

MERRITT COLLEGE
COUNSELING DEPARTMENT MEETING
Minutes
Monday, March 7, 2016
1:30 – 3:00 pm

Meeting convened at 1:35

Present: De Vito, Ilarde, Khoo, Perez, D. Ross, Salceda, Scurry, Zielke

Absent: Allen, Ciddio, Moy, Pantell

I. Chairs Update

- Evaluations – all Counselors who require evaluations have been assigned
- District-wide Counselors Meeting Reminder – Thursday, March 17th at Laney College’s Field House
- Enrollment Management – Ilarde informed everyone that she would be representing the Academic Senate and Counseling in the Enrollment Management initiative headed by David Morales. Ilarde shared some of the strategies Morales provided to the Academic Senate during the 3/3/16 meeting and expressed concerns regarding the lack of data, rationale and consultation. Ilarde met with Dean Garcia after the 3/3/16 Academic Senate meeting to discuss and collect more information regarding the initiative.
- UC ETS Conference – Ilarde has requested 3SP funds from Dr. Cedillo for at least 6 registrations for the UC ETS Conference on 5/13/16 at the Hilton in Concord, with 3 of those specifically for De Vito, Ross and Salceda. If funds are not available, we will discuss use of professional development funds.
- Reminder that open counseling appointments will be booked with appointments, including special program appointments (e.g., Veterans, Sankofa, Puente), especially during high demand periods related to petitions for graduation and financial aid petitions. Counselors should check SARS throughout the day as the front desk staff will schedule appointments on the same day.

II. Counseling Specializations/Assigned Majors/Reassignment

- Ilarde reported that Dr. Tina Vasconcellos, Division I Dean requested we discuss the possibility of assigning Counselors to specific majors/programs. Discussion included advantages and

disadvantages. Advantages: direct communication with Department Chairs, specialized knowledge, can collaborate with the department on specific “group” activities. Disadvantages: difficult to measure if certain programs would require a larger load (e.g., more students, more transcript evaluations, more petitions); additional workload considering all full-timers have specialized programs already. The group agreed that it is beneficial for the students to have ALL Counselors knowledgeable of all programs. Ilarde and Khoo did mention that we currently have an adjunct Counselor paid through Child Development who works in General Counseling and at the Child Development area. To be discussed further.

- Juana Martinez-Rodriguez has been reassigned by the President to serve as a Counselor for the STEM initiative.

III. eCounseling

- Ilarde and Khoo recommended expanding our eCounseling program, especially during peak enrollment, and developing a procedure to handle email inquiries and petition requests. Ilarde and Khoo will obtain feedback from Pantell and will discuss at a later meeting.

IV. Counseling Department Workshops

- Ilarde proposed offering a limited number of workshops (topics to be determined) to provide an additional service/contact with students, promote our Counseling courses, and provide adjunct Counselors with an opportunity for professional development. The group agreed to try offering a few workshops.

V. SLO

- Zielke reported that SLOs were supposed to be completed by the end of February but is working with various programs to complete them by March. ILO for quantitative reasoning will be mapped this semester.

VI. Other

- De Vito attended Veteran’s Summit hosted by the CCCCCO on March 4, 2016.
- D. Ross announced that Sankofa will be conducting a financial literacy workshop.
- Perez announced that she has the class codes for FYE courses and will have a flyer available.
- Scurry has entered the priority enrollment for SSSP, so anyone who has the SSSP pink forms must submit it to her asap.

Meeting adjourned at 3:00 pm