Proposal #8 from Subgroup IIB/IIC
Proposal Title: Email Blast Regarding Online Counseling

Proposed Outcome: Send an email blast to our students educate them about online counseling availability

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State the problem or issue and connect it to the Standard and/or Recommendation

- **Problem:** COS needs to identify ways to provide equitable services to all students of the District
- Standard II B.3.A.
- 2012 Self Study: Recommendation 4 and Recommendation 5

Gather data on the problem/issue. What did you gather? What did you find through the process of your evaluation?

- **Data Gathered:** Information from CEIS Reporting
- **Finding:**
  - Spring 2013 semester, of the District’s 1096 sections, 82 (7.49%) are offered as either Hybrid or online. This equates to 1,749 duplicated student enrollments. (Attached)
  - For the Fall 2012 semesters and Spring 2012 semesters, the number of CRNs (sections) were also about 7% (6.98% and 7.42%, respectively) and represented about 7% of the FTES as well (7.4% and 6.97%) (attached)
  - Since 2008, the District has had online counseling services which consists of a question and answer from a counselor. Last year, there were 1901 questions asked through this process from the two counselors assigned to this process. (Attached)

Describe the proposed resolution (4Ws and How?) How does the resolution address the problem/Issue?

- **Who:** Public Information Office/Computer Services
- **What:** Although we currently have online counseling availability, students do not know that the services exists. We are proposing an student email blast that informs students of the opportunity.
- **Where:** via cos email accounts.
- **Why:** To better advertise to COS students the availability of the service
- **How:** n/a
- **How does the resolution address the problem/issue:** We have the service of online counseling to better help all District students obtain answers to their counseling questions. We believe the service needs to be better promoted.

Discuss evaluation/assessment process (connected to standard)

- **How will you assess implementation:** We will collect the data (1) between now and the end of the semester and (2) the entire Fall semester to identify types of questions asked and number of questions asked which specifically come from the rotating picture link. From that data, we can determine several things: (1) which is a better way to reach students, and (2) identify additional Frequently Asked Questions and add them to the Counseling FAQs.
- **What is your timeline for assessment:** We will assess at the end of the Spring Semester and then again at the end of the Fall semester, an annually thereafter.
### Full-Time Equivalent Student Analysis

#### Spring 2013

**Online:** 82 CRNS  
**Total:** 1097 CRNS  
7.48% of CRNS are Online/Hybrid

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**College Sequoias**

Extended Information System

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**Full-Time Equivalent Student Analysis**

**Spring 2013**

**Campus:** All  
**Division:** All Divisions  
**Department:** All Departments

1097 CRNs listed. Totals include non-credit sections.  
Total WSCH = 107,089.02, Full Time = 73,123.42, Part Time = 33,965.60  
Total FTES = 3,933.80, Full Time = 2,024.08, Part Time = 1,909.72  
FTES Difference = -513.92, Full Time = -376.88, Part Time = -137.04  
Total FTEF = 230.18, Full Time = 149.13, Part Time = 81.04 (does not include reassignment time)

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**College Sequoias**

Extended Information System

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**Full-Time Equivalent Student Analysis**

**Spring 2013**

**Campus:** All  
**Instr Method:** Distance Ed (50 to 70, O to VZ)  
**Division:** All Divisions  
**Department:** All Departments

82 CRNs listed.  
Total WSCH = 8,361.00, Full Time = 6,745.00, Part Time = 1,616.00  
Total FTES = 318.07, Full Time = 294.37, Part Time = 23.70  
FTES Difference = -107.47, Full Time = -103.37, Part Time = -4.10  
Total FTEF = 17.52, Full Time = 15.18, Part Time = 2.35 (does not include reassignment time)
Full-Time Equivalent Student Analysis
Fall 2012

Campus: All
Division: All Divisions
Department: All Departments

1174 CRNs listed. Totals include non-credit sections.
Total WSH = 117,820.08, Full Time = 77,613.50, Part Time = 40,206.58
Total FTES = 4,442.05, Full Time = 2,865.54, Part Time = 1,576.51
Total FTES LAST DAY = 3,982.83, Full Time = 2,414.43, Part Time = 1,468.20
FTES Difference = -598.43, Full Time = -390.61, Part Time = -207.82
Total TEF = 243.78, Full Time = 151.16, Part Time = 92.617 (does not include reassignment time)

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College of the Sequoias
Extended Information System

Full-Time Equivalent Student Analysis
Fall 2012

Campus: All
Division: All Divisions
Department: All Departments

Instr Method: Distance Ed (50 to 79, O to VZ)
94 CRNs listed.
Total WSH = 9,058.00, Full Time = 5,752.00, Part Time = 1,208.00
Total FTES = 328.73, Full Time = 263.73, Part Time = 44.00
Total FTES LAST DAY = 231.43, Full Time = 181.73, Part Time = 49.70
FTES Difference = -97.30, Full Time = -83.00, Part Time = -14.30
Total TEF = 18.60, Full Time = 19.30, Part Time = 2.50 (does not include reassignment time)

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College of the Sequoias
Extended Information System
### Full-Time Equivalent Student Analysis

**Spring 2012**

**Campus:** All  
**Division:** All Divisions  
**Department:** All Departments

1199 CRNs listed. Totals include non-credit sections.  
Total WSCH = 114,343.32, Full Time = 74,081.42, Part Time = 30,310.80  
Total FTES = 4,388.63, Full Time = 2,703.78, Part Time = 1,684.74  
Total FTES LAST DAY = 3,036.34, Full Time = 2,448.68, Part Time = 1,587.66  
FTES Difference = -449.19, Full Time = -316.71, Part Time = -132.48

Total FTET = 244.28, Full Time = 161.56, Part Time = 82.26 (does not include reassignment time)

| Campus | Subject Course No | CRN  | Start Date | End Date | Credit Hours | Status | Method | Meetings | DCH | WCCH | FTECH | Hrs | Enroll | Credit | Hours | Enroll | Credit | Hrs | Enroll | Credit | Hrs | Enroll | Credit | Hrs | Enroll | Credit | Hrs | Enroll | Credit |
|--------|-------------------|------|------------|----------|--------------|--------|--------|----------|-----|------|-------|-----|--------|--------|-------|--------|--------|-----|--------|--------|-----|--------|--------|-----|--------|--------|-----|--------|--------|-----|--------|--------|
| CON    | ACCT 101          | 20362| 1/16/2012  | 5/16/2012 | 3              | A      | W      | 2        | 0.0 | 40   | 40    | 31  | 10     | 40    | 24    | 31    | 10    | 40   | 40    | 31    | 10   | 40    | 40    | 31   | 10     | 40    |
| CON    | ACCT 101          | 20362| 1/16/2012  | 5/16/2012 | 3              | A      | W      | 2        | 0.0 | 40   | 40    | 31  | 10     | 40    | 25    | 32    | 12    | 120  | 120   | 32    | 12   | 120   | 120   | 32   | 12     | 120   |
| CON    | ACCT 101          | 20362| 1/16/2012  | 5/16/2012 | 3              | A      | W      | 2        | 0.0 | 40   | 40    | 31  | 10     | 40    | 28    | 22    | 8     | 104  | 104   | 22    | 8    | 104   | 104   | 22   | 8      | 104   |

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### Full-Time Equivalent Student Analysis

**Spring 2012**

**Campus:** All  
**Division:** All Divisions  
**Department:** All Departments

80 CRNs listed.  
Total WSCH = 8,311.00, Full Time = 5,594.00, Part Time = 2,717.00  
Total FTES = 305.90, Full Time = 276.20, Part Time = 29.70  
Total FTES LAST DAY = 210.27, Full Time = 189.47, Part Time = 20.80  
FTES Difference = 95.03, Full Time = 86.73, Part Time = 8.30

Total FTET = 18.78, Full Time = 17.03, Part Time = 1.750 (does not include reassignment time)

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# Appointment Attendance Summary Report - Detail

1/1/2012 - 12/31/2012  
Short Name: ALL  
Schedule Code: ALL

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