

**MERRITT COLLEGE
MEETING MINUTES**



COUNSELING DEPARTMENT

Date: 12/4/2017 Time: 1:30 pm Location: R 112A

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

Allotted Time	Topic	Person(s) Responsible
1:30-1:40	CDCDP Update Our apologies for cancelling last Monday's Counseling Meeting. We had to prepare a hiring proposal to present at the CDCPD that same week. Before discovering there were only 4 positions for the entire campus, we were going to ask for three positions: Transfer, 3SP Counselor/Coordinator, and a Career Counselor. They are all included in the proposal but we are only requesting one position and informed CDCPD we had needs in all of the three areas mentioned. Voting is due by Wednesday.	Scurry/Zielke
1:40-1:50	ILOs/SLOs Stefani, Marty and Rosa are working on ILOs. There will be two working lunches on 12/11 and 12/14 for help with ILOs.	Zielke
1:50-1:55	Parking Permits Please let Marty know if you have not turned in your new parking permit application.	Zielke/Scurry
1:55-2:05	Summer/Fall 2018 class schedule Reviewed and approved for submission to the Dean.	Zielke/Scurry
2:05-2:15	East Bay Counselors Network TABLED until next week.	Zielke/Moy
2:15-2:25	Counselor Performance Observation Reviewed form and provided suggested modifications. We agree that the form should be consistent with other faculty's documents.	Scurry
2:25-2:35	Holes in Spring 2018 Master Schedule TABLED until next meeting.	Zielke/Scurry
2:35-2:45	Counselor Evaluations Adjuncts: a few are still outstanding. Tenure Track: the goal is to have them all submitted this week. The deadline was Dec. 1.	Scurry
2:45-2:50	Tuesday, January 23 rd evening shift Jose agreed to work this shift.	Scurry
2:50-2:55	Standing Items: 1. Reports from programs: Punkte, Sankofa, FYE, Veterans, DSPS, EOPS, Athletics, Transfer Center, Centro Latino, etc. <i>DSP:</i>	All

	<p>-Two noncredit courses will be offered in Spring 2018 by DSP LRNRE 261 (English for Life and Career Success) & 262 (Math for Life and Career Success). Mary is in the process of developing three noncredit courses in career awareness.</p> <p>-Mary and Ron met with LANHT regarding an adaptive course.</p> <p><i>Transfer:</i> CSUEB and SFSU both extended their application deadline to Dec. 15th. There is a help number at the bottom of the application and they do answer the phone.</p> <p>2. Committee Reports</p> <p>3. SLOs:</p> <p>-Update on Counseling Department SLO surveys = 34</p> <p>- Stefani and Derrick are working on SLOs for their programs.</p> <p>- Jose is finished with his SLOs.</p> <p>- Marty will be at Merritt 12/18, 19 & 20 if you need help.</p>	
2:55-3:00	<p>Announcements</p> <p>-Encourage DACA students not to give up. Prior to DACA, student's pursued higher education.</p> <p>-March 2nd is the deadline to apply for the Dream Act at financial aid.</p> <p>-Immigrantsrising.org is a helpful organization.</p>	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