Administrative Response to Program Review
Alcohol and Drug Counseling
05 April 2012

The Alcohol and Drug Counseling Program Review was presented in the Winter of 2012. Our conversation was a learning experience from an academic viewpoint as well as a counseling perspective. We learned much about addiction, certification, and needs of the community, and had fun, too! We thank you for your efforts to serve the area’s alcohol and drug counseling community by delivering high quality courses aimed at preparing future counselors.

This response is in four parts: 1) commendations, 2) work still to be completed, 3) suggestions and observations, and 4) administrative response to SAC recommendations.

Commendations

- Clearly explaining the connection of College Core Outcomes to the AD program as a whole and to individual courses.
- Increasing access to the program through expansion of on-line courses.
- Updating the AD AAS degree to keep pace with changing needs, including requirements of the Addiction Counselor Certification Board of Oregon (ACCBO).
- Diversity Enhancement Project that includes engaging, recruiting, admitting and retaining a diverse population of students.
- Adopting LIB 101 and WR 121 as program prerequisites, and making other significant modifications to the program to enhance the chances of student success.
- Commitment to inclusion of people in recovery in the program, helping them to become counselors to others.

Work Still To Be Completed

The ways in which the Core Outcomes are addressed in the program are described well. However, the Core Outcomes/Course Mapping Matrix was not referenced or updated. Please review http://www.pcc.edu/resources/academic/core-outcomes/ad.html and contact Scott McBeth for assistance in updating the information on this page.

Strategies for assessment of outcomes at all levels were described in section 6 and include reference to external validation via practicum and state certification exam. Practicum provides a good opportunity for assessment and should be used for this purpose in the future. Pass rates on the state certification exam should be made in the future provided exam results are reported for specific institutions. An employer survey including mastery of student outcomes was referenced, but specifics about questions asked and results obtained were not offered and should be in the future.
The document references Appendices F and H in relation to assessment in Section 6b, but these were not included. Please updated the Program Review by including these Appendices and send to Scott McBeth.

The annual assessment report http://www.pcc.edu/resources/academic/documents/cteadannualassessmentreport2011.pdf added little information in the way of assessment results. While methods were described, specific results were not offered, even though the SAC concludes, “Our program needs to make some significant content changes to allow students to be prepared and meet the primary targeted outcome of our program: to become employed and certified as an addiction counselor.” Specific results should be included in the future.

The AD SAC should provide more specific evidence relating to students’ attainment of degree and certificate outcomes in upcoming annual assess reports, and to develop and describe changes that relate to identified areas of weakness.

Suggestions and Observations

Be mindful of Office of Civil Rights concerns for the application process in closed programs such as that to which AD is transitioning. Consult with Kendra Cawley about compliance with relevant regulations.

Administrative Response to SAC Recommendations

Administrative responses to Alcohol and Drug Counseling’s recommendations are found in italics below.

We have been allowed to hire a temporary full time faculty member in a one year position for 2011/2012. Conversion of this position to a permanent full time position would be in the best interest of the program and the college.

_The temporary full-time position may continue through the 2012-2013 academic year._

_Converting the position to a permanent one will be considered as we approach the next biennium, which begins in July 2013. Please work with you Division Dean in prioritizing Division requests for an additional instructor._

We are very concerned that the lack of classroom space that is causing us to schedule smaller sections and thus need more of them coupled with the increase in courses we offer due to the aforementioned programmatic proposed changes will result in a need for a greater instructional budget. Our current class schedule is partially dependent on the utilization of margin dollars and we are concerned that if in the future these dollars are no longer available that we will not be able to offer a schedule that will meet our student populations needs. This would require administrative analysis to determine the appropriate adjustment. We currently are at risk to not be able to meet the needs of our students if margin dollars are no longer available in the immediate future.
Construction of the new academic building (along with the relocation of the Trades program from TEB to Swan Island) will result in about two dozen additional classrooms on campus, easing space concerns for many programs, including AD.

An increase in Materials, Supplies, and Services funding is a possibility in the coming fiscal year as we consider how to distribute a planned permanent budget augmentation, aka, margin money conversion. Work with your Division Dean on prioritizing Division requests.

In Jackson Hall we have been increasingly limited in the available classrooms. Our students have ongoing needs for recording rooms to meet the needs of four separate classes. The lab rooms are only available by entering the classroom at JH 207 and when classes are in session they are not able to do so. As JH 207 is increasingly scheduled for non-A&D classes the available time for students to use this space is diminishing. When the new buildings are being designed we strongly encourage the inclusion of the needs of the A&D program in this process. We need adequate classroom space and recording rooms that are independent and accessible without having to go through a classroom. Due to the nature of the confidential conversations with our students we also need office space that is private and conducive to maintaining our students’ privacy.

Please work with your Division Dean and Dean of Instruction on how AD’s classroom and lab needs might be addressed in the new academic building.

Closing Comments

We thank you for your efforts to prepare students for work as alcohol and drug counselors and support your efforts to revise the program to better serve the needs of those desiring to enter these fields.

Administrative Response submitted by Scott Huff on behalf of the Deans of Instruction:

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