

Counseling Department Meeting  
February 2, 2015

Attended: Allen, Ciddio, Crosetti, Ilarde, Khoo, McLean, Perez, D. Ross

Meeting called to order at 1:30 pm.

- I. EVALUATION DATES  
Ilarde requested any new updates on counseling evaluation dates for Webster, Day & Nakano-Hiraki.
- II. SARS REASON CODES  
Reviewed SARS reason codes: 1<sup>st</sup> EOPS APPT, CRISIS, ECOUNSEL, PROGRESS, REFER; Decided to delete 1<sup>st</sup> EOPS APPT and keep the remainder; REFER will apply to any service referrals Counselors make to an internal department or external organization; Clarification: Only E-Counselor can use E-COUNSEL code.
- III. ADDITIONAL COUN COURSES FOR S15  
Counseling Department does not recommend any additional COUN courses for late-start. Information requested by/to be submitted to the Associate Vice Chancellor of Student Services.
- IV. 3SP SERVICES IN COUN  
Evaluated COUN courses and indicated which 3SP functions are covered in each course. Information requested by/to be submitted to the Associate Vice Chancellor of Student Services.
- V. COUN ILO ASSESSMENT  
Evaluated and assigned ranking on ILO assessment grid for all COUN courses. Information requested by/to be submitted to Jennifer Shanoski.
- VI. OTHER
  - a. Spring 2015 3SP Wrap Up Update – Ilarde reported on meeting with VPSS and Dean Hotep. Asked for feedback regarding 3SP process. Counseling Department supports offering students’ the one-day 3SP option (assessment/orientation/counseling in one day) as well as the two-day option. Counseling Department also recommends considering starting orientation and/or assessment morning session at 9:00 am instead of 10:00 am, so students will have an additional hour to meet with Counselors. Ilarde to forward the feedback to the VPSS and Dean Hotep.
  - b. 11-month Contract – Discussion regarding 11-month contract and email sent by VPSS regarding terms of contract.

Meeting adjourned at 3:00 pm.