Counseling Meeting Notes – 4/26/17

Matt Wanta & Mike Metcalf

CNA –

Application:
Live scan – reimbursed as long as they register for the course, keep receipt (for state)
Certified background check – this one paid by student (for college and clinical site entities)

Matt will be further updating packet during summer with additional explanations in the application packet. Also developing a handbook for CNA with policies and procedures.

MA –

HCRS C142 – can still take courses (133, 134, and 135) along with 142
HCRS C143 – need to complete courses before doing externship

HCRS C142 will be added to schedule for fall 2017

Restricted courses – only externships need to be restricted
Can do the externships out of state via MOU through department

LVN – two cohorts – IWV and Bishop (spring 2018)

Updating application and will send for review
Application will open beginning of fall
Have to complete proctored test in order to be put into the pool (pre-admission examination)

- Math, vocabulary, science and results in composite score
- Tells whether they are ready for LVN
- Set up test times (Pearson Vue)
- We pay for initial test, students pay for subsequent testing (have to wait 30 days to retest)
- Must meet a min. score of 102, score calculates into point value
- Top 7 get seat into the program (based on point value)

Recommend MATH C040, C050, Kahn Academy, tutoring
The exam is weighed into point system for the application
GPA is for specifically required prerequisite courses
Courses can be in-progress during the application process but must be complete before start of program.

AST – Nutrition has been approved but waiting on final state approval
121 & 122 through Mike's department

EMT –
Curriculum updates – increase hours to 9 units (189 hours)
EMTC C105 – has EMTC C070 as a prerequisite
Being used in healthcare but also security, law enforcement, fire/park service, search and rescue
Added EMTC C107 – through Kern County Sherriff's Dept, need to be in law enforcement

EMTC C070 – for all EMT programs (Basic Life Support), also required for some CNA programs, and VN programs

Dual Enrollment (AMA) – Delano (cohort of 45)

CNA Application –

- Have student start with certified background check
- Make an appointment for Livescan
- Health exam appointment – ask for the lab orders for titers, need immunization record as well as titer report. Need both record and titer.
- Do not do drug screen in advance – wait for instructor to tell the student. Has to be within 30 days.
- Make sure program application is complete
- At the top of CC CNA application (pages 1-2) – put student's name, ID, CRN, time/date
- Make sure they understand the second page they have to sign
- They should NOT complete the CNA state application. That will be done with instructor.
- Physical exam form (for doctor completion) – need a stamp from doctor or business card to also identify health care provider

After packet is complete and has been reviewed, make a copy (program application, livescan, receipt) for counseling office. Put date complete on checklist. Give back to student to take to orientation or first day of class.

Counseling Meeting 4/4/18

Math and English Instruction-

*Review AB 705 Initial Guidance memo

- Develop pathways that maximize the probability that the student will complete transfer-level math within one year
- Primarily use high school GPA for placement
- Example - 1.9 GPA in high school – put student in transfer level with extra support
- Use of high school transcripts for 10 years

CC Implementation:

Co-requisite model - (e.g. embedded tutoring)

Spring 2019 – English C101

Fall 2019 – Math C121 and Math C141

Options:

- Cohort – stay additional time as a cohort with same instructor, same students (English is looking at this model)
- Co-mingle – Co-requisite prep activity course before the main class (e.g. Monday get them ready for Tuesday) – math is looking at this model

*Continue with current placement and our Multiple Measures guide until informed otherwise. More conversations will be occurring around this guidance.

EOPS –

New application

Make sure to include Multiple Measures form with each application.

Official transcripts are required within 8 weeks for EOPS students.

Bellevue University -

Veronica asked to communicate the following to all counseling staff:

- CCCC Associates option A is a viable transfer path to Bellevue. If the students program does not require courses that a CSU or UC would typically require I.E. Speech, BU does NOT require a student to take this class for admittance. We will accept the Option A path completely 100%
- Students who complete the CCCC Cyber Security Associates program will transfer over 81 units to BU and complete 46 units with Bellevue instead of 78 units/49 units respectively.

- BU is awaiting final accreditation for its BSN program. We are looking at a prospective date of May 4th for CCNE accreditation for our 100% all online BSN program (BU does NOT offer an RN program)

EAB On-site meeting:

Plan to attend the 10am-12pm meeting at a minimum. Recommend that teaching faculty attend the 12:30pm session. Any questions, please ask Christine.

We will be doing student user testing as well for Navigate to make sure all kinks are worked out.

Counseling Meeting Notes – 5/10/17

Excerpt from Chancellor's letter – Update on Common Assessment Initiative and reinforcing our approach to multiple measures:

"The Common Assessment Initiative (CAI) project team has been working hard to create assessment tools for math, English, and English as a second language (ESL). These CAI assessment tools have always been envisioned as components of a multiple measures approach to assessment. Recent research on current effective practices has further validated the benefits of integrating the use of assessment tools into a more comprehensive approach to assessment. Examples of multiple measures for assessment include high school GPA, grades for specific coursework, test results from the EAP, SAT, or ACT, and other non-cognitive information. Further, the use of high school transcript data, along with other student data such as GPA, has demonstrated stronger predictive value than using standardized placement exams alone in placing students in college courses. In particular, numerous studies have documented significant improvements in student outcomes when colleges use a multiple measures model and utilize the highest placement generated by the various measures.

As you know, the CAI is a very ambitious project that has encountered challenges and delays that have affected some of our colleges. I am fully aware of these impacts and can assure you that my executive team is working to clarify our next steps, taking into account recent research on multiple measures. Additional technical review of the project is underway, and will be completed by the end of May. I am confident that we will deploy an effective assessment system that will benefit students, especially those from disadvantaged educational backgrounds who, recent research indicates currently are being unnecessarily placed in remedial instruction due to an overreliance on standardized testing for placement."

<u>Recency requirement for placement/assessment</u>:

- Recency – use of placement scores from other colleges within a specified period of time. CC currently does not have one.
- Nikki did research for us on recency requirements from other CCCC and our district. Averages between 2-5 years with BC and PC both having 3 year requirement.
- Faculty met and agreed on a three year requirement. This is aligned with our 3 year re-test policy.
- There will need to be additional considerations:
    - Have they taken courses within the past three years? If so, were they courses that required English and math skills?
    - What type of work do they do and what kinds of skills does it require?
    - If they have been out of school and have not tested in 3 years, then generally we would request them to take the placement test.
    - If they have taken classes or been employed where they utilize math and English skills, then additional considerations could be made. A variety of alternatives could be employed such as:
        - Requiring placement test as a multiple measure.
        - Looking at the classes they took and the prerequisites required for those classes.
        - Review of work history and how that fits into placement.
    - In general, there will be a 3 year test policy but exceptions could be made to maximize placement where appropriate. In particular if a student has been in school during that period of time.

<u>Use of substandard grades</u>:

- For math and English from college transcripts
    - Clarification on department policy for use of substandard grades (D, F, W) on college transcripts. Not a blanket policy that we cannot use any substandard grades.

        - May indicate a need to get placement scores from another institution to verify appropriate placement
        - May indicate the need to re-test.
    - Should also take into account the recency of the class. E.g. if they took the class within the last year and earned a "D", we would treat that differently than if they took the class 8 years ago and earned an "F". We might consider placing them in the same level class. However, should also consider their other grades and the circumstances in which they earned a "D". In the second instance, we would request them to take the placement test (along with preparation).
    - Other considerations:
        - What was the substandard grade? i.e. D vs. F
        - How long ago did they take the class?
        - In general, the approach should be to maximize placement while also evaluating the student's ability to succeed.

**For Educational Advisors, if you have a student that falls into one of these grey areas for using multiple measures, placement, use of substandard placement; please seek the guidance of a counselor or the Director.

**For Counselors, if you are ensure due to the student falling into a grey area, utilize the input of another counselor or the Director.

<u>UC Counselor Conference notes</u>:

See Karee's notes attached.

- Major prep and GPA most important
- UCR, UC Merced, UC Davis – lower division transfer students if they were eligible out of high school, only for certain majors
- UC – only accept 4 units of PE and can only count 4 towards GPA – pick 4 of the best
- Medical schools will not accept AP exams for English, math, or any other subject
- Med schools don't care about the major but the classes, internships, etc.
- Alternative majors – 2,000 majors
- Assist – New Generation – roll out for testing in summer, webinars

<u>Upcoming Events/Activities:</u>

- Transcript Evaluation Training – Aug. 16 from 9am-12pm
- Career Day – Sept. 21
- College Day – Oct. 21
- Open House (IWV) – tentatively Nov. 2 and April. 12
- High School Collaborative Meeting – tentatively Feb. 9
- 5th graders – Feb. 14 & 15
- Coffee w/ Counseling – monthly during college hour (LRC 604 & Lobby)

All-Site Counselors Meeting
4/4/18
10:00am-12:00pm

EW207, Bishop 197, Mammoth 228 and KRV5 and CCConfer

CCC CONFER PARTICIPANT INVITATION
Meeting Details
Title: All-Sites Counselor Meeting
Meeting Type: Meet & Confer
Meeting Link: http://cccconfer.org/GoToMeeting?SeriesID=12344b6c-61d1-45b6-8d05-9751961c0c31
Meeting Passcode: **458400**

Dial your telephone conference line: 1-913-312-3202*
Participant Passcode: 458400

Presenter Passcode: 6611660 (Christine only)

AGENDA

1. Math and English instruction – Chad
2. EOPS – Pam
3. Bellevue University updates
4. EAB On-site meeting – April 18

All-Site Counselors Meeting
5/1/18
10:00am-12:00pm

AGENDA

1. Valerie Karnes – new IT program
2. Banner 9 Student Review

   https://it.kccd.edu/banner (training site)

   Click on blue "Open B9TST button"
3. Changes to Financial Aid Appeals Process

   https://www.cerrocoso.edu/studentservices/financial-aid/financial-aid-appeal-policy
4. Updates
   a. CIC (Missy)
   b. VA Summit (Alfonso/Anna)
   c. UCLA Stomp (Rene)
5. Summer Schedule

All-Site Counselors Meeting
8/30/17
10:00am-12:00pm
EW 207; Bishop 197, Mammoth 228, KRV 5 and CCCOnfer

CCC CONFER PARTICIPANT INVITATION

Meeting Details
Title: All-Sites Counseling Meeting
Meeting Type: Meet & Confer
Meeting Link: http://cccconfer.org/GoToMeeting?SeriesID=5e712764-c994-429c-b8e2-ef580fff81e9
Meeting Passcode: **517129**

Dial your telephone conference line: 1-913-312-3202*
Participant Passcode: 517129

Presenter Passcode: 9955286 (Christine Only)

AGENDA

1. Veterans Affairs – Jessica Kawelmacher (A&R)
    a. Revised VAPA
    b. Veteran Fact Sheet
    c. Approved Programs

2. Assessment/Multiple Measures – Christine & Nikki
    a. Multiple Measures form and spreadsheet
    b. Data Collection procedures
    c. Placement data
    d. Review of Assessment & Placement Q&A from Chancellor's office

3. Career Day & College Day Updates – Karee & Alfonso

All-Site Counselors Meeting
9/25/17
10:00am-12:00pm

EW 207, Bishop 197, Mammoth 228, KRV 5 and CCCConfer

CCC CONFER PARTICIPANT INVITATION

Meeting Details
Title: All-Sites Counselor Meeting
Meeting Type: Meet & Confer
Meeting Link: http://cccconfer.org/GoToMeeting?SeriesID=9435c46c-ff62-48ee-927d-6ea73e3d4f6a
Meeting Passcode: **365602**

Dial your telephone conference line: 1-913-312-3202*
Participant Passcode: 365602
Presenter Passcode: 1828114 (Christine Only)

AGENDA

1. Paralegal Studies – Dawn Ward
2. Basic Skills Classes/Adult School – Chad Houck
3. CSU Conference Update – Rene and Missy
4. Long-term Education Plans and supporting documentation – group discussion
5. HACU Student Trip – Rene

Meeting 8/30/17

Veterans

Compliance survey – A&R will be needing materials from counseling and Access to get files complete for audit purposes.

Veteran Fact Sheet – use for new veterans, completed by counseling

Certifying New Veterans:

- Application, ID, etc.
- Send down to counseling
- Need to meet with counseling every semester
- New VAPA –
    - Note if student is changing major, program
    - Is it adding 12 units onto their program? If so, need program change
    - Bottom portion – rounding out; need also petition for graduation
    - Start and end dates for classes need to be on form to reflect late start classes
- Remedial classes can only be taken on campus
    - Must have a reason why there is a need for remediation
- Elective courses
    - If they are not a transfer student and need to meet 60 unit requirement, then they can use electives
    - If they have already met 60 unit requirement, they cannot take elective credits
- Monthly Housing Allowance – Chapter 33/ Post 9-11
    - Over half time (6.5 units)
    - At least one class on campus
- Reporting to the VA – areas that Jessica has to report:
    - Graduation reported
    - Probation and disqualification reported
        - Disqualification – have to get readmitted to the VA in addition to college
    - Withdrawals
    - Earned F's
    - Not attending – will owe money back
- Chapter 35 vs. CalVet
    - Two different programs
    - CalVet is the BOGW – abide by BOGW guidelines, only waives enrollment fees
    - Chapter 35 – disability, deceased

    Questions to ask to identify which program:

    Are they wanting classes paid for vs. monthly stipend?

    Do you know if you are getting state benefits, parents disabled? Disability rating?

Assessment/Placement:

1. Multiple measures form must be used for ALL students.
    a. Course placement must be based on a minimum of two measures per title 5. Accuplacer includes interview questions and considered a multiple measure. However, it is also recommended that you include other measures when possible (e.g. work history, military training, student interview, college courses, etc.).
2. Each time a student is bumped up in English or math, that data needs to be inputted into spreadsheet on G: drive. There should be a process at each site for entering the data from the form into the Multiple Measures spreadsheet.
3. 3-year recency requirement on assessment scores from our institution and other institutions.
4. We can only use test results from instruments that have been approved by the Chancellor's office.
5. Remember that the idea is to maximize placement based on the use of multiple measures. The idea is that the more information you have (the more measures you use), the better to inform the placement process. Document all of these and the justification on the Multiple Measure form.

College Day:

1. October 17 – 10am-12pm
    a. There are 12 UC's, CSU's and private institutions planning on attending.
    b. Students will be able to get general information on the schools and ask questions of the schools.
2. Will coordinate other transfer awareness events in week 1 of October and after College Day.

Career Day (IWV):

1. Sept 21 – 8th graders, high schools, and college students

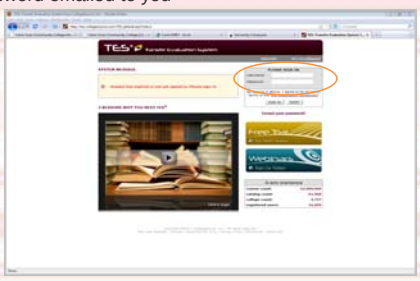
Transfer Evaluation System

Cerro Coso Community College

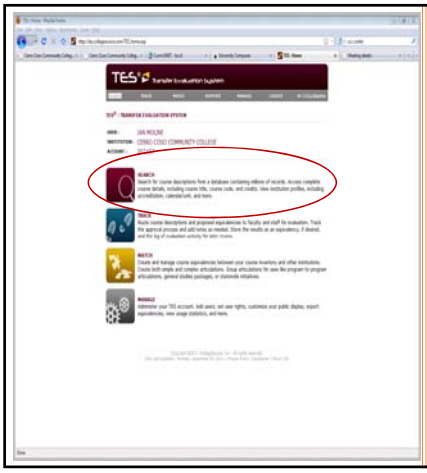
Log-in
Find College
Check for Accreditation
Match Course Descriptions
Send Descriptions to Department Chairs
Create Equivalencies
Check for Equivalencies

Log-in

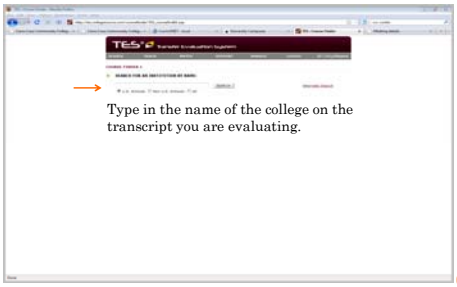
- Use your email
- Password emailed to you
- Change password



Search & Accreditation

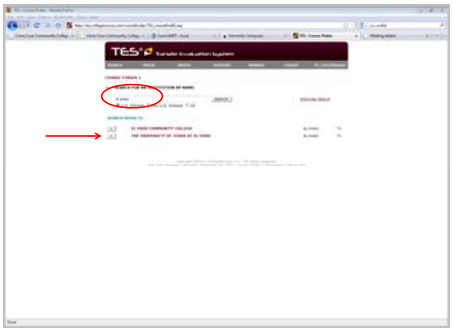


Find College



Type in the name of the college on the transcript you are evaluating.

Select Appropriate College

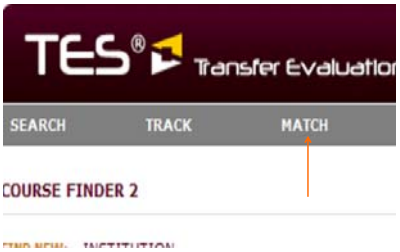


Check for Accreditation

- You may check accreditation by clicking on the Parthenon icon
- You may view a course description by typing in the course title
- Or you may view the PDF copy of the complete catalog

Using Match

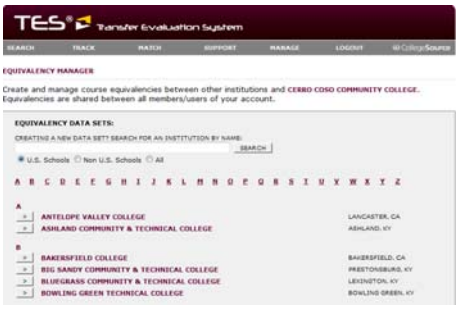
Click on Match



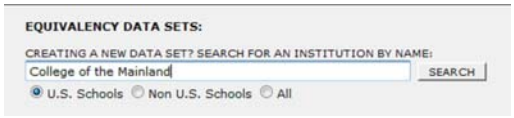
Match will allow you to:

- View side-by side comparisons of catalog descriptions
- Send comparisons to faculty chairs/area experts to establish equivalency
- View previously established equivalencies
- Create equivalencies for General Education credit
- Track equivalencies (yours and the chairs)
- Remind chairs that they have equivalencies awaiting their review

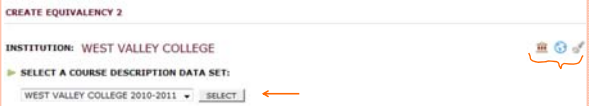
The Match Screen allows you to select from the list of created equivalencies, or type in a college name



Type in the name of the college on a transcript



From here you may check accreditation, view the college's website and print a copy of the key, then select the year

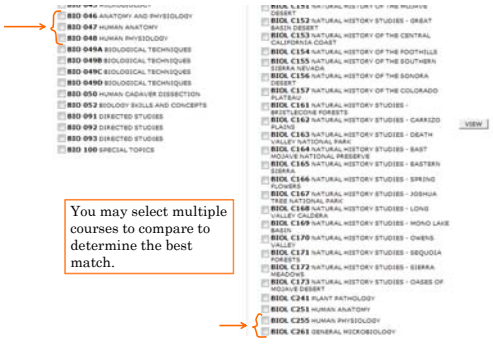


Drop down menu, allows you to select the year based on when the student took the course. This is limited based on # of years available.

Select Cerro Coso Catalog Date

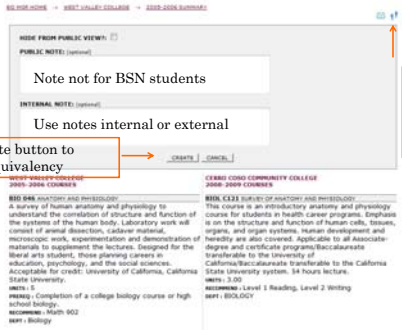
Drop down menu allows you to select the Cerro Coso Catalog date based on the student's catalog date.

Select courses to compare



You may select multiple courses to compare to determine the best match.

You can compare side by side descriptions



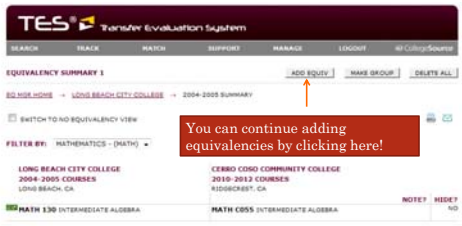
Use create button to create equivalency

Use footprint icon to send comparison to Department Chair

You can create Equivalencies for General Education Credit

Select Create to Establish Equivalency

You will See Summary



Send Descriptions to Department Chairs

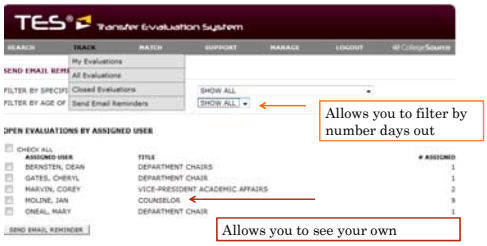
Leave checked to send copy to your email

You may include comments to the Chair

Select Track

Select All Evaluations to View Equivalencies Sent to Department Chairs

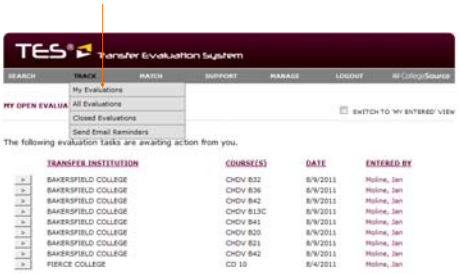
You May Send Email Reminders



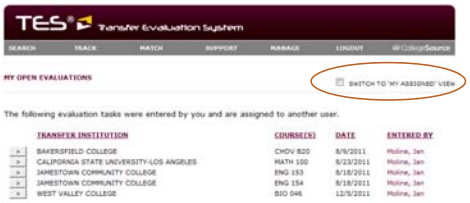
Allows you to filter by number days out

Allows you to see your own

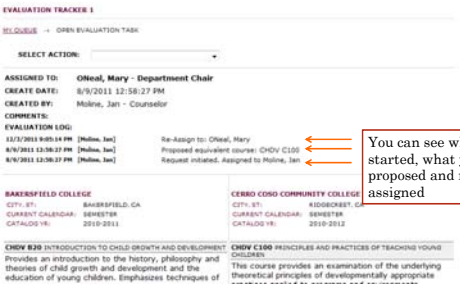
View Anything You are Working On



View Completed Work

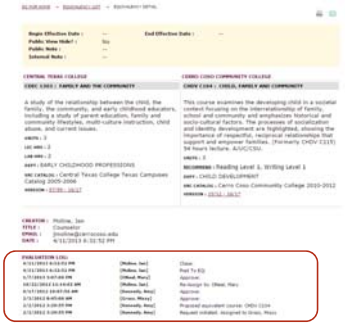


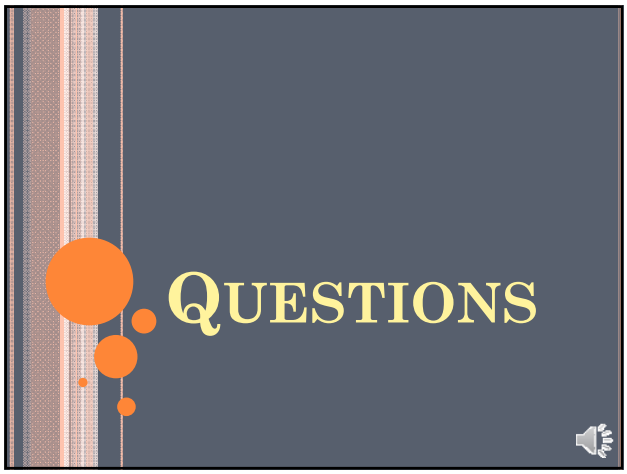
View History



You can see when you started, what you proposed and re-assigned

View Approval and Who Approved




QUESTIONS

Counseling Staff Meeting – 10/18/17 (Review 2/7/18)

MIS REPORTING:

Use Student Intake Code Sheet as a guide to entering data into SVAMSTD and SVAMSHD

SVAMSHD
- Use this to report a student's Educational Goal
- Should be updated every term to confirm a student's current goal. If no change, leave as is.
- Exemptions

SVAMSTD

Orientation:
- Original orientation gets reported under Orientation. Additional orientations are reported under follow-up
- Select provider origin to reflect the area of service

Assessment:
- Record Assessment Service & Status based on Code sheet
- Select provider origin to reflect the area of service

Counseling:
- Always record a substantive contact under Counsel/Advise and then the description under an additional tab (e.g. Career/Interest, Academic Progress, Education Plan)
- Use Counsel/Advise codes on Code sheet
- Use Status of CA only
- Select provider origin to reflect the area of service

Education Plans:
- Record under Counsel/Advise AND Education Plan
- Only select CSEP or ASEP
- Select provider origin to reflect the area of service

Academic Progress:
- Select service based on Code sheet
- Select provider origin to reflect the area of service
- Choose Status of A or C

Career/Interest (Follow-up):
- All other student support services
- Select multiple options for one appointment if applicable (e.g. student came in for counseling, prerequisite clearance, registration assistance, and transcript evaluation) – select counsel/advise and multiple services under career/interest
- Record description and corresponding status code for EACH service
- Select provider origin to reflect the area of service

IMPORTANT:

Update Reason Codes in SARS to reflect substance of appointment so it matches. This should be done after each appointment.

Education Planning:

- Must show where the student has been; not only what they have left
- How this should be reflected:
    - LTEP with attached major sheet and gen ed pattern OR
    - LTEP with full history of classes and outline of future classes

  **Must have a full history of where the student has been, classes taken, etc.
- When submitting Requests to Repeat, Readmits, etc. this full history must be presented.
- Need to note on the LTEP if students are taking classes that are not required as part of their program but want to take them. We need to discuss how to note this.
- The LTEP should include all semesters for the program or the remainder of what they need (otherwise it is an ASEP).
- List specific classes or at a minimum the Area which needs to be satisfied (e.g. PSYCH C101 or Area 4 on IGETC).
- Email education plan and relevant attachments to ALL students.

Strategies to Improve Matriculation:

- Use of SARS Alerts
- Anytime meeting with a student, discuss what components they need and guide them on process
- End of appointment checklist and/or reminders to ensure proper data collection in BANNER and SARS
- Follow-up

Transcript Evaluation Training
8/16/17

General Guidelines

- Approach should be to maximize what we get out of the student's transcript.
- Valuing what a student has completed without violating our standards.
- Get transcript legend for all transcripts before evaluation. Can get them from TES and College Source
- Important to check exceptions to guidelines and limitations to certifications.
- Minimum unit limitation for UC vs. CSU
- Sequential classes (can use two to equal one class e.g. ENGL 101) – see IGETC notes

Articulation Process

- Curriculum Instruction Committee – evaluate and approves all curriculum
- Classes get submitted to Assist for CSU and UC transferability
- General UC transferability approval has to be complete before submitting for IGETC

UC Statement of Transfer Credit Practices - general notes about UC transferability

- Is it a regionally accredited institution?
- Extension courses
- Limitations on AP, IB
- Does IGETC accept CLEP? No.
- Physical Education
- Duplicative credit – not taking higher level course first, then taking lower level

UC Subject Area Transfer Guidelines

- Use more for non-GE classes
- Goes through by subject area and also reviews prerequisites required

Executive Order 1100

- GE Breadth Requirements for CSU
- Revise minimum grade standard for Golden Four. As long as C- is a 70% or above, you can apply it to the Golden Four.
- Lists exceptions – e.g. double counting
- Full vs. partial certification

Evaluating Transfer Credit – Segment Perspectives

- Recency – some campuses may have local requirements for recency in the area of IT, business, or software even though we do not
- Upper Division –
    - After transfer, LD courses approved for UD requirements earn UD content credit but LD units
    - UD courses used in ADTs transfer as UD units
    - 60 unit max of transferable on both LD & UD
- IGETC for STEM
- Guiding Notes for GE Course Reviewers
- TES – campus transfer sites
    - CSPU Pomona

    - CSU Channel Islands
    - CSU East Bay
    - CSU Los Angeles
    - San Diego SU
    - San Jose SU
- CIAC – articulation-related resources

Guiding Notes for General Education Course Reviewers

- Written communication
- Critical thinking
- Oral communication

- Is it accredited?
- Get transcript legend
- Set aside courses that are not relevant (e.g. substandard grades, basic skills classes, upper division)
- Exclude those that are not general education or degree applicable
- Are they eligible for IGETC?
- Get course descriptions