

**MERRITT COLLEGE
MEETING MINUTES**



COUNSELING DEPARTMENT

Date: 5/7/2018 Time: 1:30 pm Location: R 112A

Attendees: Moy, Zielke, Salceda, de Vito, Wong, Allen, Perez, Ross, Khoo, Scurry, Wong (Intern)

Allotted Time	Topic	Person(s) Responsible
1:30-1:40	BCC catalog layout: course sequencing and career opportunities (catalog) <i>Reviewed BCCs catalog layout for CTE programs. Their courses are arranged in a recommended semester sequence (assuming full time attendance); they also include labor market information. Our counselors suggested for us to choose a department or cluster of programs (such as Allied Health) to use as a pilot to develop that same layout for Merritt. [See also LMC Road Maps]</i>	Scurry/Zielke
1:40-1:50	Eleven month contract <i>To be discussed with VPSS to determine how many days will be approved. Provided the 2018-1019 academic calendar to counselors for initial planning.</i>	Scurry/Zielke
1:50-2:00	Last counseling meeting of the semester <i>The meeting has been approved to be off campus. Moy has volunteered to coordinate.</i>	Moy
2:00-2:10	SAS multiple measures HS feedback <i>Forty OUSD high school seniors who need accommodations visited our campus and completed the assessment/orientation process. They also had lunch and a tour. Students tended to favor the assessment results over HSMM.</i>	Moy
2:10-2:20	eCounseling and responding to emails -use SARS code e-counsel (non-funded) plus additional funded codes when responding to emails to track volume. That evidence may be needed to secure counselor release time in the future. -Agreed to one point person to funnel student email blasts to avoid duplicate responses, unless it's a student a particular counselor has seen before (per SARS) -Confidentiality statement in e-counseling is very important, liability issues and ethics need to be considered. -Only advising via email not counseling (advising = giving info; counseling = what to do with that info). <i>Moy stated that at LMC, counselors attended a two day training in order to do -eAdvising. Tabled until Pantell can be a part of the discussion.</i> <i>Question: Can we provide services other than clearing milestones in e-advising?</i> <i>Idea: Designated counselor each day to respond to all emails from unknown students.</i>	Scurry
2:20-2:30	Standing Items: 1. Reports from programs: Puente, Sankofa, FYE, Veterans, SAS, EOPS, Athletics, Transfer Center, Centro Latino, 3SP, etc. <i>FYE: Vision boards will be presented by the students Thursday 9:30-12:30. On May 1st, the students went to</i>	All

	<p><i>Stanford and received a lot of information. They enjoyed the trip. Rosa is sending out a student survey.</i></p> <p><i>Transfer: Don't forget to enter admitted students into the google doc.</i> <i>October 8th is transfer day. Please plan to invite your classes.</i></p> <p><i>Centro Latino: Outreach occurred in Fruitvale village Friday night. About twelve people were interested in attending ESL classes at Fruitvale.. More ESL classes are needed.</i></p> <p><i>Puente: Thirty-five students went to UCD for a full day tour, lunch and student panel.</i> <i>Puente is open for a new cohort of 35 students at Engl 264A level paired with Coun 24. Students must be interested in transferring and have not completed Engl 1A. It is open to all students. The curriculum's focus is Latino/a.</i></p>	
2:30-2:40	<p>Standing Items:</p> <p>2. Committee reports CFT</p> <ul style="list-style-type: none"> -SGO numbers. <i>Multiple help tickets have been issues and closed without the problem being resolved.</i> -Cranium Café vs. Skype for Business. <i>Cranium Café is specifically for counseling whereas Skype can be used for counseling but not geared towards our functionality needs.</i> -Starfish degree planner for Noncredit program. <i>CFT recommends that if the Starfish degree planner is implemented, the noncredit program is used since there is currently no degree planner for noncredit.</i> <p>CDCPD</p> <ul style="list-style-type: none"> -“In-reach” classroom presentations? <i>An instructor stated that classroom presentations are needed to inform students of counseling services.</i> <p>Senate</p> <ul style="list-style-type: none"> <i>Eight academic scholarship winners will be notified today.</i> 	All
2:40-2:50	<p>Standing Item:</p> <p>3. Go over Merritt's SLOs. <i>Tabled</i></p>	Zielke
2:50-3:00	<p>Announcements</p> <ul style="list-style-type: none"> -Volunteer to review transcript for equivalency. <i>No takers</i> -Follow up from last meetings question re: ASSESSMM. <i>Reviewed New updated Milestone list reason and associated SARS codes.</i> -See COA website for guided pathways plan and resources. -Update committee list. <i>Passed around and updated.</i> -Reps for District non-credit, and Merritt Outreach task force. Possibly online task force (from district wide meeting) in the future. -Please run all outreach activities through the VPSS office to avoid duplicate efforts. 	All