

**Meeting Minutes**  
**MERRITT COLLEGE COUNSELING DEPARTMENT**

Date: 4/13/2020	Time: 1:30 pm	
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Attendees: Mary, Frances, Ron, Marlo, Sara, Marissa, Jose, Marty, Rose, Stefani, Jack, Derrick, Carlos, Etna, Rosa, Lesley

Allotted Time	Topic	Person(s) Responsible
	<p>Financial Aid SAP update</p> <p><b>SAP Process</b></p> <p>Step 1: Student will complete the Appeal form</p> <p>Step 2: Student will include a personal statement with evidence of supporting documents &amp; proof of completion of the SAP online workshop</p> <p>Step 3: Student meets with the Counselor to complete a Comprehensive SEP</p> <p>Step 4: Counselor is to provide a (<b>Current Comprehensive SEP with notes in lieu of signature of Appeal application for Counselor.</b>)</p> <p>Step 5: Student submits packet to Financial Aid Specialist assigned by last name</p> <p><i>We no longer have to complete and sign the back of the SAP appeal form. Do include comments in the comment section of the CSEP you complete for the student. Financial Aid staff can access the SEP in prompt after we create the document. Make sure you change the default setting from Abbreviated to Comprehensive. Make sure that the SEP matches the declared major. If it does not and you change it on the SEP, go back and start a NEW sep. Also make sure the student notifies the FAO and A&amp;R. Consider patterns of the number of units and W's the student has when composing a SEP. If you want to recommend less classes than the student wants listed on the SEP, please put this in the comments section.</i></p>	Perez/Scurry
	<p>Training needed for eSARS and Zoom integration?</p> <p><i>We will have counselor training as well as training for the support staff soon.</i></p>	All

	<p>English</p> <p><i>The English Department is trying to adopt Engl IAS (like COA has) to replace the 508 support class series. This will make scheduling cleaner but it won't be ready until Fall of 2021.</i></p> <p><i>ESOL is offering four beginning level classes for non-credit at the Fruitvale Office. In the future, they will be offering a Nursing contextualized ESOL class like the current Chdev Bridge to Credit Courses.</i></p> <p><i>In the Spring of 2021 there will be new ESOL course offerings. There will be a four semester bridge to Engl IA series.</i></p>	Evan Nichols
	<p>Standing Items:</p> <p>1. Reports from programs:  Puate, Sankofa, FYE, Veterans, SAS, EOPS, Transfer Center, Centro Latino, etc.  <b>SAS:</b> <i>On April 29th, they will be having their annual outreach to OUSD via Zoom. All students will receive a follow up counseling appointment.</i>  <b>EOPS:</b> <i>On May 4th EOPS will begin accepting applications through an online link on the website.</i>  <b>Transfer:</b> <i>UCR already sent out decision letters. UCB will be doing so 4/15-4/17.</i></p> <p>2. Committee Reports  <b>Academic Senate:</b> <i>Elections are occurring now.</i>  <b>Faculty Senate:</b> <i>Only four students have submitted scholarship packets. They usually receive 30-40. Obtaining the required letters of recommendation could be an issue so they may postpone the scholarships until Fall 2020.</i>  <b>Vets:</b> <i>R108 will be the Veterans Resource Center. The room will be renovated with ADA compliance standards.</i>  <b>Guided Pathways:</b> <i>A draft of the areas of interests will be presented soon which organizes majors into categories/topics instead of an alphabetic listing. There will also be upcoming student focus groups and forums.</i>  <b>Starfish:</b> <i>There have been no referrals since March which is probably due to the swift transition to online teaching.</i>  <b>Athletics:</b> <i>Priority reg is today. Please refer men's basketball players to Carlos and all other athletes to Sara.</i></p>	All

	<p>3. SLOAC</p> <p><i>Marty composed a list of updates which will be posted soon.</i></p> <p><i>Regarding the counseling surveys we obtained before the quarantine, we will use what we have for assessing our SLOs this semester.</i></p>	
	<p>Announcements</p> <p>-Teaching faculty:</p> <p>Per Dr. Foster, please update your <b>syllabus</b> and send it to the Counseling Chairs by the end of today so that we can forward it to Dr. Foster.</p> <p><b>-Dr. Chavez would like to know who still needs access to the campus and equipment.</b></p> <p><i>-Send all copies of dismissal and probation contracts to the general counseling email address.</i></p> <p><i>-Use your drop in time for following up with students, checking and responding to emails and returning telephone calls if there are no students in the que.</i></p>	<p>All</p>