



**MERRITT COLLEGE COUNSELING DEPARTMENT
MEETING MINUTES**

Date: 12/05/2016	Time: 1:30 pm	Location: R 112A
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In attendance; Khoo, Zielke, Allen, DeVito, Ciddio, Ross, Salceda, Moy

Allotted Time	Topic	Person(s) Responsible
1:30-2:00 pm	<p>Dr. Burns address to Student Services: Update on SS Reorganization plan (attached).</p> <p>-Zielke advocated for FYE counselor who is on her 3rd year of tenure track and has had 4 administrators already. Reorg plan would have her moving to a 5th administrator.</p> <p>-Khoo brought up the space issue as reorg chart showed additional positions. Dr. Burns said the Bookstore and Health Center are planned to be relocated in the future.</p> <p>-DeVito requested to re-think the new reporting line for Veterans. It appears under “Incoming” services in the new reorg chart. DeVito explained Veterans is more similar to categorical programs and requested to look into the possibility of aligning with the other categorical programs.</p> <p>-Ciddio asked where will DSPS do the proctoring of tests as accommodations to disabilities.</p>	MC Interim President, Dr. Maria Burns
2:00-2:10 pm	<p>Debriefing of meeting with President.</p> <p>New counselors were interested in learning what had prompted the reorganization addressed by President Burns. Zielke explained it has been an item discussed for about two years; it is aimed at maximizing the effectiveness of administrators by clustering similar or related programs and services around the same administrator.</p>	All
2:10-2:45 pm	<p>Chair updates</p> <ul style="list-style-type: none"> ● SLO Surveys 79/100; 21 to go. Zielke updated counselors on the existing answered surveys being inputted into an electronic tool (Survey Monkey) so we can obtain multiple stats. ● Evaluation Updates: 3 pending: <ul style="list-style-type: none"> - Ubungen – Khoo communicated to Eva it will be done in the spring 2017 - Allen – Scurry reported Rose’s self-evaluation is done and plan on submitting by 12/8 deadline. - McClean: No update ● COUN 200A/B: Health Science Bridge: Cook-Green agreed to teach it. ● Coun 501: Khoo informed counselors that VPSS and 	Zielke/Khoo

	<p>Dr. Burns are requesting we look into Coun 501 as a manner in which we can capture orientation attendance data. Scurry responded that the Assessment position has a line in its description than says the assessment coordinator will conduct the Orientations. Faculty cannot do the work of classified or it will become a union issue as she experienced several years ago.</p> <ul style="list-style-type: none"> ● Ciddio recommended we capture attendance by doing the online orientation where students sign in with their student ID. ● Coun 207C – Medas: Zielke informed counselors that another section of this class will be offered one night a week. She offered it to contract faculty but no one could do it. Zielke will send email tonight offering it to adjuncts. 	
2:45-3:10pm	<p>Other:</p> <ul style="list-style-type: none"> - EOPS outreach: Allen informed counselors that last week they had their program advisory board meeting. The State is now mandating that they increase their numbers. EOPS is strategizing their outreach to programs and students. Moy recommended they go into classrooms. We all agreed to have a referral slip for EOPS on our desks. - Moy announced counselor's breakfast at CSUEB on Feb 10, 9-1. Moy will send more information to all counselors to reserve a spot. - Programs to invite for next semester: Fire Science, EMT, Horticulture, Medas, Bioscience, also invite Ann Elliott to talk about Engl 280 and other programs at the learning center. - Moy introduced new part time DSPS counselor Smith. 	All
3:10 pm	Meeting adjourned	
Other committments	Pantell: CIPD	

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.

MERRITT COLLEGE
 Proposed: Office of Student Services
 Service Unit Chart

