School Counseling Advisory Council

ASCA National Model, 4th Edition

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An Important Message from ASCA

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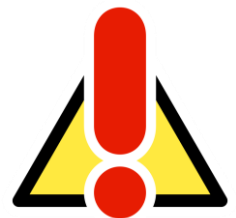
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**A Word about
ASCA Templates**

ASCA Templates

- Always check ASCA website for the most current editions of the various ASCA templates
- Note which templates are required

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School Counseling Advisory Council

representative group of stakeholders selected
to review and advise the school counseling program

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School Counseling Advisory Council

Stakeholders who:
- Guide and support the school counseling program
- Provide feedback on annual student outcome goals and results
- Advocate for the program
- Learn the role of the school counselor

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School Counseling Advisory Council

Advisory councils assist school counselors by:

- Advising on school counseling program goals
- Reviewing school counseling program results
- Making recommendations about the school counseling program
- Advocating and engaging in public relations for the school counseling program
- Advocating for funding and resources
- Meeting at least twice per school year.

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This is the process. The next slides will dig deeper.

Advisory Council – Getting Started

1. Set purpose and function
2. Determine chairperson
3. Consider membership size & representation needs
4. Define membership terms
5. Brainstorm candidates for membership
6. Determine dates for meetings next year
7. Determine general topics
8. Draft invitation letter

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Purpose

- Informs selection of advisory council members
- Informs members of their roles
- Helps members understand & maintain their roles

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Representation

The broader the representation, the more the group's work will accurately reflect the community's values, concerns and interests.

THE GOLD STANDARD

Members of Advisory Council reflect the community's diversity

Members include:
- Students
- Parents
- Teachers
- School counselors
- Administrators
- School board members
- Business and community members

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Size

- Approximate 8 - 20 members
- Consider
  - Need environment that encourages informed, constructive discussion
  - Too many/too few members may be ineffective
    - …Struggle with purposeful discussion
    - …Limit expression of ideas
    - …Limit who talks

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Advisory Council Membership

- Report Name and Stakeholder Position
- Representative
- Approximately 8 – 20 members

- Must include:
  - Parent(s)
  - Teacher(s)
  - School Counselor(s)
  - Administrator(s)
  - Business/Community member(s)
  - Student(s) (if appropriate)

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Appropriate Candidates

- Sincere interest in the school counseling program
- Willing to give feedback (positive & negative)
- Think beyond the always supportive/agreeable folks
  - Limits meaningful feedback
- May want to avoid (initially) those with negative outlook
- Avoid those with a strong personal agenda

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Membership Terms

- Define terms of office serving (one to three years)
- May stagger terms (ensures some new & some experienced)
- Appoint new member for a new term as each terms expire
- Specify terms in the initial invitation to participate
- Specify time commitment (number and length of meetings, dates for year)
- Define role (listen, speak up, brainstorm, etc.)

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Documents:

- Advisory council agendas for 1st & 2nd semesters

- Advisory council minutes for 1st & 2nd semesters

- Supporting documentation
  - PowerPoint presentations
  - Activities
  - Handouts/brochures
  - Videos

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Advisory Council Agendas

- Agenda templates required

- Include time for feedback/discussion/ questions

- First Semester and Second Semester meetings have required content (embedded in templates)

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School Counseling Advisory Council
First Semester Agenda

School:		Meeting Date/Time:	

School Counseling Program Vision Statement:

School Counseling Program Mission Statement:

Annual Student Outcome Goals (list all):

Agenda Items (at minimum)
I. Welcome & Introduction
II. School Data Summary
III. Action Plans Discussion/Feedback
• Annual Student Outcome Goal Plan
• Classroom and Group ASCA Mindsets and Behaviors Action Plan
• Closing-the-Gap Action Plan
IV.
V.
VI.
VII. Closure

The Next Meeting of the Advisory Council is planned for:

School Counseling Advisory Council
Second Semester Agenda

School:		Meeting Date/Time:	

School Counseling Program Vision Statement:

School Counseling Program Mission Statement:

Annual Student Outcome Goals (list all):

Agenda Items (at minimum)	School Counselor Facilitating Discussion
I. Welcome & Introduction	
II. Annual Student Outcome Goal Results Feedback/Discussion	
III. Classroom Results Report Feedback/Discussion	
IV. Small Group Results Report Feedback/Discussion	
V. Closing the Gap Results Report Feedback/Discussion	
VI.	
VII. Closure	

The Next Meeting of the Advisory Council is planned for:	

Required Agenda Items Embedded

Do Not Delete Any

May Add Others

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Slide 18

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Agenda & Minutes Templates Align

Agenda Items (at minimum)	School Counselor Facilitating Discussion
I. Welcome & Introduction	
II. School Data Summary	
III. Action Plans Discussion/Feedback	
• Annual Student Outcome Goal Plan	
• Classroom and Group ASCA Mindsets and Behaviors Action Plan	
• Closing-the-Gap Action Plan	
IV.	
V.	
VI.	
VII. Closure	

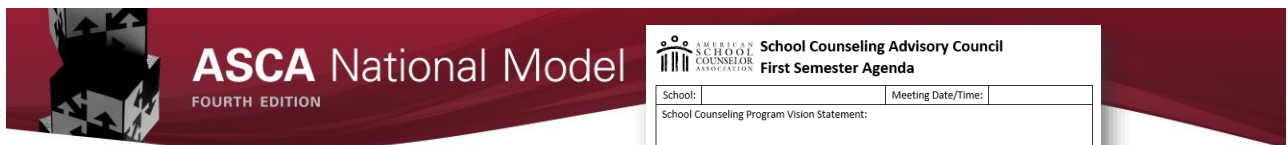| II. School Data Summary	
Minutes:	Action Needed & Person Responsible
III. Action Plans	
Annual Student Outcome Goal Plan(s) Minutes:	Action Needed & Person Responsible
Classroom and Group Mindsets & Behaviors Action Plan Minutes:	Action Needed & Person Responsible
Closing-the-Gap Action Plan(s) Minutes:	Action Needed & Person Responsible
IV.	
Minutes:	Action Needed & Person Responsible
V.	
Minutes:	Action Needed & Person Responsible
VI.	
Minutes:	Action Needed & Person Responsible

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Slide 19

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Agenda & Minutes Templates Align

Agenda Items (at minimum)	School Counselor Facilitating Discussion
I. Welcome & Introduction	
II. Annual Student Outcome Goal Results Feedback/Discussion	
III. Classroom Results Report Feedback/Discussion	
IV. Small Group Results Report Feedback/Discussion	
V. Closing the Gap Results Report Feedback/Discussion	
VI.	
VII. Closure	

I. Annual Student Outcome Goal Plan Results	
Minutes:	Action Needed & Person Responsible
II. Classroom Results Report	
Minutes:	Action Needed & Person Responsible
III. Small Group Results Report	
Minutes:	Action Needed & Person Responsible
IV. Closing-the-Gap Results Report	
Minutes:	Action Needed & Person Responsible
V.	
Minutes:	Action Needed & Person Responsible
VI.	
Minutes:	Action Needed & Person Responsible

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Slide 20

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First Semester

- School Data Summary
- Annual Student Outcome Goals (ASOG)
- Action Plans
- Feedback/Discussion
- Minutes include:
  - summaries of all discussions and feedback for all agenda items
  - Designated space for action needed and person responsible

AMERICAN SCHOOL COUNSELOR ASSOCIATION School Counseling Advisory Council
First Semester Agenda

School: | Meeting Date/Time:
School Counseling Program Vision Statement:
School Counseling Program Mission Statement:
Annual Student Outcome Goals (lis...

Agenda Items (at minimum)	
I. Welcome & Introduction	
II. School Data Summary	
III. Action Plans Discussion/Fee...	
• Annual Student Outcom...	
• Classroom and Group A... Action Plan	
• Closing-the-Gap Action	
IV.	
V.	
VI.	
VII. Closure	

The Next Meeting of the Advisory (...

AMERICAN SCHOOL COUNSELOR ASSOCIATION School Counseling Advisory Council
First Semester Minutes

School:		Meeting Date:	
Meeting Start Time:			
Members Present/Stakeholder Position:			
II. School Data Summary			
Minutes:		Action Needed & Person Responsible	
III. Action Plans			
Annual Student Outcome Goal Plan(s) Minutes:		Action Needed & Person Responsible	
Classroom and Group Mindsets & Behaviors Action Plan Minutes:		Action Needed & Person Responsible	
Closing-the-Gap Action Plan(s) Minutes:		Action Needed & Person Responsible	
IV.			
Minutes:		Action Needed & Person Responsible	
V.			
Minutes:		Action Needed & Person Responsible	
VI.			
Minutes:		Action Needed & Person Responsible	
Next Meeting Date/Time:			

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Second Semester

- Results of ASOG
- Targeted Classroom results
- Small Group Results
- Closing-the-Gap Results
- Minutes include:
  - Fedback, suggestions, recommendations
  - Designated space for action needed and person responsible

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Meeting Content examples

- General information
- School data
- Annual calendar
- Annual goals
- Dates for future meeting(s)
  - Packets for members, optional
  - Prior training, optional
  - Presentation materials
- Summary of program impact (3 data types), results reports, recommendations
- Presentation materials

- Orientation to Advisory Council
- Special Event
  - College & Career Planning
  - Mix it Up Day
  - College Signing Day
- Responsive (responding to some significant event/circumstance)
  - Pandemic
  - Natural Disaster
  - Significant Threat

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ADVISORY COUNCIL

Do's

- Construct a representative membership
- Include students, when appropriate
- Meet at least twice per school year
- Present data and goals
- Record and respond to feedback
- Create and save agendas
- Take detailed minutes
- Provide good supporting documentation

Don'ts

- Omit important stakeholders
- Forget to check diversity of membership
- Don't be a subset of another committee
- Don't forget your data and goals presentation
- Don't ignore feedback

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Follow the templates

• Do not delete anything
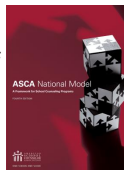
• May add agenda items

Begin and end on time

Stay focused on important content

Create simple, clear presentations

Explain everything in plain terms (no jargon)

See pages 72 – 76 of ASCA National Model

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