



Annual Update
Approved 9/2/08 Governing Council

This Annual update is due on March 25th of each year that your three year Program review and planning document is not due. Please email a copy of this to you Division dean, the VP of Instruction and the Academic Senate President.

1. What is the name of your Department and/or Division?

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Alcohol and Other Drug Studies Certificate Program

2. List the names of everyone who participated in developing this annual update.

Angela R. Stocker

3. Based on the elements in your Annual Update Data Sheet (Provided by IRP to your dean) and goals stated in your most recent Program Review, please identify any key successes and challenges.

The Alcohol and Other Drug Studies Certificate Program continues to coordinate the goals of the program and curriculum in educating/training AOD Counselors in coordination with the San Mateo County Mental Health and Substance Abuse (AOD) agencies.

Long-Term: To continue to provide and maintain our high academic standards, continue to keep current of the evidence based practices and research in the Co-Occurring Disorders concerns in the state. We intend to continue to be a leader in the state in providing a quality curriculum for the students and leadership in statewide advisory committees. We are assuming a leadership role in training MHSA Mental Health Substance Abuse professionals (a newly merged San Mateo County health agency). The Director is an active member of various Advisory committees, Standards of Care Guidelines and Training Initiative Committees. Therefore, the curriculum reflects changes and focuses of the MHSA treatment community in preparing counselors to meet the needs of the providers. Our faculty provides education and training in the community to re-train and update current counselors who have previously been certified. We are taking a leadership role in addressing Special Population Issues as well emphasizing a bi-lingual curriculum addressing the diversity of the client population.

We are challenged regarding the lack of funding for a full-time faculty member (we are the only CAADE approved AOD Certificate Program in the state that does not have a full-time faculty member or a full-time Program Director).

4. Are you on track for meeting the goals/targets that your program identified in its most recent Program Review? If not, please explain possible reasons why. If needed, update your goal/targets based on these reason.

As stated above, we need to add new courses, change and increase the course offerings which will address the needs of the MHSA community which requires a Full Time Faculty Member/Program Director be hired to re-asses the MHSA providers in enhancing the curriculum and the necessary improvements and faculty/student trainings. The current Part-Time Program Director chairs a Statewide Education Committee on Curriculum, therefore, is hopeful CSM can commit the faculty position to address the changes in this challenging profession.

5. Have you identified any new goals or projects for the program to focus on during this next year? Please explain (grants, stipends, initiatives, etc.)

We would like to increase course offerings addressing Co-Occurring Disorders as a result of AOD merging with Mental Health and in the MHSA County committees we are developing guidelines for Standards of Care and Training Initiatives to address training and re-training counselors and other professionals in all county agencies.

6. Are there any there any critical issues you expect to face in the coming year? How will you address those challenges?

The Director has to continue to market the certificate program in the clinics throughout the county. The certificate program has maintained a steady enrollment and consistent completion rates these last 3 years with a concerted marketing effort. We will continue to strategize as to continuing our enrollment numbers and increasing our student population.

7. Student Learning Outcome and Assessment focus for this year:

- a. Academic areas: Identify at least one course SLO in on which to focus. Describe the assessment strategies you will use and your method of reflection and documentation for this cycle.

Increased Co-Occurring Disorders assessment and treatment protocols. Coordinating with San Mateo County MHSA Standards of Care Guidelines to access the various assessment and treatment instruments, to receive training to familiarize faculty and students in relevant classes to administer, score and diagnose issues to implement in treatment strategies in the MHSA clinical settings.

- b. Student services areas: TBD

Counseling services as a referral for students in the classes.

8. SUMMARY OF RESOURCES NEEDED TO REACH PROGRAM ACTION STEPS (*Data resources: Educational Master Plan, GE-SLOs, SLOs; department records; Core Program and Student Success Indicators; previous Program Review and Planning reports*)

- a. In the matrices below, itemize the resources needed to reach program action steps and describe the expected outcomes for program improvement.* Specifically, describe the potential outcomes of receiving these resources and the programmatic impact if the requested resources cannot be granted.
**Note:* Whenever possible, requests should stem from assessment of SLOs and the resulting program changes or plans. Ideally, SLOs are assessed, the assessments lead to planning, and the resources requested link directly to those plans.

Full-Time Faculty Positions Requested	Expected Outcomes if Granted and Expected Impact if Not Granted	If applicable, <u>briefly</u> indicate how the requested resources will link to achieving department action steps based on SLO assessment.
1 Full Time Faculty/Program Director	Less coordination and revision of course SLO's, curriculum updates and revisions, marketing and recruitment, CSM and MHSA coordination.	Revision of all course SLO's to relate to Evidenced Based Practices and Research and necessary faculty training, Revision and updating Curriculum course offerings, increased coordination and marketing with county agency providers, development of courses which address the needs of the MHSA professionals.

Classified Positions Requested	Expected Outcomes if Granted and Expected Impact if Not Granted	If applicable, <u>briefly</u> indicate how the requested resources will link to achieving department action steps based on SLO assessment.
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- b. For instructional resources including equipment and materials, please list the exact items you want to acquire and the total costs, including tax, shipping, and handling. Include items used for instruction (such as computers, furniture for labs and centers) and all materials designed for use by students and instructors as a learning resource (such as lab equipment, books, CDs, technology-based materials, educational software, tests, non-printed materials). Add rows to the tables as necessary. If you have questions as to the specificity required, please consult with your division dean. Please list by priority.

Resources Requested	Expected Outcomes if Granted and Expected Impact if Not Granted	If applicable, <u>briefly</u> indicate how the requested resources will link to achieving department action steps based on SLO assessment.
Item: .0 Number: 0 Vendor: 0 Unit price: 0 Total Cost: 0 Status*: 0	0	0

* Status = New, Upgrade, Replacement, Maintenance or Repair.

Angela R. Stocker

3/25/2009

Primary faculty contact

Date

Additional faculty

Date

Additional faculty

Date