



Santiago Canyon College Counseling Faculty

SCC Student Counseling Ratio

Counseling Faculty at RSCCD have high Counselor-to-Student ratio compared to neighboring CCCs

SCC credit 1: 1,144 ; SCC non-credit 1: 1,529

- Orange Coast College: 1: 783
- Fullerton College 1: 581
- IVC 1: 687

**ASCCC recommendation: 1 counselor: 370 students*

Misconception 1: Counseling Faculty only work 25 hours per week

Counseling Faculty	Instructional Faculty
25 Hours of Direct Student Contact	15 Hours of Instruction
10 Hours of Prep	15 Hours of Prep
5 Hours of Campus Institutional Service/Shared Gov	5 Hours of Campus Institutional Service/Shared Gov
	5 Hours of Office Hours
Total: 40 Hrs/wk	Total: 40 Hrs/wk

Misconception 1: Counseling Faculty only work 25 hours per week – The Reality

25 Hours Student Contact

- **Instruction**
- **Academic/Career/Personal Counseling**
 - **Appointments**
(In-person, Virtual, Telephone)
 - **Drop-ins**
 - **Online/Live-Chat**
 - **Telephone Appts**
- **Workshops**
- **Orientations**

5 Hours Institutional Service

- Academic Senate
- College Council
- Curriculum & Instruction Council
- Education Master Plan Committee (EMPC)
- Enrollment Management Committee (EMC)
- Faculty Recognition Committee
- Honors Committee
- Planning & Institutional Effectiveness Committee (PIE)
- Professional Development Committee
- Student Conduct Committee
- Student Success & Equity Committee
- Valedictorian Committee
- Guided Pathways – Leadership Team + Planning/Tech/Research
- AB 540 / “Dreamers” Task Force

10 “Other” Hours & Prep:

- **Counseling Department Meetings**
- **Assessment & Placement (AB 705)**
- **Counseling Program Development:**
 - **New Student Orientation**
 - **Academic Probation workshops**
- **Prep for Counseling**
- **Appointments/Follow-up:**
 - **Communication with university reps**
 - **Clarifying transfer requirements**
 - **Assisting students with communication**
- **Prep for Instruction**
- **Prep for Workshops**
- **Prep for Orientations**
- **Curriculum Development & Maintenance**
- **Prep for Shared Governance Meetings**
- **Faculty Hiring Committees**
- **Dept. Website maintenance**

Misconception 2: Counseling Faculty do not work during prep time...

During prep time, Counseling Faculty are responsible for research, documentation, follow up, and campus support. Examples to further break this down:

- Evaluation of RSCCD records and other college transcripts
- Regulations for Special Pop Counseling: Athletics, DSPS, International, Veterans
- Evaluation of other college policies
- Counseling Notes in multiple systems
- Research requirements for multiple programs based on individual student educational goals (CSUs, UCs, Private Universities, Out-of-State Universities)
- Forms: Academic Renewal, Change of Major, Exception to Academic Regulations, Overload Petitions, Major Substitution, Pass Along, P/NP... etc.
- Follow up emails/phone calls
- Financial aid appeals
- Letters of recommendations
- Faculty consultations, conferring with university partners, and more...

Misconception 3: Counseling Faculty focus on developing educational plans mainly

During each appointment Counseling Faculty check in with students regarding:

- Overall well-being
- Home life situation/support (housing and food insecurity, homelessness, access to health and other resources)
- Academic/Personal struggles & needs
- Determine/recommend referrals and resources on campus/off campus (i.e. DSPS, Psychological Services, Health Center, etc.)
- Evaluate academic needs to support success, retention, and completion efforts
- Individualized career exploration and development
- Student Advocacy

Title 5 §51018, §55532, Specifies Role of Counselors

- Specifies the roles of counseling faculty and our contribution to the Academic Senate 10+1
- Faculty in the Counseling Division (credit & non-credit) **equally** participate in our 10+1 functions.

ASCCC Consultation Council Taskforce on Counseling

How Could You Help?

- Share this information with other colleagues, help correct any misconceptions
- Make a public comment at committee meetings/board meeting
 - Next BOT is March 14th (in person)

Other ASCCC Resolutions Support Counseling Faculty

[Counseling Faculty and the 50% Law FA20](#)

[Counselors As Discipline Experts FA13](#)

[Adopt Paper The Role of Counseling Faculty and Delivery of Counseling in the California Community Colleges SP12](#)