



Department Strategic Plan

Institutional Strategic Master Plan (ISMP) Goals/Initiatives (2023-20234)

1. Advancing Workforce Development and Training
2. Fostering 100% Student-Centered Success
3. Leveraging Transformational Engagement and Governance
4. Optimizing Resources
5. Modernizing and Expanding Infrastructure and Technology

Department Strategic Plan/Objectives as a function of the above ISMP

1. The department will establish and maintain productive relationships with individuals who can influence the student's career, such as employers, business and professional groups, teachers, and parents.
2. The CTE counselors will broaden GPSS students' awareness and understanding regarding GCC Career and Technical Education programs offered at the secondary level. This will aid students in their selection of a CTE program at their high school.
3. The department will conduct ongoing review and evaluation of counseling services, programs, and initiatives.
4. The department will pursue innovative and best practices among professional development events that support students' personal, academic, and career goals.
5. The department will adjust services to ensure continuity, quality, and effectiveness of present and projected needs.



Timeline

1st Quarter (July – September) AY 2023-2024

P = Postsecondary S = secondary

ISMP Goal #	Department Objectives	Annual Program Budget Goal	Tasks
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<p>1, 2, 3, 4, 5</p>	<p>1, 2, 3, , 4, 5</p>	<p><u>ACD Post-Secondary</u> Baseline Budget (no growth budget) Contractual Services: Administration units for Math & English Placement test: First Quarter: \$1134 (\$4534/4) Membership Dues: \$150/AY/counselor (\$450/3) Supplies & Material: \$500/counselor/AY to support operations (\$2000/4) First Quarter: \$125/counselor (\$500/4) Equipment: Webcam for existing desktop \$243 Cordless Telephone: \$157 (Patty T.)</p> <p><u>Secondary</u> Contractual Services: Membership dues: \$145/CTE/AY (\$580/AY) Supplies & Materials: General office and computer supplies \$500/CTE/AY (\$2500/5) Equipment: \$1700 for desktop computer. (anticipation of additional counselor)</p>	<p>1. <u>New Student Orientation</u> 1.P.1 Provide information on counseling services 1.P.2 Provide guidance on finding Degree Requirements/Pre-requisites, etc. 1.P.3 Provide guidance on using Degree Works (DW) -advising resource 1.S.1 Assist in the long term stability of CTE programs by maintaining enrollment 1.S.2 Recruitment of students into CTE programs (disseminate career information through various modalities i.e., brochures, posters, classroom presentations, career days, etc.) 1.S.3 Collaborate with GDOE counselors and administrators for seamless transition into CTE programs (provide updated information on power school, schedule adjustments)</p> <p>2. <u>Walk-In Services</u> 2.P.1 Provide pre-enrollment counseling 2.P.2 Provide walk-in advisement</p>
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			<p>Assist with the development of educational plans</p> <p>2.P.3 Provide career exploration activities</p> <p>2.P.4 Provide personal counseling</p> <p>2.P.5 Provide academic skills counseling</p> <p>2.P.6 Provide MyGCC/Degree Works training</p> <p>2.S.1 Daily Services and follow-up Activities (provide advisement, personal, and career counseling, crisis intervention, teacher referral/request)</p> <p>3. <u>Student Advocate Activities</u></p> <p>3.P.1 Monitoring and supporting student grievance process</p> <p>3.P.2 Network with parties involved in grievance</p> <p>3.P.3 Development/Review of SOPs</p> <p>3.P.4 Referrals</p> <p>3.P.5 Provide CLYMER online approval process</p> <p>3.S.1 Program Placement (facilitate and assist students in CTE program selection, include middle school)</p> <p>3.S.2 Orientation Session</p>
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			<p>3.S.3 Student and parent conferences to build social capital to promote understanding of CTE programs and processes</p> <p>3.S.4 Provide/Conduct group activities on appropriate topics</p> <p>3.S.5 Individual Counseling (occupational information, academic issues, change in CTE program, interpersonal relationships, family, school)</p> <p>3.S.6 Coordinating tours (field trips) to various facilities</p> <p>3.S.7 Disseminate CLYMER, DCAPS, and DEAL</p> <p>4. <u>Placement testing and ASVAB testing</u></p> <p>4.P.1 Coordinate logistics Schedule students</p> <p>4.P.2 Administer tests</p> <p>4.P.3 Develop/Review SOPs, policies, etc.</p> <p>4.P.4 Resolve technical issues</p> <p>4.P.5 Network with software vendor</p> <p>4.P.6 Network with English and Math department with interpretation, articulation,</p>
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			<p>etc.</p> <ul style="list-style-type: none">4.P.7 Collaborate with English and Math instructors4.P.8 Procure ACCUPLACER units4.S.1 Administer career assessment instruments e.g., interest inventories4.S.2 Coordinate placement testing for DEAL participants, when needed <p>5. <u>Academic Advising</u></p> <ul style="list-style-type: none">5.P.1 Maintenance of File5.P.2 Provide advisement with academic, personal and career endeavors5.P.3 Assist students with the development of educational plans. Utilize Degree Works.5.P.4 Review and update student degree evaluation5.S.1 Assist students with the development of educational plans5.S.2 Submit course recommendations for next school year5.S.3 Verify student records to determine students' eligibility for a Mastery
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			<p style="text-align: center;">Certificate</p> <p><u>6. Leadership/Committees</u></p> <p>6.S.P.1 Committee work – Faculty Senate, Union negotiation, Gen Ed Committee, PDRC, CRC, AIR</p> <p>6.S.P.2 Peer Mentoring other Faculty</p> <p>6.S.P.3 Advisory committees – Website Advisory, Adult Education Advisory</p> <p><u>7. Student Organization Advisement/Mentoring</u></p> <p>7.S.P.1 Advisors for Student Organizations Adult High School Student Org, COPSA, CTE clubs</p> <p>7.P.2 Participation in Fall Festival and Spring Festival</p> <p>7.P.3 Student Organization Officer and Advisor Induction Ceremony and Training - COPSA</p> <p>7.P.4 Organization meetings, fundraising activities, & other events</p>
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			<p><u>8. Assessment, Curriculum and other activities</u></p> <p>8.S.P.1 Assessment for Department</p> <p>8.S.P.2 Department meetings for assessment tasks</p> <p>8.S.P.3 Research and develop evaluation tools</p> <p>8.S.P.4 Administer, compile, and interpret evaluation tools</p> <p>8.S.P.5 Collaborate and develop department plans based on evaluation results</p> <p>8.S.P.6 Network internally and externally with implementation of plans</p> <p>8.S.P.7 Review and assess activities</p> <p>8.S.P.8 Address budgetary needs based on assessment outcomes</p> <p>8.S.P.9 Recruitment events (e.g., Island-Wide College Fairs, College night, Career Night, Show and Tell, etc.)</p> <p>8.S.P.10 Prepare materials and logistics for community and educational institutional recruitment activities</p>
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			<p>8.S.P.11 Network internally and externally with coordinators</p> <p>8.S.P.12 Development of resource materials</p> <p>8.P.13 Design and maintain department website</p> <p>8.P.14 Email responses to gcc.counseling@guamcc.edu</p> <p>8.P.15 Network with technical assistants regarding website</p> <p>9. Professional Development</p> <p>9.S.P.1 College Assembly days</p> <p>9.S.P.2 Professional Development activities</p> <p>9.P.3 Coordination of Students Leading Student Conference</p> <p>9.S.P.4 Community Service</p> <p>9.S.P.5 Collaborate with teachers and other professionals</p> <p>9.S.P.6 Volunteer to conduct workshops/Community Presentations</p> <p>9.S.P.7 Prepare materials and Logistics for community and educational institutional recruitment activities</p> <p>9.S.P.8 Network internally and externally with coordinators</p>
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			<p>9.S.P.9 Fund and prioritize counselor professional development (ensures counselor have the most current, relevant, and evidence based knowledge to enhance work with students)</p> <p>9.S.P.10 Professional Membership in various organizations e.g. ASCA, ACA, IMFT</p>
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			3.
			10. Equipment 10.S.P.1 Replace computers on rotational basis, every five years

2nd Quarter (October - December)

ISMP Goal #	Department Objectives	Annual Program Budget Goal	Tasks
1, 2, 3, & 4	1, 2, 3, & 4	<u>ACD Post-Secondary</u> Baseline Budget (no growth budget) Contractual Services: Administration units for Math & English Placement test Second Quarter: \$1134 (\$4534/4) \$150 Membership dues/AY/counselor(\$450/4) Supplies & Material: \$500/counselor/AY to support operations (\$2000/4) Equipment: \$1,400 Desktop computer to upgrade those more than five years old. Portable speakers \$540.	2. <u>Walk-In Services</u> 2.P.1 Provide pre-enrollment counseling 2.P.2 Provide walk-in advisement Assist with the development of educational plans 2.P.3 Provide career exploration activities 2.P.4 Provide personal counseling 2.P.5 Provide academic skills Counseling 2.P.6 Provide MyGCC/Degree Works training 2.S.1 Daily Services and follow-up Activities (provide advisement, personal, and career counseling, crisis



		<p><u>Secondary</u></p> <p>Contractual Services: \$145/CTE/AY membership dues (\$580/AY)</p> <p>Supplies & Materials: General office and computer supplies \$500/CTE/AY (\$2500/5)</p>	<p>intervention, teacher referral/request)</p> <p>3. <u>Student Advocate Activities</u></p> <p>3.P.1 Monitoring and supporting student grievance process</p> <p>3.P.2 Network with parties involved in grievance</p> <p>3.P.3 Development/Review of SOPs</p> <p>3.P.4 Referrals</p> <p>3.S.1 Program Placement (facilitate and assist students in CTE program selection, include middle school)</p> <p>3.S.2 Orientation Session</p> <p>3.S.3 Student and parent conferences to build social capital to promote understanding of CTE programs and processes</p> <p>3.S.4 Provide/Conduct group activities on appropriate topics</p> <p>3.S.5 Individual Counseling (occupational information, academic issues, change in CTE program, interpersonal relationships, family, school)</p>
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			<p>3.S.6 Disseminate CLYMER, DCAPS, and DEAL information</p> <p>4. <u>Placement testing and ASVAB testing</u></p> <p>4.P.1 Coordinate logistics Schedule students</p> <p>4.P.2 Administer tests</p> <p>4.P.3 Develop/Review SOPs, policies, etc.</p> <p>4.P.4 Resolve technical issues</p> <p>4.P.5 Network with software vendor</p> <p>4.P.6 Network with English and Math department with interpretation, articulation, etc.</p> <p>4.P.7 Procure ACCUPLACER units</p> <p>4.S.2 Coordinate placement testing for DEAL participants, when needed</p> <p>9. <u>Academic Advising – Undeclared & Liberal Studies</u></p> <p>5.P.1 Maintenance of File</p> <p>5.P.2 Provide advisement with academic, personal and career endeavors</p> <p>5.P.3 Assist students with the development of</p>
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			<p>educational plans</p> <p>5.P.4 Review and update student degree evaluation- utilize Degree Works.</p> <p>5.P.5 Network with faculty regarding student progress, absences, etc.</p> <p>6. <u>Leadership/Committees</u></p> <p>6.S.P.1 Committee work – Faculty Senate, Union negotiation, PDRC, CRC</p> <p>6.S.P.2 Peer Mentoring other faculty</p> <p>6.S.P.3 Advisory committees – Website Advisory, Adult Education Advisory</p> <p>7. <u>Student Organization Advisement/Mentoring</u></p> <p>7.P.1 Mentoring of students – Project Aim</p> <p>7.S.P.2 Advisors for Student Organizations - Adult High School Student Org, COPSA</p> <p>7.P.3 Participation in Fall Festival and Spring Festival</p> <p>7.P.4 Student Organization Officer and Advisor Induction Ceremony and</p>
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			<p>Training</p> <p>7.S.P.5 Organization meetings, fundraising activities, & other events</p> <p>8. <u>Assessment, Curriculum and other activities</u></p> <p>8.S.P.1 Assessment for Department</p> <p>8.S.P.2 Department meetings for assessment tasks</p> <p>8.S.P.3 Research and develop evaluation tools</p> <p>8.S.P.4 Administer, compile, and interpret evaluation tools</p> <p>8.S.P.5 Collaborate and develop department plans based on evaluation results</p> <p>8.S.P.6 Network internally and externally with implementation of plans</p> <p>8.S.P.7 Review and assess activities</p> <p>8.S.P.8 Address budgetary needs based on assessment outcomes</p> <p>8.S.P.9 Recruitment events (e.g., Island-Wide College Fairs, College night, Career Night, Show and Tell, etc.)</p> <p>8.S.P.10 Prepare materials and</p>
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			<p>logistics for community and educational institutional recruitment activities</p> <p>8.S.P.11 Network internally and externally with coordinators</p> <p>8.S.P.12 Development of resource materials</p> <p>8.P.13 Design and maintain department website</p> <p>8.P.14 Network with technical assistants regarding website</p> <p><u>Professional Development</u></p> <p>9.S.P.1 College Assembly days</p> <p>9.S.P.2 Professional Development activities</p> <p>9.P.3 Coordination of Students Leading Student Conference</p> <p>9.S.P.4 Community Service</p> <p>9.S.P.5 Collaborate with teachers and other professionals</p> <p>9.S.P.6 Volunteer to conduct workshops/Community Presentations</p> <p>9.S.P.7 Prepare materials and Logistics for community and educational institutional</p>
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			recruitment activities 9.S.P.8 Network internally and externally with coordinators 9.S.P.9 Fund and prioritize counselor professional development (ensures counselor have the most current, relevant, and evidence based knowledge to enhance work with students)
		Academic Year 2022 - 2023: Postsecondary= \$7484 (total) Second quarter: \$1871 Secondary= \$5480 (total) Second quarter: \$1370	

3rd Quarter (January – March)

ISMP Goal #	Department Objectives	Annual Program Budget Goal	Tasks
1, 2, 3, & 4	1, 2, 3, & 4	ACD Post-Secondary Baseline Budget (no growth budget) Contractual Services: Administration units for Math & English Placement test Third Quarter: \$1871 (\$7484/4) \$150 Membership	1. New Student Orientation 1.P.1 Provide information on counseling services 1.P.2 Provide guidance on finding Degree Requirements/Pre-requisites, etc. 1.P.3 Provide guidance on using



		<p>dues/AY/counselor (\$450/3) Supplies & Material: \$500/counselor/AY to support operations (\$2500/5) third Quarter: \$100/counselor (\$500/5)</p> <p>Equipment: \$1,700 Desktop computer to upgrade those more than five years old</p> <p><u>Secondary</u></p> <p>Contractual Services: \$145 CTE/AY membership dues (\$580/AY)</p> <p>Supplies & Materials: General office and computer supplies \$500/CTE/AY (\$2500/5) Portable carrier w/wheels \$85/CTE/AY (\$425/5)</p>	<p>MyGCC/Degree Works (add/drop, schedule, advisor, announcements, transcripts, email, etc.)</p> <p>1.P.4 Conduct ACD convocation (primarily targeting undeclared students)</p> <p>1.S.1 Assist in the long term stability of CTE programs by maintaining enrollment (verify students' progress)</p> <p>1.S.2 Recruitment of students into CTE programs (disseminate career information through various modalities i.e., brochures, posters, classroom presentations, career days, etc.)</p> <p>1.S.3 Collaborate with GDOE counselors and administrators for seamless transition into CTE programs (provide updated information on power school, schedule adjustments)</p> <p>2. <u>Walk-In Services</u></p> <p>2.P.1 Provide pre-enrollment counseling</p> <p>2.P.2 Provide walk-in advisement Assist with the</p>
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			<p>development of educational plans</p> <p>2.P.3 Provide career exploration activities</p> <p>2.P.4 Provide personal counseling</p> <p>2.P.5 Provide academic skills Counseling</p> <p>2.P.6 Provide MyGCC/Degree Works training</p> <p>2.S.1 Daily Services and follow-up Activities (provide advisement, personal, and career counseling, crisis intervention, teacher referral/request)</p> <p>3. <u>Student Advocate Activities</u></p> <p>3.P.1 Monitoring and supporting student grievance process</p> <p>3.P.2 Network with parties involved in grievance</p> <p>3.P.3 Development/Review of SOPs</p> <p>3.P.4 Referrals</p> <p>3.S.1 Program Placement (facilitate and assist students in CTE program selection, include middle school)</p> <p>3.S.2 Orientation Session</p> <p>3.S.3 Student and parent conferences to build social capital to promote</p>
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			<p>understanding of CTE programs and processes</p> <p>3.S.4 Provide/Conduct group activities on appropriate topics</p> <p>3.S.5 Individual Counseling (occupational information, academic issues, change in CTE program, interpersonal relationships, family, school)</p> <p>3.S.6 Coordinating tours (field trips) to various facilities</p> <p>3.S.7 Disseminate CLYMER, DCAPS, and DEAL information</p> <p>4. <u>Placement testing and ASVAB testing</u></p> <p>4.S.P.1 Coordinate logistics Schedule students</p> <p>4.P.2 Administer tests</p> <p>4.S.2 Administer Interest inventories (factor in placement in CTE programs)</p> <p>4.S.P.3 Develop/Review SOPs, policies, etc.</p> <p>4.S.P.4 Resolve technical issues</p> <p>4.P.5 Network with software vendor</p> <p>4.P.6 Network with English and Math department with interpretation, articulation,</p>
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			<p>etc.</p> <p>4.P.7 Procure ACCUPLACER units</p> <p>4.P.8 Consult with Math/Eng. about ACCUPLACER Placement Test</p> <p>4.S.2 Coordinate placement testing for DEAL participants, when needed</p> <p><u>10. Academic Advising – Undeclared & Liberal Studies</u></p> <p>5.P.1 Maintenance of File</p> <p>5.P.2 Provide advisement with academic, personal and career endeavors</p> <p>5.P.3 Assist students with the development of educational plans</p> <p>5.P.4 Review and update student degree evaluation</p> <p>5.P.5 Network with faculty regarding student progress, absences, etc.</p> <p>5.S.1 Conduct advisement of CTE students. Review progress in program</p> <p><u>6. Leadership/Committees</u></p> <p>6.S.P.1 Committee work – Faculty</p>
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			<p>Senate, Union negotiation, PDRC, CRC</p> <p>6.S.P.2 Peer Mentoring other faculty</p> <p>6.S.P.3 Advisory committees – Website Advisory, Adult Education Advisory</p> <p>7. <u>Student Organization Advisement/Mentoring</u></p> <p>7.P.1 Advisors for Student Organizations - SPARC, Adult High School Student Org, COPSA</p> <p>7.P.2 Participation in Fall Festival and Spring Festival</p> <p>7.P.3 Student Organization Officer and Advisor Induction Ceremony and Training</p> <p>7.P.4 Organization meetings, fundraising activities, & other events</p> <p>8. <u>Assessment, Curriculum and other activities</u></p> <p>8.S.P.1 Assessment for Department</p> <p>8.S.P.2 Department meetings for assessment tasks</p>
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			<p>8.S.P.3 Research and develop evaluation tools</p> <p>8.S.P.4 Administer, compile, and interpret evaluation tools</p> <p>8.S.P.5 Collaborate and develop department plans based on evaluation results</p> <p>8.S.P.6 Network internally and externally with implementation of plans</p> <p>8.S.P.7 Review and assess activities</p> <p>8.S.P.8 Address budgetary needs based on assessment outcomes</p> <p>8.S.P.9 Recruitment events (e.g., Island-Wide College Fairs, College night, Career Night, CACGP Resource Fair, Show and Tell, etc.)</p> <p>8.S.P.10 Prepare materials and logistics for community and educational institutional recruitment activities</p> <p>8.S.P.11 Network internally and externally with coordinators</p> <p>8.S.P.12 Development of resource materials</p> <p>8.P.13 Design and maintain</p>
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			<p>department website</p> <p>8.P.14 Email responses to gcc.counseling@guamcc.edu</p> <p>8.P.15 Network with technical assistants regarding website</p> <p>9. Professional Development</p> <p>9.S.P.1 College Assembly days</p> <p>9.S.P.2 Professional Development activities</p> <p>9.P.3 Coordination of Students Leading Student Conference</p> <p>9.S.P.4 Community Service</p> <p>9.S.P.5 Collaborate with teachers and other professionals</p> <p>9.S.P.6 Volunteer to conduct workshops/Community Presentations</p> <p>9.S.P.7 Prepare materials and Logistics for community And educational Institution recruitment activities</p> <p>9.S.P.8 Network internally and externally with coordinators</p> <p>9.S.P.9 Fund and prioritize counselor professional development (ensures counselor have the most</p>
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			current, relevant, and evidence based knowledge to enhance work with students).
		Academic Year 2022 - 2023: Postsecondary= \$7484 (total) Third quarter: \$1871 Secondary= \$5480 (total) Third quarter: \$1370	

4th Quarter (April- June)

ISMP Goal #	Department Objectives	Annual Program Budget Goal	Tasks
1, 2, 3, & 4	1, 2, 3, & 4	ACD Post-Secondary Baseline Budget (no growth budget) Contractual Services: Administration units for Math & English Placement test Fourth Quarter: \$1134 (\$4534/4) Membership dues: Fourth Quarter: \$150 (\$450/3) Supplies & Material: \$500/counselor/AY to support operations (\$2500/5) \$100/counselor (\$500/5)	2. Walk-In Services 2.P.1 Provide pre-enrollment counseling 2.P.2 Provide walk-in advisement Assist with the development of educational plans 2.P.3 Provide career exploration activities 2.P.4 Provide personal counseling



		<p><u>Secondary</u></p> <p>Contractual Services:</p> <p>Membership dues: (\$580/AY) \$145/CTE/AY</p> <p>Supplies & Materials: General office and computer supplies \$500/CTE/AY (\$2500/5)</p>	<p>2.P.5 Provide academic skills Counseling</p> <p>2.P.6 Provide MyGCC/Degree Works training</p> <p>2.S.1 Daily Services and follow-up Activities (provide advisement, personal, and career counseling, crisis intervention, teacher referral/request)</p> <p>3. <u>Student Advocate Activities</u></p> <p>3.P.1 Monitoring and supporting student grievance process</p> <p>3.P.2 Network with parties involved in grievance</p> <p>3.P.3 Development/Review of SOPs</p> <p>3.P.4 Referrals</p> <p>3.S.1 Program Placement (facilitate and assist students in CTE program selection, include middle school)</p> <p>3.S.2 Orientation Session</p> <p>3.S.3 Student and parent conferences to build social capital to promote understanding of CTE programs and processes</p> <p>3.S.4 Provide/Conduct group</p>
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			<p>activities on appropriate topics</p> <p>3.S.5 Individual Counseling (occupational information, academic issues, change in CTE program, interpersonal relationships, family, school)</p> <p>4. <u>Placement testing and ASVAB Testing</u></p> <p>4.S.P.1 Coordinate logistics Schedule students</p> <p>4.P.2 Administer tests</p> <p>4.S.2 Administer Interest inventories (factor in placement in CTE programs)</p> <p>4.P.3 Develop/Review SOPs, policies, etc.</p> <p>4.P.4 Resolve technical issues</p> <p>4.P.5 Network with software vendor</p> <p>4.P.6 Network with English and Math department with interpretation, articulation, etc.</p> <p>4.P.7 Procure ACCUPLACER units</p> <p>5. <u>Academic Advising</u></p> <p>5.P.1 Maintenance of File</p> <p>5.P.2 Provide advisement with</p>
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			<p>academic, personal and career endeavors</p> <p>5.P.3 Assist students with the development of educational plans</p> <p>5.P.4 Review and update student degree evaluation</p> <p>5.P.5 Network with faculty regarding student progress, absences, etc.</p> <p>6. <u>Leadership/Committees</u></p> <p>6.S.P.1 Committee work – Faculty Senate, Union negotiation, Gen Ed Committee, PDRC, LOC</p> <p>6.S.P.2 Peer Mentoring other faculty</p> <p>6.S.P.3 Advisory committees – Adult Education, Website Advisory</p> <p>7. <u>Student Organization Advisement/Mentoring</u></p> <p>7.P.1 Advisors for Student Organizations - Adult High School Student Org, COPSA</p> <p>7.P.3 Participation in Fall Festival and Spring Festival</p> <p>7.P.4 Student Organization Officer and Advisor</p>
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			<p>Induction Ceremony and Training</p> <p>7.P.5 Organization meetings, fundraising activities, & other events</p> <p><u>8. Assessment, Curriculum and other activities</u></p> <p>8.S.P.1 Assessment for Department</p> <p>8.S.P.2 Department meetings for assessment tasks</p> <p>8.S.P.3 Research and develop evaluation tools</p> <p>8.S.P.4 Administer, compile, and interpret evaluation tools</p> <p>8.S.P.5 Collaborate and develop department plans based on evaluation results</p> <p>8.S.P.6 Network internally and externally with implementation of plans</p> <p>8.S.P.7 Review and assess activities</p> <p>8.S.P.8 Address budgetary needs based on assessment outcomes</p> <p>8.S.P.9 Recruitment events (e.g., Island-Wide College Fairs, College night, Career Night, Show and Tell, etc.)</p>
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			<p>8.S.P.10 Prepare materials and logistics for community and educational institutional recruitment activities</p> <p>8.S.P.11 Network internally and externally with coordinators</p> <p>8.S.P.12 Development of resource materials</p> <p>8.P.13 Design and maintain department website</p> <p>8.P.14 Network with technical assistants regarding website</p> <p>8.S.15 On-going discussion regarding CTE counselor position for Tiyan HS</p> <p>9. <u>Professional Development</u></p> <p>9.S.P.1 College Assembly days</p> <p>9.S.P.2 Professional Development activities</p> <p>9.P.3 Coordination of Building a Stronger Workforce and Students Leading Student Conference</p> <p>9.S.P.4 Community Service</p> <p>9.S.P.5 Collaborate with teachers and other professionals</p>
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			<p>9.S.P.6 Volunteer to conduct workshops/Community Presentations</p> <p>9.S.P.7 Prepare materials and Logistics for community and educational institutional recruitment activities</p> <p>9.S.P.8 Network internally and externally with coordinators</p> <p>9.S.P.9 Fund and prioritize counselor professional development (ensures counselor have the most current, relevant, and evidence based knowledge to enhance work with students). Membership in various organizations e.g. ASCA, ACA, IMFT.</p>
		<p>Academic Year 2022 - 2023: Postsecondary= \$7484 (total) Fourth quarter: \$1871 Secondary= \$5480 (total) Fourth quarter: \$1370</p>	



