All Counselors’ Meeting Agenda
Thursday, November 29, 2012 • SDS 128 • 2:00 – 4:00 pm

Please note: We are in the classroom 😊

1. Committee Reports
   a. Academic Senate – Layla/Burt
   b. Curriculum – Marcos
   c. Distance Education Advisory Committee – Mary/Kim
   d. Outcomes Assessment – Tina/Eric/Donna L./Layla
   e. Transfer Update - Leticia
   f. YFA – Hanna/Donna L.
2. Campus Updates
   a. Instruction
      i. Spring 2013/Early Summer – New sections may be added (Prop 30 Restoration)
      iii. Fall 2013 schedule on PiratesNet Mar. 18, 2013
   b. Mental Health Regional Strategizing Forum – Friday, Nov. 30th 10:00 am- 3:00 pm
   c. Title V Mini-Grant – submitted for MBTI/SII Interpretation 3-day training
   d. Matriculation Comm transitioning to Student Success; consider joining
3. Guest: Peggy Fikse, Financial Aid (2:30 p.m.)
   a. Fin Aid Appeals Process
4. Inservice Training (3:00 p.m.)
   a. Instructional Faculty Advising Tool Kit Training & Feedback – Linda Wong & Leticia Cavazos

Future Agenda Topics
Mental Health First Aid (Dates set. Feb. 12 – Mar 5)


Absent:  P. Crittenden, E. Ivory, T. Maldonado-Balance, B. St. Urbain

Facilitator:  Lorena Dorn

Recorder:  Donna Yarnal

STANDING ITEMS

1. Academic Senate
Layla shared info about the Mental Health Grant, (based on recent Academic Senate representation by A. Herrera.) There are 3 components of the grant: peer-to-peer support, suicidal prevention, and staff/faculty training. Lorena referred to the on-line, interactive training on this subject. Based on a report from the State Academic Senate Layla provided an overview of the Student Success initiative. College Council is in need of faculty representation, and 3 student services seats.

Action Item:
Who:  Burt Shook
What:  E-Mailed list of positions to all

2. Distance Advisory Committee - M. Silva reported that the group seems to be waiting for Direction/Leadership to move forward re. the charge of this committee. Blackboard will continue to be used for another year. Accreditation is very impressed with our DE offerings. Concerns expressed about students in online classes who earn high grades (A, B) who barely understand English – how is this addressed? Issue/concern with ESL students that take online classes and earn high grades, suspect that sharing of answers is taking place. The charge of DEAC is not to police issues of that nature, however. Kim shared information regarding a sub-group of DEAC – that is piloting student advising using “joinme” which allows a user to share their computer screen and access to use of a mouse to fill in the ed plan. May also consider offering the feature to students who call to ask about advising. Tina has also used the program. Kim and Tina discussed their experience of working on an ed plan with a student using joinme. This sub-group includes representation on campus from the library, tutoring, the STEM grant, etc. Divisions are being surveyed for feedback as well. Group tutoring is also being piloted.
Curriculum - Marcos announced that 3 new AS-T’s will be effective Summer, 2013; Admin. of Justice; Business Admin; Kinesiology. Engineering and Interior Design courses have been inactivated. Viewing the webinar re: AA-T’s and AS-T’s would be beneficial for Counselors to become familiar with the new degrees. CSU Mentor has information on which sites are offering the AA-T’s, AS-T’s.

Action Item:
Who: Lorena Dorn
What: Will forward link to the webinar re: AA-T’s, AS-T’s

Action Item:
Who: Marcos Garcia
What: Will check xxx related to AA’s, AS-T’s

3. Guest Peggy Fikse, Financial Aid
Peggy emphasized that E-mails (regarding a students FA status) from FA to students are SPECIFIC. FA eligibility is now calculated Term by term. Soon all students who have attempted 90 units by the end of fall will receive notices and may not receive aid for Spring. If a student has an ed plan that has been done within the year they will NOT have to appeal. Current term (Spring 2013) classes must be on the ed plan. Peggy suggests that staff use a statement such as: “The Federal Government is no longer funding you….you have to be progressing and making progress.” The LEU Lifetime eligibility for FA is tracked via a national database. Many students are either maxed already, or close, which only affects the federal pell grant (the primary grant) 6 full-time academic years is the cap. There is no appeal process and no forgiveness. (144 units lifetime, regardless of the type of unit (degree applicable or not.) Discussion about dropping students who seem to be abusing FA.

Stating an anticipated completion date isn’t necessarily critical (on the FA appeal.) Peggy reviewed current policy re: FA appeal. Students are notified about their eligibility. Students with 2.0 or higher with fewer than 30 units attempted will be able to appeal w/o seeing a counselor. If FA does approve their appeal they are advised to see a counselor during the semester. Students with a low GPA will have to wait for FA. Majority of students have been denied funding for spring. Those who may be exempt can submit a request for reconsideration if they provide documentation. Use of this notification will hopefully limit/shorten conversations staffs (front line) often get involved in.

Tina shared that she views FA appeals as an opportunity to consider how she might be able to help the student become successful by reviewing their eligibility for an appeal with them. Discussion about students who are returning to school for a different degree due to current employment challenges – should they be considered to receive FA, or perhaps they already received it, so should another student be funded instead? Suggestion to thoroughly explain the LEU to students so they are aware of the options to use it at the community college, or consider saving it for use upon transfer? Students are well informed of the Terms of agreement, SAP, etc. that they signed/agreed to initially. FA has very limited loans for students in the nursing program. Nursing students (also respiratory care) in the nursing program only need to inform FA they are in the program. There are 2-3 student ambassadors in FA who can assist students at the computers in the lobby of Fin’l. Aid. A FAFSA can be submitted as late as June and if qualified a student may receive FA for the preceding
fall semester. Once a student has a degree, the federal pell grant is no longer available; the BOGW is the only aid they might receive. FA is intended when a student is pursuing a degree at the institution where the program is available, for example, it is unlikely a student would receive FA for a program that isn’t offered at MJC even though it may be offered elsewhere (Delta, Merced, etc.) Suggestion that FA Limitations are emphasized in all future new student Orientations.

**Action Item:**

**Who:** Lorena Dorn  
**What:** Will forward link provided by Pam Aguilar re: AB540

4. **In Service Training:**

STEM Tool kit (faculty advising resource) a draft or model to be used for faculty advising – worked on by Linda and Leticia in May. Includes materials they felt would be helpful for faculty when meeting with a student. They emphasized what they shared is a DRAFT – they welcome counselor feedback on revisions (items to include, eliminate, etc.) Document reviewed/discussed: Includes what advisors should NOT do, emphasizing that faculty advising is not intended to replace counseling. Acknowledged that many documents will require updating annually. Not all faculty are aware of current graduation requirements. Transfer info broken down by CSU/UC is provided. The document reiterates the importance for students to meet with a counselor, is mentioned several time throughout the document. It is anticipated that the STEM counselor will finalize the document. Linda and Leticia plan to visit disciplines to share the resource. The idea to offer a session inviting faculty that want to attend as opposed to assuming all faculty intend to participate in advising. Discussion re: liaison involvement regarding the sharing/dissemination of the resource. Some documents were intentionally included so faculty will be aware about how complicated transfer can be (validating the necessity to see a counselor.) Some information is directed more toward the student. Should serve as a good means for faculty to be aware of the vast amount of information that counselors are expected to be aware of, not that faculty will necessarily be expected to have the same level of knowledge/expertise. Discussion about the idea of providing a “catalog exercise” for faculty advisors to experience the process from a student perspective.

Lorena encouraged staff to use Degree Audit so the “bugs” can be worked out. Counseling should plan to demonstrate the use of degree audit with faculty advisors. Eventually students will be using it independently, which could become a catalyst for future questions – therefore expertise with DA will be imperative. The Student Success Act (Funding based on delivery of service) indicates that we will be funded solely for services we provide. (i.e. Advising, assessment; priority enrollment will also change – Completion of the matriculation process may result in priority registration for the student.) Concerns about buy-in, support from “the top” re: faculty advising were expressed. Lorena assured staff that it is supported. SARS will most likely be utilized so faculty notes when meeting with a student will also be practiced. Discussion regarding the STEM Counseling position, will be on December Board Agenda – Andre Thomas is the name being forwarded.

5. **Other:**

Lorena informed staff that Molly Boyatt is taking the lead in cleaning up SARS due to the widespread use of the software on campus, previous lack of standardization to be rectified.
1. Office Operations
2. Budget Input
3. Student Learning Outcomes
4. Program Review (update only if there is new information)
   a. Faculty Training for Advising – Done!
   b. Develop Video Resource for Ed Plans – Hanna & Eva
   c. Tools for “Undecided” Students – Done!
5. Hiring
6. Guidance Courses and Other Counseling Program Issues
   a. Catalog Ideas/Recommendations - Dean
   b. Online Counseling Appointments
      i. Join.me Demo - Kim
   c. Spring 2014 Course Schedule
   d. Stipend for 2013-2014
7. Strategic Goals & Planning
   a. Summer BBQ?

Have a restful and relaxing summer!!

See you next year 😊
Present: Alida Garcia, Leticia Cavazos; Linda Wong; Marcos Garcia; Tina Giron; Pamela Crittenden; Eric Ivory, Dana Hanlon, Pam Loyd, Barbara St. Urbain, Eva Rivera-Jara, Kim Bailey, Mary Silva, Elizabeth David.

Facilitator: Lorena Dorn

Handouts: Catalog

1. Office Operations
2. Budget Input
3. Student Learning Outcomes
4. Program Review (update only if there is new information)
   a. Faculty Training for Advising – Done
   b. Develop Video Resource for Ed Plans – Hanna & Eva
   c. Tools for “Undecided” Students – Done!
5. Hiring

Lorena asked who would be interested in serving on the hiring committee for Dean’s replacement (which will be over the summer.) Discussion about language in the Counselors Handbook re: hiring process. Lorena excused herself from the meeting to get the Handbook.

Question asked about what would happen if there are more retirements, will those positions be filled? Concerns expressed if we were to dwindle to a staff of 6 counselors to serve all the students. Selection committee discussed. Eric volunteered to serve on the committee, sharing that Dean had shared information with him re: the history of counselor to student ratio. Lorena shared that, Statewide a formula of counselor to student ratio is currently under development. Discussion about counselor to student ratio in special programs vs. the ratio in general counseling. Concern with accuracy with respect to how staff are deemed as a counselor, is it consistent, standardized. Pam Crittenden agreed to serve as an alternate; Eva Rivera-Jara offered to serve. Several faculty names were suggested as possible Committee Members; Classified Representation suggestions were Cheryl Garcia or Molly Boyatt.
6. Guidance Courses and Other Counseling Program Issues  
   a. Catalog Ideas/Recommendations – Dean  

Review of handout provided by Dean to include review of recent meeting with Susan Kincade re: catalog production. Susan had agreed to wait until the fall to receive input from Counseling re: the catalog and how it should flow, yet Dean prepared the handout anyway. Dean shared his opinion on the importance of keeping information re: accreditation in the front. Dean suggested the inclusion of an Org. chart in the catalog. Dean described his idea of how the catalog might flow from the perspective of someone brand new to the college. Examples he pointed out such as Community Ed placed toward the front of the catalog, suggesting it be moved further back. Discussion about previous catalog versions (2004) when the organization was better. Ed Code does state what information is mandatory for inclusion in the catalog. Discussion that vital “new student” information be placed in the front part of the catalog, with less critical information toward the back. Lorena shared that she and Brenda have discussed the catalog and they both feel a catalog committee should be implemented.

Dean announced his plans to retire, sharing that he is #2 on the faculty seniority list. He emphasized that the strength of the department is in doing things together.

b. Online Counseling Appointments  
   i. Join.me Demo – Kim  

Kim gave an overview of www.join.me.com as a possible means for online advising appointments, stating it can even be used for group advising. Use of the site doesn’t require opening an account. There is assistance and resources available on the joinme website. It can be used from an IPad, I Phone, Android, etc., Kim has tested the use of it with her personal I-phone. Your screen can be shared with the student, Kim often shows students she is working with on the site an Ed Plan on the screen. There is a chat feature with the software as well as the ability to send files without having to exit the program and access Outlook. The software is free however there is a “pro” version for $75/year (per user.) The tutorial was demonstrated, it is very easy to use. Kim and Tina also gave a demo of it with Tina posing as a student. Kim shared that she has received very positive feedback from students she has worked with on the site. Lorena asked how many counselors are willing to try it this fall? (As a scheduled appointment.) About half the staff is interested. Suggestion was made to consider conducting an on-line workshop using join.me. Tracking of use was asked, discussed differentiating on SARS GRID that it is an on-line appt. versus our traditional face-to-face appointment. The issue of ascertaining student identity was raised, perhaps asking what classes they are enrolled in would be one way. Suggestion was made to establish a “pin” number created by the student like financial aid does.

c. Spring 2014 Course Schedule  

Spring course schedule (2014) 23 sections; feedback from on-line instructors was that no more than 50% of the total offerings are on-line; discussion about the impact on signing up for
sections if the suggested changes were implemented. 23 was arrived at based on 2 sections taught by all staff available to teach, with Kim Bailey teaching just one Guidance 110 section.

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<tr>
<th>110</th>
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Suggested modification: 15 face-to-face, 9 online.

Lorena posted the above chart on the white board for discussion.

A proposal was made to add sections to be taught by adjunct staff.

Suggestion made to modify the sign-up list routing where only 1 section is chosen at the first round, then it is re-routed a second time.

Suggestion to eliminate 112 and replace it with another offering of 110 instead.

Job interviewing and resume development was mentioned in the Operations model. 6 to Counselors voted to eliminate Guidance 112 and offer another Guidance 110 section instead.

The bigger issue is that we are clearly understaffed!

The schedule needs to be built with a variety of offerings to meet student demands (evenings, mid-day; on-line, etc.) Lorena asked for recommendations from staff.

Team teaching was mentioned.

Lorena again asked how staff wanted the Spring class schedule to appear.

Option B (the changes to the spring schedule) was voted in.

d. Stipend for 2013-2014

7. Strategic Goals & Planning
   a. Summer BBQ?

Discussion regarding CAT member/Academic Senate representation – voting held Hanna Louie and Tina Giron. Tina Giron was voted in as the newest CAT member to replace Linda Wong.