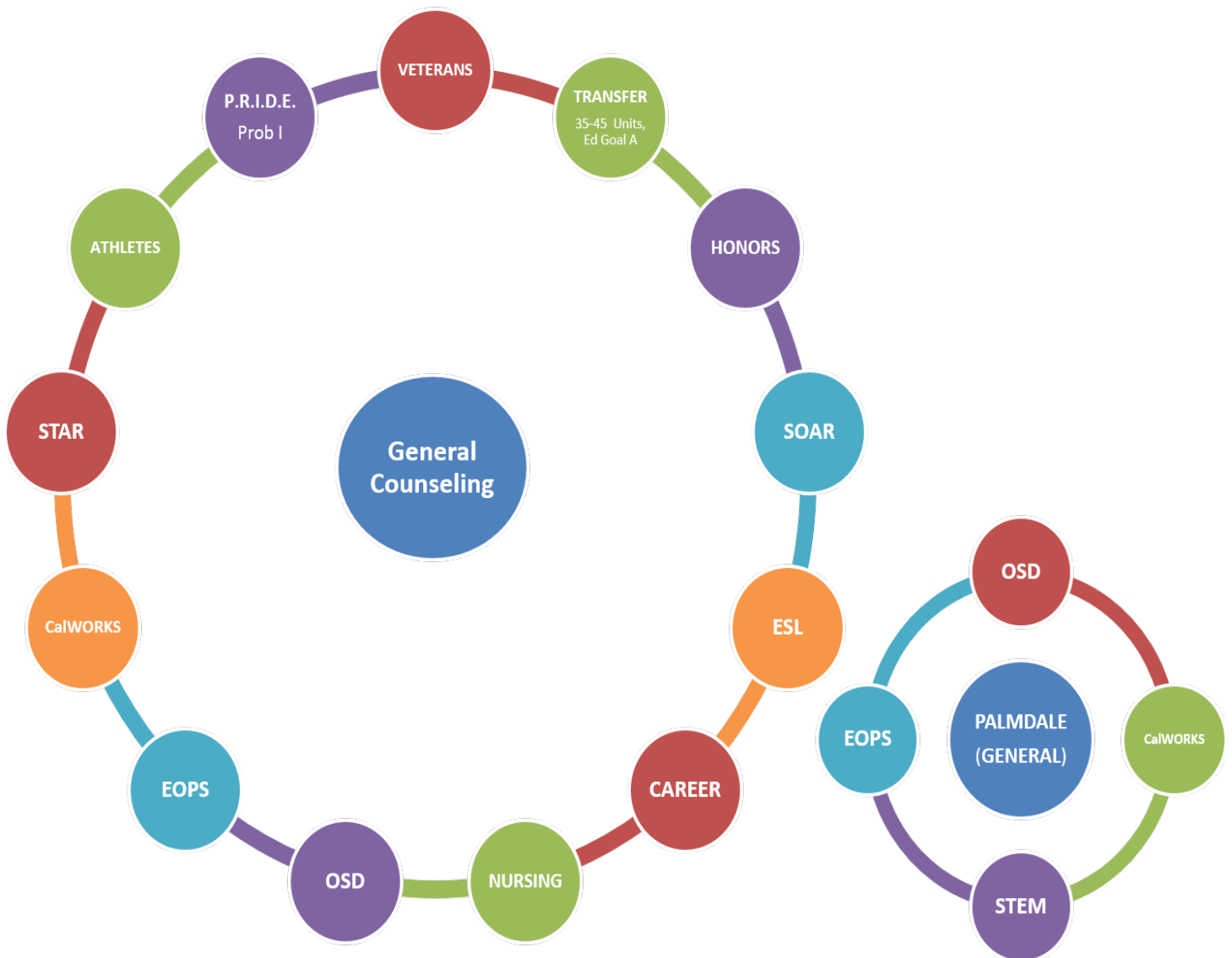


A GUIDE TO ANTELOPE VALLEY COLLEGE'S PROACTIVE COUNSELING APPROACH

The Cohort System

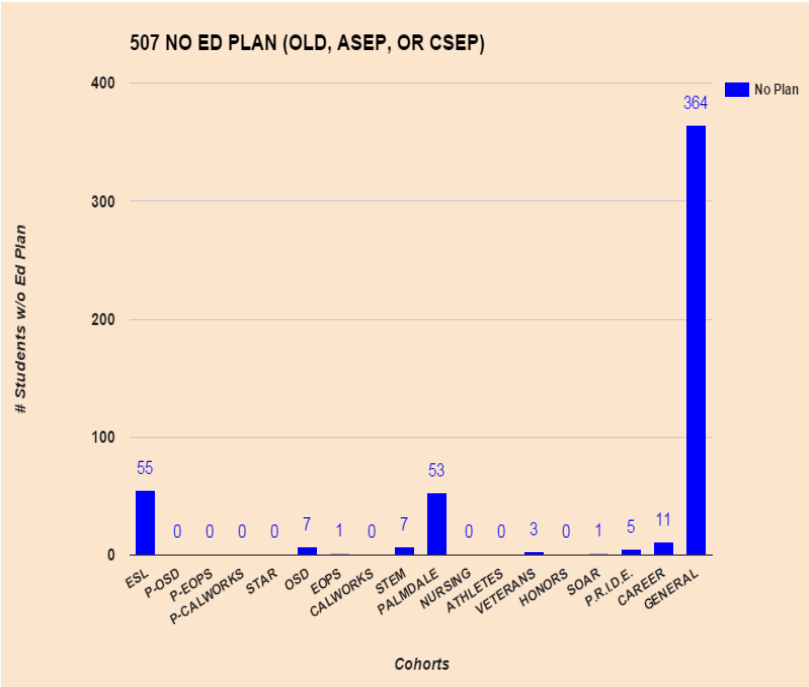
In an effort to ensure all students receive SSSP services, the Counseling division has divided up AVC's student population into 19 case managed cohorts. Students in each cohort receive counseling support from the counselors and clerical staff assigned to their particular program/target population. There are currently 14 cohorts at the Lancaster campus and 5 at the Palmdale location.



The "ARMADA"

The "ARMADA" is an online tracking tool designed to monitor the progress of each student as they move through the SSSP process. Using information from Banner 13, the database identifies students that have not yet declared a major, received a comprehensive education plan, or identified an education goal. Students are also given a "classification" or priority level. Once identified, students are proactively contacted by classified staff who schedule appointments and refer students to the proper services. The ARMADA also serves as a reporting tool. Bar graphs and side by side comparisons are analyzed weekly to track overall progress towards meeting SSSP objectives.

Week by Week Comparisons																
No ASEP or CSEP	Preliminary #s				*ESL recategorized								Final #s			
COHORTS	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13	Week 14	Week 15	Week 16
GENERAL	INACTIVE	INACTIVE	INACTIVE	629	588	491	460	437	415	395	378	N/A	366	N/A	364	INACTIVE
CAREER	INACTIVE	INACTIVE	INACTIVE	14	14	11	10	8	5	9	10	N/A	10	N/A	11	INACTIVE
P.R.I.D.E.	INACTIVE	INACTIVE	INACTIVE	4	17	15	14	13	10	9	9	N/A	6	N/A	5	INACTIVE
SOAR	INACTIVE	INACTIVE	INACTIVE	113	114	111	111	111	1	1	1	N/A	1	N/A	1	INACTIVE
HONORS	INACTIVE	INACTIVE	INACTIVE	1	1	0	0	0	0	0	0	N/A	0	N/A	0	INACTIVE
VETERANS	INACTIVE	INACTIVE	INACTIVE	13	13	10	7	4	2	2	2	N/A	2	N/A	3	INACTIVE
ATHLETES	INACTIVE	INACTIVE	INACTIVE	3	3	2	2	2	0	0	0	N/A	0	N/A	0	INACTIVE
NURSING	INACTIVE	INACTIVE	INACTIVE	0	0	0	0	0	0	0	0	N/A	0	N/A	0	INACTIVE
PALMDALE	INACTIVE	INACTIVE	INACTIVE	104	110	85	82	65	64	61	59	N/A	59	N/A	53	INACTIVE
STEM	INACTIVE	INACTIVE	INACTIVE	21	21	19	15	11	10	9	9	N/A	8	N/A	7	INACTIVE
TRANSFER	INACTIVE	INACTIVE	INACTIVE	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	INACTIVE
CalWorks	INACTIVE	INACTIVE	INACTIVE	1	1	1	1	1	0	0	0	N/A	0	N/A	0	INACTIVE
EOPS	INACTIVE	INACTIVE	INACTIVE	2	2	1	1	1	2	2	1	N/A	0	N/A	1	INACTIVE
OSD	INACTIVE	INACTIVE	INACTIVE	11	11	8	8	7	7	6	6	N/A	7	N/A	7	INACTIVE
STAR	INACTIVE	INACTIVE	INACTIVE	1	1	0	0	0	0	0	0	N/A	0	N/A	0	INACTIVE
P-CalWorks	INACTIVE	INACTIVE	INACTIVE	0	0	0	0	0	0	0	0	N/A	0	N/A	0	INACTIVE
P-EOPS	INACTIVE	INACTIVE	INACTIVE	1	1	0	0	0	0	0	0	N/A	0	N/A	0	INACTIVE
P-OSD	INACTIVE	INACTIVE	INACTIVE	1	0	1	1	1	1	0	0	N/A	0	N/A	0	INACTIVE
ESL	INACTIVE	INACTIVE	INACTIVE	INACTIVE	INACTIVE	40	85	65	67	64	64	N/A	58	N/A	55	INACTIVE
TOTAL	INACTIVE	INACTIVE	INACTIVE	919	897	785	777	726	588	558	539	0	517	0	507	INACTIVE



- ARMADA Student Data Includes:**
- ✓ Last date contacted
 - ✓ Classification or Priority Level
 - ✓ Student ID #
 - ✓ Student First & Last Name
 - ✓ Informed Ed Goal
 - ✓ Major
 - ✓ Comprehensive Ed Plan Y or N
 - ✓ Abbreviated Ed Plan Y or N
 - ✓ Assessment Y or N
 - ✓ Orientation Y or N
 - ✓ Exemptions
 - ✓ Units
 - ✓ Primary, Alternate, & Mobile #'s
 - ✓ Call History
 - ✓ Comments
 - ✓ Appointments Scheduled
 - ✓ Emails Sent
 - ✓ Earliest & Last Term of Attendance

By utilizing the data available in the ARMADA, the Counseling division is able to identify students in need of SSSP core services and proactively contact them to schedule appointments, provide referrals, and encourage success.

Increased Efficiency, Accuracy, & Access

Along with a proactive approach to counseling, AVC's counseling division has developed several new tools that have revolutionized the way services are provided to students, including but not limited to:

- Student Intake Forms
 - Intakes are completed electronically for every appointment scheduled. The form provides critical personal and academic information necessary for counselors to create Student Ed Plans.
- UPBs (Updates By Phone)
 - A process in which late or no show students are contacted up to three times in an attempt to develop their Student Ed Plan over the phone.
- Electronic Ed Plans
 - 24/7 student access online
 - Decreased risk of duplicate education plans
 - Counselors can perform electronic searches for prior education plans before developing a new one
 - Easy access for reviews, audits, and quality assurance
 - Template eliminates common errors like incorrect unit totals and/or column totals

