

CAN Program Review (Student Services) - Counseling (Even Year)

Annual Updates

2019-2020

1. Changes & Updates: • Full implementation of the AB705 with regards English and Math.

- Hiring of the College for Working Adults (CWA) Tenure Track Counselor. On our last program review we requested a full time tenure track Counselor for the CWA and it was approved.
- The Zoom platform was stalled due to background issues with SARS and most importantly the college's attention to transition to the new CRM platform.
- Although the Counseling Department has made great strides, there still room for growth. For example, the number of targeted students with a Student Educational Plan (SEP) has increased from our last program review. However, we have not reached our goal of 100% due to lack of coordination in the counseling department to fully promote the SEP campaign and increase persistence. If we were able to dedicate more coordination, it would create more opportunities to review weekly reports of students who have not updated their SEP or are undecided about their major. Other tasks that we would like to strengthen is increasing case management, making more phone calls to set up appointments with students who have yet to receive counseling, and providing transfer support services. Lastly, we would like to increase collaboration with other departments to promote and centralize the Counseling and Transfer Center initiatives.

2. Progress Reports: • Made contact with the PRIE office to determine the student questionnaire and to confirm the sample size needed for validity.

3. Rationale for New Objectives: • Program Service Coordinator \$62, 868.00

To hire a full-time Program Service Coordinator (classified Position) for the Transfer Center and the Counseling Department in support in the coordination of the Transfer and counseling programs' initiatives in support of students educational and career goals.

• Micro Skills Career Cards Set \$325.00

Enable students to develop a better understanding of their skills related to the workplace by providing students with the Micro Skills career analysis tool.

• Varidesk, Dual-Monitor Arm and Floor Mat \$705.00

As Counselors, we meet with students in increments of 15- to 60-minutes within a span of 6-8 hours. The amount we sit every day is unhealthy and leads to an increased risk of weight gain, diabetes, and heart disease in the future (Todd, Bennett & Christie, 2007). Furthermore, due to the high volume of students we encounter during peak times of the semester, our department is launching triage-system to resolve this matter. The Varidesk Package can alleviate the monotonous amount we sit by having the alternative to stand and stretch while maintaining good health and sustainability at the same time. A counseling faculty has already worked with SMCCD Human Resources Representative, Ingrid Melgoza, and she informed us that they are unable to partially fund our request due to the absence of medical documentation per employee request. However, Ms. Melgoza has recommended

Annual Update Status: In Process

Objective: Program Service Coordinator

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Objective Status: 1 - New (PR)

Objective Year: 2019-2020

Please select the college goals with which this objective aligns.: Student Completion/Success - Provide educational and student services programs that highlight inclusivity diversity and equity in their mission to help students meet their unique educational goals and minimize logistical and financial barriers to success., Community Connections - Build and strengthen collaborative relationships and partnerships that support the needs of reflect and enrich our diverse and vibrant local community., Organizational Development - Focus institutional resources on the structures processes and practices that invest in a diverse student population and prioritize and promote equitable inclusive and transformative learning.

Please select the district goals with which this objective aligns.: District Goal #1 - Develop and Strengthen Educational Offerings Interventions and Support Programs that Increase Student Access & Success, District Goal #2 - Establish And Expand Relationships With School Districts 4-year College Partners And Community-based Organizations To Increase Higher Education Attainment In San Mateo County

Resource Requests

A full-time PSC for Transfer, Counseling, and Honors

Status: New Request - Active

Type of Resource: Non-Instructional Personnel

Cost: 69348

One-Time or Recurring Cost?: Recurring Cost

Objective: Micro Skills Career Cards Set

Enable students to develop a better understanding of their skills related to the workplace by providing students with the Micro Skills career analysis tool.

Objective Status: 2 - Continuing (PR)

Objective Year: 2019-2020

Please select the college goals with which this objective aligns.: Student Completion/Success - Provide educational and student services programs that highlight inclusivity diversity and equity in their mission to help students meet their unique educational goals and minimize logistical and financial barriers to success.

Please select the district goals with which this objective aligns.: District Goal #1 - Develop and Strengthen Educational Offerings Interventions and Support Programs that Increase Student Access & Success

Objective: Varidesk, Dual-Monitor Arm and Floor Mat.

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Objective Status: 2 - Continuing (PR)

Objective Year: 2019-2020

Please select the college goals with which this objective aligns.: Organizational Development - Focus institutional resources on the structures processes and practices that invest in a diverse student population and prioritize and promote equitable inclusive and

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transformative learning.

Please select the district goals with which this objective aligns.: District Goal #4 - Ensure Necessary Resources Are Available To Implement This Strategic Plan Through Sound Fiscal Planning And Management Of Allocations. Protect Community-supported Status And Undertake The Development Of Innovative Sources Of Revenue That Support Educational Programs Beyond That Which Is Available From Community And State Allocations.