



MERRITT COLLEGE

COUNSELING DEPARTMENT  
MEETING MINUTES

Date: 12/10/2018

Time: 1:30 pm

Location: R 112A

Attendees: Ciddio, Allen, de Vito, Salceda, D. Ross, L. Ross, Scurry, Moy, Zielke, Khoo, Perez

Allotted Time	Topic	Person(s) Responsible
1:30-2:00	Food and Games	Moy
2:00-2:10	<p>AP4100</p> <p><i>For a short time, upper division units were able to be used when AP4100 was incorrectly revised. Now this has been corrected and upper division units can no longer be used. Upper division classes can be used to satisfy subject requirements, however.</i></p> <p><i>Concern: the Sub/Waiver form was revised and is now only a Substitution form. Many COSER students waived the Kin requirement due to physical limitations. Scurry will bring this up at CFT.</i></p>	Roque Chaves
2:10-2:20	<p>Counseling credit or/and non-credit certification discussion continued.</p> <p><i>Tabled</i></p>	All
2:20-2:25	<p>SARS notes/reason codes</p> <p><i>Do not unclick Academic when updating student reason codes. Always leave Academic checked for statistical purposes. Add any additional appropriate reason codes.</i></p>	Scurry/Zielke
2:25-2:30	<p>Friday's Community Breakfast</p> <p><i>FYE, Sankofa, Puente, EOPS and SAS will all have a table at this event. General counseling brochures will also be available.</i></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

2:30-2:40	<p>Standing Items:</p> <p>1. Reports from programs:  Puate, Sankofa, FYE, Veterans, SAS, EOPS, Athletics, Transfer Center, Centro Latino, 3SP, etc.</p> <p><i>SAS: Data is still inaccurate in prog review.</i>  <i>Transfer: Saturday is the deadline for applying to the CSU system.</i></p>	All
2:40-2:45	<p>Standing Items:</p> <p>2. Committee reports</p> <p><i>Senate: A survey for faculty and staff will be sent out.</i></p>	All
2:45-2:55	<p>Standing Item:</p> <p>3. Program review: Due Jan 28th. SLOAC, IEC and CIC to validate. <i>Remember you will not have program time prior to the due date to complete your program review. This is our peak time and we will all be on drop in.</i></p> <p>4. Need feedback on learned assessment for each class</p> <p>5. Survey count = 0</p>	Zielke
2:55-3:00	<p>Announcements</p> <p><i>-UC Santa Cruz, UC Merced and UC Riverside open for transfer apps through Jan. 4.</i>  <i>-Check your SARS for accuracy for Spring 2019. Minh has loaded our schedules.</i></p>	All