

Counseling and Student Success
Division Council Meeting Minutes
January 27, 2016

Introductions

1. Dr. Patel began the meeting with introductions and explained the purpose of the division council.

Appointment Center – Dr. Patel

1. During the past couple of weeks Monday's and Tuesday's have been the busiest days. Students have also been referred to Chemistry 108 for registration assistance which has been helpful.
2. Due to many absences there has been a lot of shifting in appointments and rescheduling has been a challenge.

Associated Student Office – Leslie Speights

1. No updates reported.

Athletics – Stephanie Bennett

1. In the process of selecting nominees for the male and female student athletes for the upcoming 3C4A conference in March.
2. In the process of nominating a faculty member for the Honor Your Own award through the 3C4A conference.
3. Spring sports will begin next week. All student athletes have updated their educational plans and/or submitted their graduation petitions for this semester.

The Opportunity Project (TOP) – Stephanie Bennett

1. A total of 41 out of 68 basic skills classes are covered. There was an increase in classes this semester. A few of the adjunct counselors received full time positions which reduced the number of classes covered.
2. All the counselors are contacting the instructors and will be visiting the classes next week.

Career Center – Dr. Yamonte Cooper

1. The Internship Workshop is scheduled for March 22nd from 1:00pm – 2:00pm in the East Dining room. It is expected that over 100 students will be in attendance in conjunction with HTP. The In-Roads company will place students into paid internships if they are in their last year, planning to transfer fall 2016.
2. Students who would like to be placed in the healthcare field internship will need to apply by February 8th and they do not need to be in their last semester. The internship is 6-8 weeks and offers stipends from \$3,000 - \$4,000
3. The Career Fair is scheduled for Tuesday, April 12th from 10am - 1pm
4. The Seminar series are scheduled to take place in April from 1pm-2pm in the Distance Education Conference room.

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- a. Careers for Self Starters and Leaders – Tuesday, April 5th
 - b. Careers for Helpers and Good Samaritans – Thursday, April 7th
 - c. Careers for Creative and Expressive Types – Thursday, April 14th
 - d. Career for Problem Solvers and Analytical Thinkers – Tuesday, April 19th
5. New panelist will be added in addition to last year's panel. The flyers for the seminars will be distributed next week and posted on the website with their photos and bios.
- a. A doctor, in charge of the UCLA South Bay Group will be participating in the Careers for Self- Starters and Leaders.
 - b. A gamer who works for Blizzard in Orange County will be participating in Careers for Creative and Expressive Types.
 - c. An engineer from Boeing will be participating in the Careers for Problem Solvers and Analytical Thinkers.
 - d. A television network executive from A&E Lifetime, the woman who created the History Channel in español, movie directors, and television producers will be participating.
6. There will be an upcoming tour at an Aerospace company. More details will be forthcoming.

EOPS/CalWORKs – Sandy Carbajal

1. No updates reported.

Project Success – Nikki Barber

1. Two students received book vouchers in the amount of \$200 each. Two scholarships were given to students in the amount of \$250.
2. The Black College Expo is scheduled for February 4th from 10:00am – 2:00pm. Dr. Essie French-Preston will give a presentation in the Distance Education Conference room at 10:00am. There will be a step show at 1:00pm.
3. A fieldtrip to USC is scheduled for February 26th.
4. The A2mend conference is scheduled for March.
5. The Black College Tour is scheduled for the week after spring break and 10 students will be participating.
6. Three students have been accepted to the following universities for the spring semester:
 - a. CSU Long Beach, CSU Fullerton, and Minot State University in North Dakota.

Puente – Griselda Castro

1. In the process of recruiting students for the fall semester. There will be two cohorts in fall 2016. The first cohort will be combined English reading and writing courses. The second cohort is in the traditional format of an English A course in the fall and the English 1A course in the spring. Students have the choice to register in English 84 or test out of the course.
2. The Outreach Office is passing out flyers to assist with student recruitment for the program. Letters were also mailed out to approximately 400 students and there has been an expressed interest.

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3. An information session is scheduled on Thursday, January 28th and additional information sessions will be scheduled during the spring semester.

Special Resource Center – Cristina Pajo

1. The new Director is Gary Greco.
2. Currently working on sending letters out to the high schools for the upcoming tours. The high schools began requesting the tours before letters were sent out.

Student Success and Support Program (SSSP) – Mary Beth Barrios

1. Currently working on a Middle and High School counselor collaborative scheduled for Friday, March 11th. Invitations were sent out to schools in the local area. The conference focus will be on facilitating the transition from high school to college. Additional topics will be added based on the feedback from the participating schools.
2. March Madness is scheduled for Saturday, March 19th, Tuesday, March 22nd, and Wednesday, March 23rd. The intent is to capture the high school students that did not participate in outreach to meet the March 31st deadline. In collaboration with Outreach, a student panel and campus tour will be added to March Madness.
3. A few faculty members were sponsored to attend a conference in Riverside this month. Faculty and administrators will also be sponsored to attend the Student Success conference on March 14th in Sacramento.
4. SSSP is in the hiring process for a Student Services Advisor, Program Coordinator, and a few counselors for the RISE Center

Student Equity – Nikki Barber

1. The program is formerly known as Student Success but the name will be changed to the acronym, KEAS (Knowledgeable, Engaged, Aspiring Students)
2. The program provided textbooks and calculators for their students in the following classes:
 - a. Human Development 10, English A, 1A, 84, Math 37, 150, and 130
3. The program hosted a welcome back to school event for the students.
4. Currently recruiting students and an orientation has been scheduled every Wednesday in the month of March. The orientations are targeted for 1st year students.

Dean's Updates

1. In the fall semester of every year the programs develop their program plan recommendations for the next fiscal year. In December, the counseling program, FYE, Career, Transfer, Articulation, Puente, and Project Success programs submitted their recommendations into the Program Review and Planning system, PRP. The recommendations will be sent out to everyone in the division for voting and prioritization via Survey Monkey. The prioritization is based upon 3 different categories such as staffing/personnel, one-time, and ongoing funding. Access to rank the recommendations on Survey Monkey will be sent no later than Monday, February 1st and the

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recommendations will be listed within the three categories - staffing, onetime, and ongoing funding

2. After the recommendations are ranked, those with the highest priority will be voted on in the February division council meeting. The voting will take place during the meeting or a vote can be submitted as an absentee ballot.
3. After the voting in the division council, the recommendations are then prioritized to the area Vice President for consideration. The VPs will discuss their priorities and discuss the priorities for the college.
4. The division council plays a big role in planning process because all the program areas are represented in order to decide the priorities that will move forward. The priorities for the division unit plan will be based on the voting.
5. Dr. Patel reviewed the handout of the full list of the recommendations for 2016-17 and identified the staffing, onetime, and ongoing funding categories. Dr. Patel commended the programs for their work on evaluating and organizing their program needs.

Meeting adjourned.