# Annual Assessment Plan
(August 1-September 30)

<table>
<thead>
<tr>
<th>Department</th>
<th>Student Success</th>
<th>Academic Year</th>
<th>2006-2007</th>
<th>Degree Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title of Program</td>
<td>Counseling Services</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>University Goal</th>
<th>Objectives</th>
<th>Expected Results (Outcomes)</th>
<th>Assessment Instrument(s)/Procedures/Costs</th>
</tr>
</thead>
</table>
| • The University will address the major educational, cultural, and economic issues of the region and in doing so will promote a positive self-image of the institution and the area. | To provide assistance with and implement UWA retention efforts related to “at risk” students | All “at risk” students will be contacted by the UWA Counseling Office resulting in a higher rate of student retention at UWA (as defined by the UWA Retention Plan). “At risk” students include the following:  
  • Conditionally admitted freshmen, identified by an ACT score of less than 18  
  • Conditionally admitted transfer students, identified by a GPA of less than 2.0 from previous coursework  
  • Students currently on academic probation or suspension (student with less than a 2.0 cumulative GPA)  
  • Students reinstated following academic suspension | Objective will be achieved through:  
  • Active membership and involvement with the UWA Student Success Committee  
  • Offering groups/workshops and individual counseling aimed at improving students’ study skills  
  • The Director of Counseling will meet with students the Student Success Committee identifies as experiencing situational problems which may hinder their academic performance.  
  • Personal counseling intended to address issues that may interfere with a student’s academic success |
| Objective | The Director of Counseling will clarify the roles and expectations of and will supervise the Student Success Coordinators | Objective will be achieved through:  
- Active involvement with the Student Success Coordinators, including a meeting at the beginning of each semester  
- Providing the Coordinators with Instructions related to the untagging process prior to and during pre-registration  
- Requiring that students meet with their Student Success Coordinator prior to being untagged for registration if they are tagged for conditional admission or for mid-term deficiencies  
- Contacting the Coordinators during the semester to ensure that they are meeting regularly with “at risk” students |
<table>
<thead>
<tr>
<th></th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>To provide guidance for the Student Success Coordinators assigned to each academic college</td>
<td>The Director of Counseling will meet individually with any student wishing to withdraw from the University.</td>
<td>Personal counseling for students planning to withdraw from UWA</td>
</tr>
<tr>
<td>To provide assistance with and implement UWA retention efforts by active involvement with the withdrawal process</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Objective</td>
<td>Director's Responsibility</td>
<td></td>
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<tr>
<td>--------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>To provide support for the UWA 101 classes</td>
<td>The Director of Counseling will teach one section of UWA 101 each semester</td>
<td></td>
</tr>
<tr>
<td>To provide support for the Department of History and Social Sciences</td>
<td>The Director of Counseling will teach at least one undergraduate course each semester in Social Work and will provide additional teaching at the undergraduate and graduate levels as needed on an adjunct basis</td>
<td></td>
</tr>
<tr>
<td>To represent the University by active involvement with the community</td>
<td>The Director of Counseling will serve on committees within the community and provide support for the regional Departments of Human Resources</td>
<td></td>
</tr>
<tr>
<td>To provide UWA faculty with an option for contacting students with excessive absences</td>
<td>The Director of Counseling will contact the UWA faculty at the beginning of each semester and offer to contact students with excessive absences, defined as three or more consecutive absences without contacting the professor</td>
<td></td>
</tr>
<tr>
<td>UWA 101 textbook and other counseling and campus resources will be utilized</td>
<td>The Director of Counseling will design each course taught and select appropriate textbooks.</td>
<td></td>
</tr>
</tbody>
</table>

Objective will be achieved through:
- Serving on the Sumter County DHR Quality Assurance Committee as member and secretary
- Provide limited counseling services for some families and children in foster care by Sumter and Marengo County DHR offices

Follow-up with students (reported by faculty) with excessive absences
To provide students with the tools and skills necessary to achieve success in the following areas:

- Academics
- Social skills
- Personal growth and development

To provide UWA faculty with personal counseling when requested

To provide UWA staff with personal counseling when requested

To provide students, faculty, and staff with detailed information about available counseling services

To provide counseling for UWA students related to their specific disabilities

To correspond with faculty (when necessary) concerning specific needs and concerns of students with disabilities

Objective will be achieved through:

- Personal and group counseling services aimed at assessment, diagnosis, and treatment of disorders and deficiencies in the aforementioned areas
- Accurate documentation of students who seek academic counseling and, therefore, ability to determine satisfactory GPA (above 2.0)
- Identified and documented success of counseling services based on student, faculty, staff, and counselor reports for those who attempt to implement changes identified as necessary through individual and group counseling

Objective will be achieved through:

- E-mailing students, faculty, and staff about available services
- Posting of services in the campus newspaper
- Frequent updating of the UWA Counseling Center website
- Announcements made in classes at the beginning of each semester by UWA faculty
- Referrals made by UWA employees

Objective will be achieved through:

- Improved counseling services for those students who require special needs in the academic setting (limited services available in the past; comparison statistics will be available following a full semester of services)
- Increased number of students enrolled in ADA program due to accurate assessment and advocacy
- Improved education to students and faculty concerning learning

Satisfactory GPA for students who receive academic counseling

Minimal withdrawals from UWA due to successful counseling (“minimal withdrawal” to be accurately defined at a later date; current withdrawal rate unknown at this time)

Improvement and progress in all areas for students who seek and receive counseling services

Improvement in functioning for those faculty and staff who seek and receive counseling services

Higher rates of students, faculty, and staff who utilize available counseling services (numbers not available at this time due to the novelty of the services offered; numbers to be reported at the end of the current semester)

Objective will be achieved through:

- Counseling services aimed at Accurate assessment of potential diagnoses resulting in necessary testing
- Timely intervention for students Currently identified by the ADA program as disabled and in need of special services

Improved counseling services for those students who require special needs in the academic setting (limited services available in the past; comparison statistics will be available following a full semester of services)

Increased number of students enrolled in ADA program due to accurate assessment and advocacy

Improved education to students and faculty concerning learning
To educate students, faculty, and staff about mental disorders that may be contributing to impairments in academic, social, and personal functioning

To serve on and effectively contribute to appointed university committees

<table>
<thead>
<tr>
<th>To achieve:</th>
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<tbody>
<tr>
<td>disabilities and necessary accommodations</td>
</tr>
<tr>
<td>Higher level of functioning in individuals who seek counseling and report academic, social, and/or personal problems (“higher level of functioning” will be measured by level of progress attributable to counseling services; success can only be measured and reported following termination of counseling)</td>
</tr>
</tbody>
</table>

Objective will be achieved through:
- Providing educational material and information to those individuals who seek counseling at the UWA Counseling Center
- Accurately answering questions and addressing concerns mentioned by those seeking counseling services

The Director of Counseling will serve on the following committees:
- Disciplinary
- Freshman Studies
- Orientation
- Student Life
- Student Success

Objective will be achieved through:
- Attend Meetings
- Contribute at meetings
- Actively assist with carrying the goals of the committees

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Forward all forms to the dean by October 31 for review.

<table>
<thead>
<tr>
<th>Department</th>
<th>Title of Program</th>
<th>Academic Year</th>
<th>Degree Level</th>
</tr>
</thead>
</table>

Self-Study  
(August 1-September 30)
<table>
<thead>
<tr>
<th>Objectives</th>
<th>Expected Outcome</th>
<th>Actual Outcome</th>
<th>Problems Encountered</th>
<th>Action Taken/Plan(s) For Improvement</th>
</tr>
</thead>
</table>
| To provide assistance with and implement UWA retention efforts             | All “at risk” students will be contacted by the UWA Counseling Office, resulting in a higher rate of student retention at UWA (as defined by the UWA Retention Plan). “At risk” students include the following:  
  • Conditionally admitted Freshmen, identified by an ACT score of less than 18  
  • Conditionally admitted Transfer students, identified by a GPA of less than 2.0 from previous coursework  
  • Students currently on academic probation or suspension (students with less than 2.0 cumulative GPA) | Once the tag lists were generated prior to pre-registration, all students were contacted by the counseling office. E-mails were sent to all students to make them aware of their tag and to provide information about having tags removed.  
Conditionally admitted students met with their Student Success Coordinator. These students were educated about the tagging process, they were counseled academically and given pointers about studying and making good grades, and their tags were removed.  
Students on probation were required to see the Director of Counseling. During this meeting, the Counselor looked at the student’s current GPA and course history. Students were counseled concerning problems they might be facing that were interfering with school. Finally, students were referred to a Student Success Coordinator who advised the student about his or her schedule and removed the tag. | No problems encountered. | No action required at this.        |
| The Retention Coordinator will supervise the UWA Peer Tutorial Program. | The Peer Tutoring Program is improving. In our second year, tutors serviced 67 students. Of those, 39 students earned a 2.5 or better GPA for the semester. | Few students utilized this service. | Work with Freshman Studies Committee and Student Success Coordinators to advertise services. |
| To provide assistance with an implement UWA retention efforts by active involvement with the withdrawal process |
| Director of Counseling will meet individually with any student wishing to withdraw from the University. |
| The Counselor or Retention Coordinator met with students. |
| Many students wait to withdraw until after the deadline for withdrawing without academic penalty. |
| Send periodic e-mails to students concerning the withdrawal process. |
| To provide support for the UWA 101 classes |
| The Retention Coordinator will teach one section of UWA 101 each semester. |
| The Retention Coordinator taught one section of UWA 101 in fall, spring, and summer semesters. |
| All faculty do not take advantage of this service. |
| Continue contacting faculty periodically |
| The Director of Counseling will contact the UWA faculty at the beginning of each semester and offer to contact students with excessive absences, defined as three or more consecutive absences without contacting the professor. |
| Faculty were contacted at the beginning of each semester to make them aware of this service. |
The Retention Coordinator will coordinate all service learning options for this academic year.

The Director of Counseling will serve on the following committees:
- ADA Compliance
- Freshman Studies
- Student Life
- Student Success

The Retention Coordinator coordinated all service learning options for this academic year

Planning in advance and providing details to instructors.

No Problems encountered.

Begin this project May 1 of each year.

No action required at this time.

Forward all forms to the dean by October 31 for review.
## Statement of Achievements

**Department**  Counseling Services  

**Academic Year**  2005-2006

**Plans Implemented**

**Plans Not Implemented**

Note: Two part-time/temporary employees serviced the Counseling Office during 2005-2006 while a national search was conducted for a full-time Director of Counseling.

(1)  

(2)  

(3)  

(4)  

(5)  

(6)  

(7)  

(8)  

(9)  

(10)  

*Forward all forms to the dean by October 31 for review.*
# SHORT-RANGE PLANS: FIRST YEAR

**Department:** Counseling Services  
**Year:** 2006-2007

<table>
<thead>
<tr>
<th>Plans</th>
<th>Strategies to Implement</th>
<th>Completion Date</th>
<th>Approved by</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Attempt to contact all students identified as “at risk”</td>
<td>- E-mail students using names from information systems printouts and referrals from faculty and staff</td>
<td>By Week 3 of each semester</td>
<td>IEC</td>
</tr>
</tbody>
</table>
| 2. Provide workshops for improving academic and social skills, and for encouraging personal growth and development | - Offer Study skills workshop to Freshman Seminar classes  
- Offer a minimum of three workshops on related to topics to all students each semester | Each Semester | IEC |
| 3. Provide information to students, faculty, and staff about resources available through counseling services | - Provide information through the university’s newspaper  
- Provide information through Blackboard  
- Provide information through e-mail about upcoming workshops  
- Upgrade and utilize the counseling services webpage | Each Semester | IEC |
| 4. Facilitate the ADA compliance coordinator with obtaining required documentation to assist ADA students | - Collaborate with the ADA compliance coordinator and Vice President of Student Affairs to facilitate students | Each Semester | IEC |
Approved: 

Unit Head/Director

Approved: 

Dean/Vice President

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MEDIUM-RANGE PLANS: YEARS TWO AND THREE

Department: Counseling Services

Academic Years: 2007-2009

Year Two

(1) Maintain supplies necessary for individual, group, and family therapy services

(2) Maintain website and make more useful for students, faculty, and staff

(3) Increase campus visibility through Freshman Seminars, Social Work classes, and other class/group presentations

(4) Increase number of students, faculty, and staff who are utilizing available services

(5) Maintain membership in organizations necessary for improved education about college and other related counseling

(6) Offer position for qualified intern seeking licensure

Year Three

(1) Maintain counseling supplies

(2) Maintain website

(3) Increase services available

(4) Continue to increase campus and community visibility

(5) Maintain professional memberships

_____________________________________________________________________________

Approved: ____________________________  Approved: ____________________________

Unit Head/Director  Dean/Vice President

Forward all forms to the dean by October 31 for review.
<table>
<thead>
<tr>
<th>PLANS (Refer to One-Year Plans)</th>
<th>HUMAN RESOURCES (Faculty, Staff, Consultants, etc.) AVAILABLE</th>
<th>HUMAN RESOURCES (Faculty, Staff, Consultants, etc.) NEEDED</th>
<th>PHYSICAL RESOURCES (Supplies, Material, Equip., etc.) AVAILABLE</th>
<th>PHYSICAL RESOURCES (Supplies, Material, Equip., etc.) NEEDED</th>
<th>OTHER RESOURCES (Printing, Postage, Telephone, etc.) AVAILABLE</th>
<th>OTHER RESOURCES (Printing, Postage, Telephone, etc.) NEEDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attempt to contact all “at risk” students</td>
<td>1</td>
<td>1</td>
<td>Adequate resources</td>
<td>None</td>
<td>Mail-outs, Emails (no cost)</td>
<td>None</td>
</tr>
<tr>
<td>Provide workshops for improving academic and social skills, and for encouraging personal growth and development</td>
<td>1</td>
<td>2 (A student intern could help with workshops)</td>
<td>Adequate resources</td>
<td>None</td>
<td>Hand-outs</td>
<td>May require increase in printing budget as number of workshops increases; $100</td>
</tr>
<tr>
<td>Provide information to students, faculty, and staff about resources available through counseling services</td>
<td>1</td>
<td>1</td>
<td>Inadequate resources</td>
<td>Add a projector Infocus LP70+ (for presentations and workshops in the classroom and community where projectors are not available) Cost $1299.00</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td>Provide necessary biopsychosocial interventions for students</td>
<td>1</td>
<td>1</td>
<td>Inadequate resources</td>
<td>Add “Counseling supplies” expenditure object to budget; increase budget to maintain supplies; $500</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td>TOTAL RESOURCES NEEDED</td>
<td>$</td>
<td>$1799.00</td>
<td>$100.00</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>GRAND TOTAL OF RESOURCES NEEDED (Human Resources + Physical Resources + Other Resources)</td>
<td>$1899.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

AVAILABLE means budgeted in current year’s budget.
In listing AVAILABLE HUMAN, PHYSICAL, AND OTHER RESOURCES, please place an asterisk (*) by any items funded from external sources such as federal, private, contractual, revenue generated, or other such sources external to the university.

Dean/Vice President: ________________________________

Date: ________________

*Forward all forms to the dean by October 31 for review.*
# RESOURCES REQUIRED FOR PLANS (TWO-YEAR PLANS)

<table>
<thead>
<tr>
<th>PLANS (Refer to Two-Year Plans)</th>
<th>HUMAN RESOURCES (Faculty, Staff, Consultants, etc.)</th>
<th>PHYSICAL RESOURCES (Supplies, Material, Equip., etc.)</th>
<th>OTHER RESOURCES (Printing, Postage, Telephone, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintain supplies necessary for counseling services</td>
<td>1 AVAILABLE 1 NEEDED</td>
<td>None Treatment Workbooks ($200.00)</td>
<td></td>
</tr>
<tr>
<td>Maintain website and enhance its usefulness to students, faculty, and staff</td>
<td>1 AVAILABLE 1 NEEDED</td>
<td>Adequate None</td>
<td></td>
</tr>
<tr>
<td>Increase campus visibility through Freshman Seminar, social work classes, and other class/group presentations</td>
<td>1 AVAILABLE 2 NEEDED</td>
<td>Adequate None</td>
<td>Projector Infocus LP70+ if not approved for 1 year plan(for presentations and workshops in the classroom and community where projectors are not available)</td>
</tr>
<tr>
<td>Increase the number of students, faculty, and staff who are utilizing available services.</td>
<td>1 AVAILABLE 1 NEEDED</td>
<td>Inadequate Copy machine $1699.00(to increase weekly advertisement of counseling services and provide educational information) Increase of $200.00 for professional membership; increase travel budget by</td>
<td></td>
</tr>
<tr>
<td>Maintain membership in organizations necessary for improved education about college and other related counseling</td>
<td>1 AVAILABLE 1 NEEDED</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
$200.00 most conferences exceed a 90 mile radius from the University campus; increase of $200.00 for professional licensure

TOTAL RESOURCES NEEDED $  $  $  $2499.00 $  $1299.00

GRAND TOTAL OF RESOURCES NEEDED (Human Resources + Physical Resources + Other Resources) $3798.00

AVAILABLE means budgeted in current year’s budget.
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Dean/Vice President: ____________________________ Date: ________________

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**RESOURCES REQUIRED FOR PLANS (THREE-YEAR PLANS)**

**Department:** Counseling Services  
**Year:** 2008-2009

<table>
<thead>
<tr>
<th>PLANS (Refer to Three-Year Plans)</th>
<th>HUMAN RESOURCES (Faculty, Staff, Consultants, etc.) AVAILABLE</th>
<th>HUMAN RESOURCES (Faculty, Staff, Consultants, etc.) NEEDED</th>
<th>PHYSICAL RESOURCES (Supplies, Material, Equip., etc.) AVAILABLE</th>
<th>PHYSICAL RESOURCES (Supplies, Material, Equip., etc.) NEEDED</th>
<th>OTHER RESOURCES (Printing, Postage, Telephone, etc.) AVAILABLE</th>
<th>OTHER RESOURCES (Printing, Postage, Telephone, etc.) NEEDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintain counseling supplies</td>
<td>1</td>
<td>1</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Maintain Website</td>
<td>1</td>
<td>1</td>
<td>Adequate</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Increase services available</td>
<td>1</td>
<td>2 (with assistance from an intern)</td>
<td>Adequate</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Offer position to a qualified intern</td>
<td>1</td>
<td>1</td>
<td>Adequate</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Continue to increase campus and community visibility</td>
<td>1</td>
<td>2 (with assistance from an intern)</td>
<td>None</td>
<td>Counseling Parafnelia</td>
<td>Increase budget for printing expenditures or update copy machine</td>
<td></td>
</tr>
<tr>
<td>Maintain professional memberships</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>
TOTAL RESOURCES NEEDED $ $ $ $ $ $1699.00

GRAND TOTAL OF RESOURCES NEEDED (Human Resources + Physical Resources + Other Resources) $1699.00

AVAILABLE means budgeted in current year’s budget.
In listing AVAILABLE HUMAN, PHYSICAL, AND OTHER RESOURCES, please place an asterisk (*) by any items funded from external sources such as federal, private, contractual, revenue generated, or other such sources external to the university.

Dean/Vice President: ___________________________ Date: ________________

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