



**MERRITT COLLEGE COUNSELING DEPARTMENT  
MEETING MINUTES**

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| Date: 11/07/2016 | Time: 1:30 pm | Location: R 112A |
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Attendees: Frances Moy, Derrick Ross, Jose Salceda, Mary Ciddio, Lesley Scurry, Stefani de Vito, Steve Pantell, Marty Zielke

| Allotted Time | Topic   | Person(s) Responsible |
|---------------|---|-----------------------|
| 1:30-1:45 pm  | <p>Guest Speaker: Colette Cowan-SFSU. Collette informed us that SFSU is low in enrollment. She believes when students read that majors are impacted they may choose to not apply but wants us to spread the word that only a few majors are impacted. Students with university level courses from other countries are admitted based on a quick review of transcripts; the full and detailed evaluation to assign courses to each GE area is done after they enroll and begin attending classes. A TOEFL score is also needed for those students.</p>   | Collette Cowan        |
| 1:45-2:00 pm  | <p>Re-Cap District wide Meeting</p> <ul style="list-style-type: none"> <li>-Sub/waiver: Dept. Dean confers with Dept. Chair to approve or deny petition. A&amp;R only processes (does not question their decisions). Chair’s signature means they are accepting the course content, not modifying the unit value. Although the course may be approved as meeting the requirement the student may still be short in units.</li> <li>-Old and New Course Repetition Form: The new form has a fourth box for need to repeat due to a “significant lapse of time”, defined as 3 years. The paper forms are really not needed any more. Prompt will allow the student to enroll in the class up to 3 times; will block the student at the 4<sup>th</sup> attempt.</li> <li>-After repeating a course the GPA will automatically be updated. No need to request the change anymore.</li> <li>-Other highlights (all)</li> </ul> | All                   |
| 2:00-2:30pm   | <p>Case study: When Math is non-baccalaureate – A&amp;R used to deny it, but should no longer deny based only on it being non-baccalaureate. For example our Math 203 is non-baccalaureate but at the same time is degree applicable</p>  | All                   |
| 2:30-2:50 pm  | <p>Chair updates</p> <ul style="list-style-type: none"> <li>● SLO Surveys (68/100)</li> <li>● Evaluation Updates - Kudos to Steve, all completed. Lesley is missing Dr. Chavez’ eval. For Rose Allen. Marty will contact her to discuss.</li> <li>● Update on Spring classes: Jane corrected what appears in Prompt today.</li> <li>● Update on Friday’s off. Zielke will contact Tanya regarding this issue and will report next week. Rosa is willing to change her day off for any day other than Friday.</li> <li>● Part-time counselors trainings: Asked full time</li> </ul>  | Zielke                |

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|             | <p>counselors for recommendations for training; Zielke proposed:</p> <ul style="list-style-type: none"> <li>● Advising ESL, International and undocumented students.</li> <li>● SEPs, Probation and dismissal,</li> <li>● A&amp;R forms (subwaiver, pre-req challenge, excess units, petitions for graduation, academic renewal, etc.)</li> <li>● Financial Aid (basics for BOG, FAFSA, SEP for petitions),</li> <li>● Prompt, WDrive.</li> <li>● Challenging majors</li> </ul> <p>Moy offered to train counselors on DSPS and DeVito offered to train them on Veterans SEPs. We decided</p> |     |
| 2:50-3:00pm | <p>Other:<br/>Next District-wide Counselor meeting is planned for Thursday March 23<sup>rd</sup> at Merritt College. Scurry is coordinating it and Moy offered to help.</p>  | 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.