

## NON-INSTRUCTIONAL PROGRAM REVIEW ANNUAL UPDATE

<b>Department:</b>	Counseling		
<b>Academic Year:</b>	2015-16	<b>Annual Update # 1</b>	<input type="checkbox"/>
		<b>Annual Update #2</b>	<input type="checkbox"/>

### 1. Progress on Service Area/Administrative Unit Outcomes (SAOs/AUOs) *(from #3A of full PR)*

A) List the Service Area Outcomes (SAOs) or Administrative Unit Outcomes (AUOs) for your unit:

The new SAOs established will allow the Counseling Department to track live and online students' progress towards their personal, professional and educational goals.

B) Summarize the progress your unit has made on SAO/AUO measures since the last program review:

The new SAOs are inclusive to the Student Success Initiative, Counseling Department and College's Mission.

C) Describe any improvements made by your unit as a result of the outcomes assessment process:

1. *What did you learn from your evaluation of these measures?*

New SAOs

2. *What improvements have you implemented as a result of your analysis of these measures?*

Reevaluation of Department goals and new SAOs were established.

3. *What improvements do you plan\* to implement as a result of your analysis of these measures?*

*(\*List any resources required for planned implementation in #3: Resources.)*

### 2. GOALS AND OBJECTIVES *(Taken From #9--Action Plan--of FULL Program Review)*

	GOAL		OBJECTIVE	ACTIONS/TASKS REQUIRED TO ACHIEVE OBJECTIVE	OUTCOMES, MEASURES, and ASSESSMENT
<b>#1</b>	Create and follow an academic plan that reflects the student's program requirements and leads to registration into appropriate classes.	<b>#1</b>	Assist students from all backgrounds in formulating goals.	Create a safe and distinct Counseling area to guide students through the Student Success Steps. (Counseling Front Counter)	
		<b>#2</b>	Execute an efficient pathway that will allow students to achieve their education goal.	Use educational patterns to target success.	
		<b>#3</b>	Foster a supportive relationship to promote student engagement.	Build rapport in order to elevate self-efficacy.	

**Goal #1 Annual Update:** (Assess progress made toward goal attainment)

*(Type the update for Goal #1 in this box)*

	GOAL		OBJECTIVE	ACTIONS/TASKS REQUIRED TO ACHIEVE OBJECTIVE	OUTCOMES, MEASURES, and ASSESSMENT
<b>#2</b>	Identify Distance Education student's (students enrolled in more than 2 online	<b>#1</b>	Connect distance students with main campus resources.	Implement various sources of communication	
		<b>#2</b>	Provide counselor contact in a timely manner.	Respond to students inquiries and refer to proper resources.	

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	courses) in order to monitor their progress per semester.	#3	Foster a supportive relationship to promote student engagement.	Create email reminders for semester check up	
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### Goal #2 Annual Update: (Assess progress made toward goal attainment)

*(Type the update for Goal #2 in this box)*

	GOAL		OBJECTIVE	ACTIONS/TASKS REQUIRED TO ACHIEVE OBJECTIVE	OUTCOMES, MEASURES, and ASSESSMENT
#3	Identify, interpret, and correctly follow policies that directly impact students who are on Academic Probation.	#1	Develop an effective course of action to move student off of probation.	Evaluate, enforce and implement dismissal policies and procedures.	
		#2	Provide probation students a successful college learning experience.	Meet with counselor and develop intervention strategies.	
		#3	Implement a follow up and follow through process.	Continue to follow up and follow through.	

### Goal #3 Annual Update: (Assess progress made toward goal attainment)

*(Type the update for Goal #3 in this box)*

### 3. Resources Required

List all significant resources needed to achieve the objectives shown in your action plan, including personnel, training, technology, information, equipment, supplies, and space. Every request for additional resources must support at least one objective.

Also list any resources required to implement planned improvements.

**IMPORTANT:** A BUDGET ALLOCATION PROPOSAL must be completed and submitted for **EACH** new resource requested.

Goal #	Objective #	Resource Required	Estimated Cost	BAP Required? Yes or No	If No, indicate funding source
1	1, 2, 3	Front Counter		YES	Budget & Finance Committee
2	1, 2, 3	Full-time or Part-time Counselor		YES	
3	1, 2, 3	Clerk or Student Success Advisor		YES	