

Annual Program Review: Counseling

Review time period: July 1, 2021 to June 30, 2022

1. Purpose of the Program

a. State the purpose of program, area or unit.

The Purpose of Counseling and Advising is to assist students in pursuing and attaining their academic, career and personal goals. The Counseling department is an open-access learning environment that promotes self-advocacy, critical thinking, communication, personal and academic responsibility.

b. How does the program, area or unit support the College Mission?

The Counseling department supports the college mission by providing quality services to our diverse and unique student population. This is accomplished by providing abbreviated and comprehensive education plans, assisting in the removal of perceived obstacles, providing appropriate referrals to educational and student services, and ensuring students are moving towards timely certificate and degree completion and transfer.

2. Population(s) Served

a. Describe the populations served by the program, area, or unit, identifying special populations, if any.

These populations included the following headcounts: traditional student:

		2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
Main Campus	All Students	896	869	907	633	715
Needles Center	All Students	69	72	92	46	69
Online Only	a) Count All Students	268	274	232	220	198

These populations include the following headcount: Incarcerated: In-Service

		2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
CDCR Locations	All Students	2,915	3,179	2,861	2,525	3,126
In-Service Locations	All Fire Science, ESL students	3,287	3,647	3,151	2,946	3,375

CDCR Students at all Institutions:

Home.Location	Metric	AY2017.18	PERCENT	AY2018.19	PERCENT	AY2019.20	PERCENT	AY2020.21	PERCENT	AY2021.22	PERCENT
GRAND TOTAL	a) Count All Students Enrolled	2,900	100.0%	3,159	100.0%	2,836	100.0%	2,500	100.0%	3,097	100.0%
Avenal State Prison	a) Count All Students Enrolled	135	4.7%	188	6.0%	243	8.6%	376	15.0%	679	21.9%
CA Correctional Institution	a) Count All Students Enrolled	14	0.5%	9	0.3%	8	0.3%	8	0.3%	5	0.2%
CA Institute for Men	a) Count All Students Enrolled	205	7.1%	222	7.0%	155	5.5%	42	1.7%	140	4.5%
CA Institute for Women	a) Count All Students Enrolled	168	5.8%	160	5.1%	116	4.1%	65	2.6%	93	3.0%
CA Medical Facility	a) Count All Students Enrolled	1	0.0%	4	0.1%	2	0.1%	1	0.0%	1	0.0%
CA Men's Colony	a) Count All Students Enrolled	151	5.2%	115	3.6%	126	4.4%	52	2.1%	133	4.3%
CA Rehabilitation Center	a) Count All Students Enrolled	301	10.4%	386	12.2%	183	6.5%	142	5.7%	252	8.1%
CA State Prison Corcoran	a) Count All Students Enrolled	9	0.3%	7	0.2%	5	0.2%	3	0.1%	2	0.1%
CA Sub Abuse Treat Fac	a) Count All Students Enrolled	22	0.8%	76	2.4%	53	1.9%	29	1.2%	73	2.4%
Calif City Correctional Facil	a) Count All Students Enrolled	95	3.3%	208	6.6%	157	5.5%	224	9.0%	117	3.8%
Calipatria State Prison	a) Count All Students Enrolled	3	0.1%	4	0.1%	4	0.1%	6	0.2%	2	0.1%
Centinela State Prison	a) Count All Students Enrolled	1	0.0%	0	0.0%	2	0.1%	3	0.1%	1	0.0%
Central CA Women's Facility	a) Count All Students Enrolled	1	0.0%	0	0.0%	0	0.0%	0	0.0%	1	0.0%
Chuckawalla Vall State Prison	a) Count All Students Enrolled	708	24.4%	585	18.5%	595	21.0%	539	21.6%	625	20.2%
CIW Malibu Camp	a) Count All Students Enrolled	22	0.8%	1	0.0%	4	0.1%	1	0.0%	1	0.0%
CIW Porta La Cruz Camp	a) Count All Students Enrolled	3	0.1%	0	0.0%	2	0.1%	0	0.0%	0	0.0%
CIW Rainbow Camp	a) Count All Students Enrolled	5	0.2%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Corr Train Facility Central	a) Count All Students Enrolled	158	5.4%	137	4.3%	151	5.3%	176	7.0%	231	7.5%
CSP Los Angeles County	a) Count All Students Enrolled	3	0.1%	4	0.1%	2	0.1%	2	0.1%	1	0.0%
Delano MCCF	a) Count All Students Enrolled	1	0.0%	1	0.0%	0	0.0%	0	0.0%	0	0.0%
Folsom State Prison	a) Count All Students Enrolled	11	0.4%	11	0.3%	9	0.3%	7	0.3%	5	0.2%
Golden State Modified CCF	a) Count All Students Enrolled	0	0.0%	1	0.0%	0	0.0%	0	0.0%	0	0.0%
Ironwood State Prison	a) Count All Students Enrolled	644	22.2%	755	23.9%	730	25.7%	678	27.1%	602	19.4%
Mule Creek State Prison	a) Count All Students Enrolled	23	0.8%	24	0.8%	27	1.0%	75	3.0%	111	3.6%
Pleasant Valley State Prison	a) Count All Students Enrolled	11	0.4%	6	0.2%	1	0.0%	1	0.0%	1	0.0%
San Quentin State Prison	a) Count All Students Enrolled	6	0.2%	6	0.2%	5	0.2%	5	0.2%	8	0.3%
Shafter Modified Com Corr Fac	a) Count All Students Enrolled	49	1.7%	110	3.5%	124	4.4%	37	1.5%	0	0.0%
Sierra Conservation Center	a) Count All Students Enrolled	6	0.2%	17	0.5%	16	0.6%	15	0.6%	8	0.3%
Solano Prison	a) Count All Students Enrolled	133	4.6%	114	3.6%	104	3.7%	0	0.0%	0	0.0%
Valley State Prison	a) Count All Students Enrolled	10	0.3%	7	0.2%	11	0.4%	13	0.5%	5	0.2%
WASCO State Prison	a) Count All Students Enrolled	1	0.0%	1	0.0%	1	0.0%	0	0.0%	0	0.0%

b. Describe other populations that should be served by the program, area or unit and identify plans to implement.

During the academic year "Main Campus on Broadway" outreach has been taking place at the Needles Center. Counseling, Financial Aid, CalWORKs representatives are traveling to Needles from the Main Campus to meet with local students to complete PVC online application, FAFSA applications and register for upcoming semesters.

3. Accomplishments in Achieving Goals

a. List area related Strategic Planning Goals and program, area or unit specific goals, and describe progress in achieving each goal, strategy, objective, and appropriate task during the review period.

- *Current technology is available to all counselors/educational advisors (i.e., SARS, Student Planning, Colleague, Cranium Café, ZOOM etc.)*
- *IT continues to update and provide support services on SARS, Student Planning and Colleague to be web-based, providing counselors and educational advisors access from any computer with internet access on campus and off-campus.*
- *The new Counseling Center has been set up with new computers and printers for all Counselors/Education Advisors.*

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- *Chatbot was also implemented to our website to help the student reach out for program and service inquiries.*

Review of staffing needs:

One new Educational Advisor was hired to replace the Education Advisor that moved to full-time counseling. This Advisor will continue to provide academic advising and support counseling among the various departments including incarcerated students.

In addition, 2 full time Counselors have been hired to help Correspondence Education, Athletics, Puente, Transfer and General students.

Evaluate effectiveness of Counseling SAO's via Survey Monkey:

Counselors can complete SAO's through an online survey (Survey Monkey). This is done as part of the student appointment to capture the essence of the contact and survey the students on:

- *Ability to formulate an educational plan.*
- *Ability to work independently by means of self-advocacy regarding college policies, procedures, and petitions.*
- *Understand and empathize with diverse culture, social, religious, and linguistic differences.*
- *Understand the use of technology relevant to counseling resources which includes cranium café, zoom, student planning.*

SAO's for Correspondence Counseling:

- *SAO's will be generated starting the 2022-2023 academic year for Correspondence Education students.*

Effectiveness of Correspondence Education Meetings:

- *General Counseling/Advising, Financial Aid, Admissions & Records, EOPS, DSPS, and the Correspondence Education Office have been participating in CDCR meetings to support the incarcerated student population.*
- *Counseling/Advising has developed College Reference Guide for incarcerated students. The guide was mailed in a poster size to all local and outlining institutions. In addition to mailing each of the*

correspondence students a copy for their information. This guide will provide students with information related to our programs and services.

- b. Explain modifications, if any, of program, area or unit specific goals for the upcoming year.
- Continue with regular collaboration meetings and identify new goals for the upcoming academic year.

The department plans to review and modify two of the listed goals:

- *Evaluate effectiveness of Counseling SAO's via Survey Monkey:*
 - *SAO's were modified to include questions about online educational plans and set goals for comprehensive ed plans completed.*
 - *New SAO's were developed to encompass our current online counseling. In addition to adding information pertaining to student petitions and forms as means of self-advocacy.*

4. Service Area Outcomes (SAO)

- a. Revise if needed and provide metric data for Service Area Outcomes in the area or unit.

Appropriate Service Area Outcomes will be developed by each non-instructional area to reflect appropriate outcomes including Program Area Outcomes and/or Service Area Outcomes (SAO).

General counseling had 3 SLO's they were surveying students on, up to 2015. In 2021, additional information for the SLO's/SAO was added to survey students on self-advocacy, diversity, and online counseling. During the counseling session, counselors surveyed the students based on prompted questions and students' responses.

Service Area Outcome	SAO Rubric	SAO Metric
<p>1) As a result of the counseling session, student will be able to formulate an educational plan to help them reach their academic goal(s).</p>	<p>A) Student formulated the educational plan by themselves</p> <p>B) Student needed assistance in formulating the educational plan</p> <p>C) Student did not complete the educational plan</p> <p>D) Not applicable</p>	<p>Students Surveyed: 97</p> <p>A) 10%</p> <p>B) 57%</p> <p>C) 10%</p> <p>D) 22%</p>
<p>D) Student will demonstrate the ability to work independently by means of self-advocacy regarding college policies, procedures, petitions, and forms. (Petition to Graduate, Grade Appeals, Petition to Overload, Challenge Form, etc.)</p>	<p>A) Student was able to effectively communicate and express needs and concerns</p> <p>B) Student was able to somewhat communicate and express needs and concerns</p> <p>C) Student was not able to communicate effectively nor express needs and concerns</p> <p>D) Not applicable</p>	<p>Students Surveyed: 97</p> <p>A) 60%</p> <p>B) 30%</p> <p>C) 5%</p> <p>D) 5%</p>

<p>3) Student will be able to utilize necessary information and integrate counseling resources from a variety of in person, or virtual (Cranium Café, Zoom, Student Planning, etc.) options available to them to make sound educational decisions</p>	<p>A) Student was able to effectively articulate critical thinking in decision making by asking questions and responding effectively to counselor’s inquiries</p> <p>B) Student was able to somewhat articulate critical thinking in decision making by asking questions and responding effectively to counselor’s inquiries</p> <p>C) Student was not able to articulate critical thinking in decision making by asking questions and responding effectively to counselor’s inquiries</p> <p>D) Not applicable</p>	<p>Students Surveyed 97</p> <p>A) 52%</p> <p>B) 40%</p> <p>C) 2%</p> <p>D) 5%</p>
<p>4) Students will be able to understand, and empathize with diverse culture, social religious, and linguistic differences within and across societies.</p>	<p>A) Student was able to effectively articulate their understanding by asking questions and responding</p> <p>B) Student was able to somewhat articulate their understanding by asking questions and responding effectively to counselor’s inquiries</p> <p>C) Student was not able to articulate their understanding to counselor’s inquiries</p> <p>D) Not applicable</p>	<p>Students Surveyed: 97</p> <p>A) 64%</p> <p>B) 20%</p> <p>C) 0%</p> <p>D) 15%</p>

b. What changes and initiatives were undertaken during the review period to improve SAO outcomes?

Counselors continue to encourage online counseling services and utilize student planning to keep track of their career and educational goals which have allowed students to focus on their educational pathway.

Counselors have also continued to meet with students one-on-one and set up student planning workshops to encourage all new students to navigate Student Planning, as PVC Services might be ending soon.

5. Strengths, Weaknesses & Accomplishments/Activities

a. List and comment on the major strengths of the program, area or unit.

Major strengths of the program are bringing awareness and providing valuable insight to students in achieving their stated goals i.e., transfer, certificate, degree, etc. Maintaining the focus on the student, validating the student's feelings, experiences, and behavior. Also utilizing technology and online resources to better serve the student and provide students with the necessary tools to succeed.

In July 2021, Counselors and Educational Advisors began a series of community outreach events. These pop-up events took place at the Blythe Rec Center, Ripley County Building as well as the Mesa Verde Riverside County Building and Needles Center. This event provided community members with information from the Palo Verde College programs and services which included new student applications, registration, and financial aid.

Since the last Program Review, 2- full time counselors have been hired to support Correspondence Education, Athletics, Puente, Transfer and General students. In addition to bringing Mental Health services which include workshops, presentation, and information on mental health awareness that was a missing component of our campus.

One weakness is the disconnect with Articulation. Articulation plays a key role in identifying new GE courses and future trends in Articulation and transfer, which is beneficial when advising students on future coursework and educational plans and pathways. For this reason, it would benefit Counseling and Advising to bring back Articulation to our division.

b. List and comment on the major weaknesses of the program, area, or unit. Discuss gaps or issues identified in section 4 and propose solutions.

- *Technology integration for services (elimination of double data entry between SARS and Colleague)*
- *Transfer Center in need of a dedicated office space*

c. List activities and discuss accomplishments during review period.

An additional Educational Advisors (EA) was hired to assist counseling with large student populations at the prisons, as well as many other duties.

- Funding improved and counselors participated in additional professional development conferences.*
- Funding improved and counselors took students to various virtual Transfer conferences and workshops.*
- Student Planning has been greatly utilized by counselors and students for online student planning and educational plans. Workshops for students to navigate student planning have also been provided.*

6. Human Resources and Staff Development

a. Provide current organization chart of the program, area or unit, showing key functions and responsibilities.

William Smith-Interim Vice President of Instruction and Student Services

- Biju Raman – Dean of Instruction & Student Services*
- Jaclyn Randall – Director of Student Success & Equity*
- Irma Dagnino – Associate Dean of Counseling*
- David Silva – General Counseling, Fresh Start Workshops and Probation*
- Gracie Milke – Correspondence Education Coordinator/Counselor*

b. Are current management and staff adequate to perform functions and responsibilities satisfactorily and to achieve program, area or unit goals? Explain.

In 2020, Articulation duties were taken over by instruction. Prior to that, Articulation was housed in Counseling for over 15 years, combining Transfer and Articulation together. There was always constant communication about upcoming transfer trends, updated GE coursework and collaboration amongst counseling on articulation requests. We've noticed in the last two years since Articulation has been in instruction, there has been a disconnect.

Articulation plays a key role in identifying new GE courses and future trends in Articulation and transfer, which is beneficial when advising students on future coursework and their educational plans

and pathways. It would benefit Counseling and Advising to bring back Articulation to our division, mainly to support upcoming legislation affecting various support services and transfer reform:

AB 1406 - California State University: graduation requirement: ethnic studies

AB 1111 – Postsecondary education: common course numbering system

AB 928 - Student Transfer Achievement Reform Act of 2021

With CSU, UC is now requiring students to take Ethnic Studies. Courses are being submitted for Ethnic Studies courses for that requirement. There is talks that over the next few years new legislation related to DEI (Diversity, equity, and inclusion) will be enacted. The communications surrounding this is centered around the application of DEI to ALL GE course content.

All this requires constant communication with Counseling. Our division is requesting another full-time counselor, to continue to staff our department and support students, including as part of this counselors duties 50% Articulation/50% Transfer

c. Describe specific professional development activities in which program, area or unit members participate and explain how such activities benefit or enhance the program and support and facilitate student learning.

- *Counseling Conference Webinars on UC admissions*
- *Guided Pathways Webinars/Workshops*
- *Mental health workshops*
- *Puente workshops and presentations*
- *CSU/UC Transfer Conferences (Ensuring Transfer Success-ETS)*
- *Webinars from American Counseling Association ACA on various topics*
- *Inland Empire Desert Regional Consortium Meetings*
- *Articulation and Transfer webinars and workshops*
- *Umoja workshops and conferences*
- *CTE Counselor Conclave*
- *Student Success Conferences*
- *Hispanic Association of Colleges & Universities HACU*
- *Cal Fresh workshops*

The listed activities above benefit and enhance the counseling program and facilitate student learning in numerous ways:

- *The listed activities provide training on many counseling related topics.*
- *Introduce counselors to best practices across the state.*
- *Keep counselors up to date on transfer trends.*

- *Keep counselors up to date on various stands from the American Counseling Association*
- *Provide networking opportunities for counselors to share with their students to encourage support services and transfer information.*

d. Describe areas of unmet professional development needs among personnel in this program, area or unit, if applicable, and outline plans to address these needs.

As 3SP evolved to SEA, and now with Guided pathways in place, Counseling would benefit from continued professional development opportunities to better understand our role with SEA and Guided Pathways. Also, opportunities to continue to build on each pillar of Guided Pathways.

e. Describe organizational changes that would improve program, area or unit performance. Provide timelines for the achievement of such changes and describe measures that assess the effectiveness of such changes.

There is no evidence currently to demonstrate improvement in the program with the organizational changes, but we are hoping to describe measures of effectiveness and success with future program reviews.

7. Facilities

a. Are current facilities adequate to support the program, area or unit? Explain.

With the construction of the new Counseling Center, it has provided additional office space for Counselors and Educational Advisors. Current facilities are adequate to support the program. Each Counselor and Educational Advisory now has an individual office.

b. Describe plans for future changes to support facilities.

Counseling services are now in a centralized area for all students. In addition to providing offices for each of the counselors and educational advisors.

The Transfer Center does not have a dedicated office space. The department feels that a dedicated office space would be helpful for students to review transfer material, complete applications and enhance the program, would provide transfer students space to explore.

8. Technology and Equipment

a. Is the current technology and equipment adequate to support the program, area or unit? Explain.

Current technology is available to counselors (i.e., SARS, Student Planning, Colleague, etc.). IT has updated SARS, Student Planning and Colleague to be web-based, providing counselors and advisors

access from any computer with internet access on campus. The current technology is adequate to support the program.

b. Describe plans for future changes to support technology or equipment.

Future plans include further implementing of new program/software that can help with the scheduling of student appointments and counseling notes.

9. Financial Resources

a. Provide an appropriate financial report for program, area or unit during reporting period. Explain any significant deviations from previous reporting period.

The largest deviation from the previous reporting period is the consolidation of Student Success & Support, Student Equity, where most of the funding source resided. Now the financial support comes from variety of areas including Student Equity and Achievement (SEA), Guided Pathways (GPW), General Fund, etc.. DSPS and EOPS have separate resources and is included in the respective program reviews for the departments.

Object.Type	Measure	AY2017-18	AY2018-19	AY2019-20	AY2020-21	AY2021-22
EQUIPMENT AND SUPPLIES - LIBRARY BOOKS	a) REVISED BUDGET	\$0.00	\$0.00	\$0.00	\$2,000.00	\$0.00
EQUIPMENT AND SUPPLIES - LIBRARY BOOKS	b) SPENDING	\$0.00	\$0.00	\$0.00	(\$1,277.79)	\$0.00
EQUIPMENT AND SUPPLIES - LIBRARY BOOKS	c) DEVIATION	0.0%	0.0%	0.0%	-36.1%	0.0%
EQUIPMENT AND SUPPLIES - LOCALLY DEFINED INSTRUCTIONAL SUPPLIES	a) REVISED BUDGET	\$19,937.15	\$14,537.02	\$3,640.22	\$41,747.97	\$145,140.65
EQUIPMENT AND SUPPLIES - LOCALLY DEFINED INSTRUCTIONAL SUPPLIES	b) SPENDING	(\$17,864.01)	(\$14,755.30)	(\$3,640.22)	(\$21,483.53)	(\$33,169.11)
EQUIPMENT AND SUPPLIES - LOCALLY DEFINED INSTRUCTIONAL SUPPLIES	c) DEVIATION	-10.4%	1.5%	0.0%	-48.5%	-77.1%
EQUIPMENT AND SUPPLIES - LOCALLY DEFINED OTHER OPERATING EXPENSES AND SERVICES	a) REVISED BUDGET	\$79,839.06	\$65,291.33	\$22,461.96	\$68,921.49	\$138,008.73
EQUIPMENT AND SUPPLIES - LOCALLY DEFINED OTHER OPERATING EXPENSES AND SERVICES	b) SPENDING	(\$83,999.22)	(\$46,659.33)	(\$3,829.96)	(\$40,414.99)	(\$44,464.12)
EQUIPMENT AND SUPPLIES - LOCALLY DEFINED OTHER OPERATING EXPENSES AND SERVICES	c) DEVIATION	5.2%	-28.5%	-82.9%	-41.4%	-67.8%
EQUIPMENT AND SUPPLIES - MEDIA EQUIPMENT	a) REVISED BUDGET	\$0.00	\$1,700.00	\$0.00	\$0.00	\$9,330.80
EQUIPMENT AND SUPPLIES - MEDIA EQUIPMENT	b) SPENDING	\$0.00	(\$1,700.00)	\$0.00	\$0.00	(\$9,330.80)
EQUIPMENT AND SUPPLIES - MEDIA EQUIPMENT	c) DEVIATION	0.0%	0.0%	0.0%	0.0%	0.0%
PERSONNEL - BENEFITS AND INSURANCE	a) REVISED BUDGET	\$12,617.19	\$10,532.83	\$13,923.19	\$16,420.82	\$16,332.76
PERSONNEL - BENEFITS AND INSURANCE	b) SPENDING	(\$12,664.34)	(\$10,532.83)	(\$14,094.60)	(\$15,540.26)	(\$16,332.76)
PERSONNEL - BENEFITS AND INSURANCE	c) DEVIATION	0.4%	0.0%	1.2%	-5.4%	0.0%
PERSONNEL - NONINSTRUCTIONAL SALARIES, CONTRACT OR REGULAR STATUS	a) REVISED BUDGET	\$0.00	\$0.00	\$0.00	\$10,374.95	\$23,180.90
PERSONNEL - NONINSTRUCTIONAL SALARIES, CONTRACT OR REGULAR STATUS	b) SPENDING	\$0.00	\$0.00	\$0.00	(\$3,251.61)	(\$23,180.90)

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PERSONNEL - NONINSTRUCTIONAL SALARIES, CONTRACT OR REGULAR STATUS	c) DEVIATION	0.0%	0.0%	0.0%	-68.7%	0.0%
PERSONNEL - NONINSTRUCTIONAL SALARIES, OTHER	a) REVISED BUDGET	\$31,235.2 0	\$34,412.8 0	\$26,587.5 2	\$21,940.9 4	\$16,524.0 6
PERSONNEL - NONINSTRUCTIONAL SALARIES, OTHER	b) SPENDING	(\$37,086.4 6)	(\$32,881.5 5)	(\$23,020.4 9)	(\$10,448.2 6)	(\$10,368.0 6)
PERSONNEL - NONINSTRUCTIONAL SALARIES, OTHER	c) DEVIATION	18.7%	-4.4%	-13.4%	-52.4%	-37.3%
PERSONNEL - NONINSTRUCTIONAL SALARIES, REGULAR STATUS	a) REVISED BUDGET	\$29,706.0 0	\$40,343.0 4	\$41,252.2 6	\$45,928.0 7	\$63,666.7 5
PERSONNEL - NONINSTRUCTIONAL SALARIES, REGULAR STATUS	b) SPENDING	(\$30,169.3 8)	(\$40,343.0 4)	(\$51,147.5 5)	(\$36,359.7 3)	(\$63,666.7 5)
PERSONNEL - NONINSTRUCTIONAL SALARIES, REGULAR STATUS	c) DEVIATION	1.6%	0.0%	24.0%	-20.8%	0.0%
PERSONNEL - PUBLIC EMPLOYEES' RETIREMENT SYSTEM (PERS)	a) REVISED BUDGET	\$4,613.68	\$7,286.78	\$8,138.84	\$12,452.6 5	\$14,465.1 7
PERSONNEL - PUBLIC EMPLOYEES' RETIREMENT SYSTEM (PERS)	b) SPENDING	(\$4,685.68)	(\$7,286.78)	(\$8,626.21)	(\$9,507.12)	(\$14,465.1 7)
PERSONNEL - PUBLIC EMPLOYEES' RETIREMENT SYSTEM (PERS)	c) DEVIATION	1.6%	0.0%	6.0%	-23.7%	0.0%
PERSONNEL - STATE TEACHERS' RETIREMENT SYSTEM (STRS)	a) REVISED BUDGET	\$0.00	\$0.00	\$0.00	\$525.13	\$3,368.21
PERSONNEL - STATE TEACHERS' RETIREMENT SYSTEM (STRS)	b) SPENDING	\$0.00	\$0.00	\$0.00	(\$525.13)	(\$3,368.21)

b. Describe whether the current budget is adequate to carry out the responsibilities of the program, area or unit or operation.

As Guided Pathways funding is possibly coming to an end. The counseling department needs a budget where the parties can order office supplies, mileage, increased professional development opportunities. As of 2019, the department does not have direct access to a budget that permits these allowances. In addition, to purchasing office supplies for general counselors and educational advisors.

c. Describe plans for future budget changes, if any.

Counselors would like more input on the budget that pertains to counseling services. It seems it changes from year to year, whether counselors fall under the 3SP budget, or now the SEA budget or Guided Pathways. It is not clear what the process is from year to year. As a department, we would like an opportunity to plan out activities for the year for both professional development and students. Counseling would also like to see reports and data from the new funding formula on the financial impact counselors are making with comprehensive educational plans and the mapping of the ADT's. Especially as they correlate to the matriculation components such as orientation, placement, student education plans, and follow ups.

10. Four-year plan

a. Place future request for resources (human, facilities, technology & equipment, and financial) in a four-year matrix to facilitate future planning.

		2020-21	2021-22	2022-23	2023-24
Future Area Needs	Human Resources		Additional Counselor	Additional Counselor	Additional Counselor
	Fiscal Resources		Cranium Café	Cranium Café	Cranium Café
	Physical Resources		Counseling Services Relocated/Individual offices for Counselors/Education Advisors	Transfer Center	Transfer Center
	Technology Resources		Laptop Computers/Tablets to assist students during Needles, Off-Site Outreach Events	Laptop Computers/Tablets to assist students during Needles, Off-Site Outreach Events	Laptop Computers/Tablets to assist students during Needles, Off-Site Outreach Events

Counselors would also benefit from being part of the SEA planning process and provide input and have a better understanding of the equity gaps, and their role in closing that gap. Also, how the plan integrates to institutional plans.

With the groundbreaking of the new Counseling Center which is proposed to open in 2022 it plans to, include additional office space to accommodate Educational Advisors, Counselors and Student Support Services. This will move counseling to its own area, and make it a department which we feel is a better fit for our institution, the community, and our student’s needs. Counseling would like to propose the following organizational structure.

I. Associate Dean of Counseling (with counseling and student support experience such as transfer, articulation, matriculation, support services, categorical programs, K-12 collaboration, etc.)

a. Division Chair Maria Lopez (SASS Division Chair)

b. General Counselors David Silva, Graciela Milke, Jeanette Garrett, Sandra Loureiro

c. Categorical Counselors Lorenzo Lujano, Maria Lopez

i. Clerical support Teresa Gomez EOPS, Alicia Pierto, Ida Hamblen DSPS, Christina Dollinger TRIO Administrative Assistant

Board Reports

Fall 2021

August:

Guided Pathways Website is live and found on our Home Page. The site lays out the 12 ADT's, along with other helpful career resources. • Summer pop-up events (June – August) took PVC staff out into the community and met with students, providing full-services to those that came in to visit. • The Puente Program is off the ground with an English Instructor Identified, along with a Counselor. Professor Esmeralda Lopez is teaching ENG 100.05 hybrid for the Fall for Puente students. A part-time counselor has been hired to work with Professor Lopez and Puente students. • TRIO is continuing to recruit students: by sending out emails, text messages and phone calls. A part-time Program Assistant has been hired to assist with the program goals, resources and student retention. TRIO will be participating in ASG Week of Welcome events. • DSPS continues to provide students with accommodations and services. Our numbers are rising on campus again, and we are excited to see students on campus again! • We continue to monitor and update our CDCR calendar to ensure we visit CVSP locations for Student Services purposes as planned. We have now included ISP on the calendar and will start visiting that site as of August 12th. • Counseling/Advising continues to meet with students virtually, with occasional on site appointments to accommodate students and get them prepared for the Fall semester.

September:

Associate Dean of Counseling • Hiring 2 Counselors for the Spring 2022 term at the main campus. • Hiring 1 P/T Counselor for Needles Center. • Oct. 7th is the last day to Petition to Graduate for the Fall term. • Counselors/Advisors working on follow-ups with students. • TRIO is working on combining a Student Services Calendar of events for the Fall term. • Veterans Services to reach out to current GI students and community veterans to provide services. • Continuous visits to ISP and CVSP to provide Student Services. • Reminder to Instructors to reach out to counseling/advising of students falling behind in their courses to assist with intervention.

November:

• Midterm deficiencies came out and Counseling/Advising is reaching out to student to assist in facilitating next steps • We are working on developing Credit for Prior Learning (AP 4235) forms, providing students the following option to earn credit: 1. Advanced Placement Exam (AP) 2. Credit by Exam 3. Achievement of an examination administered by other agencies approved by the college 4. Assessment of approved or conducted by proper authorities of the college 5. Evaluation of Joint Services Transcripts (JST) 6. Evaluation of industry recognized credential documentation 7. Evaluation of student-created portfolios

• Instruction and Student Services design teams are coming together to survey Rising Scholar students on implementation of the Revolution, specifically assignment cover sheets, and support services at the local institutions. • Guided Pathways Expense report has been extended to Dec. 17, new due date • Transfer workshops are in full swing, preparing students for the Nov. 30 CSU/UC application deadline and discussions on out-of-state and independent/private institutions • Spring registration begins next month, counselors/advisors are working on student educational plans in preparation for the next registrations period • General counseling/advising along with Financial aid will be out at both CVSP/ISP the week of Dec. 6-9 working with Rising Scholars on Spring registration • Celeste is working with the high school counselors in preparation for spring enrollment

December:

Counseling Program Review 2021-2022

PRC Approved: 02.23.2023

BOT Approved: 06.13.2023

Counseling/Advising Department: (General Counselors/Educational Advisors) General Counselors/Educational Advisors created registration packets for all incarcerated students which were mail in November to all institutions. (Packets included schedule of classes being offered and a copy of students' most current education plan). • Counselors/Educational Advisors are meeting every Monday for Correspondence Education Meetings to coordinate efforts for all incarcerated students. • Counselors/Educational Advisors are preparing for open registration which will be taking place December 10th.

Spring 2022

January:

New Counselors - Sandra Loureiro and Jeanette Garrett started on Tuesday 1/4/22. • New Educational Advisor - Sandra Dagnino begins January 24th. • Spring Registration is in full swing. • Furniture is being moved into the new counseling area, with anticipated move in date still TBD. • We are in the process of applying for an Upward Bound grant. • we are in the process of applying for a waiver to qualify for HSI and Title V • Mental Health ongoing allocations. • Basics Needs ongoing allocations. • Retention and outreach funds.

May:

- Counseling is working with IT and M&O to set up 4 cubicles and computers outside of the Counseling area, similar to the 4 stations behind Juan, for counselors/advisors to work with students during registration. • Open registration begins this week and goes through August 26th. • Registration packets were sent out to CDCR locations a month ago and students are enrolling in summer and fall classes. • Jaclyn and Irma are working with HR on the following JD's: 1. P/T Basic Needs Coordinator (must be in place by July 1); 2. update the Student Services Technician JD to align with Student Service and provide Student Equity & Achievement a P/T technician to support Jaclyn; • We are applying for HSI grants due at the end of May and/or early June – focusing on funding to support the Academic Achievement Center. • We are still waiting to hear back from the Upward Bound grant we applied for. • CVSP/ISP have given us the green light to go out to their locations and meet students. We are working up a calendar of dates to go out to the two sites to provide support services. • Via Guided Pathways, working with DLO and Academic Standards to propose CE Course material submission dates for Fall and Spring, and update the CE Course material manual for 2022-2023. • Summer Pop-up event dates have been set for Blythe, Ripley, Mesa and Needles through July 2022. • Support Services will be going out to Needles one more time this term to visit with student May 19th. • Last day to w/d from classes was May 2nd. • Regalia has been ordered for Faculty and administration for commencement. • Jeanette is working on recognizing Transfer students at both the Awards ceremony and Graduate Luncheon. • Celeste and CTE are working with the high schools in getting the student applied and enrolled in classes for the Fall. • In support of AB 620, PVC has assembled a Pride Advisory Committee, identifying LGBTQ+ liaisons on campus to support LGBTQ+ students and staff. • Graduation committee has voted on changing up the sophomore man/woman of the year to 'Graduate of the Year' in light of the PVC Pride Advisory Committee's recommendation aligning with PVC's commitment to Diversity, Equity and Inclusion.