

**Recommendation #6 Committee Meeting Minutes  
of  
Thursday, October 12, 2006  
Child Development Center Conference Room  
11:00 a.m.**

Attendees: Y. Simone, P. Banday, S. Feinerman

1. Minutes from October 6th were reviewed and approved by committee consensus.
2. The committee members reviewed the four plans for action and narrowed them down to two. They are:
  - I. Counseling will work with the Office of Institutional Effectiveness to:
    1. Refine assessments and evidence for counseling's student learning outcomes.
    2. Prepare a staffing chart and distribution of services that identifies deficiencies in understaffing.
    3. Include the Office of Institutional Effectiveness in monthly Counseling Department meetings.
  - II. Counseling will participate in professional development SEP workshops for all counselors. i.e. the SARs workshop.

Additional suggestions for Counseling Department consideration include establishment of outcome related benchmarks, based on best practices observed in LACCD colleges and/or other colleges noted for their excellent counseling practices

Assessment and evidence for counseling student learning outcomes will be refined and benchmarked for reference and improvement

Increase the number of SEPs by 10%.

A computer based process will be established by which all attending students will be compared with completed SEPs. This will allow Counseling to advise those students not having completed this process of

its ease and efficiency in assisting these students attain their educational and professional goals.

Counseling will work with the College administration to place all WLAC counselors into the counseling schedule. This matrix will better identify campus counseling resources and better utilize talent and availability.

Hire more counselors to increase counseling services. This will increase both enrollments and persistence.

Counseling will undertake a change in the FPIP process (ex. Harbor College ) to overcome the deficiency presently faced in hiring needed staff.

Hire 10% more Counselors to be actively involved in the college enrollment team. This will allow for off-campus recruitment and better compete with surrounding competition.