SLO for the next review cycle.

SAO - Utilize a student survey to insure that students are satisfied with their counseling appointment.

Methodology: The Welcome Desk will give the survey to students when they come in for their counseling appointments in the first two weeks of February (after the drop in period). Students will complete the survey after the counseling appointment and return it to the Welcome Desk.

SLO - As a result of the counseling appointment, new or returning matriculating students will know what classes to take to meet their educational goal.

Methodology: A pre and post survey will be utilized. Students will respond to the survey question, "I know the classes to take this semester to meet my educational goal". They will be first asked this question at orientation and again after the counseling appointment to assess the learning outcome.

SAO - Insure that students who complete registration are also enrolling for classes.

Methodology: All students who complete the matriculation process (application, orientation, assessment, counseling) will be monitored to determine if they followed up with registration. Students who have not registered, will receive contact informing them that they are "registration ready". Data will be collected to determine if monitoring and contacting students results in higher registration rates.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
Lead Faculty, Counseling	darafshi@smccd.edu

Task Details Report

Planning Unit: Counseling
Unit Manager: Lead Faculty, Counseling

Objective: 533 - Increase the stability and capacity of counseling services.

Objective Description:

Action Plans contained under this objective are:

1. Request to convert the CWA and Basic Skills Counselor positions to full-time tenure track positions.
2. Request to expand professional development opportunities for Counselors.
3. Technology equipment request for two additional laptops so that all 5 full-time Counselors have access to a laptop.
4. Continuation of Counseling SAO's and SLO's to insure student access and satisfaction with counseling services.

Start Date: 2/29/2016	Task Type: Resource Request	Priority Level: High	Task Order: 1
Due Date:	Completion Date:	Task Status: In Progress	Budget: \$4,500

Counselors are requesting to increase their professional development opportunities through attendance at various conferences that enhance counseling skills, knowledge, and networking. Upcoming conferences that are relevant to Counselor professional development are: RP Group Strengthening Student Success Conference; On Course Conference; Nat'l Career Development Associate Conference; CCCAA 19th Annual Conference on Athletic Counseling; The Latina Leadership Network Conference; and Online Teaching Conference.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
ProDev	Counseling	Attendance at Counseling-Related Conferences (see list below)	\$4500.00	\$0.00

Assignment Details:

Name:	Email:
Moore, Erin	mooree@smccd.edu
Lead Faculty, Counseling	darafshi@smccd.edu
Bricker, Lizette	brickerl@smccd.edu