Dean's Advisory Council (DAC)
Counseling Department
Wednesday, February 6, 2008
CCCMLX - Small Conference Room
1:30pm

AGENDA

1. Call Meeting to Order

2. DAC 2007/2008 Priorities
   a. Immediate Attention
      1. Counseling Center Guidelines (DRAFT)
      1. Topics to Address with Administrative Assistants (AA) and future training topics
         a. AA's:
            i. ask too many questions
            ii. need to direct students to the houses as often as possible (appt)
            iii. let students sign in who want very time consuming items...sometimes the students aren't clear about what they want...they should be asked specific reasons for seeing a counselor.
            iv. tell student what classes to take
      2. Mandatory Orientations
      2. Communication with Other Divisions
      2. Counseling Positions
      b. Continued Dialogue
      3. Orientations (classrooms)
      3. Re-admit Form after Dismissal
      3. Dismissal Letters

3. Other
   a. Schedule Inequity for Counseling Center

4. Adjournment

Reminder:
Next DAC Meeting - Wednesday, March 5, 2008 (Small Conference Room)
Dean's Advisory Council

September 5, 2007
1:30pm-3pm

AGENDA

1. Welcome
2. Ground Rules
3. Meeting Times/Locations
4. Topics for Discussion:
   a. Orientation
   b. Walk-in Counseling Guidelines
   c. Counseling Positions
   d. Positive Attendance = 0 hrs vs. No Show
   e. Established Rotation
      i. Overload
      ii. Classes
   f. Others
5. Next Meeting
Dean's Advisory Council (DAC)
Counseling Department
Wednesday, December 5, 2007
1:30pm

AGENDA

1. Call Meeting to Order

2. DAC 2007/2008 Priorities
   a. Immediate Attention
      1. Counseling Center Guidelines (DRAFT)
      2. Mandatory Orientations
      2. Communication with Other Divisions
      2. Counseling Positions
   b. Continued Dialogue
      3. Orientations (classrooms)
      3. Readmit Form after Dismissal
      3. Dismissal Letters

3. Other – ???

4. Adjournment

Reminder:
Next DAC Meeting - Wednesday, December 5, 2007 (Small Conference Room)
Dean’s Advisory Council (DAC)
Counseling Department
Wednesday, March 12, 2008
CCCmplx – Small Conference Room
1:00pm

AGENDA

1. Call Meeting to Order

2. DAC 2007/2008 Priorities
   a. Immediate Attention
      1. Counseling Center Guidelines
      1. Future Training Topics for Administrative Assistants - Update
      2. Mandatory Orientations
      2. Communication with Other Divisions
      2. Counseling Positions
   b. Continued Dialogue
      3. Orientations (classrooms)
      3. Readmit Form after Dismissal
      4. Dismissal Letters

3. Other
   a. Student Center Move (Counseling Center)

4. Adjournment

Reminder:
Next DAC Meeting - Wednesday, April 2, 2008 (Small Conference Room)
Dean’s Advisory Council (DAC)
Counseling Department
Wednesday, October 3, 2007
1:30pm

AGENDA

1. Call Meeting to Order

2. DAC 2007/2008 Priorities
   a. Immediate Attention
      1. Counseling Center Guidelines
      2. Mandatory Orientations
      2. Communication with Other Divisions
      2. Counseling Positions
   b. Continued Dialogue
      3. Orientations (classrooms)
      3. Readmit Form after Dismissal
      3. Dismissal Letters

3. Next Step

4. Other

5. Adjournment

Reminder:
Next DAC Meeting - Wednesday, November 7, 2007 (Small Conference Room)
Dean's Advisory Council (DAC)
Counseling Department
Wednesday, May 7, 2008
CCCMLPX – Small Conference Room
2:00pm

AGENDA

1. Call Meeting to Order

2. DAC 2007/2008 Priorities
   a. Immediate Attention
      1. Counseling Center Guidelines
      1. Training Topics for Administrative Assistants
   2. Mandatory Orientations
      2. Communication with Other Divisions
      2. Counseling Positions
   b. Continued Dialogue
      3. Orientations (classrooms)
      3. Readmit Form after Dismissal
      3. Dismissal Letters

3. Other
   a. Counseling Center Shifts
   b. Student Success Initiatives
      i. Early Alert
      ii. SEP
      iii. Mandatory Orientation
      iv. Probation Students
      v. New Student Cohort – Spring 2008

4. Adjournment

Reminder:
Next DAC Meeting - Wednesday, May 7, 2008 (Small Conference Room)
Dean’s Advisory Council (DAC)
Counseling Department
Wednesday, November 7, 2007
1:30pm

AGENDA

1. Call Meeting to Order

2. DAC 2007/2008 Priorities
   a. Immediate Attention
      1. Counseling Center Guidelines (DRAFT)
      2. Mandatory Orientations
      3. Communication with Other Divisions
      4. Counseling Positions
   b. Continued Dialogue
      3. Orientations (classrooms)
      4. Readmit Form after Dismissal
      5. Dismissal Letters

3. Other – Course Substitutions & Pass Alongs

4. Adjournment

Reminder:
Next DAC Meeting - Wednesday, December 5, 2007 (Small Conference Room)
Counseling & Student Development (C&SD) Dean’s Advisory Council Meeting  
CCCMLX #215  
December 8, 2008  
10:00am – 11:00am  

AGENDA

C&SD DAC Members: Paul de Dios, Dana Bedard, Deidre Porter, Denise Vo

<table>
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<tr>
<th>Agenda Item</th>
<th>Discussion</th>
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</table>
| 1. DAC 2008-2009 Priorities | **Immediate Attention**  
1. Registration Xs & Os  
2. Counselor Needs in Divisions  
3. Computerized Assessments (Dana’s class as pilot during Spring 2009)  
4. Seniority |  
- Kris Nelson will give update  
- Peak vs. non-peak shifts in counseling center  
- Counseling needs in HS and SEM  
- Humanities counselors interest to stay in Student Center  
- Summer Counseling Shifts 8am-6pm  
- Eliminate Friday shifts 1:30-4pm |
| Continued Dialogue          |  
1. Banner  
   a. Transcripts (degree vs. non-degree applicable units  
   b. Counselor accessibility to screen for unit increase  
   c. Rollover of prerequisites  
2. 2-year Schedule  
3. Priority Registration  
4. Student Educational Plans  
5. Phone contacts  
   a. A&R Hotline extension |  
- Kris will have update at Dec 8 DAC Meeting  
- Paul to follow up with Regina about A&R Hotline |
| 2. Other                    |                                                                           |                                     |
| 3. Next Meeting             |                                                                           | Monday, January 26, 2009            |
Counseling & Student Development (C&SD) Dean’s Advisory Council Meeting
CCCMLPX #215 – Conference Room B
September 15, 2008
10:00pm – 11:30pm

AGENDA

**C&SD DAC Members:** Paul de Dios, Dana Bedard, Deidre Porter, Denise Vo

1. Welcome

2. Re-Cap of 2007-2008 Priorities
   a. Counseling Center Guidelines
   b. Mandatory Orientations
   c. Communication with Other Divisions
   d. Counseling Positions

3. DAC 2008/2009 Priorities
   a. Immediate Attention
   b. Continued Dialogue

4. Other
   a. Student Educational Plan Update

5. Next Meeting:
Counseling & Student Development (C&SD) Dean’s Advisory Council Meeting
CCCMLPX #215 – Conference Room B
November 5, 2008
1:00pm – 2:00pm

AGENDA

C&SD DAC Members: Paul de Dios, Dana Bedard, Deidre Porter, Denise Vo

1. Kris Nelson – Guest

2. DAC 2008/2009 Priorities
   a. Immediate Attention vs Continued Dialogue
      i. Banner
         1. Transcripts
            a. Reflect real time
            b. # of units ie. Degree applicable, transferable, etc.
            c. Unit Increase (paperwork)
         2. Students assigned a counselor at the time of application
         3. Rollover of pre-requisites (all classes satisfying a particular level)

         ii. Registration X’s and O’s
             1. Peak vs. Non-Peak

         iii. 2-Year Schedule

         iv. Priority Registration

         v. Counselor Needs in different divisions

         vi. Phone contacts
             1. During registration
             2. Hotline extension
             3. Immediate availability to answer questions

         vii. Assessment Center (computerized assessment)

3. Other

Counseling & Student Development (C&SD) Dean’s Advisory Council Meeting  
CCCMPLX #215  
April 20, 2009  
10:00am – 11:30am  

AGENDA

C&SD DAC Members: Paul de Dios, Dana Bedard, Deidre Porter, Denise Vo

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C&SD DAC Members: Paul de Dios, Dana Bedard, Deidre Porter, Denise Vo

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   1. Registration Xs & Os  
   2. Counselor Needs in Divisions  
   3. Computerized Assessments (Dana’s class as pilot during Spring 2009)  
   4. Seniority | 

| | Continued Dialogue  
1. Banner  
   a. Transcripts (degree vs. non-degree applicable units  
   b. Counselor accessibility to screen for unit increase  
   c. Rollover of prerequisites  
2. 2-year Schedule  
3. Priority Registration  
4. Student Educational Plans  
5. Phone contacts  
   a. A&R Hotline extension | |

2. Other

3. Next Meeting  
Kris Nelson will have update on Banner related items  
Monday, December 8, 2008
Counseling & Student Development (C&SD) Dean’s Advisory Council Meeting  
CCCMPLEX #215  
January 29, 2009  
10:00am – 11:00am  

AGENDA  

C&SD DAC Members: Paul de Dios, Dana Bedard, Deidre Porter, Denise Vo  

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1. Registration Xs & Os and 1235.2 hrs  
   - Signup sheet (draft)  
   - 115 hours and contract language  
   - Revised shifts in Center (year round)  
2. Counselor Needs in Divisions  
   - Health Science  
   - SEM  
3. Computerized Assessments (Dana’s class as pilot during Spring 2009)  
4. Seniority  

   - Kris Nelson will give update  
   - Peak vs. non-peak shifts in counseling center  
   - Counseling needs in HS and SEM  
   - Humanities counselors interest to stay in Student Center  
   - Summer Counseling Shifts 8am-6pm  
   - Eliminate Friday shifts 1:30-4pm |

| Continued Dialogue |  
1. Banner  
   a. Transcripts (degree vs. non-degree applicable units  
   b. Counselor accessibility to screen for unit increase  
   c. Rollover of prerequisites  
2. 2-year Schedule  
3. Priority Registration  
4. Student Educational Plans  
   - March 4 at Anaheim Campus  
5. Phone contacts  
   a. A&R Hotline extension |
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<th>Monday, February 23, 2009</th>
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Counseling & Student Development (C&SD) Dean’s Advisory Council Meeting
CCCPLAX #215
December 7, 2009
10:00am – 11:30am

AGENDA

C&SD DAC Members: Paul de Dios, Dana Bedard, Deidre Porter, Denise Vo

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| 1. DAC 2009-2010 Priorities | 1. Retirement-Tom Nordee  
2. Faculty Prioritization Requests  
3. SARS Reason Codes  
4. Evaluators/Counselors Meeting  
5. Walkin during 1st 3 weeks and last 3 weeks of each term  
6. X’s & O’s Subcommittee  
7. Policies & Procedures Subcommittee |                                      |
| 2. Other                     |                                                                            |                                      |
| 3. Next Meeting              |                                                                            |                                      |