## 07-09 Unit Plan: Accomplishments and Goals

**Unit:** General Psychology-Counseling  
**Division or Area to Which You Report:** Psychology-Counseling  
**Author(s) of this Unit Plan:** Carey Harbin  
**Date:** 3/4/08

**Purpose:** To provide evidence of progress on Strategic Planning Priorities from previous year and to provide input into planning for subsequent years.

**Instructions:**
1. Insert the Goals & Objectives from your last year’s unit plan “Part II, Section 2: Goals/Objectives (What you Hope to Accomplish)” into “Section 1: Accomplishments” below (2007-08 Unit Plans can be found here).
2. Update accordingly, reflecting upon the activities you’ve undertaken in the past year. Be brief. No more than two pages.
3. In Section 2, please include your new, revised, or continuing goals for the next year (some may be the same as before). No more than one page.

Please make sure to number and list goals in PRIORITY ORDER (1, 2, 3, ETC.). This will determine where any new resources may be allocated.

Be sure to include accomplishments and goals related to Strategic Planning Priorities, including student learning.

**Note:** Priority Objectives and Strategic Plans are hyperlinked. Use Chabot Enrollment Management Committee Reports to generate Student Success and Equity data reports by course, discipline, and term. Use these data to inform your goals and objectives. (Note: Reports are only available on PC. If you are a Mac user, please have your dean print a copy)

### Section 1: Accomplishments from Last Year’s Unit Plan (What You Have Done):

<table>
<thead>
<tr>
<th>No.</th>
<th>Goal/Objective from last year’s Unit Plan</th>
<th>Activities Undertaken to Achieve the Goal/Objective</th>
<th>Results</th>
<th>Priority Objective / Strategic Plan Goal</th>
<th>Accomplished?</th>
<th>Did you receive additional funds to support this goal/objective?</th>
</tr>
</thead>
</table>
| 1   | Maintain 80% or higher Divisional enrollment in Gen. PSCN courses in Fall 07 and Spring 08 | Monitored enrollment progress of each Gen. PSCN course from beginning of enrollment cycle  
Notified PSCN faculty of course enrollment status regularly  
Informed new students via Early Decision of academic support courses available in Gen. PSCN curriculum | Fall 2007: As of 10/15/07, achieved a Gen. PSCN Divisional fill rate of 89.16%  
Spring 2008: As of 2/27/08, achieved a Gen. PSCN Divisional fill rate of 83.37% | Increase Enrollment and Student Retention / Objective 4a  
Provide a yearly analysis of enrollment trends | YES | NO |
| 2   | Maintain current DE courses and implement new DE format courses as appropriate | Ongoing evaluation by approved DE instructors of course content and student input  
Development of new DE formatted course(s)  
Discussion regarding potential new DE formatted course(s) for 08-09 and beyond | Fall 2007: Implemented DE offering of PSCN 2, Intro. to Case Management  
Implemented DE offering of PSCN 15, College Study Skills  
Offered all approved DE formatted classes which included PSCN 2 (new), PSCN 10, PSCN 13, PSCN 15 and PSCN 20 | Increase Enrollment and Student Retention / Objective 4g  
Improve the quality and scope of distance ed. Offerings | YES | NO |
| Objective | Task Description | Details | Status | Action
|-----------|-----------------|---------|--------|--------|
| 8h | Increase online enrollment | Identified PSCN 18 as a new course for potential DE formatting  
PSCN 18 DE Proposal submitted by Melva Garcia and Tram Vo-Kumamoto  
Spring 2008: Offered approved DE formatted classes which included PSCN 10, PSCN 13, and PSCN 15  
PSCN 18 DE Proposal approved for Melva Garcia and Tram Vo-Kumamoto effective Fall 2008 | | | | | | | | | | | | | | |
no longer offered AND update any course outlines needed to meet new Curriculum Committee format

Discussed PSCN courses which have not been offered recently
Obtained Divisional approval to delete identified courses from the PSCN curriculum and catalog
Identified PSCN 22 as needing update of outline format

courses from the PSCN curriculum:
PSCN 10A-Career Assessment Through Assessment-1 unit
PSCN 10B-World of Work/Job Search Techniques-1 unit
PSCN 17-Intercultural Studies-2 units
PSCN 37A-Workplace and Interpersonal Skills Education I-2 units
PSCN 37B-Workplace and Interpersonal Skills Education II-2 units
PSCN 39-The Confident Student-1 unit

Submitted Curriculum Packet to the Curriculum Committee with rewrite of the following course outlines from the PSCN curriculum:
PSCN 22-College Success Series-.5 to 1.5 units

Retention / Objective 4a Provide a yearly analysis of enrollment trends
Objective 4c Assess industry needs

<table>
<thead>
<tr>
<th>No.</th>
<th>Goal/ Objective</th>
<th>What you hope to accomplish</th>
<th>Proposed Activities Completed to Achieve Goal/ Objective</th>
<th>Priority Objective / Strategic Plan Goal</th>
<th>Time Frame (semester, year, five years, etc.)</th>
<th>Are you including a request for additional resources in this unit plan? Yes/ No If yes, what type?**</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Maintain Divisional enrollment in Gen. PSCN</td>
<td>80% or higher Divisional enrollment fill rate for Gen. PSCN</td>
<td>Monitor enrollment progress of each Gen. PSCN course from beginning of enrollment cycle</td>
<td>Increase Enrollment and Student Retention / Objective 4a Provide a yearly analysis of enrollment trends</td>
<td>2008-2009 and 2009-2010</td>
<td>YES – possible small increase in FTF allocation due to new sections being offered</td>
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<td></td>
<td><strong>Increase number of sections of courses offered which have achieved strong enrollment in 07-08</strong></td>
<td></td>
<td>Notified PSCN faculty of course enrollment status regularly</td>
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<tr>
<td>2</td>
<td>Maintain current DE courses and implement new DE format courses as appropriate</td>
<td><strong>Offer all existing courses approved for DE format</strong></td>
<td>Ongoing evaluation by approved DE instructors of course content and student input</td>
<td>Increase Enrollment and Student Retention / Objective 4g Improve the quality and scope of distance ed. Offerings Objective 8h Increase online enrollment</td>
<td>2008-2009 and 2009-2010</td>
<td>NO</td>
</tr>
</tbody>
</table>

** List types such as “equipment,” “supplies,” “staffing,” “contractual services,” etc…