



**MERRITT COLLEGE COUNSELING DEPARTMENT  
MEETING MINUTE**

Date: 04/17/2017	Time: 1:30 pm	Location: R 112A
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Attendees: Moy, De Vito, Perez, Allen, Scurry, Khoo, Ciddio, Ross, Salceda, Zielke

<b>Allotted Time</b>	<b>Topic</b>	<b>Person(s) Responsible</b>
1:30-1:45	<p>Guest Speaker:</p> <ul style="list-style-type: none"> <li>• Career Institute: Interim dean Spencer provided a handout of services offered by Merritt’s Career Institute, they include free workshops on O’Net, time management, resume writing, cover letters, mock interviews and other career related workshops, as well as computers that can be used at their site.</li> <li>• GED: Interim dean Spencer clarified that there is a GED program offered by the Oakland Office of Adult and Career Education housed at Merritt’s campus, in building D. The person teaching the GED class is Patricia Jackson. Her office is located in Bldg D, 2<sup>nd</sup> floor. They are also offering non-credit ESL classes taught by Teresa Bottman; classes are also housed in Bldg D.</li> <li>• Non-credit courses will be offered by Merritt College very soon. Dean Spencer provided a handout with some general information. They are free, open entry-open exit, they allow students to continue adapting to college and develop/scaffold their skills. Instructors can create series of 4 to 6 courses that lead to non-credit certificates and can be the preparation for credit courses.</li> </ul>	Spencer
1:45-1:50	<p>East Bay Counselor Collaborative (EBCC):</p> <ul style="list-style-type: none"> <li>• EBCC is having about 20 high school counselors tour our campus on Fri 04/21, from 2:30 to 3:30pm. The main purpose is for them to become familiar with our CTE programs. Ciddio, Khoo and Zielke volunteered to participate in the panel to talk about programs that may not be represented by CTE faculty.</li> </ul>	Khoo/Zielke
1:50-2:05	<p>Orientation and Assessment update:</p> <ul style="list-style-type: none"> <li>• Double sided Pink Exemption Form will no longer be used to exempt students from 3SP services.</li> <li>• Matriculating students “Exemption From Assessment” form: Will be used for matriculating students (whose goal is to graduate or transfer) that have either transcripts or assessment scores from</li> </ul>	Scurry

	<p>other colleges. Put completed form in Lesley's inbox</p> <ul style="list-style-type: none"> <li>• Non-matriculating students "Exemption from all Student Success and Support Program Services" form will be used for students who already have a degree, attend concurrently PCCD and a 4 year university, etc. If they state having a degree they must attach transcripts. They will be exempted but will not have priority registration. Note: if students are part of a special program they will keep the right for priority registration. Put completed form in Lesley's inbox.</li> <li>• BCC and COA will not accept orientation taken at other PCCD campuses, but Merritt and Laney will.</li> <li>• Assessment and orientation schedule: Students must now complete their orientation before taking the assessment. There are very few f2f orientations, most students will have to do them online and print the confirmation page to bring it to the assessment.</li> <li>• Writing Sample: Scurry provided us with the cut off scores that have been added below the CTEP and MDTP grid.</li> </ul>	
2:05-2:15	<p>Early Alert: Rosters of students placed on EA were emailed to campuses on 03/30. We received 5 students in the roster and Cook-Greene already contacted them.</p>	Moy
2:15-2:25	<ul style="list-style-type: none"> <li>• Evaluations: <ul style="list-style-type: none"> <li>a. Ilarde – (Scurry): self-evaluation and summary pending</li> <li>b. Leticia Perez – (Zielke): all steps pending except observation, student evaluations in progress.</li> </ul> </li> <li>• PCCD District-Wide Counselor's Meeting <ul style="list-style-type: none"> <li>○ Thank you to Stefani for typing the notes. They will be reviewed and sent out to chairs today.</li> </ul> </li> </ul>	Khoo/Zielke
2:25-2:50	<p>SLO Tally for Counseling Department:</p> <ul style="list-style-type: none"> <li>• Scurry volunteered to type students' comments on the forms.</li> <li>• We divided the forms among all; these were the results: <ul style="list-style-type: none"> <li>○ SLO#1: 85(Y), 11(N), 4(NR)</li> <li>○ SLO#2: 99(Y), 0(N), 1(NR)</li> <li>○ SLO#3: 100(Y)</li> </ul> </li> </ul> <p>So overall, once again we had great results.</p>	All

2:50-3:00	<p>Other updates:</p> <p>Allen: African American Graduation: email was sent to all counselors with flyer regarding this celebration on Saturday, May 20<sup>th</sup>.</p> <p>Scurry: CFT update: District evaluator went back to Laney. New interim evaluator will be Dominique Taylor.</p>	All
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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