

Counseling Department
Unit Plan 2007/2008
Counseling

PRIORITY	COLLEGE STRATEGY	OBJECTIVES	ACTIVITIES/TASKS	RESOURCES	COSTS
1	1.1, 1.2, 1.3, 5.2	Maintain service access to students.	Maintain quality service at the Information Desk from 7:30 am – 7:00pm, Monday through Thursday, and from 7:30am – 4:00pm on Friday. Maintain Career & Transfer Center services and staffing. Teach P.D. classes each semester. Offer both day and evening counseling appointments. Keep EUREKA and College Source on the computers in Counselors' offices and in the Career & Transfer Center. Purchase career testing instruments and offer Career Testing.	Counselors Information Desk Secretary Information Desk student workers. Counselors (hourly). VTEA funding(College Source)	Fixed salaries Fixed salary \$15,000. \$12,500 \$1800 (renewal)
2	1.1, 1.3, 2.5, 6.1, 6.2, 7.4	Maintain area efficiency and therefore service to students.	Maintain EUREKA on Career Center computers. Continue to comply with the Matriculation regulations. Maintain College Source on Career Center computers. Maintain computers at Info Desk for staff and counselor use. Hire clerical staff for Honors and Articulation, and Transfer Center and Counseling. Provide Counselor in-service on all aspects of advising, articulation, transfer, etc. Maintain the Counseling site on the Harbor homepage. Increase # of S.E.P.'s generated. Schedule in-service for counselors regarding enhanced orientations. Provide training for student workers. Set-up regular counseling, admissions, cashier's office, and Information Desk meetings prior to registration. Continue in service training for counselors on computers (ASSIST, DEC, SEP's, computer literacy, e-mail). Support	Student workers (same as in priority #1 above) College Source Online (same as above) Drop in Counselors (hourly)(same as in priority #1 above) Computer support , maintenance, and upgrades	\$15,000. \$1800. (renewal) \$12,500 \$2,200

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			centralization of student services (in new building).		
3	1.1, 1.3, 2.3, 5.2, 7.1	Maintain campus communication and coordination with instructional and administrative services.	Maintain communication with teaching faculty in all areas. Offer regular retention activities in classrooms. Follow-up on probation & dismissal students. Continue to update counseling information to be included in the student handbook and online. Maintain online Orientation for new students. Maintain matriculation retention activities. Schedule regular meetings with faculty. Provide a student services orientation to new faculty. Support the instructional program in developing an overseas program for students.	Counselors and Teaching Faculty. "Retention" Counselor	None \$60,000.

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4	1.1, 1.2, 1.3, 2.4	Increase retention rate of students.	Provide ongoing retention activities in classrooms. Maintain Early Alert. Follow-up with the students subject to dismissal. Schedule regular meetings with Division Chairs regarding student needs. The Information Desk staff needs to know how to contact faculty (phone numbers & office hours/locations). Offer regular training for student workers.	Matriculation Program. Counselors. Information Desk staff. Student Workers. Division Chairs. Career Counselor. "Retention" Counselor (same as above)	None \$60,000 (same as above)