

<i>Division of Student Affairs</i>	Department: Counseling and Student Development Center (CSDC)	Completion Date: Spring 2010		
<i>FY10 Annual Planning & Assessment Worksheet</i>	Department Program Goal:	Serve students' mental health needs through counseling, crisis intervention, assessment and academic coaching.		
Division Goal	Action Steps	Collaborative Partners	Resources Needed or Reallocated	Expected Learning (or other) Outcomes <i>(reference Appendix B)</i>
<input type="checkbox"/> Student-centered programs & services <input type="checkbox"/> Enhance student learning <input checked="" type="checkbox"/> Create an inclusive community <input type="checkbox"/> Innovative programs and services <input type="checkbox"/> Provide professional development <input type="checkbox"/> Manage & develop resources <input type="checkbox"/> Promote technological advancement	1. Co-facilitate focus groups with Health Enhancement and Recreation Services staff for veteran students to gain an understanding of the needs of these students and how CSDC can best meet them (Fall 2009.) 2. Develop a list of supportive services available for veteran students. This list will be used as an adjunct to clinical services provided to veterans. (Fall 2009). 3e. Provide programs and training that promote an inclusive community.	<input checked="" type="checkbox"/> Student Affairs <input type="checkbox"/> Academic Affairs <input type="checkbox"/> Finance & Facilities <input type="checkbox"/> Development/Alumni <input type="checkbox"/> ITS <input type="checkbox"/> Athletics <input type="checkbox"/> Community Partner <input type="checkbox"/> Other/Specify: Health Enhancement and Recreation Services	<input type="checkbox"/> Staff <input checked="" type="checkbox"/> Staff Time <input type="checkbox"/> New Money <input type="checkbox"/> Reallocated Money <input type="checkbox"/> Space <input type="checkbox"/> Equipment <input type="checkbox"/> Other:	<input type="checkbox"/> Cognitive Complexity <input checked="" type="checkbox"/> Knowledge acquisition, integration & application <input type="checkbox"/> Humanitarianism <input type="checkbox"/> Civic Engagement <input type="checkbox"/> Inter/Intrapersonal competence <input type="checkbox"/> Practical competence <input type="checkbox"/> Persistence & academic achievement <input type="checkbox"/> Other: Staff learning outcome
Division Objective <i>(reference appendix A)</i>		Data Collection Method	Available & Comparable Data	Assessment Targets/Measurable Objectives
		<input type="checkbox"/> Accreditation <input type="checkbox"/> Benchmarking <input checked="" type="checkbox"/> Focus Groups <input type="checkbox"/> Internal/External Review <input type="checkbox"/> Interviews <input type="checkbox"/> Needs Assessment <input type="checkbox"/> Observation <input type="checkbox"/> Pre-test/Post-test <input type="checkbox"/> Program Evaluation <input type="checkbox"/> Published test/survey <input type="checkbox"/> Reflective Journals <input type="checkbox"/> Satisfaction Survey <input type="checkbox"/> Student Retention <input type="checkbox"/> Tracking <input checked="" type="checkbox"/> Other: Staff knowledge survey	1-2. No prior data 3. Outside expert provided training on Dialectical Behavior Therapy to CSDC in 2008. 4-5. No prior data	1. At least 2 focus groups are conducted. 2. List provides information on local and national mental health, medical, and financial resources. 3. One presentation by an external expert is completed during FY10. 4. Survey is developed during Fall 2009. 5. 70% of staff survey results indicate that their competence in providing clinical services for veterans was enhanced by the training they attended.
Department Annual Priority				
Gain an understanding of the mental health needs of military veteran students so that CSDC can improve student-centered service.	5. Adminster staff survey at end of Spring Semester 2010.			

<i>Division of Student Affairs</i>	Department: Counseling and Student Development Center	Completion Date: Spring 2010		
<i>FY10 Annual Planning & Assessment Worksheet</i>	Department Program Goal: Lead the NIU community in addressing mental health needs through outreach and consultation.			
Division Goal	Action Steps	Collaborative Partners	Resources Needed or Reallocated	Expected Learning (or other) Outcomes <i>(reference Appendix B)</i>
<input checked="" type="checkbox"/> Student-centered programs & services <input type="checkbox"/> Enhance student learning <input type="checkbox"/> Create an inclusive community <input type="checkbox"/> Innovative programs and services <input type="checkbox"/> Provide professional development <input type="checkbox"/> Manage & develop resources <input type="checkbox"/> Promote technological advancement	1. Develop an informational survey to send to community providers to learn about their services and staff. Develop questionnaire Summer 2009. 2. 3. Conduct survey by mail Fall 2009. 3. Have an "open house" at CSDC for community providers to attend. Open house to occur Spring 2010. 4. Based on Fall 09 survey results and staff visits (#6), update and expand Center's internal referral database of community providers to which CSDC clients are referred. Spring 2010. 5. Develop a resource book of local mental health and Department of Human Services providers to be placed in CSDC resource room for students. Spring 2010. 6. Staff will visit and learn about referral agencies, hospitals and providers and share information at a regular CSDC staff meeting. Visits to occur in both Fall 2009 and Spring 2010.	<input type="checkbox"/> Student Affairs <input type="checkbox"/> Academic Affairs <input type="checkbox"/> Finance & Facilities <input type="checkbox"/> Development/Alumni <input type="checkbox"/> ITS <input type="checkbox"/> Athletics <input checked="" type="checkbox"/> Community Partner <input type="checkbox"/> Other/Specify:	<input type="checkbox"/> Staff <input checked="" type="checkbox"/> Staff Time <input type="checkbox"/> New Money <input type="checkbox"/> Reallocated Money <input type="checkbox"/> Space <input type="checkbox"/> Equipment <input type="checkbox"/> Other:	<input type="checkbox"/> Cognitive Complexity <input checked="" type="checkbox"/> Knowledge acquisition, integration & application <input type="checkbox"/> Humanitarianism <input type="checkbox"/> Civic Engagement <input type="checkbox"/> Inter/Intrapersonal competence <input type="checkbox"/> Practical competence <input type="checkbox"/> Persistence & academic achievement <input type="checkbox"/> Other: Staff learning outcome.
Division Objective <i>(reference appendix A)</i>		Data Collection Method	Available & Comparable Data	Assessment Targets/Measurable Objectives
1c. Create new partnerships within the Division, University community, student body, and DeKalb County that stimulate the development and enhancement of student-centered programs.		<input type="checkbox"/> Accreditation <input type="checkbox"/> Benchmarking <input type="checkbox"/> Focus Groups <input type="checkbox"/> Internal/External Review <input type="checkbox"/> Interviews <input type="checkbox"/> Needs Assessment <input type="checkbox"/> Observation <input type="checkbox"/> Pre-test/Post-test <input type="checkbox"/> Program Evaluation <input type="checkbox"/> Published test/survey <input type="checkbox"/> Reflective Journals <input type="checkbox"/> Satisfaction Survey <input type="checkbox"/> Student Retention <input checked="" type="checkbox"/> Tracking <input checked="" type="checkbox"/> Other: Informational survey. Analysis of visit reports at staff meetings.	1-2. No prior data. 3. Open house held for COP FY08. Approximately 30 people attended. 4. Referrals to community: Spring 2008 84 students; Fall 2008 63 students; Spring 2009 36 students. 5. No prior data. 6. Eleven staff visited KCH inpatient mental health unit prior to its closing.	1. Survey is developed. 2. Survey is sent to at least 15 outside providers or agencies by October 2009. 3. At least one open house provided. 4. Database is updated with information gained by survey and staff visits. 5. Resource book is developed and housed in Resource Room. 6. At least 4 staff members (25%) visit local agencies, hospitals or providers. Information from returned questionnaires is utilized to select sites to be visited; at least 2 sites will be visited. Staff who visit sites share information with all staff at a regular staff meeting.
Department Annual Priority				
Due to the marked increase in psychopathology that has presented to CSDC during FY09, strengthen relationships with community providers to facilitate client referrals when indicated.				

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Division Objective <i>(reference appendix A)</i>		Data Collection Method	Available & Comparable Data	Assessment Targets/Measurable Objectives
1b. Develop and implement programs that enhance students' academic, social, and civic growth.		<input type="checkbox"/> Accreditation <input type="checkbox"/> Benchmarking <input type="checkbox"/> Focus Groups <input type="checkbox"/> Internal/External Review <input type="checkbox"/> Interviews <input type="checkbox"/> Needs Assessment <input type="checkbox"/> Observation <input type="checkbox"/> Pre-test/Post-test <input checked="" type="checkbox"/> Program Evaluation <input type="checkbox"/> Published test/survey <input type="checkbox"/> Reflective Journals <input type="checkbox"/> Satisfaction Survey <input type="checkbox"/> Student Retention <input type="checkbox"/> Tracking <input type="checkbox"/> Other:	1. Staff meetings occur weekly. 2. Current CSDC brochure exists. Outside expert provided training on Group counseling to CSDC in 1992. 4. 10 groups offered during FY09. 5-6. No prior data	1. At least one staff meeting every other month is dedicated to discussion of group program. 2. New brochure is developed and passed out to CSDC clients by Spring Semester 2010. 3. One presentation for CSDC staff on enhancing group programs is completed by external expert during spring 2010. 4. At least one new group is offered by Spring 2010. Added group will be geared to meet needs of NIU students as presented at Staff meetings focusing on group counseling. 5. Survey is developed during fall 2009. 6. 60% of student respondents report employing a coping mechanism they learned in group counseling.
Department Annual Priority				
Enhance and expand the group counseling program to better accommodate the increase in student demand for services at CSDC.				

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Department Annual Priority				
Provide Animal Assisted Therapy (AAT) pending university approval.				