

Meeting Minutes
MERRITT COLLEGE COUNSELING DEPARTMENT

Date: 3/15/2021

Time: 1:30pm

Attendees: Salceda, Webb, DeVito, Allen, Cheah, Alturk, Moy, Perez, Ciddio, Khoo, Clipper-Willis, D. Ross, Morales, E. Ross.

Allotted Time	Topic	Person(s) Responsible
1:30-1:35pm	<p>Dean's Corner</p> <p><i>-Counselor Breakfast is scheduled for March 25th from 10:30-12:00 pm.</i></p> <p><i>-Dean Webb thanked the Counseling Department for their hard work in preparing for the accreditation visit.</i></p> <p><i>-Dean Webb and the Co-Chairs will be meeting with Jason Ilagan to finalize the live links for Veterans and Career Services on e-SARS.</i></p>	Lisa Webb
1:35-1:45pm	<p>Counseling SLOs: Review</p> <p><i>-A common question in all SLO/SAO instruments will be "How satisfied are you with the services provided by the Counseling Department?"</i></p> <p>SLO #1: State their academic and/or career goal(s) and record it in a Student Educational Plan (SEP) or other appropriate document as one outcome of a counseling session.</p> <p>SLO #2: Identify, access, and use educational resources (electronic and otherwise) to plan and pursue their academic, career, and personal goals. (Assist, Eureka, etc.)</p> <p>SLO #3: Identify and access campus resources available to meet their individual needs and to support them as they pursue their academic, career, and personal goals. (Learning Communities, Support Programs, etc.)</p> <p><i>-The goal is to collect 100 surveys. We are planning to use e-SARS to help with the distribution.</i></p>	Rosa and Jose
1:45pm – 2:15pm	<p>SARS Schedule</p> <p><i>-Open discussion regarding SARS schedules. It was agreed that if a schedule is changed, the counselor will notify Dean Webb and the Co-Chairs. If a meeting is scheduled, details of the meeting will be included.</i></p> <p><i>-Angela Khoo agreed with the importance of maintaining a set schedule to ensure coverage is available.</i></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

	<p><i>-Stefani DeVito requested an update on eSARS for Veterans Services. Dean Webb and Co-Chairs will be meeting with Jason Ilagan on March 23rd to ensure the live link is in place.</i></p> <p><i>-Derrick Ross requested more time (60 minutes) for comprehensive Student Education Plans and graduation petitions.</i></p>	
2:15 – 2:20 pm	<p>Districtwide Counselors Meeting: Agenda - March 24th</p> <p>9:00- 9:05 am Welcome and Meeting Reminders 9:05-9:45 am MIS Reporting and SARS Reason Codes 9:45–10:00 am ConexEd Implementation Project 10:00–10:15 am Computer Literacy Area 4C Discussion 10:15–10:30 am Break 10:30-11:30 am Cranium Cafe Basics 11:30–12:00 pm Parity Pay MOU Clarification 12:00– 1:00 pm Lunch Break 1:00–2:00 pm “Give Yourself a B.E.S.O. (Kiss)” - A Stress Management Tool for Uncertain Times 2:00– 3:00 pm Q & A Office Hours (Drop-in) for Peoplesoft 9.2</p> <p><i>-Agenda was reviewed with the Counseling Department.</i></p>	Rosa and Jose
2:20– 2:35 pm	<p>Standing Items:</p> <p>Reports from Programs - Puente, Sankofa, FYE, Veterans, SAS, EOPS, Transfer Center, etc.</p> <p><i>-Transfer Center: Fall 2021 Students Transfer Acceptance List has been uploaded on the Merritt College Counselor Site. In addition, the Spring 2021 Graduation List has been uploaded.</i></p> <p>Committee Reports</p> <p><i>-Financial Aid (FA) Appeals Committee: Started to review FA student appeals.</i></p>	All
2:35– 2:45 pm	<p>Announcements:</p> <p><i>-Merritt’s Flex Day is scheduled for March 18th.</i></p> <p><i>-Happy Birthday! We want to acknowledge and celebrate all March birthdays.</i></p> <p><i>-It was recommended that after spring break, agendas include time for a quick check-in.</i></p>	All