

Counseling and Academic Advising Council (CAAC)



KAPI'OLANI
COMMUNITY COLLEGE

Annual Report
Academic Year 2014-2015



CAAC Mission Statement

The CAAC supports, unifies, celebrates, and advocates for counseling on campus. It shall:

- Provide a formal independent organization through which the counseling faculty can participate in the governance and decision-making in all matters regarding the practice of college counseling on the Kapi‘olani Community College campus;
- Provide leadership and advocacy for the profession of counseling on the campus;
- Strive to support and enhance the practice of college counseling;
- Promote ethical and responsible professional practice;
- Foster communication and exchange among faculty counselors, faculty advisors, and staff advisors across the service areas and institutional settings; and
- Encourage cooperation with other campus organizations related to student development.



CAAC Membership

Flo Abara
Cory Ando
Ana Bravo
Brandon Chun
Amy Cook
Regina Ewing
Lori Ferreira
Sharon Fowler
Sheryl Fuchino-Nishida
Steve Harris
Crystalyn Hottenstein
Melvin Jadulang
Rona Kekauoha
No'eau Keopuhiwa
Cynthia Kimura
Russ Kinningham
Lori Maehara
Wes Maekawa

Kristie Malterre
Teri Mitchell
Sharoh Moore
Michaelyn Nākoa
Layce Reed Garcia
Lori Sakaguchi
Shannon Sakamoto
Cheri Souza
Lani Suzuki-Severa
Sheldon Tawata
Mary Ann Vasaturo
Cathy Wehrman
Gemma Williams
Lisa Wong
Mimi Yen
Joselyn Yoshimura
Dawn Zoni

CAAC Executive Team

Ana Bravo, *Co-Chair*, Professional Development Standing Committee

Regina Ewing, *Past CAAC Chair*

Sheryl Fuchino-Nishida, *Chair*, Professional Standards Standing Committee

Steve Harris, *Co-Chair*, Professional Development Standing Committee

Rona Kekauoha, *Chair*, Counselor Connection Standing Committee

No'eau Keopuhiwa, *CAAC Vice-Chair*

Teri Mitchell, *CAAC Chair*



CAAC Calendar at a Glance

MEETINGS IN AY 2014-15

Five CAAC Meetings

Seven CAAC Executive Team Meetings

One Full-Day Retreat

September 12, 2014

(32 counselors in attendance)

- Welcome to New Academic Year
(*Louise Pagotto*)

- Welcome New Counselors:

- * Amy Cook, Lisa Wong,
Mary Ann Vasaturo, and
Jennifer Brown

- Tenure and/or Promotion

Acknowledgements:

- * **Tenure:** Michaelyn Nākoa and
Lani Suzuki-Severa
 - * **Promotion:** Associate Professor
Kristie Malterre, Associate
Professor Mimi Yen, and Professor
Sheryl Fuchino-Nishida

- CAAC History (*Teri Mitchell*)

- * 30-min video capturing CAAC's
history and achievements

- Native Hawaiian Student Success
Program Updates (*Michaelyn Nākoa*)
- Native Hawaiian Project Updates
(*Rona Kekauoha*)
- Executive Policy 204 (*Cathy Wehrman*)
- iCAN Changes (*Laura Rosas Leong*)
- Kahikoluamea Math Updates
(*Sang Chung*)
- Standing Committee Reports
(*Ana Bravo, Steve Harris,
Rona Kekauoha, and Sheryl Fuchino-
Nishida*)



October 10, 2014

(31 counselors in attendance)

- NACADA Regional Conference
(*Lisa Wong*)
- VPTF Clothesline Project, Men's March
(*Cathy Wehrman*)
- Student Success, Title III, and Hawaii
Papa O Ke Au (*Vern Ogata,*
Nāwa 'a Napoleon)
- STAR (*Merrissa Brechtel, Chad Yasuda*)
- Standing Committee Reports
(*Ana Bravo, Steve Harris,*
Rona Kekauoha, and Sheryl Fuchino-
Nishida)
- Student Video (*No 'eau Keopuhiwa and*
Ana Bravo)

October 15, 2014

- Counselor Forum (Reporting Structure)

November 14, 2014

- AATN Conference in lieu of CAAC
Meeting

December 12, 2014

(27 counselors in attendance)

- Introduction of new VCSA,
Brenda Ivelisse

- Announcement of VCSA/Counselor
Retreat
- Starfish (*Cynthia Kimura, Cory Ando*)
- Title III Grant (*Teri Mitchell, recap from*
meeting with Kelli Goya)
- Standing Committee Reports
(*Ana Bravo, Steve Harris,*
Rona Kekauoha, and Sheryl Fuchino-
Nishida)

January 30, 2015

- VCSA/Counselor Retreat at College Hill
 - * Sharing of VCSA Brenda Ivelisse's
vision and goals for student affairs
 - * Title IX - updates regarding system
and internal campus processes and
the counselor's role
 - * Discussion of KCC counseling
foundation and its role in shaping
our future planning/identification of
professional development needs
 - * Building community, sharing ideas,
and fellowship



February 13, 2015

(29 counselors in attendance)

- Web Update, shift from Quill to Ohana website (*Karl Naito, Raphael Lowe, and Craig Spurrier*)
- Mental Health & Wellness Update - Title IX, Behavioral Intervention Team, Haven, etc. (*Lori Ferreira*)
- Standing Committee Reports (*Ana Bravo, Steve Harris, Rona Kekauoha, and Sheryl Fuchino-Nishida*)
- Prioritize VCSA/Counselor Retreat Action Items (*No 'eau Keopuhiwa and Teri Mitchell*)
- Statway Math Sequence (*Cheri Souza*)
- CAAC Chair Election Information (*Teri Mitchell*)
- Standing Committee Reports (*Ana Bravo, Steve Harris, Rona Kekauoha, and Sheryl Fuchino-Nishida*)
- Assessment Cafe (*Ana Bravo*)

May 8, 2015

- Counselor Assessment Cafe in lieu of CAAC Meeting

March 13, 2015

- Counselor Forum (Reporting Structure) in lieu of CAAC Meeting

April 10, 2015

(26 counselors in attendance)

- Prior Learning Assessment (*Barbara Belle and Trude Pang*)



Highlights

- Developed video of CAAC history to orient new counselors to the council and renew commitment of continuing counselors
 - * Worked with seven previous CAAC Chairs and videographer for a 30-minute video screened at first CAAC meeting of the year
 - * CAAC Chairs were interviewed to discuss their tenure as chairs, describe the accomplishments during their time as chair, and how the council built on the milestones achieved in the prior year
- Collaborated with new VCSA Brenda Ivelisse and VCAA Louise Pagotto on one-day VCSA/Counselor Retreat held at College Hill on January 30, 2015
 - * Collaborative agenda, breakout sessions, equipment, facilities and food arrangements, and evaluation
- Created STAR Ad Hoc Committee through CAAC to work collaboratively with KISC on STAR (official academic planning and degree conferral tool for UH System)
- Worked to further bridge FYE planning efforts with CAAC



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Professional Standards Standing Committee

The Professional Standards Committee provides leadership and input on issues relating to the standards of practice for counseling on campus. The committee has developed documents including the KCC Counseling Faculty Standards of Practice, a counselor evaluation tool, and Counselor Hiring Standards.

Report submitted by Chair: Sheryl Fuchino-Nishida

Members: Cory Ando, Lori Ferreira, Shannon Sakamoto, Cheri Souza, Cathy Wehrman, and Mimi Yen

The CAAC Professional Standards Committee was assigned by the CAAC to pursue the recommendation to consolidate the counseling discipline under the VCSA based on discussions in the May 2014 CAAC meeting.

In July 2014, the Professional Standards Committee reviewed the results of the survey sent by the CAAC Chair to counselors regarding a possible realignment/reorganization. The results reflected varied perspectives and questions around the reorganization topic. As a result, the committee determined that there was a need to provide opportunities for discussion and input and utilized the scheduled counselor forums as the venue. While members of the Professional Standards Committee pointed out that this is a recommendation that exists in the Counseling Standards of Practice, and has been an issue that has been formally discussed with the Chancellor and VCSA, there was a need to gather the consensus of the current CAAC community.

Counselor Forum Planning – Fall 2014

The committee determined the outcomes for the forum and a tentative schedule for a follow-up session later in the Fall 2014 semester to assist with the next steps in the decision-making process with regard to the organizational structure of counseling at KCC.

Objective:

To decide whether we move forward with a new model or stay with the current one. If we stay with the current model, what changes/tweaks (if any) need to be made to the structure to address student and/or counselor needs?

Process:

- Discuss the pros and cons of the current organizational structure for students, counselors, and the college. Consider comments from survey results.
- Ask counselors to consider what is best overall for our profession and for students, not for themselves as individuals.
- Use the comments as a springboard for discussion – determine if the current model is working. Identify what is and isn't working.

The first counselor forum on the topic of reorganization took place on **October 15, 2014**. A pre-forum session was provided in order to provide a historical perspective of the KCC counseling structure and previous requests/discussions that took place regarding possible reorganization of the counselors. The Professional Standards Committee solicited the assistance of Leigh Dooley to facilitate the counselor forums for her strong facilitation skills, unbiased perspective, and positive relationships that she has established with counselors. This approach would also enable all counselors to participate in the process. During the first forum, the question for the group to address was **“Should we invest time & energy in the exploration of the possible restructuring of counselors’ organizational processes & reporting structures?”** In small groups, counselors identified the pros and cons of the current structure for students, counselors, and the institution. These results were discussed in the larger group. At the end of the forum a vote was taken with regard to the question to address and the result was **19 yes and 5 no**.

Counselor Forum Planning – Spring 2015

The Professional Standards Committee compiled the results of both the October 2014 forum and the May 2014 survey comments. Based on the data, the committee identified seven main topic areas and aggregated the comments in each of the areas based on relevance. The second counselor forum was held on **March 13, 2015**.

The question for the second group to address was:

In the ideal structure, what are your “must haves” related to:

- Service to Students
- Internal Communication/Collaboration
- Contract Renewal and Tenure/Promotion (e.g., DPC structure, administrator reviewing documents to have student services background, etc.)
- External Communication (e.g., campus, community and accrediting bodies)
- Counselor Professional Identity and Duties/Expectations
- Resource Allocation (e.g., budget, compensation, release time, professional development funding)
- Vision, Leadership and Accountability

Counselors were asked to provide systematic input to each of these topic areas, and then vote on those they felt were most important to them. At the recommendation of the Professional Standards Committee, counselors were also asked at the forum to volunteer if they were interested in being a part of a working group to create the final recommendations to the CAAC community (based on the results of the second forum.)

The Professional Standards Committee provided its recommendation to the CAAC regarding the next steps for this working group.



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Counselor Connection Standing Committee

The Counselor Connection Committee provides leadership and input on engagement and wellness activities for both counselors and students. The committee also aims to raise the awareness of counseling services.

Report submitted by Chair: Rona Kekauoha

Members: Brandon Chun, Sharon Fowler, Russ Kinningham, Lori Maehara, Kristie Malterre, Layce Reed Garcia, Lani Suzuki-Severa, Sheldon Tawata, and Cathy Wehrman

Highlights:

August 2014 - The committee continued Golf Cart Advising during the first week of the Fall semester in order to increase awareness of counseling services and make KCC counselors more visible to the student body. Fifteen counselors equipped with various hard copy resources drove around campus in an Auxiliary-loaned golf cart for eight hours over a four-day period and spoke with 352 students. Counselors introduced themselves and answered student questions and passed out resources when needed.

September 2014 - The committee organized Counselor Spa Day so counselors could relax, recharge, and reconnect with one another. Fifteen counselors were massaged by four Massage Therapy students. Following the massage session, there was a tea and aromatherapy gathering with music and other refreshments.

October 2014 - At the suggestion of committee members, Golf Cart Advising was performed during another critical time in the academic calendar, prior to Spring 2015 registration. A flyer "Important Dates to Remember" was created and passed out to students. Seven counselors spoke with 138 students over a five-hour time frame over two days.

December 2014 - The committee organized a potluck-style counselor Christmas Party in 220 Grille. Counselors brought in personal holiday decorations and games were played to help celebrate the holiday season, spend quality non-work time together, and promote counselor bonding.

January 2015 - The Golf Cart Advising effort continued during the first week of the Spring 2015 term. Nine counselors drove a golf cart around campus for a five-hour period over two days and talked with 403 students. While we don't have statistics to compare, it's safe to say we touched more students using this outreach method than if we were waiting in our offices.

May 2015 - A Post-Assessment/End-of-the-Year party was held to celebrate another successful year for the counselors. Attendees could opt to order lunch from Zippy's or bring their own. Sign-ups were done for pupus and desserts.



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Professional Development Standing Committee

The Professional Development Committee provides leadership and input on professional development activities for counselors. The committee assists in creating professional development opportunities to enable counselors to enhance their counseling knowledge and skills as referenced within the KCC Counseling Faculty Standards of Practice.

Report submitted by Co-Chairs: Ana Bravo and Steve Harris

Members: Flo Abara, Melvin Jadulang, Wes Maekawa, Lori Sakaguchi, Mary Ann Vasaturo, and Lisa Wong

Highlights:

October 2014—Interactive technology training workshop entitled Google Tricks and Treats where the following was covered: gmail search, sort and labs, google forms, documents, and calendar.

November 2014—workshop to learn STAR 2.0 interactive planner together. Created and monitored interactive google doc, which summarized general concerns and helpful responses. Communicated these concerns to Merrissa Brechtel, leading to greater conversations in developing STAR training among counselors and STAR maintenance issues on campus.

February 2015—in part a continuation of the October Technology workshop where the following topics were covered: gmail search tips, you can book me interactive scheduling website, and synching google calendar to your smart device.

Professional Development calendar—PD voted to take on the duty of maintaining a professional development event calendar for CAAC including professional development events of interest worldwide.

Counselor Toolbox—renovated website to include updated information with tabs in such areas of interest for counselors: academic advising, career counseling, financial aid information, student success resources, community resources, counseling professional standards, campus directory, PD calendar (see above), essential information for new counselors, and a box for comments/suggestions.