Counseling Faculty Department Minutes (Approved)
December 2, 2015

Attendance:

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

Item	Agenda Topic	Discussion	Outcome
1.0	**Call to Order**	• The meeting was called to order at 1:04 pm	
2.0	**Consent Agenda**	• Approval of minutes with the following correction: Under Tesla Parrales, UCLA representative modify minutes to "UCLA received 500 applications from Mt.SAC, 171 students were admitted (34%). TAP admission was 73%, non-TAP admission was 25%" • Angel Lujan requested to amend agenda and added two new topics	• Minutes from Nov. 4, 2015 meeting were approved with corrections. • Approved
3.0	**Chairperson's Report**	• Tom Mauch introduced Ivan Pena as the new Career & Transfer Center Director • Holiday Luncheon: December 9, 2015, reminder to pay • Adjunct Counselor Evaluations must be done ASAP, must meet deadlines to evaluate	• Ivan announced that the UC extended their UC Fall 2016 application deadline to January 4, 2016. Interested counselors, please sign up for personal statement assistance. • Pay Kate ASAP • Tom will have a sign up process for FT Counselors, please sign up.

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		adjuncts, goal is to evaluate during the winter, need FT Counselors to sign up to conduct the evaluations. There is a new adjunct pool in process, will need to repeat the adjunct evaluation process again with this new pool. Silver suggested that if FT are here in January, have Tom use SARS to sign FT up to conduct the evaluations. • Academic Renewal (discussion lead by Angel Lujan), reviewed the new form and discussed process. Regarding the new form, suggestion to add more lines.	• Voted to separate into two topics: 1) simplify academic renewal form (voted and new form was Approved), next step: check in with Patty Montoya and inform her of new form 2) academic renewal process – should students be able to submit their request (new form) for academic renewal without counseling appointment? (voted and Not Approved), students will still have to meet with a counselor, academic renewal process remains unchanged
4.0	**Senate Report**	• Julie emailed notes from meeting. Chan shared a few highlights: COUN 5 course modification was approved by Ed Design; Lina Soto appointed to Learning Communities Task Force, Patricia Maestro appointed to Content Review Committee, Randy Wilson appointed to LGBTQ Task Force, Susan Wright appointed to Management Screening Committee; 27 new faculty hires have been authorized; Ed Design has one faculty position available for a Student Services Faculty; 2 new math courses were added to the Math ADT (Math 260 & Math 290); Mt.SAC was selected to participate in the AACC Pathways Project – was one of only 30 colleges selected.	• Email Wanda by January 4th if you are serving on any campus committee, this information will be shared with counselors.
5.0	**Faculty Association Report**	• Lina shared a few highlights: Option B of	• Please review the resolution regarding a

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		academic calendar was passed; Solar system was approved; there will be many committee vacancies announced in the spring semester; Joan S. will be meeting with HR VP regarding sexual harassment processes; reminder about Putting on the Hits, make sure to buy tickets; there is a concern regarding a police department at Mt. SAC, Lina shared a document titled "Resolution of Concern Regarding a Police Department 2015"	police department on-campus, it will be discussed again in March 2016 FA meeting.
6.0	**Program Reports**	• Bridge: moving to new bldg. in February 2016; working with IT to have Summer Bridge application available online via student portal; Spring 2016 Bridge Program information sessions will take place in January. • International: Offered COUN 1 in fall semester linked with Speech 7 and Amla course • ACES: Annual Report was submitted; 32 students applied to transfer to CSU/UC; 2 students received Gillman study abroad scholarship • Veterans: VA will visit Mt. SAC in 2 weeks to review processes; as reminders please make sure to list on ed plan transfer institution and transfer major (need to be specific), put only required courses, for nursing and other programs that require acceptance into the program, please add "upon acceptance"; "Round out" can only be used one time – round out allows students to take any additional courses to 'round out' to Full Time standing	• Lyssette will email counselors Spring 2016 Bridge Program Ads
7.0	**Committee Reports**	• No reports due to limited time, Wanda requested for reports to be emailed.	• Email reports if needed.
8.0	**Articulation Report**	• None	

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9.0	**Discussion** • **3 Proposals: A.Lujan** **Graduation Check** **NSO Pilot** **SSSP Committee**	• Graduation Check – Angel looking for ways we can streamline processes, passed out "Need a Graduation Check?" document that would be handed out to students to get them to look at MAP and conduct their own degree audit. Some concerns include: MAP is not correct in the manner in which it is applying courses in areas, MAP does not allow for multiple goals, courses from other colleges may not appear on MAP. Would this confuse students? Angel acknowledged that a marketing plan would need to be created to promote students using MAP for degree audit and that this won't address all students but would cover most students. • NSO Pilot – Angel proposed "Student Orientation as the First Step, A Pilot Program Proposal" in which Orientation is the first step in the matriculation process, orientation would include an emphasis on assessment readiness. Once students take their placement tests, educational planning would follow. • SSSP Committee Proposal – change name from Committee to Council; change #8. Learning Communities Counselor to Special Programs Counselor (special programs counselors can rotate).	• Review and be prepared to vote at next meeting. • Review proposal and be prepared to vote at next meeting. • Voted and Approved with changes.
10.0	**Workgroup Updates**	Tabled	
11.0	**Adjournment**	• Meeting adjourned at 2:50 pm	