12 Month Work Plan: July 1, 2016 to June 30, 2017
Michael McClenic, Program Manager
Early Alert & Probation

Strategic Direction 1 – Student Learning

Participate in the implementation and roll-out of a more robust, user-friendly Early Alert tracking and reporting system.

1) Collaborate with Vice President of Student Services and other college stakeholders to develop implementation plan.
2) Ensure faculty input on implementation plan.
3) Ensure key program staff and faculty are appropriately trained in use of the new system.
4) Ensure all counselors and academic advisors, especially those in remote locations are appropriately trained in use of system.
5) Track usage and modify implementation plan as necessary.
6) Continued participation on and information sharing with members of the Student of Concern Team.

Strategic Direction 2 – Student Progression and Completion

Complete rollout of redesigned Online Student Success Seminar.

1) Thorough review of seminar draft by English Department faculty member to ensure quality of language.
2) Collaborate with college webmaster to modify Bakersfield College website accordingly.
3) Ensure familiarity of remote counseling staff with redesigned seminar.
4) Monitor student completion rate via quarterly review of data.
5) Develop and implement monthly report format for review by Vice President for Student Services, Dean of Student Development & Success and other members of the Probation Task Force.
6) Expand membership of Probation Task Force to foster more diversity.

Standardize Power Point presentations for Onsite Student Probation 2 and Student Dismissal workshops.

1) Use “best practices” approach to identify most effective elements of workshops currently being delivered.
2) Ensure all Counselors and Education Advisors, especially those in remote locations, are thoroughly familiar with the workshops content, format and have the ability to deliver either or both workshops.
Revise, standardize and distribute “Rubrics for Counseling At-Risk Students” document.
1) Carefully review Kern Community College District Policies and Procedures Manual to ensure “Rubrics” document reflects District policies and procedures.
2) Distribute revised document to key student services leadership for review and input.
3) Finalize and distribute “Rubrics” to Counselors and Education Advisors.

Develop high-tech, low touch tracking system to measure success of probation program.
1) Collaborate with KCCD staff to define data collection and reporting needs.
2) Enhance skills in COGNOS.
3) Determine reporting frequency and distribution.
4) Modify as necessary.

Strategic Direction 4 – Oversight and Accountability
1) Identify professional development opportunities that enhance skillset of Early Alert & Probation Department Assistant.
2) Recommend webinars and related professional development activities that pertain to working with probation students in general, and minority students in particular, to Dean of Student Development & Success and Director of Counseling that enhance skillset of Counselors and Education Advisors.
3) Identify and schedule opportunities to make presentations at academic department meetings to update faculty on status of Early Alert & Probation Program.
4) Continue weekly meetings with Dean of Student Development & Success.

Strategic Direction 5 – Leadership and Engagement
1) Continued participation in African-American Initiatives group.
2) Continued participation as African-American Mentor Program – Male as co-advisor.
3) Continued participation as member of Student of Concern Team.
4) Continued participation with Title V Support Services Team.
5) Continued participation in Counseling Department meetings.
6) Expand participation to include Completion Coaching Community committee.