

Counseling and Student Services  
Division Council Meeting  
January 25, 2012  
9:30am – 10:30am

**Career Center**

- Classroom presentations February 6th letters and request forms will be mailed to all faculty; full and part-time.
- Classroom presentations are conducted by counselors with the focus on informing the students the importance of counseling division services. ACT...Academic, Career, and Transfer counseling. This effort is made possible between the collaboration of Counseling division services and faculty departments, divisions, and student programs.
- Classroom information packages will be sent to the Copy Center and will be ready for the presentations in February.
- Career exploration tour: Employers will be contacted and arrangement will be made for spring 2012 tours.
- The tours provide students with opportunities to network, explore different majors/careers, discover internship positions, and connect the academic study to the working world.

**First Year Experience**

- Working on graduation evaluations for FYE students
- Working on fall 2012 FYE Class Schedule

**Financial Aid**

- Updated the Financial Aid Checklist for students
- Financial Aid is currently running their Satisfactory Academic Progress calculations. Students that will be on Financial Aid Warning or Appeals status will be receiving their notices through their MyECC Portal soon.
- Initial financial aid appeal date was scheduled for February 21, 2012.
- To be valid for a Financial Aid appeal, all educational plans should be at least have two current semesters of coursework and signed by both student and counselor
- Reminder: students on a Financial Aid LOCK-IN-LIST should continue to see the counselor who created the Lock-in-list; Counselor name should be noted on the educational plan.
- SSC 204G is a Financial Aid Office Lab; students are able to work on their FAFSA, make corrections, obtain forms, make financial aid counseling appointments and ask for “financial aid status checks”. Lab is open from 8:00am – 2:00 pm, Monday-Thursday, however if the Financial Aid office is short-staffed, they will close the lab.

**Matriculation**

- Probation/Dismissal holds were placed July 18, 2011

- Submitted an ITS request for the dismissal holds to end November 17, 2011 for Spring 2010 and Spring 2011.
- There was a meeting with Paul Gallagher on Friday, December 9, 2011 to discuss SARS online appointments.
  - He suggested to contact the ITS department for follow up on the programming compatibility issue with SARS and Datatel.
- The Matriculation Team presented during the department division meetings regarding the early alert process.
- Admissions office has been promptly clearing students probation level II contracts.
- The Matriculation team continues to screen contracts to verify SEP completion within a year and to determine if the student really needs a probation contract and to sign up students for counseling appointments or just the workshop.
- A meeting was held with the ITS department and the vendor to address the issues we were encountering with the online orientation.
- Working on creating a video orientation for students to access online, as well as a QR code so that students can access the orientation through their Smartphone. Also looking for vendors for the online orientation. Working on a web page for new students
- Matriculation team is working on the program review.
- Planning for the 2<sup>nd</sup> annual Matriculation Team Retreat.

### **Puente Project**

- Currently working on the Mentor/Mentee Mixer which will be held on Wednesday, February 29, 2012 at 6:30pm.

The following items have been conducted:

- Creating mentor and student invitations
- Mail/Email mentor and student invitations
- Booking rooms and ordering food
- Requesting room arrangement and visual equipment
- Forming agenda and activities with the instructor
- Counseling drop-in students on transferring, Financial Aid, and/or academic questions for Spring/Fall 2012
- Preparing class materials for Spring 2012 and sending originals to the Copy Center for copies

### **Project Success**

- Assisted students registering in their spring 2012 classes
- Completed student Educational Plans.
- Recruited students to join the program beginning fall 2012
- Assisting with the Black History Month Committee
- Attended a Project Success T.V. taping fundraiser
- The Project Success Steering Committee had a meeting
- In the process of completing the 2011 Project Success Scholarship Recipient awards

- In the process of planning for the 25<sup>th</sup> Anniversary Dinner
- Presented at the Priority Registration Committee meeting
- Currently planning University fieldtrips to CSULB (along with EOPS) and USC
- Completed hours assigned to Project Success and Express counseling

## **SRC**

- Partnership with Community College/Department of Rehabilitation/K-12 Special Education Providers
  - Roundtable discussions/short presentations/activities (1/2 day or whole day collaborative meeting)
- Community College partnership with Mental Health Resources
  - Potential date: May 2<sup>nd</sup> or May 3<sup>rd</sup>
  - Invite various mental health agencies
  - Resource tables /workshops
- SRC Scholarships
  - Torrance Women's Club- \$500
  - Special Abilities Scholarship -\$500

## **SSTARS**

- Preparing for the 6<sup>th</sup> Annual Galaxy of the SSTARS breakfast banquet held on campus Friday, March 2<sup>nd</sup> from 9:00am – 11:00am in the East Dining Room
- Tickets are on sale for \$35.00, half a table is \$150, and the whole table is \$300
- The Counseling Division was able to raise money to support the opportunity prizes. The grand prize is the Ipad 2 or 3 and it will be purchased either the end of January or February.
- The packets will enclose pricing information and the nomination forms for the Galaxy of SSTARS Hall of Fame
- The honoree this year is Mrs. Elaine Moore for her dedication and years of service as a counselor.
- The entertainment will be similar to last year's event.

## **Transfer Center**

- Providing assistance to students applying to private and out-of-state universities.
  - Two "Common Application" workshops are scheduled in January-February.
- Providing assistance to students doing the UC update that is due January 31st and to students that are working on the supplemental application for San Diego State University that is due January 20<sup>th</sup>.
  - Two "Application Update and Supplemental Application" workshops are scheduled in January.

- The Transfer Center counselors are conducting and reviewing TAP certifications for the HTP students that applied to UCLA for Fall 2012.
  - This entails reviewing their transcripts, AP exams, major preparation, alternate major, calculating UC transferable units, overall UC transferable GPA, and GPA in their major prep courses.
  - Four mandatory workshops are scheduled in January-February.
- In the process of scheduling university rep visits for the spring semester.
- In the process of scheduling university tours for the spring semester.
- Working on some updates to the Transfer Center website.
- Scheduled all of the various transfer workshops for the spring semester and made presenter assignments.
- Upcoming Events currently working on:
  - University Fair is March 8
  - Fine Arts Panels:
    - Art                                March 15
    - Dance                              March 19
    - Music                                March 22
    - Theatre                             March 26

**EOPS:**

- For the Spring 2012 semester, 35 new students are being accepted in the program from special populations. (Foster Youth etc.)
- The Chancellors Office provided EOPS with additional funding of \$ 8,050 to use for book vouchers only.
- EOPS Staff is in the process of reviewing files in preparation for issuing book vouchers starting January 31, 2012.
  - Book voucher denial letters were mailed out to students.
- Counselors and staff are reviewing files for students who are in their 6<sup>th</sup> semester or have completed 70 units.
  - Additionally, students are being counseled for book vouchers and probation concerns.
- A Staff Advance (Retreat) will be held February 6, 2012.
- The EOPS Advisory Committee meeting is scheduled for March 13, 2012.
- During the month of March, EOPS will start accepting applications for the fall 2012 semester.
- EOPS and Career workshops are being planned for the month of April.
- Tentative date for the EOPS Recognition Banquet is May 18, 2012.
- EOPS Outreach and Recruitment component is providing services to the 5 feeder high schools that have been designated for EOPS for fall 2012 enrollment.
  - This component is continually working with financial aid and the Foster Kinship program on campus to support intake of Chafee Grant/Foster Youth recipients.

- Campus Collaboration Workshops (Financial Aid and Foster Kinship Program):
  - Financial Aid Online Workshop, Tuesday, January 24, 2012
  - Foster Youth Financial Aid Workshop, Saturday, February 11, 2012

**CARE/CALWORKS:**

- CalWORKs Retention Project 100 is an outreach effort to approximately 100 students who are either on academic probation noted as being at risk for drop out shortly after the intake process.
- Preparation for a State DPSS Program and Fiscal Services CalWORKs Audit beginning January 30<sup>th</sup> - February 1<sup>st</sup>.
- Currently supporting on and off campus CalWORKs Work Study student placements.
- Partnering with DPSS and the Los Angeles County Community College CalWORKs Consortium (LAC5) regarding the following:
  - (1) Processing of Auxiliary Services for students
  - (2) DPSS grants
  - (3) CalWORKs Association Training
  - (4) State and County Budget matters.
- CARE Mini-Conference is Thursday, February 9, 2012
- CARE Student Orientation is from February - March 2012.
- CARE Workshops will be held the months of March and April.
- Medi-Cal Administrative Activities (MAA) Survey Week is January 30<sup>th</sup> - February 3, 2012.
- MAA Workshops are as follows: February 2<sup>nd</sup>, April 12<sup>th</sup>, and June 14<sup>th</sup>.