

Task Details Report

Planning Unit: Counseling
Unit Manager: Lead Faculty, Counseling

Objective: 731 - Test

Objective Description:

trdfusftjz

Start Date: 4/2/2018	Task Type: Resource Request	Priority Level: High	Task Order: 1
Due Date:	Completion Date:	Task Status: New	Budget: \$325

CRER Instructional PR:

Enable students to develop a better understanding of their skills related to the workplace by providing students with the MicroSkills career analysis tool.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
Supply	Counseling	CRER - MicroSkills Cards	\$325.00	\$0.00

Assignment Details:

Name:	Email:
Lead Faculty, Counseling	darafshi@smccd.edu

Task Details Report

Start Date: 2/22/2018	Task Type: Resource Request	Priority Level: High	Task Order: 2
Due Date:	Completion Date:	Task Status: New	Budget: \$140

CRER Instructional PR: Provide students with detailed assessment and interpretation of their career interests as identified by the Strong Interest Inventory by supplying CRER Instructors with Strong Interest Inventory User's Guides.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
Supply	Counseling	CRER Instructional PR: Strong Interest Inventory User's Guide	\$140.00	\$0.00

Assignment Details:

Name:	Email:
Lead Faculty, Counseling	darafshi@smccd.edu

Start Date: 2/22/2018	Task Type: Resource Request	Priority Level: High	Task Order: 3
Due Date:	Completion Date:	Task Status: New	Budget: \$216

CRER Instructional PR: Provide students with detailed assessment and interpretation of their personality as identified by the Myers- Briggs Type Inventory by supplying CRER instructors with the following publications: Introduction to Type; Introduction to Type & Careers; Introduction to Type in College .

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
Supply	Counseling	CRER Instructional PR: Intro. to Type, Type in College, Type in Careers Publications	\$216.00	\$0.00

Assignment Details:

Name:	Email:
Lead Faculty, Counseling	darafshi@smccd.edu

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Planning Unit: Counseling
Unit Manager: Lead Faculty, Counseling

Objective: 735 - Promote health and productivity for Counselors

Objective Description:

As Counselors, we meet with students in increments of 15- to 60-minutes within a span of 6-8 hours. The amount we sit every day is unhealthy and leads to an increased risk of weight gain, diabetes, and heart disease in the future (Todd, Bennett & Christie, 2007). Furthermore, due to the high volume of students we encounter during peak times of the semester, our department is launching triage-system to resolve this matter. The Varidesk Package can alleviate the monotonous amount we sit by having the alternative to stand and stretch while maintaining good health and sustainability at the same time.

Start Date: 2/22/2018	Task Type: Resource Request	Priority Level: High	Task Order: 1
Due Date:	Completion Date:	Task Status: New	Budget: \$4,500

Varidesk (\$495)
<https://www.varidesk.com/products/cubicle-standing-desk-cube-corner?o=Size:36%20inch;Color:-%20Black>

Dual-Monitor Arms (\$150)
<https://www.varidesk.com/products/dual-monitor-arm-standing-desk>

Floor Mat (\$60)
<https://www.varidesk.com/products/standing-desk-antifatigue-mat-36>

A counseling faculty has already worked with SMCCD Human Resources Representative, Ingrid Melgoza, and she informed us that they are unable to partially fund our request due to the absence of medical documentation per employee request. However, Ms. Melgoza has recommended the equipment mentioned above to install per office in terms of ergonomic standards.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
Supply	Counseling	Height-Adjustable Standing Desk for Cubicles - VARIDESK Cube Corner 36	\$2970.00	\$2970.00
Supply	Counseling	VARIDESK - Dual Monitor Arm - Full-Motion Spring Dual	\$1170.00	\$1170.00
Supply	Counseling	VARIDESK-Standing Desk Anti-Fatigue Comfort Floor Mat - Mat 36	\$360.00	\$360.00

Assignment Details:

Name:	Email:
No Data to Display	

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Planning Unit: Counseling
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Objective: 755 - Enhance 'E-Counseling' services- start 'Live-Video Counseling' pilot program

Objective Description:

The E-Counseling service allows students to have their counseling-related questions answered by the designated E-counselor. However, the service (also phone appointments) doesn't come close to providing the comprehensive academic counseling service provided during face-to-face sessions. Therefore, the Department would like to provide enhanced services through 'Live-Video Counseling,' using video conferencing software called Zoom. This software is free and already provided by the State Chancellor's office to all Community Colleges. Some colleges already use Zoom to provide this service, such as Foothill College. We were able to consult with members of the Foothill Counseling Department to see how the service works and how it was implemented. Three sets of document readers and wireless headphones are necessary pieces of equipment to start our pilot program with three counselors.

As stated throughout our 2016-17 Program Review, E-counseling and phone appointments are essential to reaching Distance Education students who need our services, but can be time consuming and ineffective due to the modes of communication.

Start Date: 2/28/2018	Task Type: Resource Request	Priority Level: High	Task Order: 1
Due Date:	Completion Date:	Task Status: New	Budget: \$1,560

A group of counselors, plus the Dean of Counseling have already done a site visit to Foothill College where we learned about the advantages of Live Video Counseling, as well as some of the challenges of setting it up-- especially through SARS. Our next step will be to consult with IT on how to create an online appointment system using SARS.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
Supply	Counseling	HoverCam Solo 8 Document Camera	\$1113.00	\$1113.00
Supply	Counseling	Bose wireless headphones	\$447.00	\$0.00

Assignment Details:

Name:	Email:
No Data to Display	