

# 2021-2022 Program Review



## CAN Program Review (Student Services) - Counseling (Fall 2022)

### STEP 1: Annual Updates

#### 2021-2022

##### **Student Services Annual Update Questions**

##### **1. Major Accomplishments & Challenges (500 Word Limit):** Accomplishments

Implemented Student Success Link (SalesForce CRM) for counseling appointment scheduling for all counseling programs except for Disability Resource Center and Personal Counseling Center.

Counseling is also in the process of updating the DegreeWorks system for SEP development.

Counseling has identified that all counselors formerly identified as "general counselors" are now part of all Guided Pathways Interest Area success teams.

We have updated our placement process to align with AB 705.

Lead counselors for each interest area have been identified.

We have added a new tenure track EOPS Counselor to our team, Jose Manzo, and a new tenure track PCC counselor, Marcos Chacon. We are close to finalizing the hiring for a tenure track International Students Program Counselor.

We have begun offering CRER 137 courses as part of our Dual Enrollment offerings.

We have expanded our PEPs to align with guided pathways and to allow students to complete all of the matriculation steps including initial counseling.

##### Challenges

Return to campus continues to provide challenges- our teams are working to ensure that all of our on campus counseling spaces are prepared for both in person and remote counseling.

The entirety of our adjunct, summer, and winter intersession is funded through SEAP funds (formerly SSSP) and our salary and budget increases have severely outpaced the amount we get from this categorical budget.

**2. Proposed Changes:** In order to meet the need of counseling during these and other high demand times we will be requesting a budget augmentation to move the adjunct counseling expenditures as well as other personnel costs that do not directly align with our SEAP program goals to fund 1.

**3A. Impact of Resource Allocations Process:** No resources have been recently requested or approved by counseling.

**3B. Disproportionately Impacted Students Affect:** Because of historical allocations of matriculation and counseling services to SEAP funds, we are creating limited opportunities to have SEAP funding to intentionally support programs and activities to intentionally support our disproportionately impacted students. While I strongly believe that all of us and all of our activities at the community college are equity programs and activities, having current positions and adjunct counseling supported through SEAP does not align with feedback that we have received from the Center for Urban Education to intentionally and unapologetically have specific equity services to support our BIPOC and DI student populations.

**4. SAOs and SLOs:** The primary goal of the counseling services SAO is to measure students' satisfaction with academic information, support and educational planning through the counseling appointment. To obtain this data, students are surveyed after their counseling appointment during full program review cycle years, via a survey distributed by the Welcome Center. The purpose of the survey is to assess student satisfaction with their counseling appointment.

**5. SAO/SLO Assessment Results and Impact:** As we are in an off year cycle, the SAO has not been recently assessed.

**Annual Update Status:** Complete

**Related Documents & Links:**

[Counseling Resource Request Justification.docx](#)

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## Goal Description: Augment the counseling budget to allow for sustainable funding for adjunct, summer, and winter intersession counseling.

The hope is to move the adjunct counseling budget and some positions out of the SEAP budget to an augmented fund 1 budget in counseling.

**Goal Status:** 1 - New (PR)

**Relevant Program Review Cycle:** 2021-2022

**Estimated Start Date:** 11/05/2021

**Estimated Completion Date:** 06/30/2022

**Who's Responsible for this Goal?:** Dean of Counseling, Vice President of Student Services, Vice President of Administration, College Business Officer

**Please select the college goals with which your program goal aligns.:** Student Completion/Success - Provide educational and student services programs that highlight inclusivity, diversity, and equity in their mission to help students meet their unique educational goals and minimize logistical and financial barriers to success., Community Connections - Build and strengthen collaborative relationships and partnerships that support the needs of, reflect, and enrich our diverse and vibrant local community., Organizational Development - Focus institutional resources on the structures, processes, and practices that invest in a diverse student population and prioritize and promote equitable, inclusive, and transformative learning.

**Please select the college strategic initiatives with which your program goal aligns.:** Develop Clear Pathways, Improve Student Completion, Implement Promise Scholars Program, Expand Cohort Bridge Programs, K-12 & Adult School Partnerships, Connect Students with Internships and Mentorships, Create an Alumni Network, Build Relationships with Employers, Enhance Marketing, Hold On-Campus Events, Partner with 4-Year Colleges and Universities, Implement Guided Pathways, Implement Professional Learning Plan, Implement Guided Pathways, Create Process for Innovation, Promote a Climate of Inclusivity, Institutionalize Effective Structures to Reduce Obligation Gaps, Update Facilities Master Plan

## Resource Requests

**Request to move salary and benefits for employees identified in SEAP to fund 1.** - Dean Reed and Dean Hartman have identified positions that are funded all or in part through SEAP but do not directly support BIPOC or DI populations identified in our SEAP plan. All of these positions are important to the operations of our college and contribute to the overall functioning of college operations. However, they do not specifically and intentional support specific student populations that would align with our SEAP program goals. For those reasons we would like to request that these positions be moved out of SEAP and be funded through fund 1. We recognize that because of the size of this request we may not be able to move all of these positions out of SEAP, but would hope to keep this as an ongoing request and move more and more of these positions out of SEAP over time.

**Status:** New Request - Active

**Type of Resource:** Budget Augmentation

**Cost:** 754615

**One-Time or Recurring Cost?:** Recurring Cost

**Critical Question: How does this resource request support closing the equity gap?:** Because of historical allocations of matriculation and counseling services to SEAP funds, we are creating limited opportunities to have SEAP funding to intentionally support programs and activities to intentionally support our disproportionately impacted students. While I strongly believe that all of us and all of our activities at the community college are equity programs and activities, having current positions and adjunct counseling supported through SEAP does not align with feedback that we have received from the Center for Urban Education to intentionally and unapologetically have specific equity services to support our BIPOC and DI student populations.

**Critical Question: How does this resource request support Latinx and AANAPISI students?:** Because of historical allocations of matriculation and counseling services to SEAP funds, we are creating limited opportunities to have SEAP funding to intentionally support programs and activities to intentionally support our disproportionately impacted students. While I strongly believe that all of us and all of our activities at the community college are equity programs and activities, having current positions and adjunct

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counseling supported through SEAP does not align with feedback that we have received from the Center for Urban Education to intentionally and unapologetically have specific equity services to support our BIPOC and DI student populations.

**Resource Priority Ranking:** High Priority

**Requesting an ongoing budget augmentation to the counseling fund 1 budget to support adjunct counseling expenditures that are currently funded through SEAP.** - Currently 100% of general counseling adjunct, summer, and intersession support is charged to SEAP. For the 21-22 year we anticipate this total expense to be nearly \$165,000. We are requesting that an ongoing budget augmentation be made to the fund 1 counseling budget to cover this cost in future years. And, that this new budget be increased as necessary based on salary and benefit increases in our district.

**Status:** New Request - Active

**Type of Resource:** Budget Augmentation

**Cost:** 165000

**One-Time or Recurring Cost?:** Recurring Cost

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