



**MERRITT COLLEGE COUNSELING DEPARTMENT
MEETING MINUTES**

Date: 10/03/2016

Time: 1:30 pm

Location: R 112A

Attendees: Zielke, Khoo, Scurry, Allen, De Vito, Ciddio, Ross, Perez, Salceda, Moy

Allotted Time	Topic	Person(s) Responsible
1:30-1:45 pm	Guest speaker: A&R Dominique went over a series of issues faced with student evaluations related to petitions for graduation. Please see attached document she prepared outlining the issues. Her comment about counselors not including gpa calculation was discussed and agreed that sometimes the excel sheets don't provide the correct calculation.	Dominique Taylor (attachment)
1:45-2:00 pm	CSU Conference: Scurry updated the department on CSU changing over from CSUmentor to CalStateApply starting 06/01/17. Special programs like Nursing will now have an additional website to fill out the program application. There will be a charge of \$40 for those applications. She also mentioned that students applying for fall 2017 can use their parents 2015 tax returns and should be applying right away. Allen, who also attended the conference, reminded counselors that the units students take (funded by financial aid) at the CC have an impact in their overall financial aid eligibility at the 4-year universities. Loans and Pell Grants have a total of 6 years of eligibility and CalGrant B has 4 years. The	Scurry/Allen
2:00-2:50 pm	Chair updates <ul style="list-style-type: none">● SLO Surveys: have 9/100. Still need 91.● APU update: The following departments confirmed submission of their APUs to their administrators: DSPS, Veterans, FYE, Transfer, Sankofa and General Counseling. The following will submit tonight: Puente, Centro Latino and possibly the counseling portion of Sankofa.● Evaluations update: Chairs informed the group that Eva Ng Chin needed the department to identify an evaluator for a recently hired new adjunct counselor (McGiffert). Marty Zielke volunteered to evaluate him in spring 2017.● Spring counseling classes: Mary Ciddio requested to teach the Coun 57 that Pantell will not be able to and	Zielke/Khoo

	<p>requested a change of dates due to time conflict with district and campus regular Academic Senate meetings. Moy will teach the Coun 203 that Ross/Ciddio are no longer able to teach.</p> <p>Chairs reminded counselors that they will submit proposed request to Dean Brown and will inform counselors if the changes were approved.</p> <ul style="list-style-type: none"> • Counselors for STEM, MATH: There are still no volunteers for STEM and Math so chairs will open up the opportunities to adjuncts or new hires. 	
2:50-3:00pm	<p>Other Updates:</p> <ul style="list-style-type: none"> • See attached sub/waiver form discussion summary to see the agreements arrived at during Friday's meeting with administrators, A&R personnel from the campus and the District and Counseling Faculty. • East Bay Consortium: Zielke and Khoo attended a meeting last week regarding developing pathways for high school and middle school counselors cooperation to make the students' transition into college more streamlined and successful. 	All

Meeting adjourned at 3:05pm.

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.

