



Counseling Fall 2020

Main

Overview

Academic Year 2020 - 2021

Originator Arteaga, Blanca

Division Curriculum Division 60 - Counseling and Guidance

Department Counseling (Guidance)

Co-Contributors

Contributor

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Annual Update

1. **Academic Year** 2022 - 2023

Previous Goals To restore counseling services and increase capacity for Guided Pathways implementation.

Proposed Activity to Achieve Goal:

Work with District/HR to hire one full-time general counselor to replace the counselor that retired in 2019

Responsible Party:

Counseling with assistance from the District and HR

Total Three Year Resource Allocation Request:

630000

Timeline to Completion Month / Year:

06/2023

How Will You Evaluate Whether You Achieved Your Goal:

A new full-time general counselor will be hired and included in Guided Pathways planning.

End of Year Goal Status In Progress

Current Measurement Data

n/a

Additional Resources Needed (if any) to Complete Goal

A full-time general counselor to fill the vacant spot.

Additional Comments

A full-time counselor has not been hired to fill the vacant position (retirement). CAP counselors have been identified.

The counseling department has submitted a request for FT general counselor through academic staffing for the past three years. The Counseling department will continue to advocate for a FT general counselor through the academic staffing process.

2. Academic Year 2022 - 2023

Previous Goals To obtain funding from the District to replace 41 CPUs and 12 laptops for counselors and for the classroom.

Proposed Activity to Achieve Goal:

To obtain funding from the District to replace 41 CPUs and 12 laptops for counselors and for the classroom.

Responsible Party:

Counseling with assistance from the District

Total Three Year Resource Allocation Request:

50700

Timeline to Completion Month / Year:

08/2021

How Will You Evaluate Whether You Achieved Your Goal:

Counselors will serve students using updated and dependable CPUs and laptops.

End of Year Goal Status On Hold**Current Measurement Data**

n/a

Additional Resources Needed (if any) to Complete Goal

Funding to replace 41 CPUs in the Counseling Department.

Additional Comments

Counselors have received new student laptops but not the CPUs as we were told that new CPUs would come in a future technology upgrade within the district.

IT updated software / operating systems and security for 28 computers in PB 19 at the beginning of Fall 2022. IT recommended that computers be replaced ASAP.

These computers were first purchased in 2012. These are used for all counseling courses.

13 Counselor CPUs have not been replaced.

3. Academic Year 2022 - 2023

Previous Goals Develop a Transcript Evaluation Request process to ensure student transcripts/scores are evaluated early in the students' tenure at Gavilan to avoid students taking excess units

Proposed Activity to Achieve Goal:

Work with A&R to develop an electronic process and workflow.

Responsible Party:

Counseling with assistance from Admissions & Records & the District

Total Three Year Resource Allocation Request:

21000

Timeline to Completion Month / Year:

12/2021

How Will You Evaluate Whether You Achieved Your Goal:

The Counseling Department will develop a plan and transcript request process to prototype and assess by December 2021.

End of Year Goal Status On Hold

Current Measurement Data

n/a

Additional Resources Needed (if any) to Complete Goal

Identified dedicated staff from the Admissions & Records Office to work on the Transcript Evaluation process.

Additional Comments

During COVID, it became unmanageable to make any changes to the current process since many other processes (e.g, repeat, AD) had to be converted to electronic.

Covid created an environment in which making changes was not feasible.

Transitions occurred in the Admissions & Records Office through the retirement and hiring of new staff.

Currently A&R notifies students when their transcripts have been received.

The Counseling Department will collaborate with A&R to ensure students receive information about their next steps to ensure they are on track to meet their goals.

4. **Academic Year 2022 - 2023**

Previous Goals Develop a workgroup to create a strategy to reduce the number of students who fall on dismissal while ensuring no student population is disproportionately impacted

Proposed Activity to Achieve Goal:

Collect data on the number of student who are on probation and dismissal

Responsible Party:

Counseling with assistance from Admissions & Records

Total Three Year Resource Allocation Request:

0

Timeline to Completion Month / Year:

05/2022

How Will You Evaluate Whether You Achieved Your Goal:

The Counseling Department will develop a plan and probation/dismissal process to prototype and assess by May 2022.

End of Year Goal Status In Progress

Current Measurement Data

The Counseling Department and the Admissions & Records Office collaborated to create an electronic Academic Dismissal form for students on academic and progress dismissal and an electronic Success Plan for students on progress and academic probation. This form keeps track of students who have met with a counselor to complete a dismissal petition, the number of units they were approved for, and students' next steps.

Additional Resources Needed (if any) to Complete Goal

The Counseling Department needs the Admissions & Records office to (a) calculate correct

standings (b) create a timeline that outlines when academic standings will be processed (c) send out student notifications according to the timeline developed so that students can take necessary steps to register for classes.

Additional Comments

A workgroup was formed and a lot of progress has been made. However, some issues are bigger than counseling and need to be addressed by the college (i.e. inaccurate standings, students are not being notified of standings early enough or at all, etc.). NP grading designation was not being excluded from academic standings during COVID which impacted accuracy in students' academic standing. We need data quality verification.

A meeting between District administrators and department liaisons occurred on March 17th to determine next steps and ways to solve issues expressed above. At the 3/17 meeting, the following agreements were made:

1. Modified standing letter was collaboratively created between counseling and Admissions & Records. This letter was sent to students on 3/24. Students were notified that there would be no registration holds for the upcoming summer and fall terms (2023).
2. Registration priorities: all students were restored to their original priority categories for this registration cycle (Summer and fall 2023) with no registration restrictions.
3. Second attempts/Course repeats: The agreement was made to write a message in Banner that directs students to meet with a counselor. This issue continues to be investigated by the Admissions & Records office to ensure that it is resolved.