

Meeting Minutes
MERRITT COLLEGE COUNSELING DEPARTMENT

Date: 10/26/2020

Time: 1:30 pm

| Allotted Time | Topic | Person(s) Responsible |
|----------------------|--|------------------------------|
| 1:30-1:45pm | <p>e-SARS Check-in <i>Updates were made to e-SARS including appointment type, selecting multiple reason codes, and default appointment time. Feedback from the Counseling Department team was requested.</i> <i>Sara Alturk reported that e-SARS has been working smoothly.</i> <i>Frances Moy requested an update on e-SARS for Student Accessibility Services. Dean Webb will follow-up with the District.</i> <i>Derrick Ross reported that appointments are being booked by non-Sankofa students.</i> <i>Lesley Scurry reported that Zoom appointments are being booked without a valid e-mail address.</i></p> | All |
| 1:45-2:00 pm | <p>District Wide Counselors Meeting (Spring 2021 – March 24th, 2021) <i>List of Trainings: Counselors requested trainings on PeopleSoft, self-care, and Cranium Café.</i></p> | Rosa and Jose |
| 2:00-2:05pm | <p>Evaluations Status: Calworks - LaVora Mathis- Payne – Rose Allen <i>Evaluation will be forwarded to Co-Chairs. The evaluation is pending a signature from VP Chavez.</i> General Counseling - Marissa Yenpasook – Angela Khoo <i>The write-up is pending.</i> EOPS Andrea Melano – Rose Allen <i>Andrea has been notified about the evaluation and the date is being confirmed.</i></p> | Rose and Angela |
| 2:05 – 2:20pm | <p>Standing Items:</p> <p>1. Reports from programs:</p> | All |

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| | <p>Puente, Sankofa, FYE, Veterans, SAS, EOPS, Transfer Center, etc. <i>EOPS: Applications remain open.</i> <i>Transfer Center: Drop-in hours will be available for students.</i></p> <p>2. Committee Reports <i>Hiring Committee, VP Administrative Services: The hiring process is proceeding.</i> <i>Curriculum Committee: Health Occupations 202 discontinued. Health Occupations 101 will be offered in Spring 2021. M/LAT 17B and AFRAM 35 will be offered in Fall 2021.</i> <i>CFT: PeopleSoft update. Changes will happen in Spring 2021.</i></p> | |
| 2:20 – 2:30pm | <p>Announcements: <i>APU deadline extended to Oct 28th, 2020.</i> <i>Financial Aid Director will be invited to a future meeting.</i> <i>CIS 205: Credit by exam. No schedule available to date.</i></p> | Rosa and Jose |