

COUNSELING Discipline Committee – March 29, 2010

Issue/Activity	NOTES	Status	Follow-up pending															
<p>Course offerings: Summer 2010 and Fall 2010</p> <p>Spring 2011 - TBD</p>	<p>Courses are an extension of our counseling services &amp; enable to outreach to a 'group' vs. one on one. There are not enough course offerings for the large population of basic skills students. Successful work of building enrollment will have to be re-built. We hope the budget will soon allow returning to the dept's implementation of courses.</p>	<p>Submitted (M'10 &amp; F'10):</p> <table border="1" data-bbox="1023 1018 1404 1375"> <thead> <tr> <th>Summer 2010</th> <th>Fall 2010</th> <th>Spring 2011</th> </tr> </thead> <tbody> <tr> <td>COUN 24</td> <td>COUN 24 (online)</td> <td>COUN TBD??</td> </tr> <tr> <td></td> <td>--</td> <td>COUN 30</td> </tr> <tr> <td></td> <td>COUN 57 (evening)</td> <td>COUN 57 (day)</td> </tr> <tr> <td></td> <td>COUN 207</td> <td>COUN 224</td> </tr> </tbody> </table>	Summer 2010	Fall 2010	Spring 2011	COUN 24	COUN 24 (online)	COUN TBD??		--	COUN 30		COUN 57 (evening)	COUN 57 (day)		COUN 207	COUN 224	<p>Need to follow up with Tina on planning for Spring 2011.</p> <p><i>Suggestion to invite E. White and D. Moore to the first 30 minutes of next meeting to discuss the issues of future offerings and the impact – (see "concerns" listed at end of mtg notes).</i></p> <p>Tina has invited E. White but time conflicts w/ VPI &amp; President meeting, she will try to attend for at least 30 minutes.</p>
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<p>Student Learning Outcomes</p> <p>SLO's</p>	<p>Last mtg agreed to continue work in smaller clusters, w/ instructors teaching same course and the outcome report form was updated for each course (info transferred from the SLO Plan form) &amp; forwarded to all instructors.</p>	<p>Concern that all counseling faculty teaching COUN course are not participating in the work of the SLO implementation and not submitting their course syllabi.</p> <p>Had a COUN Discipline SLO meeting on Staff Development Day – 3/25/10</p>	<p>Need to resolve:</p> <ul style="list-style-type: none"> <li>• How to involve all instructors that are teaching COUN courses</li> <li>• How to input data once collected</li> </ul> <p>Elissa Jaw needs to be contacted by Kathy and Ann.</p> <p>Ann trying to arrange TaskStream training (w/ Chel) April 21st (or 26<sup>th</sup>) from 9 - 10:30 am., location ???</p>															
<p>Syllabi Review</p> <p>(COUN Courses college-wide)</p>	<p>Need to return to review of syllabi.</p>	<p>Tina sent out memo addressing: 1) request for all S'10 syllabi; 2) importance &amp; responsibility of SLO work; and 3) procedures for <b>textbook change</b> (new form).</p> <p>Syllabi assigned to committee members and results to be reported at next meeting, (including contact w/ instructor before next committee meeting).</p>	<p>Need to review S'10 syllabi: 1) ensure that syllabus guide is being followed, 2) ensure the SLOs and outline content are being followed.</p> <p>Kathy: Loretta (207B) &amp; Elissa Dannielt: Ann &amp; Terrance Adrienne: Iris (30 &amp; 260) and Dannielt Iris: Pamela &amp; Danyelle &amp; Loretta (224?) Ann: Adrienne, Loretta (57) &amp; Manuel</p> <p>Need to contact 224 instructors (Pamela and Danyelle) – re: Eureka inappropriate for 224 (not in the course outline), should be used in 207 &amp; 57.</p>															

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<p>COUN Textbooks Strong Inventories Bookstore</p>	<p><b>-Bookstore</b> did not order the correct edition of book for COUN 24; did not communicate w/ the instructors <b>-COUN 57</b> section is using the same textbook being used in COUN 24 (edition planned for Fall); discussion of reasons inappropriate &amp; f.u. action that should occur. <b>-Strong Inventory</b> ordering discussed and that a different inventory should be used for COUN 57 and 207. <b>-high cost of textbooks:</b> can the amt of \$ contributed to St Govt be reduced to reduce cost of books?</p>	<p>COUN 24 instructors (D. Howard and T. Greene) worked with the bookstore and Dean Newlin to report the problems &amp; attempt to resolve. Designed a request for use of book not on the course outline. Kathy collected specific info &amp; forwarded to Tina by email – inventory ordering needs of both COUN 57 and 207 (online &amp; paper) for all course sections (a span of at least one year into the future). <b>Kathy forwarded the info to Tina via email.</b></p>	<p>Tina had a meeting with the COUN 57 instructor using the inappropriate text (same text as COUN 24). <b>Additional question: is COUN 24 text also being used in COUN 224 sections!!??</b></p>
<p>Program Review</p>	<p>The Curriculum Review Planning Report and Curriculum Review/Course Verification Checklist were submitted to the Ofc of Instruction.</p>	<p>Program Review submitted to Ofc of Instruction March 26, 2010.</p>	<p>Need to review &amp; prioritize goals from March '09 professional development meeting. COUN Discipline meeting set for May 3<sup>rd</sup> 9-10 am, T801.</p>
<p>Development &amp; Objectives of COUN Discipline</p>	<p>Need to establish processes and procedures identified in terms of the oversight of COUN Discipline.  Need to research with PFT re: any official dept chair descriptions and % or time for release time, e.g.: instructional vs. counseling. Duties need to be split. Also involve other PCCD counseling depts. – district issue. (Copies of the two 'contract' dept chair duties to be reviewed.)</p>	<p>Concerns: How to develop the facilitation of continued development &amp; appropriate oversight of the COUN (Instructional) Discipline – has 'outgrown' being under a subcommittee of the dept, e.g.: needs oversight of the VPSS/dean &amp; full participation of all those instructors teaching in COUN. e.g.: planning of what courses to be taught, consultation with other programs teaching COUN courses, monitor of when to cancel, decision/choice of instructors, etc Suggestion: Should be taken over by COUN instructors – not a subcommittee of the Counseling Department. Also should have some coordination with District wide Counseling Departments to ensure collaborative efforts, consistency and common concerns &amp; issues, e.g.: re-establish the District-wide committee to meet once or twice a year. One college wide issue still pending: COUN 24 - warning that CSU GE/Breadth requirement needs to be strengthened.</p>	<p>Discussion of offer to teach COUN courses should be extended to contract faculty 1<sup>st</sup> then part-time faculty, this includes the 'special programs and grants'. Tina will be meeting with Instructional Deans re: this issue. Need to review two instr/coun dept chair descriptions from PFT contract. Sent email of concern &amp; recommendation that CoA &amp; BCC adopt changes for COUN 24 &amp; 57 approved at Laney &amp; Merritt; included all PCCD dept chairs and artic officers – <b>no response received.</b></p>