

Counseling and Student Services
Division Council Meeting
Wednesday, October 23, 2013

Appointment Center

- Students are now able to schedule a counseling appointment on Friday's after 5:00pm which has worked well for approximately 2 months.
- A few of the appointments are reserved to accommodate those students who may have complaints about system glitches and are unsuccessful in booking the appointment. These students are referred to the L.P. or M.P. who will troubleshoot their problem and schedule an appointment for the student.
- New Student Orientations and SEP workshops are available for booking and these workshops are booked quickly.

Athletics

- Working on spring educational plans and registration is for November 20th
- This Saturday is the last football game at the Murdock Stadium. The scholar Baller players will be honored at half time. Homecoming ceremony will take place and C.J. invited the Division Council to attend at 6pm

First Year Experience

- In the process of recruiting new students.
- Students will have to apply, complete the assessment, orientation, and meet with a counselor by March.
- Recruiting at the high schools every Thursday. The first information was last night and only 10 people rsvp but 75 students were in attendance.
- Two additional Math cohorts for 67 will be offered to accommodate the increase in students.
- The pilot for English 50rr and 50ww will end in spring 2014. In fall 2014 there will be two new English classes whereas before the combination was vertical, English 82 and 84 together. Now it will be across, English 82 and English B together. There will be fewer units. Both classes can be taken together in one semester as a learning community and the student can be eligible for English 1a within one semester. It will total 10 units, five units for the 1st eight weeks and five units for the 2nd eight weeks.
- The preliminary results are in for the English 50rr and English 50ww. Of the students who participated in the pilot program, 31% enrolled in English 1a within one year and the campus comparison cohort is 3%.

- Currently discussing with Dean Lew the number of pilot courses to be offered. The experimental pilot courses offered in FYE are not degree applicable. These courses have not been approved by the Chancellor's office.
- Math 67 is approved by the Chancellor's office and it is credit degree applicable. Math 67 does not meet the math competency requirements. After completing Math 67 a student can enroll in Math 150. Math 37 can be taken by STEM and non-STEM majors. It is a good choice for both groups. Math 67 is not transferrable although it is stated in the catalog.

Honors Transfer Program

- Students are applying and are required to complete their TAP certification for priority admission to UCLA in January.
- Students need to indicate the TAP certification on the November application and there are workshops schedule to provide assistance for students.
- In January and February, students will need to come into the office to complete the TAP certification paperwork.

Matriculation/SEP

- Students on Level 2 probation currently do not have a registration hold. The hold will be placed on November 16th, after the withdrawal deadline.
- All students who received the educational plan and completed the probation contract will be cleared before their registration appointment.
- Any students that are dismissed for spring 2013 need to be reminded to reapply to the school and they do not have a registration hold. A contract does not need to be completed at this time.
- Revising the orientation power point to reflect the SB 1456 changes.
- Waiting for approval to begin working with the new online orientation vendor.
- Scheduling the Matriculation Advisory meeting to begin planning for spring 2014.

Project Success

- Umoja Community Workshop was held on October 4, 2013 in SOCS 119 where students participated in a potluck and viewed the Umoja symposium DVD (Dr. Derrick Smith). A total of 22 students attended the workshop.
- The Parent Orientation was held on October 16, 2013 held in the Distance Education Center from 6 pm-8pm. A total of 11 parents attended the orientation.
- The Black College Summit will take place on Saturday, November 2, 2013 at
 - Holman United Methodist Church
3320 West Adams Blvd. Los Angeles, CA from 2:00 pm-3:00 pm
There are 29 Students signed-up to attend and 13 Students volunteered to assist with set-up

- A Financial Aid representative will present to the Human Development 10 class, on Tuesday, October 29, 2013 at 9:30 am located in SOCS 213
- A representative from CSULB will present information regarding transfer admissions on Tuesday, October 29, 2013 at 1:00pm in SOCS 213
- In the process of recruiting students and are currently accepting applications for the 2014-2015 cohort. Also planning to work with outreach and community churches starting next month
- Student Progress Reports have been distributed and are due Monday, November 4, 2013

Puente

- The Mentor Mentee Mixer event was held on Wednesday, October 17th and it a great success. There were 20 mentors in attendance and 36 students joined the program. Two students have dropped from Puente.
- The number of male students has increased this year compared to previous years which require an increase in male mentors.
- The Puente Motivational Conference is Saturday, October 26th and all Southern California Community College Puente programs will attend this conference at UC Riverside.
- The Puente program has advanced from being a statewide program to a national program and has expanded to 5 community colleges in the state of Texas.
- The Human Development 8 class has ended and of the 34 continuing students only 3 did not pass the class which is record breaking.
- Updating the Puente website in order to start recruitment and will join with Project Success to recruit at high schools and churches.

Special Resource Center

- The clinical psychologist, Dr. Jan Schaffer is hosting a workshop series for students in SRC called Improving Personal Effectiveness on Thursdays from 1-2pm in the Decathlon room.
- The previous workshops were about Self-Advocacy and Communication Skills.
 - On October 31st the workshop is focused on Self-Awareness
 - On November 7th the workshop is focused on Assertiveness Skills
 - On November 21st the workshop is focused on Anger Management
 - On December 5th the workshops is focused on Building a Support System
- Dr. Schaffer will also have a Brown Bag Lunch discussion with faculty and staff especially if faculties are having distressed students in their classroom and need information on how to handle the situation.
- Success Coaching is provided by Tisa Casas who is available for a one on one appointment with students who are undecided with career exploration.

Transfer Center

- The Transfer Fair was held on October 10th.
- Application and Personal Statement workshops are scheduled.
- There were 273 TAGS that were submitted by students.
 - UC Davis and UC Santa Cruz require that the TAGS are pre-evaluated by a counselor and are recommended to move forward based on fulfilling the criteria. Out of the 273 TAGS, 55 were pre-evaluated by counselors and the majority of the 55 met the criteria.
 - The remainder of the students that applied to UCs will not receive a pre-evaluation of their application and will be notified of admission with the remainder of the general population.
 - Based on the workshops that were provided for students their applications should be successful and the results will be provided.

SCA Council

- Dr. Nishime discussed the \$4M budget allocation.
 - \$2M is budgeted for updating the computers in Student Services.
 - Replacement of golf carts
 - Purchase of 3 new ECC vans
 - Payment for the student satisfaction survey.
- Dr. Nishime would like a list that states everything that is needed from Datatel and what we are missing.
 - For example, if there is a report that is needed from Datatel to complete a specific function, it should be stated on the list.
 - S.S. would like to add a list of technology that is needed
 - C.J. would like for Datatel to block athletes from dropping a class unless they get clearance from a counselor to prevent the student from becoming ineligible.
 - C.J. would like for Datatel to allow a student to take the only overload class that is listed. Or if students are on probation and are reinstated to a 6 unit limitation, she would like to have them blocked to only take the 6 units. The system currently does not block the students.
 - S.S. request the list to be sent to her and she will compile the information into one document for Dr. Nishime
- There will be 2 six week summer sessions and 1 eight week summer session.
 - If there are two separate 6 week sessions, the student can technically take 2 classes in the 1st six weeks and 2 classes in the 2nd six weeks for a total of 12 units.

- Dr. Nishime suggested the students can go to counseling and get the overload approvals but S.S. reminded her that the counselors will not be here in the summer to complete the overloads.
- Dr. Nishime suggested that the limitation be set at a 12 unit maximum for summer.
- The unit limitation is currently at 8 units with the 1 unit of PE for a total of 9 units.
- A few counselors are concerned that students will take the maximum number of classes in each session if there is not a distinguish between the sessions because students can take two 6 unit classes in the 1st six weeks and science or math course in the 8 week session allowing the student to take on overload of units which will be too challenging.
- The two recommendations for summer unit limitations, were as follows:
 1. If students have the option to take courses during the six week session and 8 week session, it should be limited to 9 units.
 2. The unit limitation should be 12 units.

Educational Planning Committee

- The committee is viewing and surveying electronic education plans from other community colleges to determine what the best options are for ECC. Approximately 15 people have responded to the survey.
- S.S. was invited to the LACCD to view the Educational Plan system using the PeopleSoft version which is currently being developed and it will be a system wide version. The degree audit version was presented.
- Long Beach City College uses the same version and it looks nice. It was tweaked to accommodate their needs. They are not using the degree audit system because it is not correct.
- According to the ECC IT department, Datatel will not connect to PeopleSoft.
 - Currently, at ECC if a student misses two consecutive semesters, the system automatically changes the students catalog rights to the current year.
 - Santa Monica College is setup that if a student misses one semester, the student automatically loses that year's catalog rights.
- Dr. Smith would like for S.S. to provide a list of questions for the consultant and to send her the final document.

Dean's Update

- Dr. Smith received a recommendation that the counselors made in SCA for the unit limitation be raised to 10 units for the summer.
 - The Division Council voted and the recommendation for the summer unit limitation was for either 9 units or 12 units.

- For 9 units: 3 votes
- For 12 units: 5 votes
- This recommendation will be presented at the counselors meeting.
- Dr. Smith will ask the Dean's Council committee in her meeting for a preliminary list of courses that will be offered in summer for the counselors to review in order to properly assess how many units a student should enroll for the summer session.
- Dr. Smith spoke to Jim Gaston from Saddleback Community College. He will present to the Counseling Division faculty, staff, IT staff, and Admissions staff on Wednesday, November 6, 2013 from 10:00 am – 12:00pm on the MAP Educational Plan system.
- The counselors decided to not view the Degreeworks Presentation since this system uses Banner.
- Dr. Smith and C.M. will attend the MyEDU meeting in Sacramento on Thursday, November 14th.
- Dr. Smith reviewed the top 7 faculty and top 7 classified positions from the planning process that the Counseling Division collectively voted and agreed upon.
 - Project Success and Puente Counselor positions are on hold as it was agreed upon.
 - The Career Center Coordinator position is on hold.
 - The Associate Dean position is needed due to assistance with reports such as Standard IIB, Plan Builder, Program Review, etc. Dr. Smith is the only Dean that does not have an Associate Dean to provide ongoing assistance.
 - The Matriculation Counselor positions was changed to the Student Success Counselor
 - The Full Time Mesa Counselor position will be considered based upon recommendation from Arturo Hernandez.
 - The Basic Skills Counselor position was requested.
- The Top 7 positions for classified are:
 - Program Coordinator
 - Project Specialist
 - It is a strong possibility that if Dr. Smith does not get the Associate Dean position, either one of these will be approved to provide the needed support to Dr. Smith.
 - Reinstate Career Center Student Services Technician
 - Data Entry Operator is a priority position due the increase of inputting data for the MIS reporting.
 - It will be impossible for faculty or staff to complete all the input of data. This position will be as the top 1 or 2 priority along with the Program Coordinator position.
 - Matriculation Advisors
 - Transfer Center Specialist

- Dr. Smith reminded everyone that we are on task with what was agreed upon in the planning agenda as a Division. The Division is working and very hard to achieving its goals.
 - The Strategic Initiatives are listed on the back of the goals sheet including the projected costs associated with each goal.

Meeting adjourned.