

Counseling and Student Services
Division Council Meeting Minutes
November 28, 2012

EOPS

- Recruiting new students for spring 2013
- Group workshops are designed for students to be informed of the requirements for EOPS and completing student educational plans

CARE/CALWORKS

- December 14th is the Holiday Retention Celebration
- Lorena Perez has sent information out to the campus regarding adopting a family for this celebration to help the students who are unable to afford gifts to their children during the holiday season

Matriculation

- Currently there is one New Student Orientation per week and three SEP workshops per week
- Peek-period is during the spring and summer semesters
- Cynosure presented to the Counseling faculty of the new proposed online orientation. This online orientation is compliant with the SB 1456 mandate.
- Currently processing the probations contracts and admissions is in the process of clearing the student registration holds
- Updating Program Review data
- The Matriculation Team meetings are scheduled monthly

Transfer Center

- Applications due to universities on Friday and there are 2 panic rooms scheduled tomorrow and Friday for last minute applications.
- The last tour of the semester is to CSULB scheduled on December 7th
- The AAT process for spring 2013 verified those students who were eligible for graduation and transfer to CSULA and CSUF. The AAT degree applies to students majoring in Sociology, Psychology, Geology and Communication Studies. In the process of explaining to students of the requirements which are as follows:
 - Note on the application in November
 - Meet with a counselor in early spring to get the verification from the counselor and adhere to the early March deadlines according to Admissions and Records

Honors Transfer

- Students who are applying this November to UCs will complete their TAP certification in January and February. The TAP certification verifies that students are on track academically to completing the requirements of HTP. A list of qualified

students are reviewed by the transfer counselors and the HTP coordinators. After verification, UCLA gives priority consideration to the students listed from El Camino.

Puente

- The Puente Familia night is scheduled for December 6th from 7:00pm – 9:00pm in the Career and Transfer Center
- The Ethnic Studies 1 course has approximately 65 students registered including Project Success students. Dr. Walker is teaching the course.
- The Learning Communities courses are English 1a, Human Development 5, and Ethnic Studies 1

Appointment Center

- There were network issues on Tuesday with SARS and the Portal
- Appointments are booking two weeks in advance which is going really well with the exception of students cancelling their appointment after the transcripts were printed and distributed to the counselors. Over 1,000 transcripts were printed by the classified staff for the counseling appointments scheduled during the unavailability of Datatel.
- When students make the appointment online the confirmation page informs students to bring their transcripts and other information.
- The ASO representative stated that the appointment confirmation page is well presented. It was suggested to have two reminders for students before and after the appointment is scheduled.

SRC

- Group workshops are ongoing
- Updated their annual plan
- Recently hired an additional part-time counselor to backfill during K.B. sabbatical leave.
- In the process of securing permanent part-time counselors

SCA Council

- The retirement of Dr. Fallo was announced.
- This is the last year for graduation ceremonies to be held in the Murdock Stadium
- Irene Graff has new position title as Director of Research and Planning
- The new Math, Business, and Allied Health building is color coded on each floor
- The Compton Center is doing really well in their Accreditation process. Kudos were given to the ECC faculty and departments that assisted with each area.
- The winter schedule at El Camino and Compton Center will have an additional 50 sections each. For spring there will be 35 -50 more sections added that are not in the printed class schedule. The Compton Center will have at least 30 sections added for the spring. The new courses are viewable online through the portal.

- Dr. Smith attended the Deans meeting and it was suggested for the faculty to create a course trend list of classes that are recommended the most by students and Dr. Smith will present the results at the next Deans meeting. The ASO rep was asked to bring a list as well.
- The Accreditation Standards has a team leader for each section. Dr. Nishime is asking for faculty and staff to join an Accreditation team. S.S. joined Standard III C technology and Dr. Smith would like for Student Services to be incorporated.

Dean's Update

- Dr. Smith introduced the new ASO representative and explained the purpose of the Division Council meetings
- Dr. Smith would like the faculty to ask students that don't have their transcripts in the counseling appointment, if they saw the notice to bring the transcripts while booking the appointment. A special effort was made to notify the students and she would like to know what worked or did not work for future practices.
- Dr. Smith would like for all the student contact to be coded appropriately for the SARS data.
- Dr. Smith is on the Dean of Enrollment Services hiring committee. The second round of interviews will take place in one week with Dr. Fallo.
- Dr. Smith and C.P. completed the SRC adjunct hiring process which remains ongoing.
- Dr. Smith sent an email stating the Division of Counseling and Student Services was able to secure three counseling positions as follows: EOPS/CalWORKs/CARE Counselor, SRC Counselor, and Generalist Counselor.
 - The district decided to add an additional Generalist Counseling position in lieu of a Project Success Counselor.
 - There will be three separate hiring committees due to the distinct qualifications for EOPS/CalWORKs/CARE and Special Resource Center positions. This will ensure that the applicants for SRC and EOPS have the appropriate number of rehabilitation and ethnic studies courses.
 - At least two - three counseling faculty need to participate on the hiring committee per the faculty contract
- The Measure E Bond was passed and ECC secured \$350 million dollars. This bond will be used to upgrade the gymnasium, swimming pool, classroom facilities, administration building, theater, library, and student services. Dr. Smith requests for the faculty and division needs to be addressed in Program Review as it relates to the Measure E Bond. The previous bond in 2002 was \$390 million dollars.
- Stem Training is approved at an instructional rate of \$60.14 for 14 hours. This training will be for the full-time, adjunct faculty and staff. The training will demonstrate the new innovations and trends as it relates to STEM, Transfer, and Career. Approximately five workshops were board approved and all counseling faculty and adjunct faculty will be paid approximately \$150 per training to participate. The trainings are held on Saturdays.
- Overload and per diem report was submitted to Dr. Nishime listing the number of faculty requesting overload and how much it would cost. The per diem report listing

the faculty that are requesting per diem during January 2nd – January 11th was submitted to Dr. Nishime.

- In the future, the faculty agreed that per diem and overload requests will be granted upon the seniority list. Dr. Smith will request for all requests to be sent to her by a certain date for review and the decision will be made based upon a seniority list.
- During the 1st two weeks of the semester, counseling faculty agreed to work a 30 hours per week per the contract. This does not apply to the adjunct faculty.
- Dr. Smith wanted to know if the faculty and staff were interested in receiving a True Colors refresher training by Carolyn Kalil.
- The dates for the MBTI Training is scheduled for January 22nd – January 25th and the Strong's Interest is January 14th – January 16th. The training is available for full time counseling and classified staff based on seniority and first come first served basis.
- Program Review Planning Agenda Outline
 - The questions on the program review planning agenda outline need to be answered as it relates to the Student Success Task Force Recommendations. This report needs to reflect the future because the Governor expects to sign January 1, 2013. The implementation plan needs to be submitted to the Chancellor's office by June 30, 2014. The Student Success Task Force is requiring mandatory orientation, assessment, educational plan, and for students to declare a career goal upon completing 15 units.
 - To meet the career goal mandate, career training is being offered to ensure that all the counseling faculty are career specialists and have the knowledge to inform students of career exploration in more depth.
 - Every program area is expected to meet with their advisory team and discuss the goals and objectives as it is a collective effort, remember this should not be an individual report.
 - The Planning Process
 1. Dr. Smith is expecting for Program Review to be a collaborative report which she will edit and this will require feedback from all the advisory teams.
 2. After Dr. Smith reviews the report, the counseling faculty will vote and the results will go the SCA Area Program Review committee. The SCA Program Review committee consists of a managers, faculty, and staff that will review the entire program review report.
 3. Everyone is expected to report their cohort data
 4. We will review our outcomes
 - Notable Achievements
 1. Examples of notable achievements are transfer rates, TAG Agreements, HBCU agreements, Puente, Matriculation, and Orientation. The appointment desk reduced the line that extended to the library and now student appointments are more accessible. The student

ID scanners increased the productivity of the appointment center.

- SLO
 1. Discuss the successes of the SLOs. Determine if the results match what was expected.
 2. Need to follow up with the counseling division survey that was submitted
- Discuss the Program Environment
 1. Talk about all the new workshops for SEP, the appointment center culture shift created an environment of students that are not as angry anymore with limited access to appointments.
 2. The ASO rep agreed that the new appointment system is much easier and it is simpler to explain to students.
- 1. Equipment and Facilities Needs
 1. Need to start planning for a new building and look to the future needs. What would we like to see in the dream Transfer and Career Center, SRC, Student Success Center and etc.
- Conclusions and Recommendations
 1. The area that needs improvement could match your dream. For example, with all the new changes with the AAT, we have more students that need access and sharing with the career center will not work anymore. Your weakness could be a strength for what you need.
 2. List prioritized recommendations conducted via our division surveys. These priorities need to be correlated with Plan Builder and Program Review.

Meeting adjourned.