

# Task Details Report

**Planning Unit:** Counseling

**Unit Manager:** Lead Faculty, Counseling

**Objective:** 299 - Strategic action plans for Counseling

**Objective Description:**

Use this objective to describe the action plans that your program intends to implement. Scroll to the "Action Plan and Required Resources" section and click the Add button. Describe your plan. Be sure to describe any research or training you will need to accomplish these plans. Then select PRIE and/or Professional Development in the "Units Impacted" section.

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# Task Details Report

<b>Start Date:</b> 8/18/2015	<b>Task Type:</b> Departmental Action Plan	<b>Priority Level:</b> High	<b>Task Order:</b> 1
<b>Due Date:</b> 2/28/2017	<b>Completion Date:</b> 2/28/2017	<b>Task Status:</b> In Progress	<b>Budget:</b> \$0

We plan to keep the same SAO's and SLO for the next review cycle.

SAO - Utilize a student survey to insure that students are satisfied with their counseling appointment.

Methodology: The Welcome Desk will give the survey to students when they come in for their counseling appointments in the first two weeks of February (after the drop in period). Students will complete the survey after the counseling appointment and return it to the Welcome Desk.

SLO - As a result of the counseling appointment, new or returning matriculating students will know what classes to take to meet their educational goal.

Methodology: A pre and post survey will be utilized. Students will respond to the survey question, "I know the classes to take this semester to meet my educational goal". They will be first asked this question at orientation and again after the counseling appointment to assess the learning outcome.

SAO - Insure that students who complete registration are also enrolling for classes.

Methodology: All students who complete the matriculation process (application, orientation, assessment, counseling) will be monitored to determine if they followed up with registration. Students who have not registered, will receive contact informing them that they are "registration ready". Data will be collected to determine if monitoring and contacting students results in higher registration rates.

**Budget Remarks:**

Date:	Name:	Remarks:
No Data to Display		

**Budget Details:**

GL Code	Account	Description	Requested	Approved
No Data to Display				

**Assignment Details:**

Name:	Email:
Lead Faculty, Counseling	darafshi@smccd.edu

# Task Details Report

**Planning Unit:** Counseling  
**Unit Manager:** Lead Faculty, Counseling

**Objective:** 400 - Equipment, technology and facilities requests for Counseling

**Objective Description:**

Use this objective to request supplies, equipment, technology or facilities improvements. To request equipment, Edit the "Purchase equipment" Action Plan and click the "Request Resources" button to enter the details of your equipment request. Be sure to indicate whether additional space will be needed to accommodate the requested equipment, or whether it will require maintenance agreements and or support personnel.  
 Facilities requests may be for changes to custodial services, maintenance, remodeling, or new construction. Create a new Action Plan for each facilities request. In the description/justification be sure to indicate whether the request is for ADA or safety-related concerns.

<b>Start Date:</b> 7/26/2014	<b>Task Type:</b> Departmental Action Plan	<b>Priority Level:</b> High	<b>Task Order:</b> 1
<b>Due Date:</b>	<b>Completion Date:</b>	<b>Task Status:</b> New	<b>Budget:</b> \$5,408

Purchase instructional equipment and/or technology to enhance student learning and success.

Item name New/

Upgrade Vendor Catalog number Unit Price # Needed Justification Contact

Dell Latitude Laptop 7450 New Dell 210-ADBD \$1,352 4 Current laptops are old and heavy and not conducive for outreach activities and portability. Leslie Gambino, Dell

**Budget Remarks:**

Date:	Name:	Remarks:
No Data to Display		

**Budget Details:**

GL Code	Account	Description	Requested	Approved
ITech	Counseling	Dell Latitude Laptop 7450	\$5408.00	\$0.00

**Assignment Details:**

Name:	Email:
No Data to Display	

# Task Details Report

**Planning Unit:** Counseling  
**Unit Manager:** Lead Faculty, Counseling

**Objective:** 465 - Personnel requests for Counseling

**Objective Description:**

Use this objective to submit your New Position Proposal. Upload your proposal to the document directory.

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<b>Start Date:</b> 2/4/2016	<b>Task Type:</b>	<b>Priority Level:</b> High	<b>Task Order:</b> 1
<b>Due Date:</b>	<b>Completion Date:</b>	<b>Task Status:</b> New	<b>Budget:</b> \$0

We anticipate submitting a request for a FT Tenure-track Counselor for Fall 2016. We will be losing 50% time of one of our FT Counselors who will be staffing the new Puente Program. In addition, we have lost several of our adjunct counselors to full-time positions outside of the District. For consistency of staff, we feel it is important to focus our resources on a FT position rather than hiring and training adjunct Counselors who often leave for full-time positions.

**Budget Remarks:**

Date:	Name:	Remarks:
No Data to Display		

**Budget Details:**

GL Code	Account	Description	Requested	Approved
No Data to Display				

**Assignment Details:**

Name:	Email:
No Data to Display	