**Counseling Department Meeting Minutes**

**December 16th, 2021**

**Open Forum**:

**Yesenia**- EOPS is open for spring 2022. EOPS Dept is working on making it smoother application process.

**Erica**- Reminder that nursing application needs to be mailed and certified mail.

**Guillermo**- Asking if we can invite different departments to our department meetings such as financial aid, Colleges Skills.

**Yesenia**- wants to know the process of campaigning as this is her first time participating in a department chair election. Will the adjunct pool participate in department chair election, and can the list of eligible electorate be shared with department?

**Andrea**- wants to take it to AFA to clarify if she can share the adjunct list and then follow up. Also, Amanda G won’t know until PAF’s are completed sometime in early January.

**Amanda G**- Indicated that a few adjuncts have reached out to her in confidentiality and said they feel uncomfortable being campaigned to. She is hesitant to share the adjunct list.

**Filomena**- Please send your thoughts to her regarding academic senate election coming up. It helps and gives us the opportunity to express our voice.

**Guillermo**- Emergency grant is denied if students are only taking Adult Education classes. Unless, these mon-credit classes leading to work then emergency grant will be approved. Adult Education language does not state that so grants were not being approved.

**Margarita** Is creating list of Adult Education classes that are considered leading to work.

**Yesenia**- Wants clarification again- what is the policy regarding campaigning for dept chair? There is nothing in Article 13 about campaigning. It’s important to allow both candidates equal opportunity to campaign if they are interested.

Amanda G- indicates that she doesn’t need to campaign as adjunct now her already. She also stated that if elected, she would open BIPOC co-chair election.

**Program Committee update:**

**Filomena**- Consider attending meetings to be aware of senate discussions. Senate conversation was about students having a vote on hiring committees. Nothing was reached. Math dept (Area 9) created statement points (in which is Area 5: Art; Communication Studies; Music; Philosophy, Humanities, Religion; Theatre Arts & Fashion also support) that they are against requiring student on committee and having a faculty representative outside of dept.

Two questions to ask Area 1(Counseling, EOPS, Work Experience):

Do we want students to participate in some way?  
Do we want students to have a vote?

**Andrea-** Will create a poll to know how our dept feels in regards to the two above questions.

<https://forms.office.com/Pages/ResponsePage.aspx?id=cP6ega-mtUyzxmAE38ndZYd5etmoZtlLkT_xJGkKIfhUOFlUOVA0NDBXNkVLUkxLRDRCSFlETDVBSC4u>

Would like to have the vote before the next senate meeting on the 19th.

**Rhonda**- Does support students on the committee but not to have a vote. Is questioning why it’s tied to diversity/DEI. She doesn’t understand that.

**Robin**- Math is different than Counseling. Their reasons are valid. Wants to know if counseling can opt in or out?

**Filomena**- It could be optional leaving it up to every dept. We have to decide what will be part of procedure and then goes to the board.

**Tony**- Agrees with Rhonda regarding students being on committee but not having a vote.

**Sharien**- Worked at a school that did allow student to vote and it worked very well. Student had leadership experience in student government.

**Byron**- Students asks for this. If we are trying to shift our culture then things will have to look and be differently. We need to find ways to include them but we haven’t opened ourselves for possibilities as a college. What is going to change in our higher practice to reflect our current student needs? It’s just one vote. Students are asking so let’s not shut them out.

**Filomena**- Dept will wait for more discussion on this.

**Amanda G**- Hired 3 new adjuncts. All three are BIPOC.

**Margarita**- Currently working on creating a noncredit orientation. Right now it’s only in Spanish.

ESL is working on a prompt for non-credit.

Lanzamiento courses- at this time, students do not have to fill out interest form. Program prioritizes Latinx, low income.

**Byron-** ICC: groups are meeting Fridays. Working on big projects- working at equity gaps. Have data back and next will be evaluation. Also, working on ways to evaluate programs and centering blackness.

Guided pathways- groups are meeting. If you can get involved in these conversations we can be proactive and not reactive.

**Jessie**- Also requesting our participation in AFA, attend meetings if possible.

**Jerry**- Is ICC doing anything with APASS data? Has reached out to OIR but hasn’t heard back.

Equity Committee- speaker on the Feb. 24th to address difficult conversations that we need to acknowledge need to happen. Have delivered equity book over winter break.

**Andrea**- Dept has voted to work on Jan 18th and therefore, meeting for PDA on Feb 24th.

**No SIS recommendations or updates.**

**Chair reports:**

Students will need to provide information on vaccine verification.

First week of classes, students will be able to register but will need to be cleared by SIS but if system recognizes they are not, they will be dropped. Still working on the SIS process.

Will follow with email with link that will show all services that will be offered in spring.

Santa Rosa will have admin staff on campus Tues thru Thurs from 10am-1pm.

Petaluma will also have hours covered.

AFA and DCC, district will not be declaring emergency declaration for summer 2022 and fall 2022. Prepare to be back in summer.

Hiring Committee Rotation Procedure (for regular positions)-Equity group reviewed and proposed feedback. Looked at statement and highlighted proposed language changes. Rotation is posted on Counseling Binder. It’s under Coun Binder- dept procedures and minutes tab (most recent). Li says we need to get board policy approval from Dean, Chair and VP.

**Erica-** What’s the next step?

**Andrea**- Statement will be sent out through email to dept to digest it and then vote next semester.

**Andrea**- When folks become tenured they go to bottom of the list. Question is why can they not be at the top of the list. It could be because those on the rotation list have been waiting previously.

**Rhonda**- Equity committee is also going to look at all our counseling policies to center equity.

**Filomena**- Retired adjuncts referred to AFA. Questioned article 16.

**Andrea**- Should we bring forward in our contract, Counseling are listed as 35 hrs. Procedures manual breaks it down but AFA said it was never negotiated. AFA said student contact hours need to be negotiated. Will need to have a discussion as a whole. Current questions is does dept want to act on quickly?

**Andrea**- Will bring this around for next Coun dept meetings.

**Amanda G**- Let’s keep this confidential as she’s heard that it has come to Li’s attention.

