**Counseling Meeting Notes**

January 27, 2022

2:10 – 3:50pm

**Note-taker**: Filomena Avila

**Chat monitor**: Nicole Corcoran

**Department Business**

**Approval of Minutes**

* Rocket (Andrea’s cat) called meeting to order.
* Just one little edit regarding department hiring committee composition for fulltime hires. “People in tenure need to be requested by chair, recommended by dean and approved by VPAA.”

**Open Discussion/Announcements**

* Liz Giron – SIS vendor demo. Are we going to have counseling presence? Andrea will look at dates and then request that folks participate. Don’t yet know who the vendors are.
* Guillermo – any students that are high unit majors and have to complete an appeal, attach/upload an ASSIST PDF as part of documentation for the appeal extension. Once a student reaches 150% they have to pick one major.
* Rhonda – makes no sense to have excellent students who are STEM have to appeal.
* At end of fall, 3 new associates (former term was adjunct) were hired.

**Program/Committee Updates**

* Erica – Nursing, lots of nursing and dental hygiene applications issues. Comm 1 and 60 is accepted even though app states Spch. FDNT and Psych that need to be done by time of application will be accepted if in progress because it is wrong on application. Flow chart on counseling website needs to be updated. The one on the binder is up to date but the one on Counseling website it is wrong. Course subs for nursing are currently being denied. Erica is working with the dean and program director to go over why they are being denied. New nursing director needing some foundational information/training. Any questions, please ask Erica. If a student has a course sub denied and you’re questioning it, please contact Erica. Dental Hygiene a little smoother with course subs
* Amy- student success specialist position is up and advertised to the public. Candy’s old position. SSU is still open for fall 2022 to Feb 13 expect Psych, Kines and Nursing. SSU university scholarship closes on Feb 1st. Mid-year transfer students can also apply for the SSU scholarship. Feb. 22, SSU will be doing a next steps workshop for incoming students. Transfer Admission update for UC closes on Jan 31. Sci-arc Architecture school presented. They accept transfer students. Amy will be meeting with their admissions.
* Byron-ISSC, three action teams will be presenting their findings at PDA day. Centering blackness for the remainder of the semester.
* Yesenia – Latino Service Providers have a paid internship, Youth Promotor, one-year commitment. EOPS is working with Side by Side to host a 6 week Call to Courage workshop. Focused around EOPS students but will be open to others. EOPS applications are open and are on their website. EOPS will cover assessment cost for EOPS students that are enrolled in Counseling 6. There are a lot of other workshops that are set up for EOPS students such as Transfer Tuesday with Transfer Center, Nursing workshop with Erica, etc. Good things happening in EOPS.
* Margarita – Lanzamiento update. Increased Lanzamiento in spring, now have 1,600 students. Will be having some transfer workshops on Tuesdays as well. Workshop information will be posted on Lanzamiento website.
* Byron – mass exodus of people leaving committees. Great opportunity for us to be at the table. More counselors, in the more places, the better. Fill up the spaces.

**SIS and Scheduling Recommendations/Updates**

* None

**Counseling Tidbits/Best Practices**

* None

**Chair report**

* Andrea – not as many faculty evaluations happening this term. She is sending out evals for those that are in cycle as well as tapping folks who are on rotation to be discipline peer. Option of self-evaluation is still available this term. Forms are available on the AFA website even though Andrea provides the info in emails she sends out. P/NP deadline for community colleges extended to December 2022. Vayta is still waiting for updates on EWs. Assessment is now under A&R, Shirly Linton is contact person. Jill Mead retiring from Career Hub. Health Services now does the COVID contact tracing for employees, not HR.
* Rhonda -when will time be designated to talk about book we are reading, Nice Racism?
* Roberto – breaking up discussions into 3 or so meetings is a great idea.
* Erica – we want everyone to feel comfortable to come even if you have not read the entire book.
* Andrea – would it be better to schedule consecutive weeks or every other week? Should we identify any facilitators for the discussions?
* Erica – whenever it can get scheduled would work.
* Roberto – can give it a shot to facilitate. He encourages everyone to read the book. It helps us all with our professional development.
* Newly hired adjuncts are Kelvin Cheah, Erika Black and Ankur Kumar.
* Amanda G can’t be present today but here is her info:
	+ **Appointments:**
	+ As a reminder we added quite a few more appointments this semester than we have typically had.  Admin staff has the authority to create an appointment for a student on anyone’s schedule who has a day/time that works for the student.
	+ Here is the blurb from the Spring Schedule Request sent 11/4
	+ *We are going to try something new with appointments this spring.  The first two weeks of school there will be no appointments except for the evening 4:45-7pm Tues/Thurs (this part isn’t new).  However, February and March when we would typically be slower, we are going to let our Admin staff add in more appointments for us based on coverage.  We are also going to try some same-day (or day before) appointments.  We will keep a watchful eye on drop-in traffic as not to impact it too much.  This will be fluid, and changing, based on student’s needs and traffic.*
	+ **Schedule:**
	+ The request has been sent to the Deans to get information on whether or not we will be open on Spring Break. We cannot plan our summer weekly work schedule until we know who is working for CTO on Spring Break.
	+ The budget for Summer 1 is tight and it sounds like we will be relying mostly on those working for CTO in summer 1 (ends June 30th).
	+ **Contract Committee:**
	+ Please send interest to Andrea and Amanda if you’d like to be involved in the workgroup for the new contract proposal.  The entire department will be able to vote and have a say, but we cannot work on this in our department meetings and therefore a subgroup is being formed.  Amanda announced at the last meeting in fall she would step up and lead that group, and she plans to get started ASAP. Send your interest by Feb 1st.
* Course DE Addendums and SLO Assessments
* The final two courses without DE addendums for COUN have been submitted (Coun 20 and 98)
* Jessy has worked on the HUSV DE addendums
* Amanda M. helped coordinate submitting SLO assessments for Coun classes and Jessy managed the HUSV classes – our percentage is much higher now: <https://slo.santarosa.edu/forms-reports>

**CNA Program Info: Tiffany Lunquist**

* Coordinator and director of CNA. It is a 10-week program in spring, summer, and fall terms. Class is limited to 30 students per term. There are no prereqs for program. Should have proficiency in English and high school equivalency. Program has been F2F since pandemic started. Pass rate currently is 100% for both skills and state exam. They provide a lot of support to students. They have grant funding in place that provides funding that covers almost 100% of supplies needed for the class. They pay for live scan, CPR, text books, work books, state exam licensing fees. They tend to have a wait list but students should not be deterred by the wait list. There is high turn over in the program right up to the first day of class. Once students attend the orientation, some drop. Students are encouraged to attend the first day of class if class if closed. No shows get dropped on first day.
* Check out Nursing Assistant website: nursingassistant.santarosa.edu. Point students to orientation packet and health evaluation packet. Also refer students to the daily schedule. This gives students a realistic look at time commitment.
* Clinical portion after week 6 is at a skilled nursing facility.
* They have a mock exam after clinicals are done.
* Vince –Students reluctant to sign up once the mandatory orientation date has passed. What does a student need to know after that date has passed? Tammy - Orientation is not mandatory. That comment will be removed. Tiffany goes over orientation packet in detail at the orientation. It will not eliminate their chances of getting into the class if they do not attend.
* Rhonda – How is someone with a criminal background affected for program? California Department of Public Health gets information from finger printing, then back to CNA program History of DUI and misdemeanor is not a deal breaker. Elderly abuse is a deal breaker. Has not run into INS/immigration issues. Biggest issue is students who don’t have a SS#. SS# or tax ID number is needed for the live scan.

**Students participating on Hiring Committees**

* Filomena – no vote to be taken since it has moved to an action item at senate.

**Hiring Committee Rotation Procedures Proposal**

* Voting was overwhelming in favor 100% (22 people voted) of new revised hiring procedures

**Create Workgroup – Counselors Schedules**

* If you are interested, send your interest to Andrea and Amanda. This meeting will happen outside our counseling meeting and information will be brought back to the larger group.