

Department Strategic Plan

Institutional Strategic Master Plan Goals/Initiatives (2016-2017)

- 1. Retention and Completion
- 2. Conducive Learning Environment
- 3. Improvement and Accountability
- 4. Visibility and Engagement

Department Objectives

- 1. The department will implement activities that will develop student's skills and/or increase their awareness in areas affecting their personal, academic, and career goals.
- 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.



Timeline

Year 1

1st Quarter (July – September)

P = Postsecondary S = secondary

ISMP			
Goal #	Department Objectives	Annual Program Budget Goal	Tasks
1, 2,	1, 2, 3, & 4		1. New Student Orientation
3,& 4		ACD Post-Secondary	1.P.1 Provide information on
			counseling services
		Contractual Services: \$3,800/AY for	1.P.2 Provide guidance on
		COMPASS Administration units	finding Degree
		First Quarter: \$950 (\$3,800/4)	Requirements/Pre-
		* COMPASS Will cease as a placement	requisites, etc.
		test in November 2016. A	1.P.3 Provide guidance on using
		replacement for COMPASS is being	MyGCC (add/drop,
		researched. The ACCUPLACER is a	schedule, advisor,
		possible replacement.	announcements,
		Site license renewal for CHOICES	transcripts, email, etc.)
		\$900/AY First Quarter: \$225 (\$900/4)	1.S.1 Asist in the long term
		\$225 Membership dues/AY/counselor	stability of CTE programs by
		Business cards \$45/AY/counselor	maintaining enrollment
		Supplies & Material: \$500/counselor/AY to	1.S.2 Recruitment of students into
		support operations	CTE programs (disseminate
		1 st Quarter: \$125/counselor (\$500/4)	career information through
			various modalities i.e.,
		Equipment: \$1,450 Desktop computer to	brochures, posters,
		upgrade those more than five years old	classroom presentations,
			career days, etc.)
			1.S.3 Collaborate with GDOE
			counselors and
			administrators for seamless
		<u>Secondary</u>	transition into CTE programs
			(provide updated



Contractual Services: \$225/CTE/AY	information on power school,
membership dues	schedule adjustments)
\$45/CTE Business cards	2. Walk-In Services
\$ 500/CTE/AY WIFI Service	2.P.1 Provide pre-enrollment
Signage, banners, displays for recruitment	counseling
\$1,000/CTE/AY	2.P.2 Provide walk-in advisement
Supplies & Materials: \$500/CTE/AY	Assist with the
General office and computer supplies	development of
First quarter: \$400 (\$2000/5)	educational plans
Equipment \$6300 for three desktop	2.P.3 Provide career exploration
	activities
Computers. \$3200 laptop	
Flash Drive \$55 (\$275/5)	2.P.4 Provide personal counseling
	2.P.5 Provide academic skills
	Counseling
	2.P.6 Provide MyGCC training
	2.S.1 Daily Services and follow-up
	Activities (provide
	advisement, personal, and
	career counseling, crisis
	intervention, teacher
	referral/request)
	3. Student Advocate Activities
	3.P.1 Monitoring and supporting
	student grievance process
	3.P.2 Network with parties
	involved in grievance
	3.P.3 Development/Review of
	SOPs
	3.P.4 Referrals
	3.S.1 Program Placement (facilitate
	and assist students in CTE
	program selection, include
	middle school)



	3.S.2 Orientation Session
	3.S.3 Student and parent
	conferences to build social
	capital to promote
	understanding of CTE
	programs and processes
	3.S.4 Provide/Conduct group
	activities on
	appropriate topics
	3.S.5 Individual Counseling
	(occupational information,
	academic issues, change in
	CTE program, interpersonal
	relationships, family, school)
	3.S.6 Coordinating tours (field trips)
	to various facilities
	4. Placement testing and ASVAB testing
	4.P.1 Coordinate logistics
	Schedule students
	4.P.2 Administer tests
	4.P.3 Develop/Review SOPs,
	policies, etc.
	4.P.4 Resolve technical issues
	4.P.5 Network with software
	vendor
	4.P.6 Network with English and
	Math department with
	interpretation, articulation,
	etc.
	4.P.7 Procure COMPASS units
	4.P.8 Review/Research new
	Placement Test (Math
	and English)
1	



5. <u>Academic Advising – Undeclared &</u>
Liberal Studies
5.P.1 Maintenance of File
5.P.2 Provide advisement with
academic, personal and
career endeavors
5.P.3 Assist students with the
development of educational
plans
5.P.4 Review and update student
degree evaluation
5.P.5 Network with faculty
regarding student progress,
absences, etc.
6. Leadership/Committees
6.S.P.1 Committee work – Faculty
Senate, Union negotiation,
Gen Ed Committee, PDRC,
LOC
6.S.P.2 Peer Mentoring other
faculty
6.S.P.3 Advisory committees –
Website Advisory, Adult
High School Advisory
7. Student Organization
Advisement/Mentoring
7.P.1 Mentoring of students –
Project Aim
7.S.P.2 Advisors for Student
Organizations - SPARC,
Adult High School Student
Org, COPSA,
7.P.3 Participation in Fall Festival
and Spring Festival



7.P.4 Student Organization
Officer and Advisor
Induction Ceremony and
Training
7.P.5 Organization meetings,
fundraising activities, &
other events
8. <u>Assessment, Curriculum and</u>
other activities
8.S.P.1 Assessment for
Department
8.S.P.2 Department meetings for
assessment tasks
8.S.P.3 Research and develop
evaluation tools
8.S.P.4 Administer, compile, and
interpret evaluation tools
8.S.P.5 Collaborate and develop
department plans based
on evaluation results
8.S.P.6 Network internally and
externally with
implementation of plans
8.S.P.7 Review and assess
activities
8.S.P.8 Address budgetary needs
based on assessment
outcomes
8.S.P.9 Recruitment events (e.g.,
College night, Career
Night, CACGP Resource
Fair, Show and Tell, etc.)
8.S.P.10 Prepare materials and
logistics for community



and educational
institutional recruitment
activities
8.S.P.11 Network internally and
externally with
coordinators
8.S.P.12 Development of resource
materials
8.P.13 Design and maintain
department website
8.P.14 Email responses to
gcc.counseling@guamcc.edu
8.P.15 Network with technical
assistants regarding website
8.P.16 Active member of the GDOL
Rapid Response Team
9. Professional Development
9.S.P.1 College Assembly days
9.S.P.2 Professional Development
activities
9.P.3 Coordination of Building a
Stronger Workforce and
Students Leading Student
Conference
9.S.P.4 Community Service
9.S.P.5 Collaborate with teachers and
other professionals
9.S.P.6 Volunteer to conduct
workshops/Community
Presentations
9.S.P.7 Prepare materials and
Logistics for community and
educational institutional



	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 2016 - 2017: Postsecondary= \$10,135 (total)	10. <u>Equipment</u> 10.S.P.1 Replace computers on rotational basis, every five years
First quarter: \$2,533 Secondary= \$21,625 (total) First quarter: \$5,406	

2nd Quarter (October - December)

ISMP			
Goal #	Department Objectives	Annual Program Budget Goal	Tasks
1, 2,	1, 2, 3, & 4		2. Walk-In Services
3,& 4		ACD Post-Secondary	
			2.P.1 Provide pre-enrollment
		Contractual Services: \$3,800/AY for	counseling
		COMPASS Administration units	2.P.2 Provide walk-in advisement
		First Quarter: \$950 (\$3,800/4)	Assist with the
		* COMPASS Will cease as a placement	development of



test in November 2016. A		educational plans
replacement for COMPASS is being	2.P.3	Provide career exploration
researched. The ACCUPLACER is a		activities
possible replacement.	2.P.4	Provide personal
Site license renewal for CHOICES		counseling
\$900/AY First Quarter: \$225 (\$900/4)	2.P.5	Provide academic skills
\$225 Membership		Counseling
dues/AY/counselor	2.P.6	Provide MyGCC training
Business cards \$45/AY/counselor	2.S.1	Daily Services and follow
Supplies & Material: \$500/counselor/AY to		-up Activities (provide
support operations		advisement, personal, and
1 st Quarter: \$125/counselor (\$500/4)		career counseling, crisis
Equipment: \$1,450 Desktop computer to		intervention, teacher
upgrade those more than five years		referral/request)
old		
	3. <u>Stuc</u>	lent Advocate Activities
	3.P.1	Monitoring and supporting
		student grievance process
	3.P.2	Network with parties
<u>Secondary</u>		involved in grievance
	3.P.3	Development/Review of
Contractual Services: \$225/CTE/AY		SOPs
membership dues	3.P.4	Referrals
\$45/CTE Business cards	3.S.1	Program Placement
\$ 500/CTE/AY WIFI Service		(facilitate and assist
Signage, banners, displays for recruitment		students in CTE
\$1,000/CTE/AY		program selection, include
Supplies & Materials: \$500/CTE/AY		middle school)
General office and computer supplies	3.S.2	Orientation Session
First quarter: \$400 (\$2000/5)	3.S.3	Student and parent
Equipment \$6300 for three desktop		conferences to build social
Computers. \$3200 laptop		capital to promote
Flash Drive \$55 (\$275/5)		understanding of CTE
		programs and processes



3.S.4 Provide/Condu activities on appropriate to 3.S.5 Individual Cour (occupational in academic issue CTE program, in relationships, fa school) 4. <u>Placement testing a</u> <u>testing</u> 4.P.1 Coordinate log Schedule stude 4.P.2 Administer tes 4.P.3 Develop/Revie	opics nseling nformation, es, change in nterpersonal amily, and ASVAB
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5.P.3 Assist students with the
development of
educational
plans
5.P.4 Review and update student
degree evaluation
5.P.5 Network with faculty
regarding student progress,
absences, etc.
6. <u>Leadership/Committees</u>
6.S.P.1 Committee work –
Faculty Senate, Union
negotiation, Gen Ed
Committee, PDRC, LOC
6.S.P.2 Peer Mentoring other
faculty
6.S.P.3 Advisory committees –
Website Advisory, Adult
High School Advisory
7. <u>Student Organization</u>
Advisement/Mentoring
7.P.1 Mentoring of students –
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8.P.13 Design and maintain
department website
8.P.14 Network with technical
assistants regarding
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8.P.15 Active member of the
GDOL Rapid Response
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9. <u>Professional Development</u>
9.S.P.1 College Assembly days
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3rd Quarter (January – March)

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possible replacement.	announcements,
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dues/AY/counselor	maintaining enrollment (verify
Business cards \$45/AY/counselor	students' progress)
Supplies & Material: \$500/counselor/AY to	1.S.2 Recruitment of students into
support operations	CTE programs (disseminate
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Equipment: \$1,450 Desktop computer to	various modalities i.e.,
upgrade those more than five years	brochures, posters,
old	classroom presentations,
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	1.S.3 Collaborate with GDOE
	counselors and
	administrators for seamless
Secondary	transition into CTE programs
	(provide updated
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Equipment \$6300 for three desktop	educational plans
Computers. \$3200 laptop	2.P.3 Provide career exploration
Flash Drive \$55 (\$275/5)	activities
ACD Post-Secondary	2.P.4 Provide personal counseling
	2.P.5 Provide academic skills
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Activities (provide
advisement, personal, and
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program selection, include
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relationships, family, school)
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development of education plans	career endeavors
plans	5.P.3 Assist students with the
	development of educational
5 V/L VOVIOW and Undate studen	5.P.4 Review and update student



	degree evaluation 5.P.5 Network with faculty regarding student progress, absences, etc. 5.S.1 Conduct advisement of CTE students. Review progress in program
	 6. Leadership/Committees 6.S.P.1 Committee work – Faculty Senate, Union negotiation, Gen Ed Committee, PDRC, LOC 6.S.P.2 Peer Mentoring other faculty 6.S.P.3 Advisory committees – Website Advisory, Adult High School Advisory
	 5. <u>Student Organization</u> <u>Advisement/Mentoring</u> 7.P.1 Mentoring of students – Project Aim 7.P.2 Advisors for Student Organizations - SPARC, Adult High School Student Org, COPSA 7.P.3 Participation in Fall Festival and Spring Festival 7.P.4 Student Organization Officer and Advisor Induction Ceremony and Training



7.P.5 Organization meetings,
fundraising activities, &
other events
other events
8. Assessment, Curriculum and
other activities
8.S.P.1 Assessment for
Department
8.S.P.2 Department meetings for
assessment tasks
8.S.P.3 Research and develop
evaluation tools
8.S.P.4 Administer, compile, and
interpret evaluation tools
8.S.P.5 Collaborate and develop
department plans based
on evaluation results
8.S.P.6 Network internally and
externally with
implementation of plans
8.S.P.7 Review and assess
activities
8.S.P.8 Address budgetary needs
based on assessment
outcomes
8.S.P.9 Recruitment events (e.g.,
College night, Career
Night, CACGP Resource
Fair, Show and Tell, etc.)
8.S.P.10 Prepare materials and
logistics for community
and educational
institutional recruitment
activities



8.S.P.11 Network internally and
externally with
coordinators
8.S.P.12 Development of resource
materials
8.P.13 Design and maintain
department website
8.P.14 Email responses to
gcc.counseling@guamcc.edu
8.P.15 Network with technical
assistants regarding website
8.P.16 Active member of the GDOL
Rapid Response Team
9. Professional Development
9.S.P.1 College Assembly days
9.S.P.2 Professional
Development activities
9.P.3 Coordination of Building a
Stronger Workforce and
Students Leading Student
Conference
9.S.P.4 Community Service
9.S.P.5 Collaborate with teachers
and other professionals
9.S.P.6 Volunteer to conduct
workshops/Community
Presentations
9.S.P.7 Prepare materials and
Logistics for community
And educational
Institution recruitment
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9.S.P.8 Network internally and
9.3.F.O INELWOIK IIILEIIIdily dilu



		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 2016 - 2017: Postsecondary= \$10,135 (total) First quarter: \$2,533 Secondary= \$21,625 (total) First quarter: \$5,406	

4th Quarter (April- June)

ISMP			
Goal #	Department Objectives	Annual Program Budget Goal	Tasks
1, 2,	1, 2, 3, & 4	ACD Post-Secondary	2. <u>Walk-In Services</u>
3,& 4			
		Contractual Services: \$3,800/AY for	2.P.1 Provide pre-enrollment
		COMPASS Administration units	counseling
		First Quarter: \$950 (\$3,800/4)	2.P.2 Provide walk-in advisement
		* COMPASS Will cease as a placement	Assist with the
		test in November 2016. A	development of
		replacement for COMPASS is being	educational plans
		researched. The ACCUPLACER is a	2.P.3 Provide career exploration
		possible replacement.	activities
		Site license renewal for CHOICES	2.P.4 Provide personal



COOLAN First Ourston	
\$900/AY First Quarter:	
\$225 Membership	2.P.5 Provide academic skills
dues/AY/counselor	Counseling
Business cards \$45/AY,	
Supplies & Material: \$500/co	
support operations	-up Activities (provide
1 st Quarter: \$125/coun	selor (\$500/4) advisement, personal, and
Equipment: \$1,450 Desktop c	career counseling, crisis
upgrade those more that	intervention, teacher
old	referral/request)
	3. <u>Student Advocate Activities</u>
	3.P.1 Monitoring and supporting
	student grievance process
<u>Secondary</u>	3.P.2 Network with parties
	involved in grievance
Contractual Services: \$225/CT	E/AY 3.P.3 Development/Review of
membership dues	SOPs
\$45/CTE Business cards	3.P.4 Referrals
\$ 500/CTE/AY WIFI Servi	ce 3.S.1 Program Placement
Signage, banners, displays for	
\$1,000/CTE/AY	students in CTE
Supplies & Materials: \$500/C	
General office and comp	
First quarter: \$400 (\$20	
Equipment \$6300 for three de	
Computers. \$3200 lapto	•
Flash Drive \$55 (\$275/5)	capital to promote
	understanding of CTE
	programs and processes
	3.S.4 Provide/Conduct group
	activities on
	appropriate topics
	3.S.5 Individual Counseling



(occupational information, academic issues, change in
CTE program, interpersonal
relationships, family,
school)
4. Placement testing and ASVAB
<u>Testing</u>
4.S.P.1 Coordinate logistics Schedule students
4.P.2 Administer tests
4.S.2 Administer Interest inventories (factor in placement in CTE programs)
4.P.3 Develop/Review SOPs,
policies, etc.
4.P.4 Resolve technical issues
4.P.5 Network with software
vendor
4.P.6 Network with English and
Math department with
interpretation, articulation, etc.
4.P.7 Procure COMPASS units
4.P.8 Review/Research new
Placement Test (Math
and English)
5. <u>Academic Advising- Undeclared &</u>
Liberal Studies
5.P.1 Maintenance of File
5.P.2 Provide advisement with
academic, personal and
career endeavors



5.P.3 Assist students with the
development of educational
plans
5.P.4 Review and update student
degree evaluation
5.P.5 Network with faculty
regarding student progress,
absences, etc.
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6. Leadership/Committees
6.S.P.1 Committee work –
Faculty Senate, Union
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Committee, PDRC, LOC
6.S.P.2 Peer Mentoring other
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6.S.P.3 Advisory committees – Website
Advisory, Adult High School
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	8.P.13 Design and maintain
	department website
	8.P.14 Network with technical
	assistants regarding
	website
	8.P.15 Active member of the
	GDOL Rapid Response
	Team
	8.S.16 On-going discussion regarding
	CTE counselor position for
	Tiyan HS
	inyui no
	9. <u>Professional Development</u>
	9.S.P.1 College Assembly days
	9.S.P.2 Professional Development
	activities
	9.P.3 Coordination of Building a
	Stronger Workforce and
	Students Leading Student
	Conference
	9.S.P.4 Community Service
	9.S.P.5 Collaborate with teachers and
	other professionals
	9.S.P.6 Volunteer to conduct
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