

IMPERIAL VALLEY COLLEGE
PROGRAM REVIEW COMPLIANCE FORM AND REQUEST FOR RESOURCES

PROGRAM/DEPARTMENT District Counseling

ACADEMIC YR. 2012-13

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.

Trinidad Aguilera 2/21/2012 Tad Raman 2/21/12
Signature of Program Chair/Director Date Signature of Area Dean Date

J. Magro 2-24-12
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

905-11205-6320 Matriculation Counseling Staff/Matriculation Counseling/Adv/Matriculation and Assessment						
Acct Description	Actual (11-12)	Budgeted (11-12)	Requesting	Justification	Prio Plan	
4320 Instructional Supplies and Material	\$0.00	\$10,000.00	\$10,000.00	Part of 75% District Match to Matriculation	10	Routine Operational Cost
4401 Non-Instructional Supply / Material	\$0.00	\$340.00	\$340.00	Ongoing Expenses	10	Routine Operational Cost
4455 Copying/Printing	\$192.00	\$2,088.00	\$1,357.00	Ongoing Expenses	10	Routine Operational Cost
4460 Office Supplies	\$382.52	\$798.00	\$798.00	Ongoing Expenses	10	Routine Operational Cost
5210 Travel - Mileage	\$234.76	\$582.00	\$582.00	Ongoing Expenses	10	Routine Operational Cost
5220 Travel - Staff Conferences	\$0.00	\$524.00	\$524.00	Ongoing Expenses	10	Routine Operational Cost
5860 Postage	\$41.92	\$287.00	\$287.00	Ongoing Expenses	10	Routine Operational Cost
Totals:	\$851.20	\$14,619.00	\$13,888.00			

Actual Grand Total: \$851.20
Budgeted Grand Total: \$14,619.00
Requesting Grand Total: \$13,888.00



Imperial Valley College

Program Review

914-11501-6960		Career Fair/Lottery Unrestricted/Student and Co-curricular Services			
Acct Description	Actual (11-12)	Budgeted (11-12)	Requesting	Justification	Prio Plan
4401 Non-Instructional Supply / Material	\$2,888.71	\$2,900.00	\$2,755.00	Ongoing Expenses	10 Routine Operational Cost
Totals:	\$2,888.71	\$2,900.00	\$2,755.00		

Actual Grand Total: \$2,888.71
Budgeted Grand Total: \$2,900.00
Requesting Grand Total: \$2,755.00



Imperial Valley College

Program Review

921-11205-6320 Matriculation Counseling - PD100/Matriculation Counseling/Adv/Matriculation and Assessment						
Acct Description	Actual (11-12)	Budgeted (11-12)	Requesting	Justification	Prio Plan	
4323 HR 100 lab fees/materials	\$101.69	\$5,694.88	\$5,695.00	Lab Fees/Materials for students	10	Routine Operational Incom
4455 Copying/Printing	\$0.00	\$700.00	\$368.00	Ongoing Expenses	10	Routine Operational Cost
4460 Office Supplies	\$0.00	\$116.00	\$116.00	Ongoing Expenses	10	Routine Operational Cost
5210 Travel - Mileage	\$0.00	\$148.00	\$148.00	Ongoing Expenses	10	Routine Operational Incom
Totals:	\$101.69	\$6,658.88	\$6,327.00			

Actual Grand Total: \$101.69
Budgeted Grand Total: \$6,658.88
Requesting Grand Total: \$6,327.00



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 Student Success - Enable Students to attain	New/replacement Classified	\$45,000	2	1	Yes	No	\$90,000
2	2 Excellence in Education - Provide a college	New/replacement Faculty	\$80,000	3	1	Yes	No	\$240,000
3	2 Excellence in Education - Provide a college	Part-time Counselor	\$53,900	3	1	Yes	No	\$161,700
Totals:								\$491,700

Long Justifications:

1 MATRICULATION/16004-905-2105-6320: Assessment is an integral part of the college, every single student who want to take an English and math class must be assessed. Matriculation funding was cut 52% during the past years and the Part-time Assessment Technician position was lost. Assessment is an integral part of the college serving every single student who matriculates to Imperial Valley College. Assessment services have been greatly reduced due to the fact that there is only one full-time Assessment Technician who must test not only for placement into English or math but for Ability to Benefit for students who require it for financial aid purposes. With the advent of furloughs the Assessment Center has been closed since there is no coverage, further adding to the loss of services.

The new recommendations from the Chancellor's Office Student Success Task Force calls for every student to be assessed. Matriculation does not have the funds to meet this new challenge.

DISTRICT/11205-905-2105-6320: The veterans' counselor has many duties in the capacity of a counselor, but it is difficult for her to be readily available to students due the large amount of clerical work that needs to be completed per the Veterans' Administration. A large majority of her time is spent on duties that are not within her job description.

The clerical component prepares and maintains Veterans' student folders; keeps current and accurate record of schedules, transcripts, and course planners for VA students; updates drops/adds; reports changes to the VA; oversees VA work-study students; maintains veteran-related forms and contracts; and evaluates military transcripts and posts units on the appropriate system.

In order for the veterans' counselor to perform her advising duties, a new classified position is needed as soon as possible.

2 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 seven 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 7,111 students and over 6,000 students are serviced by five (5) 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, 2010 to June 30, 2011:

Appointments-Attended: 5,430 (duplicated)

Drop-Ins: 2,849 (duplicated)

Total Students Advised: 8,279

DISTRICT/11205-905-1210-6320: In the Spring of 2004, the Pacific Coast Conference Program Review Committee submitted an Athletic Program Review Report to the Commission on Athletics and Imperial Valley College which stated under Standard Six-Citizenship recommendations:

“Hire an athletic counselor for athletes.” This person’s duties and responsibilities would include such items as; establishing “a formal orientation program centered on planning and transfer requirements...”, establishing...“academic assessment programs for each sport’s team”, developing a program for tutoring and... a process for evaluating coursework, grade point averages, retention rates and degree/certification completion for student athletes at Imperial Valley College”. And ...“have access to ongoing legislation pertaining to NCAA transfer and general education requirements”.

- Imperial Valley College funded a new counselor position and hired a full time Athletic Counselor for 2004-2005.
- Position was vacated in 2005-2006 but a hiring freeze was imposed and this position has remained unfilled.

There are currently 9 Intercollegiate Sports at Imperial Valley College with an additional 2 Women’s Sports to be added to meet Title IX regulations due to our female student enrollment. The need is only increasing and must be addressed.

3 MATRICULATION/16004-905-1411-6320: Matriculation cuts in funding have led to having to let go of the four part-time counselors who assist the Project Director in providing assessments, orientations, and Student Educational Plans to incoming freshman. With the addition of at least 2 part-time counselors these services can be provided to students even if it is a reduction in services. The Chancellor's Office Student Success Task Force greatly emphasizes the need for mandatory assessments, orientations and Student Development Plans. Without assistance from the District Imperial Valley College cannot comply with these new recommendations and guidelines for student success.

DISTRICT/11205-905-1411-6320.:Improving access to higher education is one of the most significant challenges we face. Nationally some 27 percent of adult Americans hold a bachelor's degree or higher, but here in the Imperial Valley the figure is little more than 10 percent. Moreover, data suggest that students

currently in the educational pipeline will earn the bachelor's degree at an almost identical rate, meaning there will be little improvement as additional cohorts move through the system and take their place in the workforce.

The need for a part-time counselor for the Imperial Valley University Partnership (IVUP) is due to the retirement of a full-time counselor that dedicated numerous personal hours to this new program. The part-time position will be 100% dedicated to the IVUP program to ensure that it will continue without interruption, which will disrupt years of planning and organization by both Imperial Valley College and San Diego State University.

The Partnership will build on the successes of SDSU-IV's existing Freshman Program, a pilot program with a proven record of success in academic performance, student retention, and graduation rates. The Partnership will by design retain the Freshman Program's most desirable features, among them a cohort structure, guaranteed access to classes, an introductory seminar, student and parent orientations, and a powerful emphasis on student advising and mentoring.

The initiative involves joint admission of students to both IVC and SDSU-IV. This is not a traditional "2 + 2" relationship between a community college and a university, but rather a program where students are initially admitted to both institutions, allowing for an absolutely seamless transition between the first two years of their undergraduate education and the final two years.

The Partnership will offer students not only accessible, affordable, high quality education, but an enriched educational experience. All participating students will have full access to the facilities, the faculty and staff, the libraries, the scholarship opportunities, the cultural events and student activities, and all the other resources of both institutions.

Finally and most important as we look toward the future, the Partnership will more than double the number of students currently participating in the Freshman Program, directly and purposely addressing our need for expanded access to higher education. And with more college graduates among us, the way is clear for the economic development the Imperial Valley urgently needs and an improved quality of life for all its citizens.

We will be seeking scholarship support to be certain all eligible students, regardless of their financial circumstances, will be able to benefit from this innovative program, and we hope that the support of the community will follow us in making this important educational initiative a reality.

Grand Total: \$491,700



Imperial Valley College

Program Review

905-11051-6480 Matriculation Counseling Staff/VA Reports/Veterans Services					
Acct Description	Actual (11-12)	Budgeted (11-12)	Requesting	Justification	Prio Plan
5220 Travel - Staff Conferences	\$0.00	\$0.00	\$1,000.00	Funds Received from VA	10 Routine Operational Cost
Totals:	\$0.00	\$0.00	\$1,000.00		

Actual Grand Total: \$0.00
Budgeted Grand Total: \$0.00
Requesting Grand Total: \$1,000.00