



2007-08 Individual Commitments to Action

Name: Victoria Lugo

Department: Counseling/Matriculation

Initiative

Area of Focus

Student Centered

1. Access

2. Curriculum and Programs

3. Services

Area of Focus	Individual Commitments to Action	Metrics	Time Frame
1	Strengthen articulation with high school programs	Develop two new articulation agreements with local high school programs	Sp 08
2	Develop at least one on-line or hybrid guidance course	Increase distance education in Guidance courses by 10%	SP 08
2	Increase the number of Guidance offerings	Offer 3 sections of Guidance 95, and increase offerings of Guidance 193 by 20%	Sp 08
2	Align AA General Education pattern to CSU General Education Pattern and align AA degrees globally to meet requirements for CSU transfer	Increase students receiving Associates Degrees by 10%	Sp 08
3	Revamp new student orientation to offer one stop services	Students attending orientation will increase by 15%	F 08
1	Develop a summer success program for new incoming students	100 students will participate with a 95% success rate	Sp 08
1	Hire hourly staff for Assessment center to provide access when coordinator is on vacation and to offer evening and weekend hours	Students will have increased access to assessment center	F 08



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Area of Focus

Community Engagement

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| 1. | Increase Visibility |
| 2. | Develop Strategic Partnerships |
| 3. | Bring the College to the Community |

Area of Focus	Individual Commitments to Action	Metrics	Time Frame
1	Update the counseling, matriculation and transfer center and EOP&S web sites to adequately reflect the services offered. Include assessment testing and orientation dates on the web site.	10% increase of students who participate in orientation and assessment testing	F 08
3	Increase collaboration with colleagues at the high school level	Two sections of Guidance 193 will be offered at the local high schools	Sp 08
2	Participate in the process of identifying partners for University center at EVC	Counseling faculty will have participation and input when potential partners are considered	Sp 08
3	Increase immigrant student course enrollment	At least one Guidance course will be offered in collaboration with the Mayfair initiative	Sp 08
3	Graduating high school seniors will be enrolled at EVC prior to their high school graduation date	Offer one stop registration and services to at least 3 local high schools	Sp 08



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Area of Focus

Organizational Transformation

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| 1. | Build Community |
| 2. | Employee Development |
| 3. | Transparency and Communication |

Area of Focus	Individual Commitments to Action	Metrics	Time Frame
1	Provide conflict resolution training for staff	90% staff participation in training	F 08
1	Hold one all Division retreat	95% of staff will participate	F 08
2	Provide customized training to all staff including SARS grid, Eureka, Microsoft Outlook, Cisco Phone System and ASSIST	100% of staff will be more familiar with tools used in student services as measured by pre/post surveys	F 08
2	Collaborate with college staff to develop an employee leadership program	Staff that participate will report 50% increase in employee satisfaction on staff surveys	Sp 08
2	With services to students as a priority, allow flexible scheduling to allow employees to take classes, do classroom observations or attend related activities on campus	10% increase in staff who complete their educational goals	Sp 08
3	Develop a binder to include quick updates and changes for adjunct counselors	95% of adjuncts will be familiar with all changes within the department	F 08

3	Participate in the comprehensive audit of counseling policies and develop procedures including reestablishing the student grievance board	Written policies and procedures will be posted and included in all college publications	Sp 08
3	Develop an electronic newsletter to inform all staff about relevant counseling and matriculation issues	All employees will be apprised of relevant counseling and matriculation activities	Sp 08