



Meeting Minutes
MERRITT COLLEGE COUNSELING DEPARTMENT

Date: 09/16/2019	Time: 1:30 pm	Location: R 112A
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Attendees: Khoo, de Vito, Zielke, Salceda, Ross, Ciddio, Perez, Scurry, Allen, Moy

Allotted Time	Topic	Person(s) Responsible
1:30-1:35	<p>Update on Meeting With the VPSS</p> <p>1. Eureka <i>There are two outstanding invoices from 2018 and 2019. As of today, our account is still active, however Eureka stated they would deactivate our account if the invoices weren't paid by 9/15/19 (yesterday).</i></p> <p>2. Gift cards <i>Email Jason and cc Jamila if you need money for different student related items for your program (i.e. balloons for transfer day, food for an orientation).</i></p>	Scurry/Rosa
1:35-1:45	<p>Counseling Courses - SLO's <i>SLO's for our counseling courses have been assigned and Marty will send a follow up confirmation email to instructors.</i></p>	Scurry/Rosa
1:45-2:00	<p>Annual Program Update (APU's) <i>Marty completed the bulk of Counselings APU draft but needs data. Rosa's student workers will assist with entering the demographic data from the front desk check in sheets.</i> <i>The APU is less work than the Program Review and some parts can be copied and pasted into the APU. Please let the chairs know if you have any problems accessing data or if the data looks incorrect. Email Dean Holloway and cc the co-chairs.</i></p>	Scurry/Rosa
2:00-2:15	<p>Math Department <i>Becca and Sun stated that Math 13 seems to be going well for many students. Most students are opting to take</i></p>	Uhlman/Ban



	<p><i>Math 13 with the support class so the Math Dept will continue offering more support classes.</i></p> <p><i>Two sections of Math 1 with support and one without support seems to suffice for student demand.</i></p> <p><i>They are also noticing that students seem to be doing a good job of self selecting into the correct Math courses.</i></p> <p><i>The support course is separate but runs back to back with the Math 13 class. It is pass/no pass and provides additional face to face time with the instructor. Group work is also done. There are study skills assignments and an Action Plan is required if a student does not pass an exam. The student meets with the teacher to develop the plan and the grade is then based on follow through of completing the plan.</i></p> <p><i>Some instructors use OLI (open learning initiative) which cost the student \$20 per semester. Students obtain an ebook and have online homework which shows areas in which they are weak and strong. This resource supports some skills learned in class.</i></p> <p><i>There are 1-2 embedded tutors in the day classes depending on the number of enrolled students. The evening classes have a harder time staffing tutors so the number of embedded tutors, if any, varies.</i></p> <p><i>Most math 13 instructors focus on problem solving, conceptualizing, and critical thinking more so than on computational algebra. Therefore most Math 13 classes are contextualized.</i></p> <p><i>First time pass rates haven't been measured yet but even if it is 50%, that would be the same as the Algebra pass rate.</i></p> <p><i>The current plan is for Math Jams to continue to be offered as a prep for Statistics and Precalc.</i></p>	
2:15-2:30	<p>Standing Items:</p> <p>1. Reports from programs: Puente, Sankofa, FYE, Veterans, SAS, EOPS, Athletics, Transfer Center, Centro Latino, 3SP, etc.</p> <p>SAS: <i>LRNRE 566 is a career awareness course for students with disabilities that will help with job placement. If students take this class as well as LRNRE 561 and 562 they will be eligible for a non credit</i></p>	All



	<p><i>certificate that Mary is developing. Mary will create a cheat sheet for us.</i></p> <p>Transfer: <i>TAG is open now and closes Sept. 30th. TAG students must still do UC applications before December 1st.</i></p> <p>FYE: <i>A panel of professions in Healthcare will share their experiences with students on Sept. 17th at 1pm in the student lounge.</i></p> <p>2. Committee Reports <i>Mary is on three hiring committees.</i></p> <p><i>The Academic Senate is doing a resolution on the new CA Comm College that is opening an office in downtown Oakland.</i></p> <p>3. SLOAC <i>Marty assumes we do not have to assess PLOs because we do not offer a degree or certificate.</i></p>	
2:30-2:35	<p>Announcements</p> <ul style="list-style-type: none"> - Intern for next academic year 2020-2021 18 hours/week <p><i>Let us know if you are interested in taking an intern.</i></p>	All

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