



**Counseling Meeting Minutes
Tuesday, October 2nd, 2018**

1:10-3:00 pm Room 3-142

I. Committee Reports/Announcements

- **SSPC**
 - Heard from PBC that TracDat was approved to be used as the vehicle for Program Review
 - Program Review is due November 1st
 - Personnel requests are due November 12th
 - Resource requests are due November 26th
 - Hands on support will be offered from our PRIE office at our October 10th Flex Day

- **IPC** – Meet Friday

- **PBC** – Same things mentioned above in SSPC

- **Curriculum**
 - 2 New courses
 - Spanish 110
 - Math 800, replace Math 190

- **Academic Senate**
 - The faculty survey will be looked at
 - Professional Development was discussed

- **ACES** – No update

II. Zero Cost Textbook Program (Diana Tedone)

- College campuses are required (Community and CSU's) to identify online versions of a campus course schedule, courses that due to use free digital course materials for students

- This could be OER (open educational resources)
- If your class has a text book that can be accessed electronically, the course could qualify for ZCT.
- When the students search the online catalog and that course qualifies, the “ZCT” symbol will appear, and they will know they don’t have to pay for textbooks

III. Program Review Updates (Max Hartman)

- Moved up the deadline from the beginning of February to the end of November
- The programs in our area are Counseling, Puente and the Welcome center
- Initially recourse requests will be evaluated by the Dean, then they go to the division for prioritization, then it moves to SSPC for validation, lastly move on to PBC and they will sort through all requests and rank and sort them by need

IV. Break

V. Review Counseling Survey Results (All)

- Back and forth discussion about the results