

**MERRITT COLLEGE
MEETING MINUTES**



COUNSELING DEPARTMENT

Date: 10/23/2017 Time: 1:30 pm Location: R 112A

Attendees: Pantell, Zielke, Salceda, Perez, Ross, Moy, Ciddio, Scurry, de Vito, Allen, Wong (Intern)

Allotted Time	Topic	Person(s) Responsible
	<p>Counseling Courses: -Class for the Salvation Army: Tuesdays 6:00pm-8:00pm @ Webster Street location No full time faculty is interested in teaching this course. We will confirm with an adjunct who has expressed interest. -Productivity by course Marty explained and reviewed productivity, retention, and success for our counseling classes.</p>	<p>Zielke</p>
	<p>VPSS Update -Community Day Community Day is tomorrow. Counseling will have a table as well as Puente, Sankofa, Vets, DSPS and EOPS. -Program Time When the lobby is backed up with students or when there is a major deadline such as graduation petitions, please check SARS to see if help is needed even during your programing time. -Flex Day Flex day is Wednesday. Be sure to participate. -APUs Thank you for completing and submitting the Counseling departments APUs. For other programs who have not submitted theirs, do so as soon as possible. The VPSS has to review them all.</p>	<p>McClean</p>
	<p>CFT Update -Progress Probation This was being calculated incorrectly, by term, instead of cumulatively. It should be fixed now. The catalog language needs to be cleaned up, however. -Initial Transcript Evaluations Remember that this service is available to students. The completed reports can be found on the W drive under counselor share/initial eval/completed initial eval. Click the Merritt folder and then the first letter of the student's last name. -Planned classes on SEPs FYI: Planned classes drop off the SEP if a student drops the class after enrolling in it for the current term but before the W deadline. -Repeated classes Silvia will be going back 10 years to auto update the GPA of classes which have been repeated. So far she has run the 2008-2009 academic year. -AP Credit Printed, official, AP exam results may have the titles cut off</p>	<p>Pantell/Scurry</p>

	<p>which would not allow a student to get credit that was earned. We are trying to get the scores transmitted electronically directly from College Board.</p> <p>The class equivalency is what is currently posted on the student's transcript not the test name and score. This will not be able to be changed in our current peoplesoft system.</p> <p>-Academic Renewal</p> <p>The language has been cleaned up so that the student's clock doesn't restart if they have a low grade but meet all three other criteria. We are not 100% sure if this was conveyed to A&R yet.</p>	
	<p>General Updates</p> <p>-Chancellors Forum</p> <p>Stefani and Mary gave an update of the topics which were covered such as the Oakland A's, cumbersome procedures, apportionment, Bachelor's degrees, and ideas to improve enrollment.</p> <p>-Flex day events/presentation ideas for counselors?</p> <p>No additional ideas. The same one from last week was reiterated about a working session for reports that are due.</p>	Ciddio/de Vito
	<p>APU Update</p> <p>-How is everyone doing? Is support needed?</p> <p>Please let us know if we can help or support you in anyway with completion of your APUs.</p>	Scurry
	<p>SSSP</p> <p>-SSSP Summary Report: low orientation numbers. Be sure that the orientation verification sheet has the student's name and SID on it and not another student's info.</p> <p>Ideas to increase orientation numbers:</p> <p>-Being able to do the orientation in the computer lab.</p> <p>-Having the orientation verification be the ticket to the assessment.</p> <p>-Having a designated computer lab.</p> <p>-Having a designated person to enter orientation into passport.</p> <p>-Having counselors enter the SARS code ORIENT when they see a student who has completed the orientation.</p>	Scurry
	<p>Standing Items:</p> <p>1. Reports from programs:</p> <p><i>Puente</i></p> <p>Thirty-five Puente students are going to Sac State on Saturday for a transfer motivational conference. On 11/15, they will be visiting UCD. 11/1 is the Day of the Dead Celebration from 12-2 with Aztec Dancers, an altar, face painting and food.</p> <p><i>Sankofa</i></p> <p>Next week is the annual conference in Sacramento.</p> <p><i>DSPS</i></p> <p>Wednesday from 12-2 is the Ability Counts annual Embrace Your Ability event in R110. Invite your class.</p> <p><i>EOPS</i></p> <p>EOPS will begin accepting applications Nov. 1st.</p> <p>2. Committee Reports</p> <p>Moy provided a Facilities update</p>	All

	Ciddio provided a Senate update 3. SLOs: -Update on Counseling Department SLO surveys = 4	
	Announcements -The current 2017-2019 catalog is online -The spring 2018 schedule is also online. -Please provide Lesley with any new dates for the adjunct evaluations. -2017-2019 local GE Worksheets have been updated and are on the W drive.	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