



# ***Guidance and Counseling Minutes***

***Date: 9/1/06***

***Facilitator: Debra Louie***

***Minutes: Sara Rosenkilde***

**Present:** Mai Xiong, Pam Muckenfuss, Jack Saunders, Staci Miller, Grant Narita, Dan Baker, Mark Mekjavich, Randy Gaines, Jim Leach, and Debra Louie.

**Guest:** Eloisa Millan

## **Introductions:**

Debra welcomed everyone to the first division meeting of the year. She reminded the group that she was the first of the counselors to facilitate at last year's first meeting. She asked each of those present to share a positive note about something that happened for them during the Summer time.

Eloisa Millan shared with the group that she would like to attend as many of these meetings as possible in her attempt to learn more about role/service that general counselors provide.

## **I. Agenda Building**

Debra reviewed the proposed agenda and asked counselors for input on agenda items. It was agreed that if time permits, she would discuss the status of Transfer Admissions Agreements. This was added to the agenda.

- **Projects Status Report – Mark**

Mark briefly introduced the PSR, explaining that he prepares this for VP Williams once per month and will continue his practice of going over this with counselors at the next division meeting after it is submitted. Mark reviewed a variety of program activities and issues including Academic Alert; Puente; personnel issues including the counselor evaluations, employment of adjunct and our vacant clerical positions; academic probation and the attendance of two of our counselors at a Fall Student Success conference in San Diego; student grievances/appeals; the completion of our program review; the outstanding performance of our summer orientation program (reviewed stats); Welcome Day; maintenance issues; office security; the status of the TRIO program positions; and Counselor Collaboration Day planning committee.

- **First of Semester Debrief – Discussion**

Counselors offered several suggestions on ways in which we might improve on Summer processes. It was suggested that students should not have to wait outside on hot days. It was agreed that the Career Center should be used for waiting when the weather is very hot.

There was an extended discussion on problems related to course offerings....or lack thereof. Mark suggested that it would be useful to have the division deans participate in this conversation and promised to set up a combined meeting of counselors/deans to discuss counselor ideas about what is offered and how it is offered.

- **Fall Retreat**

Deb reminded the group that it has been almost one year since our last combined counselor retreat....last October. It was agreed that this should be discussed with the combined counseling group.

- **Orientation (Guidance 100 changes)**

Mark reviewed the shift in assessment from primarily paper/pencil to primarily electronic. There was a discussion on how to incorporate the ACE presentation (Guidance 100) into this new format. All agreed that it is important to continue the minororientation, though it is not clear how this will be done in this new assessment environment. Sharmila is working on an electronic version of Guidance 100. It is expected that this will be implemented in early Spring.

- **Transfer Admissions Agreements**

Deb reviewed some of the “dos” and don’ts” of Transfer Admissions Agreements. She responded to a number of counselor questions on these. She expressed her belief that these should be taken very seriously – that if they’re going to be done they should be written in a high quality way.....with attention paid to the detail and accuracy of information provided. She provided a list of tips to counselors that can make the TAA appointment more efficient and less time consuming. It was agreed that Debra should share this with the general counseling group.

**The meeting was adjourned at 10:30**

# **Guidance and Counseling Issue Bin**

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Program Review

Gateway/Bond

Academic Probation

Scanning Project

Guidance 71/41

Travel Update

State Academic Senate

Region 5 Issues

Overload

Liaison Responsibilities

Danner Hall After Gateway Building

# ***Guidance and Counseling Action Plan***

- Travel Accounts/Sara/Ongoing