

Counseling and Student Success  
Division Council Meeting Minutes  
November 25, 2015

Appointment Center – Lisa Perez

1. Counseling appointments are in high demand. Due to the holiday break, the appointments will be opened on Wednesday, November 25<sup>th</sup> at 5pm and an email was sent out. They will resume in assisting students on Monday.

ASO – Randy Simonette

1. In the Student Activities Center, after-hours study time for finals week is available from 9pm – 12pm
2. In the planning stages of hosting a toy drive. Currently working with AGS in hosting a canned food drive.
3. The citizens bond committee approved a recommendation to the board of trustees to fund a sand volleyball court where the track is located in addition to the existing court.

Athletic Program – Stephanie Bennett

1. Students received early registration and were provided registration assistance during the week of November 16<sup>th</sup>. Over 225 students attended. The student athletes are encouraged to register for their classes during the early registration period.
2. The girls volleyball team is in the second round of playoffs – the only ECC team in the playoffs.
3. The head football coach is retiring after 31 years of service.
4. The men and women basketball seasons have started and they are doing well.
5. In the process of nominating student athletes for the 3C4A conference awards due in January. A male and female student athlete are nominated based on athletic and academic performance. An ECC football player received the award last year.

Basic Skills – Stephanie Bennett

1. The name is changing from Basic Skills to The Opportunity Project (TOP). They really want to revamp the program.
2. The program currently has over 50 sections this semester and they will be adding over 25 sections of English B next semester.
3. In the process of closing out the semester and completing exit surveys with the students. There were a lot of new adjunct counselors working in the program this year and there were additional sections added for the current semester.
4. About 80% of the students have met with a counselor to create an educational plan for spring 2016 and beyond. The scheduling for spring semester will begin and the program is looking for additional support from full time faculty to accommodate the additional sections. The support is needed so that the adjuncts are not overloaded with too many sections.

Career Center – Dr. Yamonte Cooper

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1. The Career Retreat is scheduled for next week. One area that the retreat will focus on is the Life Design model by career theorists, Mark Sivickas. Once the new model is implemented, it will change the career center's approach from assessing to interviewing students, gathering their information, and following up with a second appointment. The career center counselors have started the training. The assessments will continue to be available for students but the new model will be advised first if the student is committed to the process.
2. A new career assessment will be implemented called the Career Thoughts Inventory. This will be part of the intake process because it will first assess decision making confusion, commitment anxiety, and external conflict. It is based on the CIP (Cognitive Information Processing), a career development theory based on cognitive behavior therapy to change the negative thought process. This will be implemented in the spring. An intake sheet has been developed to assess if the student has issues with decision making.
3. The Career Center will be assessing the effectiveness of their interventions.
4. Due to the two week back-log of career appointments, there will be a discussion on potentially offering Career Counseling Drop-In. The drop in time would be 1 hour per week for students that have quick questions.
5. In the process of developing the Career Fair checklist that is scheduled in April. They will be discussing the duties and how the fair will be executed this spring.
6. The Career Seminars are scheduled to begin in April.
  - a. Careers for Problem Solvers and Analytical Thinkers included a medical doctor, attorney, HR Manager, and an engineer.
  - b. Careers for Expressive Types included television and film directors, visual artist, book author. They expect the creator of the History Channel in espanol to be added to the panel in the spring.
  - c. Careers for Self –Starters and Leaders included a VP in A&E Lifetime television, representative from political and non-profit sector, an entrepreneur, consultant in the toy industry, and real estate.
  - d. Career for Helpers and Good Samaritans included a representative from the department of children and family services, department of rehabilitation counselor, non-profit sector, and foundation donors.
  - e. Students are able to attend all workshops. The bios of the panelists will be emailed.
7. The undecided major workshop was assessed for the effectiveness and over 95% of the students stated that they were more likely to declare a major after the workshop.
8. On Tuesday, March 15<sup>th</sup> there will be an Internship Workshop. The In-Roads company will place students in internships that are in their last year and plan to transfer in fall 2016. The requirements to attend are to register in the career center and a link will be online in early spring.

Project Success – Nikki Barber

1. The program is offering 10 students the opportunity to attend the Black College Tour. The interested students must submit an essay and attach their transcripts.

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2. An Umoja conference was held in November and 8 students attended. The students participated in various workshops.
3. A mini registration lab for early registration was held on November 18<sup>th</sup>. The 2<sup>nd</sup> year students are registered for History 111 and the 1<sup>st</sup> year students are registered for Psychology 10 and Human Development 5 in addition to their English and Math courses.
4. All students are matched with their Mdashas(mentors) and were given an assignment to help them get to know their mentor. The students are required to meet with their mentor twice a month.
5. The Kwanzaa celebration is scheduled for December 3<sup>rd</sup> in SSC 218. The celebration includes an explanation of Kwanzaa, spoken word, and other activities the students would like to present.

#### Student Success Program – Angie Funes

1. The registration assistance labs began on Monday, November 23<sup>rd</sup>. Students need to have their educational plan, orientation, and assessment completed. The labs are open to all students in the RISE center Monday – Thursday from 1-4pm.
2. X. Wang has started conducting the SSP 2 workshops that focus on time management and procrastination. Any student that needs help in these area can be referred to this workshop. Appointments can be scheduled in the RISE center or in the appointment center.
3. The registration holds for students on probation level II were placed on Monday, November 16<sup>th</sup>. It is mandatory for students who are on probation to attend a probation workshop which is valid for 1 year. If the student is still on probation after 1 year, they will need attend the workshop again or the SSP 2 workshop.

#### Dean's Updates

##### Division Hours

1. At the end of the semester on December 11<sup>th</sup> the office hours are:
  - a. Monday – Thursday, 8am – 4:30pm and Friday, 9am -1pm
  - b. On December 9<sup>th</sup> the office will be closed from 10:30am -11:30am for an active shooter training walk thru exercise that will include all employees, students, and casual workers. This will also take place in the RISE center and FYE.

##### Planning and Membership

1. Handouts were distributed that listed the program plans that were submitted for 2016-2017 academic year. The division council is important in the planning process because the council will discuss and prioritize the program plans for the annual unit plan. The council will also have final voting on what is recommend for the vice presidents area plan.
2. It is important to have appropriate membership on the council because they would be the voting member.

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3. The program plans were due November 15<sup>th</sup> and the information was shared to the classified staff and will be shared at the counselors meeting for review. The first division council meeting in January will discuss the prioritization of the plans. Thereafter the following meeting will involve the actual prioritization. The unit plan is due February 15<sup>th</sup>.
4. The representatives of the division council represent particular areas and it is their responsibility to connect with each other. All areas do not have recommendations but if something is missing, Dr. Patel would like to include it in the plan rather than wait.
5. The following year timeline:
  - a. Recommendations are put into the plan
  - b. They are finalized and updated in the spring by February,
  - c. The top 5 priorities are listed in specific categories such as instructional and non-instructional equipment, staffing, and furniture, etc.
  - d. The top 5 priorities are given to the area vice president. The vice presidents share their priorities across the college and prioritize them.
  - e. The priorities are given to the planning and budgeting committee (PBC) in April, reviewed in May, and board approved in June for a July 1 start.
6. In any given year, there are two plans overlapping or current at one time. The current plan year is 2015-16 with updates due by the end of January. The 2016-17 plan is being worked on as well. At the start of fall 2016, the plan will be reviewed again for emergent needs that need to be updated.

### Membership

1. The area representatives are as follows:
  - a. Appointment Center – Lisa Perez.
  - b. ASO – student representative
  - c. Athletics and Basic Skills – Stephanie Bennett. There aren't any specific recommendations from this area but if they arise she will include them. S. Bennett will work with A. Ocampo on determining the needs for Basic Skills.
  - d. Career Center – Dr. Yamonte Cooper
  - e. EOPS and SRC are not represented by the counseling division these areas have counselors and this is why they are represented on the council. Dr. Patel will reach out to Dexter Vaughn, Clara Weston, David Brown to determine who will be the consistent representation for that area.
  - f. Financial Aid - Bernadette Flamenno
  - g. First Year Experience – Cynthia Mosqueda
  - h. Honor Transfer Program - Kelsey Iino
  - i. Project Success – Nikki Barber
  - j. Puente Project - Griselda Castro
  - k. Service Area Outcomes - Janice Pon-Ishikawa and Monica Lanier
  - l. Student Success Program - Angela Funes
  - m. Student Success and Support Program – Mary Beth Barrios
  - n. Transfer Center - Rene Lozano

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- o. Veterans, International, MESA, and Basic Skills would come through general counseling. If Student Equity has a recommendation tied to counseling it would come through general counseling.
- 2. Program Review is due fall 2016 and the template review will start in spring 2016 which was included in the handout distributed in the meeting. Volunteers are needed for the program review committee. The essential pieces of the document will be reviewed as how it relates to planning and budgeting.

Meeting adjourned.

DRAFT