

Assessment, Counseling, Student Success and Transfer

Annual Update **(2016-2017)**

LASSEN COMMUNITY COLLEGE

Assessment, Counseling, Student Success, and Transfer

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Accepted by Cabinet: (insert date)
Accepted by Consultation Council: (insert date)
Accepted by Governing Board: (insert date)

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Annual Update

Progress Report

Review previous NIPR and/or annual updates. Describe progress made on any recommendations. Describe any changes made within the program.

During the 2015-2016 year, the Counseling Office met the following recommendations:

- 1. Hired another counselor to be assigned to the incarcerated population*
- 2. Implemented degree auditing system*
- 3. Developed a current online orientation*
- 4. Developed a correspondence orientation*
- 5. Had high school representatives complete an evaluation of Lassen College services (Counselor Luncheon)*
- 6. 3 more AD-T degrees were approved*

Additional items completed in the department that were not included in the last NIPR:

- 1. Implemented Document Imaging*
- 2. Advertised “Got your Ed Plan?” campaign*
- 3. New optical scanner for Assessment*
- 4. All 2014-2016 student assessment records were scanned into Perceptive Software (document imaging)*
- 5. Outreach testing agreement was reached with Modoc County Office of Education*
- 6. Increased assessment testing from 300 to 438 including HDSP Business cohort 2 groups of 50 students each*
- 7. All active student files for F16 were scanned into Perceptive Software (document imaging)*

Emerging Needs:

- 1. 1 additional Transfer Center Staff and office equipment*
- 2. AEBG Transitional/Behavioral Counselor and office equipment- the job description was developed spring 2016.*
- 3. We have limited space which becomes an issue when we need to increase the number of personnel in the department (i.e. additional transfer staff, AEBG Counselor, etc.).*

4. *With increase in staff and mandates an increase of travel/professional development funds would be greatly appreciated.*
5. *Office equipment for counseling and assessment (see below for specifics)*
6. *Accommodate increased cost of College Source and implement TES to assist with transcript evaluation process.*
7. *With a growing incarcerated program there may be a need for additional counseling/DS counseling assistance required. A needs assessment to be completed.*
8. *With the increase of mandates and increase in faculty we would like to request an increase to our Travel Budget.*

Administrative Unit and/or Student Learning Outcomes

Note emerging needs based on assessment of AUO and/or SLO. Note any planning or budget changes based on assessment of AUO and/or SLO.

Data was not provided at the time the update was due. However, the department would like to continue to focus on improving orientation, initial Ed plan and comprehensive ed plan completion.

Program Needs Assessment

Describe new needs that have developed since the previous review. Consider new needs in staffing, equipment, training, facilities, or funding. Make sure to include data sources in the previous item that support emerging program needs.

At this time we have not determined any new needs for the department. We still would like to hire a Transitional/Behavioral Counselor with ABEG funds and an additional Transfer Center staff member. We have applied for \$15,000 implementation grant to address issues related to the implementation of the Common Assessment.

Progress and Reprioritization of Recommendations

Review the prioritized recommendations in the previous program review. Record outcomes of items in the planning agendas for each section. Note any changes in priority as well as any additions or deletions. Provide updated planning agenda forms for each planning committee. See next page.

Prioritized Recommendations for Inclusion in Institutional Effectiveness Master Plan

2016-2017 Assessment, Counseling, Student Success, and Transfer

Strategic Goal	Planning Agenda Item	Implementation Time Frame	Estimated Cost (implementation & ongoing)	Expected Outcome
N/A	N/A	N/A	N/A	N/A

Prioritized Recommendation for Inclusion in Student Services Master Plan

2016-2017 Assessment, Counseling, Student Success, and Transfer

Strategic Goal	Planning Agenda Item	Implementation Time Frame	Estimated Cost (implementation & ongoing)	Expected Outcome
4	Transfer Center Staff	2016-2017	\$47,000	Hire 1 additional Transfer Center staff
4	Behavioral Health/Transitional Counselor	2016-2017	\$86,500 (AEBG grant)	Hire 1 full time Behavioral Health/Transitional Counselor to be paid with AEBG funds
3	TES/College Source	2016-2017	\$5,000	Assist with Transcript Evaluation Process, accommodate for increased cost of program and functionality

Prioritized Recommendations for Inclusion in Educational Master Plan

2016-2017 Assessment, Counseling, Student Success and Transfer

Strategic Goal	Planning Agenda Item	Implementation Time Frame	Estimated Cost (implementation & ongoing)	Expected Outcome
N/A	N/A	N/A	N/A	N/A

Prioritized Recommendations for Inclusion in Human Recourse Master Plan
 2016-2017 Assessment, Counseling, Student Success and Transfer

Strategic Goal	Planning Agenda Item	Implementation Time Frame	Estimated Cost (implementation & ongoing)	Expected Outcome
4	Transfer Center Staff	2016-2017	\$47,000	Hire 1 additional full time Transfer Center staff
2	Travel and Professional Development funds	2016-2017	\$5,000	Increase funds to provide more professional development opportunities
4	Behavioral Health/Transitional Counselor	2016-2017	\$86,000	Hire 1 full time Behavioral Health/Transitional Counselor with AEBG grant funds

Prioritized Recommendations for Inclusion in the Facilities Master Plan
 2016-2017 Assessment, Counseling, Student Success and Transfer

Strategic Goal	Planning Agenda Item	Implementation Time Frame	Estimated Cost (implementation & ongoing)	Expected Outcome
3	Office equipment for additional Transfer Center staff	2016-2017	\$1,500	Work space utilization
3	Office equipment for Counselor- (ABEG)	2016-2017	\$1,500	Work space utilization
3	Desk – assessment	2015-2016	\$800	Work space utilization
3	Chair- assessment	2015-2016	\$300	safety
3	7 computer chairs – assessment	2015-2016	\$1,500	safety
3	Office chairs-counseling	2016-2017	\$5,600	Work space utilization
3	Counseling office waiting room chairs	2016-2017	\$800	Safety

Prioritized Recommendations Inclusion in Institutional Technology Master Plan

2016-2017 Assessment, Counseling, Student Success and Transfer

Strategic Goal	Planning Agenda Item	Implementation Time Frame	Estimated Cost (implementation & ongoing)	Expected Outcome
3	2 New student computers	2015-2016	\$1,500	Will allow students to complete applications and log into the portal in the counseling office in a timely fashion
3	TES/College Source	2016-2017	\$5,000	Assist with Transcript Evaluation Process, accommodate for increased cost of program and functionality

Additional Information

Describe or note additional information pertinent to the program, particularly information which supports new needs or growth or that documents program successes.

Table 4.1: Implementation Strategies to Address Identified Gaps

Description of the Gap	Strategies to Address the Gap	Resources Needed	Estimate Cost	Responsible Parties	Methods of Assessment	Timeline
Counselors needed for adult re-entry students Counselors for college and adult schools	Specific counselors hired for adult transitioning students at the high school, adult school, and college	More counselors and staff for counseling adult students	250,000	Lassen College And all 5 high schools in Lassen and Modoc County	Ongoing assessment, Student outcomes, Diploma/GED completion, Course completions	Fall 2015

Lassen Community College Master Plan Overview

Six master plans comprise the Comprehensive Institutional Master Plan. Recommendations from program reviews will be input into the selected master plans as determined by faculty in the prioritized recommendation spreadsheets. To better understand which master plan might be most appropriate for each program recommendation, a summary/objective of each plan is included below. More information can be found in the Shared Governance and Consultation Council Handbook and the Comprehensive Institutional Master Plan.

Institutional Effectiveness Master Plan (IEMP): the IEMP addresses college needs not addressed in other plans. These needs include research, governance, outcome assessment, and administrative operations.

Educational Master Plan (EMP): The EMP addresses the instructional planning needs of the college.

Student Services Master Plan (SSMP): The SSMP highlights the services needed to maximize the student experience through a variety of key student support services.

Institutional Technology Master Plan (ITMP): The ITMP addresses the technology needs of the campus.

Facilities Master Plan (FMP): The FMP addresses the physical infrastructure, facility, and maintenance needs of the campus.

Human Resources Master Plan (HRMP): The HRMP identifies and manages the administrative functions of recruitment, selection, evaluation, and professional development needs of the College to ensure a fully-staffed and highly functioning team of employees.