

**MERRITT COLLEGE
MEETING MINUTES**



COUNSELING DEPARTMENT

Date: 2/5/2018 Time: 1:30 pm Location: R 112A

Attendees: Zielke, Moy, Perez, Salceda, Ross, Khoo, Ciddio, de Vito, Allen, Scurry, Wong (Intern)

Allotted Time	Topic	Person(s) Responsible
	<p>Nutrition</p> <p><i>-Nutrition offers two degrees and one certificate: AS-T, AA, and a Dietary Manager (DM) Certificate. DM is an 18 month certificate and requires the five core Nutrition classes (10, 12, 30, 31, 32) for the first two semesters. For the third semester student's apply to supervised practice for the internship. The starting salary is about \$50K/year. Some job requirements include standing for long periods of time, night and weekend work, and possibly cooking if the chef is out sick.</i></p> <p><i>-Dietary Tech (DT) has a starting salary of between \$40-50K/year. When students have two classes or less of the core classes completed, they can apply for supervised practice. Upon completion, students are then able to sit for the in-house culmination exam. If they pass this, they are able to sit for the National Exam. Students must pass the in-house exam in order to be allowed to take the National Exam.</i></p> <p><i>-AS-T is very challenging and very science heavy. This is appropriate for students who want to become a Registered Dietitian (a Bachelor's Degree is needed for this).</i></p> <p><i>[Note: Merritt's current catalog contains accurate information about Nutrition and Dietetics.]</i></p> <p><i>-On a national level, in 2024, more than likely a Masters degree will be required for an entry level Registered Dietitian job and DT will need a Bachelors degree. Students will be grandfathered in if they start taking classes now.</i></p> <p><i>-CDM and DT can work anywhere in the US since the exams are national.</i></p>	Casale
	<p>VPSS</p> <p><i>-Try to work through the chairs then come to the VP if issues arise.</i></p> <p><i>-She has an open door policy and wants to hear feedback.</i></p> <p><i>-Institutionalizing a Vets Resource Center is a very important project. A \$19,047 grant was awarded from the State. A Vets Advisory Committee will be established.</i></p> <p><i>-A Mental Health Grant was submitted to the state from the district.</i></p> <p><i>-Collaboration and collaborative conversations are very important from Student Services to Instruction and beyond.</i></p>	Hernandez
	Peak Debrief	All

	<p><i>-Students were sent to counseling and had to wait to be seen only to find out that the reason they could not enroll was because they had a bursar's hold. NOTE: If \$500 or less is owed, the hold can be lifted for about 45 minutes to allow a student to enroll. A payment plan will be made.</i></p> <p><i>-Students were also waiting who needed to complete the 3SP steps.</i></p> <p><i>-The welcome center did not have student workers to assist.</i></p> <p><i>-The welcome center closes at 4:30 and the computers are turned off but counselors in that area help students after 4:30.</i></p> <p><i>-Counselors had to stay beyond 2pm to help students on Super Saturdays. Other departments were closed at 2pm. The custodian closed the gate to R105 at 1pm even though counselors were still seeing students.</i></p> <p><i>-There was no front desk coverage after 1pm on Saturday.</i></p> <p><i>-Back up, trained personnel are needed at the front desk who are knowledgeable about triaging students. Cross training among departments would help.</i></p> <p><i>-It would be beneficial if A&R was open all day on Friday (not half day) during peak enrollment.</i></p> <p><i>-It would also be beneficial if the welcome center was open until 7pm the two weeks of peak.</i></p> <p><i>-Counselors need to know when the writing sample results are available and how to access them.</i></p> <p><i>-Some classes had several sessions at high schools but only a few on campus.</i></p> <p><i>-More sections of Math, English and Comm were needed.</i></p> <p>Suggested Solutions Counseling Can Enact:</p> <p><i>-Develop a check list about enrollment steps.</i></p> <p><i>-Signage about enrollment steps.</i></p> <p><i>-Chairs will speak with VPSS about above.</i></p> <p><i>-Chairs will follow up with writing sample info.</i></p>	
	<p>CDCPD update</p> <p><i>-45 Merritt classes will be reduced during the next academic year.</i></p> <p><i>-Ideally classes need 40 students or more to justify running the class.</i></p> <p><i>-SLOs that need to be assessed for counseling classes were reviewed.</i></p>	Zielke
	<p>Standing Items:</p> <p>1. Reports from programs:</p> <p><i>Puente: Puente students will be going to UCB in February and UCD in April. There will be a Cesar Chavez event in April and an end of the year event in May. A new cultural enrichment event is being planned for April.</i></p> <p><i>Sankofa: Derrick will attend the A2MEND conference in So Cal. Black History Month events are being co-sponsored by Sankofa. An Umoja Symposium at UCD is upcoming.</i></p>	All

	<p>FYE: <i>On 2/22, 100 students will be participating in the ROPES (Team building) Course in SF.</i></p> <p>Veterans: <i>Vets Center Planning is in progress. There will be a Vets Summit in April. Hopefully a student will also be funded to attend. On 3/1 Stefani will be attending a one day training.</i></p> <p>DSPS: <i>The name has been changed to Student Accessibility Services. The Ability Counts Club will have a Women's History Month Event. They are also planning a Luau, Easter Egg Hunt and possibly an end of the year celebration.</i></p> <p>EOPS: <i>Still accepting applications for new students. There is no close date yet.</i></p> <p>Athletics: <i>Angela has been training with George.</i></p> <p>Transfer Center: <i>The rep calendar is out. It is a working document. The reps will be housed in R015H. Angela is working with marketing from the district. They will print larger documents for her but she must supply her own paper.</i></p> <p>Centro Latino: <i>DACA workshops for renewal of DACA are being held at Catholic Charities and other organizations. Nancy (EOPS peer advisor) or Andrea (Marty's student worker), who are both part of ASPIRA, can help students who have questions about this.</i></p> <p>Department: <i>An email will be sent out to introduce the new counselors who started in the fall.</i></p>	
	<p>Standing Items:</p> <p>2. Committee reports</p> <p>TRCs, other committee reports</p> <p><i>Let the chairs know if your TRC committee meeting dates have been set.</i></p>	All
	<p>Standing Item:</p> <p>3. SLOs: <i>42 total surveys received</i></p> <p><i>Migration to Curricunet - Cynthia will train us at an upcoming department meeting.</i></p>	Zielke
	<p>Announcements</p> <p><i>None</i></p>	All

Merritt College Mission: The mission of Merritt College is to enhance the quality of life in the communities we serve by helping students to attain knowledge, master skills, and develop the appreciation, attitudes and values needed to succeed and participate responsibly in a democratic society and a global economy