

# Counseling Meeting Notes

OCT 12, 2015 / 01:30 PM -3.00 PM/ CONFERENCE ROOM 112A

## Attendees

Khoo, Ilarde, Scurry, Zielke, Mclean, Allen, Pantell, Johnson, Perez, Moy

## Meeting convened at 1.30 p.m.

### 1. Everett Chan, A&R - Coordinator – Admissions & Records/Transcripts

New District A & R Coordinator for Transcripts! As part of his task:

- Introduce himself as above
- to improve our current process of handling incoming transcripts and transfer credits
- Goal is to share his work with campuses to better understand how his work will impact the students at the campus level

New IGETC deadline: Chan needs feedback from The Counseling Functionality Team (CFT) in regards to a proposed IGETC deadline and keep us posted

Request for Evaluation form - In progress, once finished with revision on the latest version Chan will send it out to co-chairs.

### 2. Program Review - ALL

Continued discussion and work on Program Review.

### 3. 3SP Funds

There is some money in above funds for office supplies and counselors will email them directly to the chairs.

Meeting adjourned at 3.05 p.m.