



**MERRITT COLLEGE COUNSELING DEPARTMENT  
MEETING MINUTES**

Date: 03/20/2017	Time: 1:30 pm	Location: R 112A
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Attendees: Allen, Ilarde, Pantell, Scurry, DeVito, Ciddio, Ross, Khoo, Zielke, Perez, Moy, Salceda, McLean

Allotted Time	Topic	Person(s) Responsible
1:30-1:45	Counseling Functionally Team (CFT) & SSSP Updates: See handout attached	Scurry
1:45-2:30 pm	<p><u>Chair Update Summary:</u></p> <ul style="list-style-type: none"> <li>• SLO Update: 98/100. Chairs requested part timers assistance to obtain the last two evaluations today.               <ul style="list-style-type: none"> <li>a. Coun courses: 6/10 course done (60%). 4 classes actively working on obtaining the data to input into Taskstream.</li> <li>b. Student Services: 15/17 done (88%). Surveys in process.</li> <li>c. 11<sup>th</sup> month contracts: Handed out PFT-approved calendar to counselors. VPSS will have formal 11-month contract form within the next two weeks.</li> </ul> </li>   <li>• Evaluations:               <ul style="list-style-type: none"> <li>a. Ilarde – (Scurry): only summary pending</li> <li>b. Leticia Perez – (Zielke): all steps pending, except the observation.</li> </ul> </li>   <li>• PCCD District-Wide Counselor’s Meeting               <ul style="list-style-type: none"> <li>○ This Thursday! It came to the Co-chairs attention that the 3SP Coordinators had not been informed that they need to present at the meeting. Co-chairs will follow up with email.</li> </ul> </li>   <li>• Schedule for Fall 2017 : The uploaded schedule was distributed by Division I dean today. Co-chairs asked counselors to review for accuracy. Two courses are not showing (Coun 203 for DSPS and two sections of Coun 30 for FYE). Co-chairs had already requested the changes in writing to the dean’s office and they had been approved by dean Brown. Co-chairs will follow-up on the status of these courses.</li>   <li>• Meeting with President Burns:</li> </ul>	Zielke/Khoo

	<p>President Burns was interested in having high school targeted services during Super Saturdays (Assessment, Orientation, Abbreviated SEP) and offering workshops for groups with special needs, for example, DSPS workshops, parents, languages other than English.</p> <p>She was also interested in having workshops for students on probation. She will work directly with the District Office to inform counselors when the probation holds are placed and provide us with rosters of students impacted.</p> <ul style="list-style-type: none"> <li>• Admissions &amp; Records Update from Stefani: Stefani met with Dominique (A&amp;R) to discuss the Coser 9 issue that prevented students from graduating. She clarified that the issue only comes up for students with catalog rights for 2013-2015. A&amp;R will accept any other class the department deems adequate for substitution of the 3 missing units in the major.</li> <li>• Financial Aid Update: Marty and Angela will make a presentation to FA about SEPs so they are become more familiar with its content when dealing with FA petitions for extensions.</li> </ul>	
	<p>Other updates: The rosters of Early Alert came to counselors last Thursday. Instructors have voiced their frustration about students not being contacted earlier.</p>	All
2:30-3:00 pm	<ul style="list-style-type: none"> <li>• CCCCO/HBCU Transfer Guarantee Program Dr. McCord provided a power point presentation with abundant information that will help counselors have updated information about HBCUs Transfer Guarantee programs. The HBCU power point is available in the CCCCO website.</li> </ul>	Dr. McCord, Michell Williams

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

## Counseling meeting notes for: Counseling Functionality Team (CFT) Update (Scurry)

### Repeated classes:

Please contact Silvia Cortez [scortez@peralta.edu](mailto:scortez@peralta.edu) to inform her of students whose transcript GPA needs to be “cleaned up” after they repeated and passed classes prior to F16. This is especially important for students that are ready to transfer, on probation or dismissal status or have lost BOGW eligibility but really all students.

### Financial aid eligible transfer major:

Students who want to transfer need to declare “Transfer Studies General” as a major . The other options (IGETC or CSU Certificate) are not financial aid eligible. The only time the student is notified of which majors are financial aid eligible is when they first do an OPEN CCC application. If they change their major when the continuing student survey pops up, there is a notation that changing your major may have financial aid implications but there is no financial aid eligible major list that links to the statement.

### Critical Thinking Requirement not acceptable if from out-of-state:

Usually the Critical Thinking requirement won't be accepted for IGETC and/or CSU if it was completed at an out of state college, even if the class is called Critical Thinking. The critical thinking requirement is very stringent in what classes will satisfy it. You can email Charlotte Smith at the District A&R for confirmation.

### Need to clear cookies:

If you are having problems getting kicked out while creating an SEP, clear your cookies.

### Initial Transcript Evaluations:

Remember that it is okay to resume submitting the Initial Transcript Evaluations to the District A&R. Send them to Iolani Sodhy-Gereben (510) 466-7356 [isodhygereben@peralta.edu](mailto:isodhygereben@peralta.edu)