

Annual Program Review: Counseling

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

Submittal Date: December 14, 2022

1. Purpose of the Program

a. State the purpose of the 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, and 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.

*For 2020-21 these populations included the following headcounts: traditional student:
Incarcerated: In-Service/FST:*

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

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

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

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

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

Students at the Needles Center should have more access to in-person counseling and advising. Currently, counseling mainly advises students via phone, email, and online counseling. Currently, the Needles Center Dean facilitates advising and coordinates with counseling, when needed.

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.

- *Ensure current technology is available to all counselors/educational advisors (i.e., SARS, Student Planning, Colleague, Cranium Café, ZOOM etc.)*
- *IT has updated SARS, Student Planning, and Colleague to be web-based, providing counselors and educational advisors access from any computer with internet access on campus.*

Review of staffing needs:

One new Educational Advisor has been hired to provide academic advising and support counseling among the various departments.

We are also in need of additional counselors 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.*

Effectiveness of Correspondence Education Meetings:

- *Beginning Fall 2020, General Counseling/Advising, Financial Aid, Admissions & Records, EOPS, DSPS and the Correspondence Education office have been meeting every Monday to help streamline processes within the incarcerated student population.*
- *Counselors and Advisors completed the mapping process of all ADT's, aligning our programs with the proposed 2-year class schedule. This will help students receive updated/mapped education plans to help them register for future semesters.*
- *Counseling/Advising has developed a Registration Guide for incarcerated students. This guide also provides students with information related to our programs and services. In addition to providing samples of petitions and other forms as reference for student inquiries.*
- *Correspondence Education Calendar: Listing of days and departments (General Counseling/Advising, EOPS, DSPS, CE, Financial Aid, Admissions & Records and Business Office) that will be visiting Ironwood & Chuckawalla State Prisons.*

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

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

- *Evaluate effectiveness of Counseling SAO's via Survey Monkey:*
 - *Modify SAO's to include questions about online educational plans and set goals for comprehensive ed plans completed.*
 - *New SAO's have been 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 surveying students on, up to 2015. In 2020, 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.

Counseling plans to modify the SLO's to SAO's and incorporate detailed SAO's on equity, online student planning, and setting a goal of comprehensive ed plans for students, both of which have recently become more relevant.

Service Area Outcome	SAO Rubric	SAO Metric
<p>1) As a result of the counseling session, students will be able to formulate an educational plan to help them reach their academic goal(s).</p>	<p>A) Students formulated the educational plan by themselves</p> <p>B) Students needed assistance in formulating the educational plan.</p> <p>C) Students did not complete the educational plan.</p> <p>D) Not applicable</p>	<p>Students Surveyed: 28</p> <p>A) 7.14%</p> <p>B) 53.57%</p> <p>C) 14.29%</p> <p>D) 25%</p>
<p>2) Students 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) Students were able to effectively communicate and express needs and concerns.</p> <p>B) Students were able to somewhat communicate and express needs and concerns.</p> <p>C) Students were not able to communicate effectively nor express needs and concerns.</p> <p>D) Not applicable</p>	<p>Students Surveyed: 28</p> <p>A) 60.71%</p> <p>B) 28.57%</p> <p>C) 3.57%</p> <p>D) 7.14%</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 28</p> <p>A) 57.14%</p> <p>B) 32.14%</p> <p>C) 3.57%</p> <p>D) 7.14%</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) Students were able to effectively articulate their understanding by asking questions and responding.</p> <p>B) Students were able to somewhat articulate their understanding by asking questions and responding effectively to counselor’s inquiries.</p> <p>C) Students were not able to articulate their understanding to counselor’s inquiries.</p> <p>D) Not applicable</p>	<p>Students Surveyed: 27</p> <p>A) 62.96%</p> <p>B) 18.52%</p> <p>C) 0.00%</p> <p>D) 18.52%</p>

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

Due to the current campus restrictions as the result of the COVID-19 pandemic and limited access to our campus. Counselors continue to encourage online counseling services and have been encouraging students to utilize student planning to keep track of their career and educational goals which have

allowed students to focus on their educational pathway. In addition, students have been able to track and register for classes with the help of their counselors and advisors while utilizing our online programs and resources.

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.

To ensure that our students were receiving the help and support needed during the current COVID Pandemic our counselors and advisors assisted students via online and phone advising appointments. In addition, to create workshops, outreach, and meetings for them via online/ZOOM.

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, and financial aid.

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.

- *Additional Counselor (s) needed.*
- *Gap in services to Needles students and other off-site students (incarcerated)*
- *Technology integration for services (elimination of double data entry between SARS and Colleague)*
- *No mental health services for students.*
- *Transfer Center in need of a dedicated office space*
- *Counselors and Advisors need their own offices/space.*

c. List activities and discuss accomplishments during review period.

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

· Counselors participated in additional professional development conferences.

· 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.

Since the last Program Review, an Associate Dean of Counseling has been hired to whom counselors directly report to. In the past, counselors reported directly to the Vice President of Student Services.

With the addition of the Associate Dean of Counseling, we hope to better streamline and collaborate with counseling efforts among all the departments.

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 at this time 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.

The construction of the new Counseling Center will provide additional office space for counselors and Educational Advisors. We currently have the Correspondence Education counselor, DSPS/TRIO Counselor as well as two Educational Advisors sharing offices.

b. Describe plans for future changes to support facilities.

With the development of the Counseling Center, there will now be a centralized counseling services area for all students. In addition to providing offices for each of the counselors and educational advisors.

A Transfer Center will also need a dedicated office space. The department feels that a dedicated office space where students can review transfer material would enhance the program and 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 Cranium Café, our online counseling program, Student Planning.

9. Financial Resources

a. Provide an appropriate financial report for program, area or unit during reporting period. Explain any significant deviations from the 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 financial support comes from a 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
EQUIPMENT AND SUPPLIES - LIBRARY BOOKS	a) REVISED BUDGET	\$0.00	\$0.00	\$0.00	\$2,000.00
EQUIPMENT AND SUPPLIES - LIBRARY BOOKS	b) SPENDING	\$0.00	\$0.00	\$0.00	(\$1,277.79)
EQUIPMENT AND SUPPLIES - LIBRARY BOOKS	c) DEVIATION	0.0%	0.0%	0.0%	-36.1%
EQUIPMENT AND SUPPLIES - LOCALLY DEFINED INSTRUCTIONAL SUPPLIES	a) REVISED BUDGET	\$19,937.15	\$14,537.02	\$3,640.22	\$41,747.97
EQUIPMENT AND SUPPLIES - LOCALLY DEFINED INSTRUCTIONAL SUPPLIES	b) SPENDING	(\$17,864.01)	(\$14,755.30)	(\$3,640.22)	(\$21,483.53)
EQUIPMENT AND SUPPLIES - LOCALLY DEFINED INSTRUCTIONAL SUPPLIES	c) DEVIATION	-10.4%	1.5%	0.0%	-48.5%
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
EQUIPMENT AND SUPPLIES - LOCALLY DEFINED OTHER OPERATING EXPENSES AND SERVICES	b) SPENDING	(\$83,999.22)	(\$46,659.33)	(\$3,829.96)	(\$40,414.99)
EQUIPMENT AND SUPPLIES - LOCALLY DEFINED OTHER OPERATING EXPENSES AND SERVICES	c) DEVIATION	5.2%	-28.5%	-82.9%	-41.4%
EQUIPMENT AND SUPPLIES - MEDIA EQUIPMENT	a) REVISED BUDGET	\$0.00	\$1,700.00	\$0.00	\$0.00
EQUIPMENT AND SUPPLIES - MEDIA EQUIPMENT	b) SPENDING	\$0.00	(\$1,700.00)	\$0.00	\$0.00

EQUIPMENT AND SUPPLIES - MEDIA EQUIPMENT	c) DEVIATION	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
PERSONNEL - BENEFITS AND INSURANCE	b) SPENDING	(\$12,664.34)	(\$10,532.83)	(\$14,094.60)	(\$15,540.26)
PERSONNEL - BENEFITS AND INSURANCE	c) DEVIATION	0.4%	0.0%	1.2%	-5.4%
PERSONNEL - NONINSTRUCTIONAL SALARIES, CONTRACT OR REGULAR STATUS	a) REVISED BUDGET	\$0.00	\$0.00	\$0.00	\$10,374.95
PERSONNEL - NONINSTRUCTIONAL SALARIES, CONTRACT OR REGULAR STATUS	b) SPENDING	\$0.00	\$0.00	\$0.00	(\$3,251.61)
PERSONNEL - NONINSTRUCTIONAL SALARIES, CONTRACT OR REGULAR STATUS	c) DEVIATION	0.0%	0.0%	0.0%	-68.7%
PERSONNEL - NONINSTRUCTIONAL SALARIES, OTHER	a) REVISED BUDGET	\$31,235.20	\$34,412.80	\$26,587.52	\$21,940.94
PERSONNEL - NONINSTRUCTIONAL SALARIES, OTHER	b) SPENDING	(\$37,086.46)	(\$32,881.55)	(\$23,020.49)	(\$10,448.26)
PERSONNEL - NONINSTRUCTIONAL SALARIES, OTHER	c) DEVIATION	18.7%	-4.4%	-13.4%	-52.4%
PERSONNEL - NONINSTRUCTIONAL SALARIES, REGULAR STATUS	a) REVISED BUDGET	\$29,706.00	\$40,343.04	\$41,252.26	\$45,928.07
PERSONNEL - NONINSTRUCTIONAL SALARIES, REGULAR STATUS	b) SPENDING	(\$30,169.38)	(\$40,343.04)	(\$51,147.55)	(\$36,359.73)
PERSONNEL - NONINSTRUCTIONAL SALARIES, REGULAR STATUS	c) DEVIATION	1.6%	0.0%	24.0%	-20.8%
PERSONNEL - PUBLIC EMPLOYEES' RETIREMENT SYSTEM (PERS)	a) REVISED BUDGET	\$4,613.68	\$7,286.78	\$8,138.84	\$12,452.65
PERSONNEL - PUBLIC EMPLOYEES' RETIREMENT SYSTEM (PERS)	b) SPENDING	(\$4,685.68)	(\$7,286.78)	(\$8,626.21)	(\$9,507.12)
PERSONNEL - PUBLIC EMPLOYEES' RETIREMENT SYSTEM (PERS)	c) DEVIATION	1.6%	0.0%	6.0%	-23.7%
PERSONNEL - STATE TEACHERS' RETIREMENT SYSTEM (STRS)	a) REVISED BUDGET	\$0.00	\$0.00	\$0.00	\$525.13
PERSONNEL - STATE TEACHERS' RETIREMENT SYSTEM (STRS)	b) SPENDING	\$0.00	\$0.00	\$0.00	(\$525.13)

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, and increased professional development opportunities. As of 2019, the department does not have direct access to a budget that permits these allowances.

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

		2020-21	2021-22	2022-23	2023-24
Future Area Needs	Human Resources		Additional Counselor	Additional Counselor	
	Fiscal Resources		Cranium Café	Cranium Café	
	Physical Resources		Counseling Services Relocated/Individual offices for Counselors/Education Advisors	Counseling Services Relocated/Individual offices for Counselors/Education Advisors	

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

Counselors would also benefit from being part of the SEA planning process and providing input and having a better understanding of the equity gaps, and their role in closing those gaps. Also, how the plan integrates into 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 students' 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, and K-12 collaboration, etc.)

a. Division Chair: Maria Lopez (SASS Division Chair)

b. General Counselors: David Silva, Graciela Milke

c. Categorical Counselors: Lorenzo Lujano, Maria Lopez

i. Clerical support: Teresa Gomez EOPS, Ida Hamblen DSPS

Board Reports:

August 2020:

Associate Dean of Counseling

- Celeste Velarde and Omar Pena – Educational Advisors, recently switched roles. Celeste will be working with our high school contacts under the CTE program. Omar will be taking on Celeste role, working with EOPS and General students.
- 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 with 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
- The district continues to adapt to Student Centered Funding Formula (SCFF) as changes are made at the state level, such as the creation of three-year rolling average of Student Success Metrics. The Hold Harmless for the student-Centered Funding Formula has also been extended through 2023-2024, guaranteeing that we will be receiving not less than 2017-2018 funding, adjusted by COLA. Palo Verde College now receives full funding for Incarcerated Credit courses, which removes them from the Student Success allocations.
- The number of current ADT offerings have been increased from five to eight with the addition of English, Communication and History disciplines. These offer the students additional pathways to choose from for their career options. In addition to the 8 ADT's approved, there are an additional 4 in the pipeline awaiting Chancellor's office approval: AA-T Child & Adolescent; AA-T Kinesiology; AA-T Law, Public Policy, and Society; and AS-T Public Health Science. An Articulation Shared Drive was developed within Curriculum for both the Articulation officer and Curriculum Specialist to communicate and maintain ADT information as it is updated.
- To facilitate the adoption of the same, Student Success Teams are being put in to place to counsel and support the students in the educational program of their choice. The mandate of AB705 has been completely fulfilled, with multiple measure and guided self-placement processes in place. All incoming students will now be able to place in college level English and math with appropriate academic support levels. In addition to the CNA and LVN program a capstone ADN RN program is now being put into place. PVC is currently working on the feasibility study which we hope to submit shortly. Following that there will be a self-study and site visit after which we hope to have the first-class beginning fall 2021 or spring 2022 at the latest.

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 with 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.
- Educational Advisors have been assigned to specific duties, in addition to their current duties. Below is an update on what they have been working on, along with their new duties:
 - Celeste Velarde: has been working with the high school counselors to get all high school students enrolled for the Fall term. Ensuring that they are all completing their Special Admissions forms, CCCapply and are in the correct course sections. She has also been assigned Career duties and will be working on the Career Cruising/XELLO, a tool that could improve enrollments in both consortium and college programs (in conjunction with River Consortium here at PVC).
 - Omar Pena: has been assisting Celeste in enrolling high school students, along with working with general students and EOPS. He has been assigned to work with Student Athletes, ensuring their educational plans are up to date and review of eligibility requirements along with Ryan Copple.
 - Jeanette Garrett: has been working with Gracie Milke and correspondence education, along with Maria and DSPS. She has also been assigned to work with Transfer students.
 - Both Jeanette and Celeste are also collaborating on revising the student advising sheet to make it easier for both Counselor/Advisors and students to maintain, in addition to Student Planning.
 - Articulation duties have been assigned to Dr. Jennifer Campbell, who will be participating in the New Articulation Officer training next week. I'll be working with her throughout the year to help her transition into the new role.
- 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 provides 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.

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 students, 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.
- PVC Transfer Center decided to cancel our virtual Transfer Fair, and we have been referring students to various University virtual events, in place of our virtual fair.
- 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.
- SEA will also be bringing on 2 student workers to assist in the CE department and Student Services with various success efforts for the semester.
- 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.
- Transfer Center is working with Pacific Oaks College to develop a cohort program to offer students bachelor's degree, with discounted tuition offers.

- Transfer Center is offering transfer related workshops on Thursdays via zoom from 1pm -3pm, this week's topic is Financial Aid at the university level.
- CSU/UC applications deadlines extended to December 4, 2020. Transfer Center is available to assist students with applications.
- PVHS hosted a college kick off week, last week. Various staff and faculty from PVC participated in the event sharing information about the college.
- CTE Advisor is working with the district in preparation for the Spring 2021 term, to ensure students continue in the correct CTE programs.
- 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.
- . Open registration begins 12/10 – Spring 2021 term.
- Spring 2021 New Student Orientations are underway for community students via YouTube, with an orientation quiz to follow.
- 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 incarcerate students with educational plans, schedules, Financial Aid forms and student success materials for Spring 2021 registration.
- CSU/UC applications deadlines extended to December 4, 2020. Transfer Center is available to assist students with applications.
- TRIO is continuing to recruit students and is teaming up with Alejandro and the River Consortium to continue with outreach.
- CTE Advisor is working with PVUSD in preparation for the Spring 2021 term, to ensure students continue in the correct CTE programs. The CTE Advisor is working on petitions to graduate CNA and CTE students completing certificates this Fall 2020 term.

January 2021:

Associate Dean of Counseling

- Student Service/Instruction applied for an Institutional Resilience and Expanded Postsecondary Opportunity (IREPO) grant under the CARES Act. A 2 – year grant for an estimated 2.7 million total.
- Student Services is looking at applying for a Talent Search Grant, another 5-year grant
- Student Services is working with IT to set up a student laptop loaner program.
- Student Services is bringing on Ocelot, a chatbot feature for our website, more details to come
- A new counselor was hired, we are waiting on HR to finalize the process
- Open registration is in full swing.
- 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.
- The Contract for Ocelot has been submitted, and will be taken to the next board meeting, in hopes of getting it set soon!

- 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. • The tutor student worker position is still open, please encourage students to apply, they must be Federal Work Study eligible. These tutors will be helping students navigate our online resources.
- Scale of Adoption Assessment for Guided Pathways has been submitted, identifying how far we have come as a campus with GP.
- GP Design Teams have been identified to focus attention on specific issues within different departments pertaining to the Revolution and 2-year class schedule.

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.
- Guided Pathways summit is coming April 29-30, 15 PVC staff have been invited to attend, where PVC will be presenting on the progress of The Revolution.
- GP Design Teams have met with our consultant and recommendations have been brought forward, identifying specific issues within different departments pertaining to the Revolution and 2-year class schedule

- GP website is coming together, with an anticipated launch for the end of April, early May for Summer and Fall registration.
- We are working on submitting an exemption with the Department of Education (DOA), in order to qualify to apply for HSI designation, providing us additional opportunities to apply for grants

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.
- General Counselors/Advisors (and other support services) will be visiting CVSP next week and start making contact with students on site regularly. We are waiting to hear back from ISP as to when we can start visiting their site.
- DSPS/TRIO continues 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 up campus again.
- DSPS/TRIO continue 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 break out session on the progress of The Revolution.
- GP Design Teams have met with our consultant and recommendations have been brought forward, identifying specific issues within different departments pertaining to the Revolution and 2-year class schedule.
- GP website is coming together, launching in the next few days for Summer and Fall registration.
- Priority registrations are going on and counselors/advisors are working with students for summer and fall registration.