



**MERRITT COLLEGE COUNSELING DEPARTMENT
MEETING MINUTES**

Date: 10/17/2016	Time: 1:30 pm	Location: R 112A
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In Attendance: Zielke, Ilarde, Allen, De Vito, Moy, Ciddio, Ross, Salceda, Perez

Allotted Time	Topic	Person(s) Responsible
1:30-1:35 pm	Transfer Recap Total success. There were 40 colleges and universities represented. About 300 students signed in. Reps had many students stop at their tables.	Ilarde
1:35-1:40 pm	Puente Update: Trip to UC Davis All Puente students went. Over 1100 students attended the conferece overall; they came from Puente program all over Northern California. During the morning hours the speaker discussed nuts and bolts of attending a UC campus. During lunch time there were tables with many UC and CSU representatives with information and materials about their majors and campus services. The afternoon had many workshops focused on student empowerment and later campus tours.	Salceda
1:40-2:00 pm	English Department Will offer Engl 264 in Fall 2017. It's a 5-unit basic skills class with lecture and lab components. It does not have pre-requisites. BCC created it, did a lot of research once offered and found that 70% of those who take it go directly into Engl 1A; 80% of those pass Engl 1A. The 252 we currently have is not showing that kind of success.For example of the 110 who completed Engl 252, 32 completed Engl 1A. The English dept is having inquiry groups and have found that the problem is not the outline but the delivery. There is no intention to remove Engl 252 or 201; they will be offered concurrently with the new 264. If students' skill is so low that we think 252 or 264 may be a challenge we can consult with Alameda Public Library and/or our campus DSPS office. Engl 280 does not exist anymore. Engl 208 is for writing across the curriculum. First 30 min is general concepts and the rest is direct help with writing their essays of all subjects. The new English assessment at all four campuses will have a writing component. The English departments are working on creating the tool right now.	Isela Gonzalez Santana

<p>2:00-2:40 pm</p>	<p>Chair updates:</p> <ul style="list-style-type: none"> ● SLO Surveys (31 + 21 = 52/100) 48 to go! ● SLO for courses: Zielke inquired if everyone who is teaching has completed the SLO plan for this cycle. All those teaching who were present at the meeting have completed that portion already. ● Space R-105B: Zielke reported VPSS has agreed to give the space to counselors, but a classified person may move in there and he would authorize faculty getting the office next to 105B. Ilarde clarified that the Senate is involved in space allocation for faculty. Offering a different room is not acceptable. We must get 105B back, not the other office. ● Follow-up meeting with A&R: No word yet other than VPSS responding to Zielke's emails. Zielke will send another email asking administration to call the meeting with the campus and district A&R as well as counseling representatives. ● Need Early Alert counselor: Juana held the position and need someone now that she is no longer at Merritt. Ilarde explained the history. De Vito offered to volunteer but her TRC chair reminded her she needs to focus on developing her academic counseling skills during the first year of tenure and recommended for her to not volunteer. Co-chairs will designate a part time counselor to this assignment. ● Need Common Assessment counseling designee: Scurry said she can do everything except attend the meetings which happen after her work hours. Zielke will attend the meetings and feed the information to Scurry. ● Need counselor for District Education Committee. Ilarde volunteered to attend the meetings once a month on Fridays at the District. ● District-Wide Counselor's Meeting <ul style="list-style-type: none"> ○ When: 9am-4pm, either 11/3 or 11/4 ○ Where: Location TBA. BCC counselors have been unable so far to obtain a room large enough to accommodate 70 attendees. ● APU update: Zielke reported chairs are working on the Counseling classes APU. Ilarde pointed out there is some information on instructional goals already in the Program Review. ● Dissatisfied student (case study). Zielke informed they are still working on it. Campus evaluator provided guidance, but District evaluator disagrees with it. Zielke will insist in getting all parties involved in a meeting to address the case and many other A&R related items where there are no clear directives. 	<p>Zielke/Khoo</p>
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2:40-2:55 pm	Other Updates: DSPS counselors, Moy and Ciddio, attended the annual post-secondary conference on disability awareness. Obtained much information about making online materials accessible. EOPS: will open application period first week of Nov.	Zielke/Khoo
2:55	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.