

**Laney Counseling Department (2010-11)**

Department Responsibilities	Dept Chair	Counselors
Advocate & Serve as Liaison (VPSS, Dean, Dept faculty & staff) Develop/Maintain effective counseling services	X	(all help)
Convey needs of Dept to VPSS/Dean	X	(dept input)
Recommend Work Schedules to VPSS/Dean	X	(dept approval)
Development of Work Schedules		Danniett Howard
Prepare agenda/Conduct Dept Meetings	X	(rotate notetaking)
Orientation of new counselors		Dept Committee
Training programs – counseling interns & hourly		Dept Committee
Evaluation committees (part-time)		Dept Committee
Review Counseling Budget	X	(dept input)
Staff development and inservice planning	X	(all help)

**Dept Priorities:**

- Office Relocation and procedures for delivery of svcs in new location
- VETs procedures & delivery of services
- Impact of budget cuts on Counseling Department
- VP/Dean attendance at dept meetings
- COUN Discipline: Re-establish implementation plan, Marketing of classes, add '501 workshops (e.g.: TAG, Probation, etc); and continue establishment of Counseling Discipline oversight
- **Implementation and review of Department SLO assessments**
- Conduct TRC, contract and p/t counselor evaluations (establish list & results of last year evals)
- Update Counseling Dept Website (include info & link to categorical programs & career info)
- Training Needs of Counselors (contract, non-tenured, part-time, interns)
- Status of online orientation?
- Intern recruitment (late F'10) and support of training new intern 2009-10
- Review procedures/problems – SARS
- Review procedures/problems – PASSPORT (pass info to Counseling BRT)
- Develop written rotational process for Dept Co-chairs (eg: serve 2 yrs, one stays on for consistency)

**Inservice/Staff Development:**

- College Reps (visit dept meetings)
- CCC Transfer Website Training
- Review of TAA (Transfer Admission Agreements) & TAG (Transfer Admission Guarantee)
- Presentation/sharing of actual student contact scenarios, issues and problem solving
- Website Resources (Career)
- Review of SEP Development (in general, high unit majors and VETs)
- Review of assessment steps re: suicide prevention
- Serving population with Mental Health challenges
- Instructional Dept invitations to dept meetings, (eg: English, Math, ESL, Biology, others?)
- Visits to Vocational Dept areas, (eg: A/ET, etc )