## Three-Year Program PlanGoal Setting Worksheet

Counseling

**\*\*Personnel-related requests must follow the hiring practices of the appropriate area and will not be considered through Program Review**

To add additional rows, click in the bottom cell on the right and push ’tab’ on the keyboard.

| Goal  One sentence limit. | Connection of Goal to Mission Statement, [Strategic Plan](http://www.gavilan.edu/administration/master_plan/docs/SP_GoalsStrategiesDraft-final.pdf) and SAO Results.  Use one sentence for each item. | Proposed Activity to Achieve Goal\*\*  One sentence limit. | Responsible Party  One sentence limit. | Fund amount requested.  If a collaboration, what % required from each partner?  If applicable, list each budget partner / source separately | Timeline to Completion  Month / Year | How Will You Evaluate Whether You Achieved Your Goal  Two sentence limit. |
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| To ensure consistent expertise across general and special program counselors where at least 75% of the Department will attend at least one training session. | Strategic Goal #1: Increase achievement | 1. Provide counselors the opportunity to attend local and statewide conferences. 2. Survey counselors for training needs bi-annually. 3. Create a schedule of annual training and informational workshops based on identified needs of the department. 4. Continue holding yearly planning meetings in August to plan out goals/activities for the year. 5. Support counselors in attending Skyline Equity institute until the entire deparment is trained. | The entire department will work together to identify goals and training needs. Department co-chairs will facilitate schedule creation and call for trainers to facilitate trainings. | $41,700 1. Couselor Conferences (ETS/CSU): $8,200 2. Equity Istitute: $25,000 over two academic years 3. Planning Meeting: 8,500 for 26 counselors | Annual local and statewide conferences. Monthly Trainings from August-Dec & Feb-May. Training will be continuous. | 1. Attendance will be taken at each training session. 2. Create pre and post tests for each session. 3. Agendize debrief to share conference takeaways and summary. |
| Collaborate with Student Services Evaluator to collect data on the number of transcripts from other colleges/universities and Advanced Placement Scores (a) recevied, (b) evaluated, (c) coursework applied to DegreeWorks (note at the bottom) | Strategic Goal #2: Improve Efficiency; Strategic goal #4: Improve Equity | 1. Create a proccess to track the number of transcripts and advanced placement scores (a) received, (b) evaluated, (c) coursework applied, and (d) messaging to students. 2. Evaluate data collected, determine efficiency, and create new system of deemed necessary. | The entire counseling department, Student Services Evaluator, and IT | Will need support from Student Services Evaluator; percentage to be determined. | 1. Spring 2020: Collect and review data on number of transcripts received for 19/20 2. Fall 2020: Evaluate efficiency of transcripts recevied and create new process if necessary. 3. Spring 2021 pilot new process. 4. Fall 2021 evaluate overral process and efficiency. | Report will be completed on the number of transcripts from other colleges/universities and Advanced Placement Scores (a) received, (b) evaluated, (c) coursework applied to DegreeWorks, and (d) messaging to students. |
| Probation/Dismissal Process and Follow-Up | Strategic Goal #1: Increase achievement; Strategic Goal #2: Improve Efficiency; Strategic goal #4: Improve Equity | 1. Create workgroup of counselors to review AD/PD/ P2 process 2. Evaluate for disproportionate impact 3. Review forms and develop timeline of evaluation 4. Work with department to evaluate process; identify what is working and if there are any gaps in process | Work group will complete the work with input from larger department, DC will facilitate timeline and keep work agendized as needed. | May need support from A&R, evaluator and or Student Support services program specialists | 1. Fall 19: Work group 2. Spring 2020: Evaluate data 3.May 2020: comprehensive timeline for remainder of project | 1) Report of # of petitions and student standing and disproportionate impact will be completed, timeline will be created |
| To support Guided Pathways and support undeclared students | Strategic Goal #1: Increase achievement Strategic Goal #2: Improve Efficiency Strategic Goal #3: Improve Employment Strategic goal #4: Improve Equity | 1. Increase course offerings for Guid. 1; 2. Continue to collaborate with campus departments in developing maps for each major; 3. Continue serving as liasons between counseling and other campus areas | The entire counseling department. | n/a | To be determined by Guided Pathways Leadership Group | Report will be completed with outcome of 6 maps piloted and new maps to be developed. |
| To inform students, faculty, staff, and community members about counseling support services avaiable via face-to-face and online. | Strategic Goal #2: Improve Efficiency | 1. Collborate with PIO to create outreach flyer that includes hours of operation, services, support programs, and contact information. 2. Create workgroup that includes counselors and students to (a) look at other CCC websites (b) determine information to be included and (c) layout of content in collaboration with IT. | Counseling workgroup, ASGC/Peer Mentors, and IT | $2000 for printing of flyers | Spring 2020: Develop workgroup, begin looking at websites from other CCC, and determine content and layout. Fall 2020: Begin updating counseling website; Spring 2021: present new website and gather student feedback for improvemenet. | A report will be completed on the outcome of the outreach flyer and counseling department website. Student feedback will be incorporated into all updates. |