

**MERRITT COLLEGE
MEETING MINUTES**



COUNSELING DEPARTMENT

Date: 12/11/2017 Time: 1:30 pm Location: R 112A

Attendees: Ross, Salceda, Moy, Ciddio, Perez, Khoo, Allen, de Vito, Pantell, Zielke, Scurry, L.Ross (Guest)

Allotted Time	Topic	Person(s) Responsible
	SEP/Major change <i>If we update a student's major, send the student to admissions as well as to the financial aid office to notify both departments. Mismatched majors can cause potential delays for students.</i>	De La Torre
	East Bay Counselors Network <i>Moy and Zielke reported back regarding what they learned about the Teaching profession. Basic skills, ESL, and DSP students often make great teachers due to the struggles that they have experienced. Ninety percent of funding for teacher prep goes to the CSU system.</i>	Zielke/Moy
	SJSU <i>Moy distributed the power point presentation from the Community College Partners Luncheon held on 12/4/17. She was especially impressed with the CASA Student Success Center.</i>	Moy
	Full time Counselors Tuesday Morning Schedule for Spring <i>On Tuesday mornings from 8-10am, we need all general counselors to be available for drop in and not have program time throughout the Spring semester.</i>	Zielke
	11 Month Days and Times Check for accuracy <i>Return dates and times for Spring were checked for accuracy.</i>	Zielke
	Hiring Prioritization <i>Senate supported CDCPD's ranking.</i>	Zielke/Scurry
	Outrageously Excessive units in SEP <i>If a student does not enroll in the classes developed on the SEP, the PDF version will print out those classes plus the ones the student actually enrolled in so the units may look excessive. The printed version does not have the yellow highlights but there are asterisks.</i>	Scurry
	Small SLO Survey Revision (CalWorks) <i>The SLO survey was revised to change MerrittWORKS to CalWorks on question 6.</i>	Scurry
	Milestone When to use course equivalency/substitution and MM. <i>The other PCCD colleges are only using course equivalency and multiple measures under "How Attempted." The entire list will be changing to better reflect milestone clearance reasoning and so that we can pull data when needed. More will be forthcoming on this.</i>	Scurry

	<p>Paystub Accuracy for Sick Leave <i>Please check your paystub for sick leave accuracy. Eighty hours are given at the beginning of each year. If you are absent for a day, that equates to 8 hours, even if a full work day is 6 hours. If you are only absent part of a day, this is not the case. Also, check your stub for salary grade and step accuracy.</i></p>	Zielke/Scurry
	<p>SEPs -A CSEP is 3 or more semesters. <i>Note: you will not be able to do a CSEP if the student does not have an active registration date.</i> -Use follow up from drop down menu after CSEP is done. -Check to make sure student's major is correct. Funding is tracked by major. <i>See Susanna's comments above if you update the student's major.</i> -It's okay to change major on header page drop down menu to Merritt if doing an SEP for student who attends another PCCD college.</p>	Scurry
	<p>Standing Items: 1. Reports from programs: Puente, Sankofa, FYE, Veterans, DSPS, EOPS, Athletics, Transfer Center, Centro Latino, etc. 2. Committee Reports 3. SLOs: -Update on Counseling Department SLO surveys = 38</p>	All
	<p>Announcements -SFSU, CSUEB, Humboldt, Chanel Island are all open for transfer applicants through 12/15. SJSU is open until 4/1/18 for Vets and International Students only. Humboldt is open to Vets and International Students through 5/2018 and for non-impacted majors through 2/28. -UC Merced is open until 1/8/18. -FYI: An EOP recommendation letter went to quarantine and I wasn't able to open it or release it to my inbox. <i>Suggestion: try another browser such as firefox.</i> -Grade rosters are due December 22. Census and attendance rosters are past due. -GED classes at Merritt's campus are open entry. <i>They are offered through OUSD. See OSUD.org/OACE for more information. As long as there is space in the class, as student can walk in and enroll.</i> -COA will have 3 intersessions: Spring and summers 1 & 2. -Currently students are being allowed to enroll in classes for Spring that they are currently enrolled in for Fall. This should be fixed soon. -Don't forget to submit your new parking pass applications.</p>	All
2:55-3:00	<p>VPSS The VPSS provided updates regarding long distance dialing, computer monitors, room changes, and counseling position restructuring. Emails will be sent out once these items are finalized.</p>	Scurry