

Meeting Minutes
MERRITT COLLEGE COUNSELING DEPARTMENT

Date: 12/9/2019	Time: 1:30 pm	Location: R 112A
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Attendees: Allen, de Vito, Perez, Ross, Moy, Ciddio, Salceda, Zielke, Scurry

Allotted Time	Topic	Person(s) Responsible
1:30-1:40	Summer and Fall 2020 Course Planning <i>Reviewed counseling course offerings for summer and fall 2020. Due to VPI's office 12/19.</i>	Perez/Scurry
1:40-1:45	Cranium Sandbox <i>Please be sure and use the sandbox that Cranium has provided. Share your feedback.</i>	Perez/Scurry
1:45-2:00	Standing Items: 1. Reports from programs: Puente, Sankofa, FYE, Veterans, SAS, EOPS, Transfer Center, Centro Latino, etc. <i>Puente is having a family event tonight.</i>	All
2:00-2:10	2. Committee Reports <i>N/A</i>	
2:10-2:15	3. SLOAC <i>All courses are up to date and entered.</i>	
2:15-2:20	Announcements -Adjunct and Tenured Eval Updates: let us know if you have any updates. Dr. Chavez is doing all admin evals. -Board Meeting tomorrow 12/10 @7. Rally at 6:30 Anyone going? Rotation? <i>Rotation was decided. Stefani and Lesley will attend in December.</i> -Spring 2020 Enrollment Decision Timeline reminder. <i>Dates for students to submit transcripts to universities they applied to discussed.</i>	All