



Meeting Minutes
MERRITT COLLEGE COUNSELING DEPARTMENT

Date: 09/09/2019	Time: 1:30 pm	Location: R 112A
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Attendees: de Vito, Zielke, Moy, Khoo, Ross, Ciddio, Allen, Perez, Scurry

Allotted Time	Topic	Person(s) Responsible
1:30-1:45	<p>Peak Debrief</p> <ul style="list-style-type: none"> -Financial Aid CSEPs took up a lot of time. -Prerequisite clearances should be cleared separately from the general drop in list of students. -There was a lack of coordination about all student services departments being open until 7pm. -General counseling had no front desk coverage on the first day of school, spotty coverage thereafter, and frequent lack of coverage before 8:30am. -All student services offices closed at noon on Fridays even during peak enrollment. -Getting high school graduates status changed takes too long. -The college website needs to be updated to reflect accurate times and days. -Super Saturday should have been held once more, the Saturday before school started. -We should invite the VPSS to a counseling meeting. -Student Services Leads Meetings should be reinstated to allow for better coordination and planning. -Ask financial aid to not distribute the appeal forms until after peak registration. 	
1:45-1:55	<p>Review Spring 2020 counseling schedule</p> <p><i>Stefani will volunteer to have her Coun 30 class cut in the Spring.</i></p>	All
1:55-2:00	<p>Annual Program Update (APU's)</p> <p><i>Our program APUs will be due in Mid-October. Please see if you are able to access the document and if you have any problems, please contact the VPI. We are requesting a Word template. Once the APU is completed, please</i></p>	Scurry/Rosa



	<p><i>send it to SLOAC, Curriculum, and Institutional Effectiveness Committees as well as Senate, the Business Manager and VPSS.</i></p>	
2:00-2:05	<p>New Counseling Meeting Format</p> <ul style="list-style-type: none"> - Case Studies - Professional Development <p><i>Suggestions: Another Roadtrip Nation presentation, Guided Pathways update, TAG and UC Pathways training. Also, invite the new Math instructor to a counseling department meeting.</i></p>	Scurry/Rosa
2:15-2:30	<p>Standing Items:</p> <p>1. Reports from programs:</p> <p>Puente, Sankofa, FYE, Veterans, SAS, EOPS, Athletics, Transfer Center, Centro Latino, 3SP, etc.</p> <p><i>-Mary will be teaching a noncredit Coun 507C in the fall of 2020. She is developing this class now.</i></p> <p><i>-FYE: is waiting for a budget.</i></p> <p><i>-Transfer: Transfer day is Oct. 10th from 10-1. If you are teaching, please bring your class.</i></p> <p><i>TAGs are due at the end of Sept. Merritt typically receives about 9-10 TAG applications and 6 qualify. If they are accepted to UCB, they will not go to the TAG granting school which is typically UCD. Marlo and Angela are coordinating TAG and Marlo is verifying UCD TAGS. This is the only school that requires verification. For other campuses, the student just needs to complete the application online and send it in. Remind students to input all grades including Ws or Fs.</i></p> <p><i>The following suggestion was made: please email all program updates ahead of time and the chairs will include them on the agenda. That way we do not have to use meeting time for this.</i></p> <p>2. Committee Reports</p> <p><i>Senate: There are five counselors on the Senate.</i></p>	All



	<p>3. SLOAC</p> <p><i>-Counseling Classes are up to date with the exception of two classes we are not teaching (Coun 224 and 200B). Marty strongly recommends we assess one to all of our SLOs. She will send the Student Services SLO SAO Plan for 2019-2020.</i></p> <p><i>-If anyone wants to work with Marty doing SLOs, you can go with her this semester and sit with her to see how she does them.</i></p>	
2:30-2:35	<p>Announcements</p> <ul style="list-style-type: none"> - <i>There will be a training for Part-Time Counselors next week</i> - <i>9/25/19 250 high school counselors will be at Merritt from 8-3 participating in a financial aid workshop. Following lunch, from 1:30-3, there will be a financial aid workshop regarding undocumented students</i> - <i>10/29/19 the HBCU Recruitment Caravan will be coming to Merritt and will be doing on the spot admissions.</i> - <i>10/30/19 100 high school students who are recent immigrants will be at Merritt. More info will be forthcoming.</i> - <i>10/31/19 District wide Counselor Meeting @ BCC</i> 	All

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