**Counseling Department Meeting Minutes**

**May 12th, 2022**

**Community Agreement:** Review before starting meeting.

**Andrea**:

Not voting on student direct contact hours today.

Thought today’s SIS Demo was for chairs only and didn’t realize it was open to all. Please send your recommendations to Andrea by Monday, May 16th.

Department made first hire, congratulations to Jessie Paisley. It will be going to the board. She is hired as the Ignite Counselor for Human Services. 2nd hire will be announced soon.

We will have our last Counseling Department meeting next Thursday, the 16th. There was confusion with the admin assistants and they will change SARS to reflect next Thursday’s meeting.

**Open Forum:**

**Guillermo**- Tried degree Audit when working with student and it is showing Comm 4 instead of Comm 60. Wondering if that is an error. Nicole F. indicated that Comm 4 will be the new Comm 60. It’s been approved.

**Liz**- Still recruiting for Puente. Will be sending out a Puente Info Session flyer to the dept as soon as she finds out about her summer schedule.

**Program Committee update:**

**Margarita**- Reported on the Transfer Center Mixer. Congratulations to Amy! It was well attended and students stayed after. Excited to see many students on campus.

**Chris**- If you work with International Students, guidelines have been extended through Spring 2023 academic year. Students can still take one class in-person if they choose, 3 units.

**Amanda M**.- Construction Management Fundamentals Certificate has been approved as an 18-unit certificate and will be offered as major. Designed for entry-level positions and not designed for transfer. Similar to Civil Engineering Certificate.

**Erica**- Requests that we let her know if we are having a nursing student submit a course substitution so that she informs Katherine. Katherine doesn’t know if student has already spoken to counselor or not so it’s important for Erica to get notified.

**Erica**- Students are freaking about regarding Math 101 in Ask A Counselor. Will be sending email regarding hybrid labs for Nursing.

**Jessie**- 16 Human Services (HS) students are getting degrees, 13 are earning certificates this year. HS alumni will be speaker at CTE ceremony.

Foundations in Recovery Certificate was approved. HS 80 will be taught at County Jail. Kines 53 working on being offered at Main Detention Center Facilities.

HS will be hiring an Associate.

A group of HS students got approved to attend CAADE conference. They have created a flyer for Mental Health Services. Also created an Intake Folder for students who are seeking counseling services, so we might be getting referrals in Counseling. Also, created information on the SRJC website regarding Domestic Violence.

**College Skills Presentation- Leslie Mancillas**

Because of AB705, CSKLS is being creative and creating ways to support students in English and Math. They have created English academic prep classes that are non-credit. The skill level of classes will be similar to that of CSKLS 312. Classes will be CSKLS 731, 732 and 733. They are general regular classes and not open lab so students will not be able to add at any time during the semester. Dept has not offered open labs since before pandemic. Most will be taught on campus.

**Yesenia**- LFSA’s Latinx Graduation on Saturday, May 21st. For students that are getting their ESL certificates, GED, AA, Certificates, Transfer. Come cheer for them if you are available. You can earn flex for it, 10am to 1pm.

**Filomena**- one more Academic Senate meeting left for the semester. Group will not have completed the hiring procedures. Encourages department to watch the Zoom recording on Guided Pathways. She is concerned about the First Year Experience curriculum that will be approved by Curriculum.

Also, shout out to Guillermo and Lauralyn for taking on the role of new senators.

**Makenzie**- Computer Science certificates are coming through. They are career focused. Cisco certification has been updated and will be posted for Fall 2022. New Certificate and Degree: Network and Systems Security Administrator will be posted for Fall 2022.

There are also several additional certificates that are getting worked on for approved for Fall 2023, some in Cyber Security.

**Counseling Tidbits- skipped**

**No SIS recommendations or updates.**

**Chair reports:**

Refer to AFA Side Letter (posted on AFA website) as Emergency Declaration will be expiring for Summer/Fall(?) and removal of mask mandate will be in effect. You are allowed to ask student to wear a mask in small office spaces. We can ask but they are not required to put it on. Deans are required to work with us, regarding small office space and will accommodate that.

EOPS MOU was approved. Will need to follow on items such as special expertise and voting rights. More conversations on this in the Fall.

Currently, working on Fall 2022 schedules.

**Amanda G**.- Working on summer schedules. Petaluma summer schedules are done. Santa Rosa Counseling administrative assistants should be working on Santa Rosa schedules now. Amanda was out of office so not sure how much got done.

There are unfilled shifts starting July 25th up through the beginning of the Fall semester. If you want to work there are plenty of hours. Shifts will be flexible.

For fall schedules, Matthew seems to be more flexible. Working on parameters. Peak times all counselors will need to be on campus. Will have options during low peak times. Andrea and Amanda be ironing out details on Tuesday when they meet with deans. Send your questions/ideas by Tuesday.

Just now, sent out email for proposed timeline for spring registration schedule. Take a look at email an send her your thoughts/questions/concerns.

**Filomena**- can we have a discussion on a Priority consideration date? Having one will help traffic flow. Not necessarily asking for a hard date but a consideration date to help with traffic flowing in the department.

**Amanda G**.- said we should have Peer Coaches call and text students like how Counseling was asked to call during the re-engagement campaign.

**Andrea**- forwarded her questions and K’s response to the department regarding Student Contact Hours. K is here to answer any questions from the department.

**Filomena**- is nervous about putting the hours in article 17 vs. 31 or 32. We need concrete understanding of direct student hours so that it’s equitable throughout our department. Also, in the contract language, the idea is that less if more, it gives department more flexibility. Don’t be so specific in language that it could backfire on department when we get new deans.

**K**- Article 32, nothing can go in there. If there are changes in Column A, that can’t be changed. If A was to go anywhere, it would in Article 17. Putting a maximum hours accomplishes that. Allied faculty did that. Putting in a maximum sf better as that can be a conversation in your department and can be handled in your department. If we leave the contract silent then the district can impose.

**Andrea**- If Article 32 is not changeable then why does faculty hours say 15 and not 35.

**K**- faculty operate on the formula. K used lecture lab as the example that is easier to explain. Allied faculty does not have a formula. Identify what goes into your college service first. Then identify college service as part of the 35 hours a week.

**Jessie**- do we need to have real specifics or is it best to be more general in our language?

**K**- It needs to be part of the job description to be protected as part of the 35 hours a week. To protect student contact hours. Bring most of the finish job to the negotiating table. Do not bring anything that is crazy outrages that will not be negotiable.

**Amanda G**- we should use experts witnesses in negotiations. Nicole C and myself can be in as experts witnesses. District can bring their people.

**K**. Don’t try to bring anyone in. You want to avoid that.

Negotiations can take at a minimum of 3 meetings or longer. Looking at end of fall.

**Andrea**- review Amanda G’s Contact Hour email that was sent out. Review what college service is and look at what’s in Column A and B and then we can vote on a number. We’ll need to hash out in Counseling Department meeting.

**Nicole C**. – Petaluma has specific meeting and programs, how will those be considered in our hours.

**Filomena**- we’re already doing that as part of department procedures. Instead of focusing on committee/program meetings we need to focus on direct student hours and not meetings. How are we going to serve our students?

**Andrea**- meeting are important as this can help make changes at a global scale.

**Vince**- it’s important to create consistency- will help bring more equity across the board.

**Guillermo**- agrees with establishing base hours. Also, suggests a rotation of some sort for committee meetings so that others can learn what it’s about.

**Andrea**- will work with Amanda G to come up with a concrete follow up.

**Andrea**- what management system does our department like better, Anthology or Ellucian? Needs to give counseling recommendation back to the committee group.

**Filomena**- is intend still that this is an integrated system?

**Andrea**- Yes. Let’s express what we like and we need to ask for that. IT did say they liked Anthology.

**Byron**- reached out to a counselor at Riverside Community College who uses Anthology and he said Anthology was trash.

**Jessie**- can we ask for what we want them to change if we get Banner? Anthology has more flexibility in customization.

**Andrea**- has a concerned about Banner and students not being able to find counselor comments. Student has to click on the notes and it may not be obvious to the student. It can be a huge problem.

**Poll results:**

Ellucian 29%, Anthology 29% Neutral 43%

**Filomena**- let’s get Ken Lofgren/Greg’s experiences/opinions? If we’re going to get Banner, let’s get the Cadillac version.

**Amanda G**- Ken said IT prefers Anthology because it’s built on Microsoft system.

**Chris**- do we know what Ken said about what is not good about it?

**Guillermo**- shared that he voted neutral because he has no experience with either system.