

SCHOOL ACTION PLAN 3: Student Support Services

Goal: Expand student support services to help students transition within & through CCAS programs & onto their next stage of education and employment more quickly and efficiently.

SLOs Addressed: Lifelong Learners; Critical Thinkers; Technology Users; Strong members of their families and communities

<u>Steps to Meet Goal:</u>	<u>Responsible Party(s)</u>	<u>Timeline</u>	<u>Progress Indicators</u>
<p>1. Develop evaluation of student support services</p> <p>1.1 Annually identify needs and gaps by gathering input from all stakeholder groups (students-current/former, teachers, staff, community)</p> <p>1.2 Prioritize and implement services and strategies</p> <p>1.3 Research best practices as needed</p> <p>1.4 Determine how to measure effectiveness/success (improved learning outcomes, surveys/reflection, interviews)</p> <p>1.5 Communicate results and services to all staff</p>	Counselor and Student Support Services Team	<p>1.1 Annually, Fall</p> <p>1.2 Fall & ongoing</p> <p>1.3 As needed</p> <p>1.4 Fall & ongoing</p> <p>1.5 Annual B2S mtg</p>	<p>1.1-1.2 Results, agenda, notes</p> <p>1.3 Agenda, notes</p> <p>1.4 Agenda, notes</p> <p>1.5 B2S agenda, monthly bulletins</p>
<p>2. Monitor comprehensive intake, placement, counseling & registration procedures</p> <p>2.1 Regularly review procedures to identify needs and gaps</p> <p>2.2 Modify as needed and implement</p> <p>2.3 Create procedures document and/or flow chart</p> <p>2.4 Communicate new process & procedures to staff</p> <p>2.5 Monitor effectiveness of new process & procedures and modify accordingly</p>	Leadership Team Student Support Services Team	2.1-2.5 Annually & ongoing as needed	<p>2.1 Procedures, agendas, notes, emails,</p> <p>2.2 Revised procedures</p> <p>2.3 Document and/or flowcharts</p> <p>2.4 Document and/or flowcharts, agendas, notes, emails</p> <p>2.5 agendas, notes, emails</p>
<p>3. Ensure every student (ESL/ABE/ASE) has a plan within 3 month of enrollment</p> <p>3.1 Review LARAEC Counselor Workgroup ISP implement plan</p> <p>3.2 Develop a CCAS version of the plan</p> <p>3.3 Share plan and process with Leadership Team for input</p> <p>3.4 Inform staff of new process & procedures</p> <p>3.5 Implement new process & procedures</p> <p>3.6 Monitor effectiveness of student plans & process & modify accordingly</p>	Counselor and Student Support Services Team Program Coordinators	<p>3.1 April 2017</p> <p>3.2 May 2017</p> <p>3.3 Summer 2017</p> <p>3.4 Fall 2017</p> <p>3.5 Fall 2017 ongoing</p> <p>3.6 Quarterly</p>	<p>3.1 ISP Implementation Plan</p> <p>3.2 CCAS ISP plan</p> <p>3.3 Agenda, handouts, notes</p> <p>3.4</p> <p>3.5</p> <p>3.6 SSS Team agendas, notes,</p>