

**MERRITT COLLEGE
MEETING MINUTES**



COUNSELING DEPARTMENT

Date: 9/10/2018 Time: 1:30 pm Location: R 112A

Attendees: Ross, Moy, Salceda, Ciddio, Perez, Allen, Khoo, Zielke, Scurry

Allotted Time	Topic	Person(s) Responsible
1:30-1:40	<p>Peak Debrief</p> <p><i>-Reviewed number of students served by general counseling from 07/01 to 09/07: 3,292, including drop-ins and regular appointments attended. Of that total, 1,880 were seen between 08/13 and 09/07.</i></p> <p><i>-There were many instances of problems with OpenCCCApplly , especially applications not being loaded properly.</i></p> <p><i>-Some students were incorrectly listed with an out of state residency status, which meant tuition charges in the thousands of dollars; this took two weeks to fix. The fix had to be done at another PCCD college.</i></p> <p><i>-Even when there was an enrollment date on the student portal, some students were unable to enroll.</i></p>	All
1:40-1:50	<p>SLO/SAO</p> <p><i>-Zielke distributed a list of which programs need to have their SLOs/SAOs assessed during the fall and spring semesters of 2018. The information will be needed for Program Reviews which are due this semester.</i></p>	Zielke
1:50-2:00	<p>Counseling Corner rotation for The Merritt Connection</p> <p><i>The following rotation was agreed upon for the counseling corner of the newsletter:</i></p> <p><i>Oct = EOPS; Nov = Transfer; Dec = Puente; Feb = Sankofa; March = FYE; April = Veterans; May = SAS</i></p>	Scurry will email S. May
2:00-2:10	<p>Committee list update</p> <p><i>Zielke distributed the committee list which was updated by each counselor. 11 full time counselors participate in 66 committees. Several counselors may serve in the same committee for a total of 106 participations.</i></p>	Zielke will update the list
2:10-2:20	<p>Student survey – Coun classes participation</p> <p><i>A Student Satisfaction Survey will be conducted college wide. The following instructors agreed to allow 30 minutes of class time in order to have the survey administered: Moy, Ciddio, Salceda, Ross.</i></p>	Scurry will email College Researcher
2:20-2:30	<p>Catalog rights exercise</p> <p><i>Scurry facilitated an exercise to review catalog rights.</i></p>	Scurry

2:30-2:40	<p>Standing Items:</p> <p>1. Reports from programs: Puente, Sankofa, FYE, Veterans, SAS, EOPS, Athletics, Transfer Center, Centro Latino, 3SP, etc.</p> <p><i>Puente: On 10/10 students will go to CSEB. On 11/3 there is a Puente transfer motivational conference at UCD. On 10/31 Dia de los Muertos celebration will be held. December (date tbd) = mentor mixer.</i></p> <p><i>Sanfoka: Nov = Annual Umoja Conference in Riverside. The program is growing and has between 60-70 students with one designated counselor.</i></p> <p><i>FYE: The program keeps growing. There are 4 cohorts (2 late start). 118 new students (not including continuing students).</i></p> <p><i>SAS: Staffing update. Metra is overseeing the high tech center, teaching English and continuing test proctoring due to a retirement.</i></p> <p><i>EOPS: Allen conducted all of the eleven orientations for the program due to one counselor being on medical leave. 120 new students have completed the application process and others are pending.</i></p> <p><i>Athletics: Mclean is working with men's bb, Jack with women's bb and both soccer teams, Waters with track.</i></p> <p><i>Transfer: A calendar of rep visits was handed out and emailed as well as TAG information and a Personal Insight Question Workshop. Please encourage eligible students to file for a UC TAG.</i></p> <p><i>Centro Latino: In mid-October Student's Rising will offer a workshop to provide legal information and resources for undocumented students. Many will be able to stay in the USA based on new laws. On Sept. 28th, over 100 high school counselors will attend a breakfast in the student lounge where they will learn about financial aid. High school counselors will become potential referral sources for PCCD.</i></p>	All
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2:40-2:45	<p>Standing Items:</p> <p>2. Committee reports CDCPD</p> <p><i>-Safety aids are available until 10pm at X2546 to walk students to their cars, etc.</i></p> <p><i>-The program review template will be available Oct. 15th</i></p> <p><i>-Approval to travel must be obtained prior to the travel occurring otherwise reimbursement will not occur after the fact. The number of signatures on the form has been decreased.</i></p> <p>CFT</p> <p><i>-AB705 meetings will be held district wide twice a month</i></p> <p><i>-COA is currently using a self-guided placement model</i></p> <p><i>-The Starfish early alert pilot this summer at BCC was successful. Many students were contacted who forgot summer school had started or forgot to drop classes. Academic progress and referrals were also made. Early Alert is being piloted district wide this semester.</i></p>	All
2:45-2:55	<p>Standing Item:</p> <p>3. SLOs: 0 surveys received. Let's start distribution now☺</p> <p>4. Go over each of our programs SLOs.</p>	Zielke
2:55-3:00	Announcements	All

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