Appendix E

Chancellor’s Office Advisory Group on Counseling (COAGC)
Charter
2014-15

Purpose of the Committee
The purpose of the Chancellor’s Office Advisory Group on Counseling (COAGC) is to facilitate positive student outcomes by identifying and disseminating innovative and cost-effective counseling strategies, tools and models to assist colleges with meeting the high student demand for counseling. The committee identifies and disseminates effective, research-based practices and training in counseling that aim to help students identify and complete their education and career goals. It is a working committee with frequent communication and meetings to ensure completion of identified objectives and to ensure timely communication on state counseling-related policy and issues to counselors, advisors, administrators and other college personnel. In addition, the COAGC serves as a forum to help the Chancellor’s Office in its efforts to seek sufficient funding to address the counseling needs of community college students.

Responsibilities
The COAGC specific responsibilities include:

- Reviewing and providing input on proposed state policy and processes related to counseling and advising
- Identifying counseling, advising and other education planning services delivery strategies that improve student outcomes
- Providing advice on program implementation
- Assisting with planning counseling-related trainings, webinars, and workshops
- Disseminating information about counseling issues to respective regional, association, or constituency groups to help keep other colleges and colleagues apprised of counseling related Student Success and Support Program (SSSP) implementation efforts and to provide opportunities for broader stakeholder input.

Committee Structure and Meetings
The COAGC is a subcommittee of the Student Success and Support Program Advisory Committee (SSSPAC) since counseling is an integral part of the Student Success and Support Program (SSSP) (formerly Matriculation). The COAGC is advisory to the Chancellor’s Office.

The Chancellor's Office COAGC Coordinator is responsible for developing meeting agendas in collaboration with the co-chairs, chairing meetings as needed, scheduling presenters coordinating meeting logistics, and preparing and organizing materials for discussion. Summary notes of each meeting will be taken by a volunteer of the committee or a Chancellor's Office designee. This responsibility will be rotated among the membership.

In general, meetings are expected to be held on a quarterly basis, but the committee will meet as often as necessary to accomplish the expected outcomes.
Committee Composition

The committee will be co-chaired by a representative of the Chancellor’s Office Student Services Division and a counseling faculty representative appointed by the Statewide Academic Senate. In addition to the co-chairs, the committee is comprised of twelve members:

- Five counseling faculty members appointed by the Statewide Academic Senate
- One representative of an active community college counseling association if available
- One representative of the California Association of Community College Registrars and Admissions Officers (CACCRAO) or with a specialization in Admissions and Records
- Two Chief Student Services Officers, appointed by the Executive Board of the Chief Student Services Officers Association
- Two Student Services Deans responsible for overseeing counseling
- One Student, appointed by the Statewide Student Senate

*All efforts should be made to ensure that counseling faculty members appointed to the COAGC represent the diversity of California’s community colleges in terms of geography, college size, and the various Student Services program areas that provide counseling services to students, including Transfer, CalWORKs, Puente, DSPS and EOPS, as well as individuals who have a particular expertise in working with special populations such as veterans, athletes, international students, and foster youth.

**If feasible, one of the representatives from these groups should be members of both the SSSPAC and the COAGC to facilitate communication between the two committees.

The Chancellor's Office may collaborate with constituent groups to select advisory committee members and has responsibility for confirming final appointments. Each constituent group is responsible for identifying an alternate to participate in circumstances when the primary committee member is not able to do so. COAGC members will be appointed for a two-year term with the understanding that Academic Senate appointments are one-year in length, but can be renewed. New terms will begin in August or, in the event of a mid-year vacancy, the new term will begin when the new member joins the advisory committee. At the end of each member’s term, the Chancellor’s Office will request a new representative from the appointing organization.

Expected Outcomes

- Survey community colleges for cost-effective student counseling delivery methods, including the use of technology that show promise in delivering counseling and student education planning services to all students, and research similar national and state counseling delivery methods.
- Evaluate results of survey work to identify the most promising strategies, tools and/or models that would help colleges provide counseling services more efficiently.
• Develop effective mechanisms for broadly sharing results of the identification and evaluation of promising, cost-effective counseling methods, such as a webpage, on-line database, and/or regional and statewide workshops.
• Collect research data related to counseling contact/intervention and student success, and disseminate that data to help inform policy.
• Develop a plan to seek additional resources to support the provision of counseling services for California Community College students.