



## Welcome to Program Review

College of Alameda - 2019

COUN - Instruction

Program Review

### Program Overview

**Please verify the mission statement for your program. If your program has not created a mission statement, provide details on how your program supports and contributes to the College mission.**

The mission of College of Alameda's Counseling Department is to provide comprehensive services and programs that empower students to identify and achieve educational, career, and personal goals. Additionally, the Counseling Department strives to assist students in meeting life's many opportunities and challenges.

**Program Total Faculty and/or Staff**

**Full Time**

Maha Elaidy  
Betty Frias  
Vivian Virkkila  
Jamar Mears  
Edwin Towle  
Nila Adina  
Jasmine Thompson  
Julie Saechao

**Part Time**

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**The Program Goals below are from your most recent Program Review or APU. If none are listed, please add your most recent program goals. Then, indicate the status of this goal, and which College and District goal your program goal aligns to. If your goal has been completed, please answer the follow up question regarding how you measured the achievement of this goal.**

**Describe your current utilization of facilities, including labs and other space**

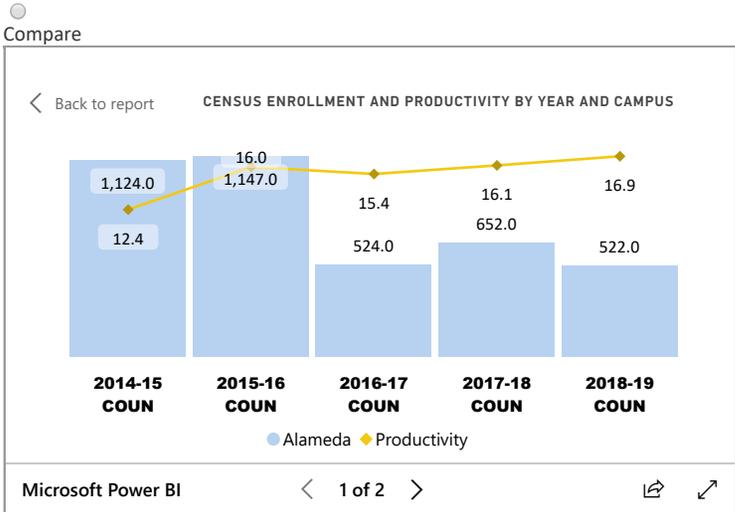
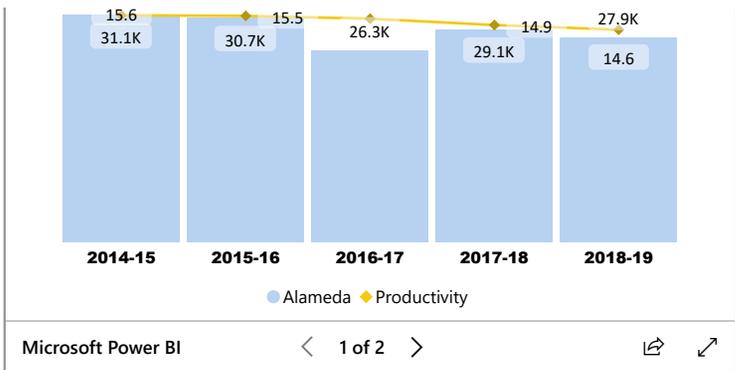
Counseling Department is located in the Welcome Center in building A. The department utilizes 8 offices, reception area, Transfer Center, and shares use of the computer bank. The department utilizes classroom and computer labs for workshops and orientations.

## Enrollment Trends

College Level - Program and Department comparison

Chart

< Back to report      CENSUS ENROLLMENT AND PRODUCTIVITY BY YEAR AND CAMPUS



Using the Enrollment Trends dashboard filter to your college and subject area. Reflect on the enrollment trends over the past three years. How does the enrollment trend for your program compare to the overall college trend? What factors could be attributing to this trend?

Collegewide the enrollment trend has been fairly consistent over the last three years. Three years ago (26,255) is consistent with last year's numbers (27,948) and 2 years ago (29,148) the college had a higher level of enrollment, this trend is very similar that of the Counseling Department's enrollment number over the last 3 years (524, 652, 522). Productivity (2016-17: 15.32, 2017-18: 14.88, and 2018-19: 14.57) has decreased collegewide over the course of the past 3 years, whereas the Counseling Departments' productivity (2016-17: 15.39, 2017-18: 16.11, and 2018-19: 16.88) has increased over the last 3 years.

**Describe effective and innovative teaching strategies used by faculty to increase student learning and engagement.**

The Counseling Department teaches courses related to college success (e.g., high-performance learning utilizing information organization and management, critical thinking and problem-solving skills, effective time management learning styles, memory theory, goal setting, and educational planning), career life planning (e.g., self-exploration, identifying values, interests, needs and goals: over the life span, influence of career choice on the quality of life, development of a career action plan) just to name a few. Additionally, the Counseling Department is focusing on Career Exploration techniques by including the Super Strong Personality Assessment prior to counseling sessions. Also, the Counseling Department is involved with the Guided Pathways model and framework to guide the Counseling process with regards to providing educational mapping tools for students so they can more easily select courses.

**How is technology used by the discipline, department?**

Counselors use a variety of applications to deliver materials - for example, career applications and websites, YouTube videos, career assessment websites. Counselors use Canvas to teach counseling courses and will also be using Zoom to engage in online counseling meetings.

**How does the discipline, department, or program maintain the integrity and consistency of academic standards with all methods of delivery, including face to face, hybrid, and Distance Education courses?**

The department has representation on the DE committee. Instructors are encouraged to continue to develop their online teaching skills through professional development opportunities.

**In the boxes below, please add improvement actions and resource requests that are directly related to the questions answered in this section. If there are no improvement actions or resource requested in this area, leave blank.**

No Actions/Requests

Improvement Actions

## Curriculum

**Please review your course outlines of record to determine if they have been updated or deactivated in the past three years. Use the pull-down menus to identify courses that still need updating or deactivation and specify when your department will update each one, within the next three years.**

Name	Last updated date	Semester and Year	To be updated on	To be deactivated on
COUN 030 - Personal Growth and D...	September, 08 2016 10:12:52	Semester 2019 - 20	12/13/2019  Other	
COUN 230 - Strategies for Personal ...	September, 08 2016 16:41:28			
COUN 057 - Career and Life Planning	September, 08 2016 10:26:40		2/1/2019  Other	
COUN 024 - College Success	September, 08 2016 09:17:20		2/1/2019  Other	
COUN 501 - Counseling Learning Lab	September, 08 2016 17:16:10		2/1/2019  Other	
COUN 224 - College Preparedness	September, 08 2016 16:27:22			12/13/2019
COUN 248AA - Strategies in Commu...				12/13/2019

COUN 248AB - Strategies in Commu... 12/13/2019

COUN 207A - Career Exploration September, 08 2016 11:58:41 Spring 2/1/2019  
2019 - 20 Other

COUN 207B - Career and Life Planni... September, 08 2016 12:15:22 Spring 2/1/2019  
2019 - 20 Improve my program

COUN 200A - Orientation to College September, 08 2016 11:38:26 12/13/2019

COUN 200B - Orientation to College September, 08 2016 11:51:19 12/13/2019

COUN 201 - Orientation to College: ... May, 18 2016 11:50:15 12/13/2019  
Other

COUN 207C - Career Exploration March, 29 2018 11:05:33

COUN 221 - Preparing for College/U... June, 06 2018 15:29:28

COUN 21 - Transfer Planning July, 17 2019 15:53:20

**Please summarize your plans for curriculum improvement/development, including details on specific courses or programs you plan to improve/develop.**

Courses will be reviewed for content updates by the end of spring 2020. Department chairs will bring resources to the department after attending the Equity Academy. The department is in the discussion phase of developing a certificate program in counseling.

**In the boxes below, please add improvement actions and resource requests that are directly related to the questions answered in this section. If there are no improvement actions or resource requested in this area, leave blank.**

Improvement Actions No Actions/Requests

## Instruction - Assessment

### Student Learning Outcomes Assessment

List your Student Learning Outcomes. SLOs are specific, measurable statements of what students will know, be able to do, or be able to demonstrate when they complete a course. An SLO focuses on specific knowledge, attitudes, or behaviors that students will demonstrate or possess as a result of instruction.

Course	Student Learning Outcomes (SLO)	Last date Assessed	Planned Assessment Date	Attachments
COUN 057 - Career and Life Planning	Conduct a self-analysis of values, interests and personality type and apply to career choices			

COUN 057 - Career and Life Planning	Research and report on three potential careers of interest
COUN 057 - Career and Life Planning	Function as a productive member of a group by cooperating in interactive learning tasks
COUN 057 - Career and Life Planning	Explain and model components of a successful career search
COUN 024 - College Success	Describe and apply essential study skills and strategies to succeed in college.
COUN 024 - College Success	Actively participate in classroom discussions and activities related to course content.
COUN 024 - College Success	Identify, access, and use educational and campus resources (individuals, programs, services, electronic and the like) to plan and pursue their academic, career, and personal goals.
COUN 024 - College Success	Clearly state their academic and/or career goal(s) and record them in a Student Educational Plan (SEP).
COUN 248AA - Strategies in Community Learning I	Apply organizational skills to succeed in academic and professional environments.
COUN 248AA - Strategies in Community Learning I	Develop academic and social support networks to help support success.

COUN 248AA - Strategies in Community Learning I	Appraise how family and personal history, cultural identity, and personal and cultural values impact self identity and college success.
COUN 248AB - Strategies in Community Learning II	Apply organizational skills to succeed in academic and professional environments.
COUN 248AB - Strategies in Community Learning II	Develop academic and social support networks to help support success
COUN 248AB - Strategies in Community Learning II	Appraise how the role of the family, personal history, cultural identity, personal and cultural values impact on self identity and college success.
COUN 248AB - Strategies in Community Learning II	Mentor and support new students.
COUN 207A - Career Exploration	SLOs entered in TaskStream
COUN 207B - Career and Life Planning	SLOs entered in TaskStream
COUN 200A - Orientation to College	SLOs entered at TaskStream
COUN 200B - Orientation to College	SLOs entered at TaskStream
COUN 201 - Orientation to College: Student Success and Support Program	Apply knowledge of college policies and procedures to solve specific issues related to student responsibilities.

COUN 201 - Orientation to College: Student Success and Support Program Identify and describe the resources available on campus.

COUN 201 - Orientation to College: Student Success and Support Program Utilize the college catalog, class schedule and student handbook to navigate the college system.

COUN 201 - Orientation to College: Student Success and Support Program Identify a potential major as their educational goal.

COUN 201 - Orientation to College: Student Success and Support Program Develop a Student Education Plan (SEP).

COUN 207C - Career Exploration Explain and apply the components of a job search.

COUN 207C - Career Exploration Create complete, accurate and appropriate resumes and cover letters electronically

COUN 221 - Preparing for College/University Transfer Use ASSIST to develop an individual plan for transfer

COUN 21 - Transfer Planning Evaluate coursework for transfer requirements

COUN 21 - Transfer Planning Use a four-year institution catalog to identify upper division course requirements for a bachelor degree.

COUN 21 - Transfer Planning Identify transfer policies for admission purposes.

**How has your department worked together on assessment? Provide examples on collaboration, leadership, planning exercises, and data analysis. What aspects of assessment work went especially well in your department and what improvements are most needed?**

Counseling Department Chairs have worked with SLO Coordinator over the last 3 years to discuss, plan, and evaluate counseling courses. The Counseling Department has worked collaboratively on course offerings and by providing a rotation of courses and professor offerings. Additionally, at one time a task force was formed to evaluate counseling courses. The plan for the Spring 2020 semester is to form a task force again to evaluate counseling courses and discuss planning strategies. The Counseling Department Chairs evaluate data and discuss collaboration activities and ideas regularly.

**What were the most important things your department learned from assessment? If implementation of your action plans resulted in better student learning and/or changes in curriculum, detail the results**

The Department has learned that student's productivity has increased by offering online courses as per the data has shown over the last 3 years (2016-17: 15.39, 2017-18: 16.11, and 2018-19: 16.88).

**Give us an update on your Program Learning Outcomes (PLOs). A complete program assessment means all PLOs have been assessed for that program. Attach any evidence, i.e. reports from Task Stream or Curricunet Meta.**

The counseling department is working with the SLO coordinator to bring the SLO assessment current.

Does your department participate in the assessment of multidisciplinary programs?

No

**If Yes, Describe your department's participation and what you learned from the assessment of the program that was applicable to your own discipline.**

Does your department participate in your college's Institutional Learning Outcomes (ILOs) assessment?

No

**If Yes, Please describe your departments participation in assessing Institutional Learning Outcomes.**

**What support does your department need from administrators, assessment coordinators and/or your campus assessment committee to continue to make progress in assessment of outcomes and implementation of action plans?**

The Counseling Department will continue to work with the assessment coordinator to update the assessment plan for the discipline.

**In the boxes below, please add improvement actions and resource requests that are directly related to the questions answered in this section. If there are no improvement actions or resource requested in this area, leave blank.**

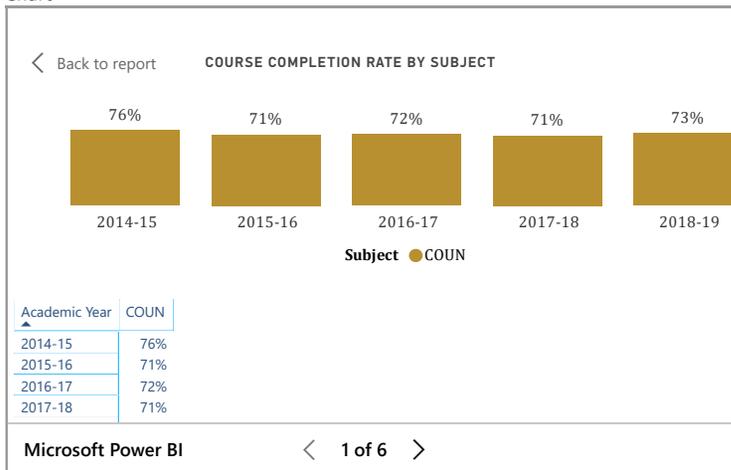
No Actions/Requests

Improvement Actions

## Course Completion

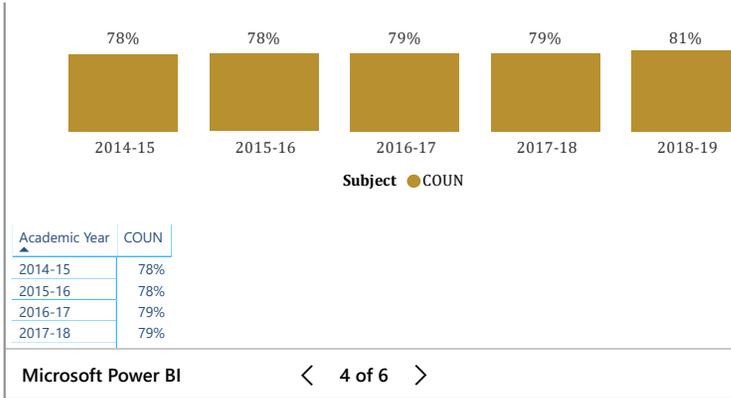
College Level - Program and Department comparison

Chart



Compare





**Consider your course completion rates over the past three years (% of student who earned a grade of "C" or better).**

Name	2016 - 17 Completion Rate (%)	2017 - 18 Completion Rate (%)	2018 - 19 Completion Rate (%)
COUN 201 Orientation to College			
COUN 207A CAREER EXPLORATION	94	73	
COUN 207B CAREER EXPLORATION	100	100	
COUN 207C CAREER EXPLORATION	79		
COUN 221 COLLEGE/UNIVER TRANS	67	70	76
COUN 24 COLLEGE SUCCESS	72	71	65
COUN 30 PERSONAL GROWTH/DEV	80		
COUN 57 CAREER/LIFE PLANNING	69	67	79

Use the filters on the top and right of the graphs to disaggregate your program or discipline data. When disaggregated, are there any groups whose course completion rate falls more than 3% points below the discipline average? If so, indicate yes and explain what your department is doing to address the disproportionate impact for the group.

**Age**  Yes  No

**Ethnicity**  Yes  No

The Counseling Department is not collectively addressing this topic. Members of the department are participating in the Equity Academy and will bring this training to the department to address this disproportionate impact in future academic years.

**Gender**  Yes  No

**Foster Youth Status**  Yes  No

**Disability Status**  Yes  No

Data sample is too small to make any determination.

**Low Income Status**  Yes  No

The Counseling Department is not collectively addressing this topic. Members of the department are participating in the Equity Academy and will bring this training to the department to address this disproportionate impact in future academic years.

**Veteran Status**  Yes  No

Consider your course completion rates over the past three years by mode of instruction. What do you observe?

Select Course	COUN 057 - Career and Life Planning		
	2016 - 17 Completion Rate (%)	2017 - 18 Completion Rate (%)	2018 - 19 Completion Rate (%)
Face-to-Face	58		80
Hybrid			

100% Online	71	67	79
Dual Enrollment			
Day time	58		80
Evening			
Select Course	COUN 221 - Preparing for College/University Transfer		
	2016 - 17 Completion Rate (%)	2017 - 18 Completion Rate (%)	2018 - 19 Completion Rate (%)
Face-to-Face			
Hybrid			
100% Online	67	70	76
Dual Enrollment			
Day time			
Evening			
Select Course			
	2016 - 17 Completion Rate (%)	2017 - 18 Completion Rate (%)	2018 - 19 Completion Rate (%)
Face-to-Face	67	67	70
Hybrid			
100% Online	75	76	63

Dual Enrollment

Day time	67	67	70
Evening			

**How do the course completion rates for your program or discipline compare to your college's Institution-Set Standard for course completion?**

1. Institution-set standard for student course completion (success) rate: Standard: 66%  
The completion rate for the Counseling discipline overall is above the set standard of 66%

**How do the department's Hybrid course completion rates compare to the college course completion standard?**

We do not offer hybrid courses

**Are there differences in course completion rates between face to face and Distance Education/hybrid courses? If so, how does the discipline, department or program deal with this situation? How do you assess the overall effectiveness of Distance Education/hybrid course?**

Data seems inconclusive based on year-to-year fluctuations between face-to-face and online. There does not appear to be a conclusive pattern between the two modes of delivering course material.

**Describe the course retention rates over the last three years. If your college has an Institution-Set Standard for course retention, how does your program or discipline course retention rates compare to the standard?**

Retention rates for the Counseling discipline:  
2016-17- 79%  
2017-18- 79%  
2018-19 - 81%  
The Counseling discipline retention rates for the last three years have been above the Institution-Set Standard of 47%.

**What has the discipline, department, or program done to improve course completion and retention rates?**

In the boxes below, please add improvement actions and resource requests that are directly related to the questions answered in this section. If there are no improvement actions or resource requested in this area, leave blank.

No Actions/Requests

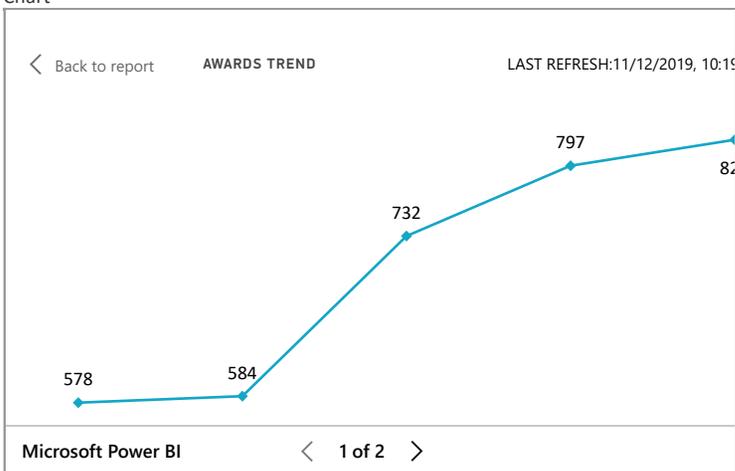
Improvement Actions

## Degrees and Certificates

College Level - Program and Department comparison

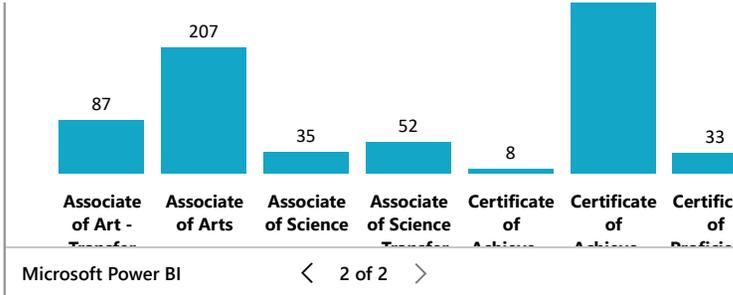


Chart



Compare





What has the discipline, department, or program done to improve the number of degrees and certificates awarded? Include the number of degrees and certificates awarded by year, for the past three years.

Counseling Discipline does not have a degree or certificate

Over the next 3 years, will you be focusing on increasing the number of degrees and certificates awarded?

What is planned for the next 3 years to increase the number of certificates and degrees awarded?

In the boxes below, please add improvement actions and resource requests that are directly related to the questions answered in this section. If there are no improvement actions or resource requested in this area, leave blank.

Improvement Actions

## Engagement

Discuss how faculty and staff have engaged in institutional efforts such as committees, presentations, and departmental activities. Please list the committees that full-time faculty participate in.

Faculty and staff engage in committees at both the local and district level (e.g., College Council, Distance Education, Counseling Functionality Teams, SEA, MESA, transfer, EMOJA, Alameda Promise, Curriculum, Academic Senate, etc.) Faculty and staff also collaborate with other departments through liaison roles and classroom presentations. Counselors participate in the development of the Guided Pathways and AB705 initiative. Counselors report on committee activities to the department at bi-weekly meetings.

**Discuss how faculty and staff have engaged in community activities, partnerships and/or collaborations.**

The Counseling Department collaborates with Outreach by providing counseling services at local high schools, The department provides services to on-site high school ASTI. Counselors provide dual-enrollment courses at local high schools.

**Discuss how adjunct faculty members are included in departmental training, discussions, and decision-making.**

Adjunct faculty attend all training and department meetings.

**In the boxes below, please add improvement actions and resource requests that are directly related to the questions answered in this section. If there are no improvement actions or resource requested in this area, leave blank.**

Choose your Action

Improvement Actions

## Sign and Submit

**Please provide the list of members who participated in completing this program review.**

Vivian Virkkila  
Edwin Towle

**Please enter the name of the person submitting this program review.**

Vivian Virkkila