

**MERRITT COLLEGE
MEETING MINUTES**



COUNSELING DEPARTMENT

Date: 11/20/2017 Time: 1:30 pm Location: R 112A

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

Allotted Time	Topic	Person(s) Responsible
1:30-1:45	<p>Super Saturday and Evening hours during peak and beyond: <i>1/20 & 1/27 9-1 Super Saturdays</i></p> <p><i>Evening peak period (open until 7pm)</i> <i>-Jan 16-18 and Jan 22-26 AND Monday Jan 29</i></p> <p><i>After peak Wednesdays and Thursdays until 7pm.</i></p> <p>Schedule solidified for Super Saturdays and evening peak. A question arose as to if Monday, January 29th is needed. Chairs will check with VPSS.</p> <p>No volunteers for Wednesday evening shift for Spring 2018.</p>	Zielke/Scurry will follow up with VPSS.
1:45-1:55	<p>Program drop-in student schedule during peak: <i>Two hours max Monday or Tuesday</i></p> <p>Please respond to Marty's email regarding program drop in hours and triage schedule. We will not have the 4-7 triage shift, however.</p> <p>It was suggested that triage be for clearing milestones only. We will check the availability of R108. Steve will make signs. Marty will speak with Margie to coordinate with the welcome center. The wait line will go towards the student lounge. Lesley will bring a sample prereq clearance form to the next meeting so students can have this completed as they wait. Additional tasks: make sure a computer works and isn't slow, have a paper milestone list available.</p>	Zielke will speak with Margie. Scurry will get prereq sheet. Steve will do signage. Chairs will coordinate additional tasks.
1:55-2:05	<p>Committee List: <i>Senate's response</i></p> <p>Our list was reviewed and we were recognized at Senate.</p>	Zielke/Ciddio
2:05-2:15	<p>Summer/Fall 2018 class schedule</p> <p>Please review and give to Marty by Wednesday, Nov. 22nd.</p>	Zielke
2:15-2:20	<p>Two Counselor Requests: <i>Math</i></p> <p>Is there a counselor available anytime during the week of 1/8-1/11 9am-2pm who can make a student presentation for one 2-hour block or two 1-hours blocks on the topic of Math anxiety or test anxiety or any other topics of interest to math basic skills students?</p> <p>Dan</p> <p>Few counselors will be back during this time but Larry, Emily or Indra were suggested.</p>	Scurry will respond to both requests and will double check with adjuncts to see if they are available.

	<p><i>Nursing</i></p> <p>Hello All,</p> <p>I am reaching out to you for your assistance. We would like someone to speak to my small work group about “<i>Study Skills</i>”. As you know CTE technical reading can be challenging. In the past, Dr. Audrey Trotter delivered an excellent presentation that was rated highly by our students. Whom among you has delivered such a lecture/workshop on study skills and would like to deliver it once again to a group of eight nursing students?</p> <p>Any remaining Monday this Fall</p> <p>12-1:00pm</p> <p>Dawn Williams</p> <p>Barbara D and others were recommended.</p>	
2:20-2:35	<p>Standing Items:</p> <p>1. Reports from programs: Puate, Sankofa, FYE, Veterans, DSPS, EOPS, Athletics, Transfer Center, Centro Latino, etc.</p> <p>Transfer: 28 TAG applications were received. 18 UCD (10 approved) 5 UCSC (3 approved) 1 UCI 4 UCSB</p> <p>Applications for UC are due 11/30.</p> <p>DSPS: Two non credit LRNE courses for Math and English were launched. A career awareness certificate program is being proposed.</p> <p>2. Committee Reports</p> <p>We had a brief discussion about a guided pathways grant Merritt will be applying for.</p> <p>3. SLOs: -Update on Counseling Department SLO surveys = 19</p>	All
2:35-2:45	<p>Announcements</p> <p>-Please complete your application for your new parking permits.</p> <p>-Update on attendance rosters.</p> <p>All but one was submitted on time for Counseling.</p> <p>-Please provide Lesley with any new dates for the adjunct evaluations. The completed evals are due Dec. 1st.</p>	All

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