

Counseling Faculty Department Minutes (Unapproved)  
March 4, 2015

**Attendance:**

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

Item	Agenda Topic	Discussion	Outcome
1.0	<b>Consent Agenda</b> • <b>Approval of Minutes</b>	<ul style="list-style-type: none"> <li>Approval of Minutes</li> </ul>	Minutes Approved
2.0	<b>Chairperson's Report</b> • <b>Counseling Positions Update</b> • <b>Transfer Counselors</b> • <b>Student Services Retreat: Preference (Thursday/Friday)</b>	<ul style="list-style-type: none"> <li>Wanda is in the process of reviewing the draft Veterans Counselor Job Description</li> <li>H.R. is ready to move on counseling positions from last year</li> <li>New counselor positions for this year include Veterans, CalWorks, International and General Counselor</li> <li>Silver expressed concern about lateness of screening for candidates. Concern is that candidates may accept positions at other institutions first.</li> <li>Alina shared that President announced that counseling will be hiring a basketball team of counselors and this may be why H.R. is prioritizing counseling positions</li> <li>Wanda shared that Tom and Richard have been in discussions regarding the possibility of placing Counselors in the Career and Transfer Center. Wanda wants this item to</li> </ul>	Transfer counselors to be added for discussion at future counseling faculty meeting

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		<p>be put on as a future agenda item</p> <ul style="list-style-type: none"> <li>Wanda asked group if they preferred Thursday or Friday for Student Services Retreat.</li> <li>Discussion regarding office use and Adjunct faculty.</li> </ul>	<p>All but three Counselors prefer Thursday date for Student Services Retreat.</p> <p>Counselors requested that adjunct faculty be respectful of counseling offices and leave the offices the way they are found</p>
3.0	<b>Faculty Association Report</b>	<ul style="list-style-type: none"> <li>No Report</li> </ul>	First spring meeting March 10, 2015
4.0	<b>Senate Report</b>	<ul style="list-style-type: none"> <li>No Report</li> </ul>	First spring meeting March 5, 2015
5.0	<b>Program Reports</b>	<p><b><u>Bridge</u></b></p> <ul style="list-style-type: none"> <li>Anabel shared an announcement regarding National Speaker David Navarro. The presentation will take place Friday, March 20, 2015 in Founders Hall from 8-12:15 (Includes Breakfast). Flyers went out Monday and by Tuesday 20 participants signed up for the event. There are 60 seats available. Anabel indicated that they are still waiting for details regarding faculty advancement credit.</li> <li>Aida, Anabel and Audrey were approved to give a presentation on Bridge and Arise program at the National Association of Student Personnel Administrators (NASPA) in New Orleans</li> <li>Elmer moved his office into Building 9D – Student Services Annex</li> <li>Lyssette shared that Summer Bridge is hiring peer advisors for summer. March 19<sup>th</sup> is the hiring deadline and will start training on Fridays in April.</li> </ul> <p><b><u>ACES - Achieving in College, Ensuring Success</u></b></p>	<p><b><u>Bridge</u></b></p> <p>Faculty interested in David Navarro presentation should sign up for event that will be held on Friday, March, 20 2015.</p> <p>Counselors should recommend potential bridge peer advisors to contact Lyssette.</p> <p><b><u>ACES - Achieving in College, Ensuring Success</u></b></p> <p>Inspiring Women of Mt.SAC Luncheon Scheduled on Wednesday, March 25, 2015</p> <p><b><u>TPI</u></b></p> <p>Senate Resolution 2013-05 Faculty Role in the Grant Process to be distributed to Tom and Grant Office.</p>

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		<ul style="list-style-type: none"> <li>▪ Diana shared that she resubmitted grant request. She should be notified about approval by May. There is a new Director of TRiO Programs, Dr. Zolita Fisher. Dr. Fisher served as TRiO Director at Rio Hondo College</li> <li>▪ Diana shared that 3 ACES students are studying abroad in Spain. Last year ACES sent one student.</li> <li>▪ Kudos to Diana for being honored at the Inspiring Women of Mt.SAC Luncheon Scheduled on Wednesday, March 25, 2015</li> </ul> <p><b><u>DSPS</u></b></p> <ul style="list-style-type: none"> <li>▪ Tim shared that DSPS obtained space from Bursars Office – Translators relocated to new space. Discussed Counseling MOU in DSPS. DSPS faculty include counseling and non-counseling faculty. MOU will be discussed further later in this meeting.</li> </ul> <p><b><u>TPI</u></b></p> <ul style="list-style-type: none"> <li>▪ Randy shared that Chemistry professors obtained a Grant for STEM which includes counseling hours. No counselor was part of the presentation at their advisor board meeting. Counseling faculty request that the counseling department be informed when counseling is being built as a part of grant request. There was discussion about a Senate Resolution that supports this request. Counseling department voted and approved recommendation to send Senate Resolution to Tom and Grants Office.</li> </ul>	
6.0	<b>Committee Reports</b>	<p><b><u>SPAS</u></b></p> <ul style="list-style-type: none"> <li>▪ Alina shared that the committee has been</li> </ul>	Wanda will follow-up on prorated financial aid questions.

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		<p>revising the AP and BP related to matriculation now SSSP. AP and BP were sent to AMAC and back to SPAS. Concerns raised were related to Orientation issues and how AP and BP are written. Revisions will be sent to Senate. Concerns about withdrawing the hold from orientation. Revisions come straight from Title V.</p> <p><b><u>Board of Appeals</u></b></p> <ul style="list-style-type: none"> <li>Stanley shared that most important issues discussed during Board of Appeals meetings are related to Financial Aid and when students exceed 150% of program goal. Stanley reminded counselors that students need an education plan. Students can still receive Financial Aid at prorated award depending on unit load. Effective Fall 2016, financial aid students on consecutive probation for two semesters will lose BOG Waiver. Questions came up regarding if this will impact student on 2<sup>nd</sup> probation starting Fall 2016 or will student's progress from previous term be grandfathered into loss of financial aid effective for students beginning Fall 2016. Is an appeal process needed even when GPA moves back to good standing. Stanley indicated that no appeal will be necessary once GPA is in good standing. Some counselors were conflicted regarding the prorating of financial aid. Wanda will verify that students will be prorated for a course load less than 6 units. Stanley recommended contacting Chau and having her send communications to counselors.</li> </ul>	<p>Stanley will follow-up on student population who will lose BOG Waiver based on two consecutive semesters on probation.</p>

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		<p><b><u>ITAC</u></b></p> <ul style="list-style-type: none"> <li>Jim shared that the campus is moving forward with a new imaging system. Should be available after Memorial Day. There will be training. Stay tuned.</li> </ul>	
7.0	<b>Articulation Report</b>	<ul style="list-style-type: none"> <li>Jamaika presented on Advanced Placement and how information is documented on Official and Unofficial Transcripts. Past practice has drawn concerns from students, transfer representatives, evaluators and Articulation Officers at 4-year institutions. In the past Unofficial and Official transcripts displayed information differently. New process will list the title of the AP Exam and not the Mt. SAC course equivalent.</li> <li>Discussion at C&amp;I regarding updates and review of AA degrees with Areas of Emphasis. These degrees need Learning Outcomes. There is no clear owner of degrees which causes confusion regarding review, updates, course variance approval. This will be an ongoing discussion at Curriculum &amp; Instruction (C&amp;I).</li> <li>C&amp;I - There was discussion regarding equivalencies for hiring.</li> <li>Architecture is renumbering courses and adding corequisites. Catalog and schedule will list former number system to alleviate confusion for students and faculty.</li> <li>Catalog review in progress. Please send changes to Jamaica for Section 3 by March 13. Julie Perez Garcia is taking the lead regarding probation and dismissal updates</li> <li>Transfer wording is being challenged by</li> </ul>	

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		<p>California Community College Chancellors Office. Mt. SAC is being told to remove statements such as “Students desiring a bachelor’s degree (transfer program) should consult with a counselor or advisor to discuss transferability of courses”. Chancellor’s Office is stating that this statement indicates the degree is for transfer. Instruction is modifying language to remove the word transfer.</p> <ul style="list-style-type: none"> <li>▪ Reminder AA-T in Journalism is still waiting Chancellor Office approval. Students are coming to counselors asking for degree information. Instruction is aware that Journalism is still in pending stage.</li> <li>▪ MATH 115 was approved for UC transfer however UC transfer will not be calculated for students who applied for Fall 2015. This is not a concern since MATH 115 was not offered this past year. Since decision came after application filing period the UC Office of the President decided to review admission applications with information available to students during the application filing period. MATH 115 is not IGETC approved (will be submitted in December 2015 for Fall 2016 approval)</li> </ul>	
8.0	<p><b>Discussion</b></p> <ul style="list-style-type: none"> <li>▪ <b>MOU</b></li> <li>▪ <b>Blue Intake Form</b></li> <li>▪ <b>MAP Enhancement</b></li> <li>▪ <b>Kinesiology Major</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ Silver will be meeting with Dan Smith after this meeting to discuss Academic Senate issues as related MOU. Discussion and corrections were made to the MOU “Counselor Hiring Protocols”, Department voted to approve the MOU. Silver will forward MOU to Tom and Audrey</li> <li>▪ Lina requested that counselors review the Blue “Counseling Services” Intake form used</li> </ul>	<p>MOU to move forward to Tom and Audrey</p> <p>Send revisions of Blue “Counseling Services” Intake form to Lina by Friday, March 13.</p>

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		<p>during first two weeks of classes. Send recommendations to Lina by Friday, March 13.</p> <ul style="list-style-type: none"> <li>Jim shared process to enhance MAP to capture Abbreviate and Comprehensive Plans. Proposed including abbreviated or comprehensive in Educational Plan Title. Also discussed the possibility of a button on Educational Plan Page. Lina also shared that students are being referred to get a MAP, but are not aware what this term means. Students do not always know that MAP means Educational Plan.</li> <li>Shane shared proposed AA in Kinesiology Degree Modifications. Suggestions included unit minimums for Cluster 3. Some concern was raised regarding impact on Nursing Students. Counselors recommended adding Cluster 4 to detail physical education activity requirement.</li> </ul>	<p>Jim will work with I.T. to implement recommendations.</p> <p>Shane will update proposed AA in Kinesiology degree modifications and share recommendations with Kinesiology department.</p>
9.0	<p><b>Information Announcements</b></p> <ul style="list-style-type: none"> <li><b>Title V Screening Committee</b></li> <li><b>Career Report/Information</b></li> <li><b>Interdepartmental Transfer Process</b></li> <li><b>MAP Language</b></li> <li><b>Probation/Dismissal Issues</b></li> </ul>	<ul style="list-style-type: none"> <li>A Title V Screening and Selection Committee needs to be formed.</li> <li>Cynthia shared that there will be a continuation of Flex Career Professional Development presentation in two weeks. At Flex counselors reviewed a number of career assessments. We now have SDS New 5th Edition with New 5th Edition Occupation Finders. Discussed the MVS My Vocational Situation to use to identify barriers to career decision making. Reviewed Eureka Skills and the "quick entry". Also the new "Previous Jobs" option to enter career/job history and create a skills profile to help in exploring. Everyone got a set of Eureka Skills card sort. At this time we</li> </ul>	<p>Contact Wanda if you are interested in serving on the Committee.</p> <p>Contact Cynthia to let her know if you will be using assessments in you classroom.</p>

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		<p>do have the new online COPSsystem (COPS, CAPS, COPES). Plan to meet the 3rd Wednesday this month and will be reviewing The Strong Interest Inventory, The Myers Briggs Type Indicator, The purchase of a MBTI card sort. Everyone will get their own set to use and practice on + a manual.</p> <p>If you are teaching COUN 1, COUN 2 and COUN 5 and will be using assessment, please let Cynthia know so she can track use. Cynthia would like to form committee to address career development workshop. Cynthia skyped with Kevin Fleming to discuss upcoming 3/20 CTE faculty retreat at Kellogg Center</p> <ul style="list-style-type: none"> <li>▪ Silver shared that Eric was in support of adding EEO representative at both tiers of screening for Interdepartmental transfer. Eric will move forward in process to add this item to contact,</li> <li>▪ MAP Language was discussed during MAP Enhancement Discussion</li> <li>▪ Julie will present Probation/Dismissal issues at next meeting</li> </ul>	