



MERRITT COLLEGE

COUNSELING DEPARTMENT

MEETING MINUTES

Date: 10/15/2018	Time: 1:30 pm	Location: R 112A
------------------	---------------	------------------

Attendees: Allen, de Vito, Pantell, Scurry, Moy, Ross, Zielke, Perez

Allotted Time	Topic	Person(s) Responsible
1:30-2:00	<p>“What If” reports in Passport: <i>Pantell provided a training on running a “What if” report in Passport (see included summary sheet).</i></p>	
2:00-2:10	<p>Drop in slip <i>Discussed revising our current drop in slip in order to obtain necessary demographic information for program reviews in the future.</i></p>	
2:10-2:20	<p>Programs who are doing outreach <i>Sankofa does outreach by invitation.</i> <i>SAS does outreach in partnership with Dept of Rehab and with local high schools (includes orientation, campus tour, ASEP).</i> <i>EOPS does not do outreach.</i> <i>FYE does high school outreach.</i> <i>Puente does outreach by invitation.</i> <i>Both FYE and Puente take students on college visits.</i></p>	
2:20-2:30	<p>Standing Items: 1. Reports from programs: <i>FYE students are going to UCD 10/19</i></p>	All
2:30-2:40	<p>Standing Items: 2. Committee reports <i>Student Success and Equity</i> <i>The 18-19 SSSP-Equity budget is overspent already. There are discussions about streamlining although no solution was proposed.</i></p>	All
2:40-2:45	<p>Standing Item: 3. SLOs: Reminder: <i>Let Zielke know if you need help with your program or class SLOs</i></p>	

2:45-2:50	Announcements No resolution yet regarding the District wide Counseling meeting overlapping with Flex Day.	All
-----------	--	-----

Merritt College Mission: 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