

ANNUAL PROGRAM PLANNING WORKSHEET (APPW)

Program: Counseling; Transfer/Career Services; ESL Outreach; **Planning Year:** 2014-2015
Student Success and Support Program (3SP)

Last Year CPPR Completed: 2012

Unit: Counseling Services **Cluster:** Student Services and College Centers **Next Scheduled CPPR:** 2017

NARRATIVE: APPW

Use the following narrative outline and be brief and concise:

I. Program-Level Outcomes: List the outcomes established for your program.

2012-2013

Counseling:

New students who attend the in-person orientation will report being more prepared to make their first-term course selections after Orientations. Supports Strategic Goal #4; EMC Goal #1; Institutional Goal #1; #2; #8, and the 3SP core requirement for orientation and abbreviated Student Education Plan, S.E.P. (Note: Supported by SENSE/CCSSE data 2013 – 2014).

Transfer Center:

Counselors will contribute to the development and promotion of the Associates Degree to transfer (AA-T/AS-T) to expand the options available to transfer ready students. Supports Strategic Goal #4 and EMC Goal #1, and Institutional Goal #1 and #8.

Assessment Department:

The Assessment Department will provide students with resources (accessed on the assessment web page) to prepare for the Assessment Test. Supports Strategic Goal #4; EMC Goals #1; #2; and Institutional Goal #1; #7 and #8.

Matriculation Student Success and Support Program:

As a result of attending and learning about services and policies presented at the Re-instatement Workshop, students will demonstrate changes in behavior by utilizing support services and employing academic policies. Supports EMC Goal #2; 3SP - At Risk Follow-up Service, and Institutional Goal #1; #2; #7 and #8.

Additional Programs Outcomes/Goals for 2014 – 2015: Supports Institutional Goal #1; #2; #7 and #8. (Note: Supported by SENSE/CCSSE data 2013 – 2014)

- Regarding 3SP Planning:
 - ❖ Development of the 3SP program plan.
 - ❖ On-going training of staff regarding 3SP 2012 Act requirements.
 - ❖ Support the implementation of MIS changes and ensure accurate and complete data reporting.
 - ❖ Update 3SP budget funding targeting core services, staff funding and non-instructional supplies.
 - ❖ Counseling Services in Spring 2014 will "pilot" group SEP's.
- Complete a follow up validation of the cut scores for the 3SP English as Second Language (ESL) Accuplacer assessment test at the conclusion of the Spring 2014 semester.
- All Program/Unit areas will support the Enrollment Management Committee (EMC) goals:

- ❖ Local high school visits.
- ❖ Increase Latino participation/enrollment.
- ❖ Increase participation of 25 - 40 year old reentry students.
- ❖ Develop flowchart of courses for Associate Degrees for Transfer (ADT's).
- ❖ Provide feedback on institutional barriers to enrollment and marketing strategies.
- Counselors serving on the Curriculum Committee make up "Team-ADT", and are working with instructional faculty to increase the ADT's. This team will lead the promotion and expansion of the college's ADT's. Supports Institutional Goal #1 and #8.
- Campus in-reach aimed at "at-risk" populations will continue via presentations in basic skill math and English level and ESL courses; counselors will contribute to revisions to the Probation and Academic/Progress Dismissed letters; reinstatement workshops will continue. Supports Institutional Goal #2; #7 and #8.

II. Program Contributions to Institutional Goals, Institutional Objectives, and/or Institutional Learning Outcomes: Identify how your program, within the past year, has helped the District achieve its Institutional Goals and Objectives, and/or how it has helped students achieve specific [Institutional Learning Outcomes](#) (ILOs), and provide data or evidence that demonstrates the progress. Please refer back to the [Planning Documents](#) section of this document.

- Counseling Services and ESL Outreach staff continued outreach aimed at students enrolled in a basic skill (math/English) level course and ESL courses. (Fall 2013, Spring 2014). **Evidence #01, a, b, c**
- **Institutional Goal; 2.2; SP Goal 4B and EMC Initiative #2.**
- Transfer coordinator and articulation officer working with faculty and as members of the Curriculum Committee expanded the number of Associate Degrees for Transfer (ADT's). (2013 - 2014). **Evidence #02, a, b**
- **Institutional Goal; 1.1; 1.2; SP Goal 4C and EMC Initiative #3.**
- 3SP/Assessment successfully validated local review of ESL Accuplacer test. (Fall 2013). **Evidence #03**
- **Institutional Goal; 1.2; 1.3; 1.4; 1.5; SP Goal 4A and EMC Initiative #2.**
- Student learning Outcome, Spring 2013 and new 3SP core orientation requirements contributed to revisions of orientation presentation ('O' booklet) and on-line content. (Spring 2014). **Evidence #04**
- **Institutional Goal; 2.1 and 2.2.**
- Outreach to local high schools included promotion of the "Cuesta College - Promise Scholarship". (Fall 2013, Spring 2014). **Evidence #05**
- **EMC Initiative #2 and Institutional Goal #2.**
- Assessment services conducted testing at local high schools throughout the county on Saturdays at the College per high school preference. **Evidence #06**
- **Institutional Goal; 2.2**

Additional Contributions to Institutional Goals, Institutional Objectives and/or Institutional Learning Outcomes 2013 - 2014:

Progress Towards Institutional Goals/Objectives

Fall 2013 Highlights

Assessment (A), Counseling (C), ESL-Outreach (E)

1. College Council ranked # 2 the recruitment of a full-time Articulation Officer-spring 2014. (C) **Faculty Prioritization - Evidence #07**
2. A 1.0 FTTT counselor was hired and two tenured counselors were increased to 1.0 FTE beginning spring 2014. (C) **Faculty Prioritization**
3. A temporary 1.0 FTE Articulation Officer was recruited and hired for the 2013-2014 academic year. (C) **Faculty Prioritization**
4. Reinstatement Workshops were conducted in August reinstating 267 Academic/Progress Dismissed Students. (C) **3SP/At-Risk Follow-up - Evidence #08**
5. Special Population Program Orientations were supported for: EOPS, International Students, Student Athletes, and ASH Psych-Tech Students. (C) **3SP/Orientation**
6. In class presentations were conducted on North County Campus and San Luis Obispo Campus by Counselors and ESL Outreach Staff in ESL Classes, Basic Skill Level English and Math, and selected Basic Skills Courses. (C)(E) **3SP/At-Risk Follow-up**
7. Counselor /Articulation Officer lead the development of ADT's from two to eighteen ADT's Spring 2014. (C) **Transfer San Luis Obispo**
8. The Articulation Officer reviewed and edited content in the College Catalog resulting in a reprint. (C) **SG 3.A; 4.A; 4C; 4E**
9. Assessment completed an ESL pilot to validate Accuplacer placements for ESL. Statewide validation continues through Accuplacer. (A) **3SP/Assessment**
10. The Transfer/Career Center staff successfully implemented Transfer Day on November 4, 2013. (C) **SG 4.C - Evidence #09**
11. Counselors participated in the county wide College Night on November 4, 2013. (C) **SG 4.C**
12. A group career research workshop was initiated in November 2013 and continues through the fall term. (C) **SG 4.A; 4.C; 4.E - Evidence #10**
13. A pilot "Counselor Chat" was implemented fall 2013 to provide students with an expanded mode to contact a counselor. (C) **SG 4.C; 4.D; 4.E**
14. Counselor Andrea Devitt promoted the "Book of the Year" in September 2013. Andrea collected over \$3,100 to bring the author to campus in spring 2014. (C) **Institutional Goal Standard IIB - Evidence #11**
15. In the fall 2013 Assessment expanded their hours. They will be open Tuesday, Wednesday evenings and on an as needed basis. (A) **3SP/Assessment**
16. ESL published fall 2013 "ESL Brochures" to support community outreach. (E) **SG 4.B - Evidence #12, a, b**
17. North County Campus Counseling along with ESL, CTE and Admission and Records participated at the Shandon High School Open House. (C) **Standard IIB**

18. North County Campus Counseling participated at the North County Fall Club Day. (C) **Standard IIB**
19. Counselor Glenda Moscoso participated in the California Community College League's Leadership Roundtable discussion. (C) **3SP/Counseling**
20. North County Campus Counseling coordinated a presentation for ELAC at Paso Robles High School. EOPS, CTE and Admission and Records attended this presentation. (C) **SG 4.B; 4.E**
21. North County Campus Counseling participated at the "It's Not Too Late" event at the North County Campus. (C) **EMC Initiative #6**
22. LLN hosted the Latina Leaders in Higher Education: Understanding their Paths to Leadership Presentation by Dr. Ana Gomez. (C) **3SP/Counseling**
23. Counselor Andrea Devitt visited Templeton Independent Studies High School (October 2013). (C) **EMC Initiative #1; #2**
24. Counselor Andrea Devitt worked with other members of the "Book of the Year" Committee to recruit a panel entitled "The Cost of the Prison System: A Community Response." The panel will be attended by a Criminal Justice Class and a Sociology Class as well as members on campus and community members. (C) **SG 2.A**
25. Counselor Andrea Devitt recruited additional students for work experience 151L and 252L. (C) **SG 4.E**
26. The Counselor Workshops: Thea (C)
 - ADT's –all 15 can be done in 1 workshop.
 - Teaching/Multiple Subjects, distinguish between ECE and K-12.
 - Liberal Arts Degrees **SG 4.E**
27. A comprehensive review of existing UC/CSU articulation agreements on WWW.assist.org was initiated to identify where new articulation with CSU and UC courses need to be negotiated to facilitate student transfer to those systems. (C) **SG4.C**
28. The Articulation Officer, Thea Labrenz, assisted Cuesta from having 1 course submitted for the State Mandated C-ID, to 164 courses submitted. (January 13, 2013 through December 13, 2013). (C) **SG 4.C**
29. Local High School Fall 2013 Visits:
 - Templeton Independent Studies High School—October (C)
 - Liberty High School—October (C)
 - Leffingwell Continuation—December (C)
 - Coast Union High School—December (C)
 - Shandon High School—RN/Allied Health—September (C)
 - Arroyo Grande High School –RN/Allied Health—September (C)
 - Pacific Beach—November (C)
 - Morro Bay High School—October (C)**SG 4.A; 4.B; 4.E; EMC Goal #1; #2**
30. San Luis Obispo/North County Campus Transfer Centers from October to the end of November assisted an estimated 491 students with filing out an application to a four year university. (C) **SG 4.C - Evidence #13**

31. Foster Youth/ILP Workshop to assist with spring schedule planning on the North County Campus in November. (C) **SG 4.A; 4.C; 4.E; EMC Goal #1**
32. Nursing and Allied Health information table at North County Campus and San Luis Obispo Campus in October. (C) **SG 4.E; EMC Goal #4**
33. RN and Allied Health information workshop held on the North County Campus and San Luis Obispo Campus evening hours-September through October. (C) **SG 4.E; EMC Goal #4**
34. Counselor Julie Smith presented at Special Populations Orientations for Library Technology in August 2013 and Psych Tech in September 2013. **SG 4.E; EMC Goal #4**
35. Counselors Dana Gough, Kate Porter and Teri Sherman mentored Cal Poly Graduate school intern. (C) **3SP/Counseling**
36. Counselor Teri Sherman represented Counseling on Accreditation Steering Committee, and served as co-chair with Sandee McLaughlin on the Student Services section IIB. (C) **SG 3.A**
37. Counselors Kate Porter and Teri Sherman, along with the Director of Counseling Cande Munoz, began creating a pilot Student Success Fair to be offered in March 2014. (C) **SG 4.A - Evidence #15**
38. Counselors continued liaison correspondence with major campus departments (ex. Teri Sherman and the Art Department). (C) **SG 3.A**
39. On October 18, 2013 Counselor Tonya Hardiman participated in Best Practices Campus Threat Training and assisted in the development of the Campus Behavioral Intervention Team. (C) **3SP/Counseling**
40. On November 15, 2013 Counselor Tonya Hardiman participated on the Panel for the Regional Strategic Planning workshop for Mental Health Students and presented at a roundtable workshop for counseling services at the conference. (C) **3SP/Counseling, At-Risk**
41. Counselor Tonya Hardiman also participated in the development of the Mental Health Services Video to provide information to students and staff. (C) **3SP/Counseling**

III. Analysis of Measurements/Data: Provide a brief narrative analyzing the institutional, program and site-specific measurements (data and evidence) that are most relevant to your current program status. Program data is available on the [SLOCCCD Institutional Research and Assessment website](#).

1. The California Community College's Chancellor's Office - Data Mart Illustrated below provides a Fall 2012 Compared to Fall 2013. Core 3SP services in orientation - assessment - counseling and SEP services received during these terms indicate growth in all core areas. This established baseline numbers for the core components of matriculation that will be tracked under the new MIS data elements. The Data Mart numbers show growth in services provided between 2012 and 2013. We will continue to monitor these numbers and provide training to employees to ensure that services provided to students are properly recorded with backup documentation maintained in an auditable format.

Of note between Fall 2012 compared to Fall 2013 are:

- + **117 more orientation services during the 2013 term.**
- + **1,608 assessment services were recorded (no 2012 data).**
- + **319 more received assessment prior to term.**
- + **1,005 SEP's were written Fall 2013.**
- + **1,482 students received Follow-Up Services during the Fall 2013 term.**

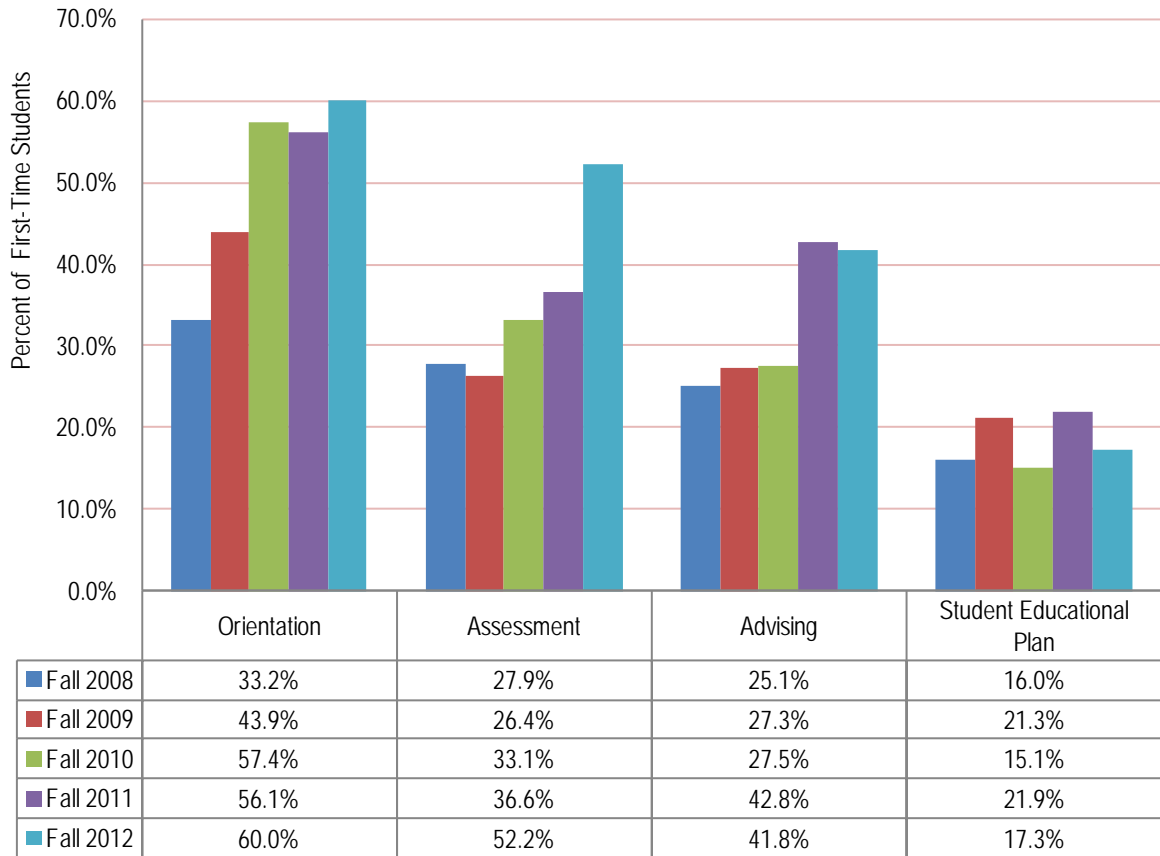
California Community Colleges Chancellor's Office						
Matriculation Services Summary Report						
	Fall 2012	Fall 2012	Fall 2012	Fall 2013	Fall 2013	Fall 2013
	Student Count	Student Count	Student Count	Student Count	Student Count	Student Count
	Credit	Non-Credit	Pre-Enrollment	Credit	Non-Credit	Pre-Enrollment
San Luis Obispo CCD	20,568	331	2,188	22,292	284	3,122
Students Count In The Term	9,946	311	1,002	9,333	273	1,376
Orientation Services Received During The Term	1,388	0	293	1,505	1	291
Orientation Services Received Prior Terms	2,556	4	0	2,593	1	0
Assessment Placement Services Received During The Term	1	0	0	1,608	0	529
Assessment Services Placement Received Prior Terms	1,535	14	0	1,854	8	0
Counseling/Advisement Services Received During The Term	2,143	2	538	1,264	1	380
Student Education Plan Development Services Received During The Term	1,648	0	264	2,653	0	458
Academic Follow-up Services Received During The Term	1,351	0	91	1,482	0	88

2. Reported from SARS, the following is a summary of Unduplicated Count of Students served.

Term	Year	Count
Fall	2011	5,733
Spring	2012	4,933
Fall	2012	6,529
Spring	2013	6,513
Fall	2013	7,485

- These numbers show continued growth over the past five years. As these matriculation requirements are tied to enrollment priority it will be more important than ever to record services to students that are accessible.

Percent of Incoming First-Time Students Completing Matriculation Requirements
(Fall 2008 - Fall 2012)



- Assessment 2012 - 2012 Data - Last year 3041 students were assessed using Cuesta College's assessment (unduplicated headcount).
 - 541 Student EAP test scores were cleared (unduplicated headcount).
 - 236 Test scores from other schools (other CA community colleges, CSU's or UC's) were cleared (unduplicated headcount).
 - 747 AP scores were entered for math and English disciplines (duplicated headcount).

IV. Program Outcomes Assessment and Improvements:

- Attach an assessment cycle calendar for your program.
- Attach the most recent program-level Course or Program Assessment Summary (CPAS) or the Student Services Student Learning Outcomes Assessment Report (SSSLOAR)

- Summarize in one to two paragraphs program improvements that have been implemented since the last APPW or CPPR.
- Identify and describe any budget requests that are related to student learning outcomes assessment results or institutional/programmatic objectives.

2013-2014 – Outcome Assessment Calendar

1. Counseling:

May – July: Conduct in- person orientations, gather SLO's.

June – July: Conduct out of the area orientations, "My Cuesta Monday", gather SLO's

August - August – Attended district wide workshop on SENSE/CCSSE data August 15, 2013.

August – September: Counseling Staff review Spring SLO's for orientations. Counselor narratives added.

October – March: Edits made to "Orientation Booklet."

2. Transfer Center:

July – September: Develop new SLO measuring growth in ADT's

September – March: Work with instructional faculty to create new ADT's. Complete Curriculum Committee approval.

April. – June: Submit to Chancellor's Office ADT's information for approval.

July – August: Prepare report back to College Curriculum Committee.

3. Matriculation/Assessment

April – August: Conduct Math and English Accuplacer. Determine distribution of placements to Math and English divisions. Implement ESL Accuplacer.

May – August: Report to Math, Science and English the distribution of assessment placing.

September – March: Report to the College the progress of implementing the Accuplacer Testing. Make planning changes.

4. Matriculation – Academic Dismissal Project:

June – January: Identify students who have been placed on academic /progress dismissal.

Notify students of the dates for attending the required Reinstatement Workshops.

September – February: Submit SLO's to research department for analysis and to compile results

November – March: Review SLO summaries with counselors, campus committees and develop follow up plan.

December – May: Implement response plan to findings.

SLO Program Outcomes (SSSLOAR)

Attachments

SSSLOAR #A - Counseling - Orientations

SSSLOAR #B - Transfer Center - ADT's

SSSLOAR #C - Assessment - Services

SSSLOAR #D - Counseling - 3SP Follow-Up

Improvements Since The Last APPW

- ❖ Counseling Services and ESL Outreach planned and participated with the Cuesta College Latina Leadership Network in Spring 2013 in the delivery of the Si' Se Puede Conference in an effort to improve Latino/a student outreach and recruitment. **Evidence #16**
- ❖ Counseling working in collaboration with Admissions and Records to edit the "Welcome Letter", training in "New Priority Registration procedures" and implemented same -day orientation and registration following our in-person orientation. **Evidence #17**
- ❖ Counselors in Spring 2013 developed in support of the Enrollment Management Committee goals semester -to-semester flowcharts of Engineering, Business Administration and Pre-RN. Currently counselors are creating flowcharts for the newly approved ADT's. **Evidence #18, a, b, c**
- ❖ In August 2013 the Transfer/Career Center relocated into the offices/services area formerly occupied by EOPS. The environment provides an improved "privacy" of counselor offices. Full privacy is yet to be accomplished. A facilities expansion is required to bring offices to compliance.
- ❖ In Spring 2013, 27 new monitors and computers were installed in our assessment room (3412). This greatly improved our assessment process.
- ❖ For the academic 2013-2014 year a "temporary" full-time articulation officer 80%, counselor 20% was approved by the district. A FTTT Articulation Counselor position has been prioritized for the 2014-2015 year.

Identify and Describe any Budget Requests that are Related to Student Learning Outcomes Assessment Results or Institutional Programmatic Objectives.

Future matriculation 3SP outcomes will need these costs considered:

\$12,000.00	Accuplacer Units
\$ 1,700.00	Orientation Booklet
\$ 3,600.00	SARS Appointment
\$ 4,220.00	College Source
\$ 960.00	Eureka Career Program
\$ 1,500.00	On-Line IT Support

V. Program Development/Forecasting for the Next Academic Year:

Create a short narrative describing the development forecasting elements, indicating how they support efforts to achieve any of the following, where applicable: Program Outcomes, Institutional Goals, Institutional Objectives, and/or Institutional Learning Outcomes.

- New or modified action steps for achieving Institutional Goals and Objectives
- New or modified action steps for achieving Institutional Learning Outcomes
- New or modified action steps for achieving program outcomes

- Anticipated changes in curriculum and scheduling
- Levels or delivery of support services
- Facilities changes
- Staffing projections
- Strategies for responding to the predicted budget and FTES target for the next academic year

Added staffing will assist with our ability to deliver services. In Spring 2014 a Clerical III position was assigned to the counseling department. Using 3SP categorical funds, a 1.0 FTTT counselor was hired and two percentage of full-time counselors were hired to 100% FTE, all supported by 3SP funds. In fall 2013 our assessment proctor was increased from 50% to 100% to support demand and expansion of assessment testing. An effort to re-classify the assessment coordinator to expanded duties for a Student Success and Support Coordinator has been proposed to the Classified Bargaining Unit. All of these positions will assist the college with the implementation of the 3SP "core" services requirements.

3SP program and "core requirements" will demand action to support the implementation of the legislation formed in SB 1456. Current effort to program and implement MIS data elements is on-going. Training and data element reviews continue. Assessment will be adding to math and English an ESL assessment. Expansion of hours to better serve our evening students, NCC students and local high schools is being implemented. Serving the students request for a SEP can be improved by having an electronic SEP. Campus task force teams and computer services programmers are working to begin the implementation of "Degree Works" and an electronic SEP. Currently the college is planning in order to implement Degree Works 2014 - 2015.

All Chancellor's office approved ADT's will have a semester-to-semester flow chart developed by 2015. Currently 18 ADT's have been approved. Promotion and ADT application filings are in progress.

Efforts to better serve student requests for counseling services and SEP's will result in modifications to our appointment process. A counselor "chat" advising has been piloted in Spring 2014 with the goal to better serve access to distant education students. Expansion is planned for Fall 2014. Counseling in Spring 2014 will implement "group SEP's". Focus will be on the ADT's in Kinesiology, Business Administration, Psychology, Communication Studies, Sociology and Administrative Justice.

Last, the Student Success and Support Program will in 2014-2015 baseline the services provided in order to "fund" 60% of those served. Continued in-service training and coordination of all core services by programs in Student Services/Academic areas will be needed. Collaborative efforts to retrieve and record data in assessment, on-line and in-person orientation and counselor contact/SEP development will continue.

UNIT PLAN

Unit: Counseling Services **Cluster:** Student Services and College Centers **Planning Year:** 2014 - 2015

NARRATIVE: UNIT PLAN

The Unit Plan ties program planning and review to resource allocation. For this first segment of the Unit Plan, write a narrative analysis of the fiscal assumptions and needs for your division/department for the upcoming year (e.g. Continued categorical funding, support staff not funded, etc.).

Dependence upon 3SP dollars is essential in order to implement “core” requirements and to support staff in assessment and counseling. Funding of staff positions, expanded Accuplacer testing (\$12,000.00), supplies and equipment (replacement computers) annual Orientation Booklet at \$2,100.00 and program support in SARS (\$3,600.00), College Source (\$4,220.00), Eureka/Career (\$960.00) and expanded SAR Trak and Early Alert at an estimated cost of \$12,800.00.

Prioritization of a FTTT Articulation 80% Counselor 20%, is on track to hire in Spring 2014 for the 2014-2015 year. There remains a need in counseling for special population students (pre-allied health and EOPS). These positions are general fund and categorical fund dependent.

Our next phase in relocation in our new Transfer/Career Center space is to modify the space by creating a more ‘open’ space. An estimated cost of \$9,000.00 to tear-down an existing wall is required.

EXCEL WORKSHEETS: UNIT PLAN

For the remainder of the Unit Plan, complete the following Excel Worksheets:

- [*Prior Year Unit Plan Worksheet — Prior Year Unit Funding Requests*](#)
- [*Personnel Unit Plan Worksheet — Personnel Funding Requests*](#)
- [*Supplies Unit Plan Worksheet — Supplies Funding Requests*](#)
- [*Equipment Unit Plan Worksheet — Equipment Funding Requests*](#)
- [*Facility Unit Plan Worksheet — Facility Funding Requests*](#)
- [*Technology Unit Plan Worksheet — Technology Funding Requests*](#)
- [*Top 10 Priorities Unit Plan Worksheet — Prioritized List of Top 10 Immediate Unit Needs*](#)

UNIT PLAN WORKSHEET -- PRIOR YEAR UNIT FUNDING REQUESTS

Unit: Counseling, Transfer/Career Services, English as a Second Language Outreach, Student Services and Special Programs (3SP)
 Cluster: Student Services and College Centers
 Planning Year: 2014-2015

PRIOR YEAR'S (2013-2014) LIST OF UNIT FUNDING REQUESTS -- ALL CATEGORIES, ALL PROGRAMS

Category	Program	Description	Cost	Funded?	Source (s)	Impact on Program	
1	Facilities	Counseling	Transfer/Career Center	\$ 2,000	Fully Funded	GF	Improved counselor office space & relocation.
2	Non-Instr Tech	3SP	Early Alert system for student success and retention	\$ 12,800	Not Funded	C	Not funding restricts follow-up interaction.
3	Facilities	Counseling	Panic buttons, emergency alert in Transfer Center	\$ 195	Not Funded	GF	Limits emergency alert system for students and staff.
4	Facilities	Counseling	Walk-In area NC	\$ 5,000	Not Funded	GF	Limits expansion of services and workflow.
5	Non-Instr Tech	Counseling	Replace old student use computers in T/C ctr	\$ 4,200	Fully Funded	GF	Replaces older monitors.
6	Facilities	3SP	Assessment area walls/doors/windows	\$ 8,000	Not Funded	C	Limits privacy, service and workflow.
7	Non-Instr Supplies/Equip	3SP	Comvination copier/fax/printer	\$ 4,400	Not Funded	C	Maintains older equipment.
8	Instr Supplies/Equip	Counseling	Replace old Counseling copier	\$ 4,400	Fully Funded	GF	Improves workflow and materials preparation.
9	Non-Instr Tech	Counseling	Replace ols computers in counseling offices	\$ 4,200	Not Funded	GF	Maintians older models.
10	Non-Instr Supplies/Equip	3SP	For outreach activities	\$ 1,500	Not Funded	C	Limits workflow and info presentations.

UNIT PLAN WORKSHEET -- PERSONNEL FUNDING REQUESTS

Unit: Counseling, Transfer/Career Services, English as a Second Language guage
Cluster: Student Services and College Centers
Planning Year: 2014-2015

A. Full-Time Faculty	Program	Description - <i>What?</i>	Cost/Range	Site	New (N) or Replacement (R)	Immediate (IMM), Intermediate (INT) or Long Term (LT)	Justification - <i>Why?</i> (1-2 Sentences)
<i>Title</i>							
<i>Counselor</i>	<i>Counseling</i>	FT Counselor	\$ 66,106	ALL SITES	N	IMM	Allows expansion of services including SEP development; transfer and follow-up services. SG #4; IG #1; #7
<i>Counselor</i>	<i>Counseling</i>	FT CTEA Counselor	\$ 66,106	ALL SITES	N	IMM	Currently no direct liaison to CTEA program students. SG #4; IG #1; #7
<i>Counselor</i>	<i>EOPS</i>	FT Counselor	\$ 66,106	NC	N	IMM	Currently no direct EOPS liaison to program. Would deliver program and 3SP core services. SG #4; IG #1; #7; #8

Personnel - Academic Managers, Classified Managers & Confidential

B. Academic Managers, Classified Managers, & Confidential Employees	Program	Description - <i>What?</i>	Cost/Range	Site	New (N) or Replacement (R)	Immediate (IMM), Intermediate (INT) or Long Term (LT)	Justification - <i>Why?</i> (1-2 Sentences)
<i>Title</i>							
<i>Coordinator</i>	<i>Counseling</i>	Coordinator	R Factor	NC	N	IMM	Limits program development at NC. IG #1; #4; #7

Personnel - Classified Employee: Permanent, Short-Term & Substitute

C. Classified Employee: Permanent, Short-Term & Substitute	Program	Description - <i>What?</i>	Cost/Range	Site	New (N) or Replacement (R)	Immediate (IMM), Intermediate (INT) or Long Term (LT)	Justification - <i>Why?</i> (1-2 Sentences)
<i>Title</i>							
<i>Career/Transfer Center Assistant</i>	<i>Counseling/Transfer Center</i>	Career/Transfer Center Assist. 50%	\$ 18,500	ALL SITES	N	IMM	No expansion to the NC; services SLO/NC; services growth. IG #1; #8
<i>Paraprofessional Counselor</i>	<i>3SP</i>	Paraprofessional Counselor	\$ 22,000	ALL SITES	N	IMM	Currently limits services of staff support without this. SG #4; IG #2; #8

UNIT PLAN WORKSHEET -- PERSONNEL FUNDING REQUESTS

Unit:	Counseling, Transfer/Career Services, English as a Second Language guage						
<i>Outreach Recruiter</i>	<i>Counseling</i>	Outreach Recruiter	Range 24	ALL SITES	N	IMM	Currently limits outreach activity, assists with FTE. SG# 4; EMC #1; IG #2; #7; #8

Personnel - Student Worker

D. Student Worker	Program	Description - <i>What?</i>	Cost/Range	Site	New (N) or Replacement (R)	Immediate (IMM), Intermediate (INT) or Long Term (LT)	Justification - <i>Why?</i> <i>(1-2 Sentences)</i>
<i>Title</i>							

UNIT PLAN WORKSHEET -- SUPPLIES FUNDING REQUESTS

Unit: Counseling, Transfer/Career Services, English as a Second Language Outreach, Student Services and Special Programs (3SP)
 Cluster: Student Services and College Centers
 Planning Year: 2014-2015

Instructional Supplies							
A. Instructional Supply	Program	Description - <i>What?</i>	Cost	Site	New (N) or Replacement (R)	Immediate (IMM), Intermediate (INT) or Long Term (LT)	Justification - <i>Why?</i> (1-2 Sentences)
<i>Instructional Supply</i>							
<i>Unit Supplies</i>	<i>Counseling</i>	Support of Instructional Supplies	\$ 2,000	ALL SITES	N	IMM	Materials/Supplies required to maintain and expand programs and SEP Follow-Up, ESL Outreach and Counseling. IG #4
<i>MBTI/Strong</i>	<i>Counseling</i>	Personality and Interests Tests	\$ 8,500	SLO	R	IMM	Students use these on-line tests in Couns 254 classes each term and would support career exploration group sessions. IG #8

Non-Instructional Supplies							
B. Non-Instructional Supply	Program	Description - <i>What?</i>	Cost	Site	New (N) or Replacement (R)	Immediate (IMM), Intermediate (INT) or Long Term (LT)	Justification - <i>Why?</i> (1-2 Sentences)
<i>Non-Instructional Supply</i>							
<i>Unit Supplies</i>	<i>Counseling</i>	Support of Non-Instructional Supplies	\$ 2,000	ALL SITES	N	IMM	Materials/Supplies required to maintain and expand programs and SEP Follow-Up, ESL Outreach and Counseling. IG #4; #7; #8

UNIT PLAN WORKSHEET -- EQUIPMENT FUNDING REQUESTS

Unit: Counseling, Transfer/Career Services, English as a Second Language Outreach, Student Services and Special Programs (3SP)
 Cluster: Student Services and College Centers
 Planning Year: 2014-2015

Instructional Equipment							
A. Instructional Equipment	Program	Description - What?	Cost	Site	New (N) or Replacement (R)	Immediate (IMM), Intermediate (INT) or Long Term (LT)	Justification - Why? (1-2 Sentences)
<i>Instructional Equipment</i>							

Non-Instructional Equipment							
B. Non-Instructional Equipment	Program	Description - What?	Cost	Site	New (N) or Replacement (R)	Immediate (IMM), Intermediate (INT) or Long Term (LT)	Justification - Why? (1-2 Sentences)
<i>Non-Instructional Equipment</i>							
<i>Replacement copier/fax/printer</i>	3SP	Combination copier/fax/printer	4400 + 360 annually	SLO	R	IMM	Replace old printer in Assessment, delivery of 3SP service. IG #4
<i>Panic Buttons T/C Center</i>	Counseling	Panic Buttons for Transfer/Career Center	\$ 195	SLO	N	IMM	Emergency alert in Transfer/Career Center and Assessment Office. IG #4
<i>Lago Tablecloths</i>	Counseling	Cuesta Counseling Logo table cloths	\$ 300	SLO	N	IMM	For outreach activities. SG #4; EMC #1; IG #7
<i>E-Signs SLO/NC</i>	Counseling	E-Signs		ALL SITES	N	IMM	For outreach activities. SG #4; IG #4
<i>Logo Tent</i>	Counseling	Cuesta Counseling Logo tents	\$ 1,250	SLO	N	IMM	For outreach activities. SG #4; IG #4

UNIT PLAN WORKSHEET -- FACILITY FUNDING REQUESTS

Unit: Counseling, Transfer/Career Services, English as a Second Language Outreach, Student Services and Special Programs (3SP)
 Cluster: Student Services and College Centers
 Planning Year: 2014-2015

New Facilities Requests and/or Renovations

Facility	Program	Description - What?	Cost	Site	New (N) or Replacement (R)	Immediate (IMM), Intermediate (INT) or Long Term (LT)	Justification - Why? (1-2 Sentences)
<i>Facility</i>							
<i>Transfer/Career Offices SLO</i>	<i>Counseling</i>	Transfer/Career Center Office - Open wall	\$ 9,000	SLO	N	IMM	Improves workflow and privacy for student/counselor counseling offices. IG #2; #8
<i>Walk-In Area</i>	<i>Counseling</i>	Walk-In Area NC	\$ 5,000	NC	N	IMM	For workflow and function, provide 3SP core services. IG #7; #8
<i>Assessment Area Walls/Doors/Windows</i>	<i>3SP</i>	Assessment Area Walls/Doors/Windows	\$ 8,000	SLO	N	IMM	For workflow, security and privacy. IG #4
<i>Doors w/windows</i>	<i>Counseling</i>	Safety, privacy to offices	\$ 1,500	NC	N	IMM	Improves privacy, safety, emergency. IG #4

UNIT PLAN WORKSHEET -- TECHNOLOGY FUNDING REQUESTS

Unit: Counseling, Transfer/Career Services, English as a Second Language Outreach, Student Services and Special Programs (3SP)
 Cluster: Student Services and College Centers
 Planning Year: 2014-2015

Instructional Technology								
A. Instructional Technology	Program	Description - What?	Technology Plan Initiative	Cost	Site	New (N) or Replacement (R)	Immediate (IMM), Intermediate (INT) or Long Term (LT)	Justification - Why? (1-2 Sentences)
<i>Instruct Tech</i>								
<i>Overhead Data Projector</i>	<i>3SP Assessment</i>	Assessment/Orientation Technology	3-Matriculation	\$ 1,500	SLO	N	IMM	Allows expanting Orientation services by using Assessment room during nonpeak times. Delivery of 3SP core Services. IG #7; #8
<i>SARS - MSGS & Fees</i>	<i>3SP Counseling</i>	Catagorical Funded SARS messaging program	3-Matriculation	\$ 11,000	SLO	N	IMM	Allows more access to students with appointments. Supports access college goal and counseling. IG #4; #7
<i>Degree Works</i>	<i>3SP</i>	Catagorical Funded set-up, cost, scribes, review, implement	3-Matriculation		SLO	N	IMM	Supports the follow-up core service after SEP's are created. For access by student, promotes knowledge of certificates, degrees, transfer information. Would be 3SP catagorical money funded. Supports IG #4; #7 and #8
Non-Instructional Technology								
B. Non-Instructional Technology	Program	Description - What?	Technology Plan Initiative	Cost	Site	New (N) or Replacement (R)	Immediate (IMM), Intermediate (INT) or Long Term (LT)	Justification - Why? (1-2 Sentences)
<i>Non-Instruct Tech</i>								
<i>Computer Station</i>	<i>Counseling</i>	Computer Station with wireless keyboard and mouse at Student Services Window 6 for student walkin & appointment self check-in.	3-Matriculation	\$ 700	SLO	N	IMM	To improve work flow, customer satisfaction, and reduce student wait times for Counseling Servies. IG 1.1; 1.2; 2.2; #8
<i>Wall mounted monitor</i>	<i>Counseling</i>	Wall mounted monitor above Student Servies Windows 7 & 8 to display walkin wait times and order.	3-Matriculation	\$ 800	SLO	N	IMM	To improve work flow, customer satisfaction, and eliminate the need to call out student's names. This works in conjunction with the SARS text alert notification system. IG 1.1; 1.2; 2.2; #8
<i>3 wireless keyboards and mice</i>	<i>Counseling</i>	Wireless keyboards and mice for the 3 counseling walkin stations.	3-Matriculation	\$ 300	SLO	R	IMM	To improve funtionality of walkin stations and allow students to log in to their myCuesta accounts for trouble shooting purposes. IG 2.1; 2.2
<i>10 Monitor swivel stands</i>	<i>Counseling</i>	Monitor swivel stands for counselor offices.	3-Matriculation	\$ 300	SLO	N	IMM	To improve work with students in counseling offices and allow counselors to more easily turn their screens for student viewing. IG 2.1; 2.2
<i>New computers</i>	<i>Counseling</i>	6 New computers for Transfer/Career Center Lab	3-Matriculation	\$ 4,200	SLO	R	IMM	Replace old student computers in Transfer Career Center.
<i>Six desktop replacement computers</i>	<i>Counseling</i>	Six desktop replacement computers for counseling office	3-Matriculation	\$ 4,200	ALL SITES	R	IMM	Replace counseling office computers. IG 2.1; 2.2

UNIT PLAN WORKSHEET -- TECHNOLOGY FUNDING REQUESTS

Technology Infrastructure								
C. Technology Infrastructure	Program	Description - What?	Technology Plan Initiative	Cost	Site	New (N) or Replacement (R)	Immediate (IMM), Intermediate (INT) or Long Term (LT)	Justification - Why? (1-2 Sentences)
<i>Technology Infrastructure</i>								
Overall Top 3 Technology Requests								
D. Top 3 Technology Funding Requests	Program	Description - What?	Technology Plan Initiative	Cost	Site	New (N) or Replacement (R)	Immediate (IMM), Intermediate (INT) or Long Term (LT)	Justification - Why? (1-2 Sentences)
<i>Computer Station</i>	<i>Counseling</i>	Computer Station with wireless keyboard and mouse at Student Services Window 6 for student walkin & appointment self check-in.	3-Matriculation	\$ 700	SLO	N	IMM	To improve work flow, customer satisfaction, and reduce student wait times for Counseling Services. IG 2.1; 2.1
<i>Wall mounted monitor</i>	<i>Counseling</i>	Wall mounted monitor above Student Services Windows 7 & 8 to display walkin wait times and order.	3-Matriculation	\$ 800	SLO	N	IMM	To improve work flow, customer satisfaction, and eliminate the need to call out student's names. This works in conjunction with the SARS text alert notification system. IG 2.1; 2.2
<i>Six desktop replacement computers</i>	<i>Counseling</i>	Six desktop replacement computers for counseling office	3-Matriculation	\$ 4,200	ALL SITES	R	IMM	Replace counseling office computers. IG 2.1; 2.2

UNIT PLAN WORKSHEET -- PRIORITIZED LIST OF IMMEDIATE UNIT NEEDS

Unit: Counseling, Transfer/Career Services, English as a Second Language Outreach, Student Services and Special Programs (3SP)
 Cluster: Student Services and College Centers
 Planning Year: 2014-2015

	Item	Program	Description	Cost	Frequency	Immediate (IMM)
1	Paraprofessional Counselor	3SP	Paraprofessional Counselor	\$ 22,000	Annual/Recurring	IMM
2	Transfer/Career Offices SLO	Counseling	Transfer/Career Center Office - Open wall	\$ 9,000	One-Time Only	IMM
3	Counselor	EOPS	FT Counselor	\$ 66,106	Annual/Recurring	IMM
4	Computer Station	Counseling	Computer Station with wireless keyboard and mouse at Student Services Window 6 for student walkin & appointment self check-in.	\$ 700	One-Time Only	IMM
5	Wall mounted monitor	Counseling	Wall mounted monitor above Student Services Windows 7 & 8 to display walkin wait times and order.	\$ 800	One-Time Only	IMM
6	Six desktop replacement computers	Counseling	Six desktop replacement computers for counseling office	\$ 4,200	One-Time Only	IMM
7	Unit Supplies	Counseling	Support of Non-Instructional Supplies	\$ 2,000	Annual/Recurring	IMM
8	SARS Early Alert Program	3SP	Early Alert system for student success and retention	\$ 12,800	One-Time Only	IMM
9	Overhead Projector	3SP	Allows expansion of Orientation using Assessment Room used during Assessment/Orientation delivery of core 3SP Services.	\$ 1,500	One-Time Only	IMM
10	Degree Works	3SP	Categorical funded by 3SP. Allows Follow-Up on SEP revisions; promotes student access to certificates, degrees, transfer information		One-Time Only	IMM