



MERRITT COLLEGE COUNSELING DEPARTMENT MEETING MINUTES

Date: 4/15/2019	Time: 1:30 pm	Location: R 112A
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Attendees: Ross, de Vito, Moy, Allen, Perez, Zielke, Scurry, Ciddio

Allotted Time	Topic	Person(s) Responsible
1:30-1:45	<p>NaBITA Conference</p> <p><i>This is a national training for colleges and secondary schools for risk assessments and how to form an effective BIT team. Tools to assess risk threats with case examples were demonstrated. Workshops on how to evaluate threats in writing and how to interview to get the information needed were also helpful.</i></p>	de Vito & Moy
1:45-2:00	<p>Guided Pathways - Program Mapping</p> <p><i>The Guided Pathways framework creates a highly structured approach to student success that provides all students with a set of clear course-taking patterns that promotes better enrollment decisions and prepares students for future success. The Guided Pathways framework also integrates support services in ways that make it easier for students to get the help they need during every step of their community college experience. Nghiem is the lead for Pillar 1: Clarifying the Path. The charge is to create clear curricular pathways to employment and further education by spelling out clear timelines and available careers. ILOs and PLOs are important in developing these "roadmaps." Sample roadmaps were handed out. Question: how do we get program mapping started? Suggestions: Get the deans involved. Get commitment from the department chairs. For consistency, have a template for all programs. Several counselors volunteered to help develop a sample roadmap to hopefully be shown during flex day at the general body meeting.</i></p>	Nghiem Thai

2:00-2:05	<p>Department Chair Nominations</p> <p><i>Nomination forms are in everyone's mailboxes including adjuncts and categorical programs. Feel free to nominate yourself or another person (as long as you obtain their signature).</i></p>	Zielke
2:05-2:10	<p>Peak Registration Schedule</p> <p><i>Sign ups are needed for the evening shift (7pm) the week before, the week of, and the week after the beginning of classes.</i></p>	Zielke
2:10-2:20	<p>Standing Items:</p> <p>1. Reports from programs:</p> <p style="padding-left: 40px;">Puente, Sankofa, FYE, Veterans, SAS, EOPS, Athletics, Transfer Center, Centro Latino, SEA, etc.</p> <p>Vets: <i>More information is needed for the audit and it is due by Friday. Unsure of best route to obtain data.</i></p> <p>SAS: <i>There were 40 high school students. They were unable to see them all but will email and make follow up appointments. On May 6th SAS will be having their community advisory committee meeting.</i></p> <p>EOPS: <i>On May 1, students can apply for EOPS for the fall semester.</i></p> <p>FYE: <i>Students went to SFSU Thursday and there was a career day with a student panel of all transfer students, tours and even a farmers market. The FYE students really connected with the SFSU transfer students. About 60 students went.</i></p> <p>Sankofa: <i>Ten students went on an HBCU tour during spring break.</i></p>	All
2:20-2:40	<p>Standing Items:</p> <p>2. Committee reports</p> <p>CDCPD highlights: <i>Viability of programs was mentioned, measure E money, and desired qualifications of leaders was a handout.</i></p> <p>Senate: <i>Voting is currently underway. April 23rd is the deadline.</i></p>	All
2:40-2:50	<p>Standing Item:</p> <p>3. SLOAC report</p> <p><i>For future meetings, each program will present their SLO's, how they were measured and what changes</i></p>	Zielke

	<p><i>occurred as a result. April 29th will be Veterans, May 6th will be EOPS and May 13th will be SAS.</i></p> <p>4. Survey count = 77/100</p>	
2:50	<p>Announcements</p> <ul style="list-style-type: none"> -May 9th District Wide Counseling Meeting @ Laney 8:30-2:15 tentative -Merritt's shout out <p><i>We were recognized in a meeting for having increased enrollments. Keep answering your phones, responding to emails, and providing excellent service to our students and each other.</i></p>	All