



**MERRITT COLLEGE
MEETING MINUTES**

COUNSELING DEPARTMENT

Date: 10/29/2018

Time: 1:30 pm

Location: R 112A

Attendees: Ross, Khoo, Ciddio, de Vito, Moy, Scurry, Salceda, Perez, Zielke, Pantell

Allotted Time	Topic	Person(s) Responsible
1:30-1:45	Lanhort <i>To be rescheduled</i>	Forlin
1:45-1:55	Drop in slip <i>A draft of the new drop in slip was reviewed and suggestions were made to improve layout and clarity. Demographic information is needed for program review purposes.</i>	Zielke
1:55-2:05	Counseling Department Supply List <i>Please let Scurry know if any Counseling Department supplies are needed by Friday, November 2nd. There is no guarantee that we will get all requested items but we will submit the request.</i>	Scurry
2:05-2:15	Coun 224 - Adding Coun 201 as a recommended prep Coun 501 <i>COA was interested in getting feedback regarding adding Coun 201 as a recommended prep for Coun 224. All Merritt counselors in favor since its only recommended. Coun 501 - tabled</i>	Zielke
2:15-2:25	Debrief flex day <i>Most counselors attended it. Topics were of interest.</i>	All
2:25-2:35	Standing Items: 1. Reports from programs: <i>FYE: 100 students from Oakland International High School will be on campus on Wednesday from 10:30-2:30. There will be a campus tour, in person orientation, a student panel, as well as speakers throughout the day.</i>	All

	<p><i>Let Perez know if you'd like to speak about your program.</i></p> <p><i>Eighty FYE students went to UCD. A Merritt alumni showed them around and that was very inspiring.</i></p> <p>Puente: <i>The annual transfer motivational conference will be at UCD on Saturday. A full day of activities is planned including UC and CSU presentations. First semester Puente students will be attending.</i></p> <p><i>Dia de los Muertos celebration was held today.</i></p> <p>Transfer: <i>An updated calendar of reps was distributed. All counselors were informed that the HBCU caravan will be at DVC Oct. 31st from 10-1. Ross is attending as well as many Merritt students.</i></p> <p>Sankofa: <i>Nov. 9th is the annual Umoja Conference in Riverside. It is a one day event and approximately ten Sankofa students will attend.</i></p>	
2:35-2:40	<p>Standing Items:</p> <p>2. Committee reports</p> <p><i>No updates</i></p>	All
2:40-2:55	<p>Standing Item:</p> <p>3. SLOs: Currinet/meta document</p> <p><i>Zielke reviewed and distributed CurricutNet Meta templates for SAOs and for courses. Marty will be scheduling with everyone before the holidays to assist with completion. Be sure to distribute your assessment instrument (i.e. questionnaire, survey) as soon as possible. Twenty is the minimum needed.</i></p> <p>4. Need feedback on learned assessment for each class</p> <p><i>Zielke needs feedback from SLO 4 (your program and/or class) in order to answer question 5 on the program review template. Please email what you learned to Zielke.</i></p>	Zielke
2:55-3:00	<p>Announcements</p> <p><i>-As you work on your section of the general counseling program review, please be sure to answer in two parts: A. Counseling direct services and B. Instruction. If your</i></p>	All

section does not need to be answered in two parts, make a notation such as, "A. Not Applicable"

-MEDAS may still be open for Spring 2019 past the Oct. 31st deadline. Send interested students to the Allied Health office in S343 to obtain a paper application (they are not available online)).

-Dec. 6 from 12-2:30, SJSU will have a community college luncheon. This is a free event.

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