



**MERRITT COLLEGE COUNSELING DEPARTMENT
MEETING MINUTES**

Date: 10/10/2016	Time: 1:30 pm	Location: R 112A
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Attendance: Zielke, Khoo, Pantell, Ilarde, Allen, Scurry, DeVito, Salceda, Ross.

Allotted Time	Topic	Person(s) Responsible
1:30-1:45 pm	<p>Puente Conference Update.</p> <p>Salceda reported the y have a new co-coordinator for the Puente program at Merritt, instructor Evan Nichols who is teaching the English components of Puente.</p> <p>This Saturday Puente is taking students to UC Davis for a motivational conference.</p> <p>Salceda also reported that he attended the Puente northern CA regional 2-day Puente conference last week. He considers it an opportunity to network and learn about best practices.</p> <p>Highlights of the conference:</p> <p>One of the presentations was about their upcoming Puente Leadership conference for students in Phase II (2nd semester). This is a partnership with UC Riverside. Students from Puente programs from all across the state attend it for 10 days. It is for empowering students to come back and be leaders in the community. Only one student is selected each year.</p> <p>Another workshop he attended was on how to support Phase III Puente students involving them as peer mentors of newer students.</p> <p>Another workshop was on the Common Application for selective schools. The presenter gave insights on elements that are important when they review the</p>	Salceda
1:45-1:50 pm	<p>Transfer Day this Thursday</p> <p>Annual event. There is an online reservation system for UCs, CSUs and members of the Independent Colleges and Universities. Transfer directors schedule them this way.</p> <p>This year Merritt will have 40 tables and one rep from the HBCU transfer agreement partnership representing the 21 schools.</p> <p>Tanya will do a 4-hour intensive UC application workshop. There is space only for 15 students. The date is 10/28 (Fri), 10am to 2pm, in L-137. She is inviting all counselors that are interested to let her know first.</p>	Ilarde

1:50-2:15 pm	<p>Common Assessment Initiative (CAI)</p> <p>We will not be able to use Compass after Nov 30. The District is exploring other tools to use for assessment.</p> <p>Our regular assessment schedule starts on Nov 2nd.</p> <p>We'll have two additional assessment on Oct 19 and 26, at 12 noon.</p> <p>After Nov 30 most likely we will use MMAP (Multiple Measures Assessment Project) for Math and Engl for local high school students. You find those recommendations in SARS drop down menu as HSMMMER.</p> <p>Scurry reported that researcher Rhee at the District is comparing class enrollment patterns to placement with MMAP recommendations. Rhee is finding great discrepancies. If the student did not attend one of the local HS districts go to the W drive and use the Improved Placement Initiative tool, in addition you may use student self-reported information which research says it is remarkably accurate.</p>	Scurry
2:15-2:30 pm	<p>Counseling Functionality Team</p> <p>Open CCC has a supplemental form for self-reporting HS transcript</p> <p>Need to update course outlines for Coun classes in Curricunet Meta. We want to have a deadline of Nov 23rd.</p> <p>All of us volunteered to do updates for specific classes. We need to update every 3 years.</p>	Pantell
2:30-3:10 pm	<p>Chair updates</p> <ul style="list-style-type: none"> ● SLO Surveys (31/100). 69 to go! ● SLO plans 2016-1017. Due 10/18 ● APU update: Turned in Counseling services APU two weeks ago. Working on Instructional piece this week. ● Recap - A&R Meeting (Dominique's form): Pantell and the Co-chairs will review the form sent by A&R regarding multiple requests from that department before posting. ● District-Wide Counselor's Meeting <ul style="list-style-type: none"> ○ 9am-4pm, Thursday, November 3,BCC ○ Pantell will block full timers in SARS. 	Zielke/Khoo
3:10pm	Meeting adjourned	

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.