

**MERRITT COLLEGE
MEETING MINUTES**



COUNSELING DEPARTMENT

Date: 3/12/2018 Time: 1:30 pm Location: R 112A

Attendees: Ross, de Vito, Salcedo, Zielke, Scurry, Moy, Pantell, Allen, Ciddio, Wong (Intern)

Allotted Time	Topic	Person(s) Responsible
1:30-1:40	<p>Guest: English</p> <p><i>Enrollment is low for Engl 264AB at Merritt. Department is assuming that enrollment will increase when fewer sections of Engl 252A and 201A are offered. Engl 264AB, is a faster path to 1A.</i></p> <p><i>Sixty-nine percent of students at Merritt are able to move into 1A after passing 264A. It is a 5 unit class with an embedded writing lab, embedded tutors and instructional assistants who go into the lab to work with the students. Assignments can be completed during the lab hours. Leticia Perez is the basic skills counselor. She visits basic skills classes and does SEPs during appointments (which are required).</i></p>	Santana/Foster/ Henderson
1:40-1:50	<p>Math grid</p> <p><i>The old Math grid is preferred by most counselors.</i></p>	Pantell
1:50-2:00	<p>New student steps</p> <p><i>Steps were reviewed. Stefani will take a shot at developing a numbered check box list.</i></p>	Pantell
2:00-2:10	<p>Peoplesoft upgrade</p> <p><i>See Steve's email from today if you are having difficulty pulling a transcript/transcript summary. Be sure and clear the cache and use the new URL. Your bookmarks may not work and need to be changed.</i></p>	Scurry
2:10-2:20	<p>Chair elections discussion</p> <p><i>Lesley and Marty will extend an additional year if the group agrees. Then Lesley will do her last year with Rosa Perez.</i></p>	Zielke/Scurry
2:20-2:25	<p>Counseling supplies</p> <p><i>Please let Lesley know if any counseling department supplies are needed by next Monday.</i></p>	Scurry
2:25-2:35	<p>Standing Items:</p> <p>1. Reports from programs: Puente, Sankofa, FYE, Veterans, DSPS, EOPS, Athletics, Transfer Center, Centro Latino, 3SP, etc.</p> <p><i>FYE students will be going to Stanford for a tour on 5/1 and to CSUEB in April. If there is room on the bus, other students will be invited.</i></p>	All
2:35-2:45	<p>Standing Items:</p> <p>2. Committee reports</p> <p>CFT: Auto awarding of degrees and certificates. <i>All are in favor of this occurring.</i></p> <p>CEMPC: <i>College Council approved establishing the Office of Institutional Effectiveness which will have an Associate Dean and 3 researchers.</i></p>	All

2:45-2:55	<p>Standing Item:</p> <p>3. SLOs: 57 total surveys received</p> <p>4. Prepare for Siri and Cassandra's SAO information.</p> <p><i>CurricuNet does not have a student services platform. What do we as counselors want to see in CurricuNet? Please practice entering the SLOs for your classes so we can speak more knowledgeably on 3/26. The goal is to make it more user friendly and less time consuming.</i></p>	Zielke
2:55-3:00	<p>Announcements</p> <ul style="list-style-type: none"> -District Wide Counseling Meeting Thursday, April 26th at College of Alameda. Time TBD but probably 9-3 or 8-2. -Professional Day March 22nd and Strategic Planning Summit March 23rd. Please email your RSVP to MerrittPresident@peralta.edu, no later than Monday, March 19th. The Summit will be held in P-307 from 9:00am to 4:00pm. Breakfast and lunch will be served. -OUSD current transcripts scheduled to be uploaded into the W drive by March 30th. -MEDAS has moved back to requiring applications. They are available in the slots outside Minh's cubicle. -SARS Noncredit codes are now listed in the reason code options. The second sets of codes (i.e. 2NOCR ORIENT, 2NOCR SEP) are to be used for non-credit students only. -Undocumented Student Summit March 26th from 2-5 at the district. Please let the chairs know if you are attending. We have guests at the dept meeting that day. 	All

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