

September 8, 2014

Counselor Meeting Notes

In attendance: Allen, Khoo, McLean, Perez, Zielke

Street Scholars presented information about their program. They are funded by Alameda County. They work with formerly incarcerated adults and those who are currently on parole or probation. Street Scholars helps them with the transition into college. They distributed a handbook which is a re-worded version of the front portion of the Merritt Catalog. They will update the handbook each semester for distribution to their clients.

Participants must be clean and sober. The program tailors itself to the individual needs of the client. They provide tutoring and mentors.

The main day of campus activity and availability for Street Scholars is Tuesdays. Their office is in P112. The program is offering an 'open house' on Tuesday, Sept. 9 from 10:00 – 3:00 in P112.

On Sept 16 they will offer two groups, both of which are drop-in. Groups are from 10:00 – 12:00 and from 1:00 – 3:00.

2014-15 Evaluation Schedule Distributed the evaluation schedule. C.McLean will evaluate Rodney Webster.

Debrief on SEP Workshops Consensus is that the workshops need more than 2 counselors. McLean recommends a ratio of 1 counselor for every 10 students and 1 student ambassador for every 10 students.

Some of the counselors felt strongly that we should still provide a 15 min. drop in session since they end up needed to talk with each student individually anyway.

Group enrollment workshops should be conducted in a computer lab so students can complete the process and actually enroll in their classes prior to leaving. In the absence of this step, some students were confused about using *Passport* (and some students thought they were enrolled just because they'd picked classes). Recommend showing a PowerPoint presentation of the steps for enrollment. Students need hands-on experience of using Passport!

Student ambassadors could guide students through the enrollment process at end of workshop. We would need a clear schedule of the ambassadors. Ambassadors could all wear a Merritt College tshirt...

Counselors needed for workshops: on person to clear holds and milestones, 1 to interpret results and (?!)...

Perhaps students also need to be given a campus map

Are we able to give out college catalogs? (bookstore no longer selling them)

Counselors need to create a clear/consistent procedure for how to handle the pink matric forms and initial ed plans

We need dates for when enrollment will begin for s'15

We need dates for when our workshops will begin

We need to announce process sooner and broadly

Wherever we conduct workshops, we must have all materials/technology in place:

Projector

Computer terminals for each ambassador

Printer(s)

DSP Services DSP now has an English tutor (Maria Perez) in Learning Center to assist with ENGL 252A/B.

There is also tutoring available in LRNRE 272 for computer support (Monica Mofidi) on Tues/Thur in P306.

Math tutor (Shalita) working with Barbara Dimopoulous on Tues/Thur in P305

A second section of LRNRE 297A will be offered. Info tba

DSP is willing to do presentations in our classes, as requested.