

Merritt College Counseling Department Meeting
Monday, December 1, 2014

Meeting Convened: 1:30 pm

Present: Ciddio, Ilarde, Khoo, McLean, Perez, Scurry, Zielke

- I. 3SP Planning
 - a. Scurry provided handouts, detailing the steps for 3SP for Counselors. Since Scurry will be clearing the matriculation holds after orientation, a point person will be assigned during the days she is on leave.
 - b. Scurry will meet with the front desk staff to ensure they are aware and clear about the 3SP procedures and will check-in with part-time Counselors to ensure they are clear about the process. Pantell will be sending the 3SP steps/procedures to Counselors electronically.
 - c. Scurry reported that COUN 501 has not yet been approved by the State, but Clifton Coleman anticipates it will be approved this week.
 - d. The group agreed that we can align with the currently printed and advertised orientation & counseling schedule by providing a one-day orientation/assessment on January 8th, January 15th, January 22nd, and January 29th. Counseling would then need to ensure 3SP coverage Thursday afternoons.
 - e. Ilarde and McLean met with the VPSS on November 25th to gain clarity regarding who Counseling reports to / consults with regarding 3SP. Dr. Cedillo confirmed that he is the administrator we report to/consult with.
- II. Other
 - a. McLean reported that the VPSS was asked by the President to submit an 11-month contract "plan," indicating contract days and hours by Counselor. Ilarde reported that Pantell already submitted that "plan."
 - b. McLean updated the group on the Sankofa program, which was funded by the PASS fund as well as the District-wide initiative for African American and Latino male students currently named Peralta Scholars. Sankofa will be replacing AFFIRM. Sankofa will be hiring 2 Counselors and McLean will be part of the hiring/interview process.
 - c. Discussion regarding issues/questions with Admissions & Records policies/procedures/administrator-in-charge, particularly with the Counseling Department's role in processing graduation petitions, as well as how we can revamp this process. Ilarde reported that during the November 25th meeting with the VPSS, the VPSS is aware of certain issues with Admissions & Records policies/procedures and is willing to meet with the Counselors for feedback. Zielke proposed we invite the Associate Vice Chancellor of Student Services as well.
 - d. The Counseling Dept. holiday lunch is on Monday, December 8th from 1:30-3:00 pm at RedBoy Pizza. Ilarde reported that the VPSS approved the lunch for everyone, as long as we have someone covering the front desk. Ilarde sent out an email invitation.

- e. Ilarde reminded everyone that the Accreditation Self-Study has been released. Ilarde volunteered to read section II.B for the Academic Senate and will be sharing some concerns with the Academic Senate.
- f. Ilarde proposed scheduling limited programming time (few hours a week) during peak enrollment, especially since the Transfer Center calendar/programming has been delayed and has affected college rep appointments, concurrent enrollment processing, etc. Consensus regarding the need to have limited programming time as long as the time is spread out among Counselors and drop-in is covered. Ilarde will send out an email with programming time requests and discuss with department for consensus & implementation.

Meeting adjourned 3:00 p.m.