

Wyoming High School Counselor Workshop Committee Report

Conference Calls:

June 21st, 2017; 10:00 AM

September 14th, 2017; 10:00 AM

Committee Members:

Kelcie Hamilton

Brenda Haseman

Shannon Eskam

Nicole Castillon

WHAT HAPPENED AND WHEN:

- **Timeline and Interest Survey Sent to Committee for Review 05/08/2017**
- **Survey Sent to Directors for Review 05/15/2017**
 - Set a response deadline of 05/31/2017
- **Sent Survey Results to Committee 06/02/2017**
- **Conference Call 06/22/2017**
 - Included PowerPoint presentation templates
 - Included first week in July deadline for an e-mail requesting date/time
 - Included 08/01/2017 deadline for each college to set workshop date
 - Draft of Invitation deadline 08/15/2017
 - Invitation send-out deadline 09/01/2017
 - Presentations due for review 09/01/2017
 - Next conference call 09/14/2017
- **E-mail Requesting Feedback of Workshop Date/Time Sent 06/28/2017**
 - Included the new logo and decisions made based off of the survey
 - Requested a workshop date and contact information for RSVP
 - Set a response deadline of August 1st
- **Reminder that we need Workshop Date/Time 07/31/2017**
- **Draft of Invitation Sent to Committee for Review 08/08/2017**
 - Did not include LCCC/UW
 - RSVP Deadline set at 10/01/2017
- **Updated Version of the Invitation Sent to Committee 08/30/2017**
- **Invitation E-mail Sent to Workshop Contacts 09/05/2017**
 - Did not include a time for LCCC
- **Initial Presentations Received (they were updated as needed)**
 - Shannon 09/07/2017
 - Brenda 09/11/2017 and 09/12/2017
 - Nicole 10/02/2017
- **Workshop Information Posted on Website 09/19/2017**
 - E-mail sent to committee members
 - Published after committee discussion

- Member log-in for presentation resources
- Password log-in for workshop attendees
- **President Welcome Notes Received 10/02/2017**
- **Workshop Materials sent to Coordinators 10/02/2017**
 - Reminder to send out invitations
 - General deadline was October 1st – offered to have them work with their service area for their own deadline
 - Explained how to do presentations and that they can add information
 - Gave information for how to access materials for the workshop
- **Workshop Log-In Information (with Counselor Password) was sent to Coordinator a few days prior to their event – also reminded them about feedback surveys**
- **Workshop Survey Results sent to Committee 11/20/2017**
 - Central had to reschedule event (ended up doing theirs 03/22/2018)
 - No surveys from LCCC (they did not complete surveys or utilize many WyASFAA resources)

FEEDBACK/SUGGESTIONS (from the 11/20/2017 e-mail and from Nicole's response):

11/20/2017 E-MAIL:

There are some interesting comments from the survey questions... separating new vs. "old" counselors, hosting full-day workshops (we would obviously have to add more sessions, maybe offer a few breakout sessions, etc.) I would love to know your thoughts on these items specifically, and any other ideas that "jump" out at you! I know that next year's committee can look at this information and decide how they want to move forward, but I thought it would be helpful if we compiled a list of suggestions (I will do this after receiving feedback from everyone) J

I have also listed the feedback/suggestions I have received from workshop site coordinators. I have included their comments and my replies below. The blue italics are just my thoughts on the feedback/suggestions, but I would love to know your thoughts on these ideas as well!

- There was redundancy of information/slides over the course of the event (whose custodial parent, FSAID was in there several times etc). Understanding that the presentations were created by multiple people but in the end, perhaps one person should edit all for overall flow, voice and typos.
 - *Maybe next year the person that coordinates can read through everything in-depth and edit things for consistency. I meant to get to that this year, but time-wise for when we wanted to publish the PowerPoints, that didn't happen.*
- So, the basic/general financial aid items was useful for the rookies, but pretty much a 3 hour review for the veterans. For future reference perhaps a better mix of topics to accommodate whoever may attend OR alternate the information given geared to the rookie one year and the next geared more to the veteran.....send out an agenda or let them know the topics so they can choose if they want to attend. I realize the goal is to get as many attending as possible.....in my opinion there is nothing worse than attending a workshop where the information is geared towards the new HS Counselor and you are a 12 yr veteran counselor.....we don't want them to feel like the workshops are a waste of time either!!
 - *I talked to Susan about this, and maybe we could do a dual-track option (two events at once... kind of like a conference that has multiple sessions to choose from) OR have a "veterans" track in the morning and rookie in the afternoon, for example.... OR have some sites host veterans and some host rookies... I would almost prefer the first idea by offering two different sessions at once for people to choose from.*

- To accommodate all in attendance and mix it up some have some PPTs with how HS Counselors can help the school FA Offices by preparing students for.....
 - Themes to reinforce how to maximize aid..... e.g. not paying for a big meal plan they won't use, taking only the classes necessary for degree or limiting the number of electives.
 - *Maybe would could incorporate some basic activities, but do them from a "for your students" point of view to help them apply the concepts when discussing financial aid with their students.*
 - Mistakes to avoid now and during sophomore year- e.g. pay attention to time classes are offered if not a morning person don't take an 8 am class, don't schedule all classes on the same day...etc.
 - *I don't necessarily see this as specifically relating to financial aid ... to me this is more of a "tips for college" idea that could be incorporated if we included Admissions in the Workshop.... It wouldn't hurt to include a handout, but I don't know that it is our responsibility to include this in our financial aid presentations.*
 - *If we wanted to do this for financial aid, I think it should be more along the lines of Mistakes to Avoid... taking out way more loans than you need to.... Dropping classes and losing scholarships because you don't "feel" like going to class, not opening mail/e-mails from the financial aid office, assuming your bill is paid for...*
 - How concurrent/enrollment classes can affect student's GPA even before they get to college
 - *I feel like we touched on this in the SAP Presentation, but in the future, we should maybe consider including the "Impact of Advising" presentation that we did (or something similar) last year at EWC... this addresses the impact of dual/concurrent courses, remedial coursework, etc. That... or expand the SAP presentation.*
- It seemed that 20-25 minutes wasn't enough.....if a person just read the slides then the times probably would have been good, but by adding NWC's processes/procedures, clarifying information and taking questions throughout the presentations, we did go over the time allotment on most slides....that's pretty much a deal on our end....we may need to increase the time for the workshop next year.
 - *This could easily be changed to 30 minutes for the longer presentations (obviously we wouldn't make the President Welcome thirty minutes, for example).*

11/20/2017 RESPONSE FROM NICOLE:

I liked the format and the flexibility Western took in presenting the material. Yes, some of the slides were repetitive, we edited ours as needed. We have presented to the same counselors for the past 3-4 years and they did not express the need for more advanced topics. It's a great opportunity for an annual review and a chance to discuss unique student situations.

We also break up the presentations by highlighting programs, campus tour, lunch with guest speaker and a student services market. Maybe that is why we did not receive comments about repetitive topics.

We also provided examples that apply to students. I'm pretty sure my example of the high school student who took 13 credits as dual/concurrent and had 0 completed with a .05 cum gpa and the \$1,300 provided by BOCES, helped illustrate SAP. Of course they knew this was an extreme example, but I definitely had counselors wanting me to discuss specific SAP situations about their students after the conference.

I like that the committee provides a basic structure for the event and it can be organized specifically for each area. Western had 21 in attendance, we couldn't find the sign in sheet. Those that did not complete surveys had to leave early.

WHAT WORKED AND WHAT DIDN'T:

WORKED

- Overall Timeline and Planning worked pretty well
- Providing outlines for presentations seemed to work well, although some schools chose not to use them
- Using website as location for presentations and to give counselors access

DIDN'T WORK

- Needed more time for committee to complete PowerPoint Presentations
- Should have scheduled time to compare and thoroughly edit (instead of just reviewing) the PowerPoint Presentations
- Did not end up contacting PEAK – ended up deciding it wasn't necessary

AREAS FOR IMPROVEMENT

- Schedule – we did our schedule based off of the survey; however, numerous surveys requested a longer workshop
- Getting buy-in from all of the colleges to utilize WyASFAA resources – we were totally fine with (and encouraged everyone) to “make it their own,” but some institutions seemed to disregard the presentations completely, which makes their event institution-specific rather than WyASFAA-sponsored (completely defeating the purpose of a WyASFAA Workshop). Note: the schedule was just a guide for those who did not have a day/schedule already set-up for this, so this was not considered for this comment/suggestion.