



**MERRITT COLLEGE  
MEETING MINUTES**

**COUNSELING DEPARTMENT**

Date: 11/26/2018	Time: 1:30 pm	Location: R 112A
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Attendees: Salceda, Ciddio, Moy, Ross, Khoo, Perez, Zielke, Pantell, Allen, de Vito, Scurry

<b>Allotted Time</b>	<b>Topic</b>	<b>Person(s) Responsible</b>
1:30-1:40	<p>AB705</p> <p><i>Some concerns from the English department were shared about transfer level placement considering 70% of students come in at the basic skills level.</i></p> <p><i>Engl 508A-C will be offered in the fall with a minimum of two embedded tutors in each class. Engl 508 will be linked with the same Engl 1A instructor and will directly follow the Engl 1A class. All students with a high school GPA below 2.6 will be required to take the support class. For spring, the English department is piloting two sections of Engl 1A with 208.</i></p> <p><i>All "B" sections of non transferable English classes are no longer offered (i.e. Engl 201B, 264B).</i></p>	Santana
1:40-1:50	<p>Merritt College Catalog</p> <p><i>Discussed the possibility of course mapping/sequencing for the next catalog. Concerns were raised about the catalog being inaccurate as classes are changed but this cannot be reflected in the printed catalog. Also, if departments are not updating the information, the catalog is inaccurate. Additional concern re: course mapping is the impact this may have on part time students who are unable to follow the mapped pattern.</i></p> <p><i>It was suggested that knowing which classes are only offered in the Fall or Spring would be helpful.</i></p>	Moy
1:50-2:00	<p>SEA training update</p> <p><i>Tabled until next Monday</i></p>	Salceda
2:00-2:05	<p>Finalize Super Sat. and evening availability Jan 2019</p> <p><i>The schedule was distributed.</i></p>	Scurry

2:05-2:10	AB705 update <i>The district wide English decision chart was shared and has been placed in the bins outside Minh's cubicle on the back side of the Math Placement Guide.</i>	Scurry
2:10-2:20	Summer and Fall Coun Class planning <i>Reviewed proposed schedules. Modified as needed.</i>	Zielke
2:20-2:25	Finalize drop in form <i>Proposed using the same slip for drop ins and appointments so that we obtain the demographic information of both groups.</i>	Zielke
2:25-2:35	Standing Items: 1. Reports from programs: Puate, Sankofa, FYE, Veterans, SAS, EOPS, Athletics, Transfer Center, Centro Latino, 3SP, etc.  TRANSFER: <i>Dec 15th is the extension date for those students who were affected by the fires. UCB rep will only be at Merritt the morning of 11/27. The afternoon time has been cancelled.</i>  SAS: <i>The three new courses (LRNRE 561, 562 and 566) will be offered in the fall and students will receive a certificate of completion after taking all three courses.</i>	All
2:35-2:40	Standing Items: 2. Committee reports CFT: <i>The browse catalog feature of prompt allows users to see the last time a class was offered</i> <i>Zero cost textbook feature was also shared.</i> TECH: <i>Technology needs will be pulled from program reviews so please be specific.</i>	All
2:40-2:55	Standing Item: 3. Program review: Need by Friday 9am in Word.doc. 4. Need feedback on learned assessment for each class 5. Survey count = 0 6. Update on Adjunct Evaluations	Zielke
2:55-3:00	Announcements <i>Remember that Polly Jones is able to help with any Canvas issues students and/or faculty are having.</i>	All

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