

**MERRITT COLLEGE  
MEETING MINUTES**



**COUNSELING DEPARTMENT**

Date: 4/9/2018                      Time: 1:30 pm                      Location: R 112A

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

<b>Allotted Time</b>	<b>Topic</b>	<b>Person(s) Responsible</b>
	<p>English 201A/1A  <i>The English dept. will offer an accelerated Engl 201A/B to 1A (one semester) class for Fall 2018. The first 8 weeks will cover 201 material and the next 8 weeks will cover 1A material. The instructor will be Jon Drinnon. He would like motivated students who are committed to working hard and completing large amounts of homework assignments. See the attached flyer for more details.</i></p>	<p>Drinnon</p>
	<p>CSEP ideas                      -Per 3SP requirements, students are required to have a CSEP after 15 units or <i>before</i> the end of their third semester. Any ideas on how to increase our numbers?</p> <ul style="list-style-type: none"> <li>• <i>Verify online SEP header states comprehensive SEP before working on a CSEP. If a CSEP exists, change header to Follow Up, otherwise we will not receive funding even if the SARS code is changed.</i></li> </ul> <p><i>Concern: Financial Aid has been rejecting CSEPs that say Follow up. The chairs will let them know that Follow up is the new code for a second CSEP.</i></p> <ul style="list-style-type: none"> <li>• <i>Full time should try to book follow up appointments for CSEP with students while still in our offices doing an ASEP. Part time can encourage them to go to the front desk to schedule next appt right away for CSEP.</i></li> <li>• <i>If you are able, do a 2-3 semester CSEP while the student is in your office even if that's not the primary reason for the meeting. Make sure student has time and there are no other students waiting, however.</i></li> <li>• <i>Encourage instructors to give extra points or extra credit for CSEPs.</i></li> </ul> <p>Prep for assessment                      -<i>Remember to use HSMM first if available.</i>                      -<i>Earning a certificate that does not require Math or English does not exempt a student from assessment.</i>                      -<i>Being a non-credit student does not exempt a student from 3SP. All non-credit students are coded as matriculating.</i>                      -<i>Try to do an ASEP every time if you see a new or returning student (3 years or 6 semesters) if possible.</i>                      -<i>Change the reason codes if needed each time you see a student. Use multiple codes if you are unsure. MIS reporting will sort it out and we will not be overfunded.</i></p>	<p>Scurry</p>

	<p><i>-Use ASSESSMM if you clear a milestone.</i></p> <p><i>-Make sure all outreach contacts are entered into SARS. If assessment or orientation is done, please give SIDs to Minh so he can enter into MIS if you are unable to enter them.</i></p> <p><i>-We only get funded once for a CSEP so if you are revising one, be sure and change the header to Follow Up from the drop down SEP menu. This is very important for funding.</i></p>	
	<p>Summer Super Saturdays June 2<sup>nd</sup> and 9<sup>th</sup> from 9am-1pm.</p> <p><i>-Any volunteers? We can expand the hours based on prior super Saturdays (2:30?)</i></p> <p><i>Please let us know if you are available.</i></p>	Scurry
	<p>Nominations for counseling department co-chairs</p> <p><i>The nomination sheets will be in everyone's mailbox soon. They will be sent to Chairs today.</i></p>	Zielke/Scurry
	<p>CurricuMeta</p> <p><i>Some users have had difficulty accessing or moving through screens. Marty will meet with anyone who needs help.</i></p> <p>Guided Pathways:</p> <p><i>a. focus on should we require a counseling 501 for all new students?</i></p> <p><i>b. A Career Awareness Non-Credit Program (from SAS-old DSPS) is in the approval process. That may be a good option if Merritt adopts a required career workshop or class as part of the onboarding of new students.</i></p>	Zielke
	<p>Community College Completion Grant (CCCG)</p> <p><i>There is a grant called CCCG available for students who have 15 units each semester and are financial aid eligible. These students will be referred to us from the FA office for a full CSEP through graduation/transfer showing 15 units each semester. The full CSEP is a requirement for eligibility. The grant is for \$750 each semester and is available for two years (students with ESL and Basic Skills classes can be extended one year). If the student's GPA drops below 2.0 or they drop units, they will lose the grant and there is no reinstatement or appeal process. The goal is to encourage students to complete community college in two years.</i></p>	Zielke
	<p>Standing Items:</p> <p>1. Reports from programs:  Puente, Sankofa, FYE, Veterans, SAS, EOPS, Athletics, Transfer Center, Centro Latino, 3SP, etc.</p> <p><i>No updates</i></p>	All
	<p>Standing Items:</p> <p>2. Committee reports</p> <p><i>The Financial Aid Appeals Committee is requesting that the major on the CSEP be the students actual major. If the CSEP major does not match the courses planned on the CSEP the petition will most likely be denied.</i></p>	All
	<p>Standing Item:</p> <p>3. SLOs: 68 total surveys received</p> <p>4. Go over each of our programs SLOs.</p> <p><i>Veterans SLO and its results were reviewed. We all gave kudos to Stefani for increasing enrollment in the program and increasing the number of vets who now have a full CSEP.</i></p>	Zielke

	<b>Announcements</b> -Reminder District Wide Counselor Meeting April 26 <sup>th</sup> at COA 8:15-3:00	All
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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

## Special Accelerated ONE SEMESTER English 201A/B and English 1A Cohort Pilot

Flyer for all counselors

In response to AB 705 which requires all community colleges “to maximize the likelihood that students will complete transfer level courses in math and English within a one-year timeframe” by fall of 2019, we are piloting an accelerated 201 to 1A cohort that will be eight weeks for each course. This will allow for motivated students to complete their English requirement within just one semester.

I am asking the counselors to guide students to these two courses, students who in the estimation of the counselor express an interest and commitment to accelerate their English course work. I will in turn commit to getting them through the two course cohort. We are capping enrollment for the English 1A course at 15 at the beginning of the semester to allow space for me to move students from the 201 course to the 1A when the time comes. Then we will open it up, and I will ask my students to sign up for the 1A right away to ensure they can get in.

I asked to attend the counseling meeting yesterday and at that forum I presented the cohort, asked for support, and fielded questions and concerns. They suggested that I create a flyer to get out the word to the rest of the counselors and to provide everyone with a handy resource for referral.

Here are the specifics:

ENGL 201 TR (43238/43241) – 1<sup>st</sup> 8-week 8/20 10/12;

ENGL 1A TR (43230)– 2<sup>nd</sup> 8-week 10/15 – 12/7

Both classes are 11:00-3:35

Thanks for your support!

Jon Drinnon

Cell 510 499 6177 (for any questions)