

**MERRITT COLLEGE
MEETING MINUTES**



COUNSELING DEPARTMENT

Date: 11/13/2017 Time: 1:30 pm Location: R 112A

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

Allotted Time	Topic	Person(s) Responsible
1:30-1:45	<p>Super Saturday and Evening hours during peak and beyond 1/20 & 1/27 9-1 Super Saturdays Rosa and Steve agreed to work both Saturdays. Stefanie and Frances will also work 1/20; Mary and Jose 1/27.</p> <p><i>Evening peak period (open until 7pm) -Jan 16-18 and Jan 22-26 AND Monday Jan 29</i> Lesley requested counselors to look at their schedules and let her know which evenings during the above dates they could flex their schedule to work 1-7pm.</p> <p><i>After peak Wednesdays and Thursdays until 7pm.</i> Lesley requested counselors to look at their schedules and let her know who is willing to work until 7pm on Wednesdays throughout the Spring semester.</p>	All
1:45-1:55	<p>California Community College Completion Grant <i>This grant is designed to encourage faster completion of student degrees and certificates. Students who meet the eligibility requirements will be paid \$750/semester. More information will follow in an upcoming department meeting.</i></p>	Scurry
1:55-2:05	<p>R108 Lab <i>The Director of the Learning Center asked Assessment to use the computers in R108 claiming instruction has priority of use for the computer labs in the L building. The director seems to not know R-108 is already shared by DSPS and Financial Aid all day. The VPSS is working on dedicated space for assessment to administer the writing sample, orientation and the upcoming Chemistry diagnostic.</i></p>	Scurry
2:05-2:15	<p>Handling program drop-in students during peak <i>Programs such as FYE, Sankofa, Vets, and Puente will have specific program time on Mondays and Tuesdays dedicated to seeing their students. Marty will send out a shift sign-up sheet as well as a sheet for triaging the front desk. We will pilot this for Spring 2018.</i></p>	Zielke
2:15-2:25	<p>List of Committees counselors are part of -Shared Governance Committees: <i>List reviewed. It was noted that counselors participate in all shared governance committees at Merritt as well as other very important committees.</i> -Priority? It was decided that participation in all committees listed was important for the department.</p>	Zielke/Scurry
2:25-2:35	<p>Summer/Fall 2018 class schedule <i>Please submit any changes to your summer and fall class schedule by Thursday.</i></p>	Zielke/Scurry

2:35-2:40	New adjunct starting Thursday 9:30-7 Training/Shadowing Assistance <i>A schedule was created for shadowing and training purposes.</i>	Scurry
2:40-2:55	Standing Items: 1. Reports from programs: Puente, Sankofa, FYE, Veterans, DSPS, EOPS, Athletics, Transfer Center, Centro Latino, etc. <i>EOPS is accepting Spring applications.</i> <i>FYE students are able to enroll Wednesday for Spring.</i> <i>Vets, DSPS, and EOPS students can enroll today.</i> 2. Committee Reports 3. SLOs: -Update on Counseling Department SLO surveys = 4 <i>The SLO survey was updated and a stack was passed out to each counselor.</i>	All
2:55-3:00	Announcements -Please provide Lesley with any new dates for the adjunct evaluations. The completed evals are due Dec. 1 st .	All

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