

## Annual Program Review: DSPS

Review time period: July 1, 2020-June 30, 2021

Submittal Date: December 14, 2021

### 1. Purpose of the Program

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

*The Disabled Students Program and Services (DSPS) is a statewide, categorical funded program that meets federal and state mandated compliance requirements for providing academic adjustments to qualified individuals. The purpose of the DSPS department is to ensure that students with disabilities receive appropriate "reasonable" academic accommodations that afford them equal access to education in an equitable learning environment.*

*To qualify for services through the DSPS program, a student must present verifiable documentation from a physician, of a specific disability that causes an educational limitation that impacts their ability to fully participate in general education without additional specialized academic accommodations.*

*Some examples of services available through the DSPS department include test taking facilitation, American Sign Language Interpreting, or real time captioning services for deaf or hard of hearing students, volunteer note taker service, access to adaptive technology, registration assistance, mobility assistance, adaptive furniture, and access to a reader or transcriber for tests and quizzes and books on audio. Our program also refers students to other on and off campus services for additional resources and support.*

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

*The Disabled Students Program & Services department supports the college mission by providing services to cultivate a college experience for a student that promotes success in their life pursuits. The Disabled Students Program and Services (DSPS) is an accessibility resource which offers student equity and excellence in education, maximizing each student's educational potential while helping him or her develop and maintain independence. The department's philosophy is one that encourages self-awareness, self-determination, self-advocacy, and independence.*

### 2. Population(s) Served.

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

*\*Unduplicated DSPS Students Per Year by Primary Condition and Location Averaged AY2016-17 to AY2021-22*

Metric	ALL LOCATIONS	COMMUNITY STUDENTS	ALL CDCR STUDENTS	CDCR CHUCKAWALLA ONLY	CDCR IRONWOOD ONLY	Online Only Students
Visually Impaired	612.8	26.4	542.8	250.4	215.2	43.6
Other Condition	89.2	43.6	41	17.4	14.6	5
Mobility Impaired	59.6	14.4	39.4	26	5	5
Learning Disabled	39.4	22.2	14.6	6.2	5	5
Mental Health Disability	22.4	17.4	5	1	2	4
Hearing Impaired	20.8	5	17.6	10.2	5	2
Intellectual Disability	16.6	16.6	0	0	0	0

*\*Unduplicated DSPS Students Per Year with Demographics and Primary Condition by Location AY2016-17 to AY2021-22*

		2017-2018	2018-2019	2019-2020
Community Students	New to the DSPS Program	19.60%	30.50%	27.50%
Online Only Students	New to the DSPS	43.30%	29.90%	27.00%

		2017-2018	2018-2019	2019-2020	2020-2021
All CDCR Students	New DSPS	48.30%	43.30%	35.70%	21.60%
CDCR CHUCKAWALLA Only	New DSPS	50.60%	33.80%	32.20%	18.40%
CDCR IRONWOOD Only	New DSPS	47.60%	56.60%	41.70%	25.60%

*Exhibit X. Unduplicated DSPS Students Per Year with Demographics and Primary Condition by Location AY2016-17 to AY2021-22*

View	Metric	AY2017.1 8.Value	AY2017.1 8.Rate	AY2018.1 9.Value	AY2018.1 9.Rate	AY2019.2 0.Value	AY2019.2 0.Rate	AY2020.2 1.Value	AY2020.2 1.Rate
a) ALL LOCATIONS	New.to.DSPS	278	100.00%	335	100.00%	322	100.00%	180	100.00%
b) COMMUNITY STUDENTS	New.to.DSPS	27	9.71%	43	12.84%	42	13.04%	11	6.11%
c) ALL CDCR STUDENTS	New.to.DSPS	225	80.94%	272	81.19%	263	81.68%	158	87.78%
d) ___ CDCR CHUCKAWALLA ONLY	New.to.DSPS	130	46.76%	99	29.55%	108	33.54%	59	32.78%
e) ___ CDCR IRONWOOD ONLY	New.to.DSPS	60	21.58%	129	38.51%	120	37.27%	78	43.33%
x) ___ CDCR OTHER LOCATIONS	New.to.DSPS	35	12.59%	44	13.13%	35	10.87%	21	11.67%
f) Online Only Students	New.to.DSPS	26	9.35%	20	5.97%	17	5.28%	11	6.11%

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

*DSPS is mandated by the CCCCCO to provide accommodation for all eligible PVC students, no matter their location.*

*Plans to identify additional students requesting DSPS accommodation, and work with IT and the Office of Admissions & Records to capture that information from CCCApply and reach out to those students.*

*Plans to identify what resources are available within the confinement of each prison and provide each student the accommodations as mandated by federal and state law.*

*New DSPS inquiry form was created for all CDCR students to inquire about qualifications for DSPS as well as accommodations that are provided.*

### **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.

*1) A DSPS Learning Disability Specialists is still needed for the program as described in the previous program reviews. By hiring an LD Specialist our program will be able to test students on site in order to provide learning disability accommodations.*

*2) Along with TRIO Grant we plan to provide additional tutors who can focus on specialized tutoring for disabled students. As our program continues to grow, the amount of student's requests for one-on-one tutoring, note taking, etc. has increased. DSPS will requests tutors who have been assigned Financial Aid work study.*

*3) In 2015, a restrictive location for DSPS students for a distraction free area was identified in the program goals, as is essential for students to obtain educational assistance from DSPS staff. In 2020, a potential location has since been selected.*

*4) In 2015, DSPS requested the hiring of additional part-time clerical DSPS staff. The part-time clerical DSPS staff will assist with adequate coverage to assist DSPS students with registration, tutoring, assistive technology use, and other DSPS supportive services.*

*5) In 2015, DSPS requested to implement a management system/software to streamline DSPS processes, saving on costs and to manage student files automatically. With TRIO we plan to research such programs to implement and help our growing population of students. Likewise, plans to work with our IT department to help identify which program can be managed by our DSPS/TRIO Staff.*

b. Explain modifications, if any, of program, area or unit specific goals for the upcoming year.

*In 2015, DSPS requested an LD specialist. In 2020, that goal was modified to DSPS LD Specialist, to desperately assist in serving the constant increase of DSPS eligible students, by providing LD testing and additional accommodations needed.*

### **4. Service Area Outcomes (SAO)**

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

*Service Area Outcomes as well as metrics were established for this new template. Metric data will be gathered using Survey that were mailed to students.*

**Service Area Outcomes SAO metrics:**

<p><b>SLO#1</b></p> <p><i>Students will learn about services available from the DSPS department.</i></p>	<p><i>Students will be surveyed following orientation/disability questionnaire to gauge their understanding of services available through DSPS.</i></p>
<p><b>SLO #2</b></p> <p><i>Students will learn whether they should utilize DSPS services.</i></p>	<p><i>Students will be surveyed based on their specific disability and what limitations they currently have in order to complete their assignments.</i></p>
<p><b>SLO #3</b></p> <p><i>Students will learn about Academic Support Services which include educational plans, academic evaluations, and registration.</i></p>	<p><i>Students will be surveyed based on their education plans and future goals.</i></p>

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

*Outcomes:*

**SLO#1**

*61-CVSP student (Yards A, B, C, D, M) were surveyed out of 100 surveys that were sent. Outcome of SLO #1: 61% of students answered and returned survey.*

*47-ISP students (Yards A, B, C, D) were surveyed out of 100 surveys that were sent. Outcome of SLO #1: 47% of students answered and returned survey.*

**SLO#2**

61-CVSP student (Yards A, B, C, D, M) were surveyed out of 100 surveys that were sent. Outcome of SLO #2: 61% of students answered and returned survey.

47-ISP students (Yards A, B, C, D) were surveyed out of 100 surveys that were sent. Outcome of SLO #2: 47% of students answered and returned survey.

### SLO#3

61-CVSP student (Yards A, B, C, D, M) were surveyed out of 100 surveys that were sent. Outcome of SLO #3: 61% of students answered and returned survey.

47-ISP students (Yards A, B, C, D) were surveyed out of 100 surveys that were sent. Outcome of SLO #3: 47% of students answered and returned survey.

## 5. Strengths, Weaknesses & Accomplishments/Activities

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

### TRIO Grant:

- *PVC was awarded the TRIO Grant, supporting disabled students. TRIO is a federally funded college opportunity program for students with disabilities.*
- *TRIO provides numerous resources to motivate and support students to achieve academic success.*
- *TRIO also provides academic advising/coaching, tutoring, personal counseling, mentoring, financial guidance, and other support services.*
- *TRIO provides opportunities for field trips which include cultural and educational trips that will provide students direct exposure to a variety of professions and career/educational opportunities.*

### DSPS Community Partners/Relationship:

- *Department of Rehabilitation (DOR)*
- *Sheltering Wings*
- *Blythe Mental Health*
- *Palo Verde High School and Twin Palms resource class meetings and exit interviews for potential students*
- *Adaptive PE courses established at main campus. (Will resume when courses are offered F2F)*
- *2-Additional Student Workers have been hired to help DSPS/TRIO students with online tutoring, research, and resources for courses.*
- *DOR and DSPS have collaborated with on-campus workshops for students.*

### On-Campus Support Services:

- *To ensure that our students were receiving the help and support needed during the current COVID Pandemic counseling services were provided online and by phone advising appointments. In addition, to creating workshops, outreach, and meetings for students via online/ZOOM.*
- *Textbooks from our lending library are given to students to help with their studies. In addition, to school supplies which include paper, highlighters and pencils are provided to those students upon request.*
- *In June 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. This event provided community members with information from the Palo Verde College programs and services which included, new student applications, registration, financial aid, DSPS/TRIO Programs. Over 120 students participated in the outreach events.*

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.

*As the program numbers continue to increase, a weakness is that the DSPS department needs a Learning Disability Specialist. The LD Specialist is necessary to assess students and providing adequate LD testing/services to students who have been diagnosed. In addition to assisting LD students with skills and techniques for success throughout their educational goals.*

*The DSPS Department needs a well-equipped Assistive Technology Center, with computer and adaptive programs for students to utilize on campus. As well a distraction free area for tutoring, studying and test proctoring. This can also include an area to house additional motorized wheelchairs.*

*Need of additional part-time DSPS staff. Additional part-time DSPS staff will be able to assist students with front desk (DSPS) services, assistive technology assistance and test accommodations (proctoring). We are hopeful that with our TRIO Grant we are able to fix this gap and provide additional support staff services to our students.*

*In conjunction with the TRIO Grant, we plan to research and implement a student management system/software which will provide DSPS efficient and effective solutions to timely accessibility of DSPS accommodations between student and instructors. The process we currently have is time consuming and we feel our students and instructors would benefit for a well-managed program.*

*With the TRIO Grant we also plan to research a system/software to help with our growing inventory of Textbooks. We currently have a time-consuming system to check in/out textbooks from our DSPS lending library.*

c. List activities and discuss accomplishments during review period.

*Department Of Rehabilitation DOR has worked collaboratively and regularly with DSPS to provide students additional accommodations and workshops. In addition to providing computers to complete their assignments and career resources.*

## **6. Human Resources and Staff Development**

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

DSPS Coordinator/TRIO Director.: Irma Gonzalez

DSPS/TRIO Counselor: Maria Lopez

DSPS/TRIO Education Advisor: Omar Pena

DSPS Program Assistant: Ida Hamblen

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

*With our current DSPS Coordinator/TRIO Director we can collaborate and perform functions and responsibilities within both programs to support the high population of students with disabilities being served.*

*A Learning Disability (LD) Specialist is in need to serve students all PVC-eligible students in all locations and delivery modalities. Students are requesting to be LD assessed as they feel they have learning disabilities, at present an LD Specialist is needed to perform LD assessments and determine type (s) of Learning Disability accommodations. The LD Specialists must be authorized through the CCCCCO to use CARS-W. CARS-W. The CARS-W is an LD database system housed at the CCCCCO where all California Community Colleges have access to pull student's assessment through the state of California.*

- b. 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.

- *Introduce counselors to best practices across the state.*
- *Keep counselors up to date on DSPS trends*
- *Keep counselors up to date on various stands from the American Counseling Association*
- *Collaborate with other DSPS programs to better meet students' needs.*
- *The listed activities provide training on many counseling-related topics.*

*Conferences & Webinars:*

- *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*
- *CTE Counselor Conclave*
- *Student Success Conferences*
- *Hispanic Association of Colleges & Universities (HACU)*
- *Cal Fresh workshops*

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, DSPS would benefit from continued professional development opportunities to better align SEA with Guided Pathways.*

*Also, opportunities to continue to build on each pillar of Guided Pathways and meet the needs of DSPS students. DSPS personnel would benefit from additional professional development opportunities to best meet the student's needs.*

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.

*Since the last Program Review, an Associate Dean of Counseling has been hired and to whom all counselors directly report to. This was the missing component in our leadership and program goals. With the addition of the Associate Dean of Counseling, we hope to better streamline and collaborate with counseling efforts among all the departments.*

## **7. Facilities**

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

*Current facilities are adequate to support the program, but in time with additional support, more office space will be needed to accommodate additional employees and adaptive technology for students.*

b. Describe plans for future changes to support facilities.

*No plans are in place at this time but will be brought up in future planning sessions.*

## **8. Technology and Equipment**

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

*DSPS is still in need of a student accommodation management system/software which can provide DSPS efficient and effective solutions to timely accessibility of DSPS accommodations between student and*



instructors. This software would replace typing each individual DSPS accommodation letter for each student and instructor. As the program continues to increase this software will help streamline this process. In addition to helping our TRIO program/student files.

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

With the TRIO Grant in place, we plan to research student management system/software or similar software, specifically designed to support students needing DSPS services. With a reliable system, it will allow students to readily request learning accommodations, in addition to track the use of such support services for analysis and reporting purposes.

## 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.

Object Type	Measure	AY2017-18	AY2018-19	AY2019-20	AY2020-21
BUILDINGS AND SITE IMPROVEMENT	a) REVISED BUDGET	\$0.00	\$0.00	\$0.00	\$0.00
BUILDINGS AND SITE IMPROVEMENT	b) SPENDING	\$0.00	\$0.00	\$0.00	\$0.00
BUILDINGS AND SITE IMPROVEMENT	c) DEVIATION	0.0%	0.0%	0.0%	0.0%
EQUIPMENT AND SUPPLIES - LOCALLY DEFINED INSTRUCTIONAL SUPPLIES	a) REVISED BUDGET	\$1,126.00	\$136.48	\$88.33	\$41,296.28
EQUIPMENT AND SUPPLIES - LOCALLY DEFINED INSTRUCTIONAL SUPPLIES	b) SPENDING	(\$27.97)	(\$136.48)	(\$88.33)	(\$38,011.91)
EQUIPMENT AND SUPPLIES - LOCALLY DEFINED INSTRUCTIONAL SUPPLIES	c) DEVIATION	-97.5%	0.0%	0.0%	-8.0%
EQUIPMENT AND SUPPLIES - LOCALLY DEFINED OTHER OPERATING EXPENSES AND SERVICES	a) REVISED BUDGET	\$0.00	\$5,016.51	\$102.66	\$61,353.37
EQUIPMENT AND SUPPLIES - LOCALLY DEFINED OTHER OPERATING EXPENSES AND SERVICES	b) SPENDING	(\$2.35)	(\$7,416.51)	(\$102.66)	(\$53,260.99)
EQUIPMENT AND SUPPLIES - LOCALLY DEFINED OTHER OPERATING EXPENSES AND SERVICES	c) DEVIATION	#DIV/0!	47.8%	0.0%	-13.2%
EQUIPMENT AND SUPPLIES - MEDIA EQUIPMENT	a) REVISED BUDGET	\$0.00	\$0.00	\$0.00	\$8,288.82
EQUIPMENT AND SUPPLIES - MEDIA EQUIPMENT	b) SPENDING	\$0.00	\$0.00	\$0.00	(\$8,288.82)
EQUIPMENT AND SUPPLIES - MEDIA EQUIPMENT	c) DEVIATION	0.0%	0.0%	0.0%	0.0%
PERSONNEL - BENEFITS AND INSURANCE	a) REVISED BUDGET	\$32,466.12	\$40,878.25	\$33,883.93	\$64,045.55
PERSONNEL - BENEFITS AND INSURANCE	b) SPENDING	(\$31,143.91)	(\$40,878.25)	(\$33,883.93)	(\$55,807.35)
PERSONNEL - BENEFITS AND INSURANCE	c) DEVIATION	-4.1%	0.0%	0.0%	-12.9%
PERSONNEL - NONINSTRUCTIONAL SALARIES, CONTRACT OR REGULAR STATUS	a) REVISED BUDGET	\$93,096.88	\$103,770.96	\$103,342.71	\$181,876.54
PERSONNEL - NONINSTRUCTIONAL SALARIES, CONTRACT OR REGULAR STATUS	b) SPENDING	(\$98,857.40)	(\$103,770.96)	(\$103,342.71)	(\$165,032.32)
PERSONNEL - NONINSTRUCTIONAL SALARIES, CONTRACT OR REGULAR STATUS	c) DEVIATION	6.2%	0.0%	0.0%	-9.3%
PERSONNEL - NONINSTRUCTIONAL SALARIES, OTHER	a) REVISED BUDGET	\$0.00	\$0.00	\$0.00	\$13,152.88
PERSONNEL - NONINSTRUCTIONAL SALARIES, OTHER	b) SPENDING	\$0.00	\$0.00	\$0.00	(\$13,152.88)
PERSONNEL - NONINSTRUCTIONAL SALARIES, OTHER	c) DEVIATION	0.0%	0.0%	0.0%	0.0%
PERSONNEL - NONINSTRUCTIONAL SALARIES, REGULAR STATUS	a) REVISED BUDGET	\$52,848.00	\$61,128.00	\$63,636.96	\$78,899.76
PERSONNEL - NONINSTRUCTIONAL SALARIES, REGULAR STATUS	b) SPENDING	(\$66,974.65)	(\$61,128.00)	(\$63,636.96)	(\$71,207.65)

PERSONNEL - NONINSTRUCTIONAL SALARIES, REGULAR STATUS	c) DEVIATION	26.7%	0.0%	0.0%	-9.7%
PERSONNEL - PUBLIC EMPLOYEES' RETIREMENT SYSTEM (PERS)	a) REVISED BUDGET	\$8,773.00	\$11,040.96	\$12,549.80	\$15,112.92
PERSONNEL - PUBLIC EMPLOYEES' RETIREMENT SYSTEM (PERS)	b) SPENDING	(\$9,035.01)	(\$11,040.96)	(\$12,549.80)	(\$14,740.13)
PERSONNEL - PUBLIC EMPLOYEES' RETIREMENT SYSTEM (PERS)	c) DEVIATION	3.0%	0.0%	0.0%	-2.5%
PERSONNEL - STATE TEACHERS' RETIREMENT SYSTEM (STRS)	a) REVISED BUDGET	\$14,047.00	\$16,893.94	\$17,671.61	\$33,014.16
PERSONNEL - STATE TEACHERS' RETIREMENT SYSTEM (STRS)	b) SPENDING	(\$14,265.11)	(\$16,893.94)	(\$17,671.61)	(\$26,652.75)
PERSONNEL - STATE TEACHERS' RETIREMENT SYSTEM (STRS)	c) DEVIATION	1.6%	0.0%	0.0%	-19.3%

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

*The current budget comes from the general funds, and DSPS would benefit from its own budget sources. In addition to TRIO and allocations from the state to accommodate the growing need of student accommodations.*

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

*No plans are in place at this time but will be brought up in future planning sessions.*

### 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
<b>Future Area Needs</b>	<b>Human Resources</b>		LD Specialist and part time clerical staff. Need for specialized tutors.	LD Specialist and part time clerical staff. Need for specialized tutors.	LD Specialist and part time clerical staff. Need for specialized tutors.	LD Specialist and part time clerical staff. Need for specialized tutors.
	<b>Fiscal Resources</b>		Defined funding to support needs of the department	Defined funding to support needs of the department	Defined funding to support needs of the department	Defined funding to support needs of the department
	<b>Physical Resources</b>					
	<b>Technology Resources</b>		Student Accommodation	Student Accommodation	Student Accommodation	Student Accommodation

			Management system	Management system	Management system	Management system
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Board Reports:

August 2020:

Associate Dean of Counseling

- Counselors have been trickling back to work through July, based on their contract days. All Counselors will be on contract this week and participating in Flex Day's remotely.
- Counselors and Advisors have been focusing on helping students re-enroll in courses since the majority of F2F courses were cancelled and alternate CE courses were added.
- Counseling has been working with Student Success to mitigate this process and provide students all the assistance necessary. A spreadsheet has been developed by Jeannette to monitor this process.
- Counselors will be working remotely for the fall, most days of the week, being on campus at least 1 day a week.
- Update on Cranium Café
- Moving of counseling office Dean of Instruction & Student Services

September 2020:

Associate Dean of Counseling

- PVC was awarded the TRiO grant, supporting disabled students. Maria Lopez is the assignment counselor to DSPS and TRiO, working to recruit students at this time. I wanted to share her announcement with the group: Palo Verde College is excited to introduce TRiO, a federally funded college opportunity program for students with disabilities. TRiO provides numerous resources to motivate and support students to achieve academic success. TRiO also provides academic advising/coaching, tutoring, personal counseling, mentoring, financial guidance, and other support services. In addition, cultural and educational field trips will provide students

direct exposure to a variety of professions and career/educational opportunities. For more information on the new TRiO program please contact Maria Lopez, Counselor at (760) 921-5534 or Ida Hamblen, Program Assistant at (760) 921- 5489.

- Support programs (EOPS, DSPS, CE) are collaborating their efforts to align services, as many of their students overlap. These efforts include collaboration on Student Educational Plans via Student Planning, workshops, progress reports, etc. At this time, they are working on sharing spreadsheets of their students and additional information, to promote less duplication of work.
- Please refer students to Counseling/Advising if students are having issues or have questions. We would like to ensure that students needs are being met and that Counseling/Advising is providing students the appropriate services. Let us know how Counseling/Advising can support your programs
- Maria Lopez and I are working on bringing additional Mental Health resources to our website for students. Maria Rivera has shared the KOGNITO program, and we are also looking at Psychhub as possible options. • I look forward to working with everyone in Student Services in this new role.

October 2020:

Associate Dean of Counseling

- Counseling/Advising is moving forward with Cranium Café, a platform for online Counseling.
- Special programs (EOPS, DSPS, CE) continue to work together to align our services to all student, minimizing duplication of efforts. The group is working on sharing their list of students, identifying which students are in which programs.
- Counseling/Advising is supporting the Instruction office as we move towards a 2-year schedule and planning events to coordinate with their efforts.
- TRIO is recruiting students and is teaming up with Pirates Chest Friday 10/16 at the Blythe Emergency Food Pantry to help with the next distribution. TRIO along with DSPS is bringing on 2 student workers beginning the week of October 5th to help reach out to students and meet the needs of the program.
- Student Success & Equity is working on regular presentation/resources to share with instructors and the campus on various equity topics.

November 2020:

Associate Dean of Counseling

- Counseling/Advising is reviewing the midterm deficiency list for the Fall 2020 term and preparing to reach out to students, prior to the last day to withdraw 11/13/20.

- Correspondence Education (CE) along with Special Programs (EOPS/DSPS) are sending out to incarcerated students' programs of study along with updated degree audits in preparation for Spring 2021 registration.
- Spring 2021 New Student Orientations have been set for incarcerated students in both English and Spanish, CE Handbooks have been sent out along with orientation quiz.
- TRIO is continuing to recruit students and is teaming up with Alejandro and the River Consortium to continue with outreach efforts.

December 2020:

Associate Dean of Counseling

- Priority registration for EOPS, DSPS, Veterans, CalWORKs & Foster youth begins 11/30 – Spring 2021 term.
- Priority registration for new students that have completed Orientation and their educational plans begins 12/5, along with continuing students on good academic status – Spring 2021 term.
- Maria Lopez and the counseling department are wrapping up their Program Review for both General and DSPS counseling in December for the 2019 -2020 academic year.
- Correspondence Education packets have gone out to incarcerated students with educational plans, schedules, Financial Aid forms and student success materials for Spring 2021 registration.
- TRIO is continuing to recruit students, and is teaming up with Alejandro and the River Consortium to continue with outreach.

January 2021:

Associate Dean of Counseling

- General and DSPS program review of wrapping up and getting ready to be sent to the board.
- TRIO continues to recruit students, and this term will utilize student workers to provide workshops and additional virtual tutoring.

February 2021:

Associate Dean of Counseling

- Cranium Café is open to all on campus. I'm working with Biju to roll it out to all staff and faculty.
- We are moving forward with Ocelot and bringing a Chatbot to our website to help facilitate questions.
- Counselors and Advisors are completing the mapping process of all ADT's, aligning our programs with the 2-year schedule in preparation of the Instruction office finalizing and publishing the class schedule.
- The last day to register is Friday 02/05/21, Counselors and Advisors have been working with students since late November preparing for the Spring 2021 term.

- The last day to petition to graduate is 03/04/21, Counselors/advisors are working with eligible students to ensure students submit their petition on time. More importantly, that students are registering for their final courses to complete their programs.

March 2021:

Associate Dean of Counseling

- Cranium Café is open to all on campus. The consultants have offered to provide trainings, I need to coordinate with Biju on this.
- Counselors and Advisors have completed the mapping process of all ADT's, aligning our programs with the 2-year class schedule.
- Counselors and Advisors are now switching their focus to follow up – petitions, midterm deficiencies and updated SEP's.
- The last day to petition to graduate is 03/04/21, Counselors/advisors are working with eligible students to ensure students submit their petition on time. • Counseling/Advising is developing a Registration Guide for incarcerated students, to better assist the student in the registration and educational plan process.
- Counseling/Advising is working on sending out updated educational plans to continuing incarcerated students 03/17/21.
- DSPS/TRIO continue to recruit students. Thank you to the programs that are referring students over to us. Our focus is now on providing workshops and additional support services to students.

April 2021:

Associate Dean of Counseling

- Cranium Café: IT is working with ConexED to add our students to the system via IP address and RSA key. Training for additional members will be set up soon.
- We are working with Ocelot to get the Chat bot off and going. An implementation roadmap has been provided, along with set-up forms. I'll be reaching out to those involved in the next week.
- Counselors and Advisors are working on follow up – petitions, midterm deficiencies and updated SEP's • The last day to petition to graduate was 03/04/21.
- Counseling/Advising has developed a Registration Guide for incarcerated students, and the first batch has been sent out to new students. Additional guides will go out to new students as they are identified.
- DSPS/TRIO continue to recruit students. Thank you to the programs that are referring students over to us. • DSPS/TRIO has set up workshops via zoom, and invites have been sent out to instructors and students.

May 2021:

## Associate Dean of Counseling

- Cranium Café: IT is working with ConexED to add our students to the system via IP address and RSA key. Training for additional members will be set up soon.
- We had our kickoff meeting with Ocelot – our Chat bot and working on set up forms to get our chatbot off and going for the first week of June.
- DSPS/TRIO continue to recruit students, we are up to a little over 30 students, and plan to increase numbers as we outreach to the high schools and open campus again.
- DSPS/TRIO continues to present workshops via zoom, and invites have been sent out to instructors and students.
- Guided Pathways summit was last week, and a total of 14 PVC faculty and staff participated. PVC even hosted its own breakout session on the progress of The Revolution.
- Priority registrations is going on and counselors/advisors are working with students for summer and fall registration.