



**MERRITT COLLEGE COUNSELING DEPARTMENT
MINUTES**

Date: 11/28/2016 Time: 1:30 pm Location: R 112A

In attendance: Zielke, Khoo, Ilarde, Allen, Scurry, Pantell, Moy, Ciddio, Ross, Salceda

Allotted Time	Topic	Person(s) Responsible
1:30-1:45 pm	Mario Rivas, PhD was the guest speaker at today's meeting. He shared that he will submit a proposal for a sabbatical to develop an orientation. (40 years of educational experience) He will be working with Harvard University's Robert Keagan author of "Immunity to change" & "Taming of your Mind". To create a presentation and workbook for students to have a "change experience" as they enter college. He requested counselors for their support.	Dr. Rivas
1:45-1:55 pm	Ilarde updated the group on the 2 committee meetings she attended. DEC & CEMPC and the notes are attached to the minutes.	Ilarde
1:55-2:00 pm	Pantell reiterated that an email has been sent out to all, about the new "blanket" milestone for Math. Math A & Math G. Please read email and attachments sent on 11/24 at 6.26 am. He also reminded all counselors to remember to CHANGE the dates on the milestone tab: For students enrolling in the Spring 2017 semester; use 01/01/2017; for Summer enrollment use 06/01 (year) for Fall enrollment use 08/01 (year).	Pantell
2:00-2:45 pm	<ul style="list-style-type: none"> • SLO Surveys 78/100; Pantell will add link to SLO via Survey Monkey to the counseling website for counselors that want to use it. • Evaluation Updates: of the 4 contract faculty that need to be evaluated, 1 is complete, 2 in progress and 2 (Pantell & Ilarde) will be evaluated in S'17. <p>Milestone documentation-Best Practices for Merritt: It is imperative that all counselors change and/or add SARs Reason codes for every student they see/counsel. This is how the college will receive state funding. When documenting milestones, make sure to use "HSMMMR" and or "ASSESS" or "ASSES MM" to document service provided. Also we should be making a note in SARS Comments w/ details of the milestone cleared. Ex: OUSD MM, AUSD MM etc (from the w/ W placement recommendation</p> <ul style="list-style-type: none"> • COUN 200A/B Health Science-Dean Dr. Brown send email clarify that the class will run only the first 6 weeks of the semester. No FT takes, co-chairs will offer to adjuncts. 	All

2:45-2:50 pm	<p>Case Study:</p> <p>a) Student with disability chose certificate in accounting as major. None of the classes are offered next semester (S'17) except for a CIS 205 online. Discussed lacked of F2F sections of CIS & Business classes and the challenge for students and counselors to plan when courses are not offered at this campus</p> <p>b) Potential nursing student with remediation plan from the Nursing Department. Student was very happy and hopeful that she may enter the program at Merritt once she completes recommended ESL classes. In spite of having passed English 1A and Engl 5, counselor pointed out to the group the need to support the student from their own perspective and value system.</p> <p>c) CoA student applied to UCSC for a CIS major. Assist.org listed that all major prep must be completed. Transfer counselor to wait to hear from admitting institution and provide ideas of what actions to take if student is not accepted.</p>	All
2:50-3:00 pm	<p>DeVito updated the group on several resources for undocumented students who may be facing challenges in the current political climate: resources provided – IMMI.ORG, IIBA, E4FC.org, and Immigration Advocates – Sabastian Zavala (415) 400-8660.</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.

Ilarde's update on the following committee meetings attended:

Here are my CEMPC & DEC notes/reports.

COLLEGE EDUCATION MASTER PLANNING COMMITTEE (CEMPC) - Report to Counseling Department November 28, 2016

- CEMPC is one of the 4 shared governance committees at Merritt.
- CEMPC is currently reviewing all APUs.

DISTRICT EDUCATION COMMITTEE - Report to Counseling Department November 28, 2016

- The District Education Committee has 32 members, which consists of the Interim Vice Chancellor of Academic Affairs (Dr. Luis Pedraja), AVC of Student Services, all VPIs, all VPSSs, all Academic Senate Presidents, an instructional faculty representative from all 4 colleges, a student services faculty representative from all 4 colleges, the PFT President, the District Academic Senate President, a District Technology Committee representative, a District Facilities Committee representative, a classified representative from each college, and two student government representatives.
- DEC Goals & Priorities
- Subcommittee Reports
 - Distance Education-Vice Chancellor Orkin
 - Migration to Canvas-official launch in Spring 2017 but classes will use it beginning Fall 2017; summer institute will be offered in 2017 and 2018
 - Update on online education: online FTEs growing, online services will be offered through Cranium Café, statistics indicate that achievement gap for African American and Latino student is evident in online classes; discussion regarding how we can improve achievement in online classes before/while we grow online offerings; VC Orkin will be sending a summary of report with statistics
 - Career Technical Education Committee - Mary Clarke-Miller, Co-Chair
 - Memo re recommendations for Strong Workforce College Allocation
 - #1 use up to 7% of Strong Force Funding to create a Districtwide CTE Director (Karen Engel?)
 - #2 use the budget as outline using the BAM model to allocate funds to college

- Extensive discussion regarding disparity between allocation based on CTE enrollment and BAM - colleges will bring back the recommendations to the colleges
- DEC Goals & Priorities (moving in, moving through, moving on)
- Student Services - AVC Ambriz-Galaviz
 - Provided committee with a list of faculty who had not submitted census rosters