

Counseling Department Minutes Oct 1st, 2014

Attendance: Meeting began at 1:00 pm; Adjourned at 3:00 p.m.

X	C. Burnett	X	J. Bradley	X	S. Calzada	X	W. Daland	X	T. Engle
	J. Flores	X	W. Fulbright-Dennis	X	V. Greco	X	A. Hernandez		Eloise
X	N. King	X	Sam Nassar	X	E. Lee	X	A. Lujan	X	P. Maestro
	T. Mauch	X	S. Mbuthi	X	L. Muñiz	X	J. Pellitteri		
	A. Pérez	X	J. Pérez-Garcia	X	S. Poulter	X	B. Quinn		T. Rivas
X	J. Hart		H. Sanchez	X	J. Smith	X	L. Soto	X	A. Thomas
X	C. Ton	X	L. Trejo	X	R. Wilson	X	S. Wright		

Item	Agenda Topic	Discussion	Outcome
1.0	Minutes	<ul style="list-style-type: none"> ▪ Updated and Amended from prior meeting 9/3/2014 	<ul style="list-style-type: none"> ▪ Approved with no changes
2.0	Chair's Report	<ul style="list-style-type: none"> ▪ Two general Counseling positions approved; job notice approved - to be flown with Board in Jan 2015. ▪ One "Title 5" position pending approval ▪ Information from the front counter: Counselors arriving late to work or calling-out ill...etc., must inform the front-desk staff of the absence from (or lateness to) work in a timely manner. ▪ Invitation for equivalencies (in addition to minimum qualifications) for the Counseling position – currently there's no equivalencies in place. ▪ Reminder to inform Kathleen Martinez if in need of G.E. Sheets for usage with students at the classroom, 	<ul style="list-style-type: none"> ▪ Wanda to keep the Department informed on the status of the process. ▪ If a Counselor shall be more than 10 minutes late, his/her appointment will be notified; and if more than 15 minutes late, the appointment will be subject to rescheduling. All are reminded to utilize the call-in number to facilitate proper communication ▪ No action taken on the item. The Department is satisfied with the minimum qualifications currently in place for the Counseling position. ▪ Stanley suggested that the department consider printing a bulk or extras to cease the need for each person requesting copies individually from Kate. Wanda will follow through with Kate.

Counseling Department Minutes Oct 1st, 2014

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		<p>workshops...etc. – to assure that the department doesn't run out of sheets placed at the front cabinets.</p> <ul style="list-style-type: none"> ▪ Reminder for Counselors to check the status of their evaluation cycles and timelines. ▪ Reminder for Holiday Luncheon scheduled for 12/10/14; 12 to 3 p.m. 	<ul style="list-style-type: none"> ▪ If unsure of the status of the evaluation cycle, contact Wanda. ▪ Direct suggestions to Kate.
3.0	Faculty Association Report – Julie/Silver	<ul style="list-style-type: none"> ▪ Negotiations update <ul style="list-style-type: none"> ○ Vote: Rehire rights M.O.U. for adjunct faculty (proposed change to 4 years - to keep the process in line with tenured faculty) ○ Vote: Splitting F.A. duties between President and V.P. (committee structure). ○ Silver announced the status of the “Bullying Committee” – the nature and constituents ○ Silver updated the department on the ongoing dialogue about the Department Chair's positions college wide: duties and roles. Wanda clarified that it has been an issue campus wide – many people unwilling to serve due to load issues, compensation (STRS)...and so on. 	<ul style="list-style-type: none"> ○ Supported Unanimously ○ Supported Unanimously ○ Silver to Keep the Department informed about Bullying Committee and issues.. ○ Wanda will keep the Department informed on the status of the Chair's issue.
4.0	Curriculum—J. Fowler	<ul style="list-style-type: none"> ▪ Jamaica/Eddie updated the department on the status of counseling courses. 	<ul style="list-style-type: none"> ▪ All counseling courses are up to date. ▪ Coun 99A's SLOs will be assessed in Fall 2014; Coun 51's SLOs will be assessed in Winter 2015
5.0	SPAS—A. Hernandez	<ul style="list-style-type: none"> ▪ Alina informed the Department that: <ul style="list-style-type: none"> ○ Student Equity committee is on an onslaught of the upcoming research and that Counselors are needed in order to facilitate the success of the project. ○ One full-time research position has been approved. ○ Alina addressed the current outcome of the research on low transferring rate of Latino students in comparison to improved transfer rate of African American students. ○ The committee is looking for creative ways: tutoring 	<ul style="list-style-type: none"> ▪ Alina, Wanda, and Tom will discuss the issue further, and Alina will keep the department informed on any needed assistance.

Counseling Department Minutes
Oct 1st, 2014

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		<p>and other services to help promote students' success.</p> <ul style="list-style-type: none"> ○ Silver invited the counseling department to support Alina's efforts. 	
6.0	Senate Report—J. Hart	<ul style="list-style-type: none"> ▪ Refer to Senate Minutes (hand-out issued by Jeremy for more information) <ul style="list-style-type: none"> ○ Major issue of concern: Faculty hiring and position development process (the development of positions outside of the faculty hires from grants and other outside funding sources). A concern was expressed for non-involvement of the Counseling Department in making decisions for hiring Counselors for special programs: Veterans, CalWORKs, and so on. ○ Counseling Department recognized for hard work on SSSP – which was unanimously approved by the senate. 	<ul style="list-style-type: none"> ○ A suggestion was made by the Department - the Counselors serving in the Senate should lead in seeking for clarification on the issue. ○ Acknowledgement welcomed graciously by the Department.
7.0	Articulation Report – J. Fowler	<ul style="list-style-type: none"> ▪ Modifications have been made to: <ul style="list-style-type: none"> ○ Administrative Assistant - Certificate and AS degree ○ Photography – AS Degree; Certificates levels 1 and 2 ▪ New gaming Certificate by CIS Department ▪ Proposed AA-Ts in Philosophy and Sociology ▪ An Engineering course has been approved for IGETC area 1 (Critical Thinking). Consideration in progress for including the course in CSU GE (Critical Thinking) 	<ul style="list-style-type: none"> ▪ Modifications have been approved and will be included in the next school year's catalog ▪ New gaming certificate approved and will be included in the next school year's catalog ▪ New AA-Ts will go through the approval process. Jamaica will keep the Department posted. ▪ New Engineering Course - Jamaica will keep the Department informed.
8.0	Action: Voting (Reinstatement process) - Julie	<ul style="list-style-type: none"> ▪ Continue with Reinstatement for Fall/Spring only as is the current practice. 	<ul style="list-style-type: none"> ▪ Approved by majority of vote with 3 "Nays", and 1 abstention. No exception will be granted – except to international students.

Counseling Department Minutes
Oct 1st, 2014

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		<ul style="list-style-type: none"> ▪ Workshop format – for students seeking reinstatement – will remain status quo. 	<ul style="list-style-type: none"> ▪ Approved by majority of vote with 1 abstention.
9.0	MAP/NSO – J. Smith	<ul style="list-style-type: none"> ▪ Jim presented a demo on how to train new students to create abbreviated educational plans in map at the conclusion of the orientation sessions. ▪ Jim also presented the revised abbreviated educational plan worksheet. ▪ The New Student Orientation has been revised and some major changes introduced 	<ul style="list-style-type: none"> ▪ All students will be able to enter their abbreviated plan in DegreeWorks (MAP) with a Counselors verification and approval. ▪ Counselors interested in learning more about the NSO process (and the revised process) were invited to attend an upcoming training later in fall 2014.
10.0	Behavior Wellness Referral Process - Tim	<ul style="list-style-type: none"> ▪ Tim presented the Behavioral/Wellness Committee: constituents, resources, and training. ▪ Tim presented the process of referring students having issues on campus: behavioral or health-related. ▪ A hand-out was issued consisting of guidelines for managing a crisis titled, “Behavioral & Wellness Team Referral”. 	<ul style="list-style-type: none"> ▪ Faculty will be able to refer students to adequate resources for assistance via internet utilizing either Mt.Sac’s portal or the link at the Student Life Center’s website.
11.0	Pathways	<ul style="list-style-type: none"> ▪ Pathways seeking Counseling participation in an attempt to improve the outcome of pathways’ classes. The program is also seeking for ideas on how to better serve students. ▪ Lisette stated that the nature of Pathways is “bridge-like model” , though open to all students 	<ul style="list-style-type: none"> ▪ The call for Pathways’ support came in late and therefore Counselors are unavailable to provide support at this time. Wanda will follow through and will keep the Department informed.