



Counseling **Student Services**

Vision/Narrative

The Counseling department supports and fosters all areas of student development and self-reliance. Professional, confidential counseling services are available at the main campus and off-sites. Counselors guide students with their academic, career, vocational, transfer, and personal issues. Crisis counseling, group interventions, orientations, workshops, and staff consultation are additional services rendered by counselors. Counselors also teach courses related to college adjustment, self-assessment, and career development.

Gavilan College Counseling department leads by implementing innovative and holistic approaches to student-centered counseling services.

Feedback from Supervisor / Dean

The Counseling department is a leader on campus, implementing SSSP and other new mandates, ensuring that students are well informed, and developing additional retention and success processes and strategies with the Retention Specialist. As the number of counselors has increased on campus, it's important that there is a shared mission, ability level, and team building opportunities to ensure optimal service to students.



Program Objective 1: The number of Undecided students will decrease after using the Career Exploration tool on the Go2@Orientation Kick Start.

Strategy and Goal(s):

Strategy #2: Improve student services and enhance curriculum and programs in order to help students meet their educational, career, and personal goals.

Goal #1: Increase the student success, completion, and transfer rates using reasonable benchmarks specified by the College.

IEC Program Review:

No: This is an ongoing project as part of SSSP implementation.

Progress:

Yes: Multiple sessions of Kick Start were offered online and in-person during the last academic year. Ten sections of Guidance 210 courses were offered in Spring and 22 sections in the Fall. Institutional data, when available and accurate, is providing a benchmark. Institutional Researcher will provide enrollment, success rates, and persistence data. Improvement measures are being investigated.

Activity 1: Assess new Career Exploration impact on number of students with Undecided major. (Assumption is the number will decrease after this tool is implemented and students will be better informed about major choices.)

Personnel Request - *none*

Non-Personnel Request - *none*

Rankings:

Ranker	Comments	Rank
Dean		
Vice-President		11
Budget Committee		
President's Council		



Program Objective 2: To assure consistent counseling services and expertise across departments (General and Categorical), create a schedule of annual training and informational workshops.

Strategy and Goal(s):

Strategy #1: Optimize enrollment, course offerings, and services to reflect community needs and growth.

Goal #1: Create an institutional approach to offer and integrate student outreach activities, recruitment, assessment, orientation, counseling, retention and follow-up efforts, with particular attention to educationally under-represented student populations.

Strategy #2: Improve student services and enhance curriculum and programs in order to help students meet their educational, career, and personal goals.

Goal #3: Develop professional development activities for faculty to improve quality of teaching and curriculum for basic skills, career technical, and transfer courses.

IEC Program Review:

No: This has become a need as new counseling faculty are hired outside the purview of the regular Counseling department.

Progress:

Yes: An survey has been conducted to see what the overall training needs are. Counselors are discussing new opportunities for support, training during College Hour, etc.

Activity 1: Training for all counselors via one-week intensive training and update of training materials, training during College Hour or other professional learning opportunities for Counseling.

Personnel Request - *none*

Non-Personnel Request

Specific Item(s) Needed	Amount Requested (\$)	Fund Source / Type
Annual intensive training	\$ 5000.00	SSSP / On-Going
Professional Learning (Conferences)	\$ 5000.00	General Fund / On-Going
<i>Total Requested</i>	<i>\$ 10000.00</i>	

Activity 2: Schedule of regular training topics and professional learning opportunities throughout each academic year.

Personnel Request - *none*



Non-Personnel Request - *none*

Rankings:

Ranker	Comments	Rank
Dean		
Vice-President	To ensure that all counselors have the same level and breadth of professional expertise, training, follow up and opportunities for sharing best practices and receiving coaching are needed.	12
Budget Committee		
President's Council		



Program Objective 3: Provide leadership in the development of Guided Pathways.

Strategy and Goal(s):

Strategy #1: Optimize enrollment, course offerings, and services to reflect community needs and growth.

Goal #3: Increase course and program offerings, as funding allows with a particular emphasis on Transfer Model Curriculum (AA/AS-Ts).

Strategy #2: Improve student services and enhance curriculum and programs in order to help students meet their educational, career, and personal goals.

Goal #1: Increase the student success, completion, and transfer rates using reasonable benchmarks specified by the College.

IEC Program Review:

No: New State mandate.

Progress:

No: New mandate

Activity 1: Assist Instruction by giving counselors time to work on Guided Pathways teams.

Personnel Request - *none*

Non-Personnel Request - *none*

Activity 2: Allocate funding to provide counseling appointments throughout the winter and summer sessions.

Personnel Request - *none*

Non-Personnel Request - *none*

Activity 3: Continue to hire adjunct counselors to provide services on a walk-in basis and evenings.

Personnel Request

Job Classification	Quantity	FTE	Amount (\$)	Fund Source / Type
Faculty	2	75%	\$ 45000.00	SSSP / On-Going

Non-Personnel Request - *none*

Rankings:

**Counseling**

Academic Year 2017-18

Ranker	Comments	Rank
Dean		
Vice-President	Counseling faculty will be instrumental in informing Guided Pathways development. Additional release time or stipends may be necessary to meet this need and still provide ongoing essential Counseling services.	12
Budget Committee		
President's Council		



Program Objective 4: increase the number of students completing SSSP requirements annually. Decrease the number of students on Academic Progress or Probation from semester to semester.

Strategy and Goal(s):

Strategy #2: Improve student services and enhance curriculum and programs in order to help students meet their educational, career, and personal goals.

Goal #4: Evaluate student support services to identify successful strategies and remediate gaps that may hinder student success in accordance with instructional improvement goals.

IEC Program Review:

No: The hiring of the Retention Specialist has made this possible. Working collaboratively, these two populations are now being actively supported.

Progress:

Yes: 7 hrs of counseling faculty support to provide DW training, updates, problem-solving, coordination of new procedures for the use of DW, etc.has been provided since the onset of DW. The Student Success Act allows funding for this continual support.

Activity 1: Optimize IT resources to develop efficient systems to extract and manipulate student information data from INB and DW. This includes creating a Change of Major form, alternative assessment tracking, and other technology support.

Personnel Request

Job Classification	Quantity	FTE	Amount (\$)	Fund Source / Type
Classified	1	100%	\$ 80000.00	General Fund / On-Going

Non-Personnel Request - *none*

Activity 2: Use software technology to expand counseling services to non-traditional, online students who have difficulties accessing in-person services.

Personnel Request - *none*

Non-Personnel Request - *none*

Activity 3: Provide follow up communication and workshops for targeted populations.

Personnel Request - *none*



Non-Personnel Request - *none*

Rankings:

Ranker	Comments	Rank
Dean		
Vice-President	Targeted onboarding, early follow up, and interventions are needed to see a decrease in the number of students who do not complete SSSP requirements, are Undecided, or fall into negative Academic or Progress status,	12
Budget Committee		
President's Council		