Glendale Community College Plan Review 2012-2013

Plan Name: Noncredit Matriculation
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Date: January 10 and 14, 2013

Progress Toward Goals

Instructions: List each plan goal, strategy, and/or action item and give an update on its progress.

Recommended format for reporting:

Goal	Action Items	Completed	In Progress	Not Completed	Needs Revision	Comments
IA1	Updating Welcome Packet				X	Need to make resource request to translate flyers into different languages as well as colored inserts into Arabic, Russian and Chinese – Res. Req. 2
IA2	Orientation presentations		X			Ongoing activity
IA3	Orientation information		X			Ongoing activity
IA4	Noncredit Website		X			Ongoing activity
IA5	Online Orientation				X	Need to review online orientation and update as necessary (Fall 2013)
IA6	Welcome tables		X			Ongoing activity at the beginning of each academic session
IA7	Group orientations		X			Ongoing activity
IIA1	Assessment tools		Χ			Ongoing activity
IIA2	Assessment tools		Χ			Ongoing activity
IIA3	Assessment instruments		X			Ongoing activity
IIA4	Placement Tests		X			Form a committee with both Noncredit divisions to discuss student placement into courses
IIA5	Modified or Alternative Services		X			Ongoing activity
IIIA1	Mental Health Counselor (MHC) Community Referrals		X			Ongoing activity
IIIA2	MHC Community		X			Ongoing activity

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	Resources				
IIIB1	Maintain MHC 67%		X	Ongoing activity – Request funds to cover summer hourly pay for mental health counselor – Res. Req. 1	
IIIB2	MHC for Students	X		Ongoing activity	
IIIB3	MHC - Presentations	X		Ongoing activity	
IIIB4	MHC Staff Development	X		Ongoing activity	
IIIB5	MHC Individual Faculty/Staff Consultations	X		Ongoing activity	
IIIC1	2 FT Academic Counselors		X	Ongoing activity – Request funds to cover summer hourly pay for two academic counselors – Res. Req. 1	
IIIC2	SEP for Noncredit	X		Researching process for creating noncredit SEP in PeopleSoft	
IIIC3	Academic Counseling for students	X		Ongoing activity	
IIIC4	Tracking Systems	X		Will request that Research & Planning Department conduct PeopleSoft & SARS queries to track cross-registering among noncredit academic departments as well as matriculation to credit programs	
IIID1	Identify Career Counselor/Coordinator		X	Need to identify a career counselor who can coordinate the Career Center functions. Res. Req. 1	
IIID2	FT Clerical	X		Ongoing activity	
IIID3	Student Awareness of Resources	X		Ongoing activity	
IIID4	Job Placement Assistance	X		Ongoing activity	
IIID5	Career Resource Library		X	Need to update books, videos, and computer software (e.g., resume writing books, interviewing videos, and Eureka software). Res. Req. 3	
IIID6	Contact with Community	X		Ongoing activity	
IVA1	Help Desk Assistance	X		Ongoing activity	
IVA2	CSD	X		Developing formalized system of referral for students with disabilities	
IVB1	Collect Student Data	X		Ongoing activity	
IVB2	Secure data	X		Ongoing activity	
IVB3	Upgrade Computers / Peripherals	X		Ongoing activity	
VA1	Student Follow Up	X		Consult with Research and Planning regarding how to use databases more effectively to follow up with students	
VA2	Student Referrals	X		Ongoing activity	
VA3	Modified or Alternative Services	X		Ongoing activity	
VIA1	Collaborate with	X		Ongoing activity	

	Industry Reps			
VIB1	Staff Development	X	Ongoing act	tivity
VIB2	Staff Development	X	Ongoing act	tivity
	Assessment			
VIB3	Staff/Faculty	X	Ongoing act	tivity
	Presentations Services			
VIIA1	Generate Reports	X	Ongoing act	tivity
VIIB1	Data Management	X	Ongoing act	tivity
VIIC1	Assess SLOs	X	Ongoing act	tivity
VIID1	Complete Annual	X	Ongoing act	tivity
	Review Process			