

Meeting Minutes
MERRITT COLLEGE COUNSELING DEPARTMENT

Date: 2/10/2020	Time: 1:30 pm	Location: R 112A
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Attendees: Khoo, Allen, Scurry, Zielke, Perez, Ross, Salceda, Moy, Ciddio, de Vito

Allotted Time	Topic	Person(s) Responsible
1:30-2:00	<p>Check in</p> <ul style="list-style-type: none"> -There will be a student services meeting in the future. - One of the department's focuses is on SAO's and APU's as well as budgetary issues, classified evaluations (faculty evals are all up to date), financial aid, etc. -There is a hunger initiative to work with the food bank. There will also be money in the initiative so that students can receive meals for field trips. -There will be a process for book gift cards forthcoming. -Dr. Chavez has an open door policy. -Committee members are needed for SAP appeals. -For dismissals, the patterns from the student's transcripts are a very important consideration for approval. 	Dr Chavez
2:00-2:15	<p>Admissions & Records</p> <ul style="list-style-type: none"> -The AD-T deadline of 2/28 is not a hard deadline but it will help Marisol as the sole processor of AD-T verifications. Students receive a letter stating they were verified. -Be sure and use CSU GE Breadth or IGETC for AD-T's not the local GE evaluation sheet. -Make sure the student has enough units in the major. -Cannot use upper division units for AD-Ts. -The students first and last names must match what is in our system to be used on their printed degree, otherwise a name change is needed. There is a form at admissions. -Gender and ethnicity reporting is very important so if you are using an old degree or certificate petition, please have the student write their gender and ethnicity on the petition. 	Marisol

2:15-2:20	<p>Updates from last meeting</p> <p>-Starfish</p> <p><i>There have only been two referrals this semester.</i></p> <p>-Math Dept presenting at 2/24 meeting</p> <p><i>Reps from Math will update us on AB705 at our next meeting.</i></p>	Lesley
2:20-2:25	<p>Standing Items:</p> <p>1. Reports from programs:</p> <p>Puente, Sankofa, FYE, Veterans, SAS, EOPS, Transfer Center, Centro Latino, etc.</p> <p><i>EOPS:</i> <i>On Thursday from 11-3 they will have their 50th anniversary celebration with free food, swag and games.</i></p> <p><i>Puente:</i> <i>Students will be going to UCD in April and UCB in March. On April 1st, there will be a Casear Chavez celebration.</i></p>	All
2:25-2:30	<p>2. Committee Reports</p> <p><i>CFT:</i> <i>Merritt's missing classes on the SEPs is on the CFT priority list. Auto awarding of degrees is on hold.</i></p> <p><i>Senate:</i> <i>There is a resolution about balancing online and face to face classes that passed and will go to district senate.</i></p>	
2:30-2:35	<p>3. SLOAC</p> <p><i>Please respond to Marty's email about what we are learning from our SLO assessments. Briefly answer the following question:</i></p> <p><i>What have we become aware of by doing SLO/SAO assessments?</i></p> <p><i>Think about addressing these questions in your answer:</i></p> <p><i>Have we discovered we serve way more people than we thought?</i></p> <p><i>Students really appreciate our help and being able to talk to a real person who walks them through processes?</i></p> <p><i>Students were not using the services just by listing them on a flyer; they used them only if we walked them to the service?</i></p> <p><i>What did we become aware of? Good and bad are equally useful in order to plan for future steps in our SLO/SAO assessments.</i></p>	

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	<i>Three SLO's for counseling need to be assessed this semester.</i>	
2:35-2:40	Announcements -Wed 2/12/20 1-7 PFT Contract Ratification Vote at Laney College Forum.	All