

Sabbatical Leave Proposal for Fall 2013

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Counseling Department

Sabbatical Leave Status

Full-time hire date: July 2004

Previous Sabbaticals: 0

Background of Sabbatical Project:

Counselor's role at Ventura College is to consistently provide students with the most accurate and timely information as it pertains to their educational goals at Ventura College and beyond. For many years, during the early 90's, the Articulation Officer at Ventura College provided all Counselors with bi-annual information and training regarding the rules and regulations of various aspects of academic counseling. Through the Academic Information Digest (AID) binder, the articulation officer reviewed all new state-mandated regulations, approved curriculum and campus/District changes for the academic year, and reviewed processes followed to ensure that students were consistently provided with the correct information. Budget cuts and diminishing personnel have led to this being set aside. This training and information has unfortunately not been available to counselors since I have been a faculty member, and possibly longer. In recent years, the scope of knowledge, depth, and breadth of that knowledge that counselors are required to possess and be able to interpret has gotten progressively complicated. Ed Code, Title 5 regulations, Student Success Act, SB 1440(STAR Act), transfer requirements, evaluations and internal BP & AP policies are factors that set the parameters and govern what and how academic information gets interpreted. There currently exists a need in our division to have a manual that serves as a comprehensive set of guidelines/resource which can be maintained and updated regularly for training current and new counselors.

I have been working for Ventura College for 8 years, as a Counselor, and in that time have served on various campus and district committees that have allowed me to learn and be involved in policy and curriculum issues. I serve on Ventura College's Curriculum Committee, General Education and Philosophy sub-committee, and the newly formed DCAA committee (formerly DCSL). I have also served as one of the lead faculty in the SB 1440 (STAR Act) implementation and training and was charged with providing training to other counselors and staff. This background, along with approval and support from my dean, department chair and department, provides me with the necessary expertise to be able to undertake and complete this project.

Proposal:

During my sabbatical I will:

1. Compile information from Ed Code, Title 5, internal policies and procedures, CSU Executive Orders, IGETC Standards and historical perspective from retiring counselors. Compile and review forms used and process/procedures for completing and submitting forms.
2. Meet with Admissions and Records Registrar, Articulation Officer, and other Ventura College faculty/staff to compile information regarding regulations, process, procedures as it pertains to counseling.
3. Research and contact other community college counseling departments that have counseling manuals and/or electronic resources for counselors. This may require visiting other colleges and meeting with counselors/articulation faculty.
4. Meet with staff at Ventura College that have worked with e-binder in the past. Restore and update the repository with current information.
5. Consult with Dean and Counseling Department Chair to establish 1-2 day bi-annual training on process, procedures, updates, etc. for all counselors (General, EAC, EOPS, etc.).
6. Create a Counselor Manual (using all information compiled) and restore and update the e-binder (which has not been updated since 2009).

This on-site research project serves to create a manual and update an existing resource, e-binder, previously developed in 2003-04 by a counselor. The e-binder which is an electronic repository of all pertinent documents, forms, and links utilized by counselors, will compliment this manual. The manual will serve as the foundation for the e-binder and training.

Benefit to Faculty:

This on-site research project is directly related to any counselor assignment in our division. Having this type of resource will allow all counseling faculty (General, EOPS, EAC, etc.) to be trained consistently and stay updated with internal and external policies and procedures that are constantly changing. The e-binder will allow counselors to retrieve and store information in one centralized secure site which will make student appointments more efficient and productive.

Benefit to Student:

The student will benefit by receiving efficient, accurate and consistent information from all counselors. This is especially important as students are faced with budget constraints that limit class selection, state and federal regulations, and university policy changes and requirements. Also, as students are more mobile (attending multiple colleges and universities) correct and timely evaluation of coursework is crucial.

Benefit to College:

The goal is to improve the organization, efficiency, accuracy and consistency of the work completed by counselors who serve students with varying educational goals and objectives. It will allow collaboration with Admissions and Records and other departments to review and update internal forms, processes and procedures that are common between all departments. This project also helps the Counseling Department to meet the need of the Program Review Initiative through the e-binder which the Counseling Department ranked High.