

# Counseling Positions Proposal for SSPBT

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# 1. Transfer Counselor/ Coordinator

- The Transfer Counselor/Coordinator (TCC) retired in June of 2019, and the position has not been refilled.
- The new TCC would:
  - Provide transfer counseling to students
  - Teach students and counseling colleagues about the latest transfer info and yearly updates and changes from colleges and universities.
  - Disseminate articulation info through ASSIST, Transfer Planning web page, ADTs webpage, DegreeWorks, etc.
  - Coordinate transfer literature via pamphlets, brochures, posters, etc. sent by various colleges and universities throughout the state and nationally
  - Outreach information as to Transfer Center (TC) offerings (workshops, presentations, Transfer Fair info, transfer events) and the De Anza TC listserv
  - Post transfer info to social media utilized by our students
  - Attend State transfer meetings
  - Assist in writing the yearly Transfer report to the State
  - Coordinate writing/updates to the Transfer Plan

## 2. General Counselor

- The General Counseling Division had 3 Counselors and 2 Advisors retire in the last 3 years, leaving the Division with only 12 full time Faculty Counselors, 5 part time faculty, and 3 full time Advisors to serve a general population of approximately 16,000 FTS.
- From Summer 2019 - Spring 2021, the GC Counselors and Advisors served a total of 22,897 duplicated student appointments and 29,589 duplicated drop-ins.
- To that end, the approximate student to GC ratio in that time period was 1,400 to 1. (These numbers do not include the workshops done by GCs or consistently include the number of emails and phone calls returned to students from Counselors nor Advisors.)
- GCs also have other commitments on campus such as committees and work groups.
- The need it to have at least one more GC to serve the massive amount of student appts. and drop-ins is crucial for additional student success.
- The General Counselor (GC) would:
  - Counsel the general population of students (those not affiliated with a support program) with career exploration, educational planning, transfer goals
  - Teach counseling courses in Human Development, College Success, Study Skills, and Human Sexuality
  - Conduct personal counseling to assist students with personal concerns and barriers that may interfere with their college success

### 3. Early Alert Counselor

- The CNSL Division established a new Retention Services Program initiative in 2019. Due to its success with helping students off probation status, an Early Alert system (where faculty and staff can refer students academically struggling in their classes) was implemented Fall 2021.
- The new Early Alert Counselor (EAC) position would help prevent students from being on probation status by counseling them when they first show signs of struggling to succeed in class.
- For the Fall 2021 quarter the following data shows the need for an EAC:
  - 210 Total Early Alerts flagged in SARs for Retention Support Program
  - 193 Unduplicated Students received Early Alerts
  - 13 Students received more than one Early Alert
  - 39 Instructors raised Early Alerts in 68 Course Sections
- The EAC would counsel students on educational and personal barriers that impede them from their college success
- The EAC will pair students with appropriate supportive services and embedded programs that will further assist them with their overall physical/mental/personal growth.