Initialize Planning Report

Please pick the type of the report and the department you are reporting for. If the browser asks you any questions about redirecting, click yes or ok.

Academic Year

2015-2016	▾

Planning Report

Annual Unit Plan	▾

Department/Unit

Counseling	▾

Initialize Planning Report

Counseling 2015-2016

Progress Guide

Description Of Department/Unit	Last Modified
✔ Mission/Connection to College Mission	Oct 9, 2014

Student Equity	Last Modified
✔ Student Equity	Oct 9, 2014

Review And Planning	Last Modified
✔ Progress Made on Program Review	Oct 28, 2014
✔ Progress Made on Outcome Assessment	Nov 5, 2014
✔ Progress Made on Prior Year Initiatives	Oct 28, 2014
✔ Initiatives for Next Academic Year	Nov 5, 2014

Resource Needs	Last Modified
✔ Facilities	Oct 31, 2014
✔ Information Technology	Nov 5, 2014
✔ Marketing	Nov 5, 2014
✔ Professional Development	Nov 5, 2014
✔ Staffing	Oct 20, 2014

Resource Requests	Last Modified
✔ 1000 Category - Certificated Positions	Nov 6, 2014
✔ 2000 Category - Classified Staff	Nov 6, 2014
✔ 4000 Category - Supplies and Equipment	Oct 31, 2014
✘ 5000 Category - Service, Utilities, and Operating Expenses	
✘ 6000 Category - Capital Outlay	

Print Report

Previous Planning Documents

Institutional Research Reports
IR Reports at lmcd.edu

Previous Planning Documents
Counseling

Annual Planning

Student Equity

Using the disaggregated data available to you, describe any gaps in your department related to under-represented groups and other identified sub-populations

One of the gaps indicated in the Achieving the Dream data was found in students between the ages of 20-24 and 25-39 year old, not meeting any or most of the pipeline milestones.

Save Section

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Annual Planning

Initiatives for Next Academic Year

Name of Initiative

Strategic Plan Goals

☐ Goal 1 ☐ Goal 2 ☐ Goal 3 ☐ Goal 4 ☐ Goal 5

Action Plan

Measure of Success

Expected Completion Date

Person Responsible

Which of the following is *primarily* true of this initiative?

◉ It is designed to improve internal unit operations ◉ It is designed to increase student success

If the initiative is designed to increase student success, which of the following areas of the student experience does it address? Choose as many as apply.

☐ 2nd Year/Program Completion ☐ First Year ☐ Intake ☐ Post-Graduation ☐ Remediation

Save Initiative

Existing Initiatives

Edit Full implementation of Education Advisory Board initiative

Strategic Plan Goals Addressed:
1,2
Action Plan:
Develop online intake process with assistance of EAB staff. Implement online intake process starting fall 2015.
Measure of Success:
Compare number of students completing matriculation components in 2015-2016 with prior years.
Expected Completion:
Spring semester, 2016
Person Responsible:
Director, Student and Counseling Services
Designed:
It is designed to increase student success

Compare number of students completing matriculation components in 2015-2016 with prior years.
Expected Completion:
Spring semester, 2016
Person Responsible:
Director, Student and Counseling Services
Designed:
It is designed to increase student success
Student Experience:
First Year, Intake

Existing Initiatives

Edit Change over to SARS alert to increase support for students at risk in class

Strategic Plan Goals Addressed:
1,2
Action Plan:
Complete development of SARS alert templates in fall 2014 semester. Implement SARS alert use of faculty starting spring 2015 semester.
Measure of Success:
Survey students to assess student follow up after receiving SARS alert. Assess student actions taken as a result of receiving SARS alert.
Expected Completion:
Fall semester, 2015
Person Responsible:
Director, Student and Counseling Services, counseling staff
Designed:
It is designed to increase student success
Student Experience:
2nd Year/Program Completion, First Year, Remediation

Existing Initiatives

Edit Engage faculty in campaign to increase student completion of all matriculation components

Strategic Plan Goals Addressed:
1,2
Action Plan:
Implement use of class interventions by counseling staff to increase student awareness of matriculation processes and solicit faculty support in student completion of matriculation components. Find additional ways for faculty to participate in core components of the matriculation process; example: faculty participation in on ground orientations.
Measure of Success:
Expected Completion:
Spring semester, 2016
Person Responsible:
Director, Student and Counseling Services
Designed:
It is designed to increase student success
Student Experience:
First Year, Intake

Existing Initiatives

Edit Administer Student Experience Survey to gather student input on intake process for new students

Strategic Plan Goals Addressed:
1,2
Action Plan:
Develop survey. Administer fall 2014 semester. Review survey data spring 2015 semester.
Measure of Success:
Expected Completion:
Spring, 2015 semester
Person Responsible:
V.P. of Student Services, Director, Student and Counseling Services
Designed:
It is designed to improve internal unit operations
Student Experience:
First Year, Intake

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Annual Planning

Progress Made on Outcome Assessment

Semester Assessed

Outcome

Type

○ AUO ○ PLO ○ SLO

Target Missed/Gap Detected

Analysis and Plan for Improvement and Reassessment

Save Assessment

Existing Outcome Assessments

Edit Implementation of Degree Works for counseling staff to use with students to increase student success and completion of educational goals.

Type:
AUO

Semester Assessed:
Fall 2014

Target Missed/Gap Detected:
Actions necessary to fully implement Degree Works not completed. Templates for Degree Works mostly completed. Degree Works functional and ready to use. Currently planning to hold last counseling staff training in use of Degree Works. Will then initiate use with a small population of students in a COUN101 course. Will complete ability to use Degree Works with all students starting spring 2015 semester.

Analysis and Plan:

Existing Outcome Assessments

Edit Implementation of Degree Works for counseling staff to use with students to increase student success and completion of educational goals.

Type:
AUO

Semester Assessed:
Fall 2014

Target Missed/Gap Detected:
Actions necessary to fully implement Degree Works not completed. Templates for Degree Works mostly completed. Degree Works functional and ready to use. Currently planning to hold last counseling staff training in use of Degree Works. Will then initiate use with a small population of students in a COUN/101 course. Will complete ability to use Degree Works with all students starting spring 2015 semester.

Analysis and Plan:
Pending Degree Works implementation by end of spring, 2015

Existing Outcome Assessments

Edit Develop online SEP and Probation/Disqualification workshops, online V.A orientation. Develop FAQ page on website to facilitate directing students to workshops and expedite other counseling services.

Type:
AUO

Semester Assessed:
Fall 2014

Target Missed/Gap Detected:
Goal was: to provide quality services to more students, especially those services that provide new students with resources, understanding of college processes, and educational planning that will assist them in being more successful in their classes. Actions to be taken included research online platforms and programs that could be used to develop online workshops including VA orientation. Develop FAQ web page. Complete online delivery of SEP, Orientations, and Probation/Disqualification workshops.

Progress made to date. Online orientation fully implemented and process developed to indicate student completion of orientation into BANNER. VA orientation not yet developed. Online probation/disqualification workshop completed and also fully implemented so completion of workshop recorded in BANNER. FAQ's developed related to transfer information and posted on CC website under Transfer Center. Online SEP workshop in development.

New online approach to providing a comprehensive approach to moving students through the matriculation process is being developed. Partnership with the Educational Advisory Board (EAB) in development of an online "onboarding process" for students has been purchased and through collaboration with EAB staff expect full implementation by fall 2015.

Analysis and Plan:
Current online workshops are providing equal access to completion of matriculation components for all students. Full implementation of all online workshops and the EAB project to be completed by beginning of fall 2015 semester. Will gather data of usage at that time for review