

Counseling Department Minutes

Attendance:

Date: February 4, 2015

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

Item	Agenda Topic	Discussion	Outcome
1.0	Minutes	<ul style="list-style-type: none"> Minutes Approved 	
2.0	Chair's Report <ul style="list-style-type: none"> Inquiries (volunteer, fieldwork, etc.) Student surveys for front counter Online surveys for evaluating Counseling Services (online counseling, orientations, Student Success/ Reinstatement Workshops etc.) 	<ul style="list-style-type: none"> Wanda checked in with the department to make sure current practice of emailing volunteer/ fieldwork inquiries was effective. Wanda relayed Tom's message about formulating/ conducting surveys to evaluate counseling services, including front counter staff, online services both counseling and courses, orientations, Student Success Workshops, Reinstatement, etc. 	<ul style="list-style-type: none"> Department agreed that current practice is effective. No changes to process. Most areas have/ currently revising surveys. Wanda will follow-up with Tom regarding the focus of the surveys
3.0	Faculty Association Report	<ul style="list-style-type: none"> No Report 	
4.0	Senate Report	<ul style="list-style-type: none"> No Report, meetings convene in March 	
5.0	Program Reports	.	

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	<p>-DSPS</p> <p>- Athletics</p>	<ul style="list-style-type: none"> ▪ Tim reported for DSP&S that Julie B. has resigned as Dept. Chair. Tim is acting chair for Winter and Spring semester. ▪ Evans Roderick will be inducted into the Community College Hall of Fame – February 7th. 	
6.0	Committee Reports	<ul style="list-style-type: none"> ▪ Alina announced she will be having back surgery in March and need volunteers to take on her role in Student Equity Committee and SPAS ‘til the end of the academic year. ▪ Patricia announced that the Adjunct Hiring Committee has been formed. Meeting dates have been established for February and March. Anyone interested in becoming an adjunct counselor would contact either Wanda or Tom until a hiring protocol is set up through Human Resources. 	<p>If interested in substituting for Alina on the Student Equity Committee, please inform her.</p> <p>Randy volunteered to sit in for Alina on the SPAS committee for the rest of her current term.</p>
7.0	Articulation Committee	<ul style="list-style-type: none"> ▪ Ed Design has not met – no report ▪ Math 115 (Statway) and Math 110S have been approved by UC, still awaiting approval for IGETC. ▪ Child Development department had a workshop focused on establishing articulation among the community colleges. ▪ Fall 2016 – Cal Poly Pomona will have a Child Development Studies major designated only for junior and senior status student. ▪ Kudos to Jamaika from Shane and Silver. She has been instrumental in revising the Kinesiology degrees. Her expertise and diligence was recognized 😊 	
8.0	Discussion	<ul style="list-style-type: none"> ▪ Discussion and corrections were made to the MOU “Counselor Hiring Protocols”, 	Wanda will forward the revised MOU to Tom for review.

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		<p>Department voted to approve the MOU.</p> <ul style="list-style-type: none"> ▪ Silver gave an update on his proposal to include an EEO representative in Interdisciplinary Transfer process. He and Wanda will be meeting with Eric K. and Joan S. to further discuss this matter. ▪ Spring 2015 Flex-optional flex day. Cynthia will be providing a career-related activity after the main all-faculty meeting. 	<ul style="list-style-type: none"> ▪ Majority of counselors present at meeting plan to attend Spring Flex activity planned by Cynthia 😊
9.0			