

2011-12
SSPBT Annual Program Review Update

GENERAL INFORMATION

PROGRAM NAME: (Double-click in the green box to enter information)

Counseling and Advising Department

NAME: Name of person or persons that completed this APRU form.

Vicky Moreno

I. PROGRAM DESCRIPTION

A. What are the primary support purposes of this program? (Choose (x) all that apply)

<input type="checkbox"/>	Basic Skills	<input checked="" type="checkbox"/>	Access	<input checked="" type="checkbox"/>	Learning Resources
<input checked="" type="checkbox"/>	Degree	<input checked="" type="checkbox"/>	Success	<input checked="" type="checkbox"/>	Academic Services
<input checked="" type="checkbox"/>	Transfer	<input checked="" type="checkbox"/>	Retention	<input checked="" type="checkbox"/>	Personal Enrichment
<input checked="" type="checkbox"/>	Career/Technical	<input checked="" type="checkbox"/>	Persistence	<input type="checkbox"/>	Student Cohort
<input type="checkbox"/>	Other (Explain)				

B. What is the **Mission Statement** for this program?

De Anza College Counseling and Advising Department defines its mission as assisting the individual with decisions, which affect educational, vocational, and personal goals, and providing appropriate support and instruction, which will enable the individual to implement these decisions. At De Anza College we strive to accomplish this mission through a comprehensive range of services, including individual counseling and advising sessions, group discussions on various majors and vocational interests, and classes in counseling related topics such as college success, career planning, human sexuality, and stress management.

C. How many students does this program serve? (Approx. annually unduplicated)

11,806

D. Identify and describe (briefly) this program's relationships and collaborations with other college programs:

The Counseling and Advising Department works in collaboration with the Financial Aid Office, Admissions and Records, Assessment, and the Student Veterans Office. In order for Veterans to receive their benefits, they are required to have a "Veteran Educational Plan", which is a detailed list of General Education courses, Major Prep courses and Pre-Requisite courses students need to achieve their Educational Goal. Financial Aid students are required to meet with a counselor to complete an Extension for Financial Aid, after completing more than 120 units and not completing their educational goal. This is an Educational Plan that list only the courses the student needs in order to complete their primary educational goal.

IIA. PROGRAM SERVICES

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Click on the "List of Services" tab at the bottom of this sheet.

IIB. SERVICE DESIGNATIONS

Click on the "Service Designations" tab at the bottom of this sheet.

III. OUTCOMES ASSESSMENT - INSTRUCTION

(Skip Section III and go to **Section IV** if there is no curriculum offered in this program)

A. Which SLO statements did you assess in 2011-12?

No SLO statements were assessed in 2011-2012. All courses went through the full assessment cycle and completed Phase III in 2011-2012.

B. What did you learn? Briefly summarize the results of the reflection and enhancement discussions.

N/A

C. What additional resources are needed to implement the enhancement/improvements plans?
(Please give a very brief overview - details will be asked for in Section VI)

N/A

D. What are your **SLOAC** plans for 2012-13?

No assessments are planned for 2012-2013, all course assessment cycles have been completed.

IV. OUTCOMES ASSESSMENT - SERVICES

A. Which SSLO statements did you assess in 2011-12?

As a result of interaction with the Counseling Center Staff, students will be able to identify appropriate resources on and off campus. New students to De Anza College are required to attend a "Getting Started Workshop". The Getting Started Workshop is the first step for new students to get acquainted with the De Anza College registration process, and prior to Coun 200, Orientation to College.

B. What did you learn? Briefly summarize the results of the reflection and enhancement discussions.

Those students attending a Getting Started Workshop received guidance in the registration process, pre-requisite clearance requirements, unit load balance, and information on where to access Major and General Education information. Students had enough general information to get enrolled in classes for the term. Students were encouraged to complete Coun 200 as soon as possible.

C. What additional resources are needed to implement the enhancement/improvements plans?
(Please give a very brief overview - details will be asked for in Section VI)

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The additional resources required for the Counseling and Advising Department to improve students understanding of assessment/placement testing and transcript evaluation procedures, is having enough faculty to present an appropriate number of Getting Started Workshops, to assist students in enrolling in classes. With the anticipation of losing 9 Counselors, it will be challenging to provide enough Getting Started Workshops to accommodate the number of students who need to attend a workshop.

D. What are your **SSLOAC** plans for 2012-13?

We will be focusing our SSLOAC efforts on the "Undecided Student" Population for 2012-2013.

V. CURRENT TRENDS/CHALLENGES

A. What does the near future portend for this program?

Proposed reduction of 9 Counseling faculty will have a severe impact on services to students. With the implementation of the Student Success Taskforce Initiatives, it will be difficult to meet the needs of the undecided students. Financial Aid changes could also place a demand on Counselor appointments for undecided students.

B. What are the challenges for this program?

The challenges for the Counseling and Advising Department will be to have enough faculty and staff to provide only the necessary Counselor required services, such as Veteran Educational Plans, Financial Aid Extensions, and Probation Interventions. With the reduction of Administrative Assistance at our reception desk, the lines just to check in for an appointment will increase, the amount of time a caller has to wait to talk to our reception desk person will also increase.

C. What are the opportunities for this program?

The Counseling and Advising Department recently had a retreat to exam how to provide services differently, given the number of students who want to see a Counselor/Advisor and the number of Counseling staff available. We have decided this summer to provide a "Triage Model" throughout the summer. We will screen students to determine who can meet one on one with a Counselor/Advisor, who needs to be directed to another department, and who should come back in the Fall when more Counselors/Advisors are available. We see this as an opportunity to change how we've provided services in the past and how we can provide services differently given the budget cutbacks.

D. Does this program anticipate rapid change, slow change, no change, or other?

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With the changes to Financial Aid and the implementation of the Student Success Taskforce Initiatives, as well as cutbacks in funding, students will certainly be negatively affected by these changes taking place at the same time. Students will be faced with many challenges, like fewer class options, less Financial Aid available, course repeatability restrictions, etc.. These changes could make it necessary for students to seek the assistance and guidance of Counselors and Advisors in larger numbers. I anticipate we will see an increase in the number of students visiting the Counseling Department in the future.

E. Are there any amendments to this program's 2008-09 Comprehensive Program Review? (CPR)

None

F. Explain what changes or revisions you have made, if any, to your services based on results of last year's program review update (2010-11).

We have started providing "Getting Started Workshops" for new students who were unable to complete Coun 200 prior to registration. These workshops have been successful in assisting students in using the Banner registering system and in enrolling in appropriate classes.

G. Explain anything that should be known about this program that hasn't been asked.

The Counseling and Advising Department is looking to eliminating at least 9 Counseling faculty positions. This will have a detrimental affect on services the Counseling Department can provide to students. Fewer Counselors will mean students will have to wait longer for appointments (including Veteran Ed Plans and Financial Aid Extensions) and walk-in, course offerings such as Huma 10, CLP 70/75 and Coun 200 will be drastically reduced or not be available to students.

VI. RESOURCE REQUESTS

A. Personnel Requests: Please submit the **top three** personnel requests in ranked order: (If there are more than three personnel requests, maintain a separate prioritized list using the same justification categories as in the APRU. If resources are available the SSPBT may ask for more items to be submitted.)

Program Position Priority #1:(Check (x) appropriate boxes)

Faculty	<input checked="" type="checkbox"/>	Staff	<input type="checkbox"/>	Administration	<input type="checkbox"/>
Full-Time	<input checked="" type="checkbox"/>	Part-Time	<input type="checkbox"/>	Est. Cost:	\$85,000

Priority #1 position name:

Counselor

Brief description: (new or replacement from retirement or resignation)

Replace Counseling faculty eliminated in 2012-2013 due to budget reductions.

Rationale: How will this person enhance or maintain your program's plans to improve outcomes? What specific SLOAC/SSLOAC results support this program's need for this position?)

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This position will restore one of the nine Counseling faculty positions eliminated because of budget cuts 2012-2013. SLO Huma 10, 20, 50, CLP 70/75, and Coun200.

Based on the needs of this program, check (x) whether this request is considered to be "Critical", "Important", or "Nice to have". (Check only one)

Critical **Important** **Nice to have**

Program Position Priority #2: (Check (x) appropriate boxes)

Faculty	<input checked="" type="checkbox"/>	Staff	<input type="checkbox"/>	Administration	<input type="checkbox"/>
Full-Time	<input checked="" type="checkbox"/>	Part-Time	<input type="checkbox"/>	Est. Cost:	\$85,000

Priority #2 position name:

Counselor

Brief description: (new or replacement from retirement or resignation)

Replace Counseling Faculty eliminated in 2012-2013 due to budget cuts.

Rationale: How will this person enhance or maintain your program's plans to improve outcomes? What specific SLOAC/SSLOAC results support this program's need for this position?)

This position will restore a Counseling faculty eliminated in 2012-2013 due to budget cuts. SLO Huma 10, 20, 50, CLP 70/75, Coun 200, SSLO #1 and #3

Based on the needs of this program, check (x) whether this request is considered to be "Critical", "Important", or "Nice to have". (Check only one)

Critical **Important** **Nice to have**

Program Position Priority #3: (Check (x) appropriate boxes)

Faculty	<input type="checkbox"/>	Staff	<input checked="" type="checkbox"/>	Administration	<input type="checkbox"/>
Full-Time	<input checked="" type="checkbox"/>	Part-Time	<input type="checkbox"/>	Est. Cost:	\$72,000

Priority #3 position name:

Senior Secretary

Brief description: (new or replacement from retirement or resignation)

This position would replace the position eliminated in 2012-2013.

Rationale: How will this person enhance or maintain your program's plans to improve outcomes? What specific SLOAC/SSLOAC results support this program's need for this position?)

This position would enhance the first point of contact for the Counseling and Advising Department. SLO #3

Based on the needs of this program, check (x) whether this request is considered to be "Critical", "Important", or "Nice to have". (Check only one)

Critical **Important** **Nice to have**

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B. Equipment Requests: Please submit the top three program equipment requests in ranked order: (If there are more than three equipment requests, maintain a separate prioritized list using the same justification categories as in the APRU. If resources are available the SSPBT may ask for more items to be submitted.)

Program Equipment Priority #1:

Est. Cost:

Priority #1 item name:

Brief description:(new, upgrade, or replacement)

Rationale: How will this resource enhance this program's plans to improve outcomes? What specific SLOAC/SSLOAC results support the program's need for this item?

Based on the needs of this program, check (x) whether this request is considered to be "Critical", "Important" , or "Nice to have". (Check only one)

Critical **Important** **Nice to have**

Program Equipment Priority #2:

Est. Cost:

Priority #2 item name:

Brief description:(new, upgrade, or replacement)

Rationale: How will this resource enhance this program's plans to improve outcomes? What specific SLOAC/SSLOAC results support the program's need for this item?

Based on the needs of this program, check (x) whether this request is considered to be "Critical", "Important" , or "Nice to have". (Check only one)

Critical **Important** **Nice to have**

Program Equipment Priority #3:

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Est. Cost:

Priority #3 item name:

Brief description:(new, upgrade, or replacement)

Rationale: How will this resource enhance this program's plans to improve outcomes? What specific SLOAC/SSLOAC results support the program's need for this item?

These IPADS would allow the Dean, Chair and Senior Admin Assistant to take notes and have documents readily available in meetings. This request does not relate to any SLOAC.

Based on the needs of this program, check (x) whether this request is considered to be "Critical", "Important" , or "Nice to have". (Check only one)

Critical Important Nice to have

C. Facility Requests: Please submit the top three facilities resource requests in ranked order:(If there are more than three facilities requests, maintain a separate prioritized list using the same justification categories as in the APRU. If resources are available the SSPBT may ask for more items to be submitted.)

Program Facilities Priority #1:

Est. Cost:

Priority #1 project name:

Brief description:(new, remodel, relocation)

Rationale: How will this resource enhance this program's plans to improve outcomes? What specific SLOAC/SSLOAC results support the program's need for this item?

It is difficult to get "Smart Classrooms" to teach our courses, these classrooms would allow us to provide more sections of CLP 70/75 as well as, workshops and group advising. This request would address our SLO's for CLP 70/75 as well as SSLO #1 And #3

Critical Important Nice to have

Program Facilities Priority #2:

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Est. Cost:

Priority #2 project name:

Brief description:(new, remodel, relocation)

Rationale: How will this resource enhance this program's plans to improve outcomes? What specific SLOAC/SSLOAC results support the program's need for this item?

Based on the needs of this program, check (x) whether this request is considered to be "Critical", "Important" , or "Nice to have". (Check only one)

Critical **Important** **Nice to have**

Program Facilities Priority #3:

Est. Cost:

Priority #3 project name:

Brief description:(new, remodel, relocation)

Rationale: How will this resource enhance this program's plans to improve outcomes? What specific SLOAC/SSLOAC results support the program's need for this item?

Based on the needs of this program, check (x) whether this request is considered to be "Critical", "Important" , or "Nice to have". (Check only one)

Critical **Important** **Nice to have**

D. Professional Growth Resource Requests: In the space below, identify any professional growth initiatives that need additional funding. Include whether the needs are related to technology (hardware/software), the discipline, legal matters, District/College operations, Research/Innovations in the classroom, office, operations, etc. (List in ranked order)

Est cost of #1 Est cost of #2 Est cost of #3

Rationale: How will each professional growth initiative resource enhance this program's plans to improve outcomes? What specific SLOAC/SSLOAC results support the program's need for each

These funds would provide much needed career training for current trends in the workforce. Since the elimination of the Career Center, Counselors are providing one on one Career Counseling, as well as, career workshops. Myers-Briggs Assessments for CLP 70/75 need to be scored, since Foothill College will no longer provide this service. SLO CLP 70/75

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Based on the needs of this program, check (x) whether each of the **top three** requests are considered to be "Critical", "Important" , or "Nice to have". (Check only one per request)

Professional Growth Initiative request #1:

Critical Important Nice to have

Professional Growth Initiative request #2:

Critical Important Nice to have

Professional Growth Initiative request #3:

Critical Important Nice to have

E. Operating Resource Requests ('B' augmentations): In the space below identify any additional operational funding needs. (List in ranked order)

Rolling Tables, chairs, Upgrading Signage

\$2,000 Est cost of #1 \$3,000 Est cost of #2 Est cost of #3

Rationale: How will each additional operational resource enhance this program's plans to improve outcomes? What specific SLOAC/SSLOAC results support the program's need for each item?

Rolling tables and chairs would allow for easier set up for "Triage" in conference room. Upgrading signage would help us direct students to the appropriate location. SSLO #3

Based on the needs of this program, check (x) whether each of the **top three** requests are considered to be "Critical", "Important" , or "Nice to have". (Check only one per request)

Operational budget request #1:

Critical Important Nice to have

Operational budget request #2:

Critical Important Nice to have

Operational Budget request #3:

Critical Important Nice to have