

UNIT PLAN "PART A"

Program/Pathway Update

Program/Pathway: Counseling Division 2013-2014 (Elizabeth Colocho, Chair) Date: November 1, 2012

Our Mission: Los Angeles Harbor College fosters learning through comprehensive programs that meet the educational needs of the community as measured by student success, personal and institutional accountability, and integrity.

1. Assessment of Program Review:

Goal 1: Maintain quality service for students and the public in the Counseling Department.

Due to lack of funds from the general budget program, we have been unable to hire an evening "B" shift classified employee. We continue using student workers from the Work Study Program to cover the evening shift at the Information Desk/Counseling Counter, who are not directly supervised by a classified permanent employee. Student workers are trained once a year by Counselors in conjunction with the Financial Aid Work Study Program. It is important to recognize that the main mission and goal of the college is to provide quality customer service to the students and the general public. The Information Desk and Counseling Division is the front door to our student population, general public, faculty, staff, and administrators. Therefore, we need to change Goal 1 to: Maintain quality service for students and the public in the "Information Desk" and in the Counseling Division.

Goal 2. Meet Title 5 Guidelines for the Transfer Center, as it relates to providing counseling services to students.

The Tenure Track Transfer Center Counselor/Director position was filled August 20, 2012. As a result of hiring the Transfer Center Counselor/Director we will increase the amount of transfer workshops and bus trips to universities, multiply the participation of universities in the University and College Transfer Fairs and visits from university representatives. In addition, the Transfer Center Counselor/Director will initiate the collection of student data in SARS for all transfer-related activities (counseling, workshops, presentations, and transfers). The current main goal of the Transfer Center Counselor/Director is to increase the student transfer rate by 10% and to assist students with their transfer needs by offering application and TAG workshops, updating the transfer webpage, evaluating transcripts and referring students to the university representatives to ensure transfer acceptance.

Goal 3. Maintain counseling appointment access for students. -Needs Improvement-

The main goal of the Counseling Division is to provide day and evening counseling appointments and drop in services to students. However, due to the recent transfer of a counselor to cover the ASO activities we have lost about 15 hours a week of student appointments and drop in services. There are no funds allocated for counseling hourly in the general fund (program 100) to replace these hours or to hire hourly counselors during rush registration for fall and spring sessions. As a result of

this transfer, most likely students will have to wait at least two weeks to get a counseling appointment. They will be unable to meet with the counselor to develop student educational plans for the associate's degree, transfer and for financial aid in a timely manner. In addition, an additional career counselor is needed to assist students in choosing a major by their second semester in college.

Goal 4. To provide clerical support for Counseling, Matriculation, Articulation, Honors, and the Career and Transfer Center. This goal must be changed to: To provide clerical support for the Information Desk "B" shift, Counseling, Matriculation, Articulation, Honors, Retention and Follow Up, and the Career and Transfer Center. About a year ago, there were plans to move the Counseling Division to the new Student Union Building and the Information Desk was going to be detached from the Counseling Department. Since the Counseling Department will no longer move to the Student Union Building, a "B" shift clerical position is needed to cover the Information Desk until 7:00 pm. A request to fill the "B" shift position in Counseling was made to the campus Staffing Committee in spring 2005. However, this position has never been taken into consideration. Every semester, new student workers are assigned to the Information Desk representing countless hours of training. If the "B" shift clerical position is approved, it will also provide clerical support to the counselors in charge of Articulation, Honors, and Career and Transfer Centers. The counselors' time is more valuable in helping students than performing clerical duties. The counselors' duty is to help students identifying their educational goals, choosing a major, transferring to universities, and retaining them to complete their certificate and associate degrees, and helping students with their transfer requirements to four year universities. The main barrier to the attainment of the four goals above is the lack of funding for faculty and staff in Counseling, the Information Desk, and the Career and Transfer Center. Student Success cannot be obtained if the college does not allocate resources to help students accomplish their educational goals.

The Counseling Division through the Retention program has completed the implementation of the Dismissal disqualification program. A year ago, the list of students subject to dismissal contain about 300 students. The list has been reduced as of to date to about 250 students and the goal is to decrease the list least by 175 students.

2. Activities to address program needs:

- The Counseling Division through the Retention program is implementing the R.I.S.E. Academic and Progress probation program, which will select a cohort of about 150 students on academic and progress probation. The program will provide students with academic and progress probation workshops, counseling appointment sessions, follow up services, and tracking system. HCSS4a1-5.
- The Counseling Division through the Career program will increase career exploration workshops and career assessment testing sessions to motivate students to choose a major by their second semester of study. HCSS4a1-5 and HCSS4c.

- The Counseling Department through the Transfer program will increase the transfer rates to at least 10%. This will be accomplished by increasing the amount of transfer workshops, visit representatives from CSU, UC and private universities, and bus trips to attend transfer fairs at the universities. HCSS4a1-5 and HCSS4b.
- The Counseling Division through the Articulation program will work closely together with Academic Affairs and Division Chairs to articulate new programs and to insure that the educational programs on the catalog are accurate and approved by the state. HCSS3b1-5.
- The Chair of the Counseling Division is currently working with the IT department on campus to implement the SARS e-Advising component to provide online counseling to students. HCSS4a1-5, HCAS6a-d.

3. How are your program improvements associated with your SLOs:

As a result of hiring the tenure track Transfer Center Counselor/Director, students have access to more CSU, UC, and private university information so that they can make their own transfer decisions in a timely manner. If a “B” shift clerical position is approved, students will receive professional front door/customer service until 7:00 pm. If the Counseling Hourly funds are approved, students will not have to wait more than 2 weeks to make a counseling appointment to develop an educational plan for their program of study and/or for financial aid.

4. Staffing requirements:

- A “B” shift clerical position to serve the evening student population until 7:00 pm.
- Counseling Hourly funds: This is needed to serve students with counseling appointments, drop in services during rush registration for fall and spring semesters. (Lost about 15 hours of counseling appointments and drop in services a week with the transfer of a counselor to serve as ASO Advisor),
- The Articulation Officer is retiring at the end of October 2012. The position is already filled.

5. Technological requirements:

- There is a need of two computers for the Career Center.
- Need funds from general program to pay for SARS and CollegeSource license fees.

6. Facilities requirements:

We wish to have a bigger Transfer and Career Center.

6. Implementation plan:

The Academic and Progress probation program is in its first stage of implementation. The 150 students have been selected. The students will be invited to attend a counseling appointment in the spring semester to develop an educational plan with a counselor. The Retention Counselor will monitor the students' academic progress and collect data to create a report. Counseling hourly funds from the general funds should be allocated for this effort so that we can provide counseling appointments to students to keep them on track so that they can complete their associate's degree and transfer requirements.

The Career Counselor is offering students career assessments through the Personal Development 4 class and through counseling sessions. The testing units' costs might be covered by Perkins funds.

The Transfer counselor is offering additional transfer workshops and inviting more university representatives to meet with potential transfer students. This semester the City of Los Angeles provided the bus transportation funds to take students from the HONORS program and potential transfer students to the TAP UCLA conference. The Transfer and HONORS Counselors are trying to seek funds from other sources or institutions to pay for future field trips. Transportation funds should be allocated through the general fund.

The Articulation Counselor is meeting with the Academic Affairs Dean, Division Chairs, and attending the Curriculum committee meetings to collaborate in articulating new programs.

The proposed timeline for instituting the activities described above is June 30, 2013. The counseling faculty is already sharing responsibilities as counselors and programs Directors; therefore, there is no room for reorganization.

UNIT PLAN “PART B”

Core Personnel/List of Permanent Staff

Example

Assigned Time	Responsibility	Estimated Cost	Funding Source
1.0	<i>Division Chair</i>	118,000	100 program
1.0 (.5 Articulation, .5 general counselor)	<i>Articulation Officer</i>		100 Program
1.0 (.5 Transfer Director, .5 general Counselor)	<i>Transfer Counselor</i>		100 Program
1.0 (.4 Honors Program Counselor, .6 General Counselor)	<i>Honors Prog. Counselor</i>		100 Program
1.0 (.4 Career Center Director, .6 General Counselor)	<i>Career Counselor</i>		.25 = 100 Program .25= CTE program .50= Matriculation funds
2.0	<i>General Counselor</i>		100 Program
1.0 (.3 ASO Advisor, .7 General Counselor)	<i>ASO, Counselor</i>		100 Program
1.0 (.4 Retention Prog., .6 General Counselor)	<i>Retention Counselor</i>		100 Program
1.0 Secretary	<i>Secretary of Counseling Division</i>	37,000	100 Program
		647,916.21	

1. Total FTEF: 10

1. Total Hours Counseled: 202 per week.

2. Total Hours of release time: 76 per week to manage different programs.

3. Total Cost for Counselors: 769,916.21

4. Total Cost for Administrators: N/A

5. Total Cost of Classified Staff: \$ 37,000

6. Total cost FTEP = Full Time Equivalent Personnel:

The copy of the current Op Plan is attached.

UNIT PLAN "PART C" Core Expenses

1. All legally required responsibilities: *Required for health and Safety*
2. *Required by board / State/ Federal/ Accreditation standards(list the minimum requirements here)*
3. *Required by licensing agreement*

Description of activity	Estimated Cost	Justification	Code
N/A			

Narrative justification: List statutes which require this expenditure.

N/A

Total cost: N/A

UNIT PLAN "PART D" Essential Activities

Only place expendable request in this field.

Division Prioritization	Description of activity	Estimated Cost	Proposed Funding Source	Justification	Code
	Conference attendance	\$3,000	Program 100	College forums and retreats (should be a Professional Development line for SS)	HCSSa7
	SARS Suite	6,000	CTE Program	Counseling and testing appointment and tracking system software.	HCSS1a4
	CollegeSource	4,000	CTE Program	Colleges and University catalog software	HCSS1a4
1	Counseling Hourly	\$20,000	Program 100	To provide counseling appointments and drop in services to students to develop an educational plan, clear prerequisites, and/or help them with registration for spring 2013 semester.	HCSS4a, HCSS4a1-5 HCSS4b-c HCSS4a5 HCSS6a1-17
1	"B" shift clerical position	\$35,000	Program 100	To provide front door/customer service to our student population, general public, staff, and faculty	HCSS4a, HCSS4a1-5 HCSS4b-c HCSS4a5 HCSS6a1-17
1	Career Counselor	\$80,000	Program 100/ CTE program	To assist students in choosing their major by the second semester in college.	HCSS4a, HCSS4a1-5 HCSS4b-c HCSS4a5 HCSS6a1-17

Justification Narrative: How does your activity support the college Educational Master Plan?

The Counseling Faculty must update their knowledge of transfer requirements to universities and expand their personal growth in order to counsel/advise students with their educational goals.

The counseling and testing appointments (SARS) system allows students to make their own appointments and also allows counseling faculty to keep track of the students counseling session's outcomes and recommendations for following up. The CollegeSource program allows counseling faculty and Admissions and Records staff to look for current and past college and university catalogs to evaluate students' transcripts for college credit. The Counseling Hourly activity will help students complete their student educational plan for financial aid and for graduation and transfer. The "B" shift clerical position will provide quality front door/customer service to students, general public, staff and faculty.

UNIT PLAN "PART E" Non-cost Essential Activities

List Non-cost activities here

Priority	Description of activity	Justification	Code
1	CSU, UC, and Private University Counselor Conferences	Professional Growth	HCSS4a3
2	Transfer Celebration	Increase and promote transfer	HCSS4b & HCSS5a2
3	Transfer & Career Center Open House	Promote transfer & career center	HCSS4b, HCSS4c, HCSS4f, HCSS5a2
4	Red Alert Week	Ensure students eligible for transfer complete the University Admissions Application by the University deadline	HCSS4b & HCSS5a2
5	Transfer Student Club	Create a university transfer culture and awareness.	HCSS5a4
6	Maintain Transfer website	Provide current transfer information and promote transfer activities/workshops.	HCSS4b& HCSS5a2
7	Collaborate with other departments to host/facilitate multi-cultural events	Foster an equitable and multi-cultural college environment.	HCSS5a1 & HCSS5a6
8	Career and major workshops	Encourage students to choose a major so that they can follow a realistic educational plan	HCSS4a3-4, HCSS4c
9	Honors Transfer program orientations, club, and workshops	Recruit Honors transfer students for the program and for the Honors club, and to promote enrollment to the program	HCSS4a3-4, HCSS4c HCSS5a4
10	Academic & Progress probation R.I.S.E. workshops, Dismissal workshops, Financial Aid disqualification workshops STEM workshops	Increase and promote retention of students to complete their associate's degrees and university transfer requirements	HCSS4a3-4, HCSS4c HCSS5a4 HCSS6a14 HCSS3b3

11	Maintain the Counseling and Transfer/Career, Honor's and Articulation WebPages	Provide current and up to date information about programs, activities, events, and workshops to continuing, returning, and prospective students.	HCSS4a3-4, HCSS4c HCSS5a4 HCSS3b1-5 HCAS6a-d
12	Maintain the Transfer/Career Center computer lab	Ensure the 6 computers in the Center are up to date with the appropriate software capabilities and functional and good condition hardware to assist students with research needs and surfing the career and transfer websites.	HCSS4a3-4, HCSS4c HCSS5a4 HCSS3b1-5 HCAS6a-d

Justification: How does your activity support the college Educational Master Plan?

The activities listed above are essential to promote student success and completion of associate's degrees and transfer requirements. Students need to be aware of the programs and student support services available to them. These activities will open up more choices to accomplish their educational goals. The Counseling faculty is committed to offer at least six (6) different workshops per week so that students can select the ones that are more relevant to them at that particular week. Academic & Progress probation R.I.S.E. workshops, Dismissal workshops, Financial Aid disqualification workshops are mandatory for this particular student population so that they can receive additional counseling services to stay in college and complete their programs of study. This is the main reason the counseling hourly funds are critical to graduate and transfer students.