

# Counseling Department

## Mid-Year Progress Report for Academic Year 2014-2015

February 2015

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##### **Implement Degree Works for counseling staff use with students.**

A final Degree Works training for counseling staff was completed on November 13, 2014. Progress has been made on the development of degree and certificate templates to be used with Degree Works. AS-T and AA-T templates have been created as have 8 certificate templates. A pilot test with students will be conducted in mid April to assist the department in the development of materials on how students can use Degree Works. The pilot testing will also provide the opportunity to trouble shoot any unexpected issues related to usage of Degree Works. The rest of the degree and certificate templates will be completed during the 2015 summer session. A comprehensive roll out and full implementation of Degree Works is planned for the fall 2015 semester meaning all currently enrolled students will be able to access Degree Works to conduct audits.

##### **Develop online SEP and Probation/Disqualification workshops, online V.A orientation. Develop FAQ page on website to facilitate directing students to workshops and expedite other counseling services.**

The Probation/Disqualification online workshop was launched July 2014. Since implementation of the online Probation/Disqualification workshop most students are choosing to complete the online workshop instead of attending an on ground workshop. 393 students have completed the online workshop. Success and retention data has not yet been collected during this time of implementation. Data related to the impact the workshop has had on students who are identified as on probation or disqualification prior to both the fall and spring semester is pending as well.

The SEP online workshop is in the last development phase. A draft of the workshop has been presented for feedback. Recommendations to incorporate questions at the end of each section are being developed to ensure that students are attentive to the material. Plan to launch online SEP workshop in March, 2015.

Currently the online Veterans orientation has not begun. The delay is a result of prioritizing immediate implementation of the core components of matriculation due to SSSP mandates. A Veterans orientation is still planned and will begin sometime in the summer session.

Frequently asked questions (FAQs) were developed that relate to transfer issues. The completed FAQs were posted to the Transfer Center webpage of the college website in the fall 2014 semester.

FAQs that would facilitate and direct students to information about the matriculation process and completion of the core components of matriculation has been refocused to the development and implementation of the Educational Advisory Board (EAB) platform. Counseling staff along with other Student Services staff are working on a more comprehensive approach to introducing students to student services including financial aid, admissions and records.