

Meeting Minutes
MERRITT COLLEGE COUNSELING DEPARTMENT

Date: 9/28/2020

Time: 1:30 pm

Allotted Time	Topic	Person(s) Responsible
1:30-2:00pm	<p>2-year Program Maps <i>Irving Chin provided an overview of the 2-year program maps. He reviewed the Career Education Program section that includes course categories and scheduling component. He reviewed the Program Information and Occupational Information section that includes program management board. He requested feedback via e-mail. The Counseling Department was asked for volunteers to help with the program mapping project. Mary Ciddio, Stefani de Vito, Sara Alturk, and Lesley Scurry volunteered to help Irving Chin with the project.</i></p>	Irving Chin
2:00-2:30pm	<p>A&R Update <i>Petition deadline extended to 10/30 for AA/AS and Certificates. The deadline for ADTs will be 10/16. Marisol will be e-mailing the Co-Chairs a list of students that plan to earn an ADT.</i></p>	Marisol Roque Chaves
2:30-2:35pm	<p>Fall 2020 Counseling Evaluations Samantha Wong <i>Steve Pantell will be completing the evaluation.</i> Marissa Yenpasook <i>Angela Khoo will be completing the evaluation.</i></p>	Rosa and Jose
2:35 – 2:40	<p>Counseling Department Procedures <i>All e-SARS appointments will default to 30 minutes. If 60 minutes are needed, the counselor can extend the appointment manually. Appointments that would be appropriate for 60 minutes include: Financial Aid appeal, comprehensive student education plan, probation/dismissal, petitions, and transfer counseling. E-SARS is now live.</i></p>	Rosa and Jose
2:40-2:50pm	<p>Peak Debrief Continued <i>Feedback provided by the faculty.</i> <i>Derrick Ross: Requested that input from the faculty be a priority.</i> <i>Carlos McLean: Concern with overload of 30-minute appointments.</i></p>	All
2:50-2:55pm	<p>Standing Items: 1. Reports from programs: Puente, Sankofa, FYE, Veterans, SAS, EOPS, Transfer Center, etc.</p>	All

	<p><i>Transfer Center: Angela will be e-mailing regular updates related to transfer, including transfer representative visits.</i></p> <p>2. Committee Reports <i>None provided.</i></p> <p>3. SLOAC Need someone to fill coordinator position.</p>	
2:55 – 3:00pm	<p>Announcements <i>APU due date is Oct 26.</i> <i>E-SARS is now live.</i></p>	Rosa and Jose