1. Please highlight any changes since you submitted your unit assessment.

The unit assessment was not available for review Fall 2008 because of changes that have taken place in the counseling office. We are offering a Personal Development 40, College Success Seminar, at Kennedy High School that is very successful. Personal Development classes are also taught at other high schools. Personal Development classes have been cancelled because of low enrollment, but late start classes did make and were successful. Personal Development classes were previously taught by counselors as part of their assignment.

2. What do you see as the strengths of each of your units?

Course outlines are all updated. Student Learning Outcomes for Personal Development classes are in the assessment phase.

Personal Development 4, Career Planning. Assist students in choosing a career or vocation and a major. Students explore their interest, skills, and values through the use of career and vocational assessments. This course is also offered through DSPS.

Personal Development 17, College Survival Skills Development. This course prepares students with a variety of college survival skills. Students learn skills related to time management, memory, reading, note taking, testing and stress reductions. They also learn to identify different learning, and decision making styles and become familiar with college support services. This course is also offered through DSPS.

Personal Development 22, The Transfer Process. This course covers the college transfer process including, admissions and academic requirements as well an application procedures for public and private institutions of higher education.

Personal Development 40, College Success Seminar. Explores issues related to higher education that impacts student success. Students develop a plan for personal and academic progress. Students learn about the transfer process to successfully transfer to a university. This class is offered at High Schools and also through the Teacher Prep Summer Bridge Program.
What do you see as the challenges of each of your units?

Replacing counselors transferred that taught Personal Development classes as part of their assignment. We no longer have a Career Counselor in the office that can teach the PD 4 career classes. Currently this is the only means for students to get career counseling. We are offering afternoon classes so that full time counselors can teach the classes. We are offering classes at different times to see what meets the needs of the student. Reinstate classes that have been cancelled because of low enrollment.

3. How does your unit planning support the mission of the college?

Personal Development instructors prepare students to be successful in college, assist in the major selection process, and provide techniques so that students persist and obtain their educational goal. Instructors educate students on how to gain access to college services and programs. Personal Development instructors prepare students to transfer to four-year universities by providing the skills and educational plans that they need to transfer.

4. What are your visions for changes, revisions, and growth?

Schedule Personal Development classes at times and days that meets the needs of students. We are looking into offering an online Personal Development class. We now offer Personal Development classes geared to disabled students and will be offering a class geared to athletes Fall 2009. We would like to offer classes to other populations such as non-credit students, foreign students, etc. Encourage incoming high school students to take a Personal Development class their first semester.

5. What resources are needed to support as well as to build the programs in your Department?

Additional permanent counselors to teach the classes. Reinstate classes that have been cancelled.

6. What is the status of SLO assessments in your department?

A SLO survey has been developed for each class. We are in the process of assessing the surveys.
7. What is the status of the course outlines of record and course updates in your department?

All Personal Development classes taught at Mission College have been updated.

- **Personal Development 4** – Career Planning - April 4, 2006
- **Personal Development 17** – College Survival Skills - February 14, 2006
- **Personal Development 22** – The Transfer Process - February 14, 2006
- **Personal Development 40** – College Success Seminar – May 5, 2008