

MERRITT COLLEGE
MINUTES



COUNSELING DEPARTMENT

Date: 11/21/2016

Time: 1:30 pm

Location: R 112A

Attendees: Zielke, Allen, Pantell, Scurry, Ilarde, Ciddo, Ross, Salceda, DeVito, Moy, Khoo

Allotted Time	Topic	Person(s) Responsible
1:30-1:45 pm	<p>Hiring Prioritization Form Pantell & Zielke met with Jennifer Yates to discuss the HP Form. Pantell inform Yates, the counseling has vetted form that is being used by all PCCD counseling departments. Pantell & Zielke agreed to merge some hiring criteria into the existing counseling form to increase alignment between teaching & counseling. Today the modified form was presented to counselors for feedback and will be forwarded (with modifications) to Jennifer Yates & Christine Olsen, Chair of Chairs.</p> <p><u>CIPD Update</u> Pantell informed counselors about Math 240 being approved for the Summer 2017. This is an accelerated pathway for Math 13. Engl 264, also an accelerated pathway to Engl 1A will go into effect Spring 2017.</p>	Pantell
1:45-2:00 pm	<p>Financial Aid Update Zielke shared with counselors the new Draft version of the questionnaire of the students filing FA appeals were their feedback was incorporated. See attached handout. Zielke also gave answer to why the transfer studies General Option in the electronic SEP is FA allowable. "Eligibility for all certificate programs that do not require an AS/AA must lead to gainful employment for approval. Since both CSU-GE certificate and the IGETC certificate do not lead to gainful employment or do not require completion of AS/AA degrees, they do not fulfill this requirement. Since Transfer Studies/General does not lead to a Certificate, but will lead to either an associates or bachelor's degree upon transfer, this is an eligible program for financial aid. https://ifap.ed.gov/fsahandbook/attachments/1617FSAHbkVol2Ch5.pdf Pages 2-103 to 2-104"</p>	Zielke
2:00-2:45 pm	<p>Chair updates</p> <ul style="list-style-type: none"> ● SLO Surveys 71/100 ● Evaluation Updates, of the 4 contract faculty that needs to be evaluated, 1 is complete, 2 in progress and 1 (Pantell) will be evaluated in S'17. Of the 4 adjunct 	Zielke/Khoo

	<p>counselors, 1 is complete and the other 3 will be complete in the S'17 semester</p> <ul style="list-style-type: none"> ● Super Saturday - Volunteers Dates were changed by District, 1/21 - Pantell, Zielke, 1/28: Pantell, Khoo, Ciddo (Ilarde will get back to us since the 14th is no longer a Super Saturday) ● 11th month 17-18 counselors were informed about the VPSS request to start thinking about 11th month. Khoo searched the website and the forms with approved dates is not yet available, therefore we will speak with counselors when form is available ● President Burns wants to revisit COUN 201's for Orientation – Counselors gave feedback of this not been a good idea, the co-chairs will submit a summary highlighting past experience & of other 3 campus to the VPSS ● SLO calendar – Zielke presented a draft of an SLO calendar that can help the department & other student services programs keep SLO work flowing. Succinctly, it is a 12 week cycle that begins after the semester starts and ends the following semester. 	
2:30-2:50 pm	<p>Case Study: Potential nursing student scenario- Zielke requested input about experiences related to nursing remediation plans. Several counselors shared that they have “seen” this form and the criteria used by the nursing department to advise students on courses to take was NOT clear to counselors. Co-chairs will discuss what actions to take in order to clarify the criteria.</p>	All
2:50-3:00 pm	<p>Others – Scurry invited counselors to participate in the Workforce Development taskforce retreat on Dec2 & 3. Counselors will reach out to Scurry & copy the chairs if interested</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.

1	What is your major?	Undecided majors are not acceptable for FA. Federal regulations will allow funding for more than one major as long as majors can be completed within the maximum time frame of 90 attempted units. For example they will allow a certificate and an AA/AS and a Transfer major, as long as they are completed within 90 attempted units. If you have exceeded the 90 units and still are attempting to finish several majors you would have to choose one of them to complete within 1-2 semesters to be funded by FA. 34 CFR 668.34(5)(i) and 34 CFR 668.34(11)(b)(1)
2	Are you exploring any majors?	Exploration of majors is not funded by Federal Aid funding. You must declare a major and enroll in classes required by it. Changing majors is acceptable as long as you can complete the second major within the 90 attempted units. If you have not completed the newly chosen major within that limit, you have the right to file a petition for a FA extension. If you are not able to complete your declared program within a reasonable amount of time, you may end up having to pay for the remaining classes through other means, or if you qualify for BOG Fee Waiver or other non-federal or non-state grants there is a possibility of still receiving funding to pay your classes, but not additional federal/state aid.
3	Is your major/program eligible for federal financial aid?	Less than 18 unit majors and Certificate of Proficiencies' usually not acceptable for FA; there are other criteria used by the federal and state government to decide on programs' eligibility for aid. Please review this url for the latest updates on program eligibility: http://web.peralta.edu/majors-programs/
4	How many units will you take each semester?	Most commonly enrollment in less than 6 units in a semester make you ineligible for federal financial aid, however in a few individual cases there are other grant criteria that may allow a reduced Pell Grant payment.
5	Indicate the semester when you will finish all requirements for your certificate, degree and/or transfer.	Federal regulations expect you to move at the pace you inform us in the comprehensive SEP you attach to this petition. If you submit another appeal in the future you will need to provide an explanation for taking longer or different courses than those listed on the SEP you provided in the first petition.
6	When will you reach attempted 90 units?	FA will not fund more than 90 attempted units. The federal government allows 90 units for AA/AS coursework needed at the community college; for certificates it may be less. It is acceptable to complete a certificate and/or an AA/AS degree and/or transfer requirements as long as the courses are completed within 90 units, and the programs are financial aid eligible.

7	General education and major or major preparation requirements.	<p>Use the advising sheets attached and/or the charts below to indicate how are you going to meet each area of general education and major.</p> <p>FA will support the tuition only for courses needed to meet your degree or transfer requirements; unassigned courses in your SEP will be not be funded. If courses are being used to increase overall GPA or to reach the minimum 6 units to qualify for FA there must be an explanation that the FA office can use to make decisions around the unique situation of each case. 34 CFR 668.34(8)(ii)</p>
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