



## Counseling Division

Friday, March 1st, 2024

12:05 – 2:00 pm

Zoom or **Building 1 room 214**

- I. **Attendees: Max, Serina, Krystal, Juan, Sarah, Mahitha, Aricka, Bob, Soraya, Gloria, Claudia, Jenna, Lorraine, Chris, Kassie, Jinmei, Nick, Sarah A., Diego, Jessica, Jose M., Nadya, Daryan, DRC, Danny, Sandra R., Michelle**
- II. **Welcome Center Updates – (Sarah Cortez) 12:05 – 12:15**
  - Welcomed Krystal to the Welcome Center
  - Placement: Any overrides aside from Math & English, need to be approved by Max
  - Returning students will most likely need to go through the matriculation process
  - We only offer ESL testing
- III. **SAO Assessments (Max Hartman) – 12:15 – 12:30**
  - Every program should be assessing our SAO's at least once a year which will be compiled at the time of program review
  - Requesting to have 2 regular, yearly SAO check in deadlines in Counseling - 12/1 for fall and 5/1 for spring
  - Max will be reaching out to find out where all programs are at
- IV. **Participatory Governance Updates - 12:30 – 1:00**
  - a. Academic Senate – Aricka Bueno – Syllabus checklist
  - b. Curriculum – Danny Lynch - NO UPDATE
  - c. EAPC – Chris Rico – EAPC inquiring if portal picture can be the same as the SMCCD badge picture
  - d. IPC – Jose Manzo – recommendation to increase FTE from .67 to 1 for the Artic. Officer reassigned time(passed), program review presentation for the 6 year cycle on 3/15
  - e. PBC – Kassie Alexander – Distance Ed. Working to improve technology
  - f. SSPC – Jinmei Lun – Missed last meeting due to student emergency
- V. **Course Material Adoptions (Sarah Harmon) 1:00 – 1:15**
  - Informed the group about the various types of other materials that courses can use other than textbooks
  - Please get your information to Sarah and Jai ASAP to help Webschedule get updated ASAP
  - ZTC doesn't include lab kits, art supplies, etc.

**VI. Non- Personnel Resource Request Prioritization (Max Hartman) – 1:15 – 1:20**

- Reviewed the list to confirm everything looks correct and also to ask for an explanation as to why these resources are needed

**VII. Other Business 1:20 – 1:30**

**VIII. Adjourn – 1:30 -1:35**

**If you have items you would like included on a future agenda please add them to the google doc here:**

[https://docs.google.com/document/d/1\\_XYBKOUZmdMM\\_IRiPNC2jHWy8OckoilzjDj3PAX1ohA/edit?usp=sharing](https://docs.google.com/document/d/1_XYBKOUZmdMM_IRiPNC2jHWy8OckoilzjDj3PAX1ohA/edit?usp=sharing)