



IEC Executive Summary

Academic Year **Name of Program:** **General Counseling**
2014-2015

Major Program Goals:

1. Provide students with comprehensive and accessible services, including intervention and expansion of course offerings.
2. Retain students who are in academic jeopardy.

Concerns/Trends:

1. Large number of new initiatives underway; it can be difficult to assess.
2. Fragmentation of efforts by counseling due to the increasing number of part time counselors from other funding sources.
3. Decreased office space.

Plans for Addressing Concerns/Trends:

1. Establish regular presence at off-sites.
2. Expand online options for guidance courses and orientation.
3. Ensure all students have Ed Plan by the end of the first term.
4. Implement intervention strategies for all students.
5. To ensure consistency, group all counseling services under the leadership of VPSS.

IEC Recommendations:

1. Develop plan for counseling resources to fall under the leadership of VPSS.
2. Collect data and assess for effectiveness of new initiatives.
3. Work with VPSS and grant-funded part time counselors to minimize fragmenting.
4. Continue intrusive intervention for students at risk.
5. Develop more strategies for online delivery of services.



Self-Study Summary

Academic Year
2014-2015

Name of Program: General Counseling

*Reviewed
by [signature]
3-23-15*

IEC Report, General Counseling

Fall 2010-Fall 2014

Under the general supervision of the Vice President of Student Services, faculty within the general counseling department are available to serve all students and potential students of Gavilan College. In addition to providing academic, career, vocational, and personal counseling, including crisis intervention, the department offers approximately 30 sections of guidance courses per year. The department also coordinates specific programs, trainings, and projects for functions such as transfer, articulation, New Student Orientation, ASB leadership, the Puente Program, Intervention Services, Welcome Center services, and High Step. There are currently five full time counseling faculty members and seven counseling adjunct within general counseling who work in tandem with thirteen counselors in the college's categorical and grant funded programs.

In its continuing efforts to provide the most comprehensive and accessible services to Gavilan students, the counseling department has focused much of its recent efforts on expanding counseling services, creating prescribed counseling interventions, and expanding course options. Additionally, the department is honing its ability to retain students who are in academic jeopardy and implementing the new mandates as dictated by the Student Success Act of 2012 and Student Equity goals. As such, the department has recently focused on the following strategic initiatives:

- establishment of a regular presence at both off-sites throughout the year (including guidance courses, Kick Start sessions, and summer and intersession counseling services)
- expansion of online delivery options for guidance courses as well as the student orientation program (Kick Start and First Year College Student Seminar)
- streamlining college entry and matriculation systems
- ensuring all students have an abbreviated educational plan prior to first term of enrollment and a comprehensive plan by the end of the first term of enrollment
- continued use and support of Degree Works an electronic educational planning tool
- implementation of the college's intervention services targeting undecided, basic skills, ESL, transfer-bound under-represented students, students in poor academic standing, and those seeking to complete transfer degrees

- development of online and face-to-face workshops for students in probationary or in dismissal status; undecided students; and transfer-bound students
- Advocate for a college organizational structure that supports an institutional vision and mission for all counselors; seeking for all counseling resources to fall under the leadership of the VPSS for an institutional approach to addressing student success

Due to the number and scope of initiatives that the department has undertaken, a comprehensive evaluation of each has been challenging without the ability to collect data. The department has spent considerable time advocating for and ensuring that systems are created and are in place to collect data for reporting and program improvement. We need data to ensure that our practices are effective and efficient. Additionally, the department is involved with the creation of an online student check-list that outlines matriculations components and what the consequences are if actions are not completed.

Despite the large growth that the college has experienced since 2010, the counseling department has continued to function with essentially the same full-time staffing levels from 2007. The addition of part time faculty, though, has allowed for the expansion of services; once the college is in a financial position to hire the full time counseling faculty, the department will assertively advocate for the hiring of additional full-time counselors. The 2005 "Five-Year Faculty Plan" supported additional counselors (2 based on growth; 2 to back-fill retirements), the plan is not being followed due to changes in hiring processes starting Spring 2015.

Included in the challenges that confront the department are the ever-increasing number of categorical/grant/program funded part-time counselors that have different supervising managers and goals. This practice continues to fragment the efforts and expertise of the department that seeks to institutionalize global counseling efforts for maximum student success. Other challenges include diminishing office space for general counselors; insufficient full time faculty to keep pace with growing enrollments; training of new part-time counselors; and the need to keep up with technological upgrades designed to serve students. In spite of these challenges, the department continues to operate with the needs and goals of our students as our first priority. The information contained in this report details many of the results of our efforts and our plans to continue the growth of the department.

Submitted by: Rosa Rivera Sharboneau, Ed.D. Spring 2015; Contributions by all FT and PT General Counselors