

Meeting Minutes
MERRITT COLLEGE COUNSELING DEPARTMENT

Date: 9/21/2020

Time: 1:30 pm

Allotted Time	Topic	Person(s) Responsible
1:30-1:45	1. Welcome <ul style="list-style-type: none"> a. Dr. Lisa Webb: Dean of Counseling and Equity <i>Dean Webb was introduced by the Co-Chairs.</i> b. Sara Alturk: Career Counselor <i>Sara Alturk was introduced by the Co-Chairs.</i> 2. Introductions <i>All full-time and part-time faculty provided a brief introduction.</i>	Rosa and Jose All
1:45- 2:00	Peak Debrief <i>What worked well: Number of students served, it was a team effort.</i> <i>What can be improved: Technology (i.e. SARS was down during express enrollment), program time was limited, have forms completed ahead of time, front desk can guide students (i.e. triage).</i>	All
2:00 - 2:10	e-SARS <i>Very close to having e-SARS go live. For Fall 2020, we need General Counseling time slots to be firm. Appointments will be booked 2 weeks out. Original reason codes will continue to be used.</i>	Rosa, Jose and Dean Webb
2:10 – 2:20	Articulation Report <i>Notes will be e-mailed by Steve Pantell.</i> <i>SFSU: Accepting lower division students. Requirements include: 2.0 grade point average, A2 and B4 must be completed with a C- or better.</i> <i>CSU East Bay: Assist will include major preparation agreements in popular majors.</i> <i>Northwestern University: New agreement finalized and posted on counselor website.</i> <i>Holy Names University: New agreements finalized.</i>	Steve
2:20 – 2:25	Spring 2021 Class Schedule <i>All teaching faculty received an e-mail. Please confirm teaching assignment.</i>	Rosa and Jose
2:25 – 2:35	Standing Items: <ol style="list-style-type: none"> 1. Reports from programs: 	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

	<p>Puente, Sankofa, FYE, Veterans, SAS, EOPS, Transfer Center, etc. <i>EOPS: Still accepting applications.</i> <i>Transfer: Workshops have had low attendance. UCB will be available virtually tomorrow.</i></p> <p>2. Committee Reports <i>Professional Development Committee: Mid-semester Flex Day will be on 10/20.</i> <i>Faculty Senate: Focus has been on equity initiatives.</i> <i>Guided Pathways: Faculty lead opening. The person must be a full time or part time faculty member to be eligible.</i></p> <p>3. SLOAC <i>Need someone to fill coordinator position. If interested, please let Co-Chairs know.</i></p>	
2:35-2:40	<p>Announcements -APU due date – Oct 26 <i>Trainings will be available on 10/01 and 10/20.</i></p>	Rosa and Jose