

Counseling and Student Services
Division Council Meeting Minutes
September 26, 2012

Matriculation Update

- The Student Success Act 2012 bill is in the process of being approved by Governor Jerry Brown.
- The Student Success Act 2012 webinar is scheduled on Wednesday, October 3rd in the Distant Education room. All division council faculty and staff are to attend.
- Topics of discussion are to include a common assessment, educational plans,
- The CCCMPA conference is on November 14th

ESARS No Show Policy

- A few students are taking advantage of the ability to schedule appointments online by booking appointments and not showing up.
- The Division Council recommended the following policy to be implemented:
 - A student will be allowed to have 3 no show appointments per semester. After the 3rd no show they will not have access to schedule an appointment online but will be referred to see an Express Counselor. After the student has met with an Express Counselor, the appointment center will be notified to clear the student.

Fieldtrips

- The fieldtrip policy was reviewed and the division council recommended that every fieldtrip flyer should state that the student is responsible to inform the staff of any special accommodations they require at least two weeks in advance prior to the fieldtrip.

Student Learning Outcomes (SLOs)

- All programs kept their SLOs the same for the 2012-2013 academic year. Mary Beth Barrios will take the lead for the Counseling SLO.
- Dr. Smith would like the SLO pertaining to a specific area to be included on the flyers.

Fact Sheet

- A commonly asked questions sheet will be created for the Express Counseling Area. The Division Council members will create the commonly asked questions sheet for the new and existing faculty to have as a reference. The due date is next Division Council meeting on Wednesday, October 24th.

Program Review

- Program Review is due in December and the edits are due October 8th. Program Review is due once every four years. Administrative time needs to be blocked on SARS for the coordinators. The Student Success Initiatives should be reflected in the Program Review. Irene Graff will be asked to attend the next Division Council meeting to discuss DataMart and how data can be accessed.