I. Unit Title: Counseling & Testing Center

Unit Administrator: Dr. Richard Houston

II. Data and information for the department:
Fall Semester 04 – Spring Semester 05
Counseling appointments - 553
Supervision for Counselor Education Program - 17 students for 102 hours
Supervision of Clinical Observations - 20 hours
Taught 2 Bachelors courses for Psychology
Athlete referrals - 8

National Testing
MCAT - 2 - 40 students
LSAT - 4 - 28 students
MAT - 2 - 6 students
CLEP – 74 students
CAAP - 5 - 134 students
Praxis - 5 - 729 students
ACT - 5 - 970 students
ACTR - 5 - 68 students
NBCC – 1 – 6 students
SLLA – 1 – 16 students

American Disabilities Act Coordinator
34 formal requests for accommodations,
1 faculty orientation on ADA regulations, 30 attended
5 faculty requested consultations on specific accommodation situations

Delta Discovery Program
Recruited 38 volunteer mentors, tracked and evaluated every section
19 sections of GST-100, 307 freshmen enrolled
15 individual presentations on study skills

Educational/Psychological Consultation
Educational presentations - 18
Off-Campus educational presentations - 3
Residence Hall programs - 10
Extra Committee Projects - 3
Consulted by coaches for 2 different sports teams
Responded to 3 after hour emergency calls
III. Personnel: Director of Counseling and Testing, ADA Coordinator, GST-100 Coordinator – Dr. Richard Houston Counselor – Mrs. Rileyann Smith Secretary – Ms. Jessica Hughes

Noteworthy activities and accomplishments:
Faculty advisor for non-traditional students OKRAS ACT inc, MS ACT Council member Offered a Mental Health Disorders Conference for faculty Co-Sponsor of Catholic Students Association DSU Alumni Board representative, Young Alumni group Participated in recruitment in Memphis

IV. Department Goals for 2005-06

A. Goal # 1:
Upgrade and implement on site computer testing for CLEP and MAT.

B. Institutional Goal which was supported by this goal:
Accommodate non-traditional students and the general public by offering a comprehensive program of continuing education, including off-campus classes, independent study courses, non-credit courses, conferences, and workshops.

C. Expected Results:
A 10% increased number of students taking the CLEP and MAT.

D. Evaluation Procedure(s):
A total count will be made for Fall and Spring terms.

E. Actual Results of Evaluation:
CLEP // Fall 04 – 31 / Spring 05 - 43
MAT // Fall 04 – 4 / Spring 05 - 2

F. Use of Evaluation Results:
An increase of 74 CLEP tests and 6 MAT tests is more than a 10% increase. Continue current advertising practices.

A. Goal # 2:
We will develop a tracking system for ADA accommodation requests.

B. Institutional Goal which was supported by this goal:
Provide the resources, facilities and physical environment which contribute to the intellectual, cultural, ethical, physical, and social growth and development of the student and or surrounding community.

C. Expected Results:
Tracking requests will give us the number of ADA students per term and a total of the kinds of requests Delta State fulfills.

D. Evaluation Procedure(s):
The secretary will develop a spread sheet each term to record the types of ADA requests we fill and correlate those with the number of active files.
E. Actual Results of Evaluation:
Fall 04 – 19 requests / Spring 05 – 15 requests.
First time to track requests and had secretary change in middle of process.

F. Use of Evaluation Results:
Further discrimination of requests into more distinct categories needed.

V. Learning Outcome Assessment Plan:
A. Learning Outcome # 1:
GST-100 students will discover where and how to locate some available student resources.

B. Assessment Tools and Methods:
Measure One: Pretest and Posttest surveys’

C. Data Collection and Analysis:
Data Collection Procedure: All GST sections will be administered the pretest during their first class meeting. They will be administered the same test as a post test during the last class meeting.
Analysis Procedure: The number of completed questions will be tabulated and the percentage of change calculated.

D. Results of Evaluation:
Findings: We are in the process of gathering the results for establishing a baseline for the program.
Recommendation 1: None for this year.

E. Use of Evaluation Results:
Results are yet to be determined.
Response: None for this year.

F. Assessment Team Members:
Dr. Richard Houston, Rileyann Smith, Jessica Hughes, GST-100 Co-mentors.

A. Learning Outcome # 2:
Students will discover that CLEP is an additional way to procure college credit.

B. Assessment Tools and Methods:
Measure One: Self reported data. Percentage of CLEP credit compared to other independent credit hours

C. Data Collection and Analysis:
Data Collection Procedure: A total of CLEP test takers will be tabulated once per semester.
Analysis Procedure: The number of completed CLEP tests will be compared.

D. Results of Evaluation:
Findings: We are in the process of gathering the results for establishing a baseline for the program.
Recommendation 1: Increase the number of students taking CLEP by 2%.

E. Use of Evaluation Results:
Results are yet to be determined.
Response: Increase the amount of written advertisement if percent increase is not met.

F. Assessment Team Members:
Dr. Richard Houston, Rileyann Smith, Jessica Hughes, Cheryl Ballard, John Elliott.

A. Learning Outcome #3:
Faculty will make use of counseling services through effective referrals.

B. Assessment Tools and Methods:
Measure One: Self reported data

C. Data Collection and Analysis:
Data Collection Procedure: A total of faculty calls for referrals will be tabulated once per semester.
Analysis Procedure: The number of students referred will be compared with the number of students that arrive in person for counseling services.

D. Results of Evaluation:
Findings: We are in the process of gathering the results for establishing a baseline for effective faculty referrals.
Recommendation 1: Increase the number of students coming for counseling services by referral from the faculty.

E. Use of Evaluation Results:
Results are yet to be determined.
Response: Increase the awareness of faculty for identifying and making effective referrals to counseling services.

F. Assessment Team Members:
Dr. Richard Houston, Rileyann Smith, Dr. Matt Buckley, Dr John Thornell.