

MERRITT COLLEGE
MEETING MINUTES



COUNSELING DEPARTMENT

Date: 09/18/2017 Time: 1:30 pm Location: R 112A

Attendees: Ciddio, Pantell, Moy, Khoo, DeVito, Perez, Ross, Scurry, Salceda, Zielke, Allen, Wong (Intern)

Allotted Time	Topic	Person(s) Responsible
1:30-1:40	<p>Guest speaker: Brian Rowning</p> <p><i>Microscopy, Histotech and Genomics</i></p> <p>Rowning provided the Histotech Student Handbook, (expected) Spring 2018 course offerings, and a Histotech Program Flyer. All of the courses for Bioscience are now under the Allied Health and Public Safety Division Div III). Histotech is officially accredited and there are only two other comparable programs (L.A.& Washington). Clinical rotations at John Muir, UCSF, Kaiser, and Stanford Medical are not guaranteed, but available for students who excel in their classes.</p> <p>He recommended students wanting to enter the Histotech certificate to complete courses similar to the prerequisites for Health Sci or Nursing. The major may be an good alternative for Nursing students. After completing their coursework at Merritt, some choose to earn their Bachelor’s degree and become a Pathologist Assistant. Others pursue Medical School, Nursing, Ophthalmology, etc.</p>	Rowning
1:40- 1:50	<p>Supply request for Counseling Courses</p> <p>Please let Lesley know if you need any supplies for teaching by September 25th. Also there are supplies such as dry erase markers, erasers, chalk, etc. in the office next to Angela’s.</p>	Scurry
1:50 – 2:00	<ul style="list-style-type: none"> • E-counseling: <ol style="list-style-type: none"> a. DeVito and Zielke volunteered to do e-counseling. Other counselors will continue to provide e-counseling services by responding to emails. NOTE: please use the SARS Reason Code “ECOUNSEL” when responding to an email in addition to whatever other code(s) you need to use. b. we agreed to put an announcement outside the door describing services available and not available through E-counseling. This will be a pilot to see if the number of student’s using e-counseling increases. • SARS- MUST Dos: <p>If you are on drop-in, please take drop-in students. If you have a scheduled appointment that does not show, please help with drop ins if student’s are waiting.</p> <p>Be mindful of the full schedule for that day if you need to make changes to your schedule; at times we have to close drop in because you are the only counselor on drop in at that</p>	Zielke/Scurry

	<p>time.</p> <p>Immediately pull student from SARS screen, that way we don't rush through an appointment seeing many drop-ins, just to get to the waiting area and seeing no one waiting.</p> <p>Send a courtesy email to Marty and Lesley when you need to change your drop in or appointment (not program) time.</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"> -Spencer: Start date 9/21 - Jack: Start date of 9/22 to teach a class for MEDAS; 9/26 is her Gen. Counseling start date. • Assigned evaluators for new adjuncts: <ul style="list-style-type: none"> - Metcalf -ZIELKE - Kaplan -PANTELL - Jacks -KHOO - Spencer -CIDDIO - Diehl -MOY <p>Steve will forward an email template that can be used to notify the part timers of the evaluation process.</p> <ul style="list-style-type: none"> • LARS are past due for the month of September 	Scurry/Zielke
2:15 – 2:25	<ul style="list-style-type: none"> • Tenure Review Committee's Update on replacements for Tanya/Carlos: <ul style="list-style-type: none"> - De Vito: Scurry, Steve, Chavez, Rivas Steve will send an email regarding scheduling a meeting asap for Stefani's TRC - Moy: Scurry, Powell, Barbara D., Chavez - Ross: Scurry, Allen, Mofidi, Mclean 	All
2:25 – 2:30	<ul style="list-style-type: none"> • Committees list Need to update list to give to Senate. Please make sure to give Marty an updated list asap. 	Scurry/Zielke
2:30 – 2:35	<p>APUs</p> <ul style="list-style-type: none"> - Due OCTOBER 13!!! <p>The link to the template is on the Merritt website under the Faculty and Staff tab then click Institutional Effectiveness. The APU template will be on the left hand side. Please take a look at it. We will divide up sections and assign them in our next meeting.</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. DSPS is in the process of changing their name. The students were surveyed and their votes will be tallied. Some LRNRE courses are being switched from credit to non-credit. Frances will be at a DSPS Coordinators Training Wed-Fri this week.</p> <p>2. SLOs: Reminder: Need to schedule appointments with Marty: <ul style="list-style-type: none"> - For your classes - For your program. What SLOs to measure; any changes in SLOs or instruments to assess them </p>	Scurry/Zielke

	<p>Marty dedicates Fridays to SLO work, but is available other days as well.</p> <p>Counseling will get started on our department SLOs. Steve will email the surveys and an email reminder to all counselors including part timers who really helped us last year.</p> <p>Lesley will make sure the survey collection box is available.</p>	
2:50 – 3:00	<p>Announcements:</p> <ul style="list-style-type: none"> - The Academic Senate has three seats available for fall: one full time tenured opening for one semester only, two part time openings (1 for fall only and 1 for fall and spring). - A counselor is needed to serve on the STARFISH implementation team: Angela Khoo volunteered. - A counselor is needed to serve on the Basic Skills/Equity/3SP committee: Frances Moy volunteered. <p><i>Thanks everyone!</i></p>	All

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