2018-19 Annual Program Update

Program Overview

Please verify the mission statement for your program. If there is no mission statement listed, please add it here.

The mission of the Laney College Counseling Department is to provide students and prospective students with comprehensive academic, career, and personal counseling. Counselors work with students regarding university transfer, vocational programs, basic skills development, personal/professional enrichment and personal concerns, while helping students develop personal decision-making tools. We value the diversity of our student body and the worth and dignity of each individual.

List your Faculty and/or Staff

Faculty	Staff
Manuel Alcala	Adia Campbell (Substitute for Staff Services Specialist)
Sarah Backes-Diaz	Tynisia Randell
Kimberly Blackwell	Verlisa Watson
Laura Bollentino	
Lilian Chow	
Douglass Cobb *** Co-Chair**	
Terrance Greene *** Co-Chair**	
Danniett Howard	
Kathy Ma	
Ann McMurdo	
Cynthia Taing	
Janelle Tillotson	

The Program Goals below are from your most recent Program Review or APU. If none are listed, please add your most recent program goals. Then, indicate the status of this goal, and which College and District goal your program goal aligns to. If your goal has been completed, please answer the follow up question regarding how you measured the achievement of this goal.

Discipline, Department or Program Goal	Which institutional goals will be advanced upon completion?	PCCD Goal& Institutional Objectives	Explanation and Comments
Assessment : Assess Counseling Department and COUN courses in accordance with District and college goals.	**Laney College Goals :** 1) Promote equity 2) Promote a collaborative institutional culture for communication, governance and decision-making 3) Offer students the highest quality curriculum and services 5) Increase awareness and access to disproportionately impacted communities	**PCCD Strategic Goals:** A) Advance Student Access, Equity and Success. A.1-Student Access A.2-Student Success A.4- Student Equity	The counseling department is focused on working with co-chairs from other counseling departments within the District towards creating pathways of enrollment and retention. The department is also working with local CBO's, and OUSD around dual enrollment and building partnerships within the community. The counseling department continues to work towards empowering our students through advising and facilitating degree and certificate completion and overall personal growth. With the Early Alert/Starfish program we now have a tool we can utilize to provide positive reinforcement and inform students of their academic status beyond a counseling appointment.

| Curriculum:	Laney College Goals :	PCCD Strategic Goals:	
Offer Counseling courses that provide students with information and tools for student success, including preparation for college, career development, transfer information, personal development and college success.	3)Offer students the highest quality curriculum and services 4)Cultivate a culture of belonging, pride and self-reflection for continuous improvement 5) Increase awareness and access to disproportionately impacted communities	A)Advance Student Access, Equity and success A.1-Student Access A.3-Student Success A.4-Student Equity B) Engage and Leverage Partners B.2-Partnerships: Expand partnerships with K-12 institutions, community based organizations	Completed Spring 2018/ Fall 2018 semester. The Counseling Department Discipline offered: -Coun 24 College Success (4 online courses and 4 traditional courses) -Coun 30 Personal Growth/Development (2 traditional courses) -Coun 57 (4 traditional courses with day and evening class schedule and 1 hybrid course) -Coun 201 (4 traditional courses utilizing Dual enrollment at local continuation high school) -Coun 224 (1 traditional course and 2 online courses)
Instruction: Expand COUN course delivery options to include dynamic dated and/or online courses.	Laney College Goals: 1)Promote equity 3)Offer students the highest quality curriculum and services 4) Cultivate a culture of belonging, pride and self-reflection for continuous improvement	PCCD Strategic Goals: A: Advance Student Access, Equity and success A.1- Student Access A.2-Student Success A.4-Student Equity C: Build programs of Distinction C.1-Student Success	The Counseling Department Discipline courses in Fall 2018/Spring 2018 -**Coun 24** (5 online sessions that were dynamically dated) -**Coun 30** (1 Hybrid course) -**Coun 57** (1 Hybrid course that was dynamically dated) - **Coun 224** (2 online sessions)

Professional Development, Institutional and Professional Engagement, and Partnerships:	Laney College Goals	PCCD Strategic Goals:	Professional Development Activities
Identify opportunities for counseling faculty to engage in professional development activities, shared governance, and community building.	1) Promote equity 2) Promote a collaborative institutional culture for communication, governance and decision-making 3) Cultivate a culture of belonging, pride and self-reflection for continuous improvement	A: Advance Student Access, Equity and Success A.1 Student Access A.2 Student Success A.4 Student Equity B. Engage and Leverage Partners B.1 Partnerships D: Strengthen accountability, innovation and collaboration D.1 Service Leadership	Spring 2017 Laney Counseling Department SSSP Retreat Spring 2018 Peralta District Wide Counseling Meeting Laney Counseling Department Professional Development Day Fall 18 (Focus on AB705, English/Math panel discussion, Assessment & CCC Apply Initiative) Spring 2018, Fall 2018 & Spring 2019 Integrated Counseling Athletic Tutoring Program- Fall 2017-Present Fall 2017 Hosted HBCU Caravan

Describe your current utilization of facilities, including labs and other space

Currently general counseling is located on the 3rd floor of the Tower building. We have 16 counseling offices, 1 administrative office, 1 office manager office and 1 staff office (check in area). We also have 1 additional office on the 2nd floor of the Tower building for visiting college representatives.

We have asked for 1 additional office for the 4 year representatives.

Program Update
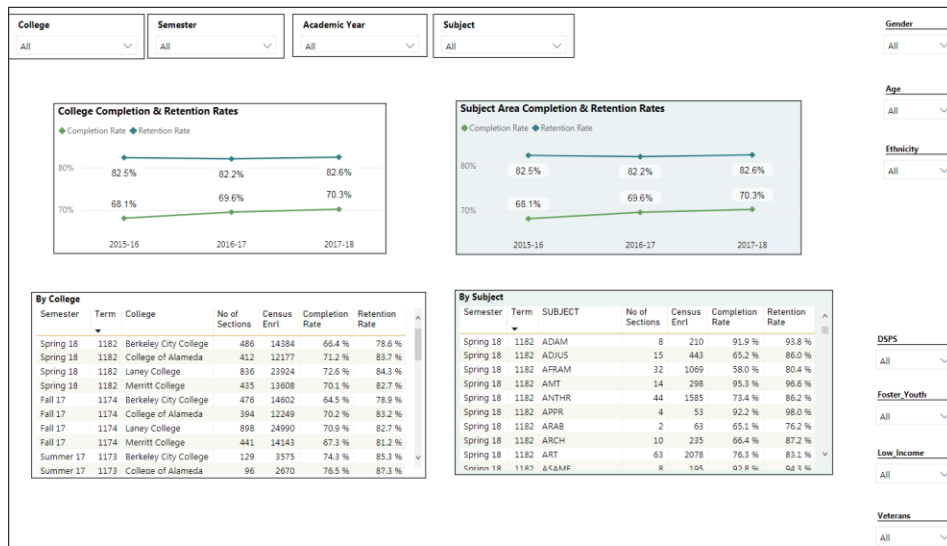
Program Update Power BI dashboard

Using the dashboard, review and reflect upon the data for your program. Describe any significant changes and discuss what the changes mean to your program. Consider whether performance gaps exist for disproportionality impacted students. Focus upon the most recent year and/or the years since your last comprehensive program review. Cite data points from the dashboard to support your answer.

Describe the department's progress on Student Learning Outcomes (SLOs) and/or Administrative Unit Outcomes (AUOs) since the last Program Review/APU. If your discipline offers a degree or certificate, please describe the department progress on Program Learning Outcomes (PLOs).

Counseling Departmental SLO assessment results are available only through Spring of 2014. The lack of current SLO assessment results can be directly attributed to a very difficult time for the Counseling Department plagued by years of interim Deans and Vice Presidents of Student Services and only 7 full-time counselors. Therefore, the justification for these positions cannot be demonstrated using current SLO assessment results.

However, moving forward with an understanding of the new Student-Centered Funding and AB 705, (requiring community college districts to maximize the probability that a student will enter and complete transfer-level coursework in math and English within a one-year timeframe). Simply stated funding will be tied to completion results based on students earning Certificates, Associate Degrees, and transferring to the University. These demands justify the need for these counseling positions as counselors play a crucial role in working with students to obtain these academic goals.

Although having a huge impact on the need for counselors in addition to AB705, programs such as Guided Pathways, Integrated Counseling, and the growing Noncredit Program demand counselor participation and support the justification for these counseling positions.

Current Counseling Department SLO's

1. Apply educational planning in overall academic success; student is able to identify course requirements for 'general education' and major.

2. Navigate the processes that lead to successful transfer to a four-year college or university; student is able to demonstrate progress by successfully following SEP.

3. Understand why he/she is on academic and/or progress probation and the key requirements for returning to good standing:

   - Student can identify the factors that kept them from being successful

   - Student is aware of appropriate classes and support resources.

Describe the outcomes and accomplishments from previous year's funded resource allocation request.

Source (any additional award outside your base allocation)	Total Award Amount	Outcome/Accomplishment
N/A	N/A	N/A

Prioritized Resource Requests Summary

In the boxes below, please add resource requests for your program. If there are no resource requested, leave the boxes blank.

Resource Category	Description/Justification	Estimated Annual Salary Costs	Estimated Annual Benefits Costs	Total Estimated Cost
Personnel: Classified Staff	1) Hire additional full-time Staff Services Specialist support staff specifically for the Counseling office. Counseling is open daily plus 2 nights each week and need the additional support to cover those hours. Ideally, we would have 2-3 full-time clerical support at all times when Counseling is open.	$50,000	$50,000	$100,000
	2) The Program Specialist will provide support for retention and early alert follow-up. The position will work closely with the department to track and enhance follow-up services for students who are on probation/dismissal by providing wrap around services.	$50,000	$50,000	$100,000
	The current staffing that the counseling department has now is not sufficient to support the needs of the department and the great number of			

	students that visit the counseling department.			
Personnel: Student Worker	Hire additional **2** student workers for Counseling Department for 2019/20 academic year.	$18,768		$18,768
Personnel: Part Time Faculty	Hire additional **2** adjunct counselors for Counseling Department for 2019/20 academic year.	$42,000.00	$3,034.00	$45,304.00
Personnel: Full Time Faculty	The Counseling Department needs to replace 3 counselors based upon (1 resignation, 2 terminated after the 2nd year of the tenure process). The counselor's primary responsibility is vital to student success and completion. Is exacerbated by AB 705 which mandates funding based on student completion of certificates, Associate Degrees and Transferring to Universities The student service administration has agreed to hire 2 Faculty members for 2019/20 academic year. Funded from the Student Equity and Achievement Program, formerly known as SSSP	$166,000.00	71,897.77	237,897.72

Resource Category	Description/Justification	Total Estimated Cost
Professional Development: Department wide PD needed		3,000.00

	Counselors attend conferences, workshops, transfer day activities.	
Professional Development: Personal/Individual PD needed	N/A	

Prioritized Resource Requests Summary - Continued

Resource Category	Description/Justification	Total Estimated Cost
Supplies: Software	E-Counseling software to provide counseling services to distance education students	$5,000
Supplies: Books, Magazines, and/or Periodicals	N/A	
Supplies: Instructional Supplies	N/A	
Supplies: Non-Instructional Supplies	Office Supplies	$1000
Supplies: Library Collections	N/A	

Resource Category	Description/Justification	Total Estimated Cost
Technology & Equipment: New	Technology upgrades - speed, memory and current software • 3 HP Color Printers • 2 I Pad Kiosk Stand's • 2 I pad's • Front office Fax machine	$1650 $440 $600 $250 $3,000

	• Equipment for e-counseling (cameras for monitors, scanners, etc.)	
Technology & Equipment: Replacement	N/A	

Prioritized Resource Requests Summary - Continued

Resource Category	Description/Justification	Total Estimated Cost
Facilities: Classrooms	N/A	
Facilities: Offices	N/A	
Facilities: Labs	N/A	
Facilities: Other	N/A	

Resource Category	Description/Justification	Total Estimated Cost
Library: Library materials	N/A	
Library: Library collections	N/A	

Resource Category	Description/Justification	Total Estimated Cost
OTHER	N/A	

Annual Program Update completed by Douglass Cobb and Terrance Greene- Spring 2019