Task Force on CTC Counselors (HB1355) Report Outline

Letter from Co-Chairs

Letter from State Board (see this report for example letters)

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Acknowledgements (members, speakers, research pulled from heavily) (see this report for example)

Introduction and Background (below are suggested sections)
  - Why, origination of bill HB1355 (or Executive summary, see this report for example)
  - Current standards
  - Definitions
    - Common definition of counselor (or what the task force is considering “counselor” for the purpose of this report)?
  - Frequently used acronyms

Sub-Committee Reports

Each report will begin with the exact language of the bill which they were tasked with. After this, it should include an introduction to the work the sub-committee was tasked with (written by the “lead” individual), what each sub-committee did for research/conversations, and the sub-committee recommendations to the task force to vote on (and a why for the recommendations, or why no recommendation is made). See below for information pulled from sections of the bill that the task force identified as work for each sub-committee as outline of what the sub-committee recommendations should include.

4.  a) Minimum standards required for counselors, including:
    - Requirements regarding the level of education (and continuing education)
    - Internship experience
    - Practical experience
    - Content of coursework required

4.  b) Best practices for counseling services in the community and technical college system
    - to meet the mental health need of students

4.  c) Staffing ratios of counselors and students
    - specifically, issues raised by a staffing ratio of no more than 900 students to one full-time equivalent counselor

Recommendations

- Is legislation needed to address the issues outlined in subsection 4 of the bill?
- Recommendations approved by task force (from 3 sub-committees) and how they should be implemented (through recommendation to system or legislatively)
Index
- Data on each community and technical college’s student-to-counselor ratio
- Other survey data we wish to include

Citations (if needed)