**Counseling Meeting Minutes**

September 16, 2021

2:10 – 3:50pm

**Note-taker**: Filomena Avila

**Chat monitor**: Yesenia Hurtado

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| **DRD Dept Equity Audit Presentation: Andrea Alexander and Laura Aspinall*** This was an abbreviated presentation of their PDA session, “Getting started with Equity Analyses”
* Refer to email previously provided by Andrea Alvarado with PPT information.
* First thing they did was create a program map about what they do and how it is organized (program mapping).
* Data Collection – determined data they wanted to look at and worked with OIR. Both quantitative and qualitative data. Created a student survey to ask students about their experience in DRD. Did a grading scale of A, B, C, D or F and used that throughout the survey.
* They had reflection questions for everyone as they were looking at the data. Looked for themes that students kept on mentioning in survey. Did the data challenge any assumptions…?
* Really tried to look at things from a student experience.
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| **Presentation Debrief**Look at having our department Equity Committee consider the work that DRD has done. Do we want to use their model, do something different, etc.? Next step is to have Equity Committee get together, plan and move forward. Looking for someone to step forward for coordinating. |
| **Department Business:****Approval of Minutes****Open Discussion/Announcements** Liz Giron - Debbie Weatherly is the person to contact in accounting for Workman’s Comp claims that students present. Margarita - Students are freaking out because they got an email saying they owe fees. Students can set up a payment plan if they need to do so. They need to contact the Accounting Office.Erica – has another nursing information meeting scheduled. Information meeting is on our website. Students can call the Counseling Office to sign up. Roberto – Putting a plug in for late start Counseling 60 classes this fall. Refer students. Chris – had a situation arise where a student was locked out of their portal for multiple attempts. When it happened, there was no information about how to log back in.Amy – ESL 10 class taken between fall 2019-spring 2021. Email sent to these students. If students have taken ESL 10 instead of English 1A, they need to contact Amy because it was not added as meeting UC-E requirement. Have to do a back end fix for students in that date range. Jerry – emailed Bill McCraken in Machine Tool Tech. Bill stated that all classes will resume in full force in spring 2022. Mach 161 and 162 however will remain as online classes.Kyla - accepted a dean position at another community college out of state. Will be leaving October 15.Christine – had a student that had Japanese 1and2. These two courses were not listed in the Humanities major. She contacted the department and they will accept the courses as course subs and will look into adding them in the major.Liz Giron - Debbie Weatherly is the person to contact in accounting for Workman’s Comp claims that students present. Margarita - Students are freaking out because they got an email saying they owe fees. Students can set up a payment plan if they need to do so. They need to contact the Accounting Office. * **Program/committee reports**

Yesenia – Keep sending folks to EOPS, applications still openErica – nursing application is up. Under the qualifications area there is a question in () that says within the last 5 years for the sciences. This is confusing some students thinking recency is in place. Recency is NOT in place at this time but they are looking into this for the future, possibly. Erica is really working with the nursing program around this before they even consider making changes to our nursing program prerequisites related to the sciences. Contact Erica if you have any questions. BCARE – due to reengagement campaign some things might come up with students. Since they are not current students, we don’t have Psych services available for them. Look at maybe looking at creating a referral list for students if they need resources but are not currently enrolled. Chris will help create a cheat sheet with Erica.* **SIS & Scheduling Recommendations/Updates**

None* **Counseling Tidbits/Best Practices**
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| **Department Chair Update**Reengagement campaign – This is something we are all supposed to be doing and giving it our best effort. We have the flexibility to how we reach out and all need to give it an earnest effort.Margarita – how do we enter it in SARS? What do we enter?Samantha – she has been adding comments under notes section in SIS. Andrea – wrote up DC elections procedure. **SALOs in Handbook**Retreat SLO updates never solidified from our retreat of spring 2019.  |