**PRELIMINARY EVIDENCE REPORT: Standard 2.C.5**

# Standard 2.C.5

# The institution provides counseling and/or academic advising programs to support student development and success and prepares faculty and other personnel responsible for the advising function. Counseling and advising programs orient students to ensure they understand the requirements related to their programs of study and receive timely, useful, and accurate information about relevant academic requirements, including graduation and transfer policies.

# Evidence of Meeting the Standard

**Thesis Statement:**

Kapiolani Community College embraces a holistic approach to counseling, ensuring students are supported both academically and personally throughout their time at the College and as they prepare for their next academic goal. Professional development opportunities provide counselors/advisors the opportunity to learn best practices and stay abreast with curricular changes across the system.

**Evidence (all evidence located in Laulima, Standard 2C4):**

* Upon admission all new and transfer students receive email notification regarding introduction to the College and next steps.
  + TYE Emails
  + FYE Emails
* Counseling services and orientation are available in a variety of modalities, including face-to-face or online
* Academic counselors housed in departments work closely with department chairs and program directors to ensure consistent, timely, useful, and accurate delivery of counseling services
  + Academic plans posted in Departmental Toolboxes online for easy public access
  + Academic counselors embedded in academic departments actively participate in departmental APRD process
  + Academic counselors work with program directors to communicate important policies, program updates, and deadlines to students via emails and classroom presentations
  + Program handbooks available for CTE programs
  + Academic counselors work closely with UH System baccalaureate institutions to provide seamless transfer pathway for students
  + Academic counselors use STAR academic planner to help students understand their academic pathway, graduation requirements, and transfer options
  + Liberal arts counselors serve as resources to faculty through departmental liaisons
  + Counselors regularly participate in updating information in the catalog, schedule of courses, and College website
* All new students participate in a mandatory three part New Student Orientation series to orient them to the campus and ensure they understand the requirements related to their program of study
  + NSO I
  + NSO II
  + NSO III
  + Culinary NSO
  + HOST NSO
* Summer bridge programs
  + STEM
  + Lunalilo Scholars
  + Kuilei
* Counselors participate in ongoing training by attending system workshops
  + AATN
  + Student of concern website
  + Starfish?
  + Catalog statement
* CAAC subcommittees promotes assessment and programming developed to prepare and support counselors responsible for advising/counseling.
  + CAAC Standards of Practice
  + Counselors performance is assessed by way of peer evaluations and student service surveys
  + Counseling assessment
  + CAAC Professional Development
  + CAAC Annual Report
  + Counselor assessment share out

**Gaps:**

* No clear student referral process
* All counselors don’t have equal access to budget to attend national professional development opportunities
* Not all counselors are regularly assessed on an individual basis
* Probation/suspension process?

**Reminder:**

* In write-up indicate that instructional faculty primary roles are for instruction, not academic advising