

2000-2001 Institutional Effectiveness Plan

Department: Counseling
Submitted by: Debby Yoder, Director of Counseling & Advising

Unit Mission Statement

The Counseling Office of South Texas Community College is committed to improving the academic and personal success of students.

List of Clients:

- Students
- Faculty
- Staff
- Community
- Employers
- Four-year Institutions
- Advisory Committees
- Special Populations
- Instructional Divisions
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Intended Outcomes

Department: Counseling

Intended Outcome: 1

To assess and meet the counseling needs of students in order to promote academic and personal excellence.

Intended Outcome: 2

Increase awareness of career opportunities and transfer information.

Intended Outcome: 3

To increase district-wide awareness of the needs of students with disabilities and improve accessibility.

Performance Indicators

Department: Counseling

Outcome: 1 To assess and meet the counseling needs of students in order to promote academic and personal excellence.

Performance Indicator:	A	Increase faculty, staff, and student participation in counseling services.
Performance Standard		25% increase in participation in counseling services
Fall Activity Plan		Class presentations and academic workshops; focus groups; Market counseling services; Attend Instructional Division Meetings, probation/suspension counseling, orientation, set up information tables to promote services.
Resources Required to Support Fall Activities		Resources for presentations: videos, books, Training on software programs, color printer and laminating machine. \$7500
Spring Activity Plan		Continue Fall activities; Create calendar of events; Set up information tables to promote counseling services, Development of promotional materials.
Resources Required to Support Spring Activities		
Summer Activity Plan		Class presentations and academic workshops; focus groups; Market counseling services; Attend Instructional Division Meetings, probation/suspension counseling, orientation, set up information tables to promote services.
Resources Required to Support Summer Activities		
Data Sources: (Most recent available unless otherwise noted)		Counseling evaluation forms, focus groups, Activity reports
Supporting Units:		OIRE, Student Support Programs, Facilities, ITS, Office of Public Relations

Performance Indicator:	B	Improve communication with high school personnel
Performance Standard		Document contact with 80% of high schools in Hidalgo & Starr County
Fall Activity Plan		Provide high school visits and in-service
Resources Required to Support Fall Activities		Travel funding, resource materials, promotional materials
Spring Activity Plan		Hold a high school counselors conference at STCC;
Resources Required to Support Spring Activities		Conference funding, resource materials, promotional materials,
Summer Activity Plan		Involvement in grant funded activities.
Resources Required to Support Summer Activities		approved grant proposal
Data Sources: (Most recent available unless otherwise noted)		reports by Admissions Counselor
Supporting Units:		Special Programs, Resource Development,

Performance Indicator:	C	
Performance Standard		
Fall Activity Plan		

Performance Indicators

Department: Counseling

To assess and meet the counseling needs of students in order to promote academic and personal excellence.

Outcome: 1

Resources Required to Support Fall Activities	
Spring Activity Plan	
Resources Required to Support Spring Activities	
Summer Activity Plan	
Resources Required to Support Summer Activities	
Data Sources: (Most recent available unless otherwise noted)	
Supporting Units:	

Performance Indicator:	D
Performance Standard	
Fall Activity Plan	
Resources Required to Support Fall Activities	
Spring Activity Plan	
Resources Required to Support Spring Activities	
Summer Activity Plan	
Resources Required to Support Summer Activities	
Data Sources: (Most recent available unless otherwise noted)	
Supporting Units:	

Performance Indicators

Department: Counseling

Outcome: 2 Increase awareness of career opportunities and transfer information.

Performance Indicator:	A	Students will be able to select an appropriate major and/or career path appropriate for them.
Performance Standard		10% increase in the utilization of career assessment tools; DISCOVER, CDM, MBTI
Fall Activity Plan		Class presentations, Update software, Workshops,
Resources Required to Support Fall Activities		Assessments, Career Resources, Increase funds to purchase assessment and information materials, establish career centers at off sites. \$1000
Spring Activity Plan		Class presentations, Workshops, order career materials for centers.
Resources Required to Support Spring Activities		Career resources, books, brochures, tabloids, DISCOVER software, Degree Plans
Summer Activity Plan		Class presentations and academic workshops; focus groups; Market counseling services; Attend Instructional Division Meetings, probation/suspension counseling, orientation, set up information tables to promote services.
Resources Required to Support Summer Activities		Career resources, books, brochures, tabloids, DISCOVER software, Degree Plans
Data Sources: (Most recent available unless otherwise noted)		DISCOVER, Student Evaluation Forms, CDM Career Decision Making System, ACT Student Opinion Survey, Sign in sheets, Activity Reports, referral forms
Supporting Units:		Public Relations Office, ITS, Advising, Instruction, Facilities

Performance Indicator:	B	Students will be successful in transferring to other institutions
Performance Standard		CB Report Students Pursuing Additional Education
Fall Activity Plan		Conduct Transfer Track visits, class presentations, collaborate with school districts on college nights, request college/univerities matchbooks
Resources Required to Support Fall Activities		College Catalogs, Transfer material, Flyers, TACRAO, matchbooks,
Spring Activity Plan		February Transfer Track Day, mail out student invitiation, Transfer Track visits,
Resources Required to Support Spring Activities		College Catalogs, Transfer material, Flyers, TACRAO, matchbooks, increased clerical staff; \$2000
Summer Activity Plan		Requesting transfer materials and catalogs from other colleges/universities.
Resources Required to Support Summer Activities		College Catalogs, Transfer material, Flyers, TACRAO, matchbooks, increased clerical staff
Data Sources: (Most recent available unless otherwise noted)		SPAЕ Survey,
Supporting Units:		Public Relations Office, Admissions, Facilities, ITS, OIRE, Advising

Performance Indicator:	C	
Performance Standard		
Fall Activity Plan		
Resources Required to Support Fall Activities		
Spring Activity Plan		

Performance Indicators

Department: Counseling

Outcome: 2 Increase awareness of career opportunities and transfer information.

Resources Required to Support Spring Activities	
Summer Activity Plan	
Resources Required to Support Summer Activities	
Data Sources: (Most recent available unless otherwise noted)	
Supporting Units:	

Performance Indicator:	D
Performance Standard	
Fall Activity Plan	
Resources Required to Support Fall Activities	
Spring Activity Plan	
Resources Required to Support Spring Activities	
Summer Activity Plan	
Resources Required to Support Summer Activities	
Data Sources: (Most recent available unless otherwise noted)	
Supporting Units:	

Performance Indicators

Department: **Counseling**

Outcome: 3 To increase district-wide awareness of the needs of students with disabilities and improve accessibility.

Performance Indicator:	A	Provide accommodations for students with disabilities.
Performance Standard		Each identified eligible student will be provided with reasonable accommodations
Fall Activity Plan		Intake updates, focus groups, faculty development presentations, surveying the campus for ADA compliance.
Resources Required to Support Fall Activities		Adaptive equipment: 5 braille/embosser , 4 FM wireless amplification system, 6 ZOOM text, 12 CCTV's, 3 Evac chairs, 12 Lumbar support chairs, 10 Adaptadesk, 6 Portable CCTV's, Tables for CCTV's, Monitors for CCTV's, 3 TTY's, 10 recorders, 10 calculators, 1 computer, software, 5 magnifiers. \$56,000
Spring Activity Plan		Continue Fall Activities
Resources Required to Support Spring Activities		
Summer Activity Plan		Continue Fall Activities
Resources Required to Support Summer Activities		
Data Sources: (Most recent available unless otherwise noted)		Student Intake forms; focus groups, evaluation forms, disability service roster.
Supporting Units:		Safety Committee, STCC ADA Committee, OIRE, Instruction, Facilities, Public Relations Office, Ombudsperson

Performance Indicator:	B	Increased enrollment at STCC by students with disabilities.
Performance Standard		5% increase
Fall Activity Plan		Continue outreach activities by admission counselor, ADA Awareness Day, Class presentations, faculty professional development presentations, orientation, department representation on the ADA Committee, High School Counselor's Day, Region 1 annual workshops, focus groups
Resources Required to Support Fall Activities		\$2500 for ADA Day and resource material, and travel
Spring Activity Plan		continue fall activity
Resources Required to Support Spring Activities		\$2500 for ADA Day and resource material, and travel
Summer Activity Plan		Class presentations, faculty professional development presentations, orientation, department representation on the ADA Committee, High School Counselor's Day
Resources Required to Support Summer Activities		
Data Sources: (Most recent available unless otherwise noted)		Sign in sheets to events and trainings, evaluation forms, activity reports, focus groups summaries
Supporting Units:		Outreach, Region 1, Admissions Counselor, ADA Committee, Public Relations Office, Facilities,

Performance Indicators

Department: Counseling

To increase district-wide awareness of the needs of students with disabilities and improve accessibility.

Outcome: 3

Performance Indicator:	C	Provide sensitivity training related to ADA to faculty, students, and staff.
Performance Standard		5% increase in workshop attendance and awareness activities.
Fall Activity Plan		ADA Awareness Day, Class presentations, faculty professional development presentations, orientation, department representation on the ADA Committee, High School Counselor's Day
Resources Required to Support Fall Activities		
Spring Activity Plan		continue fall activity
Resources Required to Support Spring Activities		continue fall activity
Summer Activity Plan		Class presentations, faculty professional development presentations, orientation, department representation on the ADA Committee, High School Counselor's Day
Resources Required to Support Summer Activities		
Data Sources: (Most recent available unless otherwise noted)		Sign in sheets to events and trainings, evaluation forms, activity reports, focus groups summaries
Supporting Units:		Outreach, Region 1, Admissions Counselor, ADA Committee, Public Relations Office, Facilities, Ombudsperson

Performance Indicator:	D	
Performance Standard		
Fall Activity Plan		
Resources Required to Support Fall Activities		
Spring Activity Plan		
Resources Required to Support Spring Activities		
Summer Activity Plan		
Resources Required to Support Summer Activities		
Data Sources: (Most recent available unless otherwise noted)		
Supporting Units:		