



**MERRITT COLLEGE COUNSELING DEPARTMENT
MEETING MINUTES**

Date: 02/27/2017	Time: 1:30 pm	Location: R 112A
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Attendees: Zielke, Khoo, Ross, Salceda, Pantell, Scurry, Moy, Allen, Ilarde, Ciddio

Allotted Time	Topic	Person(s) Responsible
1:30- 1:40 pm	<p><u>Chair Update Summary:</u></p> <ul style="list-style-type: none"> • Travel authorization Update - please submit to the VPSS office and they will route the travel request forms • PCCD District-wide counselors meeting March 23, draft agenda is in place, the following counselor's volunteered: Moy – food; Ciddio – Time check; Tanya-Name Tags; Pantell – Sign in sheets. We will also have staff assistants to assist with the sign in. An email will be going out to the chairs of all campuses to ask their counselors if anyone has dietary restrictions so we can provide needed items. • We have collected a total of 87/100 SLO surveys, need 13 more. • Evaluation: <ol style="list-style-type: none"> a. Pantell-completed b. Ilarde – pending c. Leticia Perez – Zielke volunteered 	Zielke/Khoo
1:40 – 2:00pm	<p><u>CFT, 3SP & SARs update:</u> Scurry updated us on several items regarding these topics:</p> <p>-Counseling Functionality Team: People Soft has been updated for a GPA to be adjusted after a student repeats a class starting Spring 2017. For any courses repeated prior to Sp/17 the system won't automatically update them; counselors still need to fill out the paper form and give to Silivia Cortez at the District.</p> <p>-Priority enrollment dates are 04/.24 for priority enrollment, 04/27 to 05/11 for continuing students, and open to all starting 05/15.</p> <p>-We have a new person doing initial evaluations. Her name is Iolani Sodhi-Gereben</p> <p>-3SP: English dept. wants a writing sample added to the assessment, but not sure 3 instructors can be assigned to each assessment date. The 3SP team will propose to use MM if English instructors are not available during a given assessment</p>	Scurry

	<p>session.</p> <p>-Orientation: The 3SP team is recommending to not allow any student to be exempted from the Orientation. It is attached to funding and lots of important information is provided to students during the sessions.</p> <p>-SARS codes: Bottom line: use as many as you can.</p>	
2:15-2:55 pm	<p>Counselor's training. Pantell provided training to full time counselors regarding TES, PathSource, Eureka and Assist. He will train us in a future date on how to use the counselor website he created.</p>	Pantell
2:55-3:00 pm	<p>Other Updates: Ilarde handed out the faculty senate scholarships for Merritt students and encouraged all counselors to spread the word as much as possible.</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