

**MERRITT COLLEGE** 

Date: 2/11/2019

## COUNSELING DEPARTMENT MEETING MINUTES

Location: R 112A

## Attendees: Perez, Zielke, Scurry, Moy, Khoo, Ross, Ciddio, Allen, de Vito

1:30 pm

Time:

Allotted Time	Торіс	Follow Up Action
1:30-1:45	Starfish early alert procedure Starfish has been launched and we are in need of a designated Early Alert Counselor to contact students once a "flag" is raised. There also may be kinks that need to be worked out, noted and monitored such as the number of alerts generated, if the alerts are appropriate for counseling referrals, if they are going to the right campus, etc.	Ensure EA Counselor is appropriately trained.
1:45-1:55	Grad petition-course descriptions Discussed concerns about course descriptions being needed for grad petitions. Why do students who have had their transcripts evaluated through a licensed agency need course descriptions? What about students from war torn countrieshow will they access course descriptions? If students are able to get them, most likely they will not even be in English. Who will translate them?	An email was sent by the chairs to the District A & R office with these questions.
1:55-2:00	Faculty Evaluations update Reviewed and updated spreadsheet. Co-chairs to discuss with VPSS administrative evaluations needed.	Scurry will update sheet. Ross will provide documents.
2:00-2:10	Committee List Update List updated. Please see Marty if you need to add or subtract anything.	Zielke will update list.
2:10-2:20	<ul> <li>Standing Items:</li> <li>1. Reports from programs: Puente, Sankofa, FYE, Veterans, SAS, EOPS, Athletics, Transfer Center, Centro Latino, 3SP, etc.</li> <li>SAS: Will be offering Comp 211 in the summer (3 units).</li> </ul>	

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	<ul> <li>In April, outreach to OUSDs students with disabilities will occur.</li> <li>Strong workforce funds will be used to outreach to students on probation or dismissal and help them with what they need to be successful such as changing majors, etc.</li> <li>SAS is partnering with basic skills to provide Kurzweil to entire campus even if they are not SAS students.</li> <li>Transfer: IGETC and CSU Certification is listed very small on the bottom of student's transcripts, not on the top like other colleges so some institutions are not noticing it and students are upset. Please be aware of this when advising students.</li> <li>There is a conference 3/9 for students interested in medical school. The cost is \$25. Angela will send out an email with more details.</li> <li>Sankofa: They will be taking 10 students on a HBCU tour in April.</li> <li>FYE: On 3/12, students will be going to Stanford and on 4/11 they will be going to SFSU.</li> <li>Centro Latino: On 3/1, OUSD Newcomers will be at Merritt for an orientation and a tour. These students are at the junior level in high school and are recent immigrants.</li> </ul>	
2:20-2:30	<ul> <li>Standing Items:</li> <li>2. Committee reports <ul> <li>Senate</li> </ul> </li> <li>Eight positions are supposedly available for hiring purposes and the Senate has prioritized all of them. The the top four are Library, Math, Biology and Sociology. <ul> <li>Guided Pathways Pillar 2</li> </ul> </li> <li>The district must be involved for change to occur with the onboarding process. There is a meeting 2/20 at the district to bring all the necessary parties together.</li> </ul>	

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2:30-2:40	<ul> <li>Standing Item:</li> <li>3. Program review: Due Feb 7th. Did anyone turn it in? How can we help you?</li> <li>Only General counseling turned in its program review in December. No other student services programs have turned them in. Problems include information dissappearing from the app, inability to access what had been entered in the app and no access to specific data. They all intend to turn it in when the access issues are resolved.</li> <li>SLOAC report Zielke will be meeting with Div I coordinator to clarify the list of missing assessments that was generated. SLOs marked "obsolete" on Taskstream didn't carry over and appear as active-not assessed. If we need to go through curriculum to remove them, we will.</li> <li>Survey count = 4/100</li> </ul>	Please email the district help desk to generate a ticket for whatever information you need.
2:40	Announcements Dean Ramos on medical leave until 2/21 Silvana Javier (MEDAS) on extended medical leave	