

Glendale Community College Plan Review 2013-2014

Plan Name: Noncredit Student Success and Support Program

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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				Ongoing activity
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
IA6	Welcome tables	X				Ongoing activity at the beginning of each academic session
IA7	Group orientations	X				Ongoing activity
IIA1	Assessment tools	X				Ongoing activity
IIA2	Assessment tools	X				Ongoing activity
IIA3	Assessment instruments	X				Counselors attending career counseling training.
IIA4	Placement Tests	X				Encourage faculty/staff to refer students to academic counselors for academic advisement.
IIA5	Modified or Alternative Services	X				Plan to create a user-friendly PPT presentation for Levels 0 and 1.
IIIA1	Mental Health Counselor (MHC) Community Referrals	X				Ongoing activity
IIIA2	MHC Community Resources	X				Ongoing activity
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				Counselor working to increase MH presentations to more Level 4 & 5 classes.
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			In process of 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 coordinator 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 Search Assistance	X				Ongoing activity
IIID5	Career Resource Library				X	Need to update books, videos, and computer software (e.g., resume writing books, interviewing DVDs, and Eureka software). Res. Req. 2
IIID6	Contact with Community	X				Ongoing activity
IVA1	Help Desk/Information Office	X				Opened an Information Office and continue to have a Help Desk which provides assistance to students.
IVA2	CSD	X				Developed 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 Industry Reps		X			With the advent of the Workforce Development emphasis, this activity will be enhanced.

VIB1	Staff Development	X				Ongoing activity
VIB2	Staff Development Assessment	X				Ongoing activity
VIB3	Staff/Faculty Presentations Services		X			Flyers for these services will be posted in classrooms and visible locations, such as the Information Office.
VIIA1	Generate Reports	X				Ongoing activity
VIIB1	Data Management	X				Ongoing activity
VIIC1	Assess SLOs	X				Ongoing activity
VIID1	Complete Annual Review Process	X				Ongoing activity