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Meeting Minutes
MERRITT COLLEGE COUNSELING DEPARTMENT

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Date: 10/21/2019	Time: 1:30 pm	Location: R 112A

Attendees: Perez, Zielke, Moy, Scurry, de Vito, Ross, Salceda

Allotted Time	Topic	Person(s) Responsible
1:30-2:30	Cranium Cafe Demo and Follow Up Discussion *-Hippa and Ferpa compliant* *-ADA compliant* *-Browser based to the student. Each meeting is private.* *-Once a student "knocks on the door" they get an agreement statement then they log in.* *-The counselor can determine if they want to chat. Or they can send the student to another moderator (i.e. financial aid).* *-The counselor or moderator can put the student in a virtual waiting lobby and another person can pick them up. There can be a customized message or video in the lobby. We can see how long and where students are in the queue. We can send a group lobby message.* *-Students can schedule a meeting. Open availability will show up. We can determine how far in advance students can book appointments. Students will see what counselors are available. Students can receive two text message reminders.* *-There is a customizable intake form.* *-We can pull reports based on our intake form.* *-Video sessions can be recorded or can be set to NOT record. We can stop or start recording. Recordings are archived.* *-Commonly used forms can be uploaded. Forms can be highlighted, typed on and capture signatures. There is a "pencil tool" for this.* *-We can give students assignments.* *-There is a whiteboard which can be typed on or use the pencil. There is also an edit pad and google doc features.* *-There are keyboard shortcuts for those without a mouse.* *-There is live closed captioning. A dedicated headset with a microphone is recommended.*	Heather Lund ConexED

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	-We can mute students and they can mute us when using the group feature. We can chat privately if there are multiple participants in the group. *-Cranium's scheduling component (Campus Calibrate) can take the place of or be used in addition to SARS. Integration with SARS is limited. There is an additional cost for Campus Calibrate.* *-Can have all student services use Cranium or just counseling.* *-There is a "classroom" feature for online workshops. We can share screens. There is a workshop registration form option.* *-Archives are stored for seven years.* *-Help center is available. We can "knock on the door" for help.* *-It is compatible with JAWS and screen reader.* *-They continue to make updates and improvements based on user feedback.*	
2:30-2:35	Committee/Team Reps 1)Merritt Online Counseling Development Team Two Counselors and one IT person recommended. *Frances and Marty Volunteered* 2)Merritt Distance Ed Committee - Rep Needed No one from student services is on this committee. *Mary volunteered*	Perez/Scurry
2:35-2:40	Adjunct and Tenured Eval Updates -Please update the spreadsheet with any new dates you have. *List updated*	Perez/Scurry
2:40-2:45	Instructional Supply Request Counseling Supply Request *Lists generated*	Perez/Scurry

2:45-2:50	Standing Items: 1. Reports from programs: Puente, Sankofa, FYE, Veterans, SAS, EOPS, Transfer Center, Centro Latino, etc. *No updates submitted* 2. Committee Reports *Senate: A resolution was passed regarding budgets and hiring for fin aid and VPSS positions. This will be presented in College Council as well.* 3. SLOAC	All
2:50	Announcements *-RSVP for the district wide counseling meeting.* *-There is a board meeting tomorrow. Please try to attend.*	All

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