



Merritt College Counseling Department

Counselor Meeting Minutes
May 18, 2015

Meeting convened at 1:30 p.m. In attendance: McLean, Allen, Pantell, Perez, Scurry, Zielke, Khoo, Ciddio. Guest: Daniel Lawson, MATH

1. **MATH Information:** Lawson gave information on Math Jam this summer:
 - set up mostly for basic skills Math students but also suitable for MATH 201 students who want a quick review
 - after completing Jam, students can re-take the assessment right away (not bound by the once-per-year standard)
 - target is 30-40 students; have students by e-mailing Lawson at dlawson@peralta.edu
 - last year only 1 enrolled student didn't finish entire programLawson also gave information about pilot program (expected to start F15) in which high school grades/GPA used for English & Math placement. Right now, only OUSD has contributed data but other high schools and districts expected to join. Using grid, student will be placed at the higher of two recommended courses (between COMPASS & high school grades). Lawson is Merritt contact and will keep us posted as more is known.
2. **SARS Reason Codes:** Scurry reviewed codes and gave annotated handout. After discussion, agreed to leave "Academic" as default code but VERY important (for funding and reporting) for counselors to review and update ALL codes after meeting w/ student. Pantell will update Reason Code sheet w/ annotations and distribute.
3. **15-16 Advising Sheet Review:** Pantell led review. All approved. Pantell will distribute changes and final drafts to all counselors.
4. **Other:**
 - **14-15 Evaluation update:** McLean (Webster) and Ilarde (Steffan) will complete outstanding evals by end of week. McLean will check w/ VPSS for Admin Eval. Scurry (Khoo) and Khoo (Nakano-Hiraki) have completed their evals.
 - **Faculty retreat on June 1st reviewed.** Per recent discussions w/ President, this is appropriate use of 11th Month Days.
 - **Catalog audit:** Current COUN course listings reviewed and approved. Pantell will submit.
 - **COUN 501 Add Card:** Scurry distributed and asked for feedback.
 - **15-16 11th Month:** McLean volunteered to meet w/ VPSS to discuss and report back. All approved.

Meeting adjourned at 3:02 p.m.