



**MERRITT COLLEGE COUNSELING DEPARTMENT
MINUTES**

Date: 11/14/2016 Time: 1:30 pm Location: R 112A

Attendees: Zielke, Khoo, Ilarde, Allen, Moy, DeVito, Scurry, Ross, Salceda.

Allotted Time	Topic	Person(s) Responsible
1:30-1:45 pm	<p style="text-align: center;">Transfer Update</p> <p>Tanya informed counselors that the last transfer workshop is next week during college hour. After that she only has drop ins and no appointments. She also informed us that only two campuses: UC Santa Cruz and UC Davis will inform students of the TAG decision by Nov 15. The others don't inform students.</p>	Ilarde
1:45-2:00 pm	<p style="text-align: center;">Financial aid update</p> <p>Zielke distributed an additional form that will be given to students who are going through the FA appeal process. The form will be completed by the student, not the counselor, after a mandatory financial aid workshop dealing with appeals issues. Counselors gave feedback that Zielke will discuss with FA Supervisor Nery. When changes are incorporated, Zielke will bring back the modified version for counselors review.</p>	Zielke
2:00-2:30pm	<p style="text-align: center;">Chair updates</p> <ul style="list-style-type: none"> ● SLO Surveys (71/100) ● Update on Spring classes: Zielke offered Coun 24 (Tue 5:30-8) once again to full time counselors. There were no takers so we will offer it to part time counselors. ● Fridays off: Three out of the four counselors taking Fridays off chose to not change their schedule. One will change to Wednesday so that we have a more balanced presence of full timers across the week. 	Zielke/Khoo
2:30-2:50 pm	<p style="text-align: center;">Others</p> <ul style="list-style-type: none"> ● Khoo gave a brief on the first monthly training of the semester for adjuncts. The feedback from part-time faculty was very positive and they look forward to more training in the upcoming months. ● Ilarde brought up issue of R105B room. Chairs updated the group that they have continued to discuss space issues with our VPSS. ● Scurry reminded counselors how to properly fill out the exemption form for 3SP and together with Zielke discussed the MMP form and its history. 	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.