

DSS Division Meeting – Zoom

Friday, May 7, 2021 / 12:45PM – 2:30PM

Agenda

1. Call to Order/Review of Agenda & Approval of Minutes

Meeting was called to order. Minutes from the prior meeting were not reviewed.

2. Announcements

Welcome to Nora Angel. Jane Medeiros transition to Counselor Assistant I position. Dean Elizabeth mentioned she just got approval today for this change. Continue to copy Jane is email correspondence for now while in transition as Nora may not have knowledge of how to proceed or respond. Jane will be working to help support the needs of the counseling division.

Discussion of Counseling hours for Fall 2021 - Talked about the hours Dr. Foster was proposing for Fall. Dean Elizabeth did not want to hold up scheduling and determined counseling hours would be Monday, Wednesday and Thursday from 9:00am to 5:00pm. Tuesdays would be from 9:00am to 6:00pm.

Fall scheduling - Joel Gagnon mentioned he would adjust schedule to add the Tuesday block of 5:00pm – 6:00pm. Joel to work on schedule and provide it to all the following week. Joel explained he is trying to keep consistent with last semester. Any requests outside the normal would need to go through Dean Elizabeth. Looking like counselors will be virtual but keep in mind at some point will be open to in person contact and may be on 9am-1pm basis to begin with.

Smart Shops - Jared Howard spoke to Terrance in the Transfer Center. Smart shop currently scheduled for Fall 2021. Will be looking for volunteers in the beginning of the Fall semester. First workshop in August. Thank you for your support with these workshops.

3. Committee Assignments

Joel Gagnon shared document with the committee assignments. Joel asked to be kept informed of any counselor on a committee for a multi- year term and those counselors moving into the second year of their term. Discussion was held regarding assignments while Joel updated the document accordingly.

4. Division Meetings

Discussion was held regarding proposal of Senate meetings on Wednesdays from 4:00pm to 5:00pm. Division meetings to be held the first Friday of every month. Dean Elizabeth thanked the counseling team for their flexibility.

5. Counseling Forms Discussion

Petition Process - There is a need to review forms. A lot of forms are outdated. Some forms have multiple versions. Dean Elizabeth going to have Jane work with her on this project. Informed counselors activating petition email. Dean Elizabeth opened discussion on the petition process. Joel Gagnon shared flow chart. Discussion held on the processes' and Joel made the necessary changes to the flow chart. Celestine Rowe commented flow chart missing Financial Aid appeals. Dean Elizabeth thanked those helping with the process. No discussion held on procedures for requesting in person counseling/staff hours in the Fall. Moved to guest speaker. Dean Tamica Ward had another meeting to attend. Moving her up on the agenda.

6. Guest Speaker

Dean Tamica Ward taking questions and providing updates on the enrollment process. Joel Gagnon asked regarding script for enrollment dates. Christina Lee asked in regards to the auto awarding of degrees. Dean Ward looking to establish process.

7. Cranium Café

Christina Lee provided update on Cranium Café as well as provided counselors with the Cranium "Student End of Meeting Data". Asked team to review and will follow-up with email. Contract soon to expire. Not sure if college will continue with Cranium Café. Christina wanted DSS staff to be aware.

8. Pending Items

No discussion of ADT transfer or PCN courses.

Meeting adjourned.