

# Assessment, Counseling, Student Equity and Achievement and Transfer NIPR Annual Update

## Annual Update (2020-2021)

### LASSEN COMMUNITY COLLEGE

#### Assessment, Counseling, Student Equity and Achievement, and Transfer

Tom Rogers, EOPS Counselor

Alison Somerville, Counselor

Barbara Baston, Counselor

Adam Runyan, Counselor

Jennifer Lawler, Incarcerated Counselor

Janet Marinoni, LMAEC (formerly AEBG) Counselor

KC Mesloh, Evaluation Coordinator

Cathy Harrison, Administrative Assistant

Student Success Coordinator- **vacant**

Student Success Technician- **vacant**

Accepted by Cabinet: 5/10/2021

Accepted by Consultation Council: 5/17/2021

Accepted by Governing Board: 6/8/2021

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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 2019-2020 year, the Counseling Office met the following recommendations:

1. Increased Behavioral Health Counselor from part time to full time position
2. Hired Evaluator position July 2019
3. Purchased TES/College Source for the year
4. Created Career/Transfer Center location
5. My Path was implemented
6. Purchased and administered Self Directed Search Career Exploration Tool to a variety of students, including a number of incarcerated students

Fall 2020

1. Approved new AUO's
2. Starfish Student Planning programming completed

Continuing and emerging needs:

1. Continue to purchase TES/College Source and convert to a mandated cost
2. Hire Student Success Technician (formerly Transfer Center Assistant)
3. Rehire Student Success Support Coordinator
4. Full time Student Success Support Administrative Assistant
5. Hire Second Incarcerated Counselor
6. Full time General/Veteran counselor
7. Implement/Promote Starfish Student Planning, texting, calendar
8. Increase Professional Development Funds

## 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.

Career Assessment: Increase use of the Career/Transfer Center Services

**-Measure:** Activity volume **Target:** Increase usage by 10% annually

No true baseline has been established, the Center opened in Spring 2019 and working remotely due to COVID has affected numbers for the last two years

Career Data:

- 2018-2019: 21 students, pilot for incarcerated students, served at the jail (July)
- 2019-2020: 106 students

Transfer Data (used TA and UA in Datatel):

- 2018-2019: 58 students
- 2019-2020: 93 students

Counseling: Students will be able to meet with a counselor to develop an education plan appropriate for their program of study and their career goals.

**-Measure:** Activity volume: Ratio of new students with educational plans **Target:** Increase by 10% annually, Baseline 65%

TERM	ORIENTATION				ED PLAN (IP & CP)	ASSESSMENT	PURPOSE: TRANSFER																						
	Total	EOPS	REG	INMATE			TOTAL	AC	AF	CO	DP	EF	EP	GC	IP	MA	OA	OT	PE	PM	PO	PP	PT	TA	TC	TE	UA	VE	
2020SU	266	4	153	109	273	70	133	16	26				1		77	10	3												
2020SP	359	127	208	24	132	1405	447	16	200			1	4	10	125	15	59						3		10		4		
2019FA	451	129	206	116	497	810	532	13	210				49	46	30	16	43		5		1		1		77		36	5	
2019SU	224	60	155	9	504	280	125	3	25					1	86	2	7										1		
2019SP	396	118	275	3	235	146	431	27	186	1			5	11	135	8	36					1	7	2	12				
2018FA	605	152	224	229	763	920	687	26	346				33	32	8	26	128				3	1	1	4	36		42	1	
2018SU	501	0	227	274	495	430	96	2	9						51	2	26			1		1	1	1			3		
2018SP	1260	186	495	579	796	845	546	106	124				12	24	49	25	131	1		1		4	1	5	7		55	1	
2017FA	711	204	150	357	1129	904	733	188	158	2			15	104	9	31	66				3	2	2	44		74	22		
2017SU	60	0	60	7	272	454	24	18					1	3		2													
2017SP	674	143	188	577	781	403	103	52	1				5	17	14			1		1				2	3		7		
2016FA	665	157	155	361	1028	550	264	100					44		6						1		6	14		37	40		
2016SU	50	0	45	5	259	161	14	7							1						1		1	2		2			
2016SP	607	159	124	324	739	464	383	198	110	3			14	1	14			5				1	5	15	1	16			
2015FA	554	0	191	363	1119	556	333	160	71				24		2			2	9						4		37	24	
2015SU	14	2	12	0	301	159	14	11						1	1							1							
2015SP	365	0	109	256	635	422	368	234	59				18	1	25			5				1	2	9	7	5	2		
2014FA	772	1	112	659	957	440	424	280					53		3				9						25		20	25	9
2014SU	83	0	83	0	368	206	36	31					1											3				1	
2014SP	81	0	79	2	1053	703	503	385					30	1	1										18		6	62	
2013FA	75	0	75	0	1177	405	356	219					3	4						12					43		23	30	22

Counseling Department: Students who have a met with the counseling office will report satisfaction with the quality of services

**-Measure:** Activity Volume: **Target:** Through a satisfaction survey, students will report 90% satisfaction with the LCC Counseling Office

-Survey was developed Fall 2020 and will be administered for next NIPR.

Completion: Increase transfer rates to a four year institution

**-Measure:** Activity Volume **Target:** 5% increase in transfer, Baseline 2014-2015 CSU/UC 23, Out of State 91

**Target met**

- 2015-2016: 75 students transferred to a 4 year post-secondary institution with 18 at a CSU or UC and 49 out of state
- 2016-2017: 81 students transferred to a 4 year post-secondary institution with 19 at a CSU or UC, 10 private institution, 53 to an out-of-state institution
- 2017-2018: 74 students transferred to a 4 year post-secondary institution with 23 at a CSU or UC, and 43 at an out-of-state
- 2018-2019: insufficient data to calculate

## 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.

### Continuing and emerging needs:

1. Continue to purchase TES/College Source and convert to a mandated cost:

TES/College Source is the program that the counseling office uses to evaluate courses. We have purchased College Source since 2006 and only continue to see the need. We would like to make sure this financial request becomes a mandated cost.

2. Hire Student Success Technician (formerly Transfer Center Assistant)

In 2019, two job descriptions were written. One to rewrite what was formerly known as the Transfer Center Assistant position. The other was a similar position to focus on Careers versus transfer. Transfer is one of the primary goals dictated from the Chancellor's Office and Title 5. It is critical that we replace this position and serve our students transferring to a four year institution.

3. Rehire Student Success Support Coordinator:

In December 2020, we lost the person in this position to retirement. We suspect the position was already funded for the year and hope it will be flown soon. This position focuses on supporting students through the career and supports student success activities. In addition to providing career interest inventories, this position also provides HiSet testing for our students earning a diploma equivalency.

4. Hire Full time Student Success Support Administrative Assistant:

This position was approved in the budgetary process 2018 but has not been hired. The department would like to move forward with the hiring of this position. This position will support counselors with the goal of

increasing education plan completion. If students have a path we will see an improvement in degree/certificate completions. This position can also assist with other student success activities (i.e. 8<sup>th</sup> grade day, Career/Transfer Fairs, etc.).

5. Hire Second Full time incarcerated counselor:

Up until 2017, the district had a counselor assigned to our incarcerated student population as a portion of their load. Since that time we have been allowed to increase our incarcerated enrollment (SB 738) and we have built a face to face program at two local institutions. A third yard was added in 2019. As a result, one counselor serves approximately 1,000 incarcerated students. The department requested in 2017-2018, an additional full time counselor. We continue to support the request.

6. Full time general/veteran counselor:

The department would like to request a general counselor who will also work with our veteran population. As our incarcerated population increases, the new funding model supports student completions which requires more intentional counseling services, and the need for counselors to support district efforts (i.e. AB 705, Starfish implementation, etc.). In order to accomplish this, an additional counselor is required. Number of students per counselor average is 234 students. 936 non-incarcerated students divided by 4 counselors is 234 students each, not separating out our non-credit students at this time.

7. Implement Starfish:

The Student Planning, calendar, and texting features have been created. Counselors need to provide testing of the system. The only cost that we can foresee moving forward with this program is for advertising and onboarding students to the program.

8. Increase professional development funds:

For many years we have asked to increase our professional development funding. Much of the new statewide initiatives requires counselor input and training which means travel costs have increased. Counselors and Student Services are critical in the new funding formula and need be supported in getting additional training. In the last 8 years, our department has increased from four to six counselors (one funded through Lassen-Modoc Adult Education Consortium). An increase of professional development funds will insure that counselors are adequately prepared to counsel students.

## 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.

The department has re-prioritized and identified new emerging needs since the last annual update. With the loss of the only incarcerated counselor we found the need to prioritize that position first. We moved one of the Student Success Support Technician positions to priority number three since we have been left without what was formerly known as the Transfer Center Assistant. We have also recently lost (to a retirement) our other Student Success Coordinator. We did prioritize the Student Success Administrative Assistant position that was approved via the budget process but was never filled. The second incarcerated counselor then became our next priority with the general/veteran counselor to follow. Implementation of Starfish Student Planning, calendar, texting features need to be tested and rolled out to students. As requested over the last few years, an increase professional development funds will insure that counselors are adequately prepared to counselor students.

### **Additional Information**

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



## Prioritized Recommendations for Inclusion in Institutional Effectiveness Master Plan

### Assessment, Counseling, Student Success and Transfer 2020-2021

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

### Assessment, Counseling, Student Success and Transfer 2020-2021

Strategic Goal	Planning Agenda Item	Implementation Time Frame	Estimated Cost (implementation & ongoing)	Expected Outcome
4	TES/College Source	2018-2019	\$5,000 per year	Should become a mandated cost- Assist with transcript evaluations, consider as a mandated cost as our department needs this every year
4	Student Success Technician (formerly Transfer Center Assistant)	Spring 2021	\$90,000	To support our students transferring to a 4 year university
4	Student Success Support Coordinator	Spring 2021	\$95,000	To support our students to identify or further research career opportunities
4	Student Success Support Administrative Assistant	2018-2021/2022	\$46,863.26 (salary and benefits)	Was formerly approved via budget process (2018) but never hired, intent is to support counselors with educational plan completion and campus student success activities
4	Counselor (additional incarcerated counselor)	2018-2021/2022	\$113,800 (salary and benefits)	Serve our growing incarcerated program
4	Full time General Counselor (veteran/general)	2018-2021/2022	\$113,800 (salary and benefits)	To increase the number of students we can serve and meet SB 694 requirements
4	Starfish Promotional Materials	2018-2021/2022	\$1,500 for advertising materials	Market Starfish program to staff and students
4	Increase Professional	2017-2021/2022	\$8,000 per year	Increase funds to provide

	Development funds			additional professional development opportunities
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**Prioritized Recommendations for Inclusion in Educational Master Plan**  
 Assessment, Counseling, Student Success and Transfer 2020-2021

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 Resource Master Plan**  
 Assessment, Counseling, Student Success and Transfer 2020-2021

Strategic Goal	Planning Agenda Item	Implementation Time Frame	Estimated Cost (implementation & ongoing)	Expected Outcome
4	Student Success Technician (formerly Transfer Center Assistant)	Spring 2021	\$90,000	To support our students transferring to a 4 year university
4	Student Success Support Coordinator	Spring 2021	\$95,000	To support our students to identify or further research career opportunities
4	Student Success Support Administrative Assistant	2018-2021/2022	\$46,863.26 (salary and benefits)	Was formerly approved via budget process but never hired, intent is to support counselors with educational plan completion and campus student success activities
4	Counselor (additional incarcerated counselor)	2018-2021/2022	\$113,800 (salary and benefits)	Serve our growing incarcerated program
4	Full time General Counselor (veteran/general)	2018-2021/2022	\$113,800 (salary and benefits)	To increase the number of students we can serve
4	Increase Travel and Professional Development Funds	2017-2021/2022	\$8,000 per year	Increase funds to provide additional professional development opportunities

**Prioritized Recommendations for Inclusion in the Facilities Master Plan**  
 Assessment, Counseling, Student Success and Transfer 2020-2021

Strategic Goal	Planning Agenda Item	Implementation Time Frame	Estimated Cost (implementation & ongoing)	Expected Outcome
3	Office Equipment for Student Success Technician	2021-2022	\$1,500	Work space utilization
3	Office equipment for additional counselor to serve our increasing incarcerated population	2018-2021/2022	\$1,500	Work space utilization
3	Office equipment for Student Success Support Administrative Support	2018-2021/2022	\$1,500	Was formerly approved but never hired
3	Office equipment for additional counselor (veteran/general)	2018-2021/2022	\$1,500	Work space utilization
3	Increase Counseling Department space	2018-2019	No cost to relocate to an existing space	Increase space for staff to serve an increase of incarcerated students, veterans, and to meet Student Success requirements for all of our students
3	Building signage	2019-2021/2022	\$500	Pathways strategy implementation

**Prioritized Recommendations Inclusion in Institutional Technology Master Plan**

Assessment, Counseling, Student Success and Transfer 2020-2021

Strategic Goal	Planning Agenda Item	Implementation Time Frame	Estimated Cost (implementation & ongoing)	Expected Outcome
3	Needs to complete setting up Wi-Fi in Career/Transfer Center to all desks	2021-2022	\$1,500	Not all computers in the Career/Transfer Center are connected to Wi-Fi

## Attachment A

### 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.