

Human Services

Comprehensive Academic Program Review 2010-11

Associate in Science Degree:
Human Services (Alcohol/Substance Abuse)
Human Services (Social Services)

Certificate:
Addiction Studies

Applied Technology Diplomas:
Maternal and Child Health
Youth Development Professional



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St. Petersburg College

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Comprehensive Academic Program Review Produced by Human Services Program

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Human Services
2010-11 Comprehensive Academic Program Review
Department of Academic Effectiveness and Assessment

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Executive Summary

Introduction

The program review process at St. Petersburg College (SPC) is a collaborative effort designed to continuously measure and improve the quality of educational services provided to the community.

Program Description

The Human Services program provides a conducive learning environment for students interested in pursuing a career in the helping professions. The program educates and trains students to be well functioning entry level human services practitioners. The Substance Abuse Track trains students to become a part of the solution to America's drug crisis. The curriculum consists of a comprehensive examination of methods used in the identification, intervention, prevention and treatment of substance abuse and evaluation of the environment in which these processes take place.

Degrees Offered

Associate in Science Degrees in Social Services (HSDIS), and in Alcohol/Substance Abuse (HSM) are offered at SPC. A Certificate in Addiction Studies, and two Applied Technology Diplomas in Maternal and Child Health, and Youth Development Professional, are also offered.

Program Performance

- *Actual Course Enrollment* increased in both Spring and Summer terms of 2009-10, from the previous year, while Fall showed a slight decrease. Overall, Summer has had the lowest actual enrollment over the last three years.
- *Unduplicated Headcount* increased in both Spring and Summer terms of 2009-10, from the previous year, while Fall remained unchanged.
- *Student Semester Hour (SSH) Productivity* increased in both Spring and Summer terms of 2009-10, from the previous year, while Fall showed a slight decrease.
- The number of *program graduates* in the Human Services program decreased to fourteen in 2009-10 from a six-year high (29) in 2008-09. The number of AS program graduates increased (9) in 2009-10, from the previous year (6), while the Certificate completers decreased (5), from the previous year (23).
- The vast majority of students in the program continue to *succeed* in the courses. In Spring of 2008, 94.5% of the students were successful, as compared to 91.9% in Spring of 2009. In Fall of 2008, 95.3% of the students succeeded as compared to 92.4% in Fall of 2009.
- *Fulltime Faculty* taught 12.1% of the ECHs in 2009-10, as compared to 12.2% in 2008-09. Adjunct Faculty taught 87.9% of the ECHs in 2009-10, as compared to 87.7% in 2008-09. The highest semesters for Adjunct ECHs were Fall and Summer of 2007-08 in which adjunct faculty taught 100% of the program's course load. The three-semester average (87.9%) for adjuncts in 2009-10 exceeded the College's general 65/35 Fulltime/Adjunct Faculty Ratio guideline.





Program Profitability

- The *Relative Profitability Index (RPI-T)* for the Human Services program has increased over the last five years, reaching a six-year high (0.86) in 2009-10. The program's 2009-10 RPI-T value of 0.96 increased from the 0.80 value in 2008-09.

Program Improvements

- There were no *Capital Expenditures* (Fund 10 and 16) for the Human Services program (Org: 11230107) during the past three years

Academic Outcomes

- The *2008-09 Academic Program Assessment Report* indicated that the results obtained were slightly below the desired outcome for most of the Major Learning Objectives (MLOs) assessed. For the twelve MLO areas, the student assessment scores ranged from -0.31 below, to +0.38 above the criteria for success (2.5).
- The *2008-09 Academic Program Assessment Follow-up Report* was completed in July 2010. Ten of the thirteen action items were successfully completed, and the results published in the December 2008-09 follow-up report. The next assessment report is scheduled to be completed during the 2011-12 academic year.

Stakeholder Perceptions

- All the individual average content area scores for the *Student Survey of Instruction (SSI)* were above the traditional threshold (an average of 5.0) used by the College for evaluating seven-point satisfaction scales. These results suggest general overall satisfaction with the courses within the Human Services program; specifically, as they relate to faculty engagement, preparation an organization, and course instruction.
- A Human Services *advisory committee meeting* was held on April 23, 2010. The meeting consisted of discussions concerning the need for a Bachelors Degree in Human Services, Maternal and Child Health Cohort Update, Human Services Program Update, SPC Adoption and Child Welfare/ Protection Project, Review of Human Services Program Major Learning Outcomes, End of Co-Op Assessment Tool, General Discussion, and Agency Roundtable/Updates.
- Thirty-six *Recent Graduate surveys* were provided to the 2008-09 graduates of the Human Services program. Thirty-six percent (13 of the 36) graduates surveyed responded to the survey. After receiving permission from the respondents to contact their employers, one employer survey was sent out. Not all respondents answer every survey question; therefore, the percentages listed below represent the responses to each survey question in relation to the total number of responses received for each question.
Notable results include:
 - 50.0% of recent graduate survey respondents who were employed, were employed part-time.
 - 50.0% of recent graduate survey respondents had a current position related to their studies.



- 38.5% of recent graduate survey respondents indicated their main goal in completing a degree or certificate at SPC was to 'Obtain employment'; 30.8% 'Change career fields'; 23.1% 'Continue my education; while the remaining 7.7% stated their main goal was to 'Meet certification/training needs'.
- 53.8% of recent graduate survey respondents indicated that their SPC degree allowed them to 'Change career fields'; 38.5% 'Earn more money'; 38.5% 'Obtain employment'; and 30.8% stated 'Continue my education'. [Note: The total may exceed 100% as this question allows multiple responses]
- 53.8% of recent graduate survey respondents indicated that SPC did 'Very well' in helping them meet their goal, 30.8% 'Exceptionally well', while 7.7% 'Adequately'.
- 80.0% of recent graduate survey respondents indicated that they earned between \$10.00 and \$14.99 per hour (\$21,000 and \$30,999 annually); while the remaining 20.0% earned between \$20.00 and \$24.99 per hour (\$42,000 and \$51,999).
- 76.9% of recent graduate survey respondents indicated they are continuing their education.
- 100.0% of recent graduate survey respondents would recommend SPC's Human Services program to another.
- An evaluation of Human Services graduates' general education outcomes indicated high levels of satisfaction with their college preparation in the area of general education outcomes. One outcome received a mean score of 5.0, nineteen outcomes received mean scores between 4.1 and 4.9, while the remaining two outcomes received mean scores between 3.2 and 3.3.
- One employer survey was sent out based on the permission provided by recent graduates in the 2008-09 recent graduate survey. One survey respondent provided an evaluation of the graduates' college preparation. Since a single response can not accurately represent the entire program, employer survey results about college preparation will not be reported.

Occupation Profile

- One *occupation description*, Social and Human Service Assistants, was located in the Bureau of Labor Statistics for the Human Services program.
- The *2008 median yearly income* for Social and Human Service Assistants was \$28,000 in the United States, and in Florida.
- *Employment trend information* for the Social and Human Service Assistants showed a significant average annual increase (23% - 26%) in employment for the profession, over the next 6 - 8 years for both the country and state.
- The *major employers* of the Human Services graduates are Operation PAR; Westcare of Florida; Pinellas County Health Department / Health & Human Services; Faith-Based Agencies; Coordinated Child Care; Healthy Start; The Costello Center; and Agency for Community Treatment Services.
- *Total Placement* in the Human Services program from 2005-06 through 2007-08 has remained consistent at 100%.



State Graduates Outcomes

- *State Graduates data* indicated that seventy one students completed a state Human Services program in 2007-08, of those forty-six had some matching state data and were employed. Seventy-two percent (72%) of those state graduates were employed at least a full quarter, resulting in an overall placement rate of 81%. SPC's graduates exceeded this figure, with a placement rate of 100%.

Program Director's Perspective: Issues, Trends, and Recent Successes

Enrollment in the Human Services program remains consistently high. Since the transition of the delivery of our courses to an online and blended format, enrollment has continued to increase. The program continues to assess the needs of the students, and is flexible to make necessary adjustments to accommodate those needs. The program has increasingly been using the resources and technology available, to deliver instruction to students in multiple modes in order to meet the needs of all learning styles.

The Human Services program is actively engaged in the community, and promotes awareness and involvement in events that support human services causes. The HSO (Human Services Student Organization) takes a lead in volunteer efforts and participation in these events. The Human Services program has taken a lead in supporting SPC students who have aged out of the dependency/foster care system and are considered in "Independent Living" status. A goal for the Human Services program is to successfully implement a process at SPC to support students who are living independently, while also having some special needs that students with families and a strong support system do not experience. Programs being researched include the Fostering Achievement Fellowship Program model at Tallahassee Community College, and the Guardian Scholars program model at Cal State Fullerton. The Human Services program sponsors the annual "Giving Tree" project for youth who have aged out of foster care, to provide them with gifts and a party for their holiday celebration.

The Human Services program has also been instrumental in the development of the SPC Adoption and Child Protection Institute, including the creation of a comprehensive website; coordination of Collaborative Lab and Rally Your Future events in 2010; surveying of individuals and agencies in the human services community to gather data; and networking with stakeholders in the community to assess how SPC's Institute can best meet their needs. The Human Services department has also worked with the SPC CE Health Department, the Florida Department of Children & Families, and Rutgers University to develop an Adoption Competency Certification Training program for clinicians, and adoption and child welfare workers in the State of Florida.

An ongoing issue has been the need for a Bachelors degree in Human Services. Survey responses from the students, advisory committee, and social services community (including employers), have contained a consistent request for a Bachelor's degree for Human Services. The survey of community stakeholders was completed in June of 2009 and had 172 submissions. In Introduction to Intra and Interpersonal Processes, students complete an inquiry form that includes two questions regarding their interest in pursuing a Bachelors degree in Human Services, and in particular at SPC. This class is offered





three times a year with an average of 23 students per class. Students are loyal to SPC, and want to continue their education in our program. Some students attend SPC for their Applied Technology Diploma, progress to their Associate in Science degree, and eventually pursue a Master's degree, and licensure in the field. The Human Services program has been working with the University Partnership Center to identify a Human Services Bachelor's degree program that could be offered in Pinellas County. The elimination of USF St. Petersburg's Bachelor of Social Work degree has created an increased demand from students who wish to pursue their Bachelor's degree in this field, while remaining in Pinellas County.

The Human Services program has also been working with the UPC to consider offering a Master's degree program in Mental Health Counseling that would prepare students for state licensure as a Licensed Mental Health Counselor (LMHC). This continues to be a goal for our program.

An issue that is a main area of focus for the Human Services program is student retention. Students are enrolling in courses and remaining in the program, however, graduation rates are low. The program is working on developing more tools (WITS surveys), to identify these trends and what factors influence a student's decision to drop out of school. This information will help with the identification and tracking of students, and allow us to contact students who have not enrolled in a semester or two, and to support them in their efforts to return to SPC.

Recommendations/Action Plan

- Program Recommendations and action plans are compiled by the Provost and Program Director, and are located at the end of the document.



SPC Mission Statement

The mission of St. Petersburg College is to provide accessible, learner-centered education for students pursuing selected baccalaureate degrees, associate degrees, technical certificates, applied technology diplomas and continuing education within our service area and globally, while retaining leadership as a comprehensive, sustainable, multi-campus postsecondary institution and as a creative partner with students, communities, and other educational institutions to deliver rich learning experiences and to promote economic and workforce development.

Introduction

In a holistic approach, the effectiveness of any educational institution is the aggregate value of the education it provides to the community it serves. For over seventy-five years, St. Petersburg College (SPC) has provided a wide range of educational opportunities and services to a demographically diverse student body producing tens of thousands of alumni who have been on the forefront of building this county, state, and beyond. This is due, in large part, to the College's institutional effectiveness.

Institutional Effectiveness

Institutional Effectiveness is the integrated, systematic, explicit, and documented process of measuring performance against the SPC mission for the purposes of continuous improvement of academic programs, administrative services, and educational support services offered by the College.

Operationally, the institutional effectiveness process ensures that the stated purposes of the College are accomplished. In other words did the institution successfully execute its mission, goals, and objectives? At SPC, the Offices of Planning, Budgeting, and Research work with all departments and units to establish measurable statements of intent that are used to analyze effectiveness and to guide continuous quality improvement efforts. Each of St. Petersburg College's units is required to participate in the institutional effectiveness process.

The bottom-line from SPC's institutional effectiveness process is improvement. Once SPC has identified what it is going to do then it acts through the process of teaching, researching, and managing to accomplish





its desired outcomes. The level of success of SPC's actions is then evaluated. A straightforward assessment process requires a realistic consideration of the intended outcomes that the institution has set and a frank evaluation of the evidence that the institution is achieving that intent.

There is no single right or best way to measure success, improvement, or quality. Nevertheless, objectives must be established, data related to those objectives must be collected and analyzed, and the results of those findings must be used to improve the institution in the future. The educational assessment is a critical component of St. Petersburg College's institutional effectiveness process.

Educational Assessment

Educational programs use a variety of assessment methods to improve their effectiveness. Assessment and evaluation measures are used at various levels throughout the institution to provide provosts, deans, program managers, and faculty vital information on how successful our efforts have been.

While the focus of a particular educational assessment area may change, the assessment strategies remain consistent and integrated to the fullest extent possible. The focus for Associate in Arts degrees is targeted for students continuing on to four-year degree programs as opposed to the Associate in Applied Science, Associate in Science, and Baccalaureate programs which are targeted towards students seeking employable skills. The General Education based assessments focus on the general learning outcomes from all degree programs, while Program Review looks at the viability of the specific programs.

The individual reports unique by their individual nature are nevertheless written to address how the assessments and their associated action plans have improved learning in their program. The College has developed an Educational Assessment Website (<https://it.spcollege.edu/edoutcomes/>) to serve as repository for all SPC's educational outcomes reports and to systematically manage our assessment efforts.



Program Review Process

The program review process at St. Petersburg College is a collaborative effort to continuously measure and improve the quality of educational services provided to the community. The procedures described below go far beyond the “periodic review of existing programs” required by the State Board of Community Colleges; and exceeds the necessary guidelines within the Southern Association of Community Colleges and Schools (SACS) review procedures.

State guidelines require institutions to conduct program reviews every seven years as mandated in chapter 1001.03(13) of the Florida Statutes, the State Board of Education (formerly the Florida Board of Education) must provide for the review of all academic programs.

(13) ...CYCLIC REVIEW OF POSTSECONDARY ACADEMIC PROGRAMS.--The State Board of Education shall provide for the cyclic review of all academic programs in community colleges and state universities at least every 7 years. Program reviews shall document how individual academic programs are achieving stated student learning and program objectives within the context of the institution's mission. The results of the program reviews shall inform strategic planning, program development, and budgeting decisions at the institutional level.

In addition, Rule 6A-14.060 (5) states that each community college shall:

(5) ...Develop a comprehensive, long-range program plan, including program and service priorities. Statements of expected outcomes shall be published, and facilities shall be used efficiently to achieve such outcomes. Periodic evaluations of programs and services shall use placement and follow-up data, shall determine whether expected outcomes are achieved, and shall be the basis for necessary improvements.

In 2007, SPC reduced the recommended program review timeline to three years to coincide with the long-standing three-year academic program assessment cycle, producing a more coherent and integrated review



process. Figure 1 represents the relationship between program assessment and program reviewing during the three-year assessment cycle.

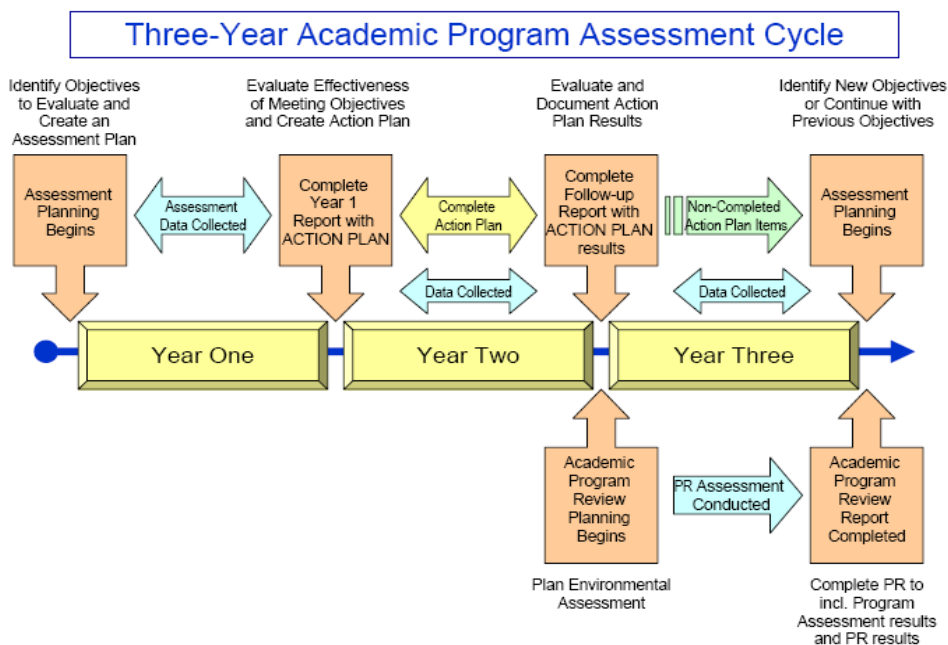


Figure 1: Three-Year Academic Program Assessment Cycle

Program Description

The Human Services program provides a conducive learning environment for students interested in pursuing a career in the helping professions. The program will educate and train students to be well functioning entry level human services practitioners. The Substance Abuse Track trains students to become a part of the solution to America's drug crisis. The curriculum consists of a comprehensive examination of methods used in the identification, intervention, prevention and treatment of substance abuse and evaluation of the environment in which these processes take place.

Degrees Offered

Associate in Science Degrees in Social Services (HSDIS-AS) and in Alcohol/Substance Abuse (HSM-AS) are offered at SPC. A Certificate in Addiction Studies, and two Applied Technology Diplomas in Maternal and Child Health, and Youth Development Professional, are also offered.





For a complete listing of all courses within the Human Services program, please see Appendix A.

Accreditation

No accreditation information is on file for the Human Services Program.





Program Performance

Actual Course Enrollment

Actual Course Enrollment is calculated using the sum of actual student enrollment for the courses within the program (Academic Organization Code). This number is a duplicated headcount of students enrolled in the program's core courses, and does not reflect the actual number of students enrolled in the A.S. program or its associated certificates (if applicable). Actual Course Enrollment increased in both Spring and Summer terms of 2009-10, from the previous year, while Fall showed a slight decrease. Overall, Summer has had the lowest actual enrollment over the last three years, as shown by Figure 2.

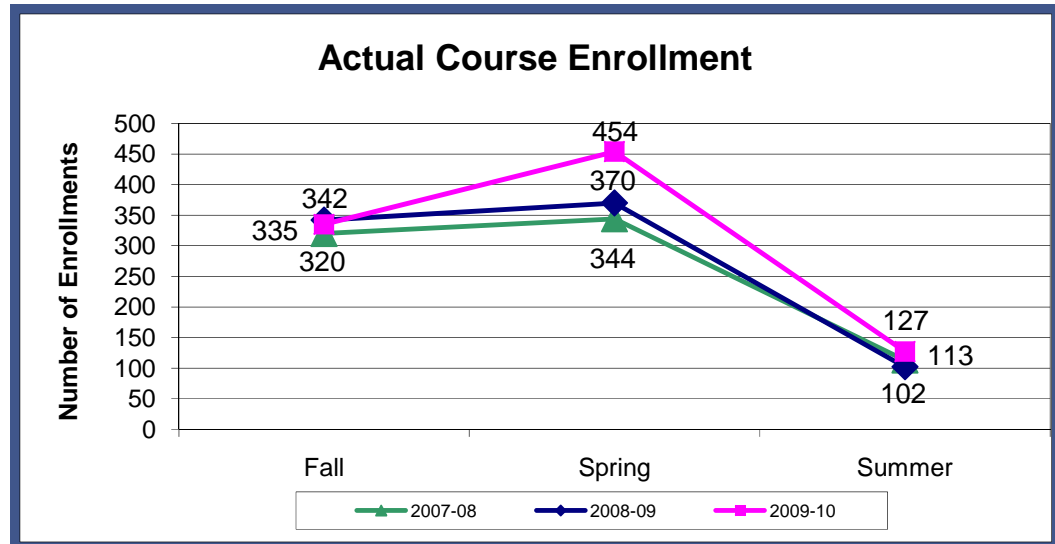


Figure 2: Actual Course Enrollment

Source: PeopleSoft Student Administration System: Course Management Summary Report (S_CMSUMM)



Unduplicated Headcount

Unduplicated Headcount is the total number of unduplicated students with a program plan within the area of study (e.g., A.S. or certificate) that are currently enrolled in a course under that Academic Organization during the term of interest. This excludes 1) students in a different program plan or 2) students in the right program plan who are not taking courses within that Academic Organization for the term of interest. Unduplicated Headcount increased in both Spring and Summer terms of 2009-10, from the previous year, while Fall remained unchanged, as shown by Figure 3.

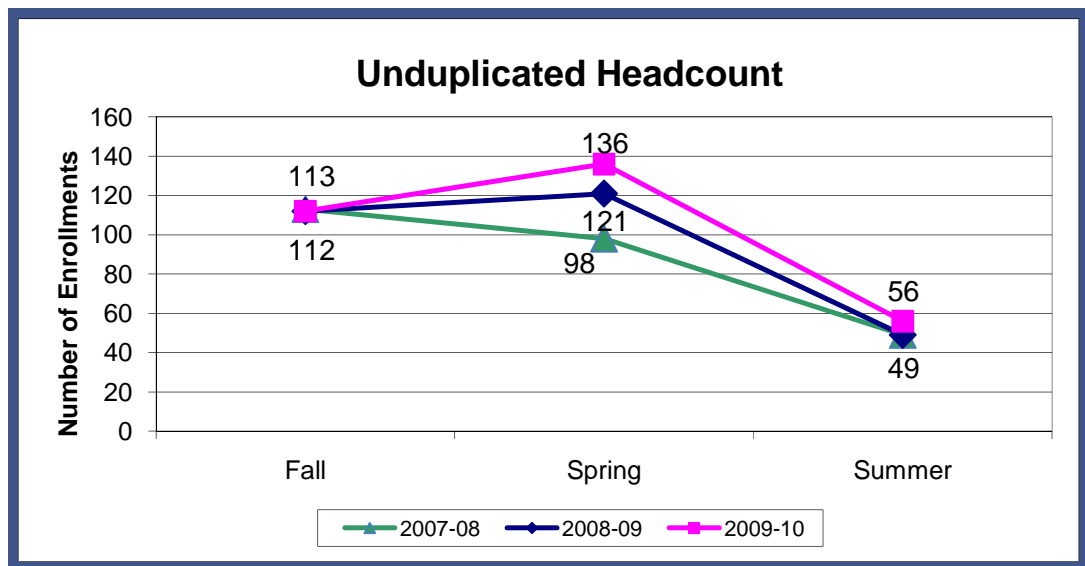


Figure 3: Unduplicated Headcount

Source: PeopleSoft Student Administration System





Productivity

Student Semester Hour (SSH) Productivity is calculated by dividing actual SSH by the budgeted SSH. SSH productivity increased in both Spring and Summer terms of 2009-10, from the previous year, while Fall showed a slight decrease, as shown by Figure 4.

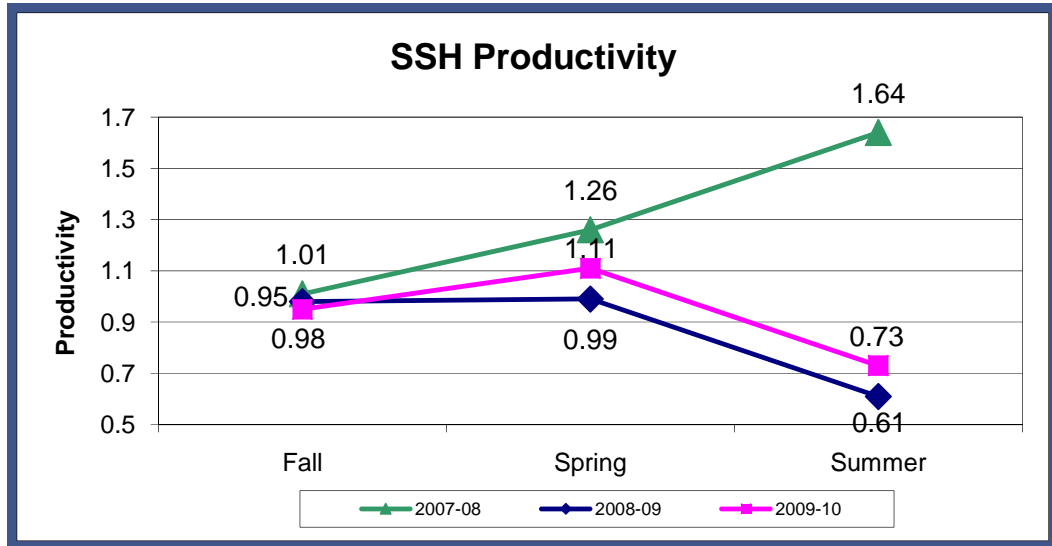


Figure 4: SSH Productivity

Source: PeopleSoft Student Administration System: Course Management Summary Report (S_CMSUMM)



Program Graduates

The total program graduates in the Human Services program decreased to fourteen in 2009-10 from a six-year high (29) in 2008-09. The number of AS program graduates increased to nine in 2009-10 from six the previous year, while the Certificate completers decreased to five from twenty-three the previous year as shown in Figure 5.

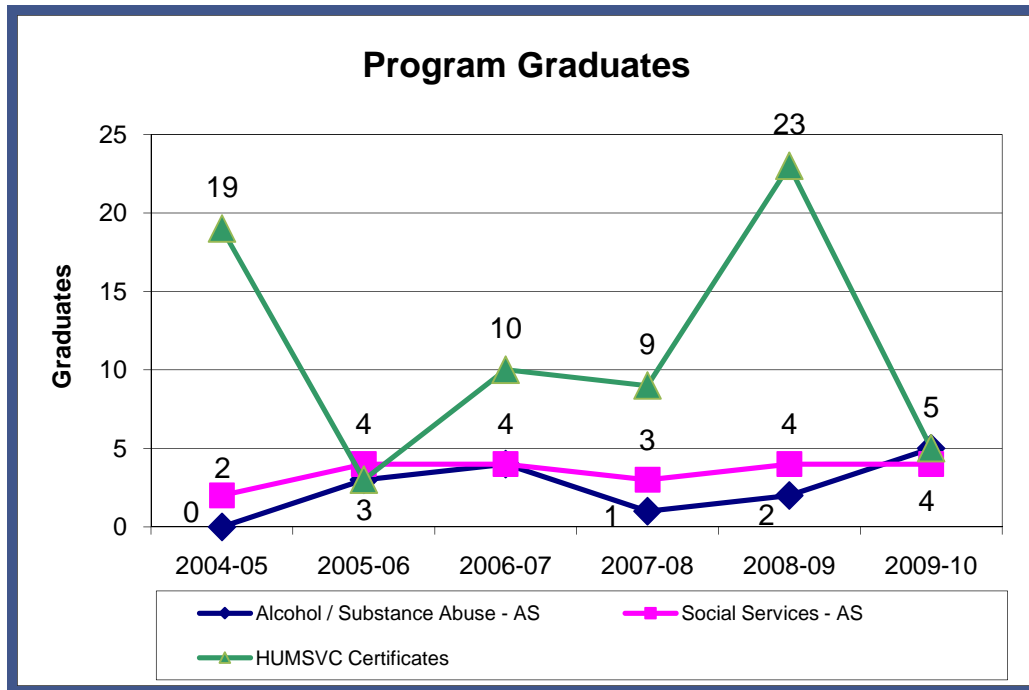


Figure 5: Program Graduates

Source: 2009-10 SPC Factbook, Table 31



Grade Distributions

To provide a reference for program performance at the classroom level, grade distributions are provided. Table 1 includes the percentage of students receiving an A, B, C, D, or F in the program core courses. The information was compiled from the college wide grade distribution report generated at the end of the session. Some course data, such as dual credit courses generally do not end at the same time as the regular campus courses and may be omitted. In addition, the number of enrollments is a duplicated headcount where students are counted for each class registered, however, only A, B, C, D, and F grades are included in the calculations.

Table 1
Program Core Course Grade Distributions

Semester	Grade Distributions				
	A	B	C	D	F
Spring 2008	64.9%	23.0%	6.5%	2.4%	3.1%
Spring 2009	70.0%	14.7%	7.2%	3.3%	4.9%
Spring 2010	77.6%	14.0%	5.1%	1.3%	2.0%
Fall 2008	69.4%	16.2%	9.8%	2.7%	2.0%
Fall 2009	65.1%	18.8%	8.6%	3.9%	3.6%

Source: Collegewide Grade Distribution Report (Generated at the end of the session)





Figure 6 provides a visual representation of the grade distributions for those students receiving a grade of A, B, or C.

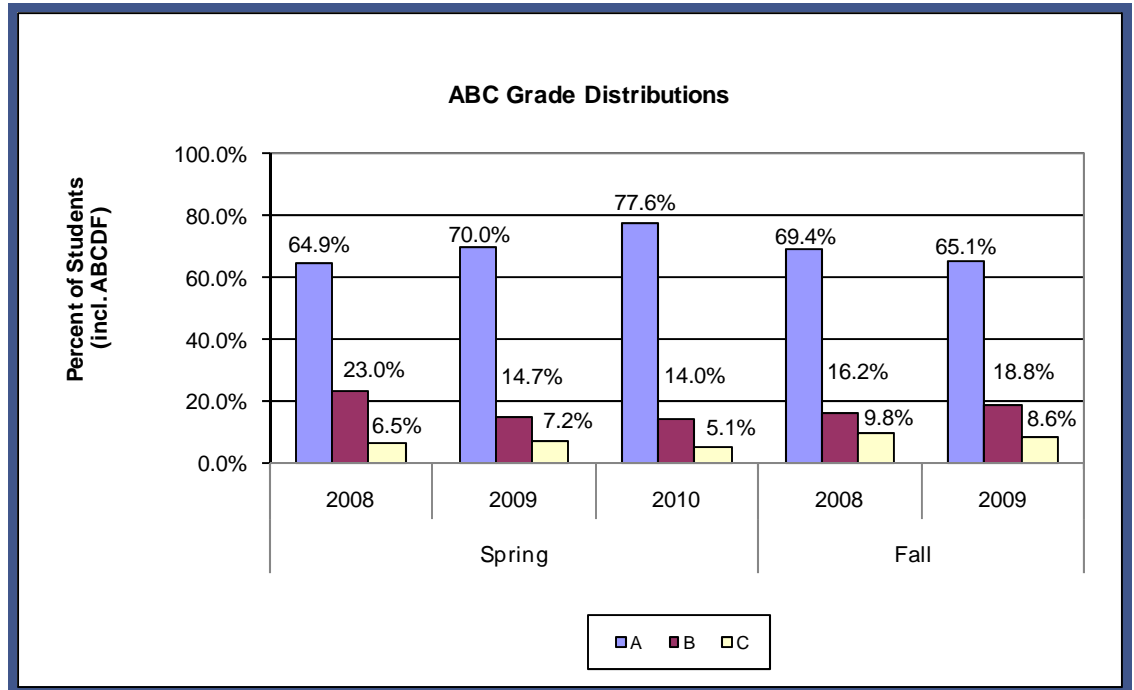


Figure 6: ABC Grade Distributions

Source: Collegewide Grade Distribution Report (Generated at the end of the session)



A classroom success rate was also calculated for the program. Classroom success is defined as the percent of students successfully completing the course with a grade of A, B, or C, divided by the total number of students in the course. The vast majority of students in the program continue to succeed in the courses as shown by Figure 7. In Spring of 2008, 94.5% of the students were successful, as compared to 91.9% in Spring of 2009. In Fall of 2008, 95.3% of the students succeeded as compared to 92.4% in Fall of 2009.

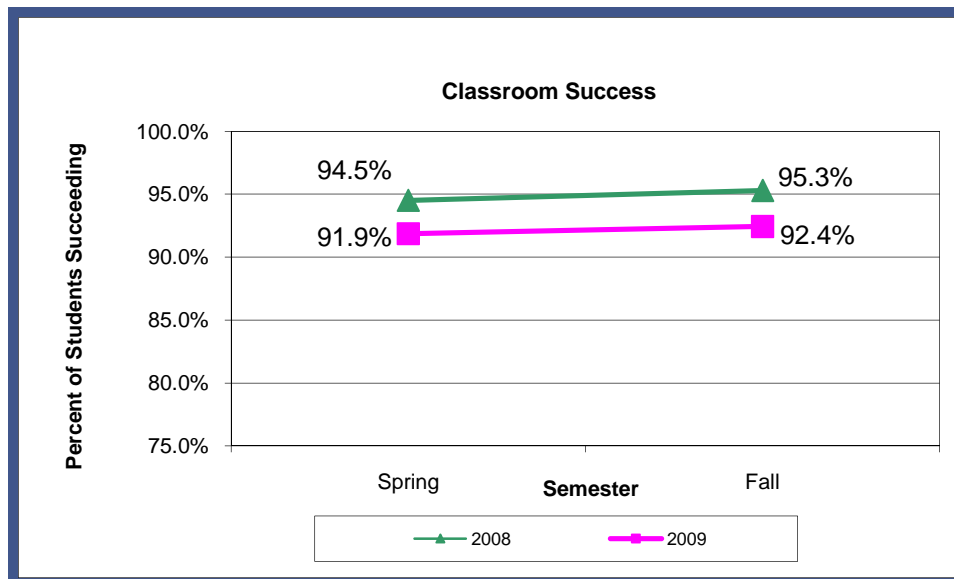


Figure 7: Classroom Success

Source: Collegewide Grade Distribution Report (Generated at the end of the session)



Fulltime/Adjunct Faculty Ratio

Table 2 displays the number and percentage of Human Services program equated credit hours (ECHs) taught by the individual faculty classifications. As shown, Fulltime Faculty taught 12.1% of the ECHs in 2009-10, as compared to 12.2% in 2008-09. Adjunct Faculty taught 87.9% of the ECHs in 2009-10, as compared to 87.8% in 2008-09.

Table 2
Equated Credit Hours by Faculty Classification

	Fulltime Faculty		Percent of Load Faculty		Adjunct Faculty	
	Number of ECHs	% of Classes Taught	Number of ECHs	% of Classes Taught	Number of ECHs	% of Classes Taught
Fall 2007-2008	0.0	0.0%	0.0	0.0%	33.0	100.0%
Spring 2007-2008	3.0	9.7%	0.0	0.0%	28.0	90.3%
Summer 2007-2008	0.0	0.0%	0.0	0.0%	12.0	100.0%
2007-2008 Total	3.0	3.9%	0.0	0.0%	73.0	96.1%
Fall 2008-2009	3.0	8.3%	0.0	0.0%	33.0	91.7%
Spring 2008-2009	6.0	13.6%	0.0	0.0%	38.0	86.4%
Summer 2008-2009	3.0	16.7%	0.0	0.0%	15.0	83.3%
2008-2009 Total	12.0	12.2%	0.0	0.0%	86.0	87.8%
Fall 2009-2010	4.0	10.3%	0.0	0.0%	35.0	89.7%
Spring 2009-2010	6.0	12.0%	0.0	0.0%	44.0	88.0%
Summer 2009-2010	3.0	16.7%	0.0	0.0%	15.0	83.3%
2009-2010 Total	13.0	12.1%	0.0	0.0%	94.0	87.9%

Source: PeopleSoft Student Administration System: Faculty/Adjunct Ratio Report (S_FACRAT)





The Fulltime/Adjunct Faculty Ratio is calculated by dividing a program's adjunct's ECHs by the sum of the Adjunct's, Percent of Load's, and Fulltime Faculty's ECHs. Figure 8 displays the Fulltime/Adjunct Faculty Ratio information for the last three academic years. The highest semesters for Adjunct ECHs were Summer and Fall 2007-08 in which adjunct faculty taught 100% of the program's course load as shown in Table 2. The three-semester average for adjuncts (87.9%) in 2009-10 did not meet the College's general 65/35 Fulltime/Adjunct Faculty Ratio guideline.

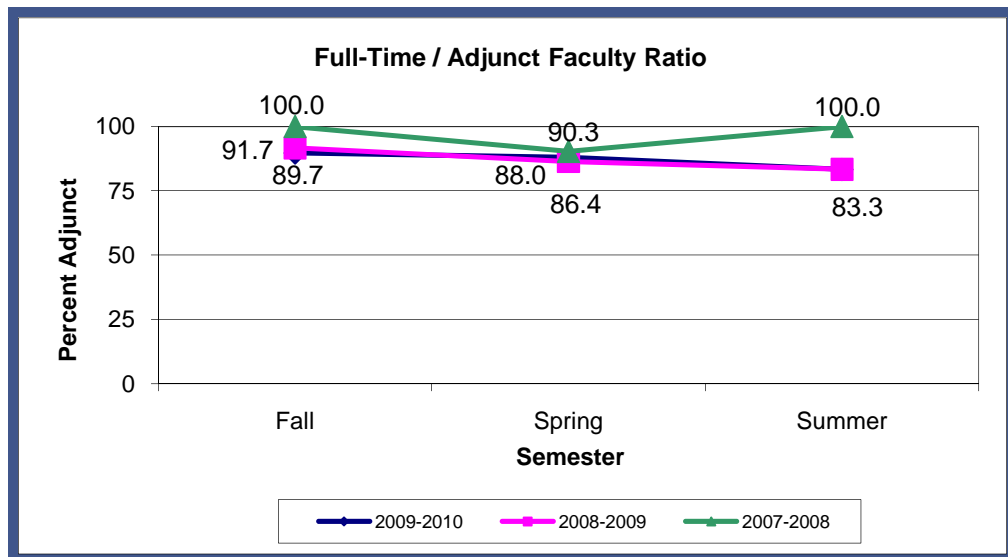


Figure 8: Full-time/Adjunct Faculty Ratio

Source: PeopleSoft Student Administration System: Faculty/Adjunct Ratio Report (S_FACRAT)





Program Profitability

Relative Profitability Index (RPI-T)

Relative Profitability Index (RPI-T) is a measure of program profitability. It is calculated by dividing a program's income by the sum of its personnel expenses and current expenses. Only Fund 10 financials are used in the calculation of RPI-T; specifically, program revenues (GL 400000), personnel expenses (GL 500000), and current expenses (GL 600000).

Program revenues (GL 400000) can include (1) student application fees and tuition, (2) out of state fees, and (3) gifts from alumni and charitable organizations.

Personnel expenses (GL 500000) can include (1) personnel salary expenses for program management, and instructional staff, (2) personnel salary expenses for OPS and student assistants, and (3) personnel benefits. Personnel assigned to multiple programs may have partial personnel expenses assigned to an individual program.

Current expenses (GL 600000) can include operating expenses for (1) travel, (2) goods and services, and (3) materials and supplies. Current expenses can also include scholarship and fee waivers.



The RPI-T for the Human Services program has increased over the last five years, reaching a six-year high (0.86) in 2009-10, as shown by Figure 9. The program's 2009-10 RPI-T value of 0.96 increased from the 0.80 value in 2008-09.

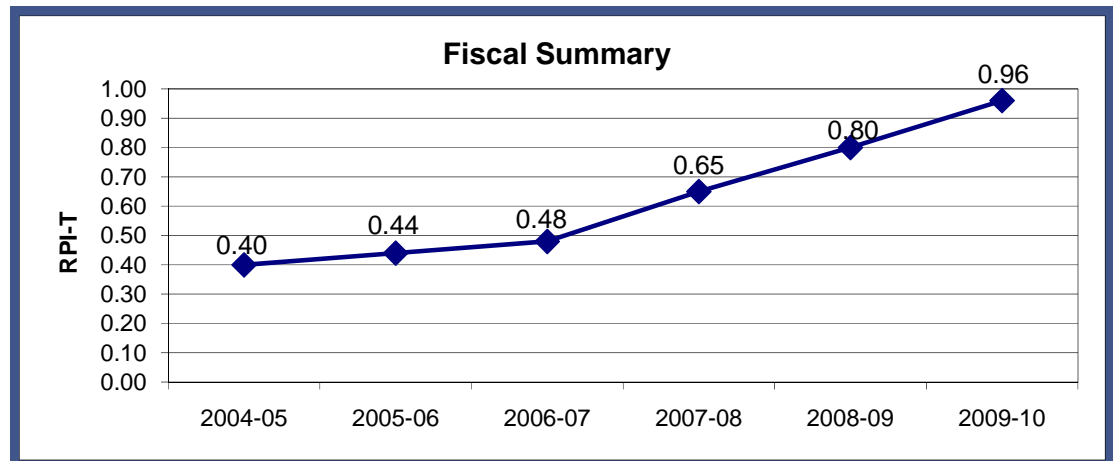


Figure 9: Fiscal Summary

Source: PeopleSoft Financial Production System: Summary of Monthly Organization Budget & Actuals Status Report (ORGBUDA1) from End of Fiscal Year



Program Improvements

Capital Expenditures

There were no Capital Expenditures (Fund 10 and 16) for the Human Services program (Org: 11230107) during the past three years as shown on Table 3.

Table 3
Human Services Program Capital Expenditures

Capital Expenditures			
Year	Capital Outlay	Account	Purchase Description
2007-08	0	700000	None
2008-09	0	700000	None
2009-10	0	700000	None
Total	0		

Source: PeopleSoft Financial Production System: Summary of Monthly Organization Budget & Actuals Status Report (ORGBUDA1) from End of Fiscal Year



Academic Outcomes

As part of SPC quality improvement efforts, academic assessments are conducted on each AAS/AS program every three years to evaluate the quality of the program's educational outcomes. The Human Services program was evaluated through an Academic Program Assessment Report (APAR) in 2008-09.

Each of the program's twelve Major Learning Outcomes (MLOs) was evaluated during the 2008-09 assessment. Each of the twelve MLOs is listed below:

1. The student will possess the necessary knowledge of social provision and demonstrate the ability to apply the principles including agency terminology, community resources and the ability to understand disenfranchised groups.
2. The student demonstrates an understanding of active listening skills including reflecting, clarifying, and usage of open-ended questions.
3. The student demonstrates the ability to observe the client's presentation accurately during the provision of services.
4. The student will demonstrate appropriate facilitation techniques when conducting groups.
5. The student demonstrates an ability to identify and apply appropriate crisis intervention techniques when needed.
6. The student demonstrates an ability to plan, schedule, and supervise activities in the provision of services.
7. The student analyzes and assesses problems and situations in a professional demeanor with a satisfactory resolution.
8. The student demonstrates an ability to work effectively and efficiently under a heavy workload without compromising the quality of services provided.



9. The student analyzes, identifies appropriate methods of decision-making, follows directions, and asks questions as necessary to obtain desired results.
10. The student will demonstrate the ability to develop measurable objectives to achieve personal/program goals.
11. The student demonstrates effective oral and written communication skills to convey the intended message.
12. The student exhibits punctuality, accountability, appropriate attire and decorum in the workplace and consistently fulfills the assigned work schedule.

Means of Assessment

The Human Services program used the results of the End of Cooperative Education Review Assessment, a locally-developed instrument which employs a Likert scale. The criteria for success stated that students should receive a rating of 2.5 or greater on each category of the evaluation.

Data was collected during 2006, 2007, and 2008, and the data findings for each MLO are displayed in Table 4. The data indicated that the results obtained were slightly below the desired outcome for most of the Major Learning Objectives (MLOs) assessed. For the twelve MLO areas, the student assessment scores ranged from -0.31 below, to +0.38 above the criteria for success.

Table 4
Human Services 2008-09 Assessment Results

Major Learning Objective	Above/Below	
	Criteria for Success (2.5)	
	<i>Alcohol-Substance Abuse</i>	<i>Social Services</i>
MLO 1	-0.31 to +0.05	-0.17 to +0.13
MLO 2	-0.06	+0.13
MLO 3	-0.13	-0.13
MLO 4	-0.20	-0.23



Major Learning Objective	Above/Below	
	Criteria for Success (2.5)	
	<i>Alcohol-Substance Abuse</i>	<i>Social Services</i>
MLO 5	-0.10	-0.30
MLO 6	-0.05	0.00
MLO 7	-0.23	-0.17
MLO 8	-0.03 to +0.04	+0.09 to +0.19
MLO 9	-0.17 to -0.06	+0.13 to +0.38
MLO 10	-0.17	-0.17
MLO 11	-0.17 to +0.06	-0.14 to -0.06
MLO 12	-0.06 to +0.06	+0.03 to +0.26

Source: Academic Outcomes from 2008-09 Academic Program Assessment Report (APAR)

The 2008-09 follow-up report was completed in July 2010. Ten of the thirteen action items were successfully completed, and the results published in the December 2008-09 follow-up report. The next assessment report is scheduled to be completed during the 2011-12 academic year.





Stakeholder Perceptions

Student Survey of Instruction (SSI)

Each semester, St. Petersburg College (SPC) administers the Student Survey of Instruction. Students are asked to provide feedback on the quality of their instruction using a 7-point scale where 7 indicates the highest rating and 1 indicates the lowest rating.

The purpose of the SSI survey is to acquire information on student perception of the quality of courses, faculty, and instruction, and to provide feedback information for improvement.

Beginning in Fall 2008, all SSI forms (except Clinical B) have been administered electronically using an online format. During 2009-10, the SSI items were reviewed and revised by a committee composed of faculty and administrators. As a result of the revision process, the lecture, non-lecture, and eCampus forms were consolidated into one form, independent of modality, which has been administered online since Spring 2010.

As part of the instrument validation process, the results from the SSI over the last few years were assessed for reliability and validity. The results of this assessment suggested three underlying factors.

The three factors are faculty engagement, preparation and organization, and course instruction. The survey questions are grouped into these categories as defined below:

- **Faculty Engagement** - focuses on how successful the instructor was in encouraging student performance, the instructor's level of enthusiasm for the subject and respect for students, how well the instructor applied the stated grading policies including providing students appropriate information to determine their grades, and the instructor's responsiveness to student questions outside of the classroom.
- **Preparation and Organization** - focuses on the instructor's overall preparation for the course, the instructor's ability to start and end class on time, the amount of time spent on course-related activities by



the instructor, and the even assignment and appropriateness of course material throughout the term.

- **Course Instruction** - focuses on the instructor's clarity of instruction, how well the course objectives were defined by the instructor, and how well the instructor met student expectations.

SSI Results. The SSI survey is electronically distributed to all students enrolled in traditional classroom sections, lab courses and self-paced or directed individual study, and online courses at the College. The average scores are all well above the traditional threshold (an average of 5.0) used by the College for evaluating seven-point satisfaction scales during all three semesters. The average survey results by semester and content area are shown by Figure 10.

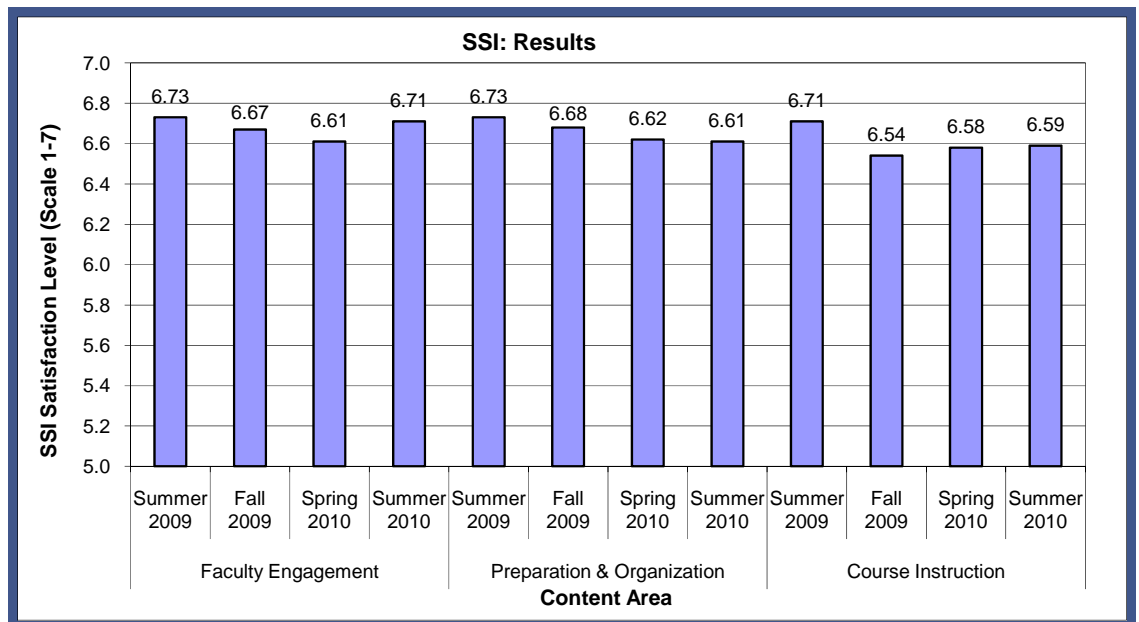


Figure 10: SSI Results

Source: Student Survey of Instruction Administration Site



Summary. All the individual average content area scores were above the traditional threshold (an average of 5.0) used by the College for evaluating seven-point satisfaction scales. These results suggest general overall satisfaction with the courses within the Human Services program; specifically, as they relate to faculty engagement, preparation and organization, and course instruction.





Advisory Committee

Community input and participation is an important component of the educational process at the College. The advisory committees are an example of community input. Advisory committees meet a minimum of twice annually with additional meetings as needed for good program coordination.

Advisory committee members are appointed by the College President to serve a one-year term of office and must have a demonstrated competency in the program specialty area or an understanding of the program and of the community at large. An exception to the above may be a lay person directly involved in a related program field such as counseling, public relations, or administration of a business or industry.

Specific Functions of Advisory Committees are:

1. Assessing how the program meets the current occupational needs of employers.
2. Reviewing and making recommendations on the program curriculum.
3. Providing input to help prepare students for work in their chosen field.
4. Assisting in recruiting, providing internships, and in placing qualified graduates in appropriate jobs.
5. Expanding and enhancing St. Petersburg College's reputation in the community by fostering positive community relationships.
6. Approving all program equipment purchases in excess of \$999.99.





Recent Meeting Summary.

A Human Services advisory committee meeting was held on April 23, 2010. The meeting consisted of discussions concerning the need for a Bachelors Degree in Human Services, Maternal and Child Health Cohort Update, Human Services Program Update, SPC Adoption and Child Welfare/Protection Project, Review of Human Services Program Major Learning Outcomes, End of Co-Op Assessment Tool, General Discussion, and Agency Roundtable/Updates.

Bachelors Degree in Human Services

Some HUS students are pursuing a BAS in Health Services Admin (with the 15 credit HUS track). New Students to HUS1111 have expressed interest in a HUS Bachelors Degree.

There is potential for a Masters degree in Mental Health Counseling (LMHC preparation program) if a Bachelors degree in Human Services is in place.

Maternal and Child Health Cohort Update

The Palatka cohort started in Spring 2010, with a second course in the Fall, followed by FDC credentialing exam. The Spring 2008 Cohort is pursuing completion of portfolios and FDC exam.

Human Services Program Update

The Human Services Student Organization (HSO) continues to support foster care teens in Independent Living. The HSO works with GulfCoast Community Care's Young Adult Transitional Housing Program (YATHP) to obtain donations of household supplies to help teens in foster care who are aging out of the system. Cheryl Kerr is involved in the Ready for Life Pinellas, Inc. Education Committee, and coordinates with the YATHP Program Director and interested parties within the SPC community. Applications for the SVDP Scholarship Awards are due on May 14, 2010 for the Fall semester.

SPC Adoption and Child Welfare/Protection Project

SPC staff and administrators continue to research the needs of our community. Surveys were sent to stakeholders in the community to gather information about the educational needs for staff. Dr. Terry





Collier has been active in the adoption and child protection community, attending meetings and speaking to stakeholders.

SPC CE Health and the HUS department continue to work on the Adoption Competency Certification Training, in partnership with the Florida Department of Children and Families.

Review of Human Services Program Major Learning Outcomes

The Human Services Advisory Committee members are enthusiastic about contributing to the review and re-evaluation of the 12 MLOs to determine which are meaningful, and which may need to be revised to make the objectives of the program clearer. Cheryl Kerr will review the committee's recommendations, and if it is determined that revisions to the MLOs are necessary, these will be discussed with the Workforce office.

End of Co-Op Assessment Tool

The end of co-op assessment tool was reviewed regarding its utilization by site supervisors. The electronic version of the co-op tool has shown to be more effective for students, site supervisor, and the submission process.

General Discussion

The possibility of a "Guardian Scholars" program at SPC (based on the model at Cal State Fullerton) was discussed. The GSP is a formalized and structured program of support for students who have aged out of foster care and are in independent living status.

Agency Roundtable/Updates

Laurallyn Segur of ECA reported that Eckerd Community Alternatives was selected as the lead agency two years ago in June, and are the 2nd largest lead agency in the state, with four case management agencies serving Pasco and Pinellas counties. They recently re-located to the Spectrum building off Ulmerton Road in Largo.

Dr. Phil Nicotera announced that we have had a significant enrollment jump of 12%. We continue to add classes, and need to be able to supply the necessary services for the increase in students.



Mr. Robert Neri of Westcare announced that their facilities continue to be full. They have two Americorp grant positions open, and are linking veterans to services.

Astrid Ellis of the Healthy Start Coalition of Pinellas stated that the Senate wanted to cut all Healthy Families supports but the House did not.

Shelba Waldron of JWB gave an update on trainings requested, including Generational Poverty and understanding the concepts. She recommended that HUS develop a course on understanding poverty. JWB has trained over 2000 people on bullying, and provides training on infant social and emotional development. They also provide training on case management, critical thinking, and time management, boundaries regarding Youtube, Facebook, texting, and other electronic media.

Christine Warwick of the Haven of RCS stated that they are one of the 42 certified domestic violence shelters in Florida, and are looking for sustainable funding, as they are providing needed services and are at full capacity currently.

Cynthia Bell of JWB reported that there was a Senate proposal to send all children's services councils to referendum. Sixty million dollars would be removed from Pinellas County if JWB was gone. The group discussed the idea of the public needing to vote to see if these services are warranted in the community.

Ronda Russick of the St. Petersburg Free Clinic (SPFC) stated that they are mostly hiring for RN, LPN and nurse practitioners, as all doctors at the SPFC are volunteers. She reported there are 5 programs at the SPFC, including transitional housing programs for men and women, a health center, and a food bank. There are acute needs for dental care and mental health services.

Douglas Bonar informed the group that he resigned from Help-A-Child after 23 years of service, and is now in private practice at "A Center for Wellness". His practice includes evidence-based mind-body therapy, and recommended mind-body treatment as a topic for human services.



The complete committee minutes along with the minutes from previous meetings are located in Appendices B, C, and D.

Recent Alumni Survey Information

Thirty-six Alumni Surveys were provided to the 2008-09 graduates of the Human Services program. Responses were received from 6 A.S. graduates and 7 A.T.D. Completers.

Thirty-six percent (13 of the 36) graduates surveyed responded to the survey. After receiving permission from the respondents to contact their employers, one employer survey was sent out. Not all respondents answer every survey question; therefore, the percentages listed below represent the responses to each survey question in relation to the total number of responses received for each question.

Notable results include:

- 50.0% of recent graduate survey respondents who were employed, were employed part-time.
- 50.0% of recent graduate survey respondents had a current position related to their studies.
- 38.5% of recent graduate survey respondents indicated their main goal in completing a degree or certificate at SPC was to 'Obtain employment'; 30.8% 'Change career fields'; 23.1% 'Continue my education'; while the remaining 7.7% stated their main goal was to 'Meet certification/training needs'.
- 53.8% of recent graduate survey respondents indicated that their SPC degree allowed them to 'Change career fields'; 38.5% 'Earn more money'; 38.5% 'Obtain employment'; and 30.8% stated 'Continue my education'. [Note: The total may exceed 100% as this question allows multiple responses]
- 53.8% of recent graduate survey respondents indicated that SPC did 'Very well' in helping them meet their goal, 30.8% 'Exceptionally well', while 7.7% 'Adequately'.
- 80.0% of recent graduate survey respondents indicated that they earned between \$10.00 and \$14.99 per hour (\$21,000 and \$30,999 annually); while the remaining 20.0% earned between \$20.00 and \$24.99 per hour (\$42,000 and \$51,999).
- 76.9% of recent graduate survey respondents indicated they are continuing their education.



- 100.0% of recent graduate survey respondents would recommend SPC's Human Services program to another.
- An evaluation of Human Services graduates' general education outcomes is displayed in Table 5. Graduates indicated high levels of satisfaction with their college preparation in the area of general education outcomes. One outcome received a mean score of 5.0, nineteen outcomes received mean scores between 4.1 and 4.9, while the remaining two outcomes received mean scores between 3.2 and 3.3.





Table 5
College Preparation Ratings for Recent Human Services Program Graduates

<i>General Education Outcomes</i> <i>(Five point rating scale with five being the highest)</i>	<i>Item Ratings</i>		
	<i>N</i>	<i>Mean</i>	<i>SD</i>
<i>Communicating clearly and effectively with others through:</i>			
Speaking	13	4.8	0.38
Listening	13	4.3	0.85
Reading	13	4.3	0.85
Writing	13	4.1	1.32
<i>Your use of mathematical and computational skills:</i>			
Comfortable with mathematical calculations	13	3.2	1.07
Using computational skills appropriately	13	3.3	1.03
Accurately interpreting mathematical data	13	3.2	0.93
<i>Using the following forms of technology:</i>			
Email	13	5.0	---
Word Processing	13	4.1	0.86
Spreadsheets	13	3.2	1.14
Databases	13	3.2	1.14
Internet Research	13	4.7	0.48
<i>Thinking logically and critically to solve problems:</i>			
Gathering and assessing relevant information	13	4.6	0.65
Inquiring about and interpreting information	12	4.7	0.49
Organizing and evaluating information	13	4.7	0.48
Analyzing and explaining information to others	11	4.5	0.69
Using information to solve problems	13	4.5	0.97





Table 5 continued
College Preparation Ratings for Recent Human Services Program Graduates

<i>General Education Outcomes</i> <i>(Five point rating scale with five being the highest)</i>	<i>Item Ratings</i>		
	<i>N</i>	<i>Mean</i>	<i>SD</i>
<i>Working effectively with others in a variety of settings:</i>			
Participating as a team player (e.g., group projects)	13	4.9	0.28
Working well with individuals from diverse backgrounds	13	4.8	0.44
Using ethical courses of action	13	4.7	0.48
Demonstrating leadership skills	12	4.8	0.45
<i>Appreciating the importance of lifelong learning:</i>			
Showing an interest in career development	13	4.8	0.38
Being open to new ideas and challenges	13	4.5	0.52
Willingness to take on new responsibilities	13	4.5	0.52
Pursuing additional educational opportunities	13	4.5	0.88

Employer Survey Information

One employer survey was sent out based on the permission provided by recent graduates in the 2008-09 recent graduate survey. One survey respondent provided an evaluation of the graduates' college preparation. Since a single response can not accurately represent the entire program, employer survey results about college preparation will not be reported.





Occupation Profile

One occupation description was located in the Bureau of Labor Statistics for the Human Services program. The occupation description title was Social and Human Service Assistants.

Occupation Description

The occupation description for Social and Human Service Assistants 21-1093.00 used by the Bureau of Labor Statistics is shown below.

Assist professionals from a wide variety of fields, such as psychology, rehabilitation, or social work, to provide client services, as well as support for families.

US, State, and Area Wage Information

The distribution of 2009 wage information for the Social and Human Service Assistants is located in Table 6. The median yearly income for Social and Human Service Assistants was \$28,000 in the United States, and in Florida. The wage information is divided by percentiles for hourly and yearly wages. This information is also separated by location.

Table 6

Wage Information for Social and human service assistants

Location	Pay Period	2009				
		10%	25%	Median	75%	90%
United States	Hourly	\$8.80	\$10.69	\$13.44	\$17.12	\$21.52
	Yearly	\$18,300	\$22,200	\$28,000	\$35,600	\$44,800
Florida	Hourly	\$8.90	\$11.58	\$13.46	\$16.06	\$19.53
	Yearly	\$18,500	\$24,100	\$28,000	\$33,400	\$40,600

Source: Bureau of Labor Statistics, Occupational Employment Statistics Survey; Florida Agency for Workforce Innovation



National, State, and County Trends

Employment trend information for Social and Human Service Assistants is included in Table 7 and divided by country and state. A significant average annual increase (23% - 26%) in employment for the profession over the next 6 - 8 years for the country and state is shown.

*Table 7
State and National Trends*

United States	Employment		Percent Change	Job Openings ¹
	2008	2018		
Social and human service assistants	352,000	431,500	+23%	15,390
Florida	Employment		Percent Change	Job Openings ¹
	2006	2016		
Social and human service assistants	12,440	15,620	+26%	460

¹Job Openings refers to the average annual job openings due to growth and net replacement.

Source: Bureau of Labor Statistics, Office of Occupational Statistics and Employment Projections; Florida Employment Projections

Major Employers

Graduates of SPC's Human Services program are employed in various areas of the social services field. The primary local employers of these graduates are depicted in Table 8.

*Table 8
Major Employers*

Employers of Human Services Graduates
Operation PAR (most programs and locations)
Westcare of Florida (A Turning Point, Mustard Seed, Main Office)
Pinellas County Health Department / Health & Human Services
Faith-Based Agencies (i.e., Solid Rock Recovery Center)
Coordinated Child Care
Healthy Start
The Costello Center
ACTS (Agency for Community Treatment Services)

Source: 2008-09 Alumni Survey

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Total Placement

Total Placement is the percentage of students who have an acceptable placement after graduation. Acceptable placement includes students who are enlisted in the military, continuing their education, and/or employed in their field within the first year of graduation. Only students with A.S. and A.A.S degrees are used in the calculation. The Total Placement in the Human Services program from 2005-06 through 2007-08 has remained consistent at 100%, as shown by Figure 11.

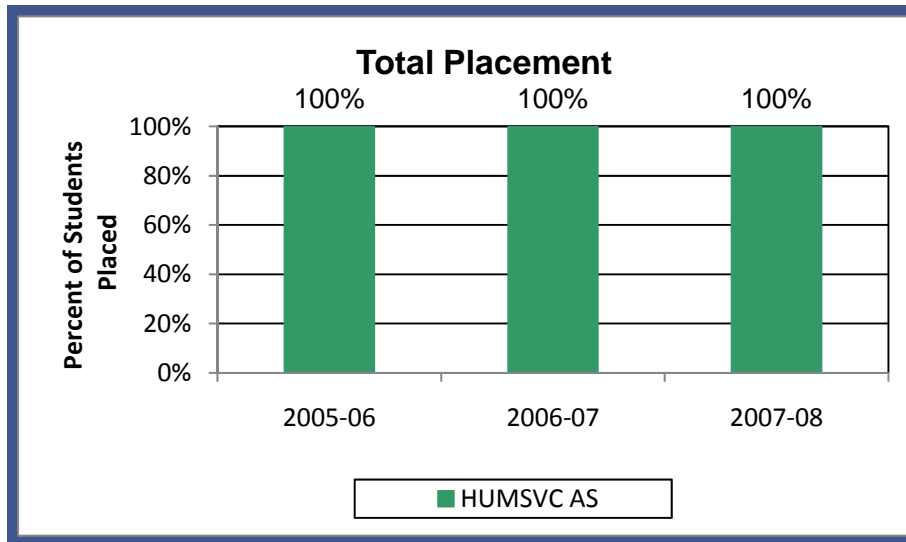


Figure 11: Total Placement

Source: 2010-11 SPC Factbook, Table 38



State Graduates Outcomes

To provide reference information for the employment trend data, program graduate state outcome data is provided for all academic programs included within Human Services. Human Services program graduate state outcome data is provided in Table 9.

Seventy one students completed a state Human Services program in 2007-08, of those forty-six had some matching state data and were employed. Seventy-two percent (72%) of those state graduates were employed at least a full quarter, resulting in an overall placement rate of 81%. SPC's graduates exceeded this figure, with a placement rate of 100% as depicted in Table 9.

Table 9
Human Services Program Graduates 2007-08 Outcomes by Florida College

Florida Colleges	Total Completers	# Found Employed	# Employed for a Full Qtr	% Employed For a Full Qtr	FETPIP Pool	# Training Related (Employed, Education, or Military)	Placement Rate
Pasco-Hernando	18	11	8	73%	13	10	77%
Central Fla.	2	2	1	50%	2	2	100%
Daytona State	11	6	5	83%	6	5	83%
Fla. at Jacksonville	2	2	2	100%	2	2	100%
Gulf Coast	1	1	1	100%	1	0	0%
Indian River	10	7	4	57%	9	6	67%
Miami Dade	11	8	5	63%	8	7	88%
Palm Beach	4	3	3	100%	2	2	100%
St. Petersburg	4	2	1	50%	3	3	100%
Hillsborough	8	4	3	75%	7	6	86%
Total	71	46	33	72%	53	43	81%

Source: Florida Education and Training Placement Information Program (FETPIP), Community College Vocational Reports (<http://www.fldoe.org/fetpip/pdf/0708pdf/cc0607asc.pdf>)



Program Director's Perspective: Issues, Trends, and Recent Successes

Enrollment in the Human Services program remains consistently high. Since the transition of the delivery of our courses to an online and blended format, enrollment has continued to increase. The program continues to assess the needs of the students, and is flexible to make necessary adjustments to accommodate those needs. The program has increasingly been using the resources and technology available, to deliver instruction to students in multiple modes in order to meet the needs of all learning styles.

The Human Services program is actively engaged in the community, and promotes awareness and involvement in events that support human services causes. The HSO (Human Services Student Organization) takes a lead in volunteer efforts and participation in these events. The Human Services program has taken a lead in supporting SPC students who have aged out of the dependency/foster care system and are considered in "Independent Living" status. A goal for the Human Services program is to successfully implement a process at SPC to support students who are living independently, while also having some special needs that students with families and a strong support system do not experience. Programs being researched include the Fostering Achievement Fellowship Program model at Tallahassee Community College, and the Guardian Scholars program model at Cal State Fullerton. The Human Services program sponsors the annual "Giving Tree" project for youth who have aged out of foster care, to provide them with gifts and a party for their holiday celebration.

The Human Services program has also been instrumental in the development of the SPC Adoption and Child Protection Institute, including the creation of a comprehensive website; coordination of Collaborative Lab and Rally Your Future events in 2010; surveying of individuals and agencies in the human services community to gather data; and networking with stakeholders in the community to assess how SPC's Institute can best meet their needs. The Human Services department has also worked with the SPC CE Health Department, the Florida Department of Children & Families, and Rutgers University to develop an Adoption Competency Certification Training program for clinicians, and adoption and child welfare workers in the State of Florida.



An ongoing issue has been the need for a Bachelors degree in Human Services. Survey responses from the students, advisory committee, and social services community (including employers), have contained a consistent request for a Bachelor's degree for Human Services. The survey of community stakeholders was completed in June of 2009 and had 172 submissions. In Introduction to Intra and Interpersonal Processes, students complete an inquiry form that includes two questions regarding their interest in pursuing a Bachelors degree in Human Services, and in particular at SPC. This class is offered three times a year with an average of 23 students per class. Students are loyal to SPC, and want to continue their education in our program. Some students attend SPC for their Applied Technology Diploma, progress to their Associate in Science degree, and eventually pursue a Master's degree, and licensure in the field. The Human Services program has been working with the University Partnership Center to identify a Human Services Bachelor's degree program that could be offered in Pinellas County. The elimination of USF St. Petersburg's Bachelor of Social Work degree has created an increased demand from students who wish to pursue their Bachelor's degree in this field, while remaining in Pinellas County.

The Human Services program has also been working with the UPC to consider offering a Master's degree program in Mental Health Counseling that would prepare students for state licensure as a Licensed Mental Health Counselor (LMHC). This continues to be a goal for our program.

An issue that is a main area of focus for the Human Services program is student retention. Students are enrolling in courses and remaining in the program, however, graduation rates are low. The program is working on developing more tools (WITS surveys), to identify these trends and what factors influence a student's decision to drop out of school. This information will help with the identification and tracking of students, and allow us to contact students who have not enrolled in a semester or two, and to support them in their efforts to return to SPC.



Recommendations/Action Plan

Program: Human Services

Date Completed: December, 2010

I. Action Plan Items

	Action Item	Measure Addressed (Value)	Completion Date	Responsible Party
1	Explore the possibility of creating a student group in PeopleSoft for the core courses in the Human Services major (i.e., HUS 1111, HUS 1001, etc.), to enable better tracking of students.	Retention	October 2011	Cheryl Kerr
2	Investigate the possibility of accreditation for the human services program.	Actual Course Enrollment, Program Graduates, Placement	October 2011	Cheryl Kerr
3	Work on student retention and increase in graduation rates.	Program Graduates, Retention	October 2011	Cheryl Kerr
4	Work on identifying a potential Bachelor's degree program in Human Services.	Actual Course Enrollment, Program Graduates, Placement	October 2011	Cheryl Kerr

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II. Special Resources Needed: None

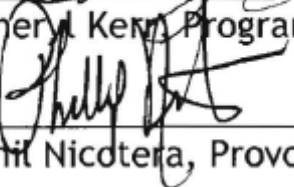
III. Area(s) of Concern/Improvement:

The Human Services program continues to be focused on improving student retention, and graduation rates. We are working to improve the identification and tracking of students in each of the HUS programs, which should result in increased student success and retention.



Cheryl Kern, Program Director

1/31/11
Date



Phil Nicotera, Provost


1/31/11
Date





President's Cabinet Review

Summary of observations, recommendations, and decisions:



President's signature

2/11/2011
Date





References

Rule 6A-14.060(5). *Florida Administrative Code, Accountability Standards*. Retrieved October 2002, from the Division of Community Colleges
Web site: <http://www.firn.edu/doe/rules/6A-14.htm>

Contact Information

Please address any questions or comments regarding this evaluation to:

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St. Petersburg College, P.O. Box 13489, St. Petersburg, FL 33733
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Appendix A: Program Overview, 2010

HUMAN SERVICES **SOCIAL SERVICES (HSDIS-AS) OR** **ALCOHOL/SUBSTANCE ABUSE (HSM-AS)** **ASSOCIATE IN SCIENCE DEGREE**

<http://www.spcollege.edu/program/HSDIS-AS>

<http://www.spcollege.edu/program/HSM-AS>

Cheryl Kerr, Program Director (727) 341-3736

(Transferable to a Bachelor's degree in Health Services Administration at SPC.)

General education and support courses do not have to be taken in the order listed. Please see a counselor or advisor.

******GENERAL EDUCATION COURSES (18 credits)**

ENC	1101	Composition I or (Honors)	3
ENC	1102	Composition II OR (any approved Literature course) ****	3
SPC	1017	Introduction to Speech Communication OR (SPC 1017H, 1065, 1608 or 1608H)	3
		Humanities/Fine Arts Approved Course (HUM 2270, HUM 2270H or REL 2300) ****	3
		Mathematics * One college-level course with MAC, MAP, MAS, MGF, MTG or STA prefix	3
		Social and Behavioral Sciences Approved Course (PSY 1012 or Honors)	(3)
PHI	1600	Studies in Applied Ethics OR (PHI 1602H, 1631, 2635 or 2649)	3
		Computer/Information Literacy Competency Requirement	

A grade of "C" or higher is required in all courses

SUPPORT COURSES (9 credits)

BSC	XXXX	Any college-level Biology course	3
PSY	1012	¹ General Psychology or (Honors)	3
DEP	2004	¹ Developmental Psychology of the Life Span OR	3
DEP	2102	Child Development OR	(3)
DEP	2302	Adolescent Development	(3)

MAJOR COURSES (31 credits)

HUS	1001	¹ Principles and Strategies for Human Services	3
SYG	2324	² Principles of Substance Abuse	3
HUS	1111	^{1,2} Introduction to Intra- and Inter-Personal Processes	3
HUS	1320	Theories and Foundations of Crisis Intervention	1
HUS	1013	Self-Esteem in Human Services	3
HUS	2200	² Dynamics of Groups and Group Counseling	3
HUS	2302	² Basic Counseling Skills	3
HUS	2315	Studies in Behavior Modification	3
HUS	2540	¹ Building Stronger Families and Communities	3
HUS	2550	¹ Social Services and the Disenfranchised	3
HUS	2949	¹ Co-op Work Experience	3

OPTION A: SOCIAL SERVICES (HSDIS) (7 credits) –

HUS	1530	Survey of Developmental Disabilities	3
HUS	1445	Practices for Working with Dysfunctional Family Systems	2
HUS	XXXX ^{2,b}	HUS electives	2

TOTAL PROGRAM HOURS **65**

OR

OPTION B: ALCOHOL/SUBSTANCE ABUSE (HSM) (15 credits)

HUS	2403	² Abused Substances and Their Effects	3
HUS	2420	² Evaluation of Treatment Environments	3
HUS	2421	² Methods for Identification & Intervention in Substance Abuse	3
HUS	2428	² Treatment & Resources in Substance Abuse	3
HUS	XXXX ^{1,b}	HUS electives	3

TOTAL PROGRAM HOURS **73**

Human Services
 2010-11 Comprehensive Academic Program Review
 Department of Academic Effectiveness and Assessment





Appendix B: Advisory Board Committee Minutes and Recommendations, 2009-10

HUMAN SERVICES ADVISORY COMMITTEE MEETING
DATE: APRIL 23, 2010 – 2:00-3:30pm at St. Petersburg College

TOPIC	DISCUSSION/RECOMMENDATIONS	ACTION
Welcome/Introductions	<p>Introductions completed.</p> <p>Present were: Douglas Bonar, Amy Brush, Astrid Ellis, Ronda Russick, Donna Sicilian, Laurallyn Segur, Shelba Waldron, Cindy Bell, Marvin Coleman, Robert Neri, Christine Warwick, Cheryl Kerr.</p> <p>Others Present: Dr. Phillip Nicotera, Greg McLeod, Jennifer Kuhn (Director of Quality Management for ECA).</p> <p>Absent: Arleen Sermons, Micki Thompson, Kristin Dailey, Joan Trifilo, Wes Cooke, Milissa Ferrer</p>	None Needed
Review of Minutes	Minutes from October, 2009 meeting were distributed and reviewed.	Minutes were reviewed and approved.
OLD BUSINESS		
<ul style="list-style-type: none"> Need for a Bachelors Degree in Human Services for SPC Students 	<p>-Some Human Services students are pursuing the Bachelors of Applied Science in Health Services Administration (with the 15 credit Human Services track). Most students are not a good match for that program due to their desire to have more of a pure human services education.</p> <p>- new students to HUS 1111 continue to complete an inquiry/information form via online survey. This includes questions regarding their interest in an HUS Bachelors degree.</p>	<p>-Cheryl will research the possibility of bringing an HUS Bachelors program to the SPC UPC.</p> <p>- Cheryl will continue to follow up with USF's BSW program re: curriculum and preparation in addition to gathering information on numbers of students in their program who are SPC graduates.</p> <p>-If a Bachelors degree in Human Services is in place then the possibility of a Masters degree in Mental Health Counseling (LMHC preparation program) can be re-visited.</p>
<ul style="list-style-type: none"> Maternal and Child Health Cohort Update 	<ul style="list-style-type: none"> The Palatka cohort started in the spring, 2010. They will take their second course in the fall and then take their FDC credentialing exam. The Spring 2008 Cohort is still working on completing their portfolios and FDC exams 	None Needed – Informational Only





Appendix B: Advisory Board Committee Minutes and Recommendations, 2009-10, con't

TOPIC	DISCUSSION/RECOMMENDATIONS	ACTION
NEW BUSINESS		
<ul style="list-style-type: none"> Human Services Program Update (see attached Program Update for Detailed Information)	HSO – Human Services Student Organization: - HSO continues its support of and focus on foster care teens in Independent Living. - Cheryl Kerr is involved in the Ready for Life Pinellas, Inc. Education Committee - The HSO continues to work with GulfCoast Community Care's Young Adult Transitional Housing Program (YATHP) for donations for all household supplies to help teens in foster care who are aging out of the system. Email requests are received by Cheryl (from the YATHP Program Director) and then Cheryl forwards them to interested individuals in the SPC community. - The HSO supports the youth aging out of foster care during the holidays SVDP Scholarship Awards: Applications are due for SVDP Scholarships on May 14, 2010 for the Fall semester.	Ongoing Follow Up Action Occurs throughout the Year
- Spring and Summer 2010 course schedule information was reviewed	- Productivity remains high and above 90% for the spring, 2010 semester. Summer courses are filling up	None Needed – Informational Only
SPC ADOPTION & CHILD WELFARE/PROTECTION PROJECT	-We are working with SPC staff and administrators to research the needs of the community. -A survey was sent out to stakeholders in the community to gather information about educational needs for staff -Dr. Terry Collier continues to work on this project and has been active in the adoption and child protection community attending meetings and speaking to stakeholders -SPC CE Health and the HUS dept. continue to work on the Adoption Competency Certification Training in partnership with the Florida Department of Children & Families.	-Cheryl will continue to follow up with Dr. Collier regarding efforts related to the Adoption and Child Protection project.
Advisory Committee Survey	Committee Members Completed Surveys	Surveys were taken by Amy Brush





Appendix B: Advisory Board Committee Minutes and Recommendations, 2009-10, con't

TOPIC	DISCUSSION/RECOMMENDATIONS	ACTION
<p>NEW BUSINESS (continued)</p> <p>REVIEW OF HUMAN SERVICES PROGRAM MAJOR LEARNING OUTCOMES</p>	<p>The MLOs need to be very carefully reviewed to determine if revisions are necessary. The Human Services program currently has 12 MLOs. The Human Services Advisory Committee members are enthusiastic about contributing to the review and re-evaluation of these MLOs to determine which are meaningful, and which may need to be revised to make the objectives of the program clearer.</p> <p>A list of the 12 Major Learning Outcomes (MLO's) for both Human Services A.S. degrees have been distributed to the Advisory Committee.</p>	<p>-Cheryl will follow up with Jesse Coraggio to request samples/guidelines or recommendations for how to construct and/or revise program MLO's.</p> <p>-Cheryl will share these with the advisory committee</p> <p>- The advisory committee will follow up with Cheryl via email with recommendations for revisions or changes to the MLO's.</p> <p>-The Program Director will review the committee's recommendations, and if it is determined that revisions to the MLOs are necessary, these will be discussed with the Workforce office.</p>
<p>END OF CO-OP ASSESSMENT TOOL</p>	<p>-The end of co-op assessment tool needed to be reviewed regarding its utilization by site supervisors. Revising the MLOs will also improve the quality and strength of the assessment tool.</p> <p>-Making the assessment tool an electronic version has proven to be more effective in terms of providing it to the student and site supervisor and also in the submission process at the end of the co-op experience.</p>	<p>-Cheryl developed the Assessment Tool into an online survey version.</p> <p>-Feedback from site supervisors indicates an overall satisfaction with completing this assessment online.</p>
<p>GENERAL DISCUSSION</p> <p>*Update on new SPC President</p>	<p>-SPC hired new President, Dr. William Law. We reviewed a brief video of Dr. Law's interview for the presidency.</p>	<p>None needed. Informational only.</p>
<p>*Review of HUS Advisory Committee Representation</p>	<p>New committee members were present: Mr. Robert Neri of Westcare and Ms. Christine Warwick of the Haven of RCS.</p>	<p>None needed. Informational only.</p>
<p>* Possibility of some type of a "Guardian Scholars Program"</p>	<p>- The possibility of a "Guardian Scholars" program at SPC (based on the model at Cal State Fullerton) is still a goal for Cheryl to work on.</p>	<p>Cheryl will prepare a draft of a GSP specific to SPC to present to Dr. Williams for consideration. The GSP is a formalized and structured program of support for students who have aged out of foster care and are in independent living status.</p>
<p>*SVDP Rep. on HUS Adv. Com.</p>	<p>- Cheryl continues to participate in the Ready for Life, Pinellas Education Committee</p> <p>An SVDP rep. was requested</p>	<p>- Cheryl will attend RFL Education Committee meetings and follow up</p> <p>-Cheryl will follow up with SVDP</p>





Appendix B: Advisory Board Committee Minutes and Recommendations, 2009-10, con't

TOPIC	DISCUSSION/RECOMMENDATIONS	ACTION
Review of Labor Market Data	The Committee reviewed current Labor Market data.	None needed
AGENCY ROUNDTABLE/UPDATES	<p><i>Lauralynn Segur of ECA</i> reported that Eckerd Community Alternatives was selected as the lead agency two years ago in June. They are the 2nd largest lead agency in the state. They have 4 case management agencies serving Pasco and Pinellas counties. They recently re-located to the Spectrum building off Ulmerton Road in Largo. They have an open house scheduled for May 14th from 1:00-5:00pm.</p> <p><i>Dr. Phil Nicotera</i>, Provost, announced that we have had a significant enrollment jump – 12% semester. State funding is down. We are working on how we can handle the enrollment growth. We continue to add classes. We need to be able to supply the necessary services for the increase in students.</p> <p><i>Mr. Robert Neri of Westcare</i> announced that their facilities continue to be full. They have two Americorp grant positions open. They are linking veterans to services. They have a workgroup in Pinellas county focused on this. He briefly described Sequential Intercept Mapping.</p> <p><i>Astrid Ellis of the Healthy Start Coalition of Pinellas</i> stated that the Senate wanted to keep HSC but the House did not. The Senate wanted to cut all Healthy Families supports but the House did not.</p> <p><i>Shelba Waldron of JWB</i> gave an update on trainings requested, including Generational Poverty & understanding the concepts. She recommended HUS developing a course on understanding poverty.</p> <ul style="list-style-type: none"> -JWB has trained over 2000 people on bullying - JWB is also providing trainings on infant social and emotional development and also brain studies. These have been their highest attended workshops. -JWB is also training case management on critical thinking and time management. - Boundaries regarding youtube, facebook, texting and other misc. electronic media. 	<p>None Needed – Informational Only</p> <p>http://www.eckerd.org/ECA/index.html</p> <p>www.spcollege.edu/hec</p> <p>http://www.westcare.com/siflorida.jsp</p> <p><i>Sequential Intercept Mapping: "It maps" potential paths that an individual with a mental disorder might take through the five stages of the criminal justice, from initial encounter through reentry to the community from prison or jail.</i> http://mhlp.fmhi.usf.edu/web/mhlp/tdetail.cfm?id=62</p> <p>http://www.healthystartpinellas.org/</p> <p>http://www.jwbpinellas.org/</p>





Appendix B: Advisory Board Committee Minutes and Recommendations, 2009-10, con't

<p>AGENCY ROUNDTABLE/UPDATES (cont.)</p>	<p><i>Christine Warwick of the Haven of RCS</i> stated that they are watching the legislative session closely. They are one of the 42 certified domestic violence shelters in Florida. They are looking for sustainable funding. They are providing needed services and they are at full capacity currently.</p> <p><i>Cynthia Bell of JWB</i> reported that there was a Senate proposal to send all children's services councils to referendum. \$60 million would be removed from Pinellas County if JWB was gone. The group discussed the idea of the public needing to vote to see if these services are warranted in the community. This will go to referendum in 2016.</p> <p>The community needs to learn more about JWB and how it is of value to the community.</p> <p>JWB has put funds into quality childcare. They are working on getting the childcare workers degreed and on a pilot childcare center.</p> <p><i>Ronda Russick of the St. Petersburg Free Clinic</i> stated that they are not doing a lot of hiring. They are mostly hiring for RN, LPN and nurse practitioners. All doctors at the SPFC are volunteers. She reported there are 5 programs at the SPFC. They include transitional housing programs for men and women in their social services arm. They have a health center and a food bank. Trends include increase in demands for food. Acute needs are dental care and mental health services. They also have a lot of diabetic needs. On May 1 & 8 they will be having dental screenings for the homeless.</p> <p>20-25% of their clients have lost their jobs in the last 6 months. In the last 3-4 months this has come down to 15-20%.</p> <p><i>Douglas Bonar</i> informed the group that he resigned from Help-A-Child after 23 years of service. He is now in private practice "A Center for Wellness" on 49th Street North. His practice includes evidence-based mind-body therapy. He recommended mind-body treatment as a topic for human services. They have a sliding fee scale.</p>	<p>http://rcspinellas.org/</p> <p>http://www.jwbpinellas.org/</p> <p>http://www.stpetersburgfreeclinic.org/</p> <p>acenterforwellness@verizon.net</p>
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Appendix B: Advisory Board Committee Minutes and Recommendations, 2009-10, con't

TOPIC	DISCUSSION/RECOMMENDATIONS	ACTION
Next meeting:	October 22, 2010 at 2:00pm	- The next meeting will be on Friday, October 22, 2010 at 2:00pm at the SPC Health Education Center. -Minutes and agenda to be forwarded to members for review in advance of October, 2010 meeting.
Adjournment		The meeting was adjourned at approximately 3:30 p.m.





Appendix B: Advisory Board Committee Minutes and Recommendations, 2009-10, con't

HUMAN SERVICES ADVISORY COMMITTEE MEETING
DATE: OCTOBER 2, 2009 – 2:00-3:30pm at the Juvenile Welfare Board

TOPIC	DISCUSSION/RECOMMENDATIONS	ACTION
Welcome/Introductions	<p>Introductions completed.</p> <p>Present were: Douglas Bonar, Amy Brush, Astrid Ellis, Ronda Russick, Donna Sicilian, Jill Gould, Shelba Waldron, Cindy Bell, Marvin Coleman, Cheryl Kerr.</p> <p>Others Present: Terry Collier (SPC)</p> <p>Absent: Arleen Sermons, Micki Thompson, Kristin Dailey, Laurallyn Segur, Joan Trifilo, Wes Cooke, Milissa Ferrer</p>	None Needed
Review of Minutes	Minutes from April, 2009 meeting were distributed and reviewed.	Minutes were reviewed and approved.
OLD BUSINESS		
<ul style="list-style-type: none"> Need for a Bachelors Degree in Human Services for SPC Students 	<p>-Some Human Services students are pursuing the Bachelors of Applied Science in Health Services Administration (with the 15 credit Human Services track). Most students are not a good match for that program due to their desire to have more of a pure human services education.</p> <p>- new students to HUS 1111 complete an inquiry/information form via online survey. This includes questions regarding their interest in an HUS Bachelors degree.</p>	<p>-Cheryl will research the possibility of bringing an HUS Bachelors program to the SPC UPC.</p> <p>- Cheryl will continue to follow up with USF's BSW program re: curriculum and preparation in addition to gathering information on numbers of students in their program who are SPC graduates.</p>
<ul style="list-style-type: none"> Maternal and Child Health Cohort Update 	<ul style="list-style-type: none"> The Manatee Cohort began in October, 2008. They will be taking their FDC credentialing exam in December, 2009 and submitting their portfolios for review. Students from the spring 2008 cohort will be preparing for their credentialing exam and submitting their portfolios for review. We are starting a new cohort in Palatka in the spring, 2010. 	None Needed – Informational Only





Appendix B: Advisory Board Committee Minutes and Recommendations, 2009-10, con't

TOPIC	DISCUSSION/RECOMMENDATIONS	ACTION
NEW BUSINESS		
<ul style="list-style-type: none"> Human Services Program Update (see attached Program Update for Detailed Information)	<p>HSO – Human Services Student Organization:</p> <ul style="list-style-type: none"> - HSO continues its support of and focus on foster care teens in Independent Living. - We continue to work with GulfCoast Community Care's Young Adult Transitional Housing Program (YATHP) for donations for all household supplies to help teens in foster care who are aging out of the system. Email requests are received by Cheryl (from the YATHP Program Director) and then Cheryl forwards them to interested individuals in the SPC community. -SPC supported two IL teens attending Largo High School so that they could go to their Homecoming dance. - PERC Showcase of Services Oct. 16, 2009. HSO students will work resume table. - HSO hopes to be sponsoring the Giving Tree project for the holidays again. <p>SVDP Scholarship Awards: No new applicants were received for the spring so no interviews were held this fall.</p> <p>One student requested continuing grant funding for the spring and will get a book line of credit.</p>	<p>Ongoing Follow Up Action Occurs throughout the Year</p> <p>Cheryl will follow up with Dr. Nicotera and Greg McLeod for approval for this effort.</p>
Terry Collier: SPC Adoption & Child Welfare Project	<ul style="list-style-type: none"> -Terry Collier of SPC discussed the SPC Adoption & Child Welfare Project. -It will start with a virtual information center including information on education for adoption C.W. - A survey was sent out by Cheryl last year to many members of the adoption and child welfare community regarding this project. 	<p>Cheryl will send some survey results in pdf form to the committee</p> <ul style="list-style-type: none"> -Cheryl and Terry will attend meetings and committees in the community to share information about the project. -Terry will attend the Alliance meeting coming up.
- Fall 2009 and Spring 2010 course schedule information was reviewed	- Productivity remains high and above 90% for the fall semester	None Needed – Informational Only





Appendix B: Advisory Board Committee Minutes and Recommendations, 2009-10, con't

TOPIC	DISCUSSION/RECOMMENDATIONS	ACTIONS
<p>GENERAL DISCUSSION</p> <p>*Review of HUS Advisory Committee Representation</p> <p>* Possibility of some type of a "Guardian Scholars Program"</p> <p>General Discussion (Continued)</p>	<p>The committee reviewed its representation. Suggestions were made to include individuals where SPC graduates are employed.</p> <p>- The possibility of a "Guardian Scholars" program at SPC (based on the model at Cal State Fullerton) is still a goal for Cheryl to work on.</p> <p>- Cheryl continues to participate in the Ready for Life, Pinellas Education Committee</p>	<p>-Bob Neri of Westcare was mentioned as a possible committee member.</p> <p>-Cheryl will follow up with Bob regarding his interest in joining the committee.</p> <p>-Cheryl will prepare a draft of a GSP specific to SPC to present to Dr. Williams for consideration. The GSP is a formalized and structured program of support for students who have aged out of foster care and are in independent living status.</p> <p>- Cheryl will attend RFL Education Committee meetings and follow up there.</p>
<p>Review of Labor Market Data</p>	<p>The Committee reviewed current Labor Market data.</p>	<p>None needed</p>
<p>Agency Updates:</p> <p>211 TBC</p> <p>Douglas Bonar (Help-A-Child)</p> <p>Amy Brush (SPC)</p> <p>Astrid Ellis (Health Start Coalition of Pinellas)</p>	<p>Email update from Micki Thompson</p> <p>Micki Thompson – "We are still here 24/7 and that we are very interested in recruiting any SPC volunteers/co-op students/interns. 2-1-1 TBC is a great place for SPC human service students to learn a great deal about the entire health and human service continuum!" Contact: Geri Costello at 727-210-4209</p> <p>-Help-A-Child has a new Director: Lisa Negrini - the Parent Aide Program needs volunteers -Douglas reviewed the HAC programs</p> <p>-Amy is replacing Susan Burnett who retired.</p> <p>-The Healthy Start Coalition has experienced funding cuts that have impacted programs. They only work with pregnant women and cannot work "pre-pregnancy." The HSC focuses on lowering infant mortality, healthy birth weight for babies, teen pregnancy, and supporting pregnant women.</p>	<p>None Needed – Informational Only</p>





Appendix B: Advisory Board Committee Minutes and Recommendations, 2009-10, con't

Agency Updates (Continued)		
Ronda Russick (the St. Petersburg Free Clinic)	www.stpetersburgfreeclinic.org -Ronda discussed the "We Help Program" - Ronda stated that they could have SPC students complete their Co-Op Experience there. - Ronda reviewed the programs offered at the Free Clinic including basic services of providing healthcare, food and shelter.	
Jill Gould (Department of Juvenile Justice)	There is a resource fair for social services agencies on October 6, 2009 at the Epi Center from 9am-1:00pm.	
Donna Sicilian (PCSB)	The PCSB will hire 11 new positions in Social Work with stimulus money. They are in need of Masters level social workers.	
Shelba Waldron (JWB)	JWB has developed some online social services courses with SPC (Domestic Violence; Infant Mental Health; Child Care Disaster Training; Youth Development).	
Cindy Bell (JWB)	-Cindy shared information on Florida's Children's Cabinet indicators, including: Every child is healthy and that every child should live in a safe and supportive environment.	
Marvin Coleman (Operation PAR)	-Marvin discussed the beginning of "e-therapy" utilizing the telephone and webcam. -Marvin shared about the GAIN Assessment (Global Appraisal of Individualized Needs) -On October 31, 2009 the Red Ribbon Event will be held in Straub Park from 9am-4pm. All are invited to attend.	
Next meeting:	April 23, 2010 at 2:00pm <ul style="list-style-type: none"> Thank you to Shelba and Cindy for hosting this meeting at JWB. 	- The next meeting will be on Friday, April 23 rd , 2010 at 2:00pm. -Minutes and agenda to be forwarded to members for review in advance of April, 2010 meeting.
Adjournment		The meeting was adjourned at approximately 3:30pm.





Appendix C: Advisory Board Committee Minutes and Recommendations, 2008-09

HUMAN SERVICES ADVISORY COMMITTEE MEETING
DATE: April 24, 2009 from 8:30 – 10:00 am

TOPIC	DISCUSSION/RECOMMENDATIONS	ACTION
Welcome/Introductions	Introductions completed. Present were: Cheryl Kerr, Lauralynn Segur, Arleen Semons, Shelba Waldron, and Mr. Greg McLeod. Others Present: Vicki Koller (PCSB) for Donna Sicilian; Amy Brush (SPC) Absent: Donna Sicilian, Marvin Coleman, Cynthia Bell, Douglas Bonar, Jill Gould, Wes Cooke, Kristin Dailey, Astrid Ellis, Ronda Russick, Micki Thompson, and Joan Trifilo.	None Needed
Review of Minutes	Minutes from October, 2008 meeting were distributed and reviewed.	Minutes were reviewed and approved.
OLD BUSINESS		
<ul style="list-style-type: none"> Update on Bachelor of Applied Science in Health Services Administration degree 	<ul style="list-style-type: none"> - BAS in Health Services Administration. - There is a track in Human Services that students can choose <ul style="list-style-type: none"> - 15 credit hours (5 three-credit hour courses) - Recent query for information: SPC students pursuing an A.A. degree who have indicated a Human Services subplan: 47. SPC students who are pursuing an A.A. degree who have indicated a Social Work subplan: 89. - An HUS student submitted a letter to be shared with the Committee regarding her experience with the HSA BAS and her request for a Human Services Bachelors degree 	<ul style="list-style-type: none"> - Cheryl will continue to follow up with USF's BSW program re: curriculum and preparation in addition to gathering information on numbers of students in their program who are SPC graduates. - CK will create and send out a survey to all current/former HUS students to gage interest in a Bachelors degree - Review Masters programs re: entry requirements regarding Bachelors degree/ curriculum - Cheryl will include copy of the student letter with the minutes - CK will email committee website link to BAS in HSA
<ul style="list-style-type: none"> Need for a Bachelors Degree in Human Services for SPC Students 	<ul style="list-style-type: none"> -The Advisory Committee continues to suggest that SPC pursue a BAS in Human Services <ul style="list-style-type: none"> - BAS in HSA does not meet needs of HUS field 	<ul style="list-style-type: none"> - Cheryl will continue to work with Dr. Nicotera and the Baccalaureate programs VP
<ul style="list-style-type: none"> Human Services courses at the Downtown Center 	<ul style="list-style-type: none"> Cheryl shared the results of the survey that was sent to students and faculty regarding having courses at the Downtown Center. The responses were mostly positive. Concerns or issues included travel to the DT center and also the cost of parking. 	<ul style="list-style-type: none"> - One course is scheduled to be held at the DT campus this summer – HIV/AIDS and Drug Crisis. Two will be held DT in the fall – HUS 1111- Introduction to Intra and Interpersonal Processes; and HUS 2540 – Social Services and the Disenfranchised.





Appendix C: Advisory Board Committee Minutes and Recommendations, 2008-09, con't

TOPIC	DISCUSSION/RECOMMENDATIONS	ACTION
<p>(OLD BUSINESS – CONT.)</p> <p>-Maternal and Child Health Cohort Update</p> <p>- STUDENT ASSISTANCE PROGRAM</p> <p>- Computer Competency/ Electronic Records</p>	<ul style="list-style-type: none"> • The Spring cohort began in Spring, 2008. The original 13 students will be graduating next month, May 2009. • The Manatee Cohort began in October, 2008 and are now in their second semester. The students completed one course in the fall and are now completing their second course. They will complete their 3rd (and final) class in the fall, 2009. • Baycare has offered workshops on SPC campuses to address: stress management; relationship issues; substance abuse; time management. Cheryl will follow up with Greg McLeod and the ASA office regarding attendance and survey feedback • Committee discussed the need for mental health counseling services for students, especially in these trying times. <p>-Agencies are moving toward electronic record keeping - Are SPC HUS students prepared with computer skills, i.e., electronic record keeping, progress notes, treatment planning, etc.?</p>	<p>None Needed – Informational Only</p> <p>- CK will follow up with the ASA office regarding the attendance at these workshops as well as the student and employee feedback</p> <p>- CK will work with students and advisors to recommend that the SPC required Computer Literacy/ Competency class be one of the first taken. - Have more assignments in online courses to practice progress notes, record keeping, etc. - MLO for HUS regarding electronic record keeping/computer skills? (check End of Co-Op evaluation)</p>





Appendix C: Advisory Board Committee Minutes and Recommendations, 2008-09, con't

TOPIC	DISCUSSION/RECOMMENDATIONS	ACTION
NEW BUSINESS		
<ul style="list-style-type: none"> Human Services Program Update (see attached Program Update for Detailed Information)	<p>HSO – Human Services Student Organization:</p> <ul style="list-style-type: none"> - HSO is active with a focus on foster care teens in Independent Living. - We are working with GulfCoast Community Care's Transitional Housing program for donations for all household supplies to help teens in foster care who are aging out of the system. - HSO will participate in September's Recovery Month events. - PERC Showcase of Services Oct. 16, 2009. HSO students will work resume table - HSO will also be sponsoring the Giving Tree project for the holidays again <p>SVDP Scholarship Awards:</p> <ul style="list-style-type: none"> - 2 (two) New recipients for the Spring. <p>COURSES:</p> <ul style="list-style-type: none"> -New Online Courses for Summer and Fall: 1. Introduction to Stress Management 2. Issues in Addiction Prevention 3. Introduction to Developmental Play 	<p>Ongoing Follow Up Action Occurs throughout the Year</p> <p>- Applications for fall semester grants are due May 18th, 2009</p> <p>None Needed –Informational Only</p>
- Spring and Summer course schedules were distributed to Committee members	<ul style="list-style-type: none"> - Spring 2009 and Summer 2009 course schedules were reviewed. - Productivity remains high and above 90% for the spring semester Spring: 4 Blended classes; 9 online Summer: 3 blended classes; 6 online 	None Needed – Informational Only
GENERAL DISCUSSION		
* Possibility of some type of a "Guardian Scholars Program"	<ul style="list-style-type: none"> - The Committee briefly had a follow up discussion regarding the possibility of some form of a "Guardian Scholars" program at SPC (based on the model at Cal State Fullerton). - Cheryl became a member of the Ready for Life, Pinellas Education Committee and will include this in their planning discussions 	<ul style="list-style-type: none"> -Cheryl met with Dr. Tonjua Williams previously to discuss the need for a formalized and structured program of support for students who have aged out of foster care and are in independent living status. - Cheryl will attend RFL Education Committee meetings and follow up there.
Review of Labor Market Data	The Committee reviewed current Labor Market data.	None needed





Appendix C: Advisory Board Committee Minutes and Recommendations, 2008-09, con't

<p>Agency Updates:</p>	<p>Greg McLeod: "State of the College" The global economic struggles are also affecting SPC. SPC has been preparing financially and has been wise with budgeting and finances. No job cuts anticipated for SPC and also no salary raises. All programs are being reviewed for sustainability.</p> <ul style="list-style-type: none"> - SPC is looking at combining resources and sharing responsibilities - Pam is the administrative assistant for three programs. <p>Shelba Waldron: The Juvenile Welfare Board relocated to a building on the grounds of the SPC EpiCenter in December, 2008.</p> <p>-JWB is streamlining funds regarding family counseling. -JWB is focusing on the training they are providing and making sure to serve the needs of the community. - More trainings are being scheduled at SPC locations. Some are being prepared to be delivered online. JWB is working with the SPC CE Health Dept. regarding online courses. - Discussed JWB Goal Attainment Scale and SMART Goals</p> <p>Lauralynn Segur: State of the Family Conference will be in April for Child Abuse Prevention Month.</p> <p>Amy Brush: The CHOICES Camp is coming up in June for 9th and 10th graders. This is held at the SPC Health Education Center. Amy will send applications to committee members. - Discussed the possibility of Shelba completing a training on bullying at the CHOICES camps.</p> <p>Arleen Sermons: Dept. is separating medical from financial. 3 Tracks with different objectives: 1. Self-Sufficiency, 2. Chronic Mental Illness: Job Training, and 3. Chronic Mental Illness – Disability. - Discussed WIA – Workforce Investment Act dollars –stipend for training. - specialized services cut out of budges - no narcotic medication except cancer patients.</p>	<p>None Needed – Informational Only</p> <p>- Shelba will email her materials and powerpoints to Cheryl to share with the committee.</p> <p>- Amy will send the committee members the CHOICES Camp Applications</p> <p>Arleen will email the committee a sample Self-Sufficiency Plan</p>
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Appendix C: Advisory Board Committee Minutes and Recommendations, 2008-09, con't

<p>Agency Updates (Continued)</p>	<p>Vicki Koller: PCSB – changes are due to budget cuts. She is not sure if any significant changes will occur in the Social Work department. She will have Donna Sicilian update the committee on any significant changes.</p>	
<p>Next meeting: A date to be set in October, 2009</p>	<p>The October, 2009 Meeting will be scheduled with the location to be determined. The breakfast meeting with Dr. Kuttler at the EpiCenter will not take place this fall.</p> <p>We will ask a committee member to host the October, 2009 meeting at their site.</p> <p>Thank you, Arleen for hosting this meeting!</p>	<p>- Cheryl will email the Committee regarding a date in October</p> <p>-Minutes and agenda to be forwarded to members for review in advance of October, 2009 meeting.</p> <p>- Identify a committee member volunteer to host the October meeting</p>
<p>Adjournment</p>		<p>Adjourned at approximately 10:00am.</p>





Appendix C: Advisory Board Committee Minutes and Recommendations, 2008-09, con't

HUMAN SERVICES ADVISORY COMMITTEE MEETING

DATE: October 16, 2008 from 8:30 – 10:00 am

Topic	Discussion/Recommendations	Action
Welcome/Introductions	Introductions completed. Present were: Cynthia Bell, Kristin Dailey, Astrid Ellis, Cheryl Kerr, Lauralynn Segur, Arleen Sermons, Donna Sicilian, Shelba Waldron, Micki Thompson, Peg Connell, Dr. Phillip Nicotera, and Dr. Stan Vittetoe Others Present: Helena Kenny (PCHHS)	N/A
Review of Minutes	Minutes from April, 2008 meeting were distributed and reviewed.	Minutes were reviewed and approved.
OLD BUSINESS		
<ul style="list-style-type: none"> Update on IHHS BAS degree 	<ul style="list-style-type: none"> The Bachelors degree in Interdisciplinary Health & Human Studies has officially changed names to be: BAS in Health Services Administration. There is a track in Human Services that students can choose <ul style="list-style-type: none"> 15 credit hours (5 three-credit hour courses) the Advisory Committee continues to suggest that SPC pursue a BAS in Human Services 	<ul style="list-style-type: none"> Cheryl will talk to Masters programs to see what type of academic preparation they want in Bachelor candidates Cheryl and Donna Sicilian will follow to schedule a meeting with administrators of USF's Social Work degree programs re: curriculum and preparation Cheryl will continue to follow up with Dr. Nicotera on this. Cheryl will create and send out a survey to all current and former HUS students to gage interest in a Bachelors degree Cheryl will email the Committee the curriculum for the BAS in HAS for their review Cheryl will continue to work with Catherine Kennedy of the UPC regarding the possibility of the USF Mental Health Counselor Preparation Masters degree to be included in our Partnership Center
<ul style="list-style-type: none"> Maternal and Child Health ATD cohort update 	<ul style="list-style-type: none"> The spring cohort began in Spring, 2008. The original 13 students are still active. Their target graduation date is May 2009. A new cohort will be starting October 25, 2008 in Manatee County. The 17 students will be taking 3 courses (9 credit hours) over 3 semesters 	None needed





Appendix C: Advisory Board Committee Minutes and Recommendations, 2008-09, con't

Topic	Discussion/Recommendations	Action
NEW BUSINESS		
<ul style="list-style-type: none"> Human Services Program Update (see attached Program Update) 	<ul style="list-style-type: none"> HSO is active with a focus on foster care teens in Independent Living. We are working with GulfCoast Community Care's Transitional Housing program for donations for all household supplies to help teens in foster care who are aging out of the system. HSO will also be sponsoring the Giving Tree project for the holidays HSO was involved in the AIDS Walk PERC Showcase of Services Oct. 17 	
<ul style="list-style-type: none"> Fall and Spring course schedules were distributed 	<ul style="list-style-type: none"> Fall 2008 and Spring 2009 course schedules were reviewed. Productivity is at 99% for the Fall Fall: 5 blended classes; 7 online Spring: 4 blended classes; 10 online 	None needed
<ul style="list-style-type: none"> General Discussion: * Electronic Records Management * Possibility of HUS courses at the Downtown Center * Guardian Scholars Program 	<ul style="list-style-type: none"> Shelba Waldron initiated a discussion about electronic medical records and training for students Front line workers struggle with basic data entry and computer skills Are students learning how to document notes and use technology? HIM and real time data entry/online records also helps with time management Cheryl and Dr. Nicotera will meet with Yvonne Ulmer of the DT Center to discuss the possibility of DT hosting some HUS courses in future semesters Donna Sicilian recommended promoting HUS courses with Westcare, Mustard Seed, St. Vincent de Paul, and their transitional housing clients and staff The Committee and Dr. Stan Vittetoe discussed the possibility of a "Guardian Scholars" program at SPC. Dr. Vittetoe discussed the challenges for these students including 1. academic (can the student integrate into the academic community), and 2. Social – does the student have connections and relationships and the social & cultural supports for their needs? 	<ul style="list-style-type: none"> Cheryl will follow up with HUS faculty regarding curriculum and teaching students regarding electronic records HUS 2949 – Co-Operative Education in Human Services address documentation in internships Cheryl will share the results of the survey sent to all students regarding their opinions about HUS courses being held at the Downtown Center Cheryl will follow up with these agencies in order to provide information re: HUS programs to staff and clients Cheryl met with Dr. Tonjua Williams regarding this. Dr. Williams will meet with Dr. Anne Cooper and Dr. Kuttler to discuss the need for a formalized and structured program of support for students who have aged out of foster care and are in independent living status.
Review of Labor market data	The Committee reviewed current Labor Market data.	None needed



Appendix C: Advisory Board Committee Minutes and Recommendations, 2008-09, con't

Topic:	Discussion/Recommendations:	Action:
Agency Updates	<p>Arleen Semons and her supervisor, Helena Kenny, stated that the PCHHS is partnering with Vocational Rehabilitation on a three track system for individuals that qualify – one track is a vocational track. How can SPC also partner to provide educational opportunities for individuals involved in this program?</p> <p>The Juvenile Welfare Board will be relocating to a building on the grounds of the SPC EpiCenter in December, 2008.</p>	Arleen Semons and her supervisor, Helena Kenny, will follow up with Dr. Stan Vittetoe to discuss this further.
<p>Next meeting: A date to be set in April, 2009</p>	April, 2009 Meeting will be scheduled with the location to be determined.	<p>- Cheryl will email the Committee regarding a date in April</p> <p>-Minutes and agenda to be forwarded to members for review in advance of April, 2009 meeting.</p>
Adjournment		Adjourned at approximately 10:00am.





Appendix D: Advisory Board Committee Minutes and Recommendations, 2007-08

HUMAN SERVICES ADVISORY COMMITTEE MEETING

DATE: April 18, 2008 from 8:30 – 10:30 am

Topic	Discussion/Recommendations	Action
Welcome/Introductions	Introductions completed. Present were: Cynthia Bell, Douglas Bonar, Amy Brush, Wes Cooke, Kristin Dailey, Astrid Ellis, Jill Gould, Kathy Helmuth, Cheryl Kerr, Ronda Russick, Lauralynn Segur, Arleen Sermons, Donna Sicilian, Dr. Sandra Wise and Marvin Coleman (<i>via phone</i>)	N/A
Review of Minutes	Minutes from October, 2007 meeting were distributed and reviewed.	Minutes were reviewed and approved.
OLD BUSINESS		
<ul style="list-style-type: none"> Update on IHHS BAS degree 	<ul style="list-style-type: none"> - Discussion of the BAS of Applied Science in Interdisciplinary Health and Human Studies resulted in members commenting on the format and content of the pages (website presented by Cheryl) Some of the comments were: <ul style="list-style-type: none"> -- Very confusing with so many disciplines -- The title of School of Dental Hygiene in the banner was misleading and will not draw in Human Services students -- When searching the web for Bachelors degrees in HUS, SPC will not show up. -- Not being able to understand that HUS is in this "umbrella" degree and that will lower HUS interest therefore a bachelors degree in HUS will never be deemed necessary. -- Douglas said the sciences were represented more than HUS and had more input into this group degree during the DACUM meeting. Recommendation: <ul style="list-style-type: none"> - Add to curriculum courses that are more clinical and related to Human Services practice - Take off any reference to Dental from Banner - continue to consider idea of BAS in Human Services 	<ul style="list-style-type: none"> - Cheryl will explore with other HEC PDs their reactions/thoughts to the "Dental Banner". - Cheryl will continue to work with Catherine Kennedy of the UPC regarding the possibility of the USF Mental Health Counselor Preparation Masters degree to be included in our Partnership Center - Cheryl will talk to Masters programs to see what type of academic preparation they want in Bachelor candidates
<ul style="list-style-type: none"> Maternal and Child Health ATD cohort update 	The cohort for the Maternal and Child Health ATD program began in Spring, 2008. It has 13 students. Target graduation date will be May 2009.	None needed
<ul style="list-style-type: none"> Review of Human Services Student Commons in ANGEL 	<ul style="list-style-type: none"> - The ANGEL Student Commons Community Group website was shown and explained how it is a way to communicate with the students in all HUS classes. - Gives students resources, awareness month information, the 	None needed





Appendix D: Advisory Board Committee Minutes and Recommendations, 2007-08, con't

	<p>ability to network, and the opportunity to post comments and ask questions.</p> <ul style="list-style-type: none"> - Discussion forums are used quite often, a great way to stay in touch. - Wes Cooke suggested having a directory of the students in the program. 	
NEW BUSINESS		
<ul style="list-style-type: none"> • Human Services Program Update 	<ul style="list-style-type: none"> - HSO is active with a focus on foster care teens in Independent Living. - We are working with GulfCoast Community Care's Transitional Housing program for donations for all household supplies to help teens in foster care who are aging out of the system. - Guardian Scholars program information will be mailed to all committee members. This is program that started in Cal State Fullerton to assist and support former foster care teens attending college. - Recommended engaging High School students to help. - SPC has two goals to have housing for students in need (G 19 & G 20) - Human Services program handbooks were sent out via email to review and get feedback. Some already reviewed and provided feedback via email. - the BASICS training will take place at SPC Seminole Campus in June (program for college personal to assist students who are found to be impaired by alcohol or other substances) - 	<ul style="list-style-type: none"> - Cheryl to email information on the Guardian Scholars program. - Cheryl will resend handbook for additional feedback.
<ul style="list-style-type: none"> • Summer and Fall course schedules distributed 	<ul style="list-style-type: none"> - Summer and Fall 2008 course schedules were reviewed. - Productivity is at 100% for Spring and already at 99% for Summer 2008. 	None needed
<ul style="list-style-type: none"> • Review of Human Services Program Viability Measures Report 	<ul style="list-style-type: none"> - Discussed graphs showing 2006-2007 date on Human Services programs. - HUS will show even more improvements on 2007-2008. 	None needed
<ul style="list-style-type: none"> • Review of Human Services Strategic Planning Objectives 	<ul style="list-style-type: none"> - Discussed Strategic Planning Objectives and retention of students. - Wes asked about getting mental health resources for students. 	<ul style="list-style-type: none"> - Cheryl is investigating a contract with BayCare to provide students with personal mental health counseling services – including a 24 call line. It is a Student Assistance Program similar to an Employee Assistance Program.





Appendix D: Advisory Board Committee Minutes and Recommendations, 2007-08, con't

		-A meeting will be on 4-29-08 with BayCare, SPC administrators and VPs, to discuss this further.
Review of Labor market data	Cheryl thanked Kristin for putting together a Labor Market Review.	None needed
Agency Updates	<ul style="list-style-type: none"> - Cynthia (JWB) handed out a JWB salary analysis for the members. - Ronda asked for volunteers to help a the St. Petersburg Free Clinic. - Marvin mentioned the legislative budget cuts that will affect all the Human Services programs. 38 mil. Statewide. Some agencies will be closing. Also, PAR's TC might be closing – 150 beds lost - JWB will have a Public Hearing, on April 29th 5:30-9:00, (site not determined yet) - Kristin passed around a WorkNet labor market statistic report. - Operation Par will have training for our counselors in "Basics Program" for impaired students 	None needed
Advisory Committee Meetings	<ul style="list-style-type: none"> -Several committee members suggested considering meeting more often instead of only 2 per year. - More frequent email updates will occur to compensate. 	<ul style="list-style-type: none"> -Cheryl will send more frequent email updates. -The committee may meet in July and then in October for the annual meeting with Dr. Kuttler
Next meeting: A date to be set in July	July Meeting will be at the Health Education Center 8:30.	Minutes and agenda to be forwarded to members for review in advance of July 2008 meeting.
Then the following meeting will be the mass meeting at the EPI Center on Thurs. Oct. 16, 2008	Thursday morning, October 16, 2008 at the EPI Center. Breakfast with Dr. Kuttler.	
Adjournment		Adjourned at approximately 10:25am.





Appendix D: Advisory Board Committee Minutes and Recommendations, 2007-08, con't

HUS ADVISORY COMMITTEE MEETING

MINUTES – OCTOBER 2, 2007

ST. PETERSBURG COLLEGE HUMAN SERVICES PROGRAM

Meeting: Human Services Advisory Committee
Place: SPC Epi Center

Date: October 2, 2007
Time: 9:30 AM

Chairperson: Marvin Coleman

Present: Marvin Coleman, Cynthia Bell, Ronda Russick, Arleen Sermons, Kathy Helmuth, Douglas Bonar, Astrid Ellis, Dr. Sandra Wise, Jill Gould, Kristin Dailey, Wes Cooke, Joy McCrae Fox, Cheryl Kerr

Others present: N/A

Absent: Micki Thompson, Joan Trifilo, Laurallyn Segur, Freida Widera, Donna Sicilian

Recorded by: Cheryl Kerr

Approved by: Marvin Coleman

Marvin Coleman

Topic	Discussion	Recommendation/Action	Follow Up
CALL TO ORDER	The meeting was preceded by a breakfast with Dr. Kuttler, Dr. Anne Cooper, and several other department advisory committees. The meeting was called to order at 9:30 AM.	N/A	N/A
MEMBERSHIP UPDATE/ INTRODUCTIONS	New members include: Joy McCrae Fox (the Haven RCS), Wes Cooke (SPC Student), Donna Sicilian (Pinellas County Schools), Kristin Dailey (WorkNet Pinellas); Jill Gould (Dept. of Juvenile Justice)	N/A	N/A
MINUTES	The minutes from the April 13, 2007 meeting were reviewed and approved. Actions taken on committee recommendations were reviewed.	Acceptance of the minutes was voted on and passed	None
OLD BUSINESS			
Advisory Board Recommendations	The 2006-2007 Advisory Board Recommendations from the April 13, 2007 meeting were reviewed. The recommendations that are ongoing tasks to be completed have been implemented. Please see attached Advisory Board Recommendations Form.	Information only	None
Identifying and Tracking Human Services Students	<ul style="list-style-type: none"> - During the beginning of each HUS 1111 (HUS introductory course) students complete an information form. This information will be entered into a database/spreadsheet to track students for advising and retention. - Cheryl is working with our Admissions office at HEC to have Human Services in their database. Students will complete the Health Program application which will be submitted to the records dept. to be entered into the database. They will then be tracked for purposes of being invited to orientation, advising, graduation checks, etc. - Course rosters are reviewed each semester and the Program Director creates or updates the student's advising checklist and shares this with the student via email and in person during advising meetings - Students are instructed to go into MySPC to complete a degree audit to make sure their program code and major plan (in addition to their contact information) are correct. 	Information Only - Follow up with HEC Admissions office regarding putting the Human Services program in the database.	Ongoing - Cheryl will follow up with Damon Kuhn of HEC Admissions
Proposal for Bachelors degree	- a DACUM meeting was held in September, 2007 to discuss the planning and curriculum for the BAS in Interdisciplinary Health & Human Studies. Committee members in attendance were: Douglas Bonar, Marvin Coleman, and Kristin Dailey. The committee discussed the meeting and recommendations.	-DACUM meeting had "a lot of medical representation and needs to be more interdisciplinary." - "We need to integrate the medical side with the counseling and mind/body/spirit side"	Cheryl will continue to follow up with the team developing this program to continue to give the feedback regarding the needs of Human Services students and advocate for a track in Human Services.





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HUS ADVISORY COMMITTEE MEETING

MINUTES – OCTOBER 2, 2007

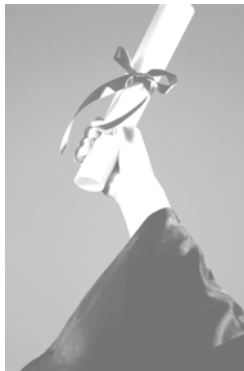
Maternal and Child Health ATD Cohort	- Cheryl and a College recruiter met with a group at the St. Petersburg Health Department to discuss the Maternal and Child Health ATD. Some of the attendees showed interest. Due dates were set for applying to the College and for Financial Aid. The new cohort will start in Spring, 2008.	- Follow up on coordinating students regarding registration, paying for tuition and books, and scheduling an orientation meeting.	-Cheryl will coordinate with students to get them registered, pay for tuition and books, and meet with the students for orientation.
Topic	Discussion	Recommendation/Action	Follow Up
HUS Website and ANGEL Review	Cheryl presented the HUS website to the committee www.spcollege.edu/hec/hus Cheryl presented and discussed the online courses in ANGEL (A New Global Environment for Learning) and the Human Services student ANGEL Commons. This Commons is an area where all students enrolled in an HUS course or SYG 2324 are automatically included in this online area. Student response has been very positive as they have an area of community where they can share with one another, network, and communicate.	Arleen Semons recommended adding the website for the Pinellas County Health & Human Services Department Information Only	Cheryl will add the website for the Pinellas County Health & Human Services Department to the HUS Resource page
NEW BUSINESS			
Program Update	(Please see the attached Program Update sheet) Areas discussed included: <ul style="list-style-type: none"> - Courses - Scholarship Awardees - Graduates - Faculty - Curriculum Changes <ul style="list-style-type: none"> - Curriculum Reviews - Productivity - Marketing and Recruitment - The Human Services Organization - Retention Efforts 	-There is a need for mental health counseling and support services for students. - the Human Services program can demonstrate and support that it is "ok to ask for help." - Consider having regular support groups present on campus - SPC have resources and support for counseling, interactive groups, and support for students - Link local community resources on our website	- Cheryl will follow up with Student Services regarding the BASIC program for students (a positive, educational and support program for students exhibiting an alcohol or substance abuse problem). - Cheryl will follow up with Administration regarding offering personal counseling and support services to students in some format
Labor Market Statistics	Excerpts from the following were distributed: Occupational Outlook Handbook (2006-2007 edition); Regional Targeted Occupations list for Pinellas County; data from the SPC Job Bank; and a summary of a review of local agency HR job listings. Average hourly and annual salary ranges were provided. (see attached) - Handouts are available at: 1. U.S. Department of Labor, Bureau of Labor Statistics: http://www.bls.gov/oco/home.htm and 2. the Pinellas County workforce demand and wage data: http://www.workforceflorida.com	Follow up on additional surveys and local data available	Kristin Dailey will email Cheryl with reports she has compiled Cheryl will forward these reports to the Advisory Committee members along with the minutes
Topic	Discussion	Recommendation/Action	Follow Up



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Topic	Discussion	Recommendation/Action	Follow Up
HUS Marketing	<ul style="list-style-type: none"> -Cheryl showed the JWB Training Post full-page ad on page 3. -SPC Institutional Advancement to has Human Services advertised on the sign in front of the Health Education Center building (all 5 programs) -SPC I.A. to has the Human Services courses advertised on the SPC television channel (channel 19) -Human Services program website updated (www.spcollege.edu/hec/hus) 	Follow up on other marketing ideas	Cheryl will: <ul style="list-style-type: none"> -Work with I.A. to develop a new brochure for the Human Services program -Work with Operation PAR to have the program advertised in their HR "PAR Excellence Project" and the PEP Talk Newsletter. -Meet with community agencies to promote education & awareness of the programs -Letters and follow up contact with PAR Behavioral Health Tech training graduates
Agency / Industry Updates	<ul style="list-style-type: none"> - LiveFree! Coalition / Operation PAR - October 20, 2007 – Red Ribbon Event – Drug-Free Prevention message. Family Fun day at Straub Park in St. Petersburg - Joy McCrae Fox (Haven) is getting a grant from the Florida Coalition Against Domestic Violence for prevention efforts. All DV Centers have been provided funding to work on local prevention efforts - Ronda Russick emphasized the need for collaboration from agency to agency as the key to success in the human services field. Federal funding requires collaborative efforts (M.C.) - Kathy Helmuth informed us that the Juvenile Welfare Board's library has moved into a grants and resource center. - Agencies are always in need of volunteers 	Information Only	None
NEXT MEETING	The next meeting will be on Friday, April 18, 2008 at the Health Education Center, Provost Conference Room.	Information Only	None
ADJOURNMENT	The meeting was adjourned at 11:00 AM	Information Only	None





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