



## Merritt College Counseling Department

Counselor Meeting Minutes  
February 24, 2014

Meeting convened at 1:30 p.m. In attendance: McLean, Allen, Scurry, Zielke, Perez, Pantell and Ilarde. Guests: Aisha Williams, District Office/Ed Services; Dom Benavides, District Financial Aid; Dave Nguyen, Interim Director, District Financial Aid.

### 1. Passport Financial Aid Module: Training led by Benavides & Nguyen. Covered these points:

- Students will see any outstanding FA items in the "To Do" box in the right hand sidebar of their Student Center in Passport (this box may also be used by A&R & other units in future)
- Students will see a positive service indicator (probably red star) if their FA app is in process and there are no To Dos; will also have negative service indicator if owe money back to FA from previous awards (in addition to current negative service indicators for probation or bursar, etc.)
- Students will have a copy of their award letter posted to their Student Center in addition to the hard copy they'll get in the mail
- There will be widespread orientations for students to get them up to speed on changes
- Effective F14, students will only need to complete 67% of courses enrolled in to keep full award (lower than current %)
- Effective F14, a students FA award will automatically be reduced by the amount of outstanding money they owe (for current tuition, campus fees, etc.). Will also be reduced up to \$200 for any tuition or fees from past semesters.

### 2. SARS Code Cleanup: Reviewed existing SARS Reason Codes (for General Counseling) to prepare for district-wide meeting on developing uniform codes across PCCD Colleges for uploading MIS data to state (and for funding through 3SP). Key point is that counselors need to be vigilant about checking which reason codes were used and updating if add'l reasons occurred during meeting with student--funding is dependent on our checking ALL pertinent codes.

### 3. Topics:

- \*Evaluation schedule updated. Zielke will provide dates re: Pantell; Allen/McLean will provide dates of summary for each; Ilarde will evaluate Elliott for 13-14 (has dates already scheduled)
- \*Allen will teach COUN 24 in F14 as part of FYE learning community
- \*Scurry led discussion about new form for 3SP. Counselors asked to review and get feedback to her by next Monday (3/3/14)
- \*Scurry/Pantell (members of CFT) reported planning for district-wide counseling meeting tentatively scheduled for Wednesday, April 2 from Noon to 4:00(ish). All other colleges are planning to attend and shut down completely. Will discuss w/ VPSS.
- \*Discussion about using W drive for electronic SEPs. To be continued.
- \*SLO assessment (of department) currently at 44; need 100 by end of S14.

Meeting adjourned at 3:00 p.m.