

IMPERIAL VALLEY COLLEGE
PROGRAM REVIEW COMPLIANCE FORM AND REQUEST FOR RESOURCES

PROGRAM/DEPARTMENT Counseling

ACADEMIC YR. _____

Comprehensive Program Review Annual Assessment Request for Resources (check all that apply)

Please analyze your Program Review data as well as your SLO/SAO assessment findings in order to update to your Comprehensive Program Review report as needed. All changes to area needs and subsequent requests for additional resources must be reported at this time.

If your program is scheduled for a Comprehensive Program Review all forms are to be completed and submitted to the appropriate Dean/VP. If you are completing the annual Program Review Assessment only and have no changes to area needs, sign below and submit this form to appropriate Dean/VP. If your needs have changed as a result of your annual assessment of program review data, please complete the appropriate Request for Resources form(s) and submit to appropriate Dean/VP.

<u>Ted Coan</u> Signature of Program Chair/Director	<u>4/30/13</u> Date	<u>Ted Coan</u> Signature of Area Dean	<u>4/30/13</u> Date
<u>[Signature]</u> Signature of Area Vice President	 Date		

Please attach the following documents to this Program Review Compliance form if you are requesting additional resources:

- ✓ Comprehensive Program Review
- ✓ Data Analysis Form
- ✓ SLO/SAO Assessments
- ✓ Request for Resources Forms



Imperial Valley College

Program Review

Org: 905, Description: Matriculation Counseling Staff						
Acct Description	Fund Description	Actual (11-12)	Budgeted (11-12)	Requesting	Justification	Prio
4320 Instructional Supplies and Mat	11205 Matriculation Counseling/A	\$9,999.05	\$10,000.00	\$10,000.00	Accuplacer Test Units	1
4401 Other Supplies	11205 Matriculation Counseling/A	\$188.55	\$340.00	\$189.00	Supplies & Materials	1
4455 Copying/Printing	11205 Matriculation Counseling/A	\$1,801.34	\$2,088.00	\$1,801.00	Copy/Print	1
4460 Office Supplies	11205 Matriculation Counseling/A	\$552.22	\$798.00	\$552.00	Office Supplies	1
5210 Travel - Mileage	11205 Matriculation Counseling/A	\$368.95	\$582.00	\$369.00	Travel/Mileage	1
5220 Travel - Staff Conferences	11205 Matriculation Counseling/A	\$452.33	\$524.00	\$452.00	Travel/Staff Conference	1
5860 Postage	11205 Matriculation Counseling/A	\$67.58	\$287.00	\$68.00	Postage	1
Totals:		\$13,430.02	\$14,619.00	\$13,431.00		

Actual Grand Total: \$13,430.02
Budgeted Grand Total: \$14,619.00
Requesting Grand Total: \$13,431.00



Imperial Valley College

Program Review Staffing Resource Requests

STAFFING NEEDS for ORG 905 - Matriculation Counseling Staff AND PROGRAM 6320 - Matriculation and Assessment:									
# Goal	Goal Description	Item Name	Cost	Qty.	Prio.	New	Rev.	Grouping	Total
1	1	Goal One (Institutional Mission and Effectiv	1/2 time classified staff	\$22,500	1	5	Yes	No	\$22,500
2	1	Goal One (Institutional Mission and Effectiv	New/replacement Faculty	\$80,000	2	3	Yes	No	\$160,000
3	3	Goal Three (Resources): The College will de	1/2 time classified staff	\$22,500	1	1	Yes	No	\$22,500
Totals:									\$205,000

Long Justifications:

- DISTRICT/11205-905-2102-6320: The hiring of evening support staff will allow the office to extend office hours. Currently, Imperial Valley College has evening counselor, but not support staff. Meanwhile, students have to adjust their day schedules to make time to visit with a counselor and obtain answers to their questions.
- DISTRICT/11205-905-1210-6320: Two Counseling replacement positions are needed. These positions are critical to maintain/improve the graduation/transfer rate of Imperial Valley College and to maintain the Counseling Center's ability to meet the needs of students. Without these positions, the ongoing operation and stability of counseling services would be jeopardized.

Under administrative leadership, it is the responsibility of the district counselors to participate in the planning, development, implementation and evaluation of counseling and student development that will result in educational, personal and vocational development of students and support advancement of the visions, missions, and values of the colleges and District.

After the retirement of a second counselor in two years, only eight counselors will remain available to service students that are not part of a specialized counseling program such as EOPS, SSS, DSPS, and Transfer Center. The current population is over 7,000 students and over 6,000 students are serviced by six (6) district counselors; two of the counselors, veteran and lead counselors, are limited in the amount of students that they can assist, which divide into over 1,000 students per counselor throughout each academic year.

Each counselor assists their students with the development of a semester-by-semester educational plan in addition to career, academic, vocational, and personal counseling. District counselors are readily available to meet with any student that needs the above-mentioned counseling services, including

those that have been dropped from specialized counseling programs on a walk-in and/or appointment basis. In addition, District counselors provide advising to high school seniors each spring to suggest courses for the following fall term.

The statistics from July 1, 2011 to June 30, 2012:

Appointments-Attended: 4,540 (duplicated)

Drop-Ins: 3,323 (duplicated)

Total Students Advised: 7,863

3 MATRICULATION CATEGORICAL ACCOUNT (FUND: 16004): A part-time Assessment Technician is needed for the Assessment Center. Due to state budget cuts the Matriculation program can only support one full time Technician. When the technician is out on vacation, ill or on furlough, the Matriculation Director covers that area as much as possible, but must close the center when she has to attend meetings or is testing at the high schools.

Grand Total: \$205,000