



Dean and Counselor's Meeting

April 5, 2016/ 2:00-4:00 PM /1687

Meeting Minutes

LPC Mission Statement

Las Positas College is an inclusive learning-centered institution providing educational opportunities and support for completion of students' transfer, degree, basic skills, career-technical, and retraining goals.

LPC Planning Priorities

- ❖ Establish regular and ongoing processes to implement best practices to meet ACCJC standards.
- ❖ Provide necessary institutional support for curriculum development and maintenance.
- ❖ Develop processes to facilitate ongoing meaningful assessment of SLOs and integrate assessment of SLOs into college processes.
- ❖ Expand tutoring services to meet demand and support student success in Basic Skills, CTE, and Transfer courses.

Meeting Name

Members Present (voting):

Members Present (non-voting):

Members Absent:

Meeting Guests:

1. The Meeting was called to order by Barbara Morrissey at 2:05 PM
2. **Review and Approval of Agenda**
Joel Gagnon added Sub point 4B – Writing for Accreditation
Jill Oliveira moved to accept the agenda. Joel Gagnon seconded the motion. The agenda was approved by consensus.
3. **Review and Approval of Minutes of March 1, 2016.** Michael Schwarz noted a correction on the name of "Cranium Café". The minutes will be sent out for approval after the correction.
4. **Meeting accreditation standard of providing comparable service to online students.**
 - a. Gabriela Discua said Cranium Café is a good way to meet accreditation standards. Twenty-seven schools are using the software. She passed out a printed summary of features offered by Cranium Café. Other colleges are using the software for online counseling. Cranium Café is ADA compliant. Students can schedule their own appointments. Video chat is available for multiple students at once. Cranium Café offers online training on how to use the features. Tracking and reports are done through the Cloud. Storage in the Cloud is unlimited. The software could replace SARS. The use of the software could be open to anyone school-wide as it is charged by FTE. Las Positas College would be given the same price as the pilot schools.
There was concern about the technology driving the way counseling is done. It was agreed that a demonstration should be done. Michael Schwarz said there is an ongoing discussion about replacing Blackboard with Canvas. Cranium Café can work with Canvas. Gabriela Discua was given a contact at UC Berkeley to find out how they use the system.
 - b. Joel Gagnon said Roanna Bennie, VP of Academic Services, has asked to meet with him about writing for accreditation on the Distance Education Follow-up. He wrote a lot of 2B on the Distance Education side. Scott Vigallon and Tina Inzerella are on the committee. Joel is willing to serve on the committee.
5. **Equity Fund/Umoja Learning Community**
The original proposal for Umoja by Eric Bell was pulled back and reinvented. They are looking at getting a learning cohort. Jill Oliveira is

co-teaching PSCN 30 in the fall. Through EOPS the students will be eligible for ancillary services. Jill said EOPS students get priority registration. There are close to 20% African American students in EOPS.

6. **LPC Outreach – High School Presentations**

Rafael Valle asked if Counseling will be delegating High School outreach to Mike Alvarez, the new Outreach Specialist. Mike Alvarez could do the marketing to high schools and the Counselors would keep the professional contact. Joel Gagnon noted that it will be great to have the Outreach Specialist with the Counselors for the Tri-Valley College Night. It was decided to invite Mike Alvarez to the next meeting to ask him what his plans are for outreach to the high schools and get an understanding of his job description and responsibilities.

7. **Adjunct hiring and training**

Barbara Morrissey said there is a need to coordinate the adjunct with the full time hiring. Applications are still being submitted. A contact person is need to forward the emails and resumes. Michael Schwarz said a proposal and time frame were sent out. The training will be done in the summer to get adjuncts ready for Fall. Applications should be open from April 1 to May 15th.

8. **Informational Items**

Barbara Morrissey passed out the new LPC Brochure. Counseling can order as many brochures as they want. These will be great for the high school visits. Each division was asked to send information to hand out to the students.

Barbara Morrissey said last summer it was agreed to do rotational seniority for summer. Two Counselors will be needed on the schedule in June, Three in July and Two in August. Barbara Morrissey will send out the sign-up sheet.

Barbara Morrissey said counselors are in demand all over campus. Vicky Shipman wants a counselor to work 20 hours per week with CTE. Umoja will need a counselor. Gilberto Victoria is providing counseling for the Veterans. The program director and counselor for the HSI grant has not been filled yet. The Arts and Humanities division wants a counselor because the Dean saw another college had a counselor for specifically for the theater people. Barbara Morrissey said Counseling may have to rethink what they do and how they do it. Paula Schoenecker added that the college has a new Adult Education Manager. The college is starting a non-credit adult education program.

They want Angella VenJohn to work with them. Jim Gioia and Paula Schoenecker are working with them as many of the people in the program have learning disabilities. The English department is involved looking at basic skills and adult education. This is part of the Adult Education Block Grant.

Concern was expressed over counselors being hired without the Counseling division's input. It could be construed as disassembling the department. The Counselors would like be part of the decision making process to make a cohesive team. It is necessary to be mindful of the whole dynamic. It was asked if the topic could be carried over to the next meeting.

ACTION:

Barbara Morrissey said the discussion would be put on the agenda for the next meeting.

Rafael Valle said Puente has changed due to multiple measures. They were struggling to get students to the correct levels. In spring semester students will go into English 104. Angella VenJohn said the discussion was that if a student had a 2.5 GPA in high school the system will automatically place them in English 1A. This year students will have to take the test as well. It is still up for discussion.

Brian Owyong reported that there was a concern in the Health and Safety committee that security officers on campus are not armed. The committee is talking about different ways to arm them.

Jill Oliveira said the EOPS program is still trying to grow. There is concern over small EOPS programs competing with larger programs for funding. Chabot College's District match is higher than Las Positas College's entire allocation.

9. Adjournment

The meeting was adjourned at 4:00 PM.

10. Next Regular Meeting May 3, 2016