

**Counseling Minutes
September 6, 2019 1:00-3:30**

Dean Counseling
Christopher Sweeten

Department Chair
Acting Chair
Christopher Sweeten

Full Time Faculty
Adriana Martinez
Alma Narez-Acosta
Esther Gelsi
Robert Henrichs
Casey Hunter
David Hernandez
Eric Wagner
Lily Mozafari
Marcela Hernandez
Nancy Brambila
Sherron Rouzan
Tamara Jones

**Curriculum Committee
Rep**
David Hernandez

Academic Senate Rep
Lily Mozafari

Adjunct Rep
James Mackey

Classified Staff
Darrell Roberson

I. Call to Order

Called to order by Marcela Hernandez at 1:07 pm

II. Roll Call

Voting present: Marcela Hernandez, Nancy Brambila, Lily Mozafari, Alma Narez-Acosta, Sherron Rouzan, David Hernandez, Robert Henrichs, Casey Hunter; **Audio call-in:** Esther Gelsi

Non-voting: Christopher Sweeten

III. Approval of Minutes

IV. Reports

a. Dean, Student Services

Appropriate evaluations have not been followed; therefore, Christopher has recently emailed union about Evals. He also asked who evaluated adjuncts since there is no chair.

General counseling office hours have been aligned to meet with other areas in Student Services Monday & Thursday 5pm; Tuesday & Wed 7pm; Fridays 1pm

He will be sending faculty availability to their hourly assignments.

FPIP starting application for that will send out to all faculty (for fulltime positions) Christopher will be keep us up to date.

Limited assignment: Online 13th, General and DSPS 1.0 Positions filled by fulltime faculty CalWorks Esther Gelsi and DRC/Puente Eric Wagner
Outgoing voice mail messages are not working.

Stephanie has moved to EOPS; her position (office assistant) will be opening soon. Christopher is getting a new Secretary (she will be temporary housed in general).

Grievances: Grievance One regarding non-credit is only in discussion, informal stage, (see Christopher's email). Grievance Two where a parttime faculty was hired without a committee it was coupled in a grievance that was filed by a faculty member, issues arose during this grievance that coupled them together.

Christopher will keep us informed on grievances.

Christopher will only be doing reports and then leave after his report.

Chair election updates: October 16, vote for chair (unofficial)

c. Adjunct Representative-

Division asked that we contact union regarding counseling adjunct rep

d. Academic Senate Counseling Division Representative – No report

e. Academic Senate Committees/Ad-Hoc* - No report

Vision

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Mission

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- f. **Athletics** – no report
- g. **DSPS** – no report
- h. **EOPS/CARE/NextUp** – EOPS is still accepting apps, \$300book vouchers and Care \$250 book vouchers.
- i. **Transfer** – Audit, concern about documentation about students that have been served in the last two years. New application was created. Sherron is visiting classes. No CGCA’s for transfer. Transfer Director was opened to all faculty in the district (director should not be allowed to counsel if position is filled by a non-counselor). Mark your calendars Transfer Fair the Sept. 26th (counselors not allowed to attend. Interest Cards for Transfer Honors to help track potential students and to notify students when rep will be present. LMU Access day Sep 27th 9:30 to 2:30
- j. **Financial Aid** – Over 1,700 students with Financial issues. Students need to be seen in their area. When creating a CSEP for a Financial Aid Appeal. Make sure you are detailed in your notes. For example: why is student taking courses, specifically courses that are not in major or GE. Glitch in system put in comments/notes. ED Goals and major will drive amount of aid issued important when student is appealing. ADD specific information under notes to help with appeal process. Will not get aid for a course that they have already attempted; therefore, student will need take additional courses to complete 12 units. Be as specific as possible. It is better to enter a course and on the notes area (adjacent to course) enter “or any course from C1 or C2”.
- k. **Conferences**- No report
- l. **DRC/Puente** – No report
- m. **LAPC** – Not accepting any more LAPC students for Fall 19. Over 500 LAPC students.

Guest Presentation: Allison Tom and Tim Russell Noncredit (see attachment)

VII. New Business

- a. **Moving meetings back to Wednesday**- email will be sent with various dates and times by M. Hernandez.
- b. **Updating contract negotiations**- Find and distribute link for AFT survey for negotiations.
- c. **Change of Home College/Ed Goal/Major Form**- Now that Stefanie is not in General. Who processes the form? Counselors are putting forms in folder at the front desk.

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- d. **Reassignment Request Process** - Tenured Faculty- requesting that tenure counselors be notified and given the opportunity to change position when a new or exciting position is available on campus first before position is posted.
- e. **Spring & Summer 2019 Counselor Hiring Update** – C. Sweeten reported above.
- f. **Non-Credit Memo Update**- C. Sweeten reported it is in informal discussions.
- g. **Procedures for Tenure Review** – Did not discuss
- h. **Cranium Email Reminders** — still happening, remind Christopher to have function removed.
- i. **Update Office Hours: TRIO, EOPS, DRC, Athletics, DSP&S** : General counselors want to know what they do when office closes at 1:00...is there schedule adjust? Are we closed? Or is desk?
- j. **Office Staffing**: 5 students siting at front, overload, Cranium too long to make appointments. Joanne classified position.
- k. **Review of Transfer/Transfer Honors Program** – No discussion
- l. **Appointment Scheduling** – no discussion
- m. **Counseling Advising (Outside Offices)** – no discussion
- n. **Communication with Admissions & Records**: S. Rouzan expressed that communication with A&R is an issue. Phone calls are not being picked up. We have students that need assistance. She was told to email for an answer. This is ineffective if students are with us and we need answers.
- o. **ADTs** – S. Rouzan wanted to know who created sheets for ADT. I told her it was M. Hernandez (me). I will forward sheets to all counselors.
- p. **Counseling Instruction** - no discussion
- q. **Announcements**

VIII. Adjournmen 3:16 pm

Next Meeting Hold September 20, 2019 1:00 pm – 3:30pm

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