

## 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**

**1<sup>st</sup> Quarter (July – September)**

**P = Postsecondary S = secondary**

ISMP Goal #	Department Objectives	Annual Program Budget Goal	Tasks
1, 2, 3, & 4	1, 2, 3, & 4	<p><u>ACD Post-Secondary</u></p> <p>Contractual Services: \$3,800/AY for COMPASS Administration units First Quarter: \$950 (\$3,800/4) * COMPASS Will cease as a placement test in November 2016. A replacement for COMPASS is being researched. The ACCUPLACER is a possible replacement. Site license renewal for CHOICES \$900/AY First Quarter: \$225 (\$900/4) \$225 Membership dues/AY/counselor Business cards \$45/AY/counselor Supplies &amp; Material: \$500/counselor/AY to support operations 1<sup>st</sup> Quarter: \$125/counselor (\$500/4)</p> <p>Equipment: \$1,450 Desktop computer to upgrade those more than five years old</p> <p><u>Secondary</u></p>	<p><b>1. <u>New Student Orientation</u></b></p> <p>1.P.1 Provide information on counseling services</p> <p>1.P.2 Provide guidance on finding Degree Requirements/Pre-requisites, etc.</p> <p>1.P.3 Provide guidance on using MyGCC (add/drop, schedule, advisor, announcements, transcripts, email, etc.)</p> <p>1.S.1 Assist in the long term stability of CTE programs by maintaining enrollment</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</p>

**Approved: November 20, 2014**

**Revised:**

		<p>Contractual Services: \$225/CTE/AY membership dues \$45/CTE Business cards \$ 500/CTE/AY WIFI Service Signage, banners, displays for recruitment \$1,000/CTE/AY Supplies &amp; Materials: \$500/CTE/AY General office and computer supplies First quarter: \$400 (\$2000/5) Equipment \$6300 for three desktop Computers. \$3200 laptop Flash Drive \$55 (\$275/5)</p>	<p>information on power school, schedule adjustments)</p> <p><b>2. <u>Walk-In Services</u></b> 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> <p>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)</p> <p><b>3. <u>Student Advocate Activities</u></b> 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)</p>
--	--	---	---

Approved: November 20, 2014

Revised:

			<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> <p>3.S.6 Coordinating tours (field trips) to various facilities</p> <p><b>4. Placement testing and ASVAB testing</b></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 COMPASS units</p> <p>4.P.8 Review/Research new Placement Test (Math and English)</p>
--	--	--	--

Approved: *November 20, 2014*

Revised:

			<p><b>5. <u>Academic Advising –Undeclared &amp; Liberal Studies</u></b></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><b>6. <u>Leadership/Committees</u></b></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 – Website Advisory, Adult High School Advisory</p> <p><b>7. <u>Student Organization Advisement/Mentoring</u></b></p> <p>7.P.1 Mentoring of students – Project Aim</p> <p>7.S.P.2 Advisors for Student Organizations - SPARC, Adult High School Student Org, COPSA,</p> <p>7.P.3 Participation in Fall Festival and Spring Festival</p>
--	--	--	---

**Approved: November 20, 2014**

**Revised:**

			<p>7.P.4 Student Organization Officer and Advisor Induction Ceremony and Training</p> <p>7.P.5 Organization meetings, fundraising activities, &amp; other events</p> <p><b>8. <u>Assessment, Curriculum and other activities</u></b></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., College night, Career Night, CACGP Resource Fair, Show and Tell, etc.)</p> <p>8.S.P.10 Prepare materials and logistics for community</p>
--	--	--	---

**Approved: November 20, 2014**

**Revised:**

			<p>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 Email responses to gcc.counseling@guamcc.edu</p> <p>8.P.15 Network with technical assistants regarding website</p> <p>8.P.16 Active member of the GDOL Rapid Response Team</p> <p><b>9. Professional Development</b></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> <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>
--	--	--	---

**Approved: November 20, 2014**

**Revised:**

			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
			<b>10. <u>Equipment</u></b> 10.S.P.1 Replace computers on rotational basis, every five years
		<b>Academic Year 2016 - 2017:</b> Postsecondary= \$10,135 (total) 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, 3, & 4	1, 2, 3, & 4	<u>ACD Post-Secondary</u>  <b>Contractual Services: \$3,800/AY for COMPASS Administration units</b> <b>First Quarter: \$950 (\$3,800/4)</b> <b>* COMPASS Will cease as a placement</b>	<b>2. <u>Walk-In Services</u></b>  2.P.1 Provide pre-enrollment counseling 2.P.2 Provide walk-in advisement Assist with the development of

**Approved: November 20, 2014**

**Revised:**



		<p>test in November 2016. A replacement for COMPASS is being researched. The ACCUPLACER is a possible replacement.</p> <p>Site license renewal for CHOICES \$900/AY First Quarter: \$225 (\$900/4) \$225 Membership dues/AY/counselor</p> <p>Business cards \$45/AY/counselor</p> <p>Supplies &amp; Material: \$500/counselor/AY to support operations 1<sup>st</sup> Quarter: \$125/counselor (\$500/4)</p> <p>Equipment: \$1,450 Desktop computer to upgrade those more than five years old</p> <p><u>Secondary</u></p> <p>Contractual Services: \$225/CTE/AY membership dues \$45/CTE Business cards \$ 500/CTE/AY WIFI Service</p> <p>Signage, banners, displays for recruitment \$1,000/CTE/AY</p> <p>Supplies &amp; Materials: \$500/CTE/AY General office and computer supplies First quarter: \$400 (\$2000/5)</p> <p>Equipment \$6300 for three desktop Computers. \$3200 laptop Flash Drive \$55 (\$275/5)</p>	<p>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 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><b>3. <u>Student Advocate Activities</u></b></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>
--	--	--	--

Approved: November 20, 2014

Revised:

			<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><b>4. <u>Placement testing and ASVAB testing</u></b></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 COMPASS units</p> <p>4.P.8 Review/Research new Placement Test (Math and English)</p> <p><b>5. <u>Academic Advising –Undeclared &amp; Liberal Studies</u></b></p> <p>5.P.1 Maintenance of File</p> <p>5.P.2 Provide advisement with academic, personal and</p>
--	--	--	--

Approved: *November 20, 2014*

Revised:

			<p>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><b>6. <u>Leadership/Committees</u></b></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 – Website Advisory, Adult High School Advisory</p> <p><b>7. <u>Student Organization Advisement/Mentoring</u></b></p> <p>7.P.1 Mentoring of students – Project Aim</p> <p>7.P.2 Advisors for Student Organizations - SPARC, 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</p>
--	--	--	--

**Approved: November 20, 2014**

**Revised:**

			<p>Officer and Advisor          Induction Ceremony and          Training</p> <p>7.P.5 Organization meetings,          fundraising activities, &amp;          other events</p> <p><b>8. <u>Assessment, Curriculum and          other activities</u></b></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.,          College night, Career          Night, CACGP Resource          Fair, Show and Tell, etc.)</p> <p>8.S.P.10 Prepare materials and          logistics for community</p>
--	--	--	--

**Approved: November 20, 2014**

**Revised:**

			<p>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.P.15 Active member of the GDOL Rapid Response Team</p> <p><b>9. <u>Professional Development</u></b></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> <p>9.S.P.6 Volunteer to conduct workshops/Community Presentations</p> <p>9.S.P.7 Prepare materials and</p>
--	--	--	---

**Approved: November 20, 2014**

**Revised:**

			<p>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)</p>
		<p><b>Academic Year 2016 - 2017:</b>  Postsecondary= \$10,135 (total)  First quarter: \$2,533  Secondary= \$21,625 (total)  First quarter: \$5,406</p>	

**3rd Quarter (January – March)**

ISMP Goal #	Department Objectives	Annual Program Budget Goal	Tasks
1, 2, 3, & 4	1, 2, 3, & 4	<p><u>ACD Post-Secondary</u></p> <p><b>Contractual Services: \$3,800/AY for COMPASS Administration units</b>  <b>First Quarter: \$950 (\$3,800/4)</b>  <b>* COMPASS Will cease as a placement test in November 2016. A replacement for COMPASS is being researched. The ACCUPLACER is a</b></p>	<p><b>1. New Student Orientation</b></p> <p>1.P.1 Provide information on counseling services</p> <p>1.P.2 Provide guidance on finding Degree Requirements/Pre-requisites, etc.</p> <p>1.P.3 Provide guidance on using MyGCC (add/drop, schedule, advisor,</p>

**Approved: November 20, 2014**

**Revised:**

		<p>possible replacement.  Site license renewal for CHOICES  <b>\$900/AY First Quarter: \$225 (\$900/4)</b>  <b>\$225 Membership dues/AY/counselor</b>  <b>Business cards \$45/AY/counselor</b>  <b>Supplies &amp; Material: \$500/counselor/AY to support operations</b>  <b>1<sup>st</sup> Quarter: \$125/counselor (\$500/4)</b>  <b>Equipment: \$1,450 Desktop computer to upgrade those more than five years old</b></p> <p><u><b>Secondary</b></u></p> <p><b>Contractual Services: \$225/CTE/AY membership dues</b>  <b>\$45/CTE Business cards</b>  <b>\$ 500/CTE/AY WIFI Service</b>  <b>Signage, banners, displays for recruitment \$1,000/CTE/AY</b>  <b>Supplies &amp; Materials: \$500/CTE/AY</b>  <b>General office and computer supplies</b>  <b>First quarter: \$400 (\$2000/5)</b>  <b>Equipment \$6300 for three desktop Computers. \$3200 laptop</b>  <b>Flash Drive \$55 (\$275/5)</b>  <u><b>ACD Post-Secondary</b></u></p>	<p>announcements, transcripts, email, etc.)</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><b>2. <u>Walk-In Services</u></b></p> <p>2.P.1 Provide pre-enrollment counseling</p> <p>2.P.2 Provide walk-in advisement 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 training</p>
--	--	--	--

Approved: November 20, 2014

Revised:

			<p>2.S.1 Daily Services and follow-up Activities (provide advisement, personal, and career counseling, crisis intervention, teacher referral/request)</p> <p><b>3. <u>Student Advocate Activities</u></b></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> <p>3.S.6 Coordinating tours (field trips)</p>
--	--	--	--

Approved: *November 20, 2014*

Revised:



			<p>to various facilities</p> <p><b>4. <u>Placement testing and ASVAB testing</u></b></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, etc.</p> <p>4.P.7 Procure COMPASS units</p> <p>4.P.8 Review/Research new Placement Test (Math and English)</p> <p><b>6. <u>Academic Advising –Undeclared &amp; Liberal Studies</u></b></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</p>
--	--	--	--

**Approved: November 20, 2014**

**Revised:**

			<p>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><b>6. <u>Leadership/Committees</u></b></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 – Website Advisory, Adult High School Advisory</p> <p><b>7. <u>Student Organization Advisement/Mentoring</u></b></p> <p>7.P.1 Mentoring of students – Project Aim</p> <p>7.P.2 Advisors for Student Organizations - SPARC, 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 Training</p>
--	--	--	---

Approved: *November 20, 2014*

Revised:

			<p>7.P.5 Organization meetings, fundraising activities, &amp; other events</p> <p><b>8. <u>Assessment, Curriculum and other activities</u></b></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., 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>
--	--	--	--

**Approved: November 20, 2014**

**Revised:**

			<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>8.P.16 Active member of the GDOL Rapid Response Team</p> <p><b>9. <u>Professional Development</u></b></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> <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</p>
--	--	--	---

**Approved: November 20, 2014**

**Revised:**

			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)
		<b>Academic Year 2016 - 2017:</b> Postsecondary= \$10,135 (total) First quarter: \$2,533 Secondary= \$21,625 (total) First quarter: \$5,406	

**4th Quarter (April- June)**

<b>ISMP Goal #</b>	<b>Department Objectives</b>	<b>Annual Program Budget Goal</b>	<b>Tasks</b>
<b>1, 2, 3, &amp; 4</b>	<b>1, 2, 3, &amp; 4</b>	<b><u>ACD Post-Secondary</u></b>  <b>Contractual Services: \$3,800/AY for COMPASS Administration units</b> <b>First Quarter: \$950 (\$3,800/4)</b> <b>* COMPASS Will cease as a placement test in November 2016. A replacement for COMPASS is being researched. The ACCUPLACER is a possible replacement.</b> <b>Site license renewal for CHOICES</b>	<b>2. <u>Walk-In Services</u></b>  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

Approved: November 20, 2014

Revised:

		<p><b><i>\$900/AY First Quarter: \$225 (\$900/4)</i></b>  <b><i>\$225 Membership dues/AY/counselor</i></b>  <b><i>Business cards \$45/AY/counselor</i></b>  <b><i>Supplies &amp; Material: \$500/counselor/AY to support operations</i></b>  <b><i>1<sup>st</sup> Quarter: \$125/counselor (\$500/4)</i></b>  <b><i>Equipment: \$1,450 Desktop computer to upgrade those more than five years old</i></b></p> <p><b><u>Secondary</u></b></p> <p><b><i>Contractual Services: \$225/CTE/AY membership dues</i></b>  <b><i>\$45/CTE Business cards</i></b>  <b><i>\$ 500/CTE/AY WIFI Service</i></b>  <b><i>Signage, banners, displays for recruitment \$1,000/CTE/AY</i></b>  <b><i>Supplies &amp; Materials: \$500/CTE/AY General office and computer supplies</i></b>  <b><i>First quarter: \$400 (\$2000/5)</i></b>  <b><i>Equipment \$6300 for three desktop Computers. \$3200 laptop</i></b>  <b><i>Flash Drive \$55 (\$275/5)</i></b></p>	<p>counseling</p> <p>2.P.5 Provide academic skills Counseling</p> <p>2.P.6 Provide MyGCC 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><b><u>3. Student Advocate Activities</u></b></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</p>
--	--	---	--

Approved: November 20, 2014

Revised:

			<p>(occupational information, academic issues, change in CTE program, interpersonal relationships, family, school)</p> <p><b>4. <u>Placement testing and ASVAB Testing</u></b></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 COMPASS units</p> <p>4.P.8 Review/Research new Placement Test (Math and English)</p> <p><b>5. <u>Academic Advising- Undeclared &amp; Liberal Studies</u></b></p> <p>5.P.1 Maintenance of File</p> <p>5.P.2 Provide advisement with academic, personal and career endeavors</p>
--	--	--	--

Approved: November 20, 2014

Revised:

			<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><b>6. <u>Leadership/Committees</u></b></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 – Website Advisory, Adult High School Advisory</p> <p><b>7. <u>Student Organization Advisement/Mentoring</u></b></p> <p>7.P.1 Mentoring of students – Project Aim</p> <p>7.P.2 Advisors for Student Organizations - SPARC, 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 Training</p>
--	--	--	--

Approved: November 20, 2014

Revised:



			<p>7.P.5 Organization meetings, fundraising activities, &amp; other events</p> <p><b>8. <u>Assessment, Curriculum and other activities</u></b></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., 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>
--	--	--	--

Approved: November 20, 2014

Revised:

			<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.P.15 Active member of the GDOL Rapid Response Team</p> <p>8.S.16 On-going discussion regarding CTE counselor position for Tiyan HS</p> <p><b>9. <u>Professional Development</u></b></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> <p>9.S.P.6 Volunteer to conduct workshops/Community Presentations</p> <p>9.S.P.7 Prepare materials and Logistics for community and</p>
--	--	--	---

Approved: November 20, 2014

Revised:

			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
		<b>Academic Year 2016 - 2017:</b> <b>Postsecondary= \$10,135 (total)</b> <b>First quarter: \$2,533</b> <b>Secondary= \$21,625 (total)</b> <b>First quarter: \$5,406</b>	

**Approved: November 20, 2014**

**Revised:**

