Assessment: Assessment Unit Planning

Program Review 2014-15

YC - Counseling Department Program Review

Year Under Review : 2014-15
Type of Review: Self-Study (4-year review)
Program Description : The Counseling Department is responsible for the implementation of the recently mandated Student Success and Support Program (SSSP).Through SSSP, students have access to online orientations, in-person orientations, assessment, and individualized in-person, online and telephone counseling sessions with an emphasis on academic, career, and personal needs. Counselors also provide academic success workshops for students that are on probation.
Executive Summary (Include a list of team members): The intent of the Counseling Department is to provide counseling services to all students. Although, through recent SSSP funding, the Counseling Department was able to hire three additional, non-tenure track counselors, we still have not replaced the three full-time tenured counselors who retired. Yuba College historically had eight general counselors. As counselors have retired, they have not been replaced, having a devastating effect on the services available to students, especially given the additional mandates of SSSP. The last retirements included two General Counselors, one with an athletics specialization, and the English as a Second Language Counselor. The loss has drastically affected students' timely access to counseling services. Having eight full-time general fund counselors will lead to greater department stability by reducing dependency on categorically funded faculty. It is imperative to have institutional commitment regarding staffing. (All Counseling Faculty)
01SP. Department Goals (Click '?' for Prompt): To serve students academic and emotional well being.
To fully implement SSSP Plan.
To assist instructional faculty to holistic serve students.
02SP. Facilitate Learning & Collaboration (Click '?' for Prompt): All students are required to apply for admission, complete orientation and assessment, and have a student educational plan. Counselors make appropriate referrals for students to other student services, departments and programs and collaborate with local high schools and community agencies.
03SP. Student Contacts (Click '?' for Prompt): 11,593 counseling student contacts. 2013-2014 Academic Year
12,642 counseling student contacts. 2014-2015 Academic Year
04SP. Input to Improve (Click '?' for Prompt): Counselors analyze student input via student evaluations of our departmental services in order to provide continuous quality improvement in our services.
05SP. Course Outlines (Click '?' for Prompt): N/A
06SP. Collaboration (Click '?' for Prompt): Counselors are assigned to the different academic divisions and programs as liaisons in order to facilitate communication between instruction and student services as well as to provide accurate information to students. Counselors also invite faculty from various divisions to counseling meetings to discuss departmental updates, academic issues and concerns as well as to consider their impact on students
07SP. Catalog Currency (Click '?' for Prompt): No, the catalog does not reference SSSP as it pertains to the Counseling Department and student services. However, the Counseling Department will submit a SSSP descriptor to the catalog addendum when it becomes available. Catalog information regarding counseling courses is accurate.
08SP. Student Progress (Click '?' for Prompt): The Counseling Department participates in intensive outreach efforts with area high schools through campus visits, college information nights, college fairs, career fairs, and the QuickReg program. The Counseling Department monitors students' progress through the SSSP cohort reports, the Early Alert Program (EAP), workshops, and through follow-up counseling appointments for comprehensive educational plan (CEP) development and revisions, for assistance with transfer planning, graduation assessment, and for career planning and development.
09SP. DE Students (Click '?' for Prompt): The Counseling Department provides counseling services to DE students through telephone appointments at which time we engage in discussion regarding student needs. Counselors also provide academic clarification assistance via email communication. When necessary, Educational Plans are scanned electronically and emailed to students. We provide direct services to all students, and when necessary, we refer students with disabilities that require additional accommodations to DSPS.

10SP.Disproportionate Impact(Click '?' for Prompt): N/A

11SP. Mapping (Click '?' for Prompt): Yes
12SP. Core Competencies (Click '?' for Prompt): N/A
13SP. Professional Development (Click '?' for Prompt): Counselors have participated in various professional development activities, such as SSSP conferences and workshops, Student Equity conferences and workshops, Accreditation Institute, Umoja Learning Institute, CSU conference, UC conference, OnCourse workshop, UC Davis Summit, Hispanic Serving Institution conference, and Counseling 10 workshop.
14SP. Reflection (Click '?' for Prompt): The Counseling Department solicits the administration to support our department in our efforts to continuously improve our counseling services to students, staff and the community.
Are you ready to submit your final program review?: Yes

Program Recommendation: Electronic Educational Plans

Develop and implement the use of electronic Ed Plans.

Recommendation Priority: 3. High Priority
Year(s) Requested: 2012-2013, 2014-2015, 2015-2016
Request Date: 10/31/2013
Supporting Evidence : Additional counseling training has been requested from IT to fully implement electronic ed plan. Catalog needs to fix to appropriate use software. IT support is also needed to update counseling tool

Plan of Action

Professional Development/Training - Contact IT and use SSSP funds to provide PD and update software. (Active)
Budgetary Impact: $145,000
Timeline/Responsible Party: 2016-2017
Perkins Eligible: No
DE Related: Yes
HSI Related: No
YC - Location: Yuba College - All

Program Recommendation: Student Petition Process

The recommendation to streamline the student petition process needs to be addressed to make it more efficien.

Recommendation Priority: 3. High Priority
Year(s) Requested: 2011-2012, 2012-2013, 2013-2014, 2014-2015
Supporting Evidence : Number of appeals received during the 14-15 year and assess turn around time to address student concerns.

Plan of Action

Staffing - Technical/Clerical - Train and hire staff to process petitions. (Active)
Budgetary Impact: 75,000
Timeline/Responsible Party: Summer 2016
Perkins Eligible: No
DE Related: Yes
HSI Related: No
YC - Location: Yuba College - All

Program Recommendation: Equipment

MARYSVILLE:
- Additional Wifi Boxes throughout 100B Building ($10,000)
- Additional furniture for 100B Building and for Umoja Remodel ($17,000)
- CC Confer hardware/software/wiring for Room 117 ($6,000)
- headphones that students can check out and use to listen to Orientation presentations on the computers.
- Online appointment capability through SARs.
- Cameras on computers for virtual counseling.
-Camera to document events.

YC - Counseling Department Program Review

Recommendation Priority: 3. High Priority
Year(s) Requested: 2012-2013, 2013-2014, 2014-2015, 2015-2016
Request Date: 11/30/2015
Supporting Evidence : Requested equipment will provide better access to orientation and counseling services for SSSP implementation. ...
Evaluation Plan: N/A...

Plan of Action

Technology - MARYSVILLE:
- Additional Wifi Boxes throughout 100B Building ($10,000)
- CC Confer hardware/software/wiring for Room 117 ($6,000)
- headphones that students can check out and use to listen to Orientation presentations on the computers.
- Online appointment capability through SARs.
- Cameras on computers for virtual counseling. ($2,000)
-Camera to document events. ($2,000) (Active)

Budgetary Impact: 20,000
Perkins Eligible: No
DE Related: Yes
HSI Related: No
YC - Location: Marysville Campus

Facilities - MARYSVILLE:
- Additional furniture for 100B Building and for Umoja Remodel ($17,000)
(Active)

Budgetary Impact: 17,000
Perkins Eligible: No
DE Related: No
HSI Related: No
YC - Location: Marysville Campus

Program Recommendation: Transfer Center Counselor

Hire a Transfer Center Counselor

Recommendation Priority: 3. High Priority
Year(s) Requested: 2011-2012, 2012-2013, 2013-2014, 2014-2015, 2015-2016
Request Date: 10/31/2013
Supporting Evidence : Replacement of our four counseling positions within the last three years: Sager, Brown, Morgan, and Nicholson
Evaluation Plan: Transfer data will be collected for YC transfer growth documentation.

Plan of Action

Staffing - Faculty - Request transfer Counselor funding through General Funds and SSSP. (Active)
Budgetary Impact: $130,000
Timeline/Responsible Party: Fall 2016
Perkins Eligible: No
DE Related: No
HSI Related: Yes
YC - Location: Marysville Campus