

**MERRITT COLLEGE
MEETING MINUTES**



COUNSELING DEPARTMENT

Date: 2/26/2018 Time: 1:30 pm Location: R 112A

Attendees: Allen, de Vito, Moy, Perez, Ross, Scurry, Pantell, Zielke, Ciddio, Wong (Intern)

Allotted Time	Topic	Person(s) Responsible
	<p>Sociology <i>Remember when doing a degree evaluation or petition for Sociology that List B notes students are able to use "any course not already used above" not just the courses in List B.</i></p>	
	<p>Guests: Admissions & Records -Late add process <i>For short term classes, students must add within the first week. They must also drop on the first day or they will be charged for the class.</i> -Summer graduate list <i>Addresses are needed so graduation information can be mailed and so the graduation photographer will have their addresses. Also needed is how the student wants their name printed on the degree (i.e. middle initial, middle name or no middle name). They cannot use a name that is not on record, unless they complete a name change request.</i> -Degrees and certificates <i>These can be picked up in August for Spring graduates. If students need a status letter for a job, A&R can provide this.</i> <i>Degrees and certificates are kept for one year then they are sent to the district.</i> -Change of major <i>If a student's major is changed, send them to admissions and they will be able to determine if the date of the major change needs to be back dated for financial aid purposes. This is only for students who receive financial aid.</i> -Deadlines <i>The deadline for Spring petitions is March 16th and there will be no extensions. Students who miss this deadline will have to petition in the summer.</i> <i>The deadline for students to be added to the commencement participation grad list on the counselor website who need six units or less in the summer is March 23rd.</i></p>	<p>De La Torre/ Roque/Rivera- Cordova</p>
	<p>Articulation Report <i>See attached. Note that students need to complete the Math 3E and 3F series at the same PCCD college for UCB. If a student has already split the classes at different PCCD colleges, they can petition the Math department at UCB for credit approval.</i></p>	<p>Pantell</p>
	<p>Follow up items from last meeting -New counselor intro <i>Mickalyn Metcalf introduced.</i> -Oakland Promise</p>	<p>Scurry</p>

	<p><i>FAQ's distributed. Mayra Macias is working with these students who have graduated from an Oakland public high school including charter schools. Students are given one semester of free tuition and are supposed to be paired with a mentor in the community. Students are enrolled through high school personnel.</i></p> <p><i>-Coped 450</i></p> <p><i>See chart on page 97 of our current catalog for credits generated, degree and transfer eligibility.</i></p>	
	<p>Administrative reorganization <i>Discussions are occurring wherein admissions, financial aid and counseling would fall under the VPSS and all others under the Dean.</i></p> <p>Hiring prioritization update <i>The category of the new position(s) is still in review. There is a possibility that a career counselor could be funded through strong workforce.</i></p> <p>Guided Pathways – who will attend meeting Wed at 12? <i>Mary and Marty will attend.</i></p> <p>SSSP Committee Co-chair (must be a faculty member) <i>No volunteers however Frances, Stefani and Lesley are on the committee.</i></p>	Zielke
	<p>Standing Items:</p> <p>1. Reports from programs: Puate, Sankofa, FYE, Veterans, DSPS, EOPS, Athletics, Transfer Center, Centro Latino, 3SP, etc.</p> <p><i>Transfer: please encourage students to see the reps. Student meetings have been very low.</i></p> <p><i>Kaiser Allied Health will have three upcoming visits.</i></p> <p><i>National University will also visit.</i></p> <p><i>The rep visit schedule will be on the television monitors throughout campus.</i></p>	All
	<p>Standing Items:</p> <p>2. Committee reports CFT: Auto awarding of degrees and certificates. <i>Tabled for a future meeting.</i></p>	All
	<p>Standing Item:</p> <p>3. SLOs: 50 total surveys received</p> <p>4. Migration to Curricunet :Cynthia will train us on March 5th (our next department meeting)</p> <p>5. SLOs for courses: Need to assess the following courses SLOs this Spring 2018: Coun 30 #2 & #3: Zielke and Khoo; Coun 221 #1, #2, #3, #4: all Salceda.</p>	Zielke
	<p>Announcements</p> <p>-District Wide Counseling Meeting Thursday, April 26th at College of Alameda.</p> <p>-Frances: Summit grief support flyers distributed.</p> <p>-A Basic Employability Certificate (non-credit) will be offered in the fall if the approval process goes smoothly.</p>	All

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