

# Advising and Counseling Council

## Winter 2008 Meeting Minutes

January 31 – February 1, 2008

Peninsula Community College, Port Angeles, WA

### Thursday, January 31

The meeting was called to order at 9 a.m. by President Wendy Samitore.

#### Welcome

Tom Keegan, President, Peninsula College

#### Committee and Organization Liaison Reports

##### Adult High School Completion: Gina Huston

- The last meeting of the High School Options Consortium was fall 2007.
- There has been quite a bit of discussion on the Adult High School Completion list serv regarding graduation requirements, culminating projects, math WASL and math courses. To sign up for the HSC list serv, contact Barbara Harrell at [bharrell@edcc.edu](mailto:bharrell@edcc.edu).

##### Common Course Numbering: Meg Delzell

- A bill has passed out of the House requiring CCN at universities for lower division GUR-type courses. CCNs would be added to the course descriptions.
- Although some colleges have already implemented CCN, other colleges are not as enthusiastic about adopting common numbers.
- There is increasing recognition that there will be a need for a group to continue to work on CCN even after implementation. The Articulation and Transfer Council may be the group tasked with this work.
- The CCN task force is asking the SBCTC to compile data about how far along colleges are with implementation.
- Some members reported that WSU is already using common numbers in their course equivalency guides. (This is true; check it out at <https://webapps.wsu.edu/ais/myinfoservices/darstce/>)
- Some colleges are adding the notation “formerly known as...” in their course descriptions to assist students with understanding the new course numbers.

##### Statewide Technology Initiatives: Doug Jones

- The statement of work for the Online Advising Project is completed and available on the CIS website ([http://www.cis.ctc.edu/pub/itpg\\_collabproject/drafts/onlineadvising/definonlineadvising.htm](http://www.cis.ctc.edu/pub/itpg_collabproject/drafts/onlineadvising/definonlineadvising.htm))

- It was suggested that ACC draft a “position paper” or resolution urging the release and implementation of Ed Plans and Degree Audit, to be voted on during the business meeting.

#### Student Achievement Initiative Committee: Ana Blackstad and Earl Martin

- ITV conferences going on to discuss colleges’ work to date. All members are encouraged to attend and participate.
- Each college received \$51,000 to be used as seed money to boost student achievement efforts. State money will continue to appear in college budgets as a line item.
- The “points” for achievement are based on college-specified courses. ACC members are urged to check with their institutional researchers to make sure the right courses are being measured.
- Some colleges have “Student Achievement Committees” chaired by VPs of student services and instruction.

#### Student Services Manual Committee: Meg Delzell and Patty Nelson

- The Editorial Board is working on the final version of the Manual. The target is still to have the Manual ready for distribution at the Washington State Student Services Conference in April 2008.
- A marketing plan for the Manual is being developed. No estimates on cost yet.
- The ACC wants to thank Gwen Spencer and Stephen Coats-White for all their efforts in writing the advising and counseling chapters.
- A small group stayed after the meeting to assist Stephen with final edits of the counseling chapter.

#### WAAC – Roy Fentress

- WAAC sponsored a drive-in conference on January 25 at Lake Washington Technical College. About 50 advisors attended. The topic was “incorporating coaching techniques into advising” and the presenter was Peg Cheng from the University of Washington Gateway Center.
- WAAC will be holding regular open membership meetings which all advisors are invited to attend. The next one is February 29 from 10 a.m. – noon at Cascadia Community College. For more information, contact WAAC president Katie Headlee at [kheadlee@cascadia.edu](mailto:kheadlee@cascadia.edu).
- WAAC will also have an open meeting at the WSSSC conference in April. ACC members are asked to encourage their advisors to attend.

#### WSSSC Conference Update: Stephanie Baron

- The conference website is <http://www.highline.edu/wsssc/conference/index.html>
- The first hotel is full; the second hotel is filling quickly. Check the website for alternate hotel suggestions.

- ACC will have a 2 hour business meeting on Friday, April 11. Members are encouraged to bring ideas for professional development topics for next year.
- Many members are concerned about the timing of the conference. Some colleges will be in the first week of the quarter, others in the second week. This makes it difficult to send staff.

### **ACC Listserv Information**

- All CIS-hosted lists changed to Mailman lists, making it necessary for all members to re-subscribe to the ACC list. Instructions available at <http://www.cis.ctc.edu/wctc/internet/Mailman/main.html>

### **Organization Chart Discussion**

- Ana shared observations about the college/student services organization charts submitted by ACC members.

### **Student Achievement Initiative Update: David Prince, SBCTC ([dprince@sbctc.edu](mailto:dprince@sbctc.edu))**

- David described the genesis and current status of the Student Achievement Initiative.
- ITV conferences are planned on February 11 and 13 to discuss the current “learning year.”
- The goal of the SAI is to help students get to the “tipping point and beyond”; at least one year of college and a credential.
- David extended an invitation to ACC to create small group to work with him on how SAI applies to our work.
- We can email David to get a copy of the PowerPoint slides and “The Perfect Storm” report that was mentioned in his presentation.
- Visit [http://www.sbctc.ctc.edu/college/e\\_studentachievement.aspx](http://www.sbctc.ctc.edu/college/e_studentachievement.aspx) for more information.

### **I-BEST and Career Pathways: Brian Walsh, Peninsula College**

([brianw@pcadmin.ctc.edu](mailto:brianw@pcadmin.ctc.edu))

- Brian presented an overview of the I-BEST program in general and specifically at Peninsula College.

## **Friday, February 1**

### **Business Meeting**

- The Fall 2007 ACC meeting minutes were approved with amendments. Yvonne made note of the changes and will send out an updated version.
- Treasurer’s Report: The financial report was approved as presented. Current fund balance: \$3895.32.
  - There are still some colleges who have not paid their registration fees. Please check with Maria ([mariap@pcadmin.ctc.edu](mailto:mariap@pcadmin.ctc.edu)) if you have questions.

- In light of the fact that some colleges have two representatives, yet all colleges pay the same annual registration fee, a proposal was made to change the fee structure. The following motion was approved unanimously to go into effect for the 2008-2009 academic year: *The registration fee for ACC meetings is \$75 per year per college for one representative, and \$25 per meeting for the additional member. Institutions needing to make special payment arrangements may do so by contacting the Treasurer.*
- An ACC resolution requesting the release of Ed Plans and Degree Audit passed unanimously. This resolution will be forwarded to Marc Coomer, WSSSC liaison to ACC: *We, the Advising and Counseling Council, strongly request the immediate release of the online advising tools, specifically the Ed Planning tool and the Degree Audit tool for adoption at campuses within the system, in order to enhance educational services to students.*
- Reminder to members: elections for officer positions for the 2008-2009 academic year will take place at the spring meeting. Please consider running or nominating someone for the positions of member-at-large, secretary, treasurer, and president-elect.
- The members discussed David Prince's invitation to form a small group to work with him on how ACC fits in with the Student Achievement Initiative. Gina Huston will take the lead for the group, which also includes Therese Montoya, Patty Nelson, Gwen Spencer, Kristi Wellington-Baker and Maria Peña. This group is asked to report at the fall meeting on their progress.
- A document entitled "Status and cost of ITPG collaborative development projects" (undated) was distributed.

## **Committee and Organization Liaison Reports, continued**

### WCTCCA: Stephen Coates-White

- There was a question about who from WCTCCA will serve as a liaison to ACC. The ACC Executive Committee will discuss.
- The WCTCCA met in November at Green River Community College and over ITV. The topic was the role of counselors in emergency management, and the guest speaker was Dr. Warner from University of Washington.
- A checklist of ways that counselor could be involved on crises on campuses was discussed. Dr. Warner suggested having a central database of "students to watch"; however, this is problematic due to privacy laws.
- Some colleges are developing emergency response plans that include counseling staff.
- Wendy suggested that ACC compile a list of colleges who have emergency response plans and have a follow-up discussion on this topic at the fall 2008 meeting. Kristi volunteered to compile this information after putting a request out on the listserv using a template. Earl suggested having a place on the ACC website to compile resources discussed at

meetings. The ACC website address is [http://www.sbctc.ctc.edu/college/\\_g-wssscadvisingandcounseling.aspx](http://www.sbctc.ctc.edu/college/_g-wssscadvisingandcounseling.aspx)

- It was suggested that at the fall meeting we could break up into small groups to discuss. Perhaps the executive committee can identify facilitators.

**SBCTC Report: Ronelle Funk, Policy Associate, SBCTC** (rfunk@sbctc.edu)

- The SBCTC is currently looking for a new Director of Student Services.
- Ronelle reviewed her report, including updates on bills. The report will be available online at [http://www.sbctc.ctc.edu/college/\\_g-wssscadvisingandcounseling.aspx](http://www.sbctc.ctc.edu/college/_g-wssscadvisingandcounseling.aspx) or members may email Ronelle directly.
- A new website, <http://www.checkoutcollege.com/> will be available at the end of February to assist prospective community and technical college students.
- If ACC has information to post on our website, we can send it to Ronelle directly for posting.

**Counseling Chapter of Student Services Manual**

- Stephen updated us on the current status of the chapter. The Spring 2007 meeting minutes reflect the committee members who assisted with the writing.
- The members suggested additional changes; a small group stayed after the meeting to help make those changes. The final version has been sent to the Editorial Board.

**Next Meeting**

April 9 – 11, 2008 (Student Services Conference)

The meeting was adjourned at 12:06 p.m.

**Winter 2008 Meeting Attendees**

2007-2008 Executive Committee

Wendy Samitore, President  
Ana Blackstad, President-Elect  
Gina Huston, Past President  
Maria Peña, Treasurer  
Yvonne Terrell-Powell, Secretary  
Stephanie Baron, Member at Large

Alice Melling, North Seattle CC  
Ruby Hayden, Lake Washington CTC  
Donna Netz, Seattle Central CC  
Doug Jones, Spokane CC  
Joe Townley, South Puget Sound CC  
Lance Gibson, Highline CC  
Meg Delzell, Whatcom CC  
Patty Nelson, Pierce - Puyallup  
Paul Mitchell, Centralia CC

Roy Fentress, Everett CC  
Sorena Southerland, Wenatchee Valley CC  
Stephen Coates-White, South Seattle CC  
Therese Montoya, Lower Columbia CC  
Yvonne Terrell-Powell, Shoreline CC  
Kristi Wellington-Baker, Walla Walla CC  
Melissa Barnes, Grays Harbor College  
Erin Runestrand, Bates TC  
Earl Martin, Everett CC  
Loren Pemberton, Spokane Falls CC  
Jessica Holland, Tacoma CC