



Dean and Counselor's Meeting

August 16, 2016 / 1:00-3:00 PM / 1602

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):

Kimberly Tomlinson
Rafael Valle
Angella VenJohn
Jared Howard
Kent Gomez
Kimberly Burks
Joel Gagnon
Michael Schwarz
Gabriela Discua
Jose Calderon
Heike Gecox
Christina Lee
Marina Lira

Members Present (non-voting):

Leanna Jack

Members Absent:

Jim Gioia
Paula Schoenecker

1. Call to Order

The meeting was called to order by Barbara Morrissey, Dean of Student Services at 1:02 PM. Barbara Morrissey introduced the new Counselors. Kimberly Burks, Kent Gomez and Jared Howard will be working in General Counseling. Jared Howard will split his time in working with the HSI grant. Jose Calderon is the new Counselor for the Veteran's Office.

2. Student Services Staffing

- a. Barbara Morrissey congratulated Joel Gagnon, Marina Lira and Heike Gecox on being granted tenure.
- b. Celestine Rowe has been hired as the Senior Counseling Assistant. Interviews are ongoing for the Counseling Assistant I position.
- c. Rafael Valle is now the Faculty Coordinator of the HSI grant. Jared Howard is the Counselor for the term of the HSI grant.
- d. Five adjuncts have been hired. Three are ready to be put on the schedule. Two are still in the hiring process. Stephanie Foley will not be working any hours this semester as she is now working at Diablo Valley College. Sharon Hope is still on staff.
- e. The Vice President of Student Services left on July 8th. Her duties were split between offices. Barbara Morrissey showed a document on the duties she will be absorbing. An interim Vice President of Student Services will start in September.
- f. Rafael Valle will continue coordinating Puente for overload. Another Counselor is being sought to take over coordination of the program for the next academic year. Rafael Valle said that the State Puente office prefers that the coordination be done on a rotational basis. Puente will provide the training. Coordination can be done by two or three counselors. It is not necessary for the coordinators to be Latino. Training is mandatory and is done for seven days in summer. The assignment would be 50% counseling and 50% Puente. Anyone interested is invited to speak to Rafael Valle for details on the position.

3. General information

- a. Barbara Morrissey commended staff on their exceptional teamwork over the summer. Without being asked staff volunteered, stepped in and worked late. She commended those working on adjunct hiring, developing the manual and organization of training for the new part time counselors. She

thanked those who worked on setting up informational sessions for Cranium Café. Barbara Morrissey thanked everyone and said “We have outstanding people working here.”

4. Student Services Counselor Updates

a. **CalWORKS** **Kimberly Tomlinson**
EOPS is in the process of hiring an assistant. Volunteers for the hiring committee are being sought.

b. **Transfer Center** **Michelle Zapata**
Transfer Day is Monday, September 26, 2016. Michelle Zapata said she will be seeking volunteers to help with the event.

Representatives from Cal State East Bay and UC Davis have been scheduled for campus visits. She is in the process of updating the website schedule. Appointments to see the representatives are done through the Transfer Center website.

It was noted that the day after Transfer Day is a Flex Day.

ACTION:

Michelle Zapata will give the number of volunteers needed to help on Transfer Day to Barbara Morrissey. Barbara will work with Celestine Rowe on the Counseling Schedule. Part time Counselors will be called in to cover any gaps in the schedule.

c. **DSPS** **Jim Gioia**
No Report/absent

d. **HSI** **Rafael Valle**
Rafael Valle said the HSI grant is a very big project and he is excited to be a part of it. He said it is good that Jared Howard is on board. Rafael Valle's new office is in 1655. There is a cohort of 28 Latino students. The goal is to get the students to complete Math 1. The first year there will be a mentoring panel. Eventually there will be individual mentors. Outreach is being done at the high schools. The students will do Math 65 and 55 in the same semester. It was asked how the college can justify a full time Counselor for just 25 students. The HSI Counselor will be developing a clear pathway that will benefit the entire population. The pathway will be sent to all Counselors to get feedback before distributing it to the students. A “clear pathway” is a recommend set of classes with a time limit. Classes are prerequisite dependent. The pathway can be used for 3SP. HSI also has career and outreach components.

- e. **Probation Counseling** **Angella VenJohn**
Dismissal letters went out and students had to respond by August 1st. Workshops will start in October. Angella VenJohn said she wants the workshops to be more interactive. Homework could be done before the workshop. She will bring ideas to the Counselors to see what they think. It was asked how the process could be streamlined. Angella VenJohn said she is open to ideas.
- f. **International Students** **Heike Gecox**
Orientation for international students was done last week. There are 22-25 new students. Heike Gecox said if a Counselor has an international student on drop-in they should be referred to her. Abbreviated Ed plans can be done on drop-in. Comprehensive Ed plans are done in class. Comprehensive Ed plans are a requirement. ESL classes have restricted guidelines. International students have a two day orientation they have to attend. It was asked if regular updates could be obtained from Cindy Balero or Sean Day in the International Students Office. Admissions and Records should have the information on whether someone is an international student. The online service center will help students with questions on registering.
ACTION:
Ginger Ripplinger will check the hours for the Online Service Center and email it to everyone.
- g. **Articulation** **Marina Lira**
Marina Lira said the IGETCH and CSU flyers will look different this year. Everything is alphabetized. History classes will be listed under Humanities. Next year 25 and 42 will be added. Through the end of the year students have the option to take Political Science 7 or 8. At the end of spring History 7 and 8 will count for American Institutions. The college now has an AST in Biology.
- h. **Cranium Café** **Christina Lee, Gabriela Discua**
Christina Lee said that webcams and headsets have been ordered for all Counselors. She told Counselors to contact Sherman Lindsey to get a webcam installed. She is asking for a sandbox to be set up so Counselors can experiment with the technology and software. A discussion and planning are needed to develop a department strategy on using Cranium Café.
- i. **Adjunct Hiring** **Michelle Zapata and Gabriela Discua**
Gabriela Discua said initial training for adjuncts will be done on Friday. An Excel Spreadsheet will be sent around to schedule

shadowing. She asked everyone to email her if they are interested in participating. The committee would like the training to be once per month on a Friday. Full time Counselors as well as adjuncts for EOPS will be joining the training. It was asked if the training would be paid. If the training is required then it must be paid. Full time Counselors will receive "F" hours for participating. A discussion on who will participate and what the compensation will be is needed.

Priyanka Dinesh, Chelsea Kubischta and Marcelo Sanchez Heredia have been approved by HR. Eric Handy and Elisa Castro are still in the hiring process. Elisa Castro will be working evening hours.

- j. Assessment** **Barbara Morrissey**
Barbara Morrissey reported that open assessment is going really well. The method worked great for Math Jam. There needs to be a Counselor in the sessions for Student Success. She asked if anyone wanted to be involved. Angella VenJohn has been involved with the Multiple Measures Task Force. Next semester the task force will find out if the assessment worked from the scores in English 1A. Barbara Morrissey will let everyone know when the task force will meet.

5. PSCN Classes Fall 2016

- a. PSCN 3 has low enrollment. There are only 8 students enrolled in the class. It is too soon to cancel the class. It could be Counseling is maxed out on PSCN 13 classes.
- b. There is no one to teach PSCN 15 and 18. These are late start classes. Barbara Morrissey needs to know who is interested in teaching these classes by September. Carey Harbin is teaching the online PSCN 15 class.

6. Discipline Plans for 2017-18 are due later in the semester.

Discipline plans are usually due in November.

7. Course outlines must include SLOs.

At this point not all courses have SLOs. For accreditation purposes they want 100% SLOs.

8. Committee Assignments

Academic Senate – Michael Schwarz, Rafael Valle, Kimberly Tomlinson (Mid Semester)

Curriculum – Jill Oliveira, Gabriela Discua, Marina Lira

Distance Education – Christina Lee

Faculty Hiring Prioritization – Rafael Valle (Heike Gecox is chair)
Institutional Planning and Effectiveness – Michelle Zapata
Program Review – Christina Lee
Facilities – Angella VenJohn
Resource Allocation – Joel Gagnon
Sabbatical – Heike Gecox
Scholarship – Angella VenJohn, Gabriela Discua, Rafael Valle, Kimberly Tomlinson
Staff Development – Gabriela Discua
Student Learning Outcomes – Kimberly Tomlinson
Student Success – Michelle Zapata, Jim Gioia, Jill Oliveira
Technology – Jim Gioia
Basic Skills – Angella VenJohn

Division Liaisons:

CATSS – Kimberly Burks
BHAWKS – Joel Gagnon
A & H – Christina Lee
MSEPS – Heike Gecox

9. For the Good of the Order

Barbara Morrissey said she will put out the High School Liaison list at the September 6th meeting.

Christina Lee said that Celestine Rowe showed her the Counseling drop-in coverage schedule. On Fridays there are only two Counselors. It may be that Counselors will have to alternate to volunteer to work Fridays. Fridays have been very busy for Counseling. Kimberly Burks and Heike Gecox currently work Fridays. Marina Lira will talk to Celestine Rowe about switching her Articulation hours to a weekday so she can cover drop-in on Fridays.

Barbara Morrissey asked everyone not to change their schedule on SARS-Grid. This could cause problems for students. All schedule changes should go through Celeste and Barbara. Joel Gagnon suggested that everyone double check their schedules for accuracy.

It was suggested that a Google Doc be set up to sign up for Friday counseling. Scheduling could go by seniority or volunteer. An email should go out with available dates. Heike Gecox, Jared Howard, Michael Schwarz, Christina Lee, Marina Lira and Kent Gomez expressed interest in working on Fridays. Heike Gecox would like to work every Friday. It was noted that coverage is needed during Town Hall meetings.

Kent Gomez said he would like to teach the PSCN 15 class.

Barbara Morrissey said the untenured committees are in process. The written evaluation is due by October 1st. At the September 6th meeting names will be drawn for tenured evaluations. Agenda items for the 6th will include Discipline Plans, Program Review, SLOs, 3SP Projects and 3SP Retreat.

10. **Discipline Plans**

Michael Schwarz noted that some classes aren't filling when offered and have to be canceled due to low enrollment. He asked if anyone was interested in spearheading the Human Services program. PSCN 3-Intro to Counseling Theory, always fills nicely. PSCN 5, 6 and 8 have been canceled due to low enrollment. Human Services only has a certificate. An attempt was made to develop an Associate's Degree. It was noted that the Business Department is offering the internship classes again. An environmental scan was done showing there are jobs related to a Human Services certificate. Michael Schwarz asked if anyone was interested in keeping the program. If not, then the resources could be used for something else such as growing PSCN 30. A decision needs to be made by November on whether to move forward with the program. It was suggested to have a coordinator for College Success and Human Services. Someone would have to reinvent/rebuild the program. It was asked to find out how many certificates have been awarded for Human Services. Marina Lira will resend the email with this data.

11. **SAOs for IGETC and CSU Certificates**

Marina Lira said IGETC and CSU Certificates of Achievement need someone to work on SAOs. Michael Schwarz volunteered to do SAOs. Program level SLOs are needed for University Transfer certificates. IGETC standards need to be converted to SLO language. The reason there is a transfer certificate is that a past President wanted to acknowledge transfer students at commencement. It's a way to recognize transfer as a recognizable goal. Michael Schwarz would welcome any help with this project. He will do the program review updates.

12. **Revision of Counseling SAOs**

A student survey was developed for students to fill out after they had seen a Counselor. The results were tallied and the questions were mapped from the survey to the SAOs. There was a 92% result from SLO #1-Students will clearly identify their academic goals. The area

outcomes were written when the Counseling division was understaffed. These SAOs should evolve. Cranium Café and e-Counseling should be included.

It was noted that students are asking questions in drop-in appointments that should have been covered in the orientation. It was asked what the students are learning from the online orientation. It was suggested to make the orientations more interactive. It was suggested to make orientation a non-credit class. SLOs are needed for orientation, drop-in and workshops. Joel Gagnon clarified that anything Counseling is trying to do better is an SAO, anything Counselors want students to learn is SLO.

13. The meeting was adjourned at 3:31 PM

14. Next Regular Meeting: September 6, 2016