

Counseling and Student Success
Division Council Meeting Minutes
March 23, 2016

Review of meeting minutes – Dr. Patel

1. No edits. The minutes will be posted on the webpage along with the division unit plan.

Dean's Updates – Dr. Patel

1. The program plan prioritizations were reviewed in last month's Division Council meeting.
2. The 2016-2017 Counseling Unit Plan Prioritized Recommendations were distributed for review. The handout listed the results of the voting and the ranking order of the recommendations. The recommendations were submitted to Dr. Nishime for the Student and Community Advancement area plan for discussion and funding.
3. The recommendations that may be funded through the Student Success and Support Program (SSSP) or other existing funding sources are not forwarded if they can be granted through other avenues of funding. The discussion amongst the divisions within Student and Community Advancement is scheduled for Thursday, March 24th.
4. A handout of the division unit plan was distributed. All of the items were listed as well as the unit ranking per the voting. The anticipated costs were adjusted for consistency. For example the staffing recommendations reflect the actual salary and benefits estimated at 27%.
5. The process next year will be slightly different because the majority of the recommendations for general counseling including the Career and Transfer Center will be submitted through the program review process for the coming year. The program reviews for Project Success and Puente will not be submitted this year. The counseling planning team identified faculty that are taking the lead and Dr. Patel will follow up on their progress. This report is due in the fall.
6. There was discussion on which programs have Service Area Outcomes (SAO). At the next division council meeting before the end of the semester, Dr. Patel would like to review the SAOs as well as the results of those that have been assessed. S. Bennett confirmed that Athletics and TOP don't have SAOs but they have exit surveys. Dr. Cooper mentioned that the Career Center has surveys but they are no longer officially used for SAOs.
 - a. Dr. Patel would like the survey reporting to be submitted as a year-end report. This information would be current and critical information to be included in program review. Dr. Patel will draft 2-3 questions for everyone to respond and the results would be compiled. It will include vital information such as the level of service provided, key accomplishments, areas that need further development or improvement, and challenges that are occurring. This information will provide assistance in developing the recommendations.

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Appointment Center – L. Perez

1. The appointment center staff has worked diligently in making phone calls to the incoming freshman students for the March Madness workshops.
2. Appointments are booking quicker as the peak period approaches.
3. Express counseling is getting busier as more students are coming in after spring break.
4. The Educational Planning Fair flyers were posted in the office and on the counseling webpage. L. Perez would like to change the March Madness link on the El Camino College homepage to the Educational Planning Fair.

Athletics – S. Bennett

1. The new football coach is Gifford Lindhiem. He is the former football coach at Santa Monica College.
2. There are 88 Scholar Ballers this spring semester
3. The registration labs are scheduled to take place in April and May. The orientations are scheduled to take place in June.
4. The counselors are meeting with the students to complete their educational plans.
5. The new requirement for student athletes to complete at least 6 units in each full time semester has caused a major impact for the students. This requirement is hindering more than reinforcing positive behavior. Athletic counselors will be attending a conference to discuss this issue and are hoping the rules will be changed.
6. Summer registration is heavy for student athletes as many of them makeup courses at that time.

The Opportunity Project (TOP) – S. Bennett

1. The counselors are doing really well in scheduling time for the basic skills courses. The working relations have improved with the English and Math professors in terms of the allowance of in class time and presentations from the counselors. They are also able to schedule appointments with students and complete their educational plans.
2. A meeting is scheduled to determine the counselors' progress in finishing before fall registration.

Career Center – Dr. Cooper

1. There were 225 students that participated in the internship workshop. Dr. Cooper suggested the need of an internship class.
2. Eureka needs to be updated on the Career Center computers in addition to Dr. Cooper, V. Rayford, L. Mesa, and two classified staff.

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- a. Patrick Chang from ITS indicated the online version of Eureka should be used instead of the desktop version. Dr. Cooper prefers the desktop version because it is more seamless to use. P. Chang contacted Eureka and discovered that the desktop version requires 1-4 updates per year. Dr. Cooper is unclear why the use of the desktop version is a problem and he is not okay with ITS dictating the tools he knows works best in serving students. The difference in features between the desktop and online version are as follows:
 - i. The online version requires a login and the desktop version does not
 - ii. The desktop version is visually better than the online version.
 - iii. The desktop version is also more familiar
 - iv. The desktop version is claimed to be more extensive than the online version but according to P. Change there is no difference.
 - b. The desktop version allows for staff and students to login using the site code and each student creates a personal username and password. The online version is only used by students that are off campus.
 - c. Eureka emailed the update to Dr. Cooper and he put in the ITS request. He also asked others to do the same because everyone has to put in a separate request. The update is online and the cost is inclusive with the subscription.
3. The Career Seminars are scheduled. There are approximately an average of 20-30 RSVPs and 60 for one seminar. Dr. Cooper is expecting more students to RSVP as the seminar dates approach. Last year, the Self-Starters and Leaders Seminar had over 75 people in attendance. This year the Creative and Expressive Type seminar have over 60 RSVPs. The Good Samaritans seminar has close to 30 RSVPs. The Analytical Thinkers and Problem Solvers seminar has close to 20 RSVPs

Project Success – N. Barber

1. Faculty and students attended the A2MEND conference on March 3rd at the LAX Hilton.
2. The Black College Tour Orientation was held on March 11th and nine students are attending the tour. Dr. Walker and Elaine Moore are chaperones.
3. The UMOJA Symposium is scheduled for Friday, March 24th at UC Riverside.
4. The 28th Annual Awards Luncheon is scheduled for April 28th and opportunity drawing tickets are available.

KEAS- N. Barber

1. There will be nine math, English, and human development 10 classes offered in the fall.
2. The first KEAS orientation is scheduled for March 23rd in the KEAS lounge from 4pm - 6pm.
3. In the process of recruiting students to the program from the campus and at high schools.

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4. N. Barber informed the KEAS program counselors to submit their educational plans to counseling for ConScreen data entry. Dr. Patel wants to ensure that all student contact including orientation is input in the system. If the student contact doesn't meet the Title 5 requirements of orientation, it will meet the requirements for other student contact. The student contacts need to be in the system by April 15th for eligible students to receive priority registration in the fall.

SCA Council – J. Fariolen

1. Meeting was cancelled.

SRC – C. Pajo

1. Continuing to coordinate the high school group visits.
2. There will be a summer bridge program on August 16th and 17th for new incoming SRC students for the fall semester. Students that are interested can register in SRC.

SSSP – Mary Beth Barrios

1. The Counselor Collaborative had over 80 middle and high school counselors in attendance. It was a successful event.
2. The Educational Planning Fair is scheduled for Tuesday, March 29th. Mary Beth will be following up with counselors in support programs to determine their availability to participate.
3. The following week after the Educational Planning Fair, there will be educational planning available in different locations across campus.

Meeting adjourned.