

Merritt College Counseling Department Meeting  
Monday, April 6, 2015

Meeting convened at 1:05 pm

Present: Allen, Ciddio, Ilarde, Khoo, McLean, Perez, Zielke

- I. Alice Hale from Child Development called before the meeting and was unable to attend.
- II. Department SLO Assessment Report
  - a. NEXT STEPS IN THE DEPARTMENT TO IMPROVE STUDENT LEARNING
    - i. 3SP: Continue current 3SP model and add COUN 201 sections to provide students with more options
    - ii. Hire full-time Counselors funded through 3SP
    - iii. Hire full-time Counseling Department front desk staff member (Regina Davis's position was never replaced.)
    - iv. Provide a frequently asked question section on the Merritt College Counseling Department webpage.
    - v. eCounseling – 1) Evaluate current pilot program; and 2) Determine whether or not to maintain and/or expand and improve services, which would include training for Counselors.
    - vi. eSARS – Implement eSARS appointments for students and research web-based SARS access for Counselors
    - vii. Counseling courses – consider offering additional COUN courses in the afternoons (between 1-5 pm)
    - viii. Offer mandatory probation and dismissal workshops
  - b. PRIORITIES TO IMPROVE STUDENT ACHIEVEMENT
    - i. Ensure that students have comprehensive student education plans to comply with 3SP mandates (part-time 3SP funded Counselor(s) can assist Lesley compile a list of students who need to be contacted)
    - ii. Offer COUN 201 courses
  - c. IMPLEMENTATION
    - i. Strategies for student achievement will be implemented immediately and continued through Spring 2016, pending college and District approvals and deadlines.
  - d. TIMELINE FOR IMPLEMENTATION
    - i. COUN 201 – implement in Spring 2016 – schedules have already been submitted through Fall 2015

- ii. Hire full-time Counseling Department staff – contact VPSS and request for Spring 2015 hiring (contingent on budget and hiring policies & procedures)
- iii. Hire full-time Counselors funded through 3SP – Spring 2015 (contingent on President's approval)
- iv. Counseling Department FAQ – end of Fall 2015
- v. eCounseling – evaluate and determine whether or not to expand services by end of Fall 2015
- vi. eSARS – end of Spring 2016 (contingent on SARS contract limitations and District-IT schedule)
- vii. COUN afternoon courses – Spring 2016 (coordinate with collegewide scheduling)
- viii. Probation and dismissal workshops – Plan in Fall 2015 for Spring 2016 implementation

### III. Other

- a. McLean presented a spreadsheet from A&R, which listed A.S. in Social & Behavioral Science petitions, which required attention. Discussion regarding the requirements of the A.S. in Social & Behavioral Sciences.
- b. Allen announced that the Peralta African American Graduation is on May 16<sup>th</sup> at 11:00 am.
- c. Zielke announced that Castlemont and McClymonds High School are coming on April 15<sup>th</sup>, and Fremont High School is coming on April 16<sup>th</sup>.
- d. Ilarde announced that Counselors have been invited by Dr. Cedillo and the committee (via Ilarde) to the High School Counselors' Breakfast on Wednesday, April 22<sup>nd</sup> from 8 am – 10 am. Counselors participating have already been blocked out in SARS.

Meeting adjourned 3:00 p.m.