

Minutes from 9/14/09 Counseling Dept Meeting

In attendance: Peggy, Mary, Risa, CieJae, Carlos, Tanya, Marty, Angela, Lesley, Liz, and interns Chameeta, Aricka, Martina.

1. VP Gravenberg made some introductory remarks.
2. Discussion of a number of scheduling issues to be reviewed w/ Office of Instruction at a later meeting.

Action items:

- Per Marty: Keep track of the class schedule that students end up enrolling in verses what class schedule the students actually wanted. Do this for two weeks. Then we will have some concrete data to present to instruction about what the issues/needs are with enrollment. Mary volunteered to do a checklist to make this easier. Mary and Marty will work together on this.
 - Make sure students know they can only take assessment once per year and refer them to sample questions to prep for assessment. The Matric Committee will work on getting this info on the Assessment and Orientation schedule that students are given.
3. Tanya's transfer report stated the following:
 - -Transfer day is 9/24.
 - -Cynthia Lopez has been hired to help at the Transfer Center
 - -TAG info will be available in print this week not just on line
 - -ETS will not be live but will be electronic (i.e. podcast or webinar)
 - -UC application workshop will be on video so Tanya can put it on the transfer website
 - -Transfer outreach is a goal. There will be a table at the D bldg.
 - -Tell students to apply to UCs and CSUs the first week applications are accepted. There is not priority filing period so they can cut off accepting applications at any time.
 4. New Business
 - -Interns were introduced and Counselors thanked for their help in training the interns
 - -MAP conference is Saturday
 - -MAP has been invited to Washington DC by the Congressional Black Caucus
 - -Centro Latino would like to be on the Agenda for a 5 minute update each Counselor meeting.