

## Resource Request from Plan Review, 2012-2013

Complete a resource request form for each item or group of related items needed to meet the goals of the plan.

### Type of Resource Request:

Facilities/Maint.       Classroom Upgrades       New space       Conference/Travel  
 Instructional Equip.       Non-Instructional Equip       Training       Other  
 Computer/Hardware       Software/Licenses       Supplies

**Mandatory:** Is this request for one-time funding?  OR Does this request require ongoing funding?

If this is a repeat request, please list the Resource ID code or year requested: \_\_\_\_\_

Mark if the following apply to this request:  Health & Safety Issue       Legal Mandate  
 Accreditation Requirement       Contractual Requirement

1. Plan Name:

2. Describe the resource request.

- a. Funds to cover summer hourly pay for two noncredit academic counselors and one noncredit mental health counselor. Priority Request
- b. Personnel to provide career counseling and coordinate the functions of the Career Center.

3. Identify the plan goals, strategies, or action items that this resource request addresses.

- a. IIIC1 and IIIB1 – Two full-time counselors will conduct academic counseling and advising with noncredit students, and provide and coordinate noncredit matriculation services AND Maintain a .67 FTE Mental Health counselor.
- b. IIID1 - Identify a career counselor who offers career counseling to students as well as coordinates Career Center functions.

4. Identify any Educational Master Plan (EMP) goals that this resource request addresses.

- 1.2.5.c – Provide Student Services from Financial Aid, EOPS, Assessment, the Center for Students with Disabilities, the Library, and Counseling for noncredit students at the Garfield Campus.

5. Identify any Institutional Learning Outcomes (ILOs), Program Learning Outcomes (PLOs), or course-level Student Learning Outcomes (SLOs) that this resource request addresses. Will the request lead to improved ILOs, PLOs, or SLOs?

- a. SLO – Student will be aware of the next steps he or she should take regarding his or her education AND Student will be able to manage stressors that are impacting his or her personal and/or academic functioning.
  - b. SLO - Student will be aware of the next steps he or she should take regarding pursuing a job or career.
- For a and b - ILO – Personal Responsibility – Learners demonstrate an understanding of the consequences, both positive and negative of their own actions; set personal, academic, and career goals; seek and utilize the appropriate resources to reach such goals.

6. What measures of student achievement will filling this resource request improve? Will the request lead to improved achievement in areas such as transfer rate, job placement rate, basic skills completion rate, etc.?

- a. When students meet with academic counselors they are more likely to be successful in terms of their ability to reach their academic goals (e.g., basic skills programs, course of study or certificate completion, transfer to credit programs, etc.). In addition, when students meet with a mental health counselor they can address any personal issues that could prevent successful completion of coursework.
- b. When students meet with a career counselor they can receive guidance about how to determine their career path and the steps necessary to achieve job placement.

7. Are there any other factors or criteria to support the need for this resource request?

- a. Noncredit is the largest feeder to the credit programs based on Campus Profile 2012 enrollment data and

we must be able to provide Student Services for students to be successful in noncredit based on Campus Profile 2012 data for noncredit students prior to transitioning to credit programs.  
 Accreditation Standard II.B.1.: The institution assures the quality of student support services and demonstrates that these services, regardless of location or means of delivery, support student learning and enhance achievement of the mission of the institution. And II. B. 3.a.: The institution assures equitable access to all of its students by providing appropriate, comprehensive, and reliable services to students regardless of service location or delivery method.

8. What resources are needed to fill this request?

Type of Resource	Amount Requested	Description/ Details	Justification
Personnel	\$24,000	Summer Hourly for 2 academic counselors and 1 mental health counselor	Student services are needed when students are present.
Personnel	\$80,000 Salary + Benefits	Career Counselor/Coordinator of Career Center	Noncredit students cannot access career counseling from credit campus.
Facilities			
Equipment			
Supplies			
Software			
Training			
Other			
<b>Total</b>	<b>\$104,000</b>		