



Counseling - Division Counseling, Student Success & Equity - Counseling

Main

Overview

Academic Year 2024 - 2025

Originator Castro, Michele

Division Division Counseling, Student Success & Equity

Department Counseling

Programs

Co-Contributors

Questions? Find answers in [CurricUNET User Manual](#).

Contributor

Open the Form Properties to select co-contributors and assign permissions.

Annual Update

1. Academic Year 2024 - 2025

New Goal

Obtain funding to hire a Retention Specialist (Senior Program Specialist) that will collaborate with the Counseling Department to assist with retention efforts, including work with Gav Connect and students on unsatisfactory standing.

End of Year Status In Progress

Please describe your status (No more than 200 words)

This is a new goal.

Planning

Proposed Activity to Achieve Goal Hire a Retention Specialist

Responsible Party The college

Total Three Year Resource Allocation Request 300000

Timeline to Completion Month / Year Fall 2025

How Will You Evaluate Whether You Achieved Your Goal If someone is hired for this position

Additional Comments

There is great need for someone in this position as the college turns our attention to retaining students. This individual would assist with utilizing Gav Connect for retention purposes, conducting outreach to students on notice and/or dismissal, reaching out to students who have multiple Early Connect flags or who have withdrawn from courses during the semester, and reaching out to students who have not yet registered for their next semester.

2. **Academic Year 2024 - 2025**

Previous Goals Create a strategy to reduce the number of students who fall on dismissal while ensuring no student population is disproportionately impacted.

Proposed Activity to Achieve Goal:

Hire 4 more full-time general counselors

Responsible Party:

The college

Total Three Year Resource Allocation Request:

1440000

Timeline to Completion Month / Year:

August 2024

How Will You Evaluate Whether You Achieved Your Goal:

We will know if we achieved our goal if 4 new full-time general counselors are hired.

End of Year Goal Status In Progress

Please describe your status (No more than 200 words)

A workgroup to focus on students with unsatisfactory Academic Standings was formed in 2020. Various issues, including COVID-19 and issues with inaccurate academic standings, delayed the work of the group as these issues had to be addressed prior to progressing with the initial goals. In the last year, more progress has been made, including getting approval to rename Probation to a less stigmatizing term, Academic/Progress Notice. Group is working to revise outdated APs and BPs and with hope to complete the process this year. Once revisions are complete, focus will return to completing the Probation 1 workshop that has been worked on for the past year. Improvements were made to the academic standing notification process by utilizing Gav Connect. This has automated the notification process and allowed for a text message and email to automatically be sent to the student. This allows notifications to go out much sooner and allows more time for students to meet with counselors for interventions. Implementation of Gav Connect allows us to gather data and track students from one semester to the next, enabling us to measure the impact of our new notification process and future additions/revisions to the interventions we use with students.

Did you request the same resources the previous year? If so, what was the result? Has there been a significant change since your request?)

We have had this goal on our PIPR since at least 2020-2021. Progress has been made but more work is needed. Greater participation and support from Admissions & Records will allow this work to move more quickly.

Planning

Additional Comments

3. **Academic Year 2024 - 2025**

Previous Goals Increase general counselor staffing by 100% (FTE) in order to ensure coverage of all CAPs.

Proposed Activity to Achieve Goal:

Hire 4 more full-time general counselors

Responsible Party:

The college

Total Three Year Resource Allocation Request:

1440000

Timeline to Completion Month / Year:

August 2024

How Will You Evaluate Whether You Achieved Your Goal:

We will know if we achieved our goal if 4 new full-time general counselors are hired.

End of Year Goal Status In Progress**Please describe your status (No more than 200 words)**

The Department submitted staffing requests via the Academic Staffing Committee in Fall 2023 and Fall 2024. In Spring, 2024, the department was notified of the approval for three hires: 2 general counselors and one Title V counselor (Transitions Counselor). Three positions were approved and posted: Transitions Counselor, one general counselor, and 1 Hollister specific counselor (not requested). The Transitions counselor was hired and started employment in Fall, 2024; one counselor was reassigned to General Counseling from a categorical program, and another counselor was reassigned from General Counseling to the Hollister position. Due to the reassignments, General Counseling was short one counselor who had been approved to be hired for Fall, 2024. In Fall, 2024, the Department again made requests via the Academic Staffing Committee: two general counselors and 1 Puente, to fill the position vacated by the Hollister reassignment. We were approved for 1 counselor to be hired in Spring 2025. This position was posted internally on 2/13/25.

Did you request the same resources the previous year? If so, what was the result? Has there been a significant change since your request?)

In an attempt to continue our efforts to return to 100% baseline staffing, the department will be resubmitting staffing requests via the Academic Staffing Committee, now to include additional counselors to account for the retirement of 1 full-time general counselor and one full-time 20% general counselor/80% Articulation Officer, as well as the replacement of the Puente Counselor.

Planning**Additional Comments**

Please see staffing presentations with full details regarding the need for full-time counselors based upon college growth and current initiatives requiring full-time counseling faculty.

4. **Academic Year 2024 - 2025**

Previous Goals Obtain funding from the district to replace 39 CPUs (10 in general counseling and 29 in PB 19)

Proposed Activity to Achieve Goal:

Purchase new CPUs.

Responsible Party:

The college or the counseling department

Total Three Year Resource Allocation Request:

39000

Timeline to Completion Month / Year:

August 2024

How Will You Evaluate Whether You Achieved Your Goal:

We will have new CPUs to work with

End of Year Goal Status In Progress

Please describe your status (No more than 200 words)

General Counselor CPUs have been replaced with all-in-one stations and new 27" monitors. CPUs for PB19 have been received but are awaiting installation by IT.

Did you request the same resources the previous year? If so, what was the result? Has there a been a significant change since your request?)

We had been requesting this since at least 2020-2021. There was no change to our request since that time.

Planning

Additional Comments

Resource Requests

Click Add Item to Enter a Resource Request

1. **1. Request Name (short title)** Retention Specialist
2. **Request amount** 100000
3. **Type of Request** Personnel
4. **Alignment to Goal(s)** Create a strategy to reduce the number of students who fall on dismissal while ensuring no student population is disproportionately impacted.
5. **Is this a one-time or ongoing expense.** Ongoing
6. **Category of Request (Select all that apply).**
 - Full-Time Classified Professional
7. **The committee will separate goals with resource requests. Requests will be categorized into two groups: those to be ranked and those not ranked. The requests not ranked include Safety, Compliance, Personnel, and Position. Which of the following best describes your requests?**
 - Personnel and Position: Requests that involve hiring, staffing, or reclassifying full-time or part-time faculty or staff. These requests are reviewed and approved through a separate process by the Faculty Staffing Committee or the Executive and Leadership Council.
8. **Provide a complete description, justification, or rationale for the requested amount. Describe how it aligns to the selected goal(s) and your responses to the above questions. (300 words)**

The retention Specialist would collaborate with the Counseling Department to assist with retention efforts, including work with Gav Connect and providing proactive outreach to students on unsatisfactory standing. The retention specialist would also be able to provide proactive outreach to students with Early Connect flags to help with early intervention.
2. **1. Request Name (short title)** Full Time General Counselor (x 3)
2. **Request amount** 120000
3. **Type of Request** Personnel
4. **Alignment to Goal(s)** Increase general counselor staffing by 100% (FTE) in order to ensure coverage of all CAPs.

5. Is this a one-time or ongoing expense. Ongoing

6. Category of Request (Select all that apply).

- Full-Time Faculty

7. The committee will separate goals with resource requests. Requests will be categorized into two groups: those to be ranked and those not ranked. The requests not ranked include Safety, Compliance, Personnel, and Position. Which of the following best describes your requests?

- Personnel and Position: Requests that involve hiring, staffing, or reclassifying full-time or part-time faculty or staff. These requests are reviewed and approved through a separate process by the Faculty Staffing Committee or the Executive and Leadership Council.

8. Provide a complete description, justification, or rationale for the requested amount. Describe how it aligns to the selected goal(s) and your responses to the above questions. (300 words)

Being severely understaffed has left general counseling unable to provide the level of service that students need. The limited number of general counselors impacts the number of Guidance (counseling) courses that can be taught, the delivery of services for students, our ability to provide drop-in services daily as we historically have, and our ability to meet the noted best practices for Guided Pathways implementation, as well as to provide the support necessary in the coordinated care model of counseling that the college intends to move toward. At this time, there are not even enough FT counselors to cover all CAPs and to fully engage in the Guided Pathways CAPs model. It is vital to provide the consistency of a FT counselor to do the work of Guided Pathways and CAP counseling.

At only 4.6 FTE counselors currently, general counselors account for just 29% of the total FTE counselors at Gavilan. Last academic year, Gavilan's total headcount was 10,863. Since general counselors are expected to serve all students, that is a counselor to student ratio of 1:2362, up over 300 students per counselor from the previous year (1:2026). In comparison, special programs ratio is an average of 1:200. In the 2003 document, Consultation Council Task Force on Counseling, the Academic Senate recommends a counselor to student ratio of 1:370. For Fall 2024, Winter 2025, and Spring 2025, general counselors will teach 100% of the counseling guidance courses offered (GUID 1, GUID 6, GUID 27, GUID 52). We will also be losing 2 FT counselors to retirement (1 20% counseling, 80% articulation).

Executive Summary

Please provide a brief executive summary regarding program trends and highlights that surfaced in the writing of this report. Summarize, using narrative, your program goals for this year. Your audience will be your Peer Review Team, the program review Committee, President's Cabinet, Dean's Council, ASGC, Academic Senate, Budget Committee and Board of Trustees (300 words or less).

This past year has continued to be difficult for General Counseling. While we were able to fill one general counseling position, we were unable to fill the second position. This left us struggling to meet our goals and objectives and left us in "survival mode." A primary emphasis has been on the implementation of the counseling roles in Guided Pathways, yet being short-staffed has not allowed us to fully participate and launch efforts previously identified. This past Fall the department recently submitted a staffing request for 3

additional counselors in General Counseling, including one Puente counselor position, and we were granted one position (really a carryover from the previous year's request). We will be submitting additional staffing applications for the Spring cycle as we will be losing 2 experienced counselors (one being our Articulation Officer) to retirement over the next year and a half. Despite our struggles, general counselors have remained committed and available to all Gavilan students. In addition to routine counseling hours, we've adjusted our hours and scheduling systems, so students can meet with us in a number of modalities. We have also worked tirelessly through summers and intersessions, as well as being present (and participating in the planning and facilitation) at all recruitment events such as Rock and Enroll, Ram-a-Rama, County Fairs, etc. We continue to connect with our local high school partners. Additionally, we continue our work to support transfer workshops, tracking ADTs, verifying transfer agreements, etc. One bright spot has been restaffing our support office with two hard-working team members. This has helped to relieve some of the additional pressure that we added to our counseling faculty. We remain tired and overwhelmed; hopefully relief is on the way!

Attach Files

If there is any additional information regarding your program that you will like to have uploaded, please attach it here.

Attached File