

Counseling Faculty Department Minutes (Approved)  
October 7, 2015

**Attendance:**

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

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 1:02 pm</li> </ul>	
2.0	<b>Department Website</b>	<ul style="list-style-type: none"> <li>K.MacDonald provided preview of department website</li> <li>Reminder that email was sent to department with individuals in charge of specific content for review and request to all to provide input on updates.</li> <li>New site going live 10/15/15</li> </ul>	<ul style="list-style-type: none"> <li>Per immediate feedback, updates will include:               <ul style="list-style-type: none"> <li>-Easier to read visual display of counseling faculty</li> <li>-Links to Progress Reports and Dismissal Info on Probation page</li> <li>-Change "Career Exploration" to "Career Exploration Resources"</li> </ul> </li> <li>Update K.MacDonald with any web site changes.</li> </ul>
3.0	<b>Consent Agenda</b>	<ul style="list-style-type: none"> <li>Approval of Minutes</li> </ul>	<ul style="list-style-type: none"> <li>S.Mbuti made a motion to approve minutes, J.Hart seconded the motion. No corrections. Approved unanimously.</li> </ul>
4.0	<b>Chairperson's Report</b> <ul style="list-style-type: none"> <li><b>Welcome Allen</b></li> </ul>	<ul style="list-style-type: none"> <li>Introduction of new counseling faculty: Allen Wang, International Counselor</li> </ul>	<ul style="list-style-type: none"> <li>Counseling faculty from General, Athletics, DSPS, and ACES introduced themselves to A.Wang and B.Somers.</li> </ul>

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	<ul style="list-style-type: none"> <li>• <b>Equivalency for Counseling Discipline</b></li>   <li>• <b>STEM Center Visit</b></li> </ul>	<ul style="list-style-type: none"> <li>• Discussion of whether or not to develop an equivalency for counseling positions.</li> <li>• Historically, counseling has not had an equivalency.</li> <li>• Discussion of process developing equivalency and current counseling minimum qualifications</li> <li>• In lieu of Dean's meeting on October 14, 2015 counselors have been invited to attend Mt. SAC's STEM Center.</li> </ul>	<ul style="list-style-type: none"> <li>• A unanimous vote not proceed with developing an equivalency was made.</li>   <li>• W.Fulbright-Dennis will email directions and a map.</li> </ul>
5.0	<b>Senate Report</b>	<ul style="list-style-type: none"> <li>• C.Ton included highlights from 9/26/15 senate meeting.</li> <li>• One counselor is needed to represent on Education &amp; Design Committee.</li> <li>• Bullying Task Force needs 2 members.</li> <li>• A.Lujan has been appointed to the SSSP Advisory Committee</li> <li>• A. Perez has been appointed to the Student Equity Plan Writing Team.</li> <li>• 10/16/15 - Developmental Education Study Team is hosting, "Best Teaching Practices: Developmental Education 101" from 11am-2pm in FH.</li> <li>• Evening Expansion - Daytime enrollment has increased 7% in the last 2 years, but nighttime enrollment has not had growth. One idea included housing a night-time counselor.</li> </ul>	<ul style="list-style-type: none"> <li>• Please refer to C.Ton's Senate Report email on 10/5/15 for the packet.</li> <li>• Please consider signing up for Education &amp; Design Committee.</li> </ul>
6.0	<b>Faculty Association Report</b>	<ul style="list-style-type: none"> <li>• L.Soto reported on the 9/24/15 FA meeting.</li> <li>• College mission statement is being worked on and amended. Feedback is requested; please send to Eric Kaljumagi by October 26.</li> </ul>	<ul style="list-style-type: none"> <li>• Refer to L.Soto's email for details and attachments.</li> </ul>

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		<ul style="list-style-type: none"> <li>• CCA Conference is from 10/16-18 in San Jose at the Doubletree by Hilton</li> <li>• AB 288 - Dual/Concurrent Enrollment is on the Governor's desk. The details of the bill and how it would work are still unknown, but the intent is to have more community college classes available to high school students.</li> <li>• Upcoming fundraiser at El Torito in November. Flyers will be handed out.</li> <li>• Accrediting Commission for Community and Junior Colleges (ACCJC), the accreditation agency for the community colleges of California is closely monitoring Mt. SAC</li> <li>• New Delta Dental PPO will be offered. The current HMO and PPO are still available, this is another option.</li> </ul>	
7.0	<b>Program Reports</b>	<ul style="list-style-type: none"> <li>• <b>Teacher Preparation Institute</b> -R.Wilson provided updates and hand-outs. <ul style="list-style-type: none"> <li>○ CBEST Workshop Sat 11/7/15</li> </ul> </li> <li>• <b>Honors College</b> - R.Wilson briefed counselors on new pilot program for FA 15-SP 16 which guarantees honors courses and honors certification in the first year.</li> <li>• <b>Paralegal</b> – R.Wilson shared information about cohort. Paralegal tutoring is free.</li> <li>• <b>Student Preparation &amp; Success Council (SPAS)</b> – R.Wilson shared that a new tool to use in multiple measures for reading placement is available for counselors.</li> </ul>	<ul style="list-style-type: none"> <li>• R.Wilson provided hand-outs, and will email soft copies. <ul style="list-style-type: none"> <li>○ Teacher Prep Institute <ul style="list-style-type: none"> <li>▪ TPI info sheet</li> <li>▪ CSET Prep Guide</li> <li>▪ TPI2 Stem Grant Update</li> </ul> </li> <li>○ Honors <ul style="list-style-type: none"> <li>▪ Program requirements student handouts</li> </ul> </li> <li>○ Paralegal <ul style="list-style-type: none"> <li>▪ Cohort Info Sheet</li> </ul> </li> </ul> </li> <li>• R.Wilson has asked Dean Mauch to schedule Jim Ocampo to attend future meeting to explain process.</li> </ul>

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	<p><b>Committee Reports</b></p>	<ul style="list-style-type: none"> <li>• <b>Transfer</b> – R.Wilson reported that for the University of Southern California (USC) – Beginning FA 15 USC has a new GE pattern. If student attended Mt. SAC prior to FA 15, can use previous GE. Be sure to search for this.</li>   <li>• <b>Curriculum-</b> J.Fowler reported that committee will be working on an “update of function”</li>   <li>• <b>Adjunct Training Committee-</b>            -P.Maestro reported that the adjunct hiring committee will meet two times per year to screen counseling adjuncts for the pool. Current committee representation includes: General, ACES, ARISE, EOPS counselors.            -Tom approved the following policy: counseling adjuncts hired through another department (i.e. EOPS, WIN, ESL, etc.) and want to transfer to general counseling, will need to re-apply through the general adjunct pool process. Adjunct hired through the general counseling pool, who is then assigned to special population programs, will not be required to re-apply for general counseling assignment.            -Counseling adjunct screening pool will be open only for 2 weeks; HR is scheduled to post job announcement in the coming weeks.</li>   <li>• <b>Career Counseling</b>            -C.Burnett reported that undecided students will be emailed after 3 semesters or 15 units. Students will be required to click on email and sign up for career counseling.            -Career Counseling workshops are designed for</li> </ul>	<ul style="list-style-type: none"> <li>• R. Wilson will email his self-developed USC GE Sheet</li>   <li>• V.Greco indicated an interest in DSPS joining adjunct hiring committee</li> <li>• Early spring anticipated boot camp training.</li>   <li>• If you have a group of students, (ie. special programs) who may benefit, please consider career assessments/career workshops.</li> </ul>

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		<p>5 to 25 students, covering: introduction to career planning, information gathering, obstacles, resources, etc.</p> <ul style="list-style-type: none"> <li>• <b>NSO Committee-</b> P.Maestro reported that committee will be working to update orientation curriculum. Changes to VAWA PowerPoint slides will have major revisions. College was scheduled to launch a campus-wide campaign in July 2015, but it has been delayed. Committee revised VAWA based on feedback by Lorraine Jones.</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>• Committee welcomes feedback/participation via email or attend meeting scheduled in October/November. Let Ngoc know if you are interested in participating.</li> </ul>
9.0	<b>Articulation Report</b>	<ul style="list-style-type: none"> <li>• J.Fowler reported on Educational Design Committee meeting: <ul style="list-style-type: none"> <li>-J. Fowler surveyed members of Region 8 and found that catalog rights begin in Fall for most colleges, except Mt. SAC and Long Beach City College.</li> <li>-CHEM 51H &amp; MUS 15H will not likely be transferable until FA 16.</li> <li>-Mammography will only be offered for current Rad Tech Students.</li> <li>-Computed Tomography (CT) will be a post-program optional certificate. Enrollment based on lottery.</li> <li>-ENGR 6 is a new class being developed.</li> <li>-ADJU is working to remove prerequisites based on study of student success in courses.</li> <li>-Foreign Language: an AA World Languages is being developed. J.Fowler requested input on this degree and relevancy of JAPN 5.</li> <li>-A newer version of assist.org will be going live in FA 2016</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Counselors were supportive of a new AA World Language and continuation of offering JAPN 5.</li> <li>• Consider attending Ensuring Transfer Success (ETS) for assist.org update.</li> </ul>

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		-EDC needs an additional counselor to serve on committee	
10.0	<b>Discussion</b> <ul style="list-style-type: none"> <li>• <b>SLOs, PLOs, ILOs</b></li> <li>• <b>Liaisons</b></li> </ul>	<ul style="list-style-type: none"> <li>• E.Lee reported that Program Learning Outcomes are not necessary at this time.</li> <li>• Jamaica distributed proposed modification to Curriculum Committee Function</li> <li>• <b>Liaisons-</b> A. Thomas provided most recent liaison assignments.</li> </ul>	<ul style="list-style-type: none"> <li>• Counseling department approved proposed modification to Curriculum Committee Function.</li> <li>• Contact A.Thomas if you are interested in becoming a department liaison.</li> </ul>
11.0	<b>Information/Announcements</b> <ul style="list-style-type: none"> <li>• <b>Transfer Center Assistance</b></li> </ul>	<ul style="list-style-type: none"> <li>• UCLA Representative: 11/4/15</li> <li>• SS Training Dates: 4/29/15</li> <li>• <b>Transfer</b> – R.Wilson brought a sign-up sheet and encouraged counselors to assist transfer center during application period.</li> </ul>	<ul style="list-style-type: none"> <li>• Sign-up sheet was distributed.</li> <li>• Adjuncts will likely be asked to assist upon approval from Dean Mauch.</li> </ul>
12.0	<b>Adjournment</b>	<ul style="list-style-type: none"> <li>• Meeting adjourned at 2:48pm</li> </ul>	