I. **Date/Time of Meetings:** The meetings will be held on Mondays and Wednesdays from 1:30 p.m. to 4:00 p.m. in Sycamore IM 202. Initially it is expected that the Committee will meet on both days each week. Once there is specific subgroup work to happen, the Committee may choose to use Wednesdays to do specific sub group work, collect data, or write the response and actions which have occurred since the last site visit and Self Study.

II. **Composition of Committee:** The composition of the Committee will be increased by three people. *Next Step: Plan Added.*

III. **Internal Committee Processes:**

A. The subcategories of Agendas, Notes/Minutes; Plans of Actions will be on each agenda. Kristin will maintain these and will use previous Notes/Minutes from last meeting and Plans to create Agendas. In addition, anyone wanting to add something to the agenda will email Kristin the day prior to the each scheduled meeting. *Next Step: Kristin will continue with above.*

B. An Evidence Binder was discussed. Because there is uncertainty in exactly what that will look like to address the overall response, it was decided for our committee to start a binder of evidence. Once decided from an overall RTF structure, we will have the materials and just need to put them into the appropriate format. *Next Step: Karen will maintain the binder. All Committee members shall send appropriate information to her.*

IV. **Issues that we need to Address:**

A. **Services for Center Students:** A discussion was held regarding equitable services and the definition of such. Different activities and were explored and Plans were created. Future agenda items need to include:

   i. Collecting meaningful data from SARS and determining the best way to use it. *Next Step: Future Agenda Item*

   ii. Ideas for overall marketing campaigns to market services, timelines about deadlines, etc. to average students. It was discussed that many of these structures already are in place within smaller programs such as FYE, EOPS, Hanford Center, etc. How do we institutionalize these? *Next Step: Future Agenda Item*

   iii. We need to look at the Raw Data (people’s ideas) from IPEC's Convocation Workshop *Next Step: Plan Added*

   iv. A discussion ensued about what do comparable services for online and center students involve? Does that mean all services? Does that mean full-service counseling? What is the expectation to meet the standard? What kinds of data do we need to collect to make
this meaningful? Next steps: (1) This topic was added to our list of Consultant issues. (2) Plan Added

B. **Services for Online Students:** Many of the same issues were addressed for online students as the Center students. It was decided that an important component of this research must include how many students are currently online only? Different models were viewed online to see what online counseling services look like at other colleges? Next Step: Plan Added. Future Agenda Item

E. **Services for Evening Students:** Again, many of the same issues were addressed. Different models need to be viewed. It was discussed to explore bringing back the evening counseling hours which could work similar to before either for extra pay or exchange of hours. In addition, Marvin added that he had added the question to the athletic counselor’s listserv and had several good ideas which other colleges were using. Kristin added that IntelliResponse is being used by many colleges for general questions which can be used by all students (24/7) Next Step: Future Agenda Item and Plan Added

F. **Student Area Outcomes/SLOs for Classes and an Evaluation of Those:** After discussion, this topic was broken down into two areas: (a) SLOs for Counseling Classes Offered (b) SAOs for Student Services areas. It was also realized that this area needs to fit (and work within) the Standard IIA Committee’s framework. In addition, it is believed that this needs to become an institutionalized item and part of the culture. Examples of how this could occur include increased training, additional information on the website, continuously have Accreditation/SLOs on Division/Area Agendas with meaningful data and discussion. The issue of the importance of Research and Planning was discussed, and how that department needs to be involved in the data interpretation and assist the areas in determining what it means. Lastly, it was discussed that the Counseling Classes are taught in large part by adjunct. Different ideas such as a monthly meeting would be held to discuss SLOs, teaching techniques and ideas for all faculty who teach in the program, and other ideas to build a culture of conversation improvement. Next Steps: (1) Added to the List of Consultant Assistance Requested (2) Plans Added (3) Future Agenda Item

V. **Board Policies/Administrative Procedures**

Three Board Policies were discussed that need to be reviewed. They were:

v. Matriculation (5050): Board Policy and Administrative Procedure

vi. Counseling (5110): Board Policy and Administrative Procedure

vii. Library Services (4040): Board Policy and Administrative Procedure

Next Steps: Plan Added
Next Steps to the Meeting: Kristin will prepare notes and formalize plans and requests for consultant help to submit to RTF. Next meeting will be held Monday, March 4. All agenda items will be sent to Kristin no later than Friday, March 1.
Response Task Force

*Standard IIIB and IIIC Subcommittee*

**Plans**

1. Ask the following people to serve on the Committee: Darcy Kipnis (Tamara); Milena Seyed (Meng); and Sarah Lewis or Carolyn Franco (Frances): By: March 4, 2013
2. Distribution of Raw data regarding Standard II will be distributed to all Committee members (Marvin and Jessica) By: March 4, 2013
3. Create a grid of services offered for Center Students (Meng and Tamara) By: March 6, 2013
4. Identify what is included at other colleges which are primarily online. Check with Yosemite, Barstow, and Cerro Coso (Marvin) By: March 4, 2013
5. Start conversation at Thursday Morning Counseling Division Meeting regarding online counseling and what is possible (Meng) By: March 11, 2013.
6. Start conversation with member of Standard IIA about how we on Standard IIIB and IIIC need to fit into the overall SLO/SAO process. (Marvin) By: March 4, 2013.
7. Email Jennifer to ask Susan Clifford what is meant by online counseling. Does that need to include full-service? (Jessica) By: March 4, 2013
8. Send information to Committee about IntelliResponse (Kristin) By: March 4, 2013
9. Get examples of good SAO’s from other schools (Bethany) By: March 6, 2013.
10. Identify how other colleges put SLO/SAO information on their website (Kristin) by March 4, 2013.
11. Identify language of BPs and APs that needs to be added (Tamara) by March 6, 2013
12. Identify SAOs currently in Program Review (Frances) by March 4, 2013
Consultant Needed for:

- Determine what Equitable Services means for Online, Center, and Evening students.
- Assistance with SAOs/SLOs and assessment of meaningful outcomes
- Identify way that other colleges have been successful at implementing a culture change to focus on student learning and assessment of it.