1. Executive Summary

1.1 The Counseling & Career Services Center provides the University with professional services in the areas of psychological counseling, career development, and job search assistance. In its work with students, the Center recognizes the developmental nature of student life; therefore services may be educational, preventative, or remedial in focus. The Center operates as a psychological services unit and its operation is guided by the professional ethics of psychologists and relevant state law; therefore all student records are confidential and maintained separately from all other university records. The Center employs three full-time professionals, four part-time professionals, two full-time support staff, and five work-study students. The Center is part of the Division of Student Affairs and is located on the second floor of the Dunn Center.

1.2 The goals of the Center are to provide a full range of psychological and career guidance services to the student population of Loyola.

1.3 Goals for this year include (a) hiring full-time professional staff members, (b) separating counseling and career functions, (c) merging health services with counseling services, (d) continuing the efforts of the Department of Justice grant to prevent sexual aggression, (e) improving efforts to reduce harm caused by student abuse of alcohol and other drugs, and (f) strengthening collaborative relationships with other Student Affairs departments as well as Academic Affairs for programming and outreach endeavors.

1.4 Due to University restructuring efforts in the aftermath of Hurricane Katrina, the Center’s budget was decreased by 24% during the 2005-2006 year and the savings were spread over 3 budgets (e.g., Counseling, Career and Substance Abuse). The budget for this academic year, 2006-2007, may require additional funds if the Center separates out counseling and career functions and merges counseling and health services. Unbudgeted costs may involve locating and renovating physical space, hiring additional staff, and establishing a separate budget. The Interim Directors will work with the Vice President for Student Affairs and Associate Provost to determine budgetary needs.

1.5 There has been consensus in the university that a comprehensive freestanding career services center needs to be constructed. This requires a significant reallocation of funds for human and physical resources. Once career functions are separated out, the counseling center will require renovation to enhance the training aspects of the Center; the counseling center intends to expand services through increased training and utilization of graduate level interns from social work, counseling, and school psychology programs at local universities.
2. Identification of the Unit

2.1 The mission of the Center is to provide the University with professional services in the areas of psychological counseling, career development, and job search assistance. In its work with students, the Center recognizes the developmental nature of student life; therefore services may be educational, preventative, or remedial in focus. The Center supports the larger mission of the university to educate men and women for others whose actions are guided by a faith that does justice in a troubled and complex world. The Center serves as a resource to the university community in its areas of responsibility and consults with all university personnel as appropriate. The Center seeks to evaluate the needs of students and the efficiency of operation through research activities. The Center contributes to the development of the counseling field by providing practical training opportunities to graduate students in counseling and social work.

2.2 Counseling & Career Services is a department in the Division of Student Affairs. It is located on the second floor of the Danna Center, the student union building at Loyola. Given the recent departure of the Center’s director, the Center currently has 2 acting interim directors. The interim director of career services is a licensed professional counselor in the State of Louisiana and the interim director of counseling services is working toward licensure as a psychologist in the State of Louisiana. In accordance with state law, the center is defined as a psychological services unit with all state laws regarding the protection of consumers applicable to the operation of the center. Therefore, all student records maintained by the department are independent of all other university records and information contained in the records is released only with the expressed written consent of the student. Similarly, the center staff is bound by the Ethical Principles of Psychologists (American Psychological Association) and state law regarding confidentiality, its exceptions, and all other areas of relevance to its operation. Services provided by the department are free to all members of the student body. In cooperation with the Department of Human Resources, the Center offers a limited employee assistance program through which all faculty and staff members of the university may consult with the Center staff on a time-limited (three visits) basis regarding personal or career concerns.

2.2.1 Presently, the Counseling & Career Services Center consists of the following employees:

| Professional staff, full-time, exempt:  | 4 |
| Administrative staff, full-time, non-exempt | 1 |
| Professional staff, part-time, non-exempt | 4 |

2.2.2 There are no faculty members employed by the Center

2.2.3 The Counseling & Career Services Center employs five undergraduate...
students through the university work-study program

2.2.4 The Counseling & Career Services Center has one part-time graduate student who is completing a yearlong practicum assignment through the School of Social Work, Tulane University.

3. Assessment

3.1 The extent to which the Center fulfills its mission is measured using both quantitative and qualitative methods of assessment. The Center attempts to reach all students in the university who might be helped through personal counseling, career development, and job search assistance; therefore, a basic measure of success is the yearly assessment of student usage rates. The Center measures student satisfaction with the services offered through regular assessment. Each year, the Center reviews its strategic goals and its on-going objectives and the extent to which it has succeeded in meeting these goals.

3.2 For the year 2005-2006, specific strategic goal attainments include:

A. Sexual Aggression Prevention. The consortium including Loyola, Xavier and Dillard Universities worked to receive a one-year no-cost extension of the grant from the U.S. Department of Justice. The grant has many components including education of all students regarding sexual aggression, assessment of internal procedures to prevent aggression and to discipline offenders, and coordination of support services from the community including police and district attorney. The Center recently hired a replacement full-time professional staff person to serve as the Sexual Aggression Prevention Coordinator. The Sexual Aggression Prevention Coordinator plans to resume work during the fall semester to meet the objectives of the grant.

B. Substance Abuse Prevention. A new Substance Abuse Prevention Coordinator was hired to implement campus-wide substance abuse prevention strategies. From January 2006-July 2006, the following outreach programming events occurred: (a) 3 residence hall presentations were provided regarding alcohol awareness and decision-making, (b) 1 athletic event was attended in which harm reduction materials were disseminated and non-alcoholic beverages were served, (c) weekly substance abuse group meetings for mandated alcohol and other drug abuse policy offenders were held.

C. Katrina-Related Outreach Programming. The Center made efforts to provide ongoing recovery support to the Loyola community. The counseling staff wrote articles about coping related topics (i.e., Stress, Depression, Katrina and the Holidays; Resilience Following Katrina; Children and Trauma: Helping Our Children Cope after Katrina;
Journaling: A Self-Help Method for Coping with Trauma; Self-Care and Sleep Post-Katrina) and posted these entries on the Center's website. Several outreach programs were conducted for students, faculty and staff or issues such as stress management and assisting students in distress.

3.3 Assessment for 2004-2005

A basic measure of success in reaching students is the utilization rate of students seeking assistance in the Counseling & Career Services Center. As the statistics below indicate, the numbers of students seeking assistance in the Center continues to grow each year. The number of students who received services through individual appointments is presented in (I) and the amount of staff time involved in individual appointments is presented in (II). To present these numbers in context, the changes over the past six years are presented in (III).

Counseling & Career Services
Counseling Services Usage Statistics 2005-2006

I. Individual Students Seen by Appointment               Personal Counseling  516
II. Staff Time in Individual Appointments                Personal Counseling  1391

III. Comparison: Individual Students Seen in Counseling (1999-2006)

<table>
<thead>
<tr>
<th>Year</th>
<th>1999-2000</th>
<th>2000-01</th>
<th>01-02</th>
<th>02-03</th>
<th>03-04</th>
<th>04-05</th>
<th>05-06</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal</td>
<td>372</td>
<td>574</td>
<td>664</td>
<td>583</td>
<td>752</td>
<td>756</td>
<td>516</td>
</tr>
</tbody>
</table>

3.4 Over the past year, the aftermath of Hurricane Katrina greatly influenced the operation of the Center. In the area of personal counseling, there has been a dramatic decrease in the number of full-time professional staff counselors. Specifically, by September 2006, 3 full-time staff professionals, including the director, left the Center. 2 of these positions were not filled during the Spring I and II 2006 semesters yet student usage rates remained high in that 516 individual students were seen by appointment during that time. This number can be compared to the entire 2004-2005 academic year in which 756 students were seen by appointment. Therefore, even though usage rates have not significantly changed over the past two years, there were significantly fewer counseling staff members who were available to provide services during the Spring I and II 2006 semesters. The Center and the Vice President for Student Affairs and Associate Provost have responded to the staff limitations by (a) hiring a Sexual Assault Prevention Coordinator, (b) posting a temporary position vacancy notice to hire an Interim Staff Counselor/Substance Abuse Prevention Coordinator, and (c) promoting the previous Staff Counselor/Substance Abuse Prevention Coordinator to Interim Director of Counseling Services. Additionally, all part-time
professional staff members are working hours (i.e., 34 total hours per week) to compensate for 1 full-time professional staff member.

Areas of on-going programming for the Center include substance abuse and sexual aggression prevention. Regarding substance abuse prevention, approximately 67 students were administratively referred for substance abuse policy infractions this past year. Of that number, 58 students attended a substance abuse evaluation and 36 students completed all substance abuse psychoeducational counseling requirements. As noted, there was a 45% drop out rate from referral to completion of sanctions; however, of the 67 initial student referrals only 2 students had a repeat offense. In terms of sexual aggression prevention, there has not been an increase in the number of students reporting sexual violence on-campus yet many students receiving counseling continue to describe sexual aggression incidents.

4. Planning

4.1 In the past year, planning within the university has changed as the Pathways Strategic Plan initiative took up the challenge of restructuring the University to meet the demands of a post-Katrina community. From a departmental perspective, restabilizing the Center to meet the demands for counseling and psychiatric services is warranted. Ideally, this would entail continuing the level and quality of care that was in place pre-Katrina (e.g., 3 professional staff, full-time; 1 professional staff, 10 months; and 4 professional staff, part-time).

4.2 Strategic goals for 2005-2006

A. Hiring of Counseling Staff

In order for the Center to maintain pace with the number of students seeking personal counseling and to keep up with the programming demands and training needs, another full-time professional staff person is needed.

B. Separating Counseling and Career Offices and Functions

For the past five years, there has been a marked increase in the number of students seeking personal counseling and career counseling. While the Center has received some concomitant increase in funding to deal with demand for services, a major limitation on increasing services in both areas is the physical space restriction of the current area occupied by the Center. At the same time, there has been a recognition that career services needs to be expanded to meet the changing requirements of the workforce and the needs of a college student population that is increasingly drawn from a national, rather than local base. From discussions over the past five years, it has been proposed that the career services functions be separated from counseling functions to establish a comprehensive career center in a central location on campus.
Planning to effect this change will be needed for changes in physical and human resources to be realized. First, an organizational chart will be developed for staffing a separate career center. This will include position descriptions for a director, associate director, professional staff, and administrative support staff. Second, a physical location for a new center will need to be identified and renovated to meet current demands as well as anticipated demands in ten years from now. Third, an adequate budget will need to be constructed sufficient to meet the needs of the career center while not draining required funds from a separate counseling center.

The space vacated by the career staff can be utilized to develop and enhance counseling and training opportunities in a larger counseling center. The counseling staff has suffered from restrictions of space and this has limited the number of interns that could both receive training and offer services to students. The counseling staff is particularly interested in offering internship opportunities for doctoral level counseling students and school psychology students in addition to continuing to train master’s level social work students.

C. Merging Health Services and Counseling Services

D. Sexual Aggression Prevention

The Sexual Aggression Prevention Coordinator will work to create an advisory board that will meet on a monthly basis to (a) review and monitor campus response efforts to violence against women, (b) discuss and plan prevention and education programming sessions, (c) consider campus need for sexual aggression prevention training and education, and (d) develop formal policies and protocols for responding to violent crimes against women. She will also fulfill the objectives of the U.S. Department of Justice in the form of developing the peer assistance program, creating a comprehensive sexual violence program for all incoming students, and training of faculty and staff on issues of violence against women on campus.

B. Substance Abuse Prevention

In terms of 2006-2007 initiatives, the substance abuse psychoeducational group meetings will continue to be held; regularly scheduled Alcoholics Anonymous group meetings will be implemented; outreach programming efforts to classrooms, first year students and resident hall occupants will occur; and the National Alcohol Awareness Week activities will be carried out. The Substance Abuse Task Force will be reestablished and will work to devise strategies to enhance harm reduction efforts for Loyola’s student body.
4.3 Resources supporting goals

Goals A, B, and C will require significant expenditures for location and renovation of an appropriate space for career services. Further, there will be a need to add human resources including counseling and career professionals and support staff. The operating budget will require additional funds to meet the needs of an independent center and the needs of a merged health and counseling center. The space left to the counseling center will require some renovation so that training operations for interns can be expanded. There are appropriate funds available for meeting Goals D and E.

5. Budget

5.1 Budget Discussion

The budget for 2006-2007 may not be adequate to meet the needs required by the goals above. Goals B and C in particular will require expenditures for renovation of the physical plant for career services and for the merging of health and counseling services. These centers will require furniture, computers, and additional funds for library, internet, and job development needs.

6. Resource Needs/Wants/Reallocation

6.1 Personnel. Should the separation of career services take place this year, further changes in staffing may be required. For example, if the career services center draws in greater numbers of students seeking services, then addition of another career counselor will be necessary.

The Counseling Center would benefit from having a career ladder in place to support the retention of staff and recognize professional growth and leadership. An Assistant/Associate Director could coordinate training for the Center, follow up with research/evaluation initiatives and supervise staff meeting licensure requirements.

6.1.2 Priority Listing of Staff Positions

A. Career Counselor
   Provide services to undergraduate students including career guidance, resume review, and job search preparation skills. Conduct outreach to classes in career building.

B. Staff Counselor/Substance Abuse Prevention Coordinator
   Provide professional assistance to students with personal, developmental, social, academic and vocational problems in the form of individual or group counseling. Formulates and implements a comprehensive substance abuse program dedicated to reach students, faculty and staff as well as alumni and the greater community when appropriate. The position would
require a doctoral or master’s degree in psychology or counseling.

6.2  Facility Improvements

6.2.1  As noted above, any plan to separate career services from counseling services/merge health services with counseling services would require finding facility space for offices for professional staff and interns (five-eight), administrative support staff (minimally one, but two will likely be needed), work-study students, and a meeting area large enough to accommodate 30-50 students at a time. Office space would require renovation and furnishings and these would have to be budgeted. Cost estimates are difficult to make without knowing what space might be allocated but renovation and furnishings costs could run to $250,000 depending on location.

6.3  Technology costs would include local area network, support of software programs required for expansion of services, and multi-media classroom for presentations.

6.4  The budget of Counseling & Career Services has sufficient funds for operation of one center. Separating the office/Merging with another office will require further expenditures for machinery, equipment, furnishings, testing materials, library resources, and professional library. Each center will require the services of one administrative assistant so one support staff member will be reassigned.