Voting Members Present:

Joe Holliday
Lillian Ortiz-Self
Cathy Shaffer
Shelly Hoffman
Sue Orchard
Earl Martin
Rebekah Woods
Nicole Wilson
Marko Liias
Matthew Campbell
Bill Ramos

Attendees:
Scott Copeland
Sarah Myers
Ha Nguyen
Alicia Kinne-Clawson
Lexi Swanson

1. Introductions
2. Public comments- none
3. Counselor Story Share- Cathy Shaffer
   a. Appointment from student who was a veteran and had attended about 6 other institutions and needed transcripts evaluated
   b. Succeeded in college straight out of high school but had done poorly after that
      i. Struggled with addiction following a surgical operation which affected grades
   c. Always wanted to be an elementary teacher
      i. Began program at the college and did very well
      ii. About 56 credits in three quarters and got all but one 4.0s
   d. Rejected from university because of poor transcripts from background at other institutions
      i. Returned to counseling and agreed to weekly to biweekly counseling after PTSD returned
      ii. Counselor called university to discuss student’s application
         1. University was only able to consider GPA not whole picture
      iii. Called different institution that did wholistic review
         1. School invited student to meet with them and apply
         2. Began school and completed Spring and Summer semester wonderfully
         3. About another year and a half for elementary ed certification
4. Survey Development
   a. Is “CTC Counselor Survey” Appropriate title?
      i. Change to “CTC Counseling Services Survey”
   b. Do the slide sections add up so folks cannot put over 100% (q 21)
c. Shorter version to rubric on q31 link
d. “Counseling related services”- is that appropriate in Q9
   i. Add examples to clarify who we are referring to
      1. Advising
      2. Career counseling
      3. Interns
      4. Case-management for emergencies
      5. Student team
   ii. Can we have follow-up questions if they select yes
   iii. “Individuals” instead of staff
e. Q17 add “Counseling” before services
   i. What does assessment mean?
   ii. Add example
f. Main supervisor of counselor services will be asked to oversee survey completion
   i. Supervisor may not understand what is going on
   ii. Change to “person who oversees “day-to-day” operations”
g. Typo in q7, add “for”
h. Change “20 minutes to complete” as it will take longer to gather information
   i. Will be launched on September 16th, responses due by the 1st of October
   j. Moved end date to September 30th to encourage quicker responses

5. Committee Updates
   a. Staffing Ratios
      i. Meeting postponed as all members could not gather
      ii. Outline of next steps
         1. Literature and data and methodology to understand ratios
   b. Best practices
      i. Draft of introduction and literature survey prepared for final report
      ii. Earl and others will review and add to citations
      iii. Cathy will write summary of what is learned from California experience
      iv. Recommendations will come next meeting
   c. Minimum Standards
      i. Recommendations agreed on last month
      ii. Final feedback is still open
      iii. Will convene one more time to create final sub-committee report

6. Student Engagement
   a. 5 students identified for engagement in October, goal of 8 students by the meeting
      i. Students will receive email with link to the website to understand background
      ii. Questions will be given to students and they will be asked to gather responses
         and input from others on campus
   b. Questions reviewed for students
      i. Change “all ctc’s” to “my campus” or “my institution”
      ii. Add a question regarding what is going well such as “what is helpful on my
         campus”
iii. Begin by asking students about their experience with services on their campus
   1. Do you know what services are available and where to access them?
   2. How easy is it to access them?

iv. How do career and educational counseling fit into this
   1. Good to have a specific focus on mental health counseling
   2. Suggestion to only reference specifically to mental health counseling and leave rest of references as “counseling” to encourage sharing regarding counseling broadly on campus

c. Student share out will be first during the next meeting

7. Future Meetings
   a. October 1st 3-5
   b. October 22nd 3-5: survey results and final report drafts from sub-committees
   c. November 12th 3-5 final report approved
   d. Final report due end of November, allows one final meeting if necessary