

September 24, 2004

Dear Counseling Department Chair:

The Developmental Education Committee is interested in your department's response to the recommendations and action plans presented in the formative evaluation of the Developmental Education Program presented at a college assembly last spring (2004).

The following recommendations were addressed to the Counseling Department on pages 45-46 of the DE report:

1. Help ensure that the counseling partnership project continues to receive the coordination and support necessary to provide this service to at least, English 70 and Math 12 students. Should additional resources become available, consider expanding the partnership to other developmental courses.
2. Provide an orientation to the counseling partnership each semester for counselors who will participate in the project. This orientation should include the goals of the project, the timeline for activities, counselor responsibilities, periodic review of the content of counseling presentations, and evaluation of the counseling presentations.
3. Request that a counselor join the Developmental Education Committee, preferably the counselor who is responsible for coordinating the counseling partnership.
4. Ask counselors to research and recommend ways to further integrate counseling and developmental education.

In the interest of coordinating our efforts to best serve our students, please let us know how the Counseling Department plans to address these recommendations.

Thank you,

Myra Snell and Nancy Ybarra
Co-coordinators of the LMC Developmental Education Program