

## **9/9/24: Counseling Meeting Minutes**

Attendees: Moy, Castaneda, Scurry, Ross, Lopez Obeso, Allen, Towle, Castro, Alturk

### **Check In (Icebreaker)**

The two new HSI Counselors introduced themselves to the other counselors. They will be supporting both General and HSI Counseling for Fall.

### **Outstanding Items**

CE Committee- VC stated CE Committee wants a General Counselor(?) on CE Committee- FM will serve through 24-25 unless otherwise noted by the committee. Counselors discussed and agreed that a CE Counselor should serve as the Counselor Committee REP for the next upcoming years.

FISCI 211 milestone - there is an issue with counselors using the current milestone code for FISCI 211. SA reached out to Amany who stated the issue is because the new prereq has "EMT certification" coded, but only classes can have query code for milestones, which is causing an error. Amany emailed DS and Division 3 Dean- if not resolved by Spring registration- please be sure to have A&R enroll them after the counselor confirms the prereq

We are about 50 FTES more from Fall 2023. Alameda and Merritt are up from last Fall. BCC and Laney are down

General Counselors: Please make sure when we are in the office and we have a student appointment, that we wait 10 minutes for a 30-minute appointment and 15 minutes for a 1-hour appointment. If the student does not show, the counselor should be pulling any students waiting on drop-in

College Information Day- East Bay Consortium- Saturday September 28 (8:30-1). SA asked if Counselors can participate during GC Meeting- so far no one is able to go. HSI Counselors are also unable to go. Co-Chairs will send an email asking counselors if they can participate.

### **Evaluation Plan Fall 2024**

Evaluation Plan for Fall 2024 was discussed. The following Counselors need to be evaluated: (Part-Time) RCG, OS, MZ, LC, LJ, CK, EM, EB (Full-Time) LS

Conversation around evaluations for both teaching and counseling: Counselors seemed ok with evaluating both teaching/counseling for PT Counselors, but asked if they could be split in different semesters. Co-Chairs will email Inga to see if we can move RCG and OS counseling observation to SP25

SA shared an evaluation plan and asked evaluators to make adjustments by Wednesday to send out to Inga. SA will get back with DR regarding RCG evaluation and if he needs to complete 1 or 2.

SA discussed timeline schedule and link to submit evaluation and how to format documents. SA requested all evaluations be due by December 6th.

## **Program and Committee Updates**

### **Articulation**

N/A

### **Career**

SA discussed how we no longer have the SuperStrong career assessment. Had 1 year for free and will be charged 10K, which is too expensive for the lack of usage from students. SA discussed how we can all counselor career and other career assessments through Eureka, Roadtrip Nation. SA also discussed how she has a limited amount of MBTI and Strong Interest Inventory for interested students.

SA is meeting with Handshake and working on implementation. Handshake met with IT last week- SA is working on required training modules. Hopeful for an October/November start. SA discussed that we no longer have College Central Network b/c we cannot have two job boards at the same time per contractual agreement with Handshake.

Lenore Scholarship - please refer Latino/a/x or African American/a students who are full time, receive financial aid, and have at least a 2.5 GPA for a 1,000 scholarship directly to Lenore (see attached flyer)

### **Centro Latino**

ET discussed how two late start ESOL classes are being offered for an October start. ESOL 541B is with Emma Donnelly at Lao Center on Mon/Wed 9:30-11:45. The class currently has 9 spots available. The second class is ESOL 541C with Robert Tindall through Zoom Mon/Wed 7-9:15. It currently has a WL, but he typically adds students.

ET discussed how if we are working with any ESOL student, to please send them his way and he is happy to support them.

### **EOPS**

RA discussed how EOPS is still accepting applicants for Fall. Must be enrolled in 12 units unless they have SAS recommendation for fewer.

### **FYE**

N/A

### **Puente**

OS is teaching JS current Fall 2024 class and working with SL on program review

### **Matric**

N/A

### **SAS**

FM discussed how SAS hosted a Welcome Back Success Workshop (50 students attended). Another webinar in October and December (test prep/study skills) is being planned. FM discussed how overall SAS student numbers are increasing.

FM discussed that she is unsure who is the new DE Committee Chair since MA left for Division 3 Dean

### **Transfer**

SA mentioned to refer to AK transfer emails for updates. Currently in TAG application cycle- Deadline is September 30

### **Umoja**

DR stated there is no Umoja updates

### **Veterans**

N/A

### **HSI**

ILB discussed how they plan to host a Transfer Workshop on Oct 2 from 12:30-1:30 (1 week before transfer fair) - which will be open to everyone to sign up and attend

### **Peak Debrief**

- SA discussed how from 8/15-8/30 General Counselors saw 1,265 students
- SAS was busy - 1 week waiting period for students to see a counselor for accommodations. Numbers are up from last year

- Students are not using the reason codes correctly when booking appointments- some front desk folks are using the wrong reason codes and it impacts counseling appointments.
- Drop-In was busy, felt busier than pre-covid times
- Saw a lot of non-Merritt students both virtual and in-person during peak - can we put an extra question at the kiosk? SA will look into this.
- A suggestion was made to ask students if they want to switch home school if they have a similar major. If not, the counselor should advise the student to return to home campus. Students should not change their home campus after the semester starts if they are receiving financial aid from another school. Refer to FA for follow up.
- Financial Aid Appeal- too hard to do during peak - Co-Chairs will ask if this can not be provided to students during peak and/or not provide the form until 2 weeks after the semester starts.
- Certificate Petition- suggestion was made to change reason code time to 60 minutes. EOPS/SAS book their own appointments and do not encounter this issue.
- Virtual Drop In- suggestion to have during the first week only. Co-Chairs will discuss and update the website accordingly.

### **COLEGAS Conference**

2 Part time Counselors Volunteered that they want to attend. Co-Chairs will provide names to JM

### **Upcoming Guest Speakers**

Next Week: Medical Assisting Program Director will be our speaker.

Interested speakers from Counselors are:

Learning Center- Director (layout, subjects that do not have tutors)

Learning Resources

Samuel Merritt Nursing REP- Transfer BSN

Demond Simmons (EMT)

Jacqueline Custard (Radiologic Science)

Curriculum Updates- specifically JN for Social/Behav Science degree

Landscape Horticulture

### **Accreditation- SLOs**

COUN 57 + COUN 203 are due for updates this Fall. SA/RPF will work on COUN 57. COUN 203 will be with VC.