



MEETING MINUTES

Date: 08/28/2017

Time: 1:30 pm

Location: R 112A

Attendees: Zielke, Pantell, Scurry, Ciddio, Ross, Salceda, DeVito, Khoo, Perez

Allotted Time	Topic	Person(s) Responsible
1:30-1:35	Request to shorten meeting to 30 min today only. Coverage on the floor is too limited.	Scurry/Zielke
1:35-1:40	Chair updates: <ul style="list-style-type: none"> • Update on 4 new hires. (Lost 6 counselors, General counseling lost hours in parenthesis). <ol style="list-style-type: none"> a. Lost Ilarde (15), McLean (18), Edwards (12), Oseguera (18), Webster (18), Ubungen (14) = 95hrs/week b. Hired Metcalf (12), Kaplan (10), Spencer (9), Jack (15) = 46hrs/week. Only Metcalf and Kaplan have made it through HR. VPSS will help find out what is happening with the other two. c. Additional potential hires who will be interviewed on 09/08: Hanna, Ward, Waters, Macias (10), Trinidad (10) d. Also training 3 interns: Angela is training Ashley Flores and Lydia Raya. Marty is training Samantha Wong. 	Scurry/Zielke
1:40-1:45	<ul style="list-style-type: none"> • Tenure Review Committee's <ol style="list-style-type: none"> a. All TRCs need to get first meeting going. b. Replacements needed for DeVito's TRC (for Ilarde); for Ross' TRC (for Carlos) and for Moy's TRC (for Jason). 	Scurry/Zielke
1:45-1:50	SLOs: Need to work on them ASAP. What SLOs will we measure; do we want to change them; what instrument will we use to assess them? Please begin working on your SLOs now. Marty is available to meet with anyone who needs support.	Scurry/Zielke
1:50-1:55	Peak enrollment debrief: Saturday 8/5 didn't have many students showing up for counselor services but 8/12 was very busy. Saturday 8/19 (just before classes starting) might have been a better date instead of 8/5.	Scurry/Zielke
1:55-2:00	Announcements: <ul style="list-style-type: none"> • Basic Skills counselor needed: all adjuncts have been invited to apply. • ChDev counselor needed: all adjuncts have been invited to apply. • Counseling presentation in classroom: English instructor Andrea Henderson is looking for someone to present in her Engl 252A class. Please let the Co- 	All

	<p>chairs know if you are willing to do one.</p> <ul style="list-style-type: none"> • Late-Start FYE for Engl 201A level students that begins 9/5. Rosa put a flyer in everyone's boxes. • Transfer Day is 10/12. Angela volunteered to coordinate this event (thank you, Angela) and "hold down the transfer fort" with the help of Marlo who will assist with TAGs and concurrent enrollment in the spring. • Bursars Hold temporary lift: Per announcement made by President Burns, the Bursar's office will lift hold for one hour if students have outstanding fees and want to enroll in classes. 	
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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