

CAAC Professional Development Committee
September 29, 2016, 11 am - 12 pm, 'Iliahi 123C
Meeting Minutes

Present: Flo Abara, Ana Bravo, Steve Harris, Melvin Jadulang, Rona Kekauoha, No'eau Keopuhiwa, Wes Maekawa, Lisa Yrizarry, Drake Zintgraff

Absent: Dusty Bailey

Note Taker: Lisa Yrizarry

Agenda Topic	Agenda Details	Discussion, Action Items
1. Welcome	Welcome Rona Kekauoha and No'eau Keopuhiwa!	
2. CAAC PD Committee Goals 2016-2017	Recap of committee goals from Spring 2016 Additional goals	<p>Discussion on the professional development needs of counselors. Is there a need to establish common terms (e.g., academic counselor) for the work we do? Wes and Lisa to follow up with Sheldon to ask if this was addressed by the CAAC Professional Standards Committee in the process of updating the Counseling Faculty Standards of Practice.</p> <p>It was suggested that we look into the possibility of collaborating with UH CC counselor colleagues on professional development as there have been several initiatives recently from the UH system. Perhaps this could be a conversation at a breakout session at the Hawaii Strategy Institute.</p> <p>UC Berkeley Advising First was referenced as an overarching model for professional development at UC Berkeley. Perhaps we could structure professional development in a</p>

		similar manner.
3. NASPA Webinar Roundtable Discussion Series (Lisa)	<p>Kick-off: "Navigating The Community College Experience: Issues, Trends and Best Practices"</p> <p>Friday, Nov. 4, 2016 9:30 - 11:00 AM Iliahi 123C</p>	<p>Oct. 7 - Deadline established for our committee members to view the webinar and contribute discussion points via a Google doc. Lisa will send link to webinar and Google doc.</p>
4. Counselor Mentoring Program (Ana)		<p>Ana provided handout: Five Essential Elements On-Boarding Model (Rath & Harter)</p> <p>Discussion and sharing of ideas. Informal mentoring is occurring but there is a need for more intentional mentoring. Scope to include the holistic development of counselors. Mentoring for all counselors is valuable. Invite counselors to be volunteer mentors. Perhaps a representative from each of our clusters can reach out to new counselors. A welcome packet could be provided to new counselors via the CAAC Chair. Themes could be established for connection points at various times throughout the academic year.</p>
5. Counseling-Focused THINK Sessions (Drake)		<p>Discussion and the sharing of ideas. Start with counselors and perhaps expand to teaching faculty. Create Speakers Bureau in-person and online. Individuals who present at conferences (or attend conferences) could share-out as a part of the CAAC meeting. If online there could be a place to upload PPTs. Virtual Sykpe discussions could be made available.</p>
6. Counselor		Wes, based on the 2015 CAAC

Academy (Wes)		PD survey results, noted areas where counselors may be open to training: academic grievance, student conduct, social media, successful models to integrate technology into student services, proactive advising, students of concern. These topics might be addressed in the Counselor Academy.
7. Wrap Up	<u>Fall 2016 Meetings</u> Oct. 27 from 11 - 12 in Iliahi 123C Dec. 1 from 11 - 12 in Iliahi 123B	Please bring your calendars so we can establish Spring 2017 meeting dates/times at our Oct. 27th meeting.
8. Adjournment		Meeting adjourned at 12 noon