

**Meeting Minutes**  
**MERRITT COLLEGE COUNSELING DEPARTMENT**

Date: 10/19/2020

Time: 1:30 pm

<b>Allotted Time</b>	<b>Topic</b>	<b>Person(s) Responsible</b>
1:30-2:00pm	<p>e-SARS Update  Appointment Type:  <i>Now includes video and phone appointments.</i>  Reason Codes:  <i>You may select more than one reason code for the appointment.</i>  Pilot default appointment time:  <i>The default appointment time will be 30 minutes.</i></p>	All
2:00-2:10 pm	<p>Counseling Evaluations Updates  <i>Request to submit faculty evaluations.</i>  <i>Angela Khoo is evaluating Marissa Yenpasook. She has been having trouble collecting student evaluations.</i></p>	Rosa and Jose
2:10-2:15pm	<p>Mid Semester Flex Day  <i>Agenda for mid-semester Flex Day was reviewed. Agenda was provided by the Professional Development Committee via e-mail. Workshops include: accreditation updates, unconscious bias, trauma informed systems, APU, Student Accessibility Services online resources, student learning outcomes, Adobe Sign, and accounts payable.</i></p>	Rosa and Jose
2:15 – 2:30pm	<p>Standing Items:</p> <p>1. Reports from programs:  Puate, Sankofa, FYE, Veterans, SAS, EOPS, Transfer Center, etc.  <i>Puate: Transfer Motivational Conference was inspiring. Cornel West connected well with students.</i>  <i>Districtwide Counselor Meeting: Will take place in Spring 2021.</i></p> <p>2. Committee Reports  <i>Hiring Committee, Dean of Liberal Arts: 48 applicants. 11 interviews.</i>  <i>Hiring Committee, Vice President of Instruction: 8 interviews.</i>  <i>Academic Senate: Pass/No Pass deadline will be extended.</i></p>	All

2:30 – 2:40pm	Announcements: <i>APU due date is Oct 26<sup>th</sup>.</i> <i>Faculty Prioritization: The Counseling Department will request 2 positions.</i>	Rosa and Jose
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