



**MERRITT COLLEGE COUNSELING DEPARTMENT
MEETING MINUTES**

Date: 02/13/2017	Time: 1:30 pm	Location: R 112A
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Attendees: Pantell, Allen, Scurry, DeVito, Ciddio, Ross, Salceda, Zielke

Allotted Time	Topic	Person(s) Responsible
1:30-1:40 pm	Travel authorization - Obtained BP 7400 and AP 7400. No changes since 2015. Pantell pointed to the wording contained in the first paragraph of BP7400: "...and employees are authorized to travel to attend conferences, meetings and other activities outside the boundaries of the District that are appropriate to the functions of the District, provided such attendance is authorized in advance by the Chancellor."... We understand that to mean all travel, regardless us requesting reimbursement for it or not.	Zielke
1:40 – 1:50pm	Syllabi: - All Coun classes were turned in to the Dean - Only 2 had SLOs that did not match Taskstream. Co-Chairs met with instructors to make necessary updates to their syllabi.	Zielke
1:50-2:00 pm	Counselors are needed for: - Oakland Promise (monitoring 48 student cohort) - Basic Skills (lost Florentino) - Upward Bound at Holy Names – Coun 24 in summer - Kids College (8-9 th graders in summer: Chelsea volunteered) - Early Alert (Roniqua volunteered) - Bridges to Healthcare (Coun 200AB-Roniqua) Zielke reported a potential adjunct will be interviewed on the 21 st of this month.	Zielke
2:00-2:10 pm	SLOs SLOAC rep (Zielke) met with Puente, A&R and Office of SP&G to discuss SLOs Also met with Ciddio for Coun 57 and Salceda for Coun 24, 224 and 221 The VPSS office will work on their SAOs this semester with the campus researcher.	Zielke
	Chair updates <ul style="list-style-type: none"> ● SLO Surveys: have 85/100. Still need 15. ● Evaluations update for Spring: <ul style="list-style-type: none"> -Ilarde (Scurry), -Pantell (Zielke), completed observation, student evals and self-evaluation, pending administrative eval and 	Zielke

	<p>summary report.</p> <ul style="list-style-type: none"> ● PCCD District-wide counselors meeting March 23 Angela and I will meet this Wednesday with Chairs of the other PCCDs. 	
2:15- 2: 50pm	<p>Other Updates:</p> <p>Salceda: updated us on the CSUEB counselor breakfast as follows:</p> <ul style="list-style-type: none"> - The GANAS program is mirrored after Puente; they provide students with counseling, peer mentors and 3 upper division general ed classes. CSUEB is also developing a Sankofa program. - Admissions update: 9,749 students accepted in fall 2016. The admission rate was 87%. Only one major is impacted at this time: Nursing - In fall 2018 they will undergo the quarter to semester conversion - Assist Next Generation will go live in September 2017 - Impaction: in fall 2018 CSUEB will have a soft impaction which will only affect students outside of their service area. <p>Pantell: Is now the Online Education Resources (EOR) for Merritt. He is working through a grant to find electronic resources and alternatives to paper textbooks.</p> <p>Counselors requests:</p> <ul style="list-style-type: none"> - Pantell to provide training on counseling related electronic resources such as TES, Eureka, PathSource, Interview Stream and Assist - Scurry to provide training on SARS codes; Stefani will bring case notes to decide which codes to apply. 	All

Meeting adjourned at 2:50 pm

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.