

**Bi-Weekly Report** Counseling Services & SSLS Biweekly Report 08-12-16

**Title:**

**Report Date:** August 12, 2016

**Bi-Weekly Plan for** Previous Week:

**Previous Week:**

- Planning efforts for New Student Orientation included Admissions, Counseling and SSLS staff to implement many of the activities for the program, (agenda, set-up, student packets, sign-in, evaluation, etc.) which resulted with an increase in attendance of new students and some parents. Administrators and support services were there to support and provide housekeeping reminders to all the students before students register for the new semester.
- Counselors and tutorial staff continued with preparation of service areas to welcome the students for the Fall semester. (updating forms, update information for students, etc.)
- Attended and participated in the Professional Development and Retreat this weekend for the Division of Student Services at Tradewinds hotel (August 12-14). Last minute plan to motivate staff and managers before the new semester begins.

**Challenges:** Challenges:

- A huge challenge for the NSO event was the unpredictability of attendance by the new students.
- Another was the lack of resources available to assure that the orientation is successful to meet the needs of the students.

**Recommendations:** Recommendation:

- Maybe not a recommendation but a suggestion to invite a member of the Fono or someone that can inspire students from the public, perhaps a parent or an alumni, someone that students can identify with to provide that extra incentive or drive.

**Bi-Weekly Plan for** Upcoming Week Plan: August 15-26, 2016

**Upcoming Week:**

- Planned to participate in Faculty Orientation and ASCC Convocation
- Prepare all necessary materials to serve students of ASCC
- Assist with registration process for all students planning to attend ASCC
- Hold departmental meetings for updates of new College Catalog
- Prepare materials for College and Life Planning Course

**Start:** 10/1/2015

**End:** 9/30/2016

**Progress:**

**Providing Department:** Counseling

**Responsible Roles:** No Roles Selected

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