

Counseling Meeting Minutes
All Sites
September 1, 2010

Attended: Heather Ostash, Paula Suarez, Jennifer Schwerin, Karee Hamilton, Jan Moline, Missy Gross, Amy Kennedy, Kim Blackwell, Greg Kost, Penny Talley, & Gayle Whitlock.

CHECK IN

ISSUES that need immediate attention

- **WAITLIST:** Students are still being added from the waitlists even though classes were supposed to close on Monday. Students are also being added by instructors – bypassing the waitlist with add slips. Heather will look into this.
- **FINANCIAL AID:** They are very behind right now. Hand frustrated students the letter explaining deadlines. Financial Aid and Counseling will try to meet later in the semester to help streamline processes. It was suggested by Amy that we put the letter in the packets given to new students when they do the CPE with Paula Caudill. Counseling might also create a handout for the students that complete the SEP process.
- **OVER UNIT PLANS:** Be sure the plan lists only 1 goal. Committee will not approve 2 goals to students with over 90 units.
- **Transition from Heather to Paula:** Please start bringing any Counseling related issues to Paula.

1) Heather regarding Petitions for Readmission and Repeats.

- Attach Academic History from Banner (SHACRSE).
- Provide better explanations of what the student is trying to accomplish and how they will do better in this semester.
- Include any interventions that show that the student has a better opportunity of success this semester or in a particular class.
- Students that have never shown academic success in previous semesters will be asked to sit out for 1-2 semesters. Be sure the student is aware that this will probably will happen.
- A student on Disqualification will not be approved to take courses they have unsuccessfully attempted several times. They should try a new class in addition to either COUN C101 or PDEV C101.

- A student attempting a class for a 4th time will not typically be approved unless they have been counseled otherwise. For example a student taking MATH C055 went back and successfully took MATH C050.

2) Probation Letters and Mailing Dates for Future Semesters

- An effort will be made to have these mailed out as soon after grades roll as possible.

3) CIC Updates Due – Tabled.

4) SARS Scheduling

- Print out and give Paula a copy of your SARS Schedule.

5) Block Schedule for Spring 2011

- Please review and have back to Paula by Tuesday, September 7th.

6) Catalog Mistakes

- Please forward corrections to Paula. She will then forward them as a batch to Heather for necessary corrections.

7) Transfer site ccctransfer.org

- Transfer Awareness Month is in October. Karee handed out calendars for us to post and will try to post the workshop to the Transfer website during Transfer Awareness Month.
- Karee to send TAG information to other sites. Kim to add the TAG link to the Intranet site. TAG applications will be accepted by the UC's in the month of September.
- Preview Day is on November 4th. In addition to colleges being present, there will be a job fair with local employers on hand.

Counseling Meeting Minutes
IWV
September 8, 2010

Attended: Paula Suarez, Jennifer Schwerin, Karee Hamilton, Jan Moline, Missy Gross, Amy Kennedy, Kim Blackwell, and Penny Talley.

CHECK IN

- The group discussed and decided it would be beneficial to meet on the off weeks for IWV only. In the spring we will probably be moving the meetings to Tuesday from 10:30-12.
- CSUB will be here October 13th for on the spot admissions. Send an email to Karee with prospective students and let the student know to apply to CSUB through CSU Mentor. They will need to bring their transcripts to the evaluation.
- Veteran's Awareness Day – November 10th.
- Pam is on College Counsel, which is an advisory board for the college. She has been very good about getting us minutes from the meetings.
- Crystal – we will be going to the rehire list to get a temp while we look for a permanent person to fill the position.
- Computers out front – 3 stand up stalls with computers. Students with disabilities/elderly can still use the computers in the Transfer Center.

1) Ability to Benefit

- One PE class up to 2 units will be accepted for Ability to Benefit.

2) LVN Applications

- Accepted October 1st through the end of the month. Applications will be at the front Counseling desk. They will need the application, official transcripts from other schools with prerequisites on it, and a copy of their high school diploma or GED.

3) Early Alert

- Send Amy an email if you meet with an Early Alert student.

4) Long Term SEP (Jan)

- Jan presented an electronic version of the Long Term Educational Plan.
- Doing a long term SEP will require a longer appointment.
- Long term SEP Appointments should be scheduled with Counselors.

5) Updated CHDV Handout (Amy)

- New CHDV has been uploaded to the Counseling Intranet for use.
- If you have any feedback in regards to the form send it to Amy.

6) Training Issues

- iStream – give some thought to some topics of interest for training. Let Paula know your ideas.

7) Block Schedule Reviews

- Once complete, please provide feedback to Paula.

8) Curriculum Issues

- Going to delete COUN C081, COUN C102/PDEV C102, and PDEV C085.
- Going to keep the Student Ambassador and Transfer Class.
- Adding a PDEV class that would be a 3 unit degree applicable, but not for transfer.

Counseling Meeting Minutes
All Sites
September 15, 2010

Attended: Paula Suarez, Jennifer Schwerin, Jan Moline, Kim Blackwell, and Gayle Whitlock, Greg Kost, and Penny Talley.

CHECK IN

- Course issues, grade disputes first go to instructor, then the department chair, and if still not resolved they then go to the VP of Instruction.
- Conduct issues go to the VP of Student Services.

URGENT ISSUES

- Petitions Committee – Jon Tittle stepping down as chair. Jan is stepping up and wants the committee to meet twice per semester. They will handle exceptions and academic renewal.

1) Spring Scheduling Updates

- Outline coming out for review soon.
- Mock scheduling – once the schedule is out counseling will put a few students through the process to try out the schedule and look for serious conflicts.
- Assessment Data – illustrated a definite need for more MATH C020.

2) Physical Science classes and recommendations

- Offer a variety for transfer and give more options for non-science majors. Right now choices are limited.
- Look into the transfer prep for Geology majors.

3) CuricUNET Training – September 21st

- Contact Paula if you're interested in attending the training.

4) Reminder regarding choosing words carefully when working with students.

- When you hear a complaint in regards to an instructor, be sure to choose your words carefully in response. Help the student gain resolution to the issue, but don't necessarily side with them and slander the instructor.

5) Program Review coming up for Student Services.

- Read the unit plan for our department.

6) Announcements

- **Dr. Fay is leaving at the end of this semester.**
- **Institutional Researcher on board soon/Let's get her working**
 - **Graduation Questionnaire**
 - **Online Classes**

IWW only issues:

- **Bulletin Board Postings & Information – Amy is working on this.**

Counseling Meeting Minutes
IWV
September 22, 2010

Attended: Paula Suarez, Jennifer Schwerin, Jan Moline, Kim Blackwell, Amy Kennedy, Karee Hamilton, Missy Gross, & Penny Talley.

1) Curriculum – Bonita

- Possibility of adding: PDEV C070 – 3 unit college credit class – not transferrable. Good for Basic Skills and Ability to Benefit students.
- COUN C101 and PDEV C025 being deleted.

2) October 28th

- Counselor Training Day – block off your schedule in SARS.
- Bonita to join us at 3 p.m.

3) Front Desk

- Temporary employee: Theresa White – previously of KRV.
 - Next week will be a transition week from Crystal to Theresa.
 - Crystal to work ½ time to help train the new employee.
 - Theresa will work the same hours Crystal did – MON through THUR 8-6 and FRI from 8-12.

4) October 6 Meeting (at conference)

- Paula will be at a conference, so we will cancel the IWV meeting for that day.

5) CLEP

- UC system does not accept CLEP. CSU is the only system that accepts CLEP, but this does not include ENGL C101 – Freshman Composition.
- Units limit – 26 units.

6) UC Transfer Conference

- Karee, Amy, and Missy to present at next meeting what they learned.

Counseling Meeting Minutes
All Sites
September 29, 2010

Attended: Paula Suarez, Missy Gross, Jan Moline, Kim Blackwell, Amy Kennedy, Karee Hamilton, Missy Gross, Gayle Whitlock, Greg Kost & Penny Talley.

1) UC Transfer Conference Information

- Please see handouts.
- October 1st application opens, can be submitted from November 1st-31st.
- EOPS Application Fee Waiver available in Special Services. When doing the application online students need to select the "Pay by Mail" option for their application fees. They will be limited to 4 colleges with the fee waiver.
- When picking their major, students need to pick a primary and an alternate major. Changing majors once they arrive at the campus is not an option.
- All college work needs to be listed on the application – even non degree applicable classes.
- Official transcripts are due to the UC of choice by mid-January. Our grades to roll December 16th and again January 6th.
- Housing is a separate application process.

2) Updates regarding GE cert - Placement Exam

- Need to use a current placement exam from another college (no older than 3 years old) or student needs to have a "C" or better in prerequisite coursework to be placed in the next higher class.
- High School students need to have a "B" or better in their math coursework to be used to determine placement.
- Cannot place a student in a class with a substandard grade in that same class from another college.

3) Curriculum meeting – set date

- All interested faculty please contact Paula.
- Paula to send out an email with the date.

4) Other Topics

- CSU application process is from October 1st – November 30th. Students can submit their applications at any point during that time.
- Petitions Committee met and processed 10 student requests. Copies will come back to the Counselors to contact the students with the recommendations. This should be a 2-3 week process.
- IC C075 Exam – still in transition from Dennis to Julie. Process should still be the same, but Paula will check on this and report back.

Counselor Meeting 10-20-2010

Agenda Items:

Group dates for SEP's, Prob/Disqual, orientations

Shake Out procedures

Topics for October 28

Lighting

Hiring Committee

SARS reason codes

Counseling Meeting Agenda



October 28, 2010

9:30 a.m. – 3:00 p.m.

9:00 – Continental Breakfast in the Career and Transfer Center

9:30 – Conference Room 212

- Updates/catalog
- Academic Renewal/Jan
- SARS

11:15 – LRC 631

Topics:

- Transfer Information/Karee

12:00 – Lunch in the LRC Lobby

12:30 - 1:30 – Academic Senate in LRC 604

1:30 Conference Room 212

Topics:

- Pathway models
- Job Market related to educational programs/Jennifer

3:00 Wrap up

**HAPPY
HALLOWEEN**

Counselor Meeting Agenda December 8, 2010

- Student Services meeting materials for cross training
- Orientation dates and agenda outlines (updates on how IWV SEP and PROB/DISQ workshops are going)
- Concurrent enrollment policies
- Repeat requests
- SARS codes
- Counselor extra days
- Disqualification forms
- Pathways update
- Waitlisting update
- Other items

Enjoy your break! You ALL deserve it.

Counseling Meeting Agenda for 1/20/2011

Follow up items:

- SARS codes
- Program plans
- Workshops (SEP, Prob/Disqual, Orientation) Need to develop calendar for the semester

Check In:

Evaluations: 2 Mode B's, Jan/brief, Gayle/comp

Heather request: "We have been asked to contribute to the development of the website and FAQs for the CSU, Long Beach Engineering program at Antelope Valley. They want input from our perspective about what information students will need, what questions they are most likely to ask, what information we need to best advise, etc. Can you please work with the group to develop a list of needed information/questions to ask?"

Article on Poverty: Handout

Counseling Meeting Agenda for 2/24/2011

- 1) Getty and CSUB trip sponsored by Student Activities (need to get the word out pronto since going to the Getty March 5)
- 2) [Pathways update](#)
- 3) BANNER Cheat Sheet (attached updated version but please let me know what else we can include on the sheet by sending me emails)
- 4) [Graduation evaluation deadlines](#)
- 5) Penny regarding Graduation ceremonies
- 6) [Engineering announcement](#)
- 7) New approach to Student Success courses
 - Tentative summer and fall schedules
 - Instructor meeting to coordinate content for Student Success courses
 - SLO collection
- 8) Other items

I will send out attachments just before the meeting so look Gayle and Greg look for them prior to the meeting. Thanks All.

Counseling Agenda for March 10, 2011

Important information from SSEC group

- 1) Concurrent enrollment
- 2) Parent night and Nursing info mtg. at Bishop
- 3) Engineering major updates
- 4) Pathways update
- 5) Meeting to coordinate PDEV/COUN classes
- 6) Field trips
- 7) Supplemental Instruction
- 8) Extended orientation dates and times/need to coordinate with other resources like FA office, LRC and Julie, LAC, etc.
- 9) Updated BANNER cheat sheet
- 10) TAG updates – Karee
- 11) Other items?

**Counseling Meeting Agenda for 3/31/2011 (note change in time to 3:00-4:30pm
for this meeting only)**

- Denim and Diamonds basket
- Drop in for priority registration
- Book adoption for COUN C101/On Course by Skip Downing
- Counselor's Collaborative meeting is April 8/agenda items? set up issues?
- Calendar the rest of the semester for events, activities, etc./Start calendar for next academic year (all staff meeting, COUN C101 discussion, orientations, etc.)
- Follow up on concurrent enrollment procedures, mandatory COUN C101 classes for basic skills students, others
- BANNER and Luminis updates
- Supplemental Instruction information
- Engineering majors and CSULB
- Schedule 2 SEP workshops during the following weeks: last week of April, 1st week in May and 3rd week in May
- Other issues?

Counseling Meeting Agenda for 4/28/2011

- 1) Congratulations to Karee, our new full time counselor for Cerro Coso!
- 2) Amy and Greg regarding the ESCC event
- 3) Discussion regarding orientations at IWV and KRV
- 4) Updates on bookstore transition
- 5) VA updates
- 6) FA updates
- 7) Other issues

Agenda for Counseling meeting

August 31, 2011, 9-10:30am

- 1) Probation/Disqual letters going out
 Procedure in how to respond to students
 Scheduling of Prob/Disq workshops
- 2) Graduation petition process
- 3) Website Updates
- 4) New Special Circumstances form/use and process
- 5) Catalog Addendum
- 6) TAG agreements updates/Karee
- 7) Field trip information
- 8) College Council updates from Pam
- 9) Veterans Awareness event/November 8
- 10) LVN packets dates and deadlines

Check in from all sites.

Next all sites meeting on September 14

Minutes from Counselor Meeting of August 31, 2011: in attendance, Greg Kost, Gayle Whitlock, Pam Godfrey, Tiesha Klundt, Missy Gross, Karee Hamilton, Amy Kennedy, Penny Talley, Kim Blackwell, Abbie Richer, Paula Suarez. Jan Moline absent.

Agenda Items

- Probation letters sent out to students per Board policy (the end of the first week of classes for the semester). If students contact us regarding their letters, please respond to clarify purpose of letter, the ramifications of being on probation, and the steps that the student can take to get back in good standing. Inform them of early registration and to see a counselor prior to registration next semester. Remember, students on probation at BC or PC will also be treated as if on probation at Cerro Coso.
- Need to set up Probation/Disqualification workshops (at each campus) prior to November registration
- Graduation petitions – When doing graduation petitions review to see if students have completed prior certificates to completing the degree. If they have, please submit certificate completion petition as well capturing the date they completed degree.
- Website regarding counseling issues needs to be updated. Please review forms and information and let me know what needs updating. Also, assess if information is easily found. May want to put some information in more than one spot. Example: the online counselor contact information. Karee volunteered to review general information, Pam to review Special Services information, Abbie review general information.
- Special circumstances form. Please only refer student to use this form under very limited circumstances. Our response should be one that backs up instructors in that a class is closed once the first meeting occurs, instructors have dropped students that didn't show, and the waitlist has rolled.
- Catalog addendum can be located on G drive. Questions raised regarding the IGETC and GE Cert requirements. **Clarified with Heather that completion of general education requirements using IGETC does not require a health & wellness or diversity class, and the GE Cert when used to meet general education requirements does not require an additional diversity class.** The addendum is inaccurate and needs to change. There were other concerns related to classes that are no longer in catalog be placed on counseling handouts for IGETC and GE Cert so continuing students can see how their past coursework fits in their progress. Continuing students should refer to their catalog year pattern. New 11-12 handouts should reflect current catalog. Some major programs will be finalized for revisions in the fall semester, substantially changing some majors. Will make counseling group aware of changes as soon as CIC action is taken.
- Karee introduces information related to TAG agreements. Provided handouts to all counseling staff. Karee will send TAG packets to Greg, Gayle, Pam, Jan and Tiesha. Note, students can only submit one TAG application.
- Field trips to Griffith Observatory, Sept. 30 and UCLA, November 18. Can sign up in ASCC office.

- Pam provided college council update. Reports that due to budget constraints there will be a tightening up of processes to maximize efficiency, will be hiring more faculty district wide to meet faculty obligation number, October 21 is the "Great Shake-Out", and also that the recent clean up and removal of underbrush was result of student requests.
- Veterans awareness day on campus November 8. Details coming. Counseling will use event to launch new extended orientation for Veterans. Need to work on agenda for extended orientation as well as materials. Tentative date of November 15th.
- LVN packets will be handed out starting October 3. Applications due by October 31. This applies to all campuses. Lottery in affect for LVN students; 15 seats available both IWV and Bishop. All applicants receive lottery number. Two alternates asked to attend first week of classes in case there is student who doesn't show or drops out. Kim Blackwell is the counseling staff to refer LVN questions to.

Other updates given by each campus regarding bringing up the fall semester. Overall, seemed to go well. IWV had some procedural changes that impacted students. Requested that V.P.'s review processes and how they want them handled for spring semester. V.P.s agreeable.

Need to develop handouts related to filing for Certificates and degrees, declaring majors, counseling requests, other ideas. Post on website.

Next meeting of all campuses on September 14th.

Please let me know if additional information needs to be added or if there are corrections.

Submitted 9/6/2011

P. Suarez

Counseling Meeting Notes

September 21, 2011

ANNOUNCEMENTS:

- Jan Moline is the new faculty chair for Counseling. Congratulations, Jan!
- Griffith Observatory field trip September 30. Currently 17 students enrolled – please promote trip in COUN C101 classes. Bus will be leaving Ridgecrest campus at 8:30 that morning.
- Star Party this Friday, September 23. Dinner begins at 5:30 PM. Paula Suarez is selling tickets. There will be great prizes!

1) LONG TERM EDUCATIONAL PLANS

- Community colleges throughout the state are in the same situation, and new strategies are being quickly implemented across the board.
- Long term Educational Plans are a tool we will begin using with students more often.
- A new template for Long Term Ed Plans will be available in the next several months; in the mean time we will continue to use our current template.
- Intent: Force students to commit to a major.
- May be moving back to Program Approval for financial aid – Long Term Ed Plans will be a part of this.
- EOPS “over and above” – will be maintained because EOPS students must have their Long Term Ed Plans updated each term.
- Long Term Ed Plans and Over 90 Unit Plans can only be signed off on by a counselor. Ed advisors can still work on them with students, but final signature must come from a counselor.
- Jan suggested using CC Confer to go over Long Term Ed Plans with students at a distance; Amy suggested using CC Confer to hold workshops at a distance.
- Next meeting: will discuss “best practices” in doing Long Term Ed Plans with students.

2) SAP FOR FINANCIAL AID **AND** OVER UNIT PLAN

- SAP: Student Academic Progress for financial aid.
- If a student attends college for 2 years and has a GPA below 2.0 at the end of these two years, they will be suspended from financial aid. Even if a student is improving their GPA, they cannot petition to have financial aid reinstated until their GPA is a 2.0 or higher.
- Maximum timeframe: Students with 90+ attempted units must appeal and demonstrate that they are making progress and near completion. When working with students on over-unit plans we must make it clear to them that diverting from the path specified by their over unit plan will cause them to lose their financial aid.
- Financial aid will be very firm in enforcing a 67% completion rate for financial aid eligibility. The only appeals considered will be students with disabilities.

- The appeals process requires very specific letters, and a template should be available soon. In the meantime, appeals letters should detail 1) Why the student has not been successful, 2) What they are going to change to be successful, and 3) they must have a long term education plan attached.

3) SPRING SCHEDULING

- The same number of PDEV C052 and COUN C101 courses will be offered in spring 2012 as were available this fall. One early section of PDEV 052 will be offered before classes start for concurrent students.
- Spring registration dates: early registration begins November 17, open registration begins November 30. The concurrent registration date is to be decided.
- The Spring 2012 schedule MAY be available by the 3rd week of October.

4) UC NOTES FROM CONFERENCE

- Abbie presented notes from UC Directors Update and will e-mail a copy to everyone. Karee and Pam will share their notes at the next meeting.

5) VA EXTENDED ORIENTATION AGENDA

- Veterans Event on campus November 8, 11am – 1:30 or 2 PM. There will be an introduction of enhanced services to veterans offered partially through the counseling office: an extended orientation for veterans. The extended orientation for veterans will be held each semester before classes begin.

6) WEBSITE UPDATES (FAQ AND GLOSSARY)

- The college as a whole is trying very hard to clean up the website. Feedback is needed regarding what must be corrected.
- We will be adding an FAQ and Glossary to the Student Services link.
- E-mail Paula FAQ's (both question and answer) as well as glossary items that you frequently encounter with students.

7) Next All-Site meeting will be October 5. Jan will be running the individual I WV site meetings in her new role as Faculty Chair.

October 5, 2011 – All Sites Counseling Meeting Minutes

In Attendance: Paula Suarez, Jan Moline, Penny Talley, Pam Godfrey, Abbie Richer, Kim Blackwell, Missy Gross, Karee Hamilton, Greg Kost, Gayle Whitlock

- 1.) November 5, Adjunct professional development day. Adjuncts who attend will receive \$180 for 6 hours at \$30.00 an hour. Let Paula know if you plan to attend. Full-timers are welcome to attend as well. (Full time faculty will not receive a stipend but can submit professional development time for attending.)
- 2.) Scheduling of workshops/New student orientations, prob/disq, SEP, VA
 - VA Workshop will be on Tuesday, November 15th from 2:00-3:30PM
 - IWV – New Student Orientations
 - Two weeks before Fall Finals week and also one week before Spring semester starts
 - IWV – Probation/Disqual workshops
 - End of October and before priority registration
 - IWV – SEP workshops
 - To be planned
 - SOK, KRV, and ESCC follow up with Paula regarding the schedule for your workshops
 - Jan or Paula will share agenda for these workshops with other sites
 - Somehow incorporate the “Undecided/Undeclared” workshop into SEP workshop and/or Orientation to let students know they need to choose a major right away. OR could be a standalone workshop
 - Financial Aid will not fund Undeclared majors
 - Karee will send Undecided Workshop link to everyone for feedback/improvements on workshop.
- 3.) Pathways/which ones are out there already for students
 - ART, BSOT, CHDV, HMSV, ADMJ, Web Design are currently in circulation for students to use. All others are waiting for Dept. Chair feedback
 - Karee to send email to Dean asking for feedback on Math degree
 - Karee to send Gayle the ADMJ pathway for her to revise for KRV campus needs
 - For pathways at sites Greg suggests not listing specific major classes, but rather just list “Major Course” on pathway to allow for flexibility of course offerings
- 4.) Ed Plan models and one template used for all programs
 - Paula has other college examples of the Long-term Education plan to review
 - Paula will check to see if the IGETC, CSU Cert, and CC SEP handouts can be printed in duplicate, so that students can keep a copy and we can keep one in their file
- 5.) SLO class assessments for COUN C101 and PDEV C052/Discussion
 - Discussed SLO’s for COUN C101
 - People teaching COUN C101 come to next meeting with a list on how to assess each of the SLO’s.
 - This semester we are required to have an assessment for three of the SLO’s and must assess the remaining three SLO’s for the spring semester.
 - The following were suggestions for the SLO’s:
 - SLO B – discussed using CAP folder from www.cacareercafe.com and also MBTI
 - SLO E – Lifeline and Goal Setting assignment
 - SLO F – Collage or Diversity quilt

- Discussed ideas for Pre & Post assessment
- 6.) UC and CSU workshop updates and presentations
 - Karee gave report on updates regarding information from CSU workshop
 - When students submit their CSU application, within 15 days they will receive a letter in the mail regarding login instructions for that campuses portal. The student will have to login to this site and all other CSU campus sites that they applied to in order to update about what the CSU campus needs from them, ie transcripts, clarification, etc.

Next all sites meeting, October 26. Please be sure to get your workshops scheduled.

Counseling Meeting Agenda for 11/17/2010

Update on December 14 meeting

Other updates?

- 1) National University Representative
- 2) Work shop updates
- 3) ENGL C040 class with Laura Vasquez
- 4) Christine Swiridoff re: Honors classes
- 5) Orientations for January
- 6) SARS reason codes

Counseling Meeting – All Sites

November 30, 2011

LRC 733



Attendance: Paula Suarez, Jan Moline, Pam Godfrey, Missy Gross, Amy Kennedy, Kim Blackwell, Abbie Richer, Karee Hamilton, Penny Talley, Greg Kost, Gayle Whitlock, Tiesha Klundt

- I. Extended Orientation
 - a. Numbers have been low. Paula and Jan will work with Natalie to promote orientations as well as other reoccurring events.
 - b. Greg will let us know when he does extended orientation so we can send him stuff.
 - c. Jan will work with Tiesha on doing extended orientation in SOK, possibly at Calif. City HS.
 - d. We will put together SLO's for extended orientation in the Dec. 7th meeting.
- II. Information Competency Proficiency Exam (ICPE)
 - a. **Paula S.** This should be that Julie Cornett came to meeting to discuss the ICPE process, get counseling's input, and discuss issues related to students trying to waive the IC 75 class by taking the ICPE. shared the process on how we advise students regarding the IC C075 class and the ICPE.
 - b. Discussion about making IC C075 a co-requisite with ENGL C070.
 - c. Cannot deny student the opportunity to take the ICPE.
 - d. We reworded the directions which Julie will edit and share with us.
 - i. Counselor fills out form and sends it to Paula
 - ii. Paula C. will work with the student and Julie/proctor to set up a date and time for the student to take the test
 - iii. Julie gives the test, grades it, and signs the ICPE form that the student passed/not passed.
 - iv. Paula C. shares the results with the student and gives the student and counseling the ICPE form to keep in folder.
 - e. Discussed the possibility of having the ICPE form online; similar to the Financial Aid Hold Request form that Rochelle receives. We could set it up so that the ICPE request comes from Counseling to Paula C.
- III. Credit by Exam
 - a. Some courses can be taken with Credit by Exam.
 - b. Check the COR to see if Credit by Exam is an option. Go to the Gdrive, IO, Curriculum, COR to check.
 - c. If it is an option on the COR, the Credit by Exam option has to be approved by the faculty teaching the class.
- IV. Registration Dates
 - a. For spring registration, open registration is spread out over several days to ease the possibility of the system crashing.

- b. Encourage students to complete matriculation process so they can get a sooner registration date.
- V. Petition for Re-Admission
- a. Students who have 3 semester of unsuccessful coursework and are currently taking classes will have to wait until their fall grades are posted to register—if they are successful and they can only register for 7 units.
 - b. 4 unsuccessful semesters, students will have to sit out for two full semesters (this does not include summer). Students can still petition, but this will most likely be Heather’s response.
 - i. We need to advise students of this, they are entitled to the process and may submit the petition; however Heather will require they sit out. The idea is that in almost all cases of repeated unsuccessful semesters the student is affected by factors outside of school and they must address those before resuming school.
 - c. Petitions go to Heather if their GPA is below a 1.0 and/or it is their second semester of Disqual.
- VI. Petition to Repeat a Class
- a. We can sign off on 3rd attempt, however have a thorough conversation about why they think they will be successful this time AND also let them know it will be their LAST attempt at KCCD.
 - b. 4th Attempts - Heather has stated adamantly there is no provision in Title V (according to recent legal changes) for a 4th petition. None will be submitted by counseling. ONLY if a student is adamant, refer to Kathy Salisbury and they may make an appointment to speak with Heather regarding the issue. Karee, this is not accurate. If a student wants to request a 4th attempt then counseling staff will facilitate process. Staff needs to advise student that unless there is a time lapse or very special circumstances, the request will be denied. Let me check with Heather on this for clarification.
- VII. December 7th Meeting
- a. Let Paula know what you want on the agenda
- VIII. Other
- a. SARS schedules for Spring 2012 can go to Kathy now.
 - b. December 13th – Student Services Meeting for Classified, faculty encouraged to attend.
 - c. Please add we discussed need to write a note for all contacts with students on note page, even for our online contacts. This provides ease in following the contact process with students. Emails can still be placed in student file but it is sometimes hard to follow the email discussions.



Counselor Meeting Agenda Revised December 7, 2011

9:00am – Meet in counseling office for continental breakfast

Move to LRC, room 709

9:30am – TES presentation/Jan (Jan will archive so those unable to make it can view later)

10:30am – Serving Veteran students/Pam presentation
Update on Voc Rehab/Penny

11:00am – New Forms and Processes/repeat issues

12:00pm – Lunch/location to be determined

12:30pm – Career Coaching/Jennifer
Undecided major presentation/Karee

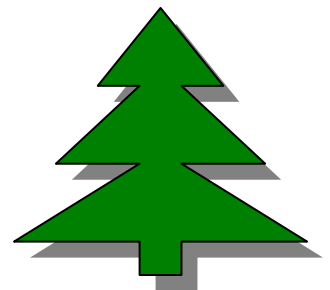
1:00pm – SLO and PLO discussions for classes, orientations, program
learning outcomes

Break out in smaller groups

2:30pm – Discussion items and Wrap
Drop In process/honor student sign in time within determining
who is next

Disqualification issues/keep copy in file and send one to Paula

3:00pm - Have a great break and see you back in the New Year!



Meeting Notes from SLO discussion with teaching counseling faculty on January 18, 2012

In Attendance: Jan Moline, Paula Suarez, Karee Hamilton, Jamie Flatebo, Penny Talley, Pam Godfrey, Gayle Whitlock, Missy Gross

Meeting held with counseling faculty currently teaching Personal Development/Counseling courses this academic year. Purpose to discuss SLO's being assessed for both Fall 2011 and Spring 2012 PDEV/COUN courses. Align data collection process and develop timeline for assessments, data collection and review of SLO outcomes.

Process:

Assessment and data collection for Fall 2011 courses due Monday, January 23

Meet second week in February to discuss outcomes of Fall data

Results of Discussion related to specific SLOs:

PDEV C052 – SLO C, D assessed in Fall 2011 semester/assessment tool and data collected

SLO C: Demonstrate the ability to use web pages, email, and discussion groups and submit a written assignment in online classes. Measured using the final assignment/group collaboration and student completion of assignment.

SLO D: Evaluate readiness for taking online classes. Measured using Journal entry #3 (Jamie, please briefly state Journal assignment 3) and in future assessments use pre and post student & technical skills scores.

SLO F: Demonstrate ability to work in and navigate the Cerro Coso course environment. Measured by completion of the scavenger hunt assignment/completion of questions.

PDEV C052 – SLO A, B, E to be assessed in Spring 2012/meeting scheduled for January 26, 10:00-11:00am for Karee, Jamie, Jan and Paula

COUN C101 – SLO A, B, F assessed in Fall 2011/assessment tool and data collected

SLO A: Articulate an educational goal and describe the requirements and courses to meet this educational goal. Measured by meeting with a counselor (outside of class), determining an educational goal and completion of a long term educational plan. (Artifact a signed long term educational plan)

SLO B: Evaluate educational and career options and obstacles and develop educational and career action plans. Assessed by completion of the career assessment and assignment.

SLO E: Assess personal strengths and weaknesses and develop strategies for increasing individual success towards life goals. Assessed by completion of lifeline activity linked to goal setting assignment.

COUN C101 – SLO C, D, E assessed in Spring 2012/assessment tool used to collect data

SLO C: Utilize college and community resources in the planning and implementation of their educational and career action plans. Assessed by completion of scavenger hunt activity. (Note that this SLO may need to be revised to more accurately measure awareness)

SLO D: Develop and apply academic and study skills necessary for success in their classes and everyday living. Students will be asked to apply a study skill discussed in COUN C101 in another class activity and then submit a written assignment reflecting impact of applying the unfamiliar study skill.

SLO F: Recognize issues of diversity and be able to discuss impacts of diversity within the student's community. Assessed using the diversity collage assignment including collage completion and presentation of collage in class.

Example of how to report data:

SLO being assessed/artifact or assessment tool

N=number of students enrolled at census

X=number of students who completed assignment being assessed

SLO f/scavenger hunt

N students enrolled 48

X students completed assignment 44

Counseling Meeting (All-Sites)

January 25, 2012, 9:00-10:30

Attendance: Paula Suarez, Amy Kennedy, Kim Blackwell, Abbie Richer, Karee Hamilton, Jan Moline, Pam Godfrey, Penny Talley, Gayle Whitlock, Greg Kost, Tiesha Klundt, Bonita Robison, Missy Gross

1. Check in- All sites in agreement that Spring Registration went well – “Calm Chaos”
2. Priority Registration for Summer and Fall semester – only for Full Matriculated students
 - a. Reminder to use SWACOUN so that student can be considered fully matriculated
 - b. If you do an extended orientation, make sure to use the OREN in SWACOUN
 - c. Use SOATEST if student brings in ENGL/MATH/READ from another college or other placement scores. This will populate into SWACOUN
 - d. Reminder for a student to be full matriculated they need to do a Assessment, Orientation, and SEP before registration begins
 - e. Amy – send out MMM, MME, and MMR scores to everyone
 - f. Jan recommended using SWIASTD – everything at your fingertips on one screen, rather than going into each screen individually
 - g. Paula said we need to campaign Priority Registration for Fully Matriculated students on all sites. Kim suggested putting it on insideCC to advertise to students
 - h. Since we will be advertising this we will also need to offer more extended orientations for on-campus students and only use online orientation for online students
3. Changes in PELL and BOWG regulations
 - a. Starting on July 1, 2012 the maximum full-time years that a student can receive for their education is 6 years (this is a change from 9 years). This includes education at the bachelor degree level
 - b. Starting on July 1, 2012 students who do not have a high school diploma or GED will NOT qualify for PELL. Ability to Benefit and 6 units of completed college level work will no longer be an option
 - i. Options for students who do not have a high school diploma or GED will be to go to adult school to work on diploma or GED
 - ii. IWV campus will offer a Summer 2012 Bridge Program to help incoming students with this issue
 - iii. All sites/communities need to be aware of this
 - iv. March 2nd Articulation Meeting this information will be discussed
 - v. Students who are continuing students by July 1st will be grandfathered in
 - c. Students receiving Pell Grant who are on warning (Academic/Progress Probation) will be required to do a long-term education plan
 - d. We are moving toward doing Program Approvals and long-term education plans for ALL Financial Aid Students
 - e. Starting Fall 2012, the terms for BOWG will change. “Students whose financial need is less than the fees charged for full-time enrollment will not receive an award.” “For fee waivers awarded for terms of enrollment beginning with Fall 2012, the annual threshold will be \$1,104.00.”
 - f. Fees are being raised to \$46/unit starting summer semester
4. Bonita reports - LRC/LAC
 - a. Julie Maikai is the person to contact for proctoring. Hours for proctoring on IWV campus are 11AM-9PM, Monday – Thursday and Friday from 8AM-12PM

- b. Sherri Windish is still doing CLEP exams, fees have gone up to \$125
 - c. Supplemental Instruction will need a Referral Form (use the same one as tutoring)
 - d. No tutor training in ESCC, however there is a tutor training class online
 - e. Online tutoring is available, however tutors are limited
 - f. Bonita is our Learning Disability Specialist x6380
 - i. Refer students to Special Services and Special Services will refer to Bonita if necessary
 - g. Bonita discussed several helpful resources that we can refer students to:
 - i. Helpful learning websites (on LAC website)
 - ii. Study Stacks
 - iii. Google - Reading Between the Lines to get CD clips
 - iv. Google – Fat City to get clip on Learning Disabilities
5. Wrap up
- a. Dates for Extended Orientation, SEP, VA Orientations, etc. for IWV will be established in Feb. 1st meeting/Sites need to establish their dates and send to Paula
 - b. Graduation Evaluation Deadline tentatively scheduled for April 5th
 - c. Paula is working on timeline events for Spring semester and will share at next All-Sites meeting
 - d. Let Paula and Jan know what you are interested in teaching for summer and fall semester as soon as possible
 - e. Next All-Sites meeting on February 8th

Counseling Meeting – All Sites

Wednesday, February 08, 2012

9:00am-10:30am

Attendance: Jan Moline, Missy Gross, Kim Blackwell, Karee Hamilton, Abbie Richer, Greg Kost, Tiesha Klundt (absent: Paula Suarez, Penny Talley, Pam Godfrey, Gayle Whitlock due to conflict with Special Services all day meeting)

1. Check-in; How's it Going?
 - a. SOK – Tiesha has touched base with people on base to learn what their needs are. They are requesting more course offerings. Jan mentioned we are restricted to course offerings because of space on base. A meeting will be set for Tiesha, Jan, Paula, and Kristy to meet and discuss options of courses at Edwards and California City and how to publicize these offerings. Kim said that she would like to be included in how to publicize at these locations.
 - b. ESCC – Greg is doing counseling at Bishop and Mammoth High School from now through April. The Nursing program started at Bishop/Mammoth and concerned with the number of nursing students that failed their first exam (7). Kim suggests this may be due to students taking BIOL C121/122 instead of BIOL C251 and 255. Kim is going to see if this is the case.

2. Long Term Ed Plans as part of each counseling appointment
 - a. The LTEP should be discussed in every counseling session. If you are on DROPIN's, schedule them to come in at a different time to do this. We need to be doing this for every student. It will be a requirement for VA and FA students. (Paula's note: LTEP's do not have to be discussed at every counselor meeting. The request is to have an LTEP done for every Cerro Coso student. The LTEP can then be updated each semester as needed. Currently, VA students do need an LTEP done so that the semester program approvals follow their LTEP.)
 - b. When doing a LTEP, list areas of general education, not actual classes. Only list actual classes for major requirements, English, reading, and math.
 - c. The LTEP is flexible, so if a class is not offered during a semester that you originally have it on the LTEP, be sure to update it each semester. There is an electronic version of the LTEP, but if you prefer a hard copy that's fine. It's up to you.
 - d. Karee reports that pathways will be done by the end of this month. The pathways will be a helpful tool when working on the LTEP.

3. LTEP Format and what to be discussing
 - a. The format may change but for now we will use the current format. The change of format will come from the state.

4. Program Approvals tied to LTEP/VA and FA (Paula's note: Financial Aid students are **not currently required** to complete a LTEP, but we are looking at requiring this in the near future along with a program approval. **PLEASE do not request Sylvia** add the requirement of a LTEP yet on the website because it would inaccurate information.)
 - a. Students who are receiving FA will need to have a program approval (similar to the VA program approval) as well as a LTEP.
 - b. It was discussed that an electronic notification be sent to FA letting them know that the program approval and LTEP are complete and in the students file, rather than submitting a paper copies to FA.

5. Calendars and developing annual calendars for next year
 - a. In our Feb. 15th meeting 1:00-3:00 we will be creating a calendar for the next school year

Action items:

Missy mentioned that in SWACOUN putting FLWP and CB, the computer will not recognize this as part of matriculation. Jan will email everyone to let them know this.

Karee will update the Matriculation Checklist to include the LTEP as a requirement under the FA section. (Hold off on this.)

Jan will work with Sylvia to put the LTEP requirement on the FA, VA and A&R websites. (Hold off on this.)

AGENDA for counseling staff meeting 2-15-2012

IWV staff only meeting in Career and Transfer Center

- Process for new and revised programs/certificates coming out of CIC/call Heather
- Discussion about new process of mandatory extended orientation before assessment
- Discussion about equivalent matriculation process for online students
- Review of extended orientation outline, location of orientations, other details
- Calendaring of workshops, orientations and assessment through June 30 and next academic Year
- Flyer created by Amy with changes
- Clarifications of issues/Venting if needed

Meeting Notes for Counseling Staff Meeting

Feb. 15, 2012

Attendance: Paula Suarez, Jan Moline, Missy Gross, Terri White, Amy Kennedy, Paula Caudill, Kim Blackwell, Abbie Richer, Karee Hamilton, Pam Godfrey, Penny Talley, Heather Ostash, Jennifer Schwerin

- Process for new and revised programs/certificates coming out of CIC – Heather
 - Faculty are required to submit new programs and classes mid-fall semester, so that it will be put in the next year's catalog. If not submitted then it will not be in the catalog for next year and it will have to wait until the new publication of the catalog.
 - Addendums will be used for corrections not new programs or classes
 - Majors will be ready for Amy to turn into major sheets for us to use with student for the following academic year every year in March. This will be the cycle from here on out.
 - The only issue is the CSU/UC do not approve classes for articulation until April of each year. The catalog will be approved by then so these changes will not be reflected in the catalog. This will have to be an ongoing discussion and these updates will need to be reflected in the addendums.
 - No Major sheets for 11-12 year. Paula and Amy will review the majors in the 2010-2012 catalog and compare with addendum and update major sheets for 11-12.
 - CLEP will be discussed in our next counseling meeting.
 - Ex caption being made for implementation of the Engineering program approved October, 2011. Because this revision to the Engineering degree is so much more advantageous to students we can start discussing the new program with students now.
 - Remember, catalogs are our contracts with students.
- Discussion about new process of mandatory extended orientation before assessment
 - Students will be required to participate in orientation before they can take the assessment test. **This will be true for all sites.**
 - Paula C. will check the students signed up for the test to see if they have completed the orientation. If they haven't they will not be able to take the test and she will suggest an orientation date for them to attend first.
 - Karee assigned to spend money for Orientation materials.
- Discussion about equivalent matriculation process of online students
 - Current online orientation lacks the ability to be interactive with students.
 - Jan will create an orientation using CCC Confer for us to practice with and provide feedback. Scheduled for March 7th 4:00-5:00.
 - If successful we may consider this for PDQ workshops as well.
- Review of extended orientation outline, location of orientations, other details
 - Add Financial Aid to outline, they will come in and talk briefly
 - Notify Julie Cornett of the Orientation date and times.
- Calendaring of workshops, orientations and assessments through June 30 and next academic year **for all sites**

- We will do this in our next counseling meeting.
- Flyer created by Amy with changes
 - Review and give Amy feedback ASAP
 - Develop flyers for all sites
- Clarifications of issues/Venting if needed
 - Regarding counseling status to meet requirement for priority registration: new students need a counseling contact of any kind (reflected in SWACOUN as CA, CB) to receive priority registration. Second semester continuing students will need to have their educational plan completed and reflected in SWACOUN as CB starting next registration period, not this upcoming one.

Thank you all for your hard work and flexibility to roll with the fast paced changes.

Agenda for Counseling meeting

February 22, 2012, 9-10:30am

Announcements: Tiesha at IWV campus February 29 and March 14,

- 1) Counseling Mission Statement
- 2) SWACOUN discussion
- 3) Updated summer and fall schedules
- 4) Update on matriculation components and forcing orientation/Amy's flyers
- 5) Group participation for exciting new online orientation preview March 7, 4:00pm
Everyone should try to participate; can do it from home if you have a computer; Jan will send out access information
- 6) CLEP update related to English
- 7) Engineering program sheet and how we will be using to advise
- 8) Other

Check in from all sites.

Next all sites meeting on March 7

Counseling Meeting (IWV Only)

Feb. 29, 2012

Attendance: Paula Suarez, Jan Moline, Kim Blackwell, Penny Talley, Tiesha Klundt, Pam Godfrey, Abbie Richer, and Karee Hamilton

1.) Summer Schedule

- a. Summer schedule will be available on the G drive by next week, however do not advise students with this schedule just yet, because it may change.
- b. Pam will teach PDEV C101 on IWV campus TR 1:00-4:10. This class along with ENGL C040 and MATH C040 will make up the Summer Bridge Program.

2.) Priority Registration schedule/Drop in?/Concurrent Enrollment

April 12-13

Veterans

Foster Youth

Former Foster Youth

DSPS and EOPS

April 14

Honor Students

April 15-21

Continuing students with less than 100 units attempted (excluding students on academic probation 2 and disqualification.

Prior year graduates

April 16

High School students who have completed, assessment, orientation, and counseling

April 17

Graduates

April 22-25

New students who are fully matriculated

April 26

Open Registration

May 3

Concurrent Enrollment registration for high schools **INSIDE** our service area

May 10

Concurrent Enrollment registration for high schools **OUTSIDE** of our service area

DROPIN Schedule:

Special Services – April 4th- 12th

General Population – April 12th – May 11th

3.) Degree Works/Phase II/March 28 meeting in Bakersfield

- a. Degree Works is an automated system that “talks” to Banner. A student can do an audit to see where they stand as far as what they need to earn a degree.
 - b. March 28th training in Bakersfield (Jan, Kim, Amy, and Karee are going)
 - c. Phase I - data entry
 - d. Phase II – train people to use it and give feedback
 - e. Goal is to have Degree Works up and running by Fall 2012
- 4.) Tiesha and training on campus
- 5.) Other
- a. Articulation Conference on March 2nd:
 - i. CATEMA – a system for giving credit for articulated ROP courses.
 - ii. Complete and update Articulation Agreements with the high schools
 - b. Banners on Sale – send Paula your ideas for Banners that you may want
 - c. Orientations
 - i. Julie available, however she does have another person to cover orientations while she is on maternity leave
 - ii. Need two more Orientation dates, Kim suggested Flex Fridays
 - iii. March 29th Orientation for HS students and their parents. Give information to Natalie to publicize and publicize at Parent Night
 - d. Reminder – Parent Night March 14th and HS Collaborative Meeting March 16th
 - e. Discussion on Long-term Education Plans



Counseling
03/07/12
Meeting Location (ex: MB 212)
9:00am-10:30am

AGENDA

- I. Check-in; How's it Going?
- II. Site reports on plans for implementing orientations, prob/disq workshops, SEP workshops
- III. SLO Data Analysis: Here is the Data, here are our completion percentages. What were our targets? What does the data tell us?
 - a. Is the data accurate?
 - b. Reliable (not enough historical data to determine if reliable—statistically defined as consistency of data sets)
 - c. Valid (are we measuring what we thought we were? Validity—statistically defined as the degree to which a test/instrument measures what it is supposed to measure)
- IV. Student Satisfaction Survey has gone out.
- V. Fifth Graders (500?) coming to visit.
- VI. High School Counselors Collaborative Meeting Agenda for March 16.
 - a. What do you want to see on the agenda?
- VII. Grad Evals; particularly any using the 11-12 Addendum
 - a. Engineering Pathway/Degree
- VIII. Concurrent Enrollment—Changes coming
- IX. Future Meeting Dates: 02/15/12 IWV only, 02/22/12 ALL SITES
- X. Adjournment

Counseling Meeting Minutes from April 25, 2012

In Attendance: Missy Gross, Jan Moline, Karee Hamilton, Amy Kennedy, Kimberly Blackwell, Abigail Richer, Greg Kost, Tiesha Klundt, Pamela Godfrey, Penny Talley, Paula Suarez.

- To check and see if a student has updated, go to SGASTDN, at the top right hand side put in the semester you are checking for an update, next block, and if the semester that appears matches the semester you put in then the student has updated for that semester. This is useful when working with a concurrent student because A&R will not be able to put them in a class if they have not updated.
- Reminder, no one gets more than 8 units for summer without very good cause; for instance, they are getting ready to graduate or transfer, they are a good student, and need an extra class to finish at Cerro Coso. Please check with me if you have questions on a specific student.
- On the repeat form for a third attempt to take a class, the V.P. (Heather) **does** need to sign off on the form.
- Your SARS schedules have been extended to June 30. Please put in your own schedules from May 14 through June 30.
- No limitations regarding concurrent students taking PE classes
- For VA students: Please complete an SEP including college units completed as of the date you do the SEP. Sign and date the SEP at the bottom and attach with the VA program approval.
- V.P. has stated that 3 units minimum are required to qualify for work study in summer. (Not that there will be that many students approved for work study.)
- Related to the discussion regarding hard copies of official transcripts. Apparently A&R has been sending the hard copy back up to the counseling office after putting them into Laserfiche. I have to admit that I did not know that A&R was no longer keeping a hard copy. I talked to Heather about this and we agreed that the counseling group needs to talk about how we want to deal with this. Maybe this is a May 8th topic?
- Last item, Heather is fine with attaching a copy of the repeat form to an audit request if the repeat form has a recommendation from the V.P. (Heather) that the student may want to audit the class as an option to repeating. (for example, a math level like MATH C040 to get the skills to test out of the class and move on to the next level.)

Next meeting May 8

Counselor Retreat Agenda – May 8, 2012

- 9:30am Meet in Counseling Office
- 10:00am Move to room 709
Catalog changes/levels in reading, writing, math
Curriculum changes
- 10:30am Updates related to SB 1440 (Transfer Model Curriculum)
Dual Enrollment (handout)
- 10:50am Transfer Conference information from group
- 11:20am PowerPoint presentation of SEP, Prob/Disq, Orientation workshops
- 12:00pm Lunch in counseling center (take your break) Tiesha, see Paula regarding summer hours
- 12:30pm Back to room 709
Degree Works presentation
TES presentation
- 1:30pm Updates regarding EAP, how to properly enter information in SWACOUN, SOATEST
- 2:00pm Back to counseling office to discuss summer hours
Graduation evaluation process and transcript process
Greg and SARS
- 3:00pm Thank you for all your hard work and patience this past year during a most trying time for both Cerro Coso, and California Community Colleges. Enjoy your break and come back refreshed and ready for a great year!