

**MERRITT COLLEGE
MEETING MINUTES**



COUNSELING DEPARTMENT

Date: 09/11/2017	Time: 1:30 pm	Location: R 112A
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Attendees:
 Pantell, Zielke, Perez, Allen, DeVito, Salceda, Khoo, Scurry, Ross, Ciddio, Wong (Intern)

Allotted Time	Topic	Person(s) Responsible
1:30-1:40	<p>Guest speakers: Admissions & Records</p> <ol style="list-style-type: none"> 1) If a student's status is discontinued (not active), please do not complete an SEP in Prompt nor update their major in Prompt. Doing so will cause a problem that only C. Smith at the district can fix. A student's status will be changed to 'discontinued' if the student has been out for more than two semesters. 2) If counselors clear a milestone by entering the correct milestone and appropriate beginning of the semester date and a student still can't enroll, please print the verification/proof of cleared milestone sheet and have the student take this page to admissions. There have been technical problems this semester with student's being unable to enroll even after a milestone has been entered correctly. 	Marisol & Sandy
1:40- 1:50	<p>Welcome to Interim VPSS</p> <p>McLean will be in the role of Interim VPSS through December. You do not need an appointment to see him if he is available you can just drop in.</p>	McLean
1:50 – 2:00	<p>E-counseling:</p> <ol style="list-style-type: none"> a. Do we all want to have rotations? How to organize that? b. Can we put an announcement outside our door with the hours of operation, phone number and e-counseling acceptable/non acceptable services? <p>Phone drop-ins: How are we doing with that?</p> <p>E-counseling is not just for online students. It is open to all students. If we publicize e-counseling more, we may need additional counselors to assist with this service.</p> <p>Please let Marty or Lesley know if you are interested in shifting your work schedule from a morning to an evening shift. We are considering the need to be open more than one night per week for evening students.</p>	

2:00 – 2:15	<p>Chair updates:</p> <ul style="list-style-type: none"> • Update on 4 new hires. <ul style="list-style-type: none"> a. Still unable to bring Spencer (9), Jack (15) on board. As of 08/29 paperwork was at Merritt's business office. b. Interviewed 4 potential counselors. Intend to hire 3 of them: <ul style="list-style-type: none"> - Hanna (9-10): General - Waters (5): athletics - Macias (18): General/Oakland Promise • Need to assign evaluators for new adjuncts: <ul style="list-style-type: none"> - Metcalf - Kaplan - Jacks -KHOO - Spencer <p>Angela volunteered to evaluate Jacks but we still need tenured counselors to evaluate 3-6 more new hires. Eva would prefer that Metcalf and Kaplan be evaluated this fall since we potentially have so many to do in the spring, however, the official deadline is the spring semester.</p> <ul style="list-style-type: none"> • Counseling Corner: Need schedule of program's paragraphs for the semester/year. <p>Sept: Rosa/FYE Oct: Angela/transfer Nov: Jose/Puente Dec: Derrick/Sankofa Feb: Stefanie/Vets Mar: Rosa/FYE Apr: Frances/DSPPS May: Marty/Centro Latino</p> <p><i>Thank you all for volunteering.</i></p> <ul style="list-style-type: none"> • APUs: <ul style="list-style-type: none"> - Due October 13 - New section on Curriculum review • LARS are due <p>August LARS are past due and are due monthly at the end of the month only if you are absent. Please submit them to the VPSS office.</p>	Scurry/Zielke
2:15 – 2:25	<ul style="list-style-type: none"> • Tenure Review Committee's <ul style="list-style-type: none"> a. Please all update on your committees b. Update on replacements for Tanya/Carlos: <ul style="list-style-type: none"> - De Vito: Scurry - Moy: Allen ?) - Ross: Scurry 	All
2:25 – 2:30	<ul style="list-style-type: none"> • Class schedule for Spring 2018 due: <p>Marty passed out the Spring 2018 course list. Please let her know if you'd like to keep your teaching schedule the same or if you want to change it.</p>	Zielke

2:30 – 2:35	<ul style="list-style-type: none"> • Committees list <ul style="list-style-type: none"> - Need to update list to give to Senate <p>The Fall/16 list of committees was passed around for each counselor to update it. Some chose to review it and turn it in later. Please update it by deleting ones you are no longer on and adding additional committees.</p>	Scurry/Zielke
2:35 – 2:50	<p>Standing Items:</p> <p>1. Reports from programs: Puente, Sankofa, FYE, Veterans, DSPS, EOPS, Athletics, Transfer Center, Centro Latino, etc.</p> <p>Transfer: Angela will coordinate the transfer center events including Transfer Day 10/12 10:00-1:00 and coordinating college rep visits (various days 10:00-2:00—all drop in). Angela will resend the list of rep visits for UCB and CSEB with the times noted on the flyer. SFSU has not yet responded to Angela's outreach efforts. Ashley Flores (intern) will help with some of the transfer center coordination. Angela would like to encourage instructors to bring their classes to Transfer Day and possibly tie their participation to an assignment.</p> <p>Athletics: Student Ed Plans are due by Oct. 15th for all student athletes.</p> <p>Centro Latino: Today at 5:00 there will be a meeting with student clubs, Admin, Dr. Chavez, students, etc regarding DACA. The library also has a resource table with information. Nancy, a peer advisor in EOPS, has a lot of information and states she can help with DACA students.</p> <p>2. SLOs: Need to schedule appointments with Marty: - For your classes - For your program. What SLOs to measure; any changes what instrument to use to assess them?</p> <p>Please make an appointment with Marty. Fridays between 10:00-3:00 she is blocked out for SLOAC but she is definitely available other days. She would like to meet with you to know your progress and offer support.</p>	Scurry/Zielke
2:50 – 3:00	<p>Announcements:</p> <ul style="list-style-type: none"> - Margie needs someone to present on Oct 2nd, to East Bay College Fund, on graduation and transfer requirements. - Issue with Medas students not having Coped <p>Marty left a message with the Division Dean about the issue of student's being denied graduation petitions despite completing the internship and having to now re-petition. Doris Hankins is aware of the problem. If you see a student regarding this issue, please let them know that the issue is being worked on and a resolution will be forthcoming. The affected students will be contacted individually (most likely by Doris).</p>	All

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Merritt College Mission:

The mission of Merritt College is to enhance the quality of life in the communities we serve by helping students to attain knowledge, master skills, and develop the appreciation, attitudes and values needed to succeed and participate responsibly in a democratic society and a global economy