MERRITT COLLEGE   **COUNSELING DEPARTMENT MEETING MINUTES**

Date: 2/4/2019	Time: 1:30 pm	Location: R 112A

Attendees: Ross, Zielke, Khoo, Allen, Perez, Scurry, de Vito, Ciddio

Allotted Time	Topic	Person(s) Responsible
1:30-1:45	Starfish *Dao provided a presentation on Starfish - Early Alert feature, an early warning and student tracking system. There is a chat feature to help manage concerns and connect with students. Instructors can raise "flags" indicating they have a concern about a student. The alert means an intervention needs to happen. Instructors can also give "kudos" to express something positive. Students are also able to raise a flag for themselves.* *We will pilot "connect" at the end of Spring to be able to email, text, or call a student.* *Please let Minh know if you have any questions. He is the Early Alert Coordinator for Merritt.*	Dao
1:45-2:00	Peak Debrief -Super Saturday dates *Super Saturday on 01/19 was very busy, but 01/26 was not well attended. We will suggest they occur prior to school starting.* -Front desk coverage *Morning front desk coverage is deficient. Early morning counselors report the office is frequently dark. SAS is very supportive and their workers will help. At 8am exactly we should be open and ready to serve students.* -List of late start classes *Some classes on the list are taught at high schools. Many are online.* *Concerns: 1) A counselor was told to tell a student he couldn't enroll in a class at a high school however all students have a right to do so. 2) Some counselors are concerned about the challenges students will face in the*	All

	late start Math and English classes. *3) Engl 201 classes were cancelled forcing students to either enroll in 264A (with non degree applicable units) or move into a 1A for which they felt unprepared.* -Counselors Assigned to Depts/Programs: *Our VPSS brought to our attention there may be a need to assign counselors to specific instructional departments. Our concerns are: 1) Counselors will lack comprehensive knowledge of all programs which will negatively impact their marketability for full time positions. 2) Counselors being expected to "fill" specific classes. 3) Counselors being expected to fill the need for clerical support 4) Un-equitable distribution of work (i.e. program/dept size, number/complexity of transcripts students typically have). We will continue the discussion.*	
2:00-2:05	Financial Aid Update *Students who completed less than 66.77% of their <u>attempted cumulative</u> units are disqualified from financial aid. Prior to this semester, the attempted versus completed units ratio was evaluated term to term. Dept of Ed has required cumulative calculations since 2011; PCCD is implementing it just now. Financial aid offices at the four campuses sent letters to students to notify them of our advancement into compliance on 08/28/18. Concern: Students were told verbally by Counseling and even Financial Aid that if they passed their classes in fall 2018, they would be eligible for fin aid in the spring. We recommend on the appeal form checking the box "Institutional error". Concern: the appeal form does not have an "other" box to give a different reason for the appeal, such as "high unit major." Please have high unit majors (i.e. Nursing and Radsci) students submit the appeals anyway. Concern: the appeal process makes no allowance for learning disabilities.* *-Financial Aid will only pay for classes that go towards a degree or certificate. (Will clarify with VC Cifra).* *-Merritt has been paying for students to retake classes 2-3 times. There is no tracking mechanism.* *-Students are just being told "see a counselor" without being told why they are ineligible for financial aid from the financial aid office.*	Scurry/Zielke

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2:05-2:10	TRC Reminder *All first meetings of the semester should be scheduled.*	Scurry/Zielke
2:10-2:15	Committee List Update *We will update the list of committees at our next meeting.*	Zielke
2:15-2:30	Standing Items: 1. Reports from programs: Puente, Sankofa, FYE, Veterans, SAS, EOPS, Athletics, Transfer Center, Centro Latino, 3SP, etc. Transfer *-Supplemental applications for UC are due and we will need to help students make sure they are taking classes to meet minimum eligibility. Any counselor can help a student with this. Do not refer them to Angela.* *-A data sharing database of Merritt students who applied to UC's shows most did not see a counselor and some had GPAs below a 2.0. She will be researching why and how we can help students.* SAS *-SAS has a new tram.* *-The noncredit LRNRE Math and English classes are open entry open exit.*	All
2:30-2:45	Standing Items: 2. Committee reports -CDCPD *-There are 8 programs that submitted proposals for new hires. One of the 8 programs requested 3 positions (CIS, Computer networking and cybersecurity). Another program requested 2 (Math). We understand from the Business Manager that there is funding for 7 positions. When the Senate asked the President she was not sure and will confirm with the district.* *-Many students were either not enrolled or dropped from CANVAS last month due to a technical glitch. Please see Monica Ambalal's email. The district is working on it.*	All

2:45-2:55	Standing Item: 3. Program review: Due Feb 7th. SLOAC, IEC and CIC to validate. Tech to compose technology needs. *If you do not have data to answer a section, note "Will provide when data is available" but still submit it on time.* 4. SLOAC report 5. Survey count = 0/100	Zielke
2:55-3:00	Announcements Reminder: February is the month for Sankofa to do a newsletter submission	All

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