

Counseling Faculty Department Minutes (Approved)  
September 2, 2015

**Attendance:**

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

Item	Agenda Topic	Discussion	Outcome
1.0	<b>Call to Order</b>	<ul style="list-style-type: none"> <li>The meeting was called to order at 1:03 pm</li> <li>Tom reviewed 2015-2016 SSSP Plan and invited counselor feedback.</li> <li>Introduction of new counseling faculty: Alana Bachor &amp; Stacie Nakamatsu</li> </ul>	<ul style="list-style-type: none"> <li>Clarification questions were asked and answered.</li> <li>Counseling faculty from Athletics, DSPS and Basic Skills introduced themselves to Alana &amp; Stacie.</li> </ul>
2.0	<b>Consent Agenda</b>	<ul style="list-style-type: none"> <li>Approval of Minutes</li> </ul>	<ul style="list-style-type: none"> <li>No corrections. Approved unanimously.</li> </ul>
3.0	<b>Chairperson's Report</b> <ul style="list-style-type: none"> <li><b>Counseling Positions Update</b></li> </ul>	<ul style="list-style-type: none"> <li>Offers have been made to the International &amp; Veteran Counselors. They will begin once they receive Board approval.</li> <li>3<sup>rd</sup> counseling position that has not been filled will be flown soon</li> </ul>	<ul style="list-style-type: none"> <li>Wanda will call for counselors interested in serving on the Screening and Selection committee soon.</li> <li>The goal of the retreat is to review &amp;</li> </ul>

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	<ul style="list-style-type: none"> <li data-bbox="239 224 621 285">• <b>Counseling Department Retreat</b></li>   <li data-bbox="239 506 621 600">• <b>Student Request for Prerequisite Override Form</b></li> </ul>	<ul style="list-style-type: none"> <li data-bbox="667 224 1304 285">• Friday, September 18, 2015, 8-4pm, Kellogg West Conference Center, CPP</li>   <li data-bbox="667 506 1304 639">• Angel reviewed the new Student Request for Prerequisite Override Form and the reason for its development, including managing the efficiency of drop-in counseling</li> </ul>	<p data-bbox="1415 207 1997 269">streamline counseling processes, e.g. “drop-in counseling”, scheduling</p> <ul style="list-style-type: none"> <li data-bbox="1367 324 1997 422">• Per Tom, counselors may submit a Schedule of Change form if not scheduled to work on Friday, 9/18</li>   <li data-bbox="1367 477 1997 574">• Counseling will pilot the form. Please provide Angel with any feedback on the form and/or the process</li>   <li data-bbox="1367 630 1997 727">• Other issues that were brought forth from the prerequisite override discussion that need to be addressed at a later date: <ol style="list-style-type: none"> <li data-bbox="1415 743 1976 805">1. Clarify prerequisite overrides with out-of-state transcripts</li> <li data-bbox="1415 828 1955 990">2. Clarify temporary vs. permanent prerequisite clearances via Admission Office. Students are being referred to Counseling from Admissions for temporary prerequisite clearances.</li> <li data-bbox="1415 1013 1976 1143">3. Assessment HOLDS: Lina reported that the hold will not prevent registration but will affect a student’s priority registration date per Nico Martinez in Assessment.</li> <li data-bbox="1415 1166 1997 1490">4. Multiple Measures: Stanley stated that there's a distinction between how we grant clearance in banner and that some counselors were not aware. A "multiple measure" overrides a placement test (and maintains eligibility for two years). A prerequisite override affords a student to register for a course based on a prerequisite course completed elsewhere including AP/AB test scores - and if</li> </ol> </li> </ul>

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			<p>cleared by counseling it is valid for a given semester. Silver requested an in service on this topic.</p> <p>MMA Banner process was requested.</p> <p>Stacie Nakamatsu supported Stanley's point and stated that she wasn't knowledgeable on how to clear the multiple measure override when she was an adjunct counselor. Stanley shared his concern with how many counselors weren't aware of the distinction in clearing the prerequisites vs. granting multiple measure override in banner.</p> <p>5. SPACMNT: Stanley discussed SPACMNT notes and the issue of entering notes in "spacmnt" correctly and suggested a solution that is good practice. Cynthia stated that she didn't like using banner that way. Stanley told Cynthia that adding a new record for each entry made in "SPACMNT" is the correct way of using the tool in order to avoid stringing notes together - notes made by different individuals and departments.</p>
4.0	<b>Senate Report</b>	<ul style="list-style-type: none"> <li>• Antoine emailed the packet from the first Academic Senate meeting on 8/27/15. Lina reported on the Student Equity related senate goals.</li> <li>• 2 Representatives are needed to replace Jeremy, who completed his 2-year term, and Lina's vacated seat due to her new position on Executive Board</li> </ul>	<ul style="list-style-type: none"> <li>• Please refer to Antoine's 8/27/15 email for the packet.</li> <li>• Need 1 Senator: 1 year term</li> <li>• Need 1 Senator: 2 year term</li> </ul>
5.0	<b>Faculty Association Report</b>	<ul style="list-style-type: none"> <li>• Julie reported on the 9/1/15 FA meeting.</li> </ul>	<ul style="list-style-type: none"> <li>• Refer to Julie's 9/1/15 email for details and attachments.</li> </ul>

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6.0	<b>Program Reports</b>	<ul style="list-style-type: none"> <li>• <b>EOPS</b> – Laura reported that EOPS has 900+ students. Over 250 students are “Dreamers” (i.e. AB 540). Laura is working primarily with the dreamers (~80% time) but continues her work with EOPS students</li>   <li>• <b>DSPS</b> –Tim reported that they will be requesting a DSPS counselor.</li>   <li>• <b>ATHLETICS</b>-Shane reported that they matriculated 450+ new student athletes. Mt. SAC currently has 1200+ student athletes-an all-time high.</li> </ul>	<ul style="list-style-type: none"> <li>• Please refer AB540 students to the Dream Center in Bldg. 9D. There is an information booth next to Admissions where students can schedule appointments with Elmer, as coordinator, or Laura for all counseling concerns.</li>   <li>• The Dream Center is projected to open in Spring 2016.</li>   <li>• FYI: all Mt. SAC HOME football games for the current and 2016 football season will be held at Walnut High School.</li> </ul>
7.0	<b>Committee Reports</b>	<ul style="list-style-type: none"> <li>• <b>Curriculum</b>-Jamaika reported that all COUN courses are up to date. Eddie explained the evolution of GEOs (General Education Outcomes) to ILOs (Institutional Learning Outcomes) so all departments may participate.</li>   <li>• <b>Adjunct Training Committee</b>-Lina reported that the new hired adjunct counselors attended a Boot Camp on 8/19/15. They will be encouraged to attend the monthly trainings that are scheduled for the academic year. Lina also thanked all of the counseling faculty who have allowed the new adjuncts to shadow them.</li> </ul>	<ul style="list-style-type: none"> <li>• COUN 5 currently at Ed Design for review. A READ 90 Advisory was added.</li>   <li>• Eddie will follow-up at a future time regarding the next phase of the ILO process as it pertains to our program level outcomes.</li>   <li>• Silver requested a welcome reception for all new hires.</li> </ul>

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		<ul style="list-style-type: none"> <li>• <b>Career Counseling</b>-Cynthia reported that we have more career assessments.</li> <li>• <b>NSO Committee</b>- Patricia reported that NSOs will now be offered twice a week all year long per Audrey.</li> <li>• Guest: The new Director of Student Life, Andi (Andrea) Sims, introduced herself and her goals for collaboration with the campus community.</li> </ul>	<ul style="list-style-type: none"> <li>• Please see Cynthia if you need career assessments for your classes or individual counseling appointments.</li> <li>• The NSO Committee will de-brief the summer NSO processes as well as the new scheduling mandate.</li> <li>• Contact email: <a href="mailto:asims16@mtsac.edu">asims16@mtsac.edu</a></li> </ul>
8.0	<b>Articulation Report</b>	<ul style="list-style-type: none"> <li>• Jamaica reported on the first EDC meeting: <ul style="list-style-type: none"> <li>-BIOL 6/6L: clear up pre-/co-requisite language</li> <li>-New ENGR/PHYS courses and MUS 15H are not UC transferable yet</li> <li>-High level FRCH course deactivated</li> <li>-New SIGN Honors course</li> <li>-Rad Tech will offer new courses in CT and Mammography for advanced certification</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Next time: an update on the AA in Kinesiology &amp; Wellness</li> </ul>
9.0	<b>Discussion</b> <ul style="list-style-type: none"> <li>• <b>Issues Chart</b></li> <li>• <b>New Catalog Changes</b></li> </ul>	<ul style="list-style-type: none"> <li>• Issues Chart: in Bin until next time</li> <li>• Jim reported on the difficulties that all counselors experience when counseling new students in MAP without a current catalog.</li> </ul>	<ul style="list-style-type: none"> <li>• Jim conveyed his concerns to Tom who will follow-up with Audrey regarding a timely input of the catalog into degreeworks.</li> </ul>

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	<ul style="list-style-type: none"> <li>• <b>Department Representatives</b></li>   <li>• <b>Hiring Counselors</b></li> </ul>	<ul style="list-style-type: none"> <li>• Need 1 Senator: 1 year term</li> <li>• Need 1 Senator: 2 year term</li>   <li>• Silver shared a proposal for 2015-2016 hiring requests: AB 540 Counselor and Bridge Counselor.</li> </ul>	<ul style="list-style-type: none"> <li>• Julie will complete the 1 year term and Chan will complete the 2 year term.</li> <li>• It was suggested that a rotation cycle is created for Senate, Faculty Association and other committees so that all counseling faculty share in the task of representing us in shared governance.</li>   <li>• Counselors want a guarantee that new counseling positions are NOT changed into coordinator positions</li> <li>• Review document and be prepared for a vote at the next faculty meeting.</li> </ul>
10.0	<b>Information/Announcements</b>		
11.0	<b>Adjournment</b>	<ul style="list-style-type: none"> <li>• Meeting adjourned at 2:55pm</li> </ul>	