



**MERRITT COLLEGE COUNSELING DEPARTMENT MEETING MINUTES**

Date: 5/6/2019	Time: 1:30 pm	Location: R 112A
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Attendees: Ross, Perez, de Vito, Allen, Scurry, Zielke

Allotted Time	Topic	Person(s) Responsible
1:30-1:40	<p>Calendar for potential 11th month contracts  <i>Please provide potential dates so the Co-chairs. That will save us time when the contracts are ready; your chairs will quickly send your preferred dates for Dr. Burns' signature.</i></p>	Scurry
1:40-1:50	<p>Tally SLOs  <i>Obtained 101 satisfaction surveys, thank you to all that helped convincing students to answer them! General counseling SLOs were tallied. Rose will type up the comments. Lesley will tally up ratings.</i>            87/101 for SLO 1            93/101 for SLO 2            96/101 for SLO 3  <i>This all means that the great majority of students have a chosen major and degree level and have SEPs on file. It also means that the majority of students are using educational resources (Assist, Eureka, etc.) and Campus Resources (EOPS, DSPS, Health Center, Welcome Center, etc.).</i></p>	All
1:50-2:00	<p>Spring 2020 Counseling classes Block scheduling  <i>Counseling courses were reviewed for compliance with block scheduling sequencing. All counseling courses are now in line with the block schedule.</i></p> <p><i>NOTE: If you encounter consistent issues assisting students with ASEPs due to overlapping times, please let the co-chairs know. (preferably an email so we can create a list to share with the VPI).</i></p>	Scurry

2:00-2:05	<p>Microscopy certificates batch</p> <p><i>Microscopy instructor interested in working with a counselor to get their petitions for certificate done in a batch form. Derrick volunteered to work with these students.</i></p>	Zielke
2:05-2:10	<p>May 20th counseling meeting at 1:15 at Hunans Restaurant</p> <p><i>Please let Mary know if you are coming and what your menu item will be asap.</i></p>	Ciddio
2:10-2:20	<p>Problems with milestones</p> <p><i>Please let the co-chairs know of any problems you are having with clearing milestones. We will compile a list and generate a help ticket. For now the issues we are encountering are with clearing Math 13, multiple clearance dates defaulting to the summer only, and still needing to clear Engl 201A.</i></p> <p><i>Other concerns:</i></p> <ul style="list-style-type: none"> <li>-Algebra is needed for Chem and other science classes. Merritt has one section of Math 203 so students are going to the other PCCD colleges for algebra.</li> <li>-Math 213 and Engl 508A do not show up on SEPs and this could have financial aid implications. Write it in by hand in the meanwhile.</li> </ul>	Zielke
2:20-2:30	<p>Standing Items:</p> <p>1. Reports from programs:  Puate, Sankofa, FYE, Veterans, SAS, EOPS, Athletics, Transfer Center, Centro Latino, SEA, etc.</p> <p><i>Neither <b>FYE</b> nor <b>Sankofa</b> are having end of the year celebrations due to invoices not being paid for over two years and lack of funding.</i></p> <p><i>CONCERN: All programs need training on their budgets. Cochairs will try to get on Victoria Menzes calendar by or before finals week.</i></p>	All
2:30-2:40	<p>Standing Items:</p> <p>2. Committee reports</p> <p><i>None</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

2:40-2:50	Standing Item: 3. SLOAC report - Sankofa <i>Derrick shared Sankofa's student surveys which are handed out each semester. He mostly pays attention to the satisfaction level with Counseling services.</i>	Zielke
2:50-3:00	Announcements -Reminder: May 9th District Wide Counseling Meeting @ Laney field house 8:30-2:45 -Calendar for evening hours and Super Saturday on reverse side of the agenda.	All