

Counseling Department Minutes

Attendance:

Date: December 3, 2014

	C. Burnett		S. Calzada	X	A. Thomas	X	W. Fulbright-Dennis		T. Mauch
X	N. King		A. Perez	X	A. Lujan	X	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	X	L. Soto		R. Wilson		B. Quinn
		X	J. Bradley		T. Rivas		L. Muniz		S. Nassar
	S. Wright	X	C. Ton	X	W. Daland	X	A. Hernandez	X	V. Greco
			E. Reyes	X	J. Fowler	X	L. Trejo	X	T. Engle
		X	D. Felix						

Item	Agenda Topic	Discussion	Outcome
1.0	Minutes	<ul style="list-style-type: none"> Updated and amended minutes from prior meeting 11/5/14 	Approved with minor changes
2.0	Chair's Report	<ul style="list-style-type: none"> Additional meeting dates (3rd Wednesday of the month thru May). Addressing SSSP issues and additional counseling issues. Additional dates are as follows: January 28, February 18, March 18, April 15 and May 20, 2015. Discussion on forming Task Force for Intern/ Adjunct Hiring. Goal is to formalize hiring process/ application timelines/ and training curriculum. MIS Data – 126 students were kicked out of MIS data because their chosen major does not have a TOPS code. 	<ul style="list-style-type: none"> L. Soto proposed to use the current Intern task force since they have already began to address some of these issues T. Mauch plans to discuss these issues with other deans to find solution.

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3.0	Senate Report	<ul style="list-style-type: none"> ▪ E. Lee is a new addition to Accreditation Writing Task Force. ▪ Bus Pass program – passed. ▪ AP and BP 5110- Counseling, ▪ AP and BP 5050- student success and support program ▪ AP 4255- dismissal and readmissions – students would have to sit out at least one academic year before reinstated. ▪ Sociology and Philosophy AA-T approved. ▪ Faculty Prioritization – Counseling was ranked 21. ▪ AMAC – MOU between Business division and ULV – for Business BA degree ▪ Faculty Inquiry Groups offered through POD 	
4.0	SPAS Report	<ul style="list-style-type: none"> ▪ Hold for Orientation and Assessment was lifted, therefore app. 900-1000 students did not go through proper matriculation process ▪ AP5050 – student will have a hold for orientation ▪ No changes are enrollment priorities/ ranking of categories. ▪ Liaison Proposal from A. Lujan was approved 	
5.0	Faculty Association Report	<ul style="list-style-type: none"> ▪ Growing support for Orientation from other faculty. ▪ New VP for FA – Joan Scholar ▪ FA develop a governance committee to develop a conflict of interest policy and review constitution and bylaws. ▪ S. Calzada/ J. Perez-Garcia will send a resolution for fair accreditation and FA 	

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		<p>election time lines.</p> <ul style="list-style-type: none"> ▪ Vacancy for Director Position for Spring '15 – Richard Meyer (English) nominated – approved. ▪ Calendar Option A for 16-17 approved by FA, but Board wants calendar to be shifted 1 week ahead for funding purposes within fiscal calendar. 	
6.0	Program Reports <ul style="list-style-type: none"> ▪ Athletics – S. Poulter ▪ FA – Interest Bargaining - A. Thomas ▪ Aces – D. Felix ▪ EOPS – L. Soto ▪ Student Equity Committee – A. Hernandez 	<ul style="list-style-type: none"> ▪ Athletics – open flames now allowed during tail gate parties. ▪ Mt. SAC is hosting State Championship against SFCC – December 13th – 1:00. Tailgate party 9:00-12:00 pm, free hamburgers for first 300 people. Last football game at Hilmer Lodge Stadium. ▪ Faculty Association - A. Thomas – Interest Based Bargaining, see A.Thomas if interested. ▪ Aces – submitted Annual Performance Report to the Department of Education, Met all objectives, scored 15 out of 15 ☺. ▪ Aces will sunset August 2015 – D. Felix and team are in process of submitting for 5 yr grant. ▪ EOPS/ CARE/ Calworks – Still accepting applications for CARE. Numbers are low for CARE/ Calworks students. – L. Soto ▪ 3 day conference for single parents in the works. Date TBA – tentatively planned for Winter '15. ▪ Student Equity Committee will have another convening, date to be announced - A. Hernandez 	<ul style="list-style-type: none"> ▪ Refer eligible students to EOPS for CARE/ Calworks. ▪ A. Hernandez will work with Jacolyn to schedule those available for the Student Equity convening.
7.0	Committee Reports: <ul style="list-style-type: none"> ▪ Counseling Curriculum 	<ul style="list-style-type: none"> ▪ E. Lee - Action Item: SLO's and Assessment Plan for COUN 99A and 	<ul style="list-style-type: none"> ▪ Unanimous vote for to approve SLO for COUN 99A and 51

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		<p>COUN 51.</p> <ul style="list-style-type: none"> Plan to assess SLO for COUN 51 in Winter' 15 (L. Trejo's class) Plan to assess SLO for COUN 99A in Fall '15 Happy Faces ☺ from Outcome Committee for COUN 1 and previous COUN 51 SLOs. Kudos from W. Fulbright-Dennis to the A. Lujan, J. Fowler and Curriculum committee. 	
8.0	Articulation	<p>Ed Design –</p> <ul style="list-style-type: none"> New Sign 101 Honors class, PHSC 3 (Energy Science) – added prerequisite of eligibility for Math 100. Read 80 – has been changed to “Exploring Reading Strategies” Read 90 – has been changed to “Reading College Text” New Course - ENGR 7 – Programming Applications – prerequisite Math 180 Engineering Graphics – new prerequisite – MATH 150, for purposes of CID alignment. 	<ul style="list-style-type: none"> Will follow up on question regarding curriculum changes to READ 80 and 90.
9.0	<p>Discussion:</p> <ul style="list-style-type: none"> Title V Update – P. Maestro Paging Buttons – W. Fulbright-Dennis 	<ul style="list-style-type: none"> Refer to Update Email on Title V. Shared a sample Career Brief, this is an outcome from the CTE conference. Assigned Web Developer to continually update changes on Career Briefs, Program and Curriculum changes. CTE faculty will have a meeting Winter '15 to strategize ways to communicate changes to counselors. Also to have discussion on providing schedule of course offerings. My Plan – one stop website providing links essential links such as transfer info, career resources, campus program etc. Web Developer can develop Mt. SAC's own 	<ul style="list-style-type: none"> .Any feedback or suggestion on Career Briefs and My Plan website– see P. Maestro Things to consider about My Plan – <ul style="list-style-type: none"> (A) Does the department want to use it? (B) Do we forward with pursuing it? And (C) What would the department want it to look like? Vote next meeting on whether to proceed with MyPlan endeavor.

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		My Plan page – P. Maestro seeking feedback/ suggestions, should we pursue this endeavor?	<ul style="list-style-type: none"> Contact Patricia if you have questions.
	Discussion: <ul style="list-style-type: none"> NSO Scheduling – L. Soto 	<ul style="list-style-type: none"> Provided NSO/ Probation Scheduling for Building 12. Connect 4 – now integrated in regular NSO. 30 additional NSO planned from March- June. Discussion on scheduling and coverage of NSOs during evenings and Saturdays. A.Lujan – suggested exploring option of overload. 	
	Discussion: <ul style="list-style-type: none"> Paging Buttons W. Fulbright-Dennis 	<ul style="list-style-type: none"> Paging Buttons will be added to phones. Designated buttons for Health Services/ Public Safety. Question – Can same paging buttons be added to classrooms? 	<ul style="list-style-type: none"> Contact C. Alvarado if you have questions.
10.0	Academic Renewal	<ul style="list-style-type: none"> Academic Renewals – all academic renewals submitted up November 22nd – were process. 168 renewals completed. 	<ul style="list-style-type: none">
11.0	Holiday Luncheon	<ul style="list-style-type: none"> Reminder to RSVP, pay if interested in attending. 	<ul style="list-style-type: none">
12.0	High School Counselor Luncheon	<ul style="list-style-type: none"> Not mandatory for all counselors; however, those counselors working on Friday will be scheduled to attend. 	<ul style="list-style-type: none"> Contact Tom if you have questions.
13.0	EMT 90A – Cancelled , A. Hernandez.	<ul style="list-style-type: none"> EMT 90A – cancelled. Revert back to EMT 90. 	<ul style="list-style-type: none"> A. Hernandez asked Health & Tech department to send changes to W. Fulbright-Dennis and T. Mauch.