

**MERRITT COLLEGE
MEETING MINUTES**



COUNSELING DEPARTMENT

Date: 09/26/2017	Time: 1:30 pm	Location: R 112A
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Attendees

Perez, Moy, Allen, DeVito, Scurry, Zielke, Salceda, Khoo, Ciddio, Pantell, Mclean (Guest)

Allotted Time	Topic	Person(s) Responsible
1:30-1:40	<p>Guest speakers: Demond Simmons</p> <p><i>Fire Science/EMT</i></p> <p>Fire Science and EMT are now under Division 3. Half of the students Demond is seeing in the EMT classes are potential Nursing, PA and MD students who are not pursuing Fire Science. An EMT license is one of the things that is needed to become a Fire Fighter so most EMT classes at other schools are full of potential firefighters. Becoming a Fire Fighter is a very competitive process. There may be 2-3,000 candidates for 2-3 jobs in a given city. To advance in the field, a four year degree makes a candidate more competitive.</p> <p>Demond emphasized that soft skills are lacking in many of the younger students that are interested in becoming fire fighters. Students need to have strong reading, writing and arithmetic skills. Science and a knowledge of building construction is also useful.</p> <p>Merritt is in the process of developing a two year degree in Fire Science. This will attract not only new students but also current fire fighters who want to advance in the field. The goal is to offer the degree in the Fall 2018 semester.</p> <p>Fire fighters in the majority of the counties in California must also have a paramedic license and Merritt is also developing a Paramedic Certificate but it will take longer and maybe limited to 12 students due to the didactic. There is a clinical experience that must be in place (200 hours in the ER plus firetruck/ambulance hours).</p> <p>Seventy-two percent of all students who complete the EMT course and pass the licensing exam get hired.</p> <p>The enrollment cap for EMT is 40 students but they allow 45 into the class. This semester, 10 students were taken from the waitlist.</p> <p>If a student comes to counseling and says that s/he would like to become a firefighter, Demond recommends asking this question: 1) Do you have degree? If the student has a degree, he recommends they take the EMT class then become a Paramedic and disregard taking fire science classes until those two are completed. If the student does not have a two year or four year degree, he recommends the student complete EMT, Paramedic, fire science classes then pursue a</p>	Simmons

	<p>degree. It doesn't matter if it's a two year or four year degree and it does not matter what the degree is in.</p> <p>CCSF and Las Positas have public paramedic schools but Las Positas may charge private school rates of 10-12K. He is not sure. Some schools have a six month waitlist.</p> <p>A Firefighter can make between 90-120K/year or 60-70K working for a private agency.</p> <p>A paramedic license is required to work in CA except in Oakland and SF which have an exemption from this requirement.</p>	
1:40-1:50	<p>Having a counselor at the front desk?</p> <p>There was a discussion about having a counselor at the front desk to triage the students. This person would help the front desk schedule the appropriate length appointment, would make sure that the student didn't wait on drop in for something that requires an appointment, and in general improve efficiency for students. This person would have other functions as well such as clearing milestones. The responsibilities can be ironed out. Other colleges call this position "line workers". Colleges such as Los Medanos, Contra Costa, and CSEB have counselors with this responsibility. It was noted that at Merritt, we did have a triage assignment during peak several years ago. We will revisit this at a future meeting.</p>	Scurry/Zielke
1:50-2:15	<p>APUs</p> <ul style="list-style-type: none"> - How to divide sections among us. - Due OCTOBER 13!!! <p>We divided the sections as follows:</p> <p>Pg. 5 Steve</p> <p>Pgs. 6-7 Rosa</p> <p>Pgs. 8-9 Angela</p> <p>Pgs. 10-14 Lesley with help from Stefani, Jose, and Mary</p> <p>Pgs. 15-17 Steve and Marty</p> <p>Pgs. 18-20 Derrick</p> <p>Pgs. 21-22 Marty and Lesley</p> <p>Please do what you can between now and Monday. We will devote Monday's meeting to this.</p>	Scurry/Zielke
2:15-2:25	<p>Milestone Date</p> <p>There are two spots in the milestones screen that show dates:</p> <p>One at the top of the page ("Effective Date")</p> <p>Another one at the bottom of the page ("Date Attempted.")</p> <p>Please make sure to change the <u>top date</u> to 01/01, 06/01 or 08/01 as appropriate.</p> <p>The bottom one can be changed (recommended but not necessary) to show the date you changed it in case there is another counselor who cleared something else before.</p>	Scurry/Zielke

2:25-2:35	Counseling class Spring 2018 & Fall 2018 We reviewed the submitted Spring schedule and will request modifications. We reviewed our fall course offerings.	Scurry/Zielke
2:35-2:50	Standing Items: 1. Reports from programs: Puente, Sankofa, FYE, Veterans, DSPS, EOPS, Athletics, Transfer Center, Centro Latino, etc. We ran out of time for program updates. 2. SLOs: Reminder: 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? -Update on Counseling Department SLO survey	Scurry/Zielke
2:50-3:00	Announcements: Frances will be at the CSU conference on Wednesday.	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