

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

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| Date: 11/04/2019 | Time: 1:30 pm | Location: R 112A |
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Attendees: Allen, Perez, Ciddio, Scurry, Ross, Moy, Zielke, de Vito

| <b>Allotted Time</b> | <b>Topic</b>  | <b>Person(s) Responsible</b> |
|----------------------|---|------------------------------|
| 1:30-2:00            | <p>Zoom Demo and Follow Up Discussion for online counseling</p> <ul style="list-style-type: none"> <li>-There is an option to choose a virtual background.</li> <li>-Can assign closed captioning</li> <li>-Can remove a disruptive person</li> <li>-There is a polling feature</li> <li>-You can share and use a virtual whiteboard.</li> <li>-Students can use an iphone, ipad, or android but will have to download a free app first otherwise they will only have audio and not visual. If they are using a laptop or desktop you do not have to download an app.</li> <li>-The host can play a video and talk over the video.</li> <li>-If we need HIPA compliance, we will lose some of the features. For example we could not transfer files or do screenshots or cloud recording.</li> <li>-They are FERPA compliant.</li> <li>-Can record onto the cloud or desktop (MP4 file) but can not edit. Participants cannot record.</li> <li>-The host has three options regarding closed captioning: can type themselves, can assign someone to type or contacting a captioning service (recommended) by integrating a third party.</li> <li>-The host can do a breakout room and break students up into smaller groups (if using the conference feature). The host can virtually raise their hand or “go” into the group.</li> <li>-There is a gallery view option if you choose.</li> <li>-Every individual has a profile.</li> <li>-Attention Tracking lets you know when the student is not in the browser. You can’t see what they are doing (i.e. playing a video game) but you will be alerted that they aren’t in the browser.</li> <li>-Zoom provides online support and live trainings.</li> <li>-Zoom is working on translations into other languages.</li> </ul> | Dave Rudel                   |

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| 2:00-2:10   | District Wide Counseling Meeting Debrief<br><i>Suggestions: allow time for questions and give each speaker more time to present. Merritt will host the next meeting April 8, 2020.</i>   | Perez/Scurry |
| 2:10-2:15   | Adjunct and Tenured Eval Updates<br>-Please update the spreadsheet with any new dates you have.  | Perez/Scurry |
| 2:15-2:25   | Standing Items:<br>1. Reports from programs:<br>Puente, Sankofa, FYE, Veterans, SAS, EOPS, Transfer Center, Centro Latino, etc.<br><i>FYE: Students went to UCD on Tuesday</i><br><br>2. Committee Reports<br><i>The District Academic Senate prioritized their goals for the year and communication and engagement are at the top closely followed by shared government, practice and policies and the FCMAT report.</i><br><br>3. SLOAC<br><i>SLO evaluation progress for all Counseling Classes reviewed.</i> | All          |
| 2:25-2:30pm | Announcements<br><i>APUs are due 11/15.</i>  | All          |