



# Dean and Counselor's Meeting

May 3, 2016 | 2:00-4:00pm | 1687

## 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.

## Dean and Counselor's Meeting

### Members:

Angella VenJohn  
Brian Owyong  
Christina Lee  
Gabriela Discua  
Heike Gecox  
Jill Oliveira  
Jim Gioia  
Joel Gagnon  
Marina Lira  
Michael Schwarz  
Michelle Zapata  
Paula Schoenecker  
Rafael Valle

## Agenda Item

## Presenter

### 1. **Call to Order**

The meeting was called to order at 2:02 PM by Michael Schwarz.

### 2. **Review and Approval of Agenda**

Motion to approve: Angella VenJohn

Seconded by: Christina Lee

The agenda was approved by consensus.

### 3. **Review and Approval of Minutes - March 1, 2016 and April 5, 2016**

The minutes of March 1, 2016 were amended. The minutes of April 5, 2016 were amended.

Motion to approve both sets of minutes as amended by: Jim Gioia

Seconded by: Michelle Zapata

Heike Gecox abstained

The minutes were approved by consensus.

### 4. **New Outreach Specialist, Mike Alvarez - Collaboration with Counseling and High School liaison**

Mike Alvarez introduced himself and outlined his plan for student outreach to the local high schools and community at large. He is in the process of visiting each division to find out what their needs are related to outreach. He is collecting outreach materials from all programs to use in creating an outreach web page. He is working with Vicki Shipman, Career Tech Education Project Manager, Guisselle Nunez, the District Public Relations, Marketing and Government Affairs director and Tim Druley, LPC web master, to develop a web page and a master calendar for all outreach events. He asked the Counselors to contact him with any outreach ideas or requests for his help. He is currently working out of the Career/Transfer Center where the Tri-Valley One Stop office was. There is a possibility that he may be moved to a different office. Diana Rodriguez is his direct supervisor.

Mike Alvarez heard that he will be taking over College Day, perhaps partnering with ASLPC. He will be working with the HSI grant and working on the Tri-Valley One Stop career fair. Additionally, he is making a tutorial video to market the college to ESL students. He will be coordinating with Counselors on what they are already doing with outreach to high schools.

Tri-Valley One Stop has not replaced the Las Positas College representative. Mike Alvarez is helping students as they come in but he has not heard of plans to replace the position yet.

### 5. **SAO's for Counseling - SLOs for PSCN Classes**

Christina Lee asked everyone where they were with SLOs SAOs. Jim Gioia said DSPS registration starts April 19<sup>th</sup>. The program put out a survey on advocacy to assess an SAO.

It was noted that SLOs need to be linked to the institutions core competencies. The college wants to see what students are gaining. Jim Gioia said one of the SAOs his program is developing is related to technology. The SAO is generated from what the students need and what the department's processes are then they are tied to core competencies.

Rajinder Samra spoke at the SLO committee. He said as an institution the college needs to hit an 80% competency to attain standard for accreditation.

### 6. **AA in Liberal Arts & Sciences - Areas of Emphasis (6 Programs)**

Marina Lira said the Curriculum Committee was presented with the possibility of housing the Liberal Arts programs in Counseling. Roanna Bennie has decided to create an interdisciplinary studies program that will house the Liberal Arts degree with emphasis attached. The ALSS Division will oversee the program. There are currently six individually identified degrees. This means there will have to be six different program reviews.

Michael Schwarz, Jill Oliveira, and Marina Lira volunteered for to do the review of the Social Science area of emphasis degree update contingent on it being housed in Counseling.

### 7. **Accreditation-providing comparable services for DE students**

At the last meeting the group talked about a task force for exploring Cranium café. Christina Lee, Joel Gagnon, Gabriela Discua and Jill Oliveira had volunteered to work on the task force. It was decided to have a demonstration of the program in August. The OEI is working on a recommendation for Canvas. The college needs to meet the accreditation standards for providing services to Distance Education Students. The third Tuesday in May the chancellor will weigh in on Canvas.

## **ACTION:**

Christina Lee will speak to Mike Bell about getting a demonstration May 17<sup>th</sup> from 3:00 -4:00 PM.

## **8. 3SP Planning Retreats**

A motion was made to table this item until after the 3SP Retreat by Angella VenJohn and seconded by Joel Gagnon. The motion carried by consensus.

The 3SP retreat will be Friday, June 3<sup>rd</sup> from 9:00 AM to 3:00 PM.

## **9. Informational Items**

### **a. Early Admissions update**

Christina Lee thanked everyone for their work on program planning sessions. May 3<sup>rd</sup> is the last day. Some students have reported that their priority registration date had not changed after the session. Students need to speak to Debbie Earney in Admissions & Records to have it corrected.

It was asked when the updates by IT were running. It used to be daily at one point it was weekly.

### **ACTION:**

Christina Lee will email Stacy Followill and Rachael Ugale on how often the updates are run.

### **b. Counseling hours using Google Docs**

Christina Lee has been using Google Docs for Fall Counseling hours. It has been convenient as Celestine Rowe can see the schedule at a glance.

### **c. Committee assignments next year**

Committee assignments were selected on the provided chart. Michael Schwarz will email the revised chart to Ginger Ripplinger.

### **d. A mockup of the new student handbook is being worked on by Gabriela Discua, Rafael Valle and Christina Lee. It will be sent to the printer mid to late May. The handbook will be distributed at orientation and program planning. 2300 new students are anticipated next academic year. Donna Reed has the emails of all students who have attended. She will email students that the handbook is available.**

## **10. Good of the order**

Michelle Zapata showed the group an example of a card she made with the Counseling appointment scheduling dates displayed on it. It would be printed on card stock and Michelle proposed it be handed out to students to remind them when they can schedule appointments each month.

Jill Oliveira showed the group a texting app called "Remind". A text can be sent to students to remind them of appointments. The students do

not need to download the application to reply. The application is free. EOPS will be using the application. It was noted that Diana Rodriguez has already paid for SARS texting.

Jim Gioia is working with the English department on Multiple Measures. He is concerned about some students qualifying for English 1A when it is not appropriate. If students receive a score below 40 they will be advised to see a Counselor. A set of questions will be drawn up to help create a safety net for students who may have been inappropriately sent to English 1A.

### 11. **Adjournment**

The meeting was adjourned at 3:47 PM