Ad Hoc Distance Education - Student Support Services Committee Minutes ("DE-SSSC")

Date of Meeting: 4/22/14  Location: CMS 214  Time: 2:00 – 3:00 pm

Members Present: David Jordan (DE Coordinator), Diana Bonilla (Chair of Counseling), Michael Fenton (STEM Director), Carlos Gonzalez (Lead 3 SP), Carlos Garcia (IT), Adrian Gonzalez (DSPS – Assistive Technologist)

1. **Name, Charge and Committee Membership**

   The committee discussed the proposed name, charge and membership and adopted the below:

   **Name:** Ad Hoc Distance Education - Student Support Services Committee ("DE-SSSC")

   **Membership:** DE Coordinator (DECO), Counseling, Lead 3SP, IT, DSPS and STEM Director

   **Charge:** To improve access to counseling services for LAMC DE students.

2. **Online Counseling – (scope)** – The Committee discussed the use of CCC Confer as the portal/program to use with online counseling. The STEM Director is developing CCC Confer and the use of a CCC Confer “window” which provides a comprehensive set of tools of online counseling. In addition, STEM will use CCC Confer to deliver online mentoring and online tutoring.

   The committee decided to take the next set of steps to pilot the use of CCC Confer "windows" for online counseling.

   - STEM Director will email the CCC Confer contact to DECO
   - DECO will contact CCC Confer and order windows for counseling, DSPS, DE, and Lead 3SP
   - Counseling, DSPS, DE, and Lead 3SP will get a window, designate a “point of contact person” / window operator, and "test drive the CCC Confer Windowt" before the next meeting (5/22)
   - In the next meeting, each committee member will discuss the test pilot, and "best practices" will be shared
3. **Schedule of Work:**

   The committee set the following (anticipated) dates for the implementation of online counseling by Fall 2014 semester:

   5/22 – identify resources needed to support online counseling program
   6/15 – design and develop online counseling program (CCCConfer)
   7/15 – test the online counseling program
   8/15 – train counseling and others on the online counseling program
   8/25 – roll out the online counseling program – Fall 2014 semester
   9/15 – develop survey and assessment tools for the online counseling program
   10/1 – student/faculty/staff survey of online counseling program
   10/30 – collect assessment data from surveys
   11/15 – evaluate and assess online counseling program
   12/15 – recommend changes to online counseling program, and identify resources, and improvements on design, and use of the online counseling program

   **Next Meetings**
   5/20
   6/17
   7/15
   8/19
   9/16
   10/21
   11/18

   **Meeting adjourned: 2:00 pm**