

In Attendance: Max, Serina, Sarah C., Dr. Scott, Jenna, Lorraine, Nick, Krystal, Maria H., Keith, Candice, Danny, Ingrid, Angel, Nadya, Jose M., Aricka, Diego, Michelle, Diego Payan, Jinmei, Daryan, Adriana, Chris, Sarah A., Soraya, Dega, Trang, Sergio, Ariela,

Quick recap

The meeting focused on several key updates and discussions within the counseling department. Manzo shared details about the Career Cafe initiative, which successfully attracted 70 students during its first event in the Grove. Nick presented new policies and procedures for credit by exam, explaining the eligibility requirements, limitations, and appeal process for students seeking credit for prior learning. Trang provided an overview of efforts to streamline the course substitution process across the district, highlighting differences in procedures between campuses. The department discussed upcoming hiring updates, including the approval of two new tenure-track faculty positions. Additionally, the group addressed challenges with the web schedule system, including issues with late start classes, waitlists, and communication with students. Participants shared feedback on these systems and discussed potential improvements to better serve students.

Next steps

- Mahitha: Send flyers for the upcoming entrepreneur guest speaker event to Manzo for distribution to interested students.
- Nick: Confirm whether international students need to pay non-resident fees for credit by exam units and update Jinmei.
- Trang: Bring up the issue of how course substitutions are noted in Degree Works (to see if they can be displayed as completed courses, not just notes, to affect graduation petition percentages) at the next district meeting and report back.
- Trang: Send updates about the ongoing course substitution process streamlining to the group as new information becomes available.
- All interested parties: Consider attending the monthly district course substitution process meetings (Wednesdays 1-2pm on Zoom), as invited by Trang.
- Max/Counseling Department: Revisit the possibility of adopting a streamlined course substitution workflow (similar to CSM's) after the new articulation/transfer counselor is hired, potentially at a future Counselor Corner meeting.
- Trang: Check with appropriate staff (e.g., Carrie) if Degree Works can allow course substitutions to be displayed as completed courses (not just notes) and report findings.
- Nick: Send out the credit by exam PowerPoint presentation to all meeting attendees after the meeting.

Summary

User Interface and Experience Challenges

The group discussed user-friendliness issues with a technology interface, with one participant expressing that even tech-savvy users might find it confusing due to unclear labeling. They shared personal anecdotes about restaurant experiences, with some participants mentioning their preference for making their own food choices rather than leaving it to others. The conversation also touched on the challenges of adapting to new student behaviors and the constant need for change in their role. The conversation ended with birthday wishes for Angel and a brief discussion about technical issues with PowerPoint presentation controls.

Career Cafe Event Success

The team discussed the success of their first Career Cafe event in the Grove, which attracted over 70 students with minimal marketing. The event featured free coffee and information about the Career Center's services, including drop-in hours and career exploration resources. They plan to continue these events every Tuesday from 11am to 1pm, with plans to expand and include more faculty and staff participation in the future. The team also discussed the availability of 37 career exploration classes, including seven in the Career Center, as another resource for students.

Career Initiatives and Credit Policies

The meeting covered two main topics: a career-focused initiative and credit by exam policies. Mahitha announced an upcoming guest speaker event for entrepreneurship students, while Diego discussed the career cafes and workshops available to all students. Nick presented new policies and procedures for credit by exam, explaining eligibility requirements, limitations, and the role of counselors in ensuring credit by exam is appropriate for students' goals. The discussion also touched on accommodations for students with disabilities and the importance of consulting with counselors when considering credit by exam for transfer students.

Credit by Exam Process Overview

The meeting discussed the credit by exam process, including eligibility requirements, timeline, and procedures. Students can take credit by exam for most classes, excluding lab-based science courses, 800-level support classes, and special topics. The process involves meeting with the credit for prior learning counselor, contacting a disciplined faculty member, and submitting paperwork to Admissions and Records. Students must pay for the units and pass with a 70% grade. If they decline the grade, they can retake the course without it affecting their transcript. Jinmei inquired about international students paying non-resident fees for credit by exam, which the counselor agreed to

look into. The appeal process allows students to challenge the grade within a one-year deadline, but appeals are denied if the credit was already applied towards a degree or transfer.

Grade Appeals and Course Substitutions

The meeting focused on two main topics: grade appeals and course substitutions. For grade appeals, Jinmei and CAN-B9-FTLCL discussed the process for students to appeal grades after earning a degree, noting that appeals are not allowed once a degree is issued, but students have a year to appeal if the grade is only on their transcript. They also clarified that students can request a pass-no-pass option for courses that allow it. Regarding course substitutions, Max shared updates on the process for local degrees and certificates, emphasizing the importance of counselor-faculty consultations without involving students. Trang presented findings from a recent district meeting on streamlining course substitution processes across campuses, highlighting differences in the number of forms used at different colleges and the goal of aligning these processes for better student awareness of substitution approvals.

District Course Substitution Process Review

Trang presented a comparison of course substitution processes across different colleges in the district, highlighting differences in approval workflows and documentation methods. She proposed using Degree Works notes as a potential addition to streamline processes, particularly for CSM, where students meet with counselors and forms are reviewed by Marcia before being sent to division deans or faculty. The group discussed the possibility of creating a central repository for approved course substitutions to identify patterns and encourage curriculum updates. Danny suggested adopting CSM's process, which is more student-friendly and efficient, but Trang and others agreed to revisit this after hiring a permanent articulation/transfer counselor.

Course Substitutions and Program Mapping

The meeting focused on two main topics: course substitutions and program mapping. Trang discussed the need to streamline the process for course substitutions, particularly regarding how they are noted in Degree Works, and agreed to follow up with Carrie about potential improvements. The group also reviewed a standard operating procedure for updating program maps, which is currently the responsibility of lead interest area counselors. Lorraine highlighted the importance of accurately reflecting course substitutions in students' completion percentages for graduation petitions. The counseling department approved the program mapping SOP, and Lorraine announced additional STEM counseling drop-in hours on Tuesdays.

Counselor Time Allocation Flexibility

The meeting focused on the allocation and flexibility of reassigned time for counselors, with CAN-B9-FTLCL explaining that while counselors have scheduled hours, there is flexibility for them to adjust their schedules as needed. They discussed the importance of having counselors attend division

meetings and ESC meetings, with Danny and Nadia already participating in some of these. Jinmei raised a question about having a clear document outlining the different responsibilities and reassigned time allocations for counselors, which CAN-B9-FTLCL confirmed exists on the Instruction website but noted that new reassigned time processes are limited due to budget constraints.

Counseling-Instruction Integration and Hiring

The meeting focused on strengthening the integration between counseling and instructional divisions, with plans to have lead interest area counselors attend relevant division meetings and provide updates. A change in meeting schedule from the first to the second Friday of each month was proposed and approved, with the aim of accommodating both division updates and counselor feedback sessions. Additionally, the hiring process for two new tenure-track faculty positions, a counselor coordinator and an articulation officer, was discussed, with the positions approved and paperwork submitted for board review. Finally, a photo shoot for Building 9 was announced for February 19th.

Student Registration System Challenges

The meeting focused on several key issues related to student registration and course management. Participants discussed challenges with the web schedule system, including difficulties in finding late-start classes and confusion over waitlist terminology. They also addressed problems with the late-add process, particularly regarding the February 1st census date and the handling of student emails. The group explored ways to improve communication with students on waitlists and discussed the potential for offering more ESL classes. Additionally, they touched on the transition of some forms to the SSL system and the need for clarity on whether paper forms are still accepted as a backup.