

Meeting Minutes
MERRITT COLLEGE COUNSELING DEPARTMENT

Date: 5/17/2021 Time: 1:30 pm

zoom link for department meeting:
<https://cccconfer.zoom.us/j/94658173482?pwd=cDg1N01BbE0wWmE2N2xFS2pxOEx2UT09&from=msft>

Attendees: E. Ross, Salceda, Ciddio, Smith, Webb, Beall, Nelson, Allen, Moy, Perez, D. Ross, Di Domenico, Daniel, Pantell, Melano, Cook-Greene, Trinidad, Macias, Alturk, Scurry, Zielke, Khoo, Dao, McLean, Yenpasook, Cheah, Clipper-Willis, De Vito, Morales, Breiter, Brown.

Allotted Time	Topic	Person(s) Responsible
1:30-1:40pm	<p>Check-in <i>-Counseling team used the time to check in with one another.</i></p>	All
1:40-1:45pm	<p>Dean's Corner <i>-11-month contracts have been approved and signed. -Department survey is linked to e-SARS. The goal is to collect 100.</i></p>	Dr. Webb
1:45-2:30pm	<p>Cranium Cafe Training <i>-Abbe Breiter provided an introduction/overview of Cranium Café. The training was recorded and will be provided to the counseling team. -The student experience includes: --knock on door / instant messaging. --virtual lobby / drop-in. --appointment scheduler. -FERPA protected. -Video and audio capable. -Case notes and student history can be limited/restricted to a certain group and/or public. -Data can be imported from SARS. -Recording can be set-up to be automatic or manually activated.</i></p>	Abbe M. Breiter

<p>2:30pm -2:40 pm</p>	<p>Cyber Security <i>-Courtney Brown provided an overview of Cyber Security.</i> <i>-Degree program requirements were reviewed for the AS in CIS - Applications Security.</i> <i>-Degree program requirements were reviewed for the AS in CIS - Information Systems Analyst.</i></p>	<p>Courtney Brown</p>
<p>2:40– 2:50 pm</p>	<p>Advising Sheets Input <i>-Advising sheets were reviewed by the counseling team.</i> <i>-CSU GE Breadth:</i> <i>--Area F – Ethnic Studies: Courses submitted for articulation were not approved.</i> <i>--Follow-up will happen with Jason Seals.</i> <i>--Area D – Social Sciences: Two courses minimum from one or two disciplines.</i> <i>-IGETC:</i> <i>--Associate Degree for Transfer (ADT) to CSU: Statement was reviewed and input provided.</i> <i>-We will start using the new advising sheets that are ready.</i> <i>-Steve Pantell will be e-mailing the counseling team for additional input.</i></p>	<p>Steve Pantell</p>
<p>2:50– 3:00 pm</p>	<p>Standing Items: Reports from Programs - Puente, Sankofa, FYE, Veterans, SAS, EOPS, Transfer Center, Career Center, etc. <i>-None reported.</i></p> <p>Committee Reports <i>-None reported.</i></p>	<p>All</p>