



# Welcome to Program Review

Berkeley City College - 2019

COUN - Service Area with Instruction

Annual Program Update

## Welcome to Program Review

### Welcome Susan Truong, Please choose your department and activity

Please choose Department

COUN - Service Area with Instruction

Are you completing Program Review or Annual Program Update?

Annual Program Update

## Program Overview

**Please verify the mission statement for your program. If your program has not created a mission statement, provide details on how your program supports and contributes to the College mission.**

### Program Total Faculty and/or Staff

#### Full Time

Hermia Yam  
Gabriel Martinez  
Susan Truong  
Emie Mitsuno Hernandez  
Denise Jones  
Catherine Nichols  
Fatima Shah  
Skyler Barton  
Christina Taing

#### Part Time

Javier Garcia  
Thao Tran  
Umera Ameen  
Kow Weng Cheah  
Alison Kubo  
Norma Guido

**The Program Goals below are from your most recent Program Review or APU. If none are listed, please add your most recent program goals. Then, indicate the status of this goal, and which College and District goal your program goal aligns to. If your goal has been completed, please answer the follow up question regarding how you measured the achievement of this goal.**

<p>Status In-Progress</p> <p>College Goal Strengthen Resilience: Strengthen BCC students' abilities to become self-directed, focused and engaged in the pursuit of transformative, life-long learning experiences that result in personal and academic success.</p> <p>District Goal Engage and Leverage Partners</p>	<p>If Completed, What evidence supports completion of this goal? How did you measure the achievement of this goal?</p>
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<p>Status In-Progress</p> <p>College Goal Raise College Competence: Raise student skills and competencies, and expand their learning experiences, so that they can successfully complete their college program.</p> <p>District Goal Advance Student Access, Equity, and Success</p>	<p>If Completed, What evidence supports completion of this goal? How did you measure the achievement of this goal?</p>
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competencies, and expand their learning experiences,  
 so that they can successfully complete their college  
 program.  
 District Goal  
 Build Programs of Distinction

**Describe your current utilization of facilities, including labs and other space**

## Resource Request Summary

Total Cost: \$266905

Total Resource Request: 10

Program Update

Personnel

Type	% Time	Description/Justification	Estimated Annual Salary Costs	Estimated Annual Benefits Costs	Total Costs
Classified Staff		1 - Counseling Department Staff Assistant to support our everyday functions of operating our department. This is needed to ensure we have adequate staffing to support students	44136	13240	57376
Student Worker		3 Student Workers to support our everyday office needs at the	30000		30000

	front desk			
Part-time Faculty	3 Part Time faculty to help us continue to support the growing needs of our students in counseling sessions for major/career exploration, transfer and SEP development	72000	10398	82398

Full-time Faculty	1 General Counselor to assist with the growing needs of our students to meet with a Counselor to choose their course of study, develop SEP, career exploration as it meets the goals of Guided Pathways	47601	14280	61881
	Sub-Total: \$231655			

Professional Development

Type	Description/Justification	Estimated Cost
Department-wide PD needed	Career Assessment and Interpretation Trainings and attendance at UC/CSU/CCC Conferences	10000
Individual/personal PD needed	Career Development Conferences	10000
	Sub-Total: \$20000	

Technology and Equipment

No Resources found for this category

## Supplies

Type	Description/Justification	Estimated Cost
Noninstructional Supplies and Materials	general office supplies	10000

Sub-Total: \$10000

## Facilities

Type	Description/Justification	Estimated Cost
Offices	Need 2-3 dedicated counseling offices for Full and Part time counselors to meet with students. Due to a counseling office reassignment to the Dean of Enrollment Management we lost a full closed office space. In order to meet the counseling needs of BCC student body, we need more office spaces for counselors.	

Sub-Total: \$0

## Library

Type	Description/Justification	Estimated Cost
Library Collections	Occupational Programs in California Community Colleges handbook	250

Sub-Total: \$250

## Other

Type	Description/Justification	Estimated Cost
	Strong Interest Inventory and Myers Briggs Type Indicator assessment units- These assessments will be utilize in counseling courses to assist students with their career exploration planning.	5000

Sub-Total: \$5000

## Sign and Submit

**Please provide the list of members who participated in completing this program review.**

Susan Truong and Gabriel Martinez

**Please enter the name of the person submitting this program review.**