

**MERRITT COLLEGE  
MEETING MINUTES**



**COUNSELING DEPARTMENT**

Date: 10/30/2017

Time: 1:30 pm

Location: R 112A

Attendees: Allen, Zielke, Salceda, Ciddio, de Vito, Ross, Khoo, Moy, Scurry, Wong (Intern)

| <b>Allotted Time</b> | <b>Topic</b>   | <b>Person(s) Responsible</b> |
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|                      | <p><i>Curricunet Meta</i><br/>Marty will coordinate the meeting to develop a shell/template for student services. Rosa, Angela, and Marty volunteered. If others are interested, please let Marty know.</p>  | Zielke                       |
|                      | <p><i>Update Counseling Department Brochure</i><br/>Derrick volunteered to update our brochure. Susan May has a template.</p>  | DRoss                        |
|                      | <p><i>Revise SLO Survey</i><br/>Angela volunteered to do a small revision on our SLO survey asking why students do not have an SEP (per our SAOs). She will get the template from Steve.</p>   | Khoo                         |
|                      | <p><i>Extended Hours</i><br/>We had a discussion about providing more hours of services for evening students in addition to peak, Super Saturdays, and weekly Thursday evenings. One concern is that other student services departments are not open and another is that we do not have front desk coverage. Some suggestions are to open late during graduation petition periods and stagger the responsibility. Also to make evening telephone appointments available and ecounseling.</p>   | Chairs                       |
|                      | <p><i>Committee List</i><br/>Please update the list for accuracy. Consider participating more. There is a stark unbalance.<br/>One suggestion is to prioritize committees. We will revisit the list in a future meeting and notate which ones are shared governance committees.</p>  | Chairs                       |
|                      | <p>SSSP<br/><i>SSSP Summary Report Follow up.</i><br/><u>Ideas to increase orientation numbers:</u><br/>-Being able to do the orientation in the computer lab.<br/>-Having the orientation verification be the ticket to the assessment (for as long as we offer assessment).<br/>-Having a designated person to enter orientation into passport.<br/>-Having counselors enter the SARS code ORIENT when they see a student who has completed the orientation.<br/>-Making sure that the orientation verification has the student's name and SID on it and not another student's info.<br/>-Having P218 as an option for lab usage.</p> <p><i>List of 3,000 students</i><br/>Each counselor will be assigned 25 names to review and report back by Monday. EOPS should look at the EOPS students and DSPS should look at the students in that program.</p> | Scurry                       |

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|  | <p><i>Data funding sources</i><br/>SARS reason codes and MIS chart was briefly reviewed and distributed. Please use the ORIENT and ASSESS codes if you see a student who has brought proof of completion to the appointment in addition to other relevant codes.</p> <p><b>REMINDER: Please pay attention to the drop in list!</b></p> <p><i>CCCAssess &amp; AB 705</i><br/>The Chancellor's Office has decided to terminate the CCCAssess project. "a preponderance of evidence demonstrates that standardized assessments are no longer seen as an effective placement strategy." The focus now will be on multiple measures for placement purposes: noncognitive variables and high school transcripts.</p> <p>AB 705 was signed into law by Gov. Brown and will be in effect 1/2018. Colleges must maximize the probability that a student will enter and complete transfer level coursework in English and Math within one year. ESL within three years. High school information must be used and guided placement including self-placement.<br/>Lesley will be meeting with the English consultant and others regarding this and will provide updates.</p> |   |
|  | <p><i>Volunteer to meet with the Board of Registered Nursing Monday, Nov. 6 at 11:15 for about 20-30 minutes</i><br/>Mary volunteer to do this.</p>  | Ciddio  |
|  | <p>Standing Items:<br/>1. <i>Reports from programs:</i><br/>Puente, Sankofa, FYE, Veterans, DSPS, EOPS, Athletics, Transfer Center, Centro Latino, etc.</p> <p>-DSPS will be offering noncredit classes for students with physical or intellectual disabilities.</p> <p>-Frances will be attending a SJSU conference 12/4.</p> <p>2. <i>Committee Reports</i></p> <p>Facilities: renovations and new buildings are being planned. Frances will send an email providing our big picture needs.</p> <p>3. <i>SLOs:</i><br/>-Update on Counseling Department SLO surveys = 4</p>  | All   |
|  | <p>Mills B.A. in Child Development<br/>"Our new program design creates a pathway from Merritt to Mills and the outcome of the program is a B.A. in child development and a multiple subject teaching credential. The program we have designed can be completed in 4 years and offers the possibility of bilingual certification for classroom teaching."<br/>Ms. Ketelle presented information on the Child Development and Elementary Education program. There will be a flyer in the upcoming weeks. There is curriculum for students to take</p>  | Diane Ketelle<br><a href="mailto:dketelle@mills.edu">dketelle@mills.edu</a> |

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|  | at Merritt and streamline their transition to Mills. The students will have Mills mentors as well as activities on the Mills campus prior to transferring there for their junior and senior year.  |     |
|  | <p>Announcements</p> <ul style="list-style-type: none"> <li>-Please provide Lesley with any new dates for the adjunct evaluations.</li> <li>-CAL Bridges Fellows Program flyer was distributed and left in adjunct mailboxes.</li> <li>-ILO training to review the critical thinking ILO is being planned. Please let Marty know if you are interested.</li> </ul> | 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