## I. Team Members

<table>
<thead>
<tr>
<th>Name</th>
<th>Member Type</th>
<th>Email</th>
<th>Contact Phone</th>
<th>Responsible for what part</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>angelina duarte</td>
<td>Primary Team Member</td>
<td>angelina <a href="mailto:duarte@marin.edu">duarte@marin.edu</a></td>
<td></td>
<td>all</td>
<td></td>
<td></td>
</tr>
<tr>
<td>theodora fung</td>
<td>Primary Team Member</td>
<td><a href="mailto:theodora.fung@marin.edu">theodora.fung@marin.edu</a></td>
<td>ext7389</td>
<td>all</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## II. Program Review Committee

<table>
<thead>
<tr>
<th>Name</th>
<th>Committee (Chairs)</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chris Schultz</td>
<td>Curriculum Committee Chair</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Blaze Woodlief</td>
<td>Educational Planning Committee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laura McCarty and Erik Dunmire</td>
<td>Facilities Committee Co-Chairs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sara McKinnon</td>
<td>Planning and Resource Allocation Committee Co-Chair/Academic Senate President</td>
<td></td>
<td></td>
</tr>
<tr>
<td>N/A</td>
<td>Planning and Resource Allocation Committee Co-Chair/Instructional Equipment Committee Chair</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sara McKinnon, Yolanda Bellisimo and Anne Gearhart</td>
<td>Program Review Committee Chair and SLO Coordinators</td>
<td></td>
<td></td>
</tr>
<tr>
<td>N/A</td>
<td>Student Access and Success Committee Chair</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Michael Irvine</td>
<td>Tech Committee Chair</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## III. Vice President of Academic Affairs

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nick Chang</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## IV. Board of Trustees President

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eva Long</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Technology Requests

Part I: Software

COUN-2011

I. Technology/Software Requests

This section will be filled out by faculty and reviewed by the Department Chair, the Area Dean, the Technology Committee, IPC and Budget.

Importance:
• ‘A’ means that your discipline cannot teach your course(s) without the requested equipment.
• ‘B’ means that your course(s) would be greatly enhanced with the requested equipment.
• ‘C’ means that you would like this piece of equipment for your course(s) but can wait for a future academic year.

In addition, how many times have you requested this item, but you have not received it?

<table>
<thead>
<tr>
<th>Importance</th>
<th>Priority</th>
<th>To Support Annually</th>
<th>Category</th>
<th>Discipline Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>01</td>
<td>all Students</td>
<td>Discipline-Related</td>
<td>counseling</td>
</tr>
</tbody>
</table>

Description and part number for ordering. Please include system requirement.
Upgrade ADOBE acrobat licenses for 17 computers

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>17</td>
<td>$70.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$1,190.00</td>
</tr>
</tbody>
</table>

Type           | College-wide  | Discipline-Specific |
Update         | Counseling    | Out-of-class Assignments |

Item to be shared with the following Department/Program: (Include any shared expenses)

Justification for Item (See Rating Rubric)

1. Is this software required to meet Title 5 and/or Ed Code? If so, how? (Cite code)
2. Is this software required to meet any local, state or federal Health and Safety Code? If so, how? (Cite code)

When receiving institutions provide documents for counselors to print and use for students (e.g. ASSIST.org), the Counselors’ computers are unable to read documents and need upgrades to their reader.

The computers that are housed in each of the counselor’s offices were purchased at different times. As a consequence, each computer has a different version of adobe reader. It was the suggestion of IT to upgrade all our computers to ADOBE X. In
order to do this, we need to purchase individual licenses for each computer.

2. How will the quality of instruction be improved for student learning and success? Is it necessary for students to succeed in a series of courses?

Cannot provide information to student when computer access fails.

3. How will access for students be improved? How many students (annually) will benefit from this request? Is it required to accommodate existing students? Would it be vital to attracting new students?

4. What student learning or other outcomes are expected? Is it important to the achievement of student goals? How will these outcomes be measured for future planning? What data or evidence supports your request?

5. Additional Justification for this item:
Program Review for Budget Requests
2011/2012

Non-Instructional Requests
Part I: Non-Instructional Equipment and Supplies

This section will be filled out by the Department Chair

COUN-2011

I. Non-Instructional Equipment and Supplies

This section will be filled out by the Department Chair, and reviewed by the Area Dean, FRAC.

<table>
<thead>
<tr>
<th>Priority</th>
<th>To Support:</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>all Students</td>
<td>Other Office Equipment</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Applicable</td>
<td>Previously funded ongoing expense</td>
</tr>
</tbody>
</table>

Description and part number for ordering:

copier costs: The Department shares a copier with other areas. Each area has a code to enter that keeps count of the # of copies printed. At the end of each quarter, there is a tabulation of copies made and a cost that is billed to our department. (this does not include paper)

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping and Handling:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$500.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

If this is an upgrade or replacement, please briefly describe your existing equipment in terms of age and capability or lack thereof:

Item to be shared with the following Department/Program: (Include any shared expenses)

Counseling Department uses a shared copier with Student Activities Dean of Student Services

Justification for Item (See Rating Rubric)

1. Who will use these supplies or equipment?

Counseling Department staff

2. How will access for students be improved?
## I. Non-Instructional Equipment and Supplies

This section will be filled out by the Department Chair, and reviewed by the Area Dean, PRAC.

<table>
<thead>
<tr>
<th>Priority</th>
<th>To Support:</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>all Students</td>
<td>Office Supply Budget</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Replacement</td>
<td>Previously funded ongoing expense</td>
</tr>
</tbody>
</table>

### Description and part number for ordering:

cartridge replacement for 17 computers

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping and Handling:</th>
</tr>
</thead>
<tbody>
<tr>
<td>17</td>
<td>$176.50</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

If this is an upgrade or replacement, please briefly describe your existing equipment in terms of age and capability or lack thereof:

There are 17 laser printers assigned to counselors and staff. Cartridges need to be replaced when ink is used up.

### Item to be shared with the following Department/Program: (Include any shared expenses)

- Counseling Department

### Justification for Item (See Rating Rubric)

1. Who will use these supplies or equipment?

   Counseling Department

2. How will access for students be improved?

   Materials printed from office printers are given to students and used for student education plans.
Non-Instructional Requests

Part II : Other Non-Instructional Costs/Contract Services

This section will be filled out by the Department Chair

COUN-2011

II. Other Non-Instructional Costs

This section will be filled out by the Department Chair and reviewed by the Area Dean, FRAC.

Note: Service Contracts: maintenance, repairs, laundry, hazardous waste removal, etc.

<table>
<thead>
<tr>
<th>Category</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other</td>
<td>Previously funded ongoing expense</td>
</tr>
</tbody>
</table>

Description and part number for ordering:

Counseling Outreach events: high school counselor's annual luncheon, mileage for outreach to local high schools and printing of materials for high school visits.

<table>
<thead>
<tr>
<th>Annual Cost</th>
<th>Previous Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1800.0</td>
<td>1800.0</td>
</tr>
</tbody>
</table>

Justification

Please comment on request in terms of how it benefits your program, faculty and/or students:

The Counseling Department has for the last 20 years provided orientation and assessment to local high school graduating seniors each fall and spring semester AT the high schools. The Counseling Department also hosts a high school counselors luncheon annually when updates, tours and data is shared with the high school on their graduates who attend CoM.
Category | Status
---|---
Other | Previously funded ongoing expense

Description and part number for ordering:

Annual Transfer Day and Annual Transfer recognition dinner

<table>
<thead>
<tr>
<th>Annual Cost</th>
<th>Previous Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>5500.0</td>
<td>5500.0</td>
</tr>
</tbody>
</table>

**Justification**

Please comment on request in terms of how it benefits your program, faculty and/or students:

The goal of the Transfer Center is to increase the transfer rate especially for the disadvantage. The Transfer Day that occurs each Fall semester hosts over 50 university representatives in one day. The Transfer Center Tech prints materials, orders lunch and rents furniture in preparation for this day. At the end of Spring semester, the Transfer Center hosts a transfer recognition dinner for those students who have been admitted to their chosen university/college.

**II. Other Non-Instructional Costs**

This section will be filled out by the Department Chair and reviewed by the Area Dean, PRAC.

Note: Service Contracts: maintenance, repairs, laundry, hazardous waste removal, etc.

Category | Status
---|---
Registration/Entry Fee | Previously funded ongoing expense

Description and part number for ordering:


<table>
<thead>
<tr>
<th>Annual Cost</th>
<th>Previous Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>11171.0</td>
<td>9724.0</td>
</tr>
</tbody>
</table>

**Justification**

Please comment on request in terms of how it benefits your program, faculty and/or students:

As part of the Education Code, community college counselors assignments include career counseling. The use of Eureka Career Information System allows students to continue the career process after meeting with a career counselor or enrolling in a career course. College Source has allowed counselors to gain access to course descriptions for all college/universities nationwide in order to aid in assessing student's other coursework allowing for a more accurate student education plan. SARS is an integrated scheduling and reporting system that incorporates a notification system. It tracks student appointments/drop-in/visits, and maintains counselor schedules. It enables administrators to review, manage and approve individual and consolidated schedules. Student services has been using this technology since 2007 and the generated reports have provided data for WASC reports and others.
Faculty Members
COUN-2011

I. Program Faculty

Additional Teaching Unit Requests

II. Additional Unit requests for NEW classes or extra sections (requests for returned units has different process).

<table>
<thead>
<tr>
<th>Specialty</th>
<th>Units/Class</th>
<th>Number of Sections/Year</th>
<th>Existing or New Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>counseling 115</td>
<td>1</td>
<td>25</td>
<td>Existing Course</td>
</tr>
<tr>
<td>(orientation)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

To meet Program requirements for the following:

- Health/Safety
- Scheduling
- Title 5/Ed.Code
- Waitlists

Other:

matriculation

If it is for a new course, has the outline been submitted and approved by curriculum, UDWC and the Board?

N/A

Justification for new units:

1. Why do you feel this is an important addition to your overall curriculum and/or number of offerings?
2. Is it or will it be required for a degree or certificate?
3. Is it a new state law requirement?
4. How will this improve access, student learning outcomes and success?
5. Do you have evidence to support the need for your request? If so, please explain and/or attach.

The Counseling Department is rebuilding matriculation services utilizing the “student success initiative task force recommendations”. We plan to be fully implemented by Fall 2013. Meanwhile, the Department plans to offer a one unit orientation class (counseling 115, 125, 133) to new entering college students (recent high school graduates, re-entry, athletes, basic skills, DSP). The SSTF has data showing success rates are higher if orientations and first year experiences were offered by the counselors.

Shared Resources: If you have requested additional units that will be used by more than one department, please indicate here. Please indicate which disciplines and/or departments and the number of combined students/faculty or classes he/she would serve. Please indicate how it will improve access or outcomes and if it is needed for health and safety concerns or required by law.
II. Additional Unit requests for NEW classes or extra sections (requests for returned units has different process).

<table>
<thead>
<tr>
<th>Specialty: Hiring of part time counselors to provide veterans, mental health, transfer, basic skills and study skills</th>
<th>Units/Class</th>
<th>Number of Sections/Year</th>
<th>Existing or New Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counseling</td>
<td>26</td>
<td></td>
<td>Existing Course</td>
</tr>
</tbody>
</table>

To meet Program requirements for the following:

- [ ] Health/Safety
- [ ] Scheduling
- [x] Title 5/Ed.Code
- [ ] Waitlists

Other:

If it is for a new course, has the outline been submitted and approved by curriculum, UDWC and the Board?

N/A

Justification for new units:

1. Why do you feel this is an important addition to your overall curriculum and/or number of offerings?
2. Is it or will it be required for a degree or certificate?
3. Is it a new state law requirement?
4. How will this improve access, student learning outcomes and success?
5. Do you have evidence to support the need for your request? If so, please explain and/or attach.

For the past 20 years, matriculation has continued to fund 26 units of part time counseling each semester. Total cost for part time salaries is $79,908. Title 5 requires we provide these services and cannot do this without annual funding for part time counselors. With the matriculation cuts, this request is made as a permanent annual budget category.

Shared Resources: If you have requested additional units that will be used by more than one department, please indicate here. Please indicate which disciplines and/or departments and the number of combined students/faculty or classes he/she would serve. Please indicate how it will improve access or outcomes and if it is needed for health and safety concerns or required by law.

N/A

III. FT Faculty Needs (Please fill this out ONLY if you are stating a need for new full time faculty in your area.)

1. Please indicate if there are NO FT faculty in your discipline. Please provide data regarding
the length of time this discipline has been without a full time instructor.

...request for three new full time permanent counseling faculty. Since 1986 the matriculation mandate, the department has only had 10 full time counselors. The counselors could never fulfill the mandate to follow-up and provide intervention to at risk students because of lack of hours to do all the requirements under title 5. We are rebuilding the matriculation mandate using the recommendations of the SSTF. In order to be successful, 3 new full-time counselors will be needed to follow up at risk students as well as work with faculty on developing a common assessment tool. The cost for 3 new counselors will be approximately $300,000.

2. Non-availability of part-time instructors in a subject area. Please provide evidence demonstrating the difficulty in finding part-time instructors to teach in the subject area.

3. New FT Faculty: How many NEW FT faculty have been hired in past 10 years? Please list each faculty name and the year of employment. If this instructor is shared with another department, please list the equivalent FTE% for your department. Please list instructional equivalencies as necessary and if faculty member was the result of retreat rights.

2 new full time tenure track faculty positions were filled spring 2012. The new hires were replacements for two counselors who left mid year. We are still at 10 counselors.

4. Reduction in department TUs as a result of FT Faculty retirements or other significant causes? Please provide data that illustrates a change in teaching unit allocation as a direct result of FT faculty retirements within your department and how this may change in the coming year(s).

5. Other reasons: Have there been other causes for a reduction in units in your discipline? If so, please explain and provide evidence.

Since 1991, we have maintained a department of 10 full-time permanent general counselors to provide matriculation services to the college community. Matriculation dollars have been severely cut each year and the demand for more indepth and intense services are required to support student success.

6. Changes in Student Demand: Recent or forthcoming growth as a result of added sections due to enrollment demands. Provide evidence that illustrates the need for additional faculty due to increased student demand such as numbers of sections added and/or courses with waitlist totals showing a need for additional sections. What is the % of FTEF for this increase in units? If there has been a decline in student growth, please explain why.

The Student success Task Force recommendations require a greater emphasis on early intervention and long range educational planning our students. Ten general counselors cannot provide the required additional intensity of the Task Force recommendations. Without additional counselors, the mission of the task force would fail.
7. **Current of forthcoming changes** that illustrate the immediate need of additional FT faculty within this department. Please outline all relevant circumstances that justify the priority of a FT hire in addition to those already outlined above. Consider changes in the field, changes in the job market and population shifts.

The approval of the Student Success Task Force Recommendations has caused our college to re-evaluate our services and provide a more focused and more purposeful outcome based service. More counseling hours must be provided for student success in addition to what is already given presently in order to fulfill the CC’s new mission.

8. **Program Review Findings:** Indicate what trends you identified in your last program review that support the need for full time faculty hires. Tie these to the department and college mission.

9. **Other considerations:** Include such information as matriculation needs, changes in student demand or community and job market needs, response to legislation, or rapid growth of the discipline.

As part of the SSTF recommendations, the department is revitalizing matriculation standards that are specific to the purpose of student goals. We are needing to re-address the department’s services as community needs change. More emphasis will be given to outcome based services addressing graduation, transfer, employment and literacy improvement. That said, more counselors are needed to provide this mandate. Since 1986, the department has maintained 10 general counseling positions. 10 counselors could not fulfill the total mandates of the old matriculation policy. Since the President has set the SSI as his first goal, more counselors are needed to accomplish this goal.

10. **Shared Resources:** If you have requested FT faculty that will be used by more than one department, please indicate here. Please indicate which disciplines and/or departments and the number of combined students/faculty or classes he/she would serve. Please indicate how it will improve access or outcomes and if it is needed for health and safety concerns or required by law.
Non-Instructional Support Staff

COUN-2011

I. Current Support Staff
II. Request for additional support staff (clerical, lab tech, IS, comp tech, tutor, etc.)

<table>
<thead>
<tr>
<th>Purpose:</th>
<th>Type</th>
<th>Approx. hours per week:</th>
<th>To support:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clerical</td>
<td>Hourly</td>
<td>25</td>
<td>all Students</td>
</tr>
</tbody>
</table>

Justification: Please address the following areas as applicable. How will it be used? How will instruction be improved for student learning and success? How will access be improved? What student learning outcomes are expected? How will the outcomes be measured? What data or evidence is supplied to support your justification?

Request for 3 student hourly (2 for counseling department and 1 for transfer center). Each would work no more than 25 hours per week during the 35 week semesters (fall/spring). Cost would be $9625 each (T=$28875.) The hourly would assist with appointments, phone calls, call backs, general office support. We have two students presently in counseling that are hourly which I am requesting to keep as a permanent request in our budget. The 3rd hourly is for the transfer center which must remain open while the tech attends meetings and makes classroom visits, etc.

Shared Resources: If you have requested additional staff that will be used by more than one department, please indicate here. Please indicate which disciplines and/or departments and the number of combined students/faculty or classes he/she would serve. Please indicate how it will improve access or outcomes and if it is needed for health and safety concerns or required by law.

<table>
<thead>
<tr>
<th>Purpose:</th>
<th>Type</th>
<th>Approx. hours per week:</th>
<th>To support:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clerical</td>
<td>Full-Time</td>
<td>37.5</td>
<td>all Students</td>
</tr>
</tbody>
</table>

Justification: Please address the following areas as applicable. How will it be used? How will instruction be improved for student learning and success? How will access be improved? What student learning outcomes are expected? How will the outcomes be measured? What data or evidence is supplied to support your justification?

Request the Counseling Department "office clerical" grade 5 be upgraded to a "counseling specialist" grade 11

Shared Resources: If you have requested additional staff that will be used by more than one department, please indicate here. Please indicate which disciplines
Our present "office clerical" person is the technical and computer expert that inputs data, schedules and runs reports for the college. Since first employed, the job specifications have changed drastically requiring further education, training and knowledge. This requested change is in line with other specialists’ job specifications. Cost for upgrade will be an additional $5148 per annum.

### Purpose:

<table>
<thead>
<tr>
<th>Type</th>
<th>Approx. hours per week:</th>
<th>To support:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other</td>
<td>Full-Time</td>
<td>all Students</td>
</tr>
</tbody>
</table>

### Justification:

Please address the following areas as applicable. How will it be used? How will instruction be improved for student learning and success? How will access be improved? What student learning outcomes are expected? How will the outcomes be measured? What data or evidence is supplied to support your justification?

requesting for a new classified position to act as a "financial aid liaison...specialist" We have new federal guidelines for the granting of aid to students. With the new guidelines, there is an increase in financial aid disqualifications. There is a need for a specialist to work directly with students at the beginning of their college experience to educate them about financial support. Outreach, workshops and follow up are components for this position necessary in helping students navigate through forms and regulations. At present, financial aid does not have anyone working directly with students in this way.

### Shared Resources:

If you have requested additional staff that will be used by more than one department, please indicate here. Please indicate which disciplines and/or departments and the number of combined students/faculty or classes he/she would serve. Please indicate how it will improve access or outcomes and if it is needed for health and safety concerns or required by law.

### Purpose:

<table>
<thead>
<tr>
<th>Type</th>
<th>Approx. hours per week:</th>
<th>To support:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other</td>
<td>Full-Time</td>
<td>all Students</td>
</tr>
</tbody>
</table>

### Justification:

Please address the following areas as applicable. How will it be used? How will instruction be improved for student learning and success? How will access be improved? What student learning outcomes are expected? How will the outcomes be measured? What data or evidence is supplied to support your justification?

requesting to change job specifications of the Transfer Center Technician from 11 months to a 12 month position. Since the position was formed with the thought that the Transfer Center was not important enough to keep opened 12 months of the
year, the mission of the community colleges has put a greater emphasis on transfer as an accomplished goal of students which needed to be tracked. We are experiencing a greater number of private colleges that would like to articulate with CoM and to form a partnership with our transfer students in guarantee admissions. The application to 4 year colleges has been more complex and continuous. The technician's position is very important to the support of our transfer students, especially the under-represented.

**Shared Resources:** If you have requested additional staff that will be used by more than one department, please indicate here. Please indicate which disciplines and/or departments and the number of combined students/faculty or classes he/she would serve. Please indicate how it will improve access or outcomes and if it is needed for health and safety concerns or required by law.
Program Summary
COUN-2011

**Instructions:** after reviewing your data and reports from all other sections of your program review, use this form to briefly summarize all of the information you have provided by closing with your concluding remarks (e.g. an executive one-page summary) for your entire program review.

I. Assessment of Previous Program Reviews:

1. What resources have you been granted from your previous program reviews?
2. Please assess how these resources have been used to improve access, learning outcomes and student success in your program?
3. What changes have you implemented based on previous program reviews?
4. What results have you found?

The Counseling Department has only been funded $4000 for the renewal of our contract with "College Source TES".............PRAC has not granted our requests made in any of our program reviews since 2008. the two new counselor hires for spring 2012 were replacements using existing funds already in the budget. The replacements were not requested in any program review submitted.

It is important for the Counseling Department to have an ongoing budget granted by PRAC. We DO NOT have a budget.

Equally as important....to realign matriculation resources for "direct matriculation services". The categorical monies should not be used as contingency funds to fill unplanned needs as it has done in the past.

II. Requests Summary:

1. Please summarize the main requests you have made in this program review in order of your priority starting with the most important one.
2. Summarize briefly why you want each one.
3. Summarize your overall rationale.

The "previously funded ongoing services" have the highest priority: 1)technology sofware 2) contract services 3)non instructional equipment and supplies 4)other non instructional requests 5)part time teaching units 6) staff support 7)

III. Other concluding remarks.

The remainder of our requests of "new and ongoing" remains the highest priority in relation to supporting the intiation of the task force recommendations. The counseling department cannot move ahead without these stated requests.
Department Chair Comments

COUN-2011

1. Please rank the instructional equipment requests, technology requests and other instructional materials requests sections. Please comment especially on any specific priorities without which this program cannot function.

It goes without saying that as stated in the program summary page, counseling department has NO ongoing budget and has relied heavily since 1986 on the matriculation funding from the state. The previously funded ongoing funding requests are the elements that support the services of the counseling department, an education code requirement.

2. Please comment if additional units, faculty, or staff have been requested.

The addition units should be funded in order to finalize the recommendations of the Student Success Initiative Task Force. If we are not funded, we cannot move forward as we are limited to the existing staffing which barely gets us through registration for new students.

3. Other comments

As chair for the counseling Department for many, many moons, this template assumes our department already have a budget and funds that roll over each semester. Since 1986 with the infusion of the matriculation funds for student services, the Counseling Department has had no budget and all funds were controlled by the Dean of student services. Whenever we needed materials, part time faculty and other student service expenses, we would request the Dean of student services and requests were fulfilled. No need to ask the District for any money except to cover the payroll for tenure faculty as it is practiced presently.

With the categorical budget cuts from the chancellor’s office, the Counseling Department is finding it more and more difficult to function and serve students. As an advocate for our department, I am requesting our department be given equal consideration for budget requests as other departments and to be given a "budget" per this program review's request that will roll over each year so I will not have to ask for dollars to even buy paper for our copier or replace our printer cartridge when the ink runs out. Title 5 requires counseling services at CoM and the services should be considered equal in budgeting yearly needs to any other discipline.

The matriculation funds that are granted to CoM should be used as a start up for any new student success initiative. If data proves programs derived from this special funding are successful, then the budgeting for these programs should be merged into the general fund for future funding.

Please consider this budget and staffing request as a yearly on-going normal budgetary need as in instruction. Our services provide support for students outside of the classroom which is just as important as in the classroom.