

# Foothill Annual Program Review 2024

Annual Program Review Template 2024

## Annual Program Review 2024

1. Number of full-time faculty in the program.

22

2. Number of part-time faculty in the program.

4

3. Number of staff in the program.

4

4. Do the above numbers reflect any staffing changes?

The counseling department hired three full-time counselors during the summer of 2024 (one of which was a part-time counselor the prior year). However, since last year one counselor moved to De Anza and another counselor retired, the counseling department netted 1 full time counselor position from the 2023-2024 hiring cycle.

2018/19 (21 FT Faculty), 2019/2020 (21 FT Faculty), 2020/2021 (21 FT Faculty), 2021/2022 (21 FT Faculty), 2022/2023 (21 FT Faculty), 2023/2024 (21 FT Faculty), 2024/2025 (22 FT Faculty)

The counseling department hired two part-time counselors summer of 2024.

5. Refer to the most recent Comprehensive Program Review, what were the identified actions for improvement? Identify any current and/or new Strategic Goals.

- Maintain virtual counseling while consistently monitoring student usage of the in-person modality
- Support quarterly enrollment days
- Proactively communicate with disproportionately impacted students to provide counseling services
- Increase professional development centered around multicultural counseling and delivery of services
- Develop a plan to increase general counseling appointments with Pacific Islander, Native American, Filipinx, and Black students
- Explore delivering counseling services in campus locations with diverse student populations
- Examine student contact modalities (in-person, zoom, or phone) with disaggregated ethnicity data
- Explore in person student orientation options
- Increase in person Cnsl 5 sections
- Work with IR to disaggregate dual enrollment course sections to better be able to dial in outcomes/needs specific to our dual enrollment students

2024/2025

- The counseling department will conduct program mapping efforts by way of collaboration with various other campus instructors/leaders
- MPS orientation/registration events

6. What actions identified in the Comprehensive Program Review (or most recent Annual Program Review if no Comprehensive Program Review) have you completed this year?

- Increased Quick Question (no appointment necessary) availability in the beginning and end (during registration periods) of the quarter
- Created a Canvas 'class' to prepare students for enrollment days/events
- Provided counseling support for each enrollment day
- A cohort of counselors completed the Equity-Centered Counseling curriculum made available on through the state Chancellor's Office
- Planned how to implement mobile Quick Question counseling at the BIPoC center, outside the Price Center, in the PSEC area, as well as the Library Quad
- Provided in person and online international student orientation
- Updated MyPortal student orientation video content
- Implemented in person and virtual AB 928 educational plan information sessions
- Implemented an allied health focused information/ed planning workshop/session
- Implemented educational plan campaigns (called students that didn't have an ed plan and offered to make a counseling appointment for them)

#### Articulation Office

- Provided an annual College Curriculum Committee update
- Led Common Course Numbering faculty convenings
- Attended and provided updates at various department meetings

7. Explain your implementation timeline and if there have been any changes or updates.

- Each quarter the counseling department reviews the need for Quick Questions during various parts of the quarter (first weeks of the term, middle of the term, registration period for following term) and adjusts accordingly for the following quarter.
- During the winter quarter 2025, the department will discuss including the enrollment event Canvas class for use in mid-year enrollment events.
- During the Winter and Spring quarters 2025, the department will discuss how to provide proactive counseling to disproportionately impacted students.
- Beginning Winter 2025, the counseling department will implement mobile Quick Question sessions as identified in section 6.
- Ongoing implementation of allied health information/ed planning workshop/sessions (Diagnostic Medical Sonography for Fall 2024. Fifty three students are registered for the session at the time of writing this program review).
- During winter 2025 the counseling division will coordinate meetings for all CNSL/CRLP instructors to review and discuss disproportionate impact outcomes in CNSL/CRLP courses.

8. Explain the evidence the program used to evaluate progress and provide an update on progress.

- SARS appointment data
- Presentations done
- Orientation videos on MyPortal
- Canvas counseling class for enrollment students
- Counseling in-service minutes
- Workshop/session attendance

9. Click the link and follow the instructions to the Disproportionate Impact dataset, then respond to the prompt below.

[https://foothilldeanza-my.sharepoint.com/:b:/g/personal/20078222\\_fhda\\_edu/ETXoAp44fMFCppHXvzplFgcB5ogzcvUxLknHrIXo1ghkHg?e=H8axR7](https://foothilldeanza-my.sharepoint.com/:b:/g/personal/20078222_fhda_edu/ETXoAp44fMFCppHXvzplFgcB5ogzcvUxLknHrIXo1ghkHg?e=H8axR7)

Identify the groups that are experiencing a disproportionate impact in the most recent year (highlighted in orange). In the text box below, provide the percentage point gap and the number of additional successes needed to erase the percentage point gap for each group.

For non-instructional programs that do not have program specific disproportionate impact student data, please provide an update on the program's 13-55 project (i.e., project description, students served, implementation timeline).

CRLP (492):

Males: Percentage Point Gap **13%**. Additional Successes Needed **30**

Latinx: Percentage Point Gap - **10%**. Additional Successes Needed **21**

Low Income: Percentage Point Gap - **13%**. Additional Success Needed **28**

CNSL (872):

Latinx: Percentage Point Gap - **8%**. Additional Successes Needed **28**

Not Veteran: Percentage Point Gap - **7%**. Additional Successes Needed **64**

Low Income: Percentage Point Gap- **9%**. Additional Successes Needed **43**

10. Use this opportunity to reflect on your responses in this document. Include your closing thoughts.

It is an ongoing challenge for the counseling department to keep up with general student demand, provide quick question counseling sessions, provide services to special programs/populations, keep up with actions necessitated by statewide efforts (AB 928, 1705, Common Course Numbering, etc), serve on committees, provide support for external offices (allied health programs, financial aid, admissions and records, etc), teach counseling and career life planning courses, and keep up with our identified comprehensive program review goals. However, the counseling department is committed to a continued effort to reflect on past departmental goals, serve current students needs, and improve how we support our campus community.

The dynamic nature of counseling work and related efforts is embraced by the counseling department, and it is important our colleagues/campus community understand the multifaceted reality in which the counseling department exists. This provides for a more complete context as we all work together to best serve our students.

Click on the link below to view the Annual Program Review Rubric.

[https://foothilldeanza-my.sharepoint.com/:w:/g/personal/20078222\\_fhda\\_edu/Ec2dqPH1B2RHinzFtnlz6sYB7-DOzW9lv1KkGyWdLuZkbg?e=CIfFMU](https://foothilldeanza-my.sharepoint.com/:w:/g/personal/20078222_fhda_edu/Ec2dqPH1B2RHinzFtnlz6sYB7-DOzW9lv1KkGyWdLuZkbg?e=CIfFMU)

End of Annual Program Review Template 2024

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This form is completed and ready for acceptance.

## Rubric Annual Program Review

### Criteria

The program's responses...

- align with the program's goals
- align with data
- are informed by data
- are within the control of the program
- have measurable outcomes

- Meets Expectations
- Needs Improvement

### Feedback

The strategic goals/SAO's could be strengthened by following the S.M.A.R.T. goal logic. A notable improvement was the fact that the division launched an ed plan campaign. The listing of goals is long and perhaps the SAO's could be re-organized and consolidated. For example, rather than listing ed plan events, a SMART goal can be created around that more succinctly.

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This form is completed and ready for acceptance.