Logistics: We will be meeting with Dr. Eva Conrad on Wednesday, March 20. Marvin will order pizza and everybody there can contribute. There is a is forum after the meeting. After the Forum, the Subgroup will be gathering to debrief the 12:00 meeting and the Forum.

Data/Survey: Jessica discussed that she had met with Ryan Barry-Souza (Research) to discuss the student survey which had been discussed by the Committee in previous meetings. Ryan had some suggestions that we adopt one like San Francisco City College. The Subgroup discussed the pros and cons of different types of surveys. It was felt that Ryan was suggesting more of a tool that was a climate survey which the COS counselors had just finished for their Program Review. The Committee decided to wait until the meeting with Dr. Conrad on Wednesday before moving forward either way.

Ratios Update: Meng discussed the Student/Counselor Ratios he had been working with Ryan. He distributed the worksheets which included numbers provided for by Research and counselor reporting information. In other words, some counselors time is split between different duties, as such Meng broke down each area into Counselors FTE and used it as a denominator, and the number of students in the numerator.

Meeting with Dr. Conrad Agenda: Discussion ensued about specific questions we were going to be asking Dr. Conrad on Wednesday during our meeting with her. Kristin will draft an overview of questions and email to Subgroup members. Members will email the feedback to Kristin, and she will incorporate the comments and suggestions. It was the sentiment of the group that we want to convey our true feelings that we are dedicated and eager to do our part.

Administrative Procedures Update: Tamara reviewed Administrative Procedures 5110 Counseling. Changes were proposed, but because the language added included Program Review references, it was suggested that we wait on this revision. After the new integrated planning model and decision making model is adopted, we will be able to evaluate if the Administrative Policy needs to be changed, and perhaps more importantly, the appropriately the place for the process of climate surveys for evaluation of counseling surveys.

Comparison of other College Models: The following college’s IIB and IIC Standards will be gathered by the following Subgroup members:
- Foothill - Middlefield - Tamara
- Barstow - Jessica
- Washington Community Colleges - Darcy
- Yuba Community College - Kristin
- Truckee - Marvin
- Merced College – Karen

Other/Request: In an effort to keep Subgroup Members informed of activities of the RTF, notes will be prepared and sent at the end of every RTF meeting.