

Southwest Texas Junior College Advising-Counseling Unit Action Plan for 2014 - 2015

Start Date: **9/1/2014** End Date: **5/1/2015**

Unit Purpose: The Advising-Counseling Department is designed to provide students with educational, academic, transfer, and personal counseling to assist them in achieving their educational and personal goals. These services encourage students to make realistic choices between curricula designed for completion of course work at SWTJC and those designed for an extended academic education at a four-year university.

Submitted By
Lorena Lopez Email Notice

Reviewed By
Blaine Bennett

Approved By
Blaine Bennett

Closeout Ready
Lorena Lopez

Closeout
Completed
Blaine Bennett

Planning Outcome No. 1 Advising-Counseling Year: 2014-2015

Expected Outcome: Improve retention rates by communicating with the students who have not enrolled in a long past semester.

Outcome Rationale: Enrollment and contact hours decrease when students do not enroll consecutively for the following semesters.

Intervention: Many factors contribute to students not enrolling consecutively but reaching out to students through "SWTJC Misses You" postcards can improve the retention rate. The postcard reminds students of registration dates, FA information, and class schedules.

Mission Link: Accessible, affordable, high-quality education

Institutional Goal Link: Learning

Strategic Goal Link: Learning - Increase Awards

Planning Type: Student Success

Success Indicator: Complete MATH 1314 with A,B, or C in year

Key Function Link:

Other Links: An intervention designed to improve a student learning or success.

Assessment Method: The comparison baseline is the percent of students who came in and registered for the following semester to those who did not register.

Assessment
Measures:

Measure	Beginning	Target	Ending
1. Percent of students who enrolled for courses after receiving notification	0	0	0

Start-End Date: 09/01/2014 - 05/01/2015

Budget:

Personnel: \$ 0 for

Equipment: \$ 0 for

Other: \$ 0 for

Total Cost: \$ 0 Unit's Budget \$0 Other Funding Source \$0

Outcome

Reviewed:

Reviewer's
Comments:

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Budget

Approved:

Budget
Comments:

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Outcome

Approved:

Approver's
Comments:

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Findings:

Actions

Taken/Changes:

Outcome achieved:

Outcome Resulted in Improved Student Learning:

Outcome Resulted in Improved Student Success:

Person Responsible: Lorena Lopez

Date: 2/2/2015

Planning Outcome No. 2 Unit: Advising-Counseling Year: 2014-2015

Expected Outcome: **Improve core curriculum completion rates**

Outcome Rationale: Students need to be better informed on the importance of completing their core before transferring to another college. Most four year universities require for students who are transferring to be core complete before being accepted. Students who complete the core are now awarded a core completion certification. This initiative improves our retention and transfer momentum points.

Intervention: At the beginning of each semester each advisor at all locations will run a 75% core completion query in Estudios according to their assigned letter cut. Students are emailed and mailed a letter advising them to come in and see an advisor and register for the remaining courses needed to fulfill the core requirements. Priority registration dates are assigned to these students to come in early when it's not so congested.

Mission Link: Transfer to senior colleges and universities

Institutional Goal Link: Learning

Strategic Goal Link: NA

Planning Type: Student Success

Success Indicator: Complete ENGL 1301 with A,B, or C in year

Key Function Link:

Other Links: An intervention designed to improve a student learning or success.

Assessment Method: The comparison baseline is the percent of students who took advantage of early advisor assisted registration and who registered for core courses with those who opted not to register or complete their core.

Assessment Measures:

Measure	Beginning	Target	Ending
1. % of students who obtained a core completion certificate	0	0	0

Start-End Date: 09/01/2014 - 05/01/2015

Budget:

Personnel: \$ 0 for

Equipment: \$ 0 for

Other: \$ 0 for

Total Cost: \$ 0 Unit's Budget \$0 Other Funding Source \$0

Outcome Reviewed: Pending

Reviewer's Comments:

Budget Approved: Pending

Budget Comments:

Outcome Approved:

Approver's Comments:

Findings:

Actions Taken/Changes:

Outcome achieved:

Outcome Resulted in Improved Student Learning:

Outcome Resulted in Improved Student Success:

Person Responsible: **Lorena Lopez**

Date: **2/2/2015**