

**Division Chair**  
Esther Gelsi

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

**Curriculum  
Committee Rep**  
David Hernandez

**Academic Senate  
Rep**  
Lily Mozafari

**Adjunct Rep**  
James Mackey

**Counseling Division  
Meeting Minutes  
July 19, 2019  
1-3:30 p.m.**

- I. Call to Order  
Esther Gelsi – 1:05 p.m.
- II. Roll Call  
Voting: Esther Gelsi, Robert “Bobby” Henrichs, David Hernandez, Lily Mozafari, Sherron Rouzan, Eric Wagner  
Non-voting: Christopher Sweeten, Stefani Aguallo  
Guests: Anthony Cuomo, Laura Guichard, Ashanti Lyles, Tim Welch
- III. Guest Presentations
  - a. Meta-Majors Presentation
    - Draft of meta-majors. Cards sorts took place last summer with students, faculty, etc. Everyone is allowed to contribute and have their voices heard. Guests here are present today to listen and collect feedback from the Counseling Division.
    - Each degree and certificate may be in multiple meta-majors. Groupings came from data. Iteration 1 – things will change. Thanks to Bobby and Esther for working on Guided Pathways Maps.
    - There are not many common courses between the psychology and sociology majors but both make sense under the social sciences meta-major category. If students switch majors, they tend to switch within the same area/meta-major. There are common GE requirements (AA/CSU/IGETC plans) but there are not many common core courses amongst the various majors.
    - Majors that offer both an ADT and AA often have common courses. Fire Technology students only take Fire Technology courses toward their major in addition to the GE requirements. If students aren't sure of majors, counselors often recommend they start with GEs to gain a sense of their interests. Generally, it's not a good idea to have a general path for students who are unsure of their major. It's advisable for undecided students to follow the CSU GE path. Counseling courses such as Counseling 20 (Post-Secondary Education: The Scope of Career Planning) are designed to help students decide on major/career. Counseling 20 also counts toward CSU GE Area E. Have students start with courses they will definitely need (English/math).

**Vision** WEST: A gateway to success for every student.

**Our Mission:** West Los Angeles College provides a transformative educational experience. West fosters a diverse learning community dedicated to student success.



**Counseling Division  
Meeting Minutes  
July 19, 2019**

**Division Chair**  
Esther Gelsi

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

**Curriculum  
Committee Rep**  
David Hernandez

**Academic Senate  
Rep**  
Lily Mozafari

**Adjunct Rep**  
James Mackey

III. Guest Presentations

a. Meta-Majors Presentation (continued)

- Communication studies can be approached from different angles (business, English, etc.).
- Autism Services Tech II could possibly be categorized under two different meta-majors – behavioral and social sciences and health sciences.
- Reasons students drop out of college: Finances, math, a bad experience with instructor, family life (now we have excused withdrawal), etc.
- Suggestions to expand the Guided Pathways initiative including creating a campus campaign to help students, faculty, and staff become aware of Guided Pathways (purpose, goal).
- Students have been getting mixed messages (make a quick decision regarding their major or reflect on different majors). Best message – strike a balance between encouraging students to make timely decisions but also encourage them to make thoughtful long-term decisions.
- Guided Pathways doesn't have to be linked to a division re-alignment.

IV. Approval of Minutes

Minutes approved.

V. Reports

a. Dean, Student Services – Dean Sweeten

- Murrell Green has resigned as a tenured faculty member. Division has lost 3 FT faculty positions. Going for 3 limited 1.0 assignments for 2019-2020 (online counselor, Puente/DRC, EOPS/Gain/CalWORKs positions) and possibly 1 more assignment, which has not yet been approved by Dr. Gonzalez.

**Vision** WEST: A gateway to success for every student.

**Our Mission:** West Los Angeles College provides a transformative educational experience. West fosters a diverse learning community dedicated to student success.



**Division Chair**  
Esther Gelsi

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

**Curriculum  
Committee Rep**  
David Hernandez

**Academic Senate  
Rep**  
Lily Mozafari

**Adjunct Rep**  
James Mackey

**Counseling Division  
Meeting Minutes  
July 19, 2019**

- V. Reports (continued)
- a. Dean, Student Services – Dean Sweeten
- Division will not live on substitute counselors. Murrell requested to leave general and go to CalWORKs. Trying to do a hybrid position (online/in person). Have to put in new request for the online counseling position. If tenure counselor wants one of these, they can request via email to Dean and Chair, but will still post positions to facilitate hiring. Concern over positions that are being lost. Backfill for these assignments. Division is behind on obligations (evaluations, curriculum, etc.).
  - Online counseling coverage: Need for different areas to have their own online counselors. 1 person is not suitable for 44% of online students in general counseling. Rotating online services – some are not comfortable with being on camera, but emails and live chats could still be done. Dean will send email to general counselors to obtain feedback on possibility of hybrid coverage (online/in person counseling), etc. and decision will be made.
  - Dean getting rid of desk time as of August 11<sup>th</sup>. Chair should be aware of this when creating schedules. In other areas, ask area administrator for schedule changes. Time can be blocked for special projects.
  - Dean and Chair will meet Mondays and Fridays.
  - Division meetings will only be first Friday of each month from 2 - 3:30 p.m. Other divisions meet once a month. The 1-2 p.m. slot on the first Friday of each month may be used for Counseling Division workgroup meetings.
  - Intake form in Cranium Café can be changed. We are able to collect a lot of data with these forms, and make data-driven decisions. Intake form can be different for each area. Retreat will give training on Cranium Café. Cranium Café can be linked to people soft, but we need data to give to district. Intake form for each appointment made.
  - Fall assignments are out. Notifications for no-offers. After 6 no-offers, individual is off seniority list.
  - Some general counselors will be reassigned starting Fall 2019.

**Vision** WEST: A gateway to success for every student.

**Our Mission:** West Los Angeles College provides a transformative educational experience. West fosters a diverse learning community dedicated to student success.



**Counseling Division  
Meeting Minutes  
July 19, 2019**

**Division Chair**  
Esther Gelsi

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

**Curriculum  
Committee Rep**  
David Hernandez

**Academic Senate  
Rep**  
Lily Mozafari

**Adjunct Rep**  
James Mackey

- V. Reports
- a. Dean, Student Services – Dean Sweeten (continued)
- General counselors should be aware the first two cubicles are reserved for student check-ins for appointments/walk-ins. No more counseling in cubicles.
  - All faculty need to be present at meeting on August 22<sup>nd</sup>. Dean will send out email.
- b. Division Chair - Esther Gelsi
- Division Chair is working on division handbook (policies, procedures) and division in-service retreat.
- c. Adjunct Representative – James Mackey  
Absent
- d. Academic Senate Counseling Division Representative – Lily Mozafari  
No updates
- e. Academic Senate Committees/Ad-Hoc\* - David Hernandez (Curriculum Committee)
- Working on updating expired courses with Esther and Adriana Martinez.
  - Eric's term serving on the FPIP committee will expire.
- f. Athletics – Lily Mozafari
- New student athlete orientation in August. Scholarships for 4-year schools. Preparing for Fall 2019.
- g. DSPS – Eric Wagner
- Creating handbook for students and faculty. Rough draft done. Dean Sweeten is reviewing. Final draft will be done in about a week.

**Vision** WEST: A gateway to success for every student.

**Our Mission:** West Los Angeles College provides a transformative educational experience. West fosters a diverse learning community dedicated to student success.



**Counseling Division  
Meeting Minutes  
July 19, 2019**

**Division Chair**  
Esther Gelsi

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

**Curriculum  
Committee Rep**  
David Hernandez

**Academic Senate  
Rep**  
Lily Mozafari

**Adjunct Rep**  
James Mackey

- V. Reports (continued)
- h. EOPS/CARE/NextUp – Robert “Bobby” Henrichs
  - Start push on August 1<sup>st</sup>. Bring in students for first contact. Trying to hit a record for the school (1000), but will take effort from other programs. Orientation at beginning of semester is no longer counted as first contact. Progress (2<sup>nd</sup> contact) can be done by CGCA. 1<sup>st</sup> contact (SEP) must be done by counselor.
- i. Transfer – Sherron Rouzan
  - Busy re-doing documents. Most transfer/transfer honors documents hadn't been done since 2017 and there have been many changes. West has lagged on transfer for a long time. School needs to decide if it is a priority. No Career Center. Sherron assisting with Transfer Honors Program.
- j. Financial Aid – Dr. Casey Hunter  
Absent
- k. Conferences
  - DSPS might go to one in October. UCs will not have one, but may have campus specific conferences (no dates yet).
  - Esther attended the BSILI conference in June and collaborated with the West team to create a logic model to expand professional learning hubs throughout the campus.
- VI. Unfinished Business
- a. AB 705
- No questions/updates.
- VII. New Business
- a. Meeting Norms
  - Focus on Consistency, Clarity, and Communication.

**Vision** WEST: A gateway to success for every student.

**Our Mission:** West Los Angeles College provides a transformative educational experience. West fosters a diverse learning community dedicated to student success.



**Division Chair**  
Esther Gelsi

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

**Curriculum  
Committee Rep**  
David Hernandez

**Academic Senate  
Rep**  
Lily Mozafari

**Adjunct Rep**  
James Mackey

**Counseling Division  
Meeting Minutes  
July 19, 2019**

- VII. New Business (continued)
- b. Absence Certifications and Conference Requests
- Absence certifications must be submitted 10 business days in advance (to Chair folder at front desk in SSB 350). Conference requests must be submitted to chair 45 days in advance. Conference report must be submitted to chair within 5 business days after conference date.
- c. Change of Home College/Ed Goal/Major Form
- A&R and Dean Sweeten have decided forms will be processed in house. Stefani and Darrell will get training on backdating forms and processing negative forms. Chair will be present for training.
- d. Petition for Credit
- Verify transcript is on file. Complete all sections. Attach catalog course description. Student will receive notification email. Counselors can check review status via links (Esther will email to division after meeting).
- e. Appointment/Walk-In Reason Codes
- See handout. Feedback: Course selection can take longer than 15 minutes. Request for registration/course selection – 30 minutes. Check whether counselors can extend appointments.
- f. Cranium Cafe Intake Form
- Collecting feedback. Students don't always know how to answer some of the questions – should intake forms be done with the counselor?
- g. Deskttime
- Covered earlier during Dean's report.
- VIII. Announcements
- Communication and attempting to call A&R is a problem.
- IX. Adjournment  
3:00pm

\*Next Division Meeting: August 22 at 2 p.m. in SSB 345 (conference room)

**Vision** WEST: A gateway to success for every student.

**Our Mission:** West Los Angeles College provides a transformative educational experience. West fosters a diverse learning community dedicated to student success.

