

Dean's Advisory Council (DAC)

Counseling Department

Wednesday, February 6, 2008

CCCMLPX – Small Conference Room

1:30pm

AGENDA

1. Call Meeting to Order
2. DAC 2007/2008 Priorities
 - a. Immediate Attention
 1. **Counseling Center Guidelines (DRAFT)**
 1. **Topics to Address with Administrative Assistants (AA) and future training topics**
 - a. AA's:
 - i. ask too many questions
 - ii. need to direct students to the houses as often as possible (appt)
 - iii. let students sign in who want very time consuming items...sometimes the students aren't clear about what they want...they should be asked specific reasons for seeing a counselor.
 - iv. tell student what classes to take
 - ~~2. Mandatory Orientations~~
 - ~~2. Communication with Other Divisions~~
 - ~~2. Counseling Positions~~
 - b. Continued Dialogue
 - ~~3. Orientations (classrooms)~~
 - ~~3. Readmit Form after Dismissal~~
 - ~~3. Dismissal Letters~~
3. Other
 - a. **Schedule Inequity for Counseling Center**
4. Adjournment

Reminder:

Next DAC Meeting - Wednesday, March 5, 2008 (Small Conference Room)

Dean's Advisory Council

September 5, 2007

1:30pm-3pm

AGENDA

1. Welcome
2. Ground Rules
3. Meeting Times/Locations
4. Topics for Discussion:
 - a. Orientation
 - b. Walk-in Counseling Guidelines
 - c. Counseling Positions
 - d. Positive Attendance = 0 hrs vs. No Show
 - e. Established Rotation
 - i. Overload
 - ii. Classes
 - f. Others
5. Next Meeting

Dean's Advisory Council (DAC)

Counseling Department

Wednesday, December 5, 2007

1:30pm

AGENDA

1. Call Meeting to Order
2. DAC 2007/2008 Priorities
 - a. Immediate Attention
 1. Counseling Center Guidelines (DRAFT)
 - ~~2. Mandatory Orientations~~
 - ~~2. Communication with Other Divisions~~
 - ~~2. Counseling Positions~~
 - b. Continued Dialogue
 - ~~3. Orientations (classrooms)~~
 - ~~3. Readmit Form after Dismissal~~
 - ~~3. Dismissal Letters~~
3. Other – ???
4. Adjournment

Reminder:

Next DAC Meeting - Wednesday, December 5, 2007 (Small Conference Room)

Dean's Advisory Council (DAC)

Counseling Department

Wednesday, March 12, 2008

CCCMPLX – Small Conference Room

1:00pm

AGENDA

1. Call Meeting to Order
2. DAC 2007/2008 Priorities
 - a. Immediate Attention
 1. Counseling Center Guidelines
 1. Future Training Topics for Administrative Assistants - Update
 - ~~2. Mandatory Orientations~~
 - ~~2. Communication with Other Divisions~~
 - ~~2. Counseling Positions~~
 - b. Continued Dialogue
 - ~~3. Orientations (classrooms)~~
 - ~~3. Readmit Form after Dismissal~~
 - ~~3. Dismissal Letters~~
3. Other
 - a. Student Center Move (Counseling Center)
4. Adjournment

Reminder:

Next DAC Meeting - Wednesday, April 2, 2008 (Small Conference Room)

Dean's Advisory Council (DAC)

Counseling Department

Wednesday, October 3, 2007

1:30pm

AGENDA

1. Call Meeting to Order
2. DAC 2007/2008 Priorities
 - a. Immediate Attention
 1. Counseling Center Guidelines
 2. Mandatory Orientations
 2. Communication with Other Divisions
 2. Counseling Positions
 - b. Continued Dialogue
 3. Orientations (classrooms)
 3. Readmit Form after Dismissal
 3. Dismissal Letters
3. Next Step
4. Other
5. Adjournment

Reminder:

Next DAC Meeting - Wednesday, November 7, 2007 (Small Conference Room)

Dean's Advisory Council (DAC)

Counseling Department

Wednesday, May 7, 2008

CCCMPLX – Small Conference Room

2:00pm

AGENDA

1. Call Meeting to Order
2. DAC 2007/2008 Priorities
 - a. Immediate Attention
 1. ~~Counseling Center Guidelines~~
 1. ~~Training Topics for Administrative Assistants~~

 2. ~~Mandatory Orientations~~
 2. ~~Communication with Other Divisions~~
 2. ~~Counseling Positions~~
 - b. Continued Dialogue
 3. ~~Orientations (classrooms)~~
 3. ~~Readmit Form after Dismissal~~
 3. ~~Dismissal Letters~~
3. Other
 - a. Counseling Center Shifts
 - b. Student Success Initiatives
 - i. Early Alert
 - ii. SEP
 - iii. Mandatory Orientation
 - iv. Probation Students
 - v. New Student Cohort – Spring 2008
4. Adjournment

Reminder:

Next DAC Meeting - Wednesday, May 7, 2008 (Small Conference Room)

Dean's Advisory Council (DAC)

Counseling Department

Wednesday, November 7, 2007

1:30pm

AGENDA

1. Call Meeting to Order
2. DAC 2007/2008 Priorities
 - a. Immediate Attention
 1. Counseling Center Guidelines (DRAFT)
 - ~~2. Mandatory Orientations~~
 - ~~2. Communication with Other Divisions~~
 - ~~2. Counseling Positions~~
 - b. Continued Dialogue
 - ~~3. Orientations (classrooms)~~
 - ~~3. Readmit Form after Dismissal~~
 - ~~3. Dismissal Letters~~
3. Other – Course Substitutions & Pass Alongs
4. Adjournment

Reminder:

Next DAC Meeting - Wednesday, December 5, 2007 (Small Conference Room)

Counseling & Student Development (C&SD) Dean's Advisory Council Meeting

CCCMLPX #215

December 8, 2008

10:00am – 11:00am

AGENDA

C&SD DAC Members: Paul de Dios, Dana Bedard, Deidre Porter, Denise Vo

Agenda Item	Discussion	Action/Outcome/ Responsible Person(s)
1. DAC 2008-2009 Priorities	Immediate Attention <ol style="list-style-type: none"> 1. Registration Xs & Os 2. Counselor Needs in Divisions 3. Computerized Assessments (Dana's class as pilot during Spring 2009) 4. Seniority 	<ul style="list-style-type: none"> - Kris Nelson will give update - Peak vs. non-peak shifts in counseling center - Counseling needs in HS and SEM - Humanities counselors interest to stay in Student Center - Summer Counseling Shifts 8am-6pm - Eliminate Friday shifts 1:30-4pm
	Continued Dialogue <ol style="list-style-type: none"> 1. Banner <ol style="list-style-type: none"> a. Transcripts (degree vs. non-degree applicable units) b. Counselor accessibility to screen for unit increase c. Rollover of prerequisites 2. 2-year Schedule 3. Priority Registration 4. Student Educational Plans 5. Phone contacts <ol style="list-style-type: none"> a. A&R Hotline extension 	<ul style="list-style-type: none"> - Kris will have update at Dec 8 DAC Meeting - Paul to follow up with Regina about A&R Hotline
2. Other		
3. Next Meeting		Monday, January 26, 2009

**Counseling & Student Development (C&SD) Dean's Advisory Council
Meeting**

CCCMPLX #215 – Conference Room B

September 15, 2008

10:00pm – 11:30pm

AGENDA

C&SD DAC Members: Paul de Dios, Dana Bedard, Deidre Porter, Denise Vo

1. Welcome
2. Re-Cap of 2007-2008 Priorities
 - a. Counseling Center Guidelines
 - b. Mandatory Orientations
 - c. Communication with Other Divisions
 - d. Counseling Positions
3. DAC 2008/2009 Priorities
 - a. Immediate Attention
 - b. Continued Dialogue
4. Other
 - a. Student Educational Plan Update
5. Next Meeting:

Counseling & Student Development (C&SD) Dean's Advisory Council Meeting
CCCMLPX #215 – Conference Room B
November 5, 2008
1:00pm – 2:00pm

AGENDA

C&SD DAC Members: Paul de Dios, Dana Bedard, Deidre Porter, Denise Vo

1. **Kris Nelson – Guest**

2. **DAC 2008/2009 Priorities**

a. Immediate Attention vs Continued Dialogue

- i. Banner
 1. Transcripts
 - a. Reflect real time
 - b. # of units ie. Degree applicable, transferable, etc.
 - c. Unit Increase (paperwork)
 2. Students assigned a counselor at the time of application
 3. Rollover of pre-requisites (all classes satisfying a particular level)
- ii. Registration X's and O's
 1. Peak vs. Non-Peak
- iii. 2-Year Schedule
- iv. Priority Registration
- v. Counselor Needs in different divisions
- vi. Phone contacts
 1. During registration
 2. Hotline extension
 3. Immediate availability to answer questions
- vii. Assessment Center (computerized assessment)

3. Other

4. Next Meeting: Monday, December 8, 2008

Counseling & Student Development (C&SD) Dean's Advisory Council Meeting

CCCMLX #215
November 24, 2008
10:00am – 11:00am

AGENDA

C&SD DAC Members: Paul de Dios, Dana Bedard, Deidre Porter, Denise Vo

Agenda Item	Discussion	Action/Outcome/ Responsible Person(s)
1. DAC 2008-2009 Priorities	Immediate Attention <ol style="list-style-type: none"> 1. Registration Xs & Os 2. Counselor Needs in Divisions 3. Computerized Assessments (Dana's class as pilot during Spring 2009) 4. Seniority 	
	Continued Dialogue <ol style="list-style-type: none"> 1. Banner <ol style="list-style-type: none"> a. Transcripts (degree vs. non-degree applicable units) b. Counselor accessibility to screen for unit increase c. Rollover of prerequisites 2. 2-year Schedule 3. Priority Registration 4. Student Educational Plans 5. Phone contacts <ol style="list-style-type: none"> a. A&R Hotline extension 	
2. Other		
3. Next Meeting	Kris Nelson will have update on Banner related items	Monday, December 8, 2008

Counseling & Student Development (C&SD) Dean's Advisory Council Meeting

CCCMLPX #215

January 29, 2009

10:00am – 11:00am

AGENDA

C&SD DAC Members: Paul de Dios, Dana Bedard, Deidre Porter, Denise Vo

Agenda Item	Discussion	Action/Outcome/ Responsible Person(s)
<p>1. DAC 2008-2009 Priorities</p>	<p>Immediate Attention</p> <ol style="list-style-type: none"> 1. Registration Xs & Os and 1235.2 hrs <ul style="list-style-type: none"> - Signup sheet (draft) - 115 hours and contract language - Revised shifts in Center (year round) 2. Counselor Needs in Divisions <ul style="list-style-type: none"> - Health Science - SEM 3. Computerized Assessments (Dana's class as pilot during Spring 2009) 4. Seniority 	<hr/> <ul style="list-style-type: none"> - Kris Nelson will give update - Peak vs. non-peak shifts in counseling center - Counseling needs in HS and SEM - Humanities counselors interest to stay in Student Center - Summer Counseling Shifts 8am-6pm - Eliminate Friday shifts 1:30-4pm
	<p>Continued Dialogue</p> <ol style="list-style-type: none"> 1. Banner <ol style="list-style-type: none"> a. Transcripts (degree vs. non-degree applicable units) b. Counselor accessibility to screen for unit increase c. Rollover of prerequisites 2. 2-year Schedule 3. Priority Registration 4. Student Educational Plans <ul style="list-style-type: none"> - March 4 at Anaheim Campus 5. Phone contacts <ol style="list-style-type: none"> a. A&R Hotline extension 	

