Your department has been scheduled for a comprehensive review in spring 2015. To complete this review, please provide the following to the Educational Planning Committee (email to pharesd@lamission.edu and to allenmk@lamission.edu) by March 15, 2015.

1. Briefly outline the program’s core goals and priorities for the next three years. Describe the rationale (data, information, reasoning, etc.) that supports your plans. Do you foresee any changes in your field over the next few years that will impact the future direction of the department/program? (We will send a spreadsheet to be filled out as partial answer to this question within the next month.)

PD is not part of a program so for the purpose of answering this question, only the department goals will be addressed.

Priorities for the next three years:

- Department name change from PD to Counseling (change is a district attribute)
- Increase DE course offerings (to serve DE students with comparable course offering and to increase access)
- Anticipated increase in overall course offerings (to meet SB 1456 mandates)
- Recruitment of quality PD instructors (plan hires to create timely staffing)
- The anticipated development of a summer bridge or first year experience programs to include PD courses (to help increase overall student success for our basic skills student population)

In addition, please provide answers to the following questions:

2. Do the curriculum and scheduling of courses in your discipline provide a coherent sequential path in which your students’ goals of transfer, graduation, and certificate completion can be realized in a timely manner? Please explain what data you use and how you make these evaluations.

   Personal Development (PD) courses are not sequential. The only change in the scheduling of PD courses would be to offer PD 22 (The Transfer Process) in both Spring and Fall semesters. Transfer application periods are year-round and vary depending on the type of institution (private, out of state, or public). This will allow students the option to take the course in the given semester that corresponds with their transfer timeline.

3. Has the curriculum kept pace with changes and developments in areas that would affect the program, e.g. university articulation requirements, developments in pedagogy, developments at other LACCD campuses, or requirements for commercial/industry skills? Briefly explain.

   The District Counseling Discipline Committee initiated the discipline name change from Personal Development to Counseling. To align with this district change, LAMC will update Personal Development CORs to Counseling as of Spring 2015. Additionally, PD faculty have instituted
strategies learned through FTLA to incorporate technology in the classroom. PD 40 will also be requested to articulate with Area E on the CSU GE for Fall 2015.

4. Are the department’s mission, goals, and objectives clearly articulated and communicated to faculty? Briefly explain how you involve your faculty in setting goals.

Although we have a general counseling department mission statement on the counseling website, there is still a need to set regular meetings with PD faculty since the majority of our instructors are adjuncts. PD instructors met last year to review and update course SLOs and assessments; however, the department has not met to communicate the mission, goals and objectives. Beginning Spring 2015, the department will meet to review and discuss the department’s mission, goals and objectives. If faculty are not able to attend this meeting, they will be emailed the minutes. Flex Day will also be utilized this coming fall to meet and discuss these issues as well.

5. Does your department/discipline have an adequate procedure in place to determine whether it is meeting its instructional goals and objectives? Briefly explain this procedure and what data is collected to inform your analysis.

No, this is an area that will be addressed when the PD faculty meets during the spring semester.

6. Describe the use of Social and/or instructional media, computers, and other technologies in your current program and any plans in this area for the coming year.

Youtube video, cacareercafe.com, assist.org, CCCTransfer.org, Facebook, smart classroom, overhead camera projector, ipads, clickers, TED.ed, the internet to include www.lamission.edu, library resource guides.

7. How would you describe the morale and atmosphere within the department/program? How does your department/program promote collegiality among its faculty?

The morale and atmosphere is positive and nurturing. Faculty work together and share best practices in the classroom as well as helpful resources. The department has full time faculty that help adjuncts as questions arise and we all have an open door policy to address any concerns or questions. Since we have not met very regularly, email is used often to update all instructors.

You will be meeting with EPC to discuss your review on Friday, May 1, 2015.